

| Prin. | Basic Sc. | Chem. | Civil | Comp. | I.T. | Elect. | Elex. | E & Tc | Mech. | Prod. |
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**Minutes of the HOD Meeting (6 September 2014)**

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
- 2) **Report of the Academic Committee (25/8/14 to 30/8/14):** The report of the Academic Committee for the period 25/8/14 to 30/8/14 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 11/8/14 to 16/8/14.
- 3) **Addition of Journals / Periodicals in Library:** The notice regarding the addition of new journals / periodicals in library has been circulated. All HODs should inform this to faculty members and research students. They were requested to initiate the drive to confirm the utilization of the library resources.
- 4) **Mid Term Academic Review:** Mid-term academic review conducted by the HODs was taken. The Principal suggested that the review parameters should include coverage of syllabus, attendance of students and result analysis of UT etc.
- 5) **Overview of Attendance Record up to 31/8/2014:** Overview of the submission of attendance record up to 31/8/2014 by the GFMs was taken. All the HODs were informed to confirm the submission of the monthly attendance record by the GFM to the Academic Committee as per the scheduled dates.
- 6) **Communication with Parents of Defaulter Students:** The record of monthly communication with the parents of defaulter students should be maintained with its outward no. and list of the defaulter students. The copy of the same shall be obtained from the Admin. Office.
- 7) **Meeting of Group Leaders:** The Principal may conduct the meeting of all Group Leaders of all classes on 13 Sept. 2014. All HODs shall ensure the presence of the group leaders from the respective department to the meeting. Notice will be circulated accordingly.
- 8) **Panel of Examiners:** The CD containing panel of examiners was given to respective HODs. The Chairman, BOS and HODs were requested to update the panel and submit it to the Dean, Faculty of Engg. & Tech. on or before 25 Sept. 2014.
- 9) **NANOCON 014 – List of Guests:** The third International Conference ‘NANOCON - 14’ will be conducted on 14 & 15 Oct. 2014. All HODs were requested to submit the list of guests from industries and academic institutions, which they would like to invite them for the conference.

**Bharati Vidyapeeth Deemed University  
College of Engineering, Pune – 43**

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| Meeting No. | 206     |
|             | 2014-15 |

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- 10) Training Programmes (Engg. Staff College):** The calendar of programmes organized by Engineering Staff College of Hyderabad was circulated to all. Interested faculty members are informed to apply for the same as per standard procedure.
- 11) Printing at Media Lab.:** The facility of printing is made available in the Media Lab. Faculty members using this facility shall submit the standard requisition form duly signed by him/her and respective HOD.
- 12) Submission of UT – I Mark-sheets:** All HODs were informed to submit the mark-sheets of UT-I to UT Cell as per the scheduled dates. They also need to submit the student's grievances regarding the assessment of the answer-books to the UT Cell.
- 13) Teacher's Day:** Teacher's Day was celebrated in all departments on 5 Sept. 2014 in innovative manner by arranging various games and quizzes for the teachers. The efforts made by various students' associations were appreciated by the Principal.
- 14) SAR:** This point will be discussed in depth in the next meeting.
- 15) IIT Gandhinagar:** IIT Gandhinagar would like to include this college under MHRD TEQIP. All HODs were requested to submit the proposals for establishing the tie-up with respect to quality improvement of faculty and research students of this college.
- 16) Purchase Proposals:** All HODs were informed to submit the purchase proposals of the respective department on or before 29 Sept. 2014.