

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
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Minutes of the HOD Meeting (21 October 2015)

1) **Review of the Last Meeting:** The review of the last meeting was taken.

I. **SAR:** All HODs confirmed the submission of SAR in PDF format to the Principal as per the following schedule,

Dept.	Date of Submission
Civil, Chemical, Electrical	26/10/2015
Computer, IT, Electronics, E & Tc	30/10/2015
Mechanical & Production	30/11/2015

II. **Information for AICTE – CII:** The information for AICTE-CII and the documentary evidences have been checked by Prof. S. Z. Gawali. The status of correction is as follows, Civil, Production, Chemical departments have completed the data entries while the other departments have partially completed. All the respective HODs were informed to complete the same on priority.

III. **Skill Development:** Prof. R. N. Patil submitted the proposals for the Skill Development Programmes.

IV. **Engagement of People with Sc. & Tech. (EPST):** EPST programme is to be implemented in three stages in one selected school. First stage was introduction of technical concept with models. Second stage is expected to arrange quizzes, essay competition, introduction of scientists of relevant fields and noting students with potential for projects. In third stage, these students can be guided for small projects, which will attract them towards technical education.

V. **Academic Calendar:** All HODs were informed to submit the suggestions in the Academic Calendar for its improvement.

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2) **M. Tech. Course Structure:** The Principal conveyed deep gratitude and thanks to Hon. Vice Chancellor, BVU, Pune for approving Post Facto sanction to the Course structure of M. Tech. (All Programmes) (Sem. I to IV).

3) **Bharati Sah. Grahak Bhandar:** Representatives of Bharati Sahakari Grahak Bhandar will visit the college as per schedule given below;

Day: Friday, Date: 23/10/2015

S. N.	Time	Dept.	Venue
1	12.30 to 12.45	Computer, IT & Student Section	WW- II - 306
2	12.45 to 1.00	Electrical, Chemical & Admin. Office	WW- II - 208
3	1.00 to 1.15	Civil, Basic Sc., Store & Library	WW- I - 302
4	1.15 to 1.30	Electronics, E & Tc, Gymkhana & UT Cell	WW- I - 402
5	1.30 to 1.45	Mechanical, Production & Workshop	WS - 302

All teaching and non-teaching staff members were informed to remain present as per the time and venue given above.

4) **Syllabus of B. Tech. (Sem. – III & IV):** All BOS Chairmen were informed to submit the hard copy of the syllabus of B. Tech. (Sem. III & IV) on priority in the format as discussed.

5) **Internal Assessment Marksheets:** All faculty members who are teaching to the classes of B. Tech. (Sem. – I & IV) were informed to prepare marksheet for internal assessment. The format of the same to be submitted to the University will be circulated, they need to complete the entry of marks in the given format and verify the same to avoid errors / mistakes. The data regarding the internal assessment of students who have got change of branch should be entered in the marksheet of new branch allotted to them.