

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	ET	E & Tc	Mech.	Prod.

Minutes of the HOD Meeting (20 October 2016)

1) Review of the Last Meeting:

- i) **NAAC/NBA:** Consistently in every HOD meeting the review of documentation process of NAAC / NBA is taken. All Heads of the Departments shall initiate the documentation process for NBA visit and prepare quality documentation. Principal has offered his services for discussions regarding the quality of specific document.
- ii) **NIRF Data:** Formats of required data for NIRF has been discussed in detail and all Heads of the Departments shall submit the required data before 26th of October 2016 to NIRF mail ID. Group of all mail ID's of all Heads of the Department is generated and all the Heads of the Departments shall forward the data related to NIRF to this mail ID only without keeping cc or bcc to any mail ID.
- iii) **IRG:** Review of progress of IRG was taken from every department. Heads of Chemical, Electrical, E&TC, IT and Production Department shall initiate the process of execution of IRG as per schedule submitted.

S. N.	Name of the Dept.	Probable Dates	S. N.	Name of the Dept.	Probable Dates
1	Chemical	23/9/16 or 7/10/16 or 10/10/16	2	Electrical	Last week of Jan. 2017
3	E & Tc	28/11/16	4	I.T.	First week of Jan. 2017
5	Production	First week of Dec. 2016			

Heads of Civil, Computer, Electronics and Mechanical Engineering shall submit the IRG proposal to the Principal's Office.

- iv) **Skill Development Programme:** All Heads of the Departments shall start working on effective conduction of Skill Development Programme and try to sign MoU with agencies / Industries who are supporting to Skill Development Programme in technical way. Only Civil department has proposed MoU till date. Heads of other Departments shall submit the details of MoU to Principal's office.
- 2) **Report of the Academic Committee (10/10/16 to 14/10/16):** The report of academic committee for the period (10/10/16 to 14/10/16) was circulated to all Further; all HODs submitted the report of the non conduct of lectures / practical's for the period (03/10/16 to 08/10/16).

Bharati Vidyapeeth Deemed University
College of Engineering, Pune – 43

Meeting No.	252
	2016-17

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	ET	E & Tc	Mech.	Prod.

- 3) **Schedule of Submission of TW (Sem. – I):** Schedule of Submission of TW of B. Tech. Sem. – I is circulated to all Heads of the Departments for checking. It is expected to send the comments on it on priority basis to smooth conduction of submission process.
- 4) **Functioning of the department:** 21 Points were circulated to all Heads of the Department to prepare the functioning of the respective departments. This information will be helpful to represent each department at various committees / guests etc. All Heads of the Department shall communicate the date of submission of these points to Principal by mail.
- 5) **Monday Coffee:** The intent of Monday Coffee was to provide motivational reads. The stories included in it might have published elsewhere. However, intention of it was to give refreshing start on every Monday, motivation and inspiration towards achieving our goals. Now henceforth, every department shall submit one such motivating story to the Principal (on e-mail ID arbhalerao@bvucoep.edu.in) and subsequently it will be circulated as Monday Coffee in the name of the respective faculty member. The last date to submit the story is 15/11/2016.