

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
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**Minutes of the HOD Meeting (23 July 2016)**

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
  - i) **NBA:** In the previous meeting conducted on 14/07/2016, discussion about submission of Prequalifier was carried out. It was expected to submit on or before 21/07/2016. Only Electronics, Electrical and Production Department have submitted it on 23/07/2016. Heads of other departments are informed to submit it on urgent basis.
  - ii) **Meeting with all Faculty Members (Feedback / Explanation):** Meeting of Principal with all faculty members was conducted on 16/07/2016 to address various issues regarding academics, branding of institution, placement of students, access control, usage of library facilities etc. It was expected that all heads of the department to take the feedback regarding the same and discuss it in next HoD meeting. However only few departments have discussed the feedback of faculty members. Remaining HoDs shall discuss the feedback in next meeting.
- 2) **Report of the Academic Committee (11/7/16 to 16/7/16):** The report of the Academic Committee for the period 11/7/16 to 16/7/16 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 4/7/16 to 9/7/16.
- 3) **Welcome Address and Induction Programme:** Freshman Induction Program for the B. Tech. (All Programs) (Sem.- I) students is arranged on 1<sup>st</sup> and 2<sup>nd</sup> August 2016 which will start with Address by Principal on 30<sup>th</sup> July from 10.30 am onwards at Medical Auditorium. All GFM's should ensure that the complete attendance of entire class for the same. Also all HoDs, GFMs, Faculty members teaching to first year and other faculty members who are not having workload of higher classes shall attend the same. The notice related to this have been already circulated to all the department.
- 4) **Meeting of PG Students with Faculty Members:** Meeting of all PG students (Sem. – I and III) is arranged on 6<sup>th</sup> August 2016 at 10:30am at C – 403. Faculty members teaching to M. Tech. including visiting faculty members, all guides, PG coordinators and HoDs shall attend the same without fail. PG coordinators and HoDs shall ensure the attendance of all the students without fail. Students remaining absent for the said meeting shall not be allowed to attend lectures / practicals without permission of the Principal.

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

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- 5) **Attendance Record of Students:** It has been repeatedly discussed in the HoD meeting that the attendance record of all the students should be maintained meticulously. Separate notice of defaulters with their names and roll numbers and percentage of attendance should be displayed in the notice board. Same shall be communicated to respective students, their parents / guardians through e-mail, standard letter indicating his / her attendance and other rules and regulations regarding attendance and sanctioning of term. HODs shall submit the copy of the notice displayed of the defaulters to the Principal's Office every month.
- 6) **Syllabus for Unit Test:** Syllabus for Unit Test shall be completed before the respective dates. All subject teachers may arrange extra lectures to complete the syllabus.
- 7) **Record & Display of In-plant Training:** For branding of the institute, it has been repeatedly informed to all the faculty members to use social media such as Face Book to post departmental events, in plant training photos of students on college face book page. Apart from this selected photos of n-plant training with details can be displayed on notice board for the information of all students.
- 8) **TEQIP-II Meeting:** Meeting of State Project Facilitation Unit (SPFU) with TEQIP – II coordinators of Maharashtra State is scheduled to be held on 25<sup>th</sup> July 2016 from 10:30 am to discuss the preparation of final performance auditing process of TEQIP –II project Venue for the meeting is Seminar Hall (W – 306). All Nodal Officers shall attend the said meeting.