

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	ET	E & Tc	Mech.	Prod.
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Minutes of the HOD Meeting (12 January 2017)

1) Review of the Last Meeting

- i) **Visit of review committee of UGC:** Visit of review committee is scheduled from 20th to 22nd January 2017. The notice related to this is already circulated. Committee comprises of 19 members and having five members nominated by AICTE will take review of BVU and its constituent units. All Heads of the departments shall prepare documentation and laboratories in good condition also submit the visit plan B & C to the Principal's Office immediately.
- ii) **NBA:** In every HoD meeting it is repeatedly informed that every department shall use softwares related to NBA and submit weekly utilization report (cumulative) to Principal's Office. Also prepare 20 students from UG and 10 students from PG for meeting with committee experts and these students shall be educated.
- iii) **AICTE Schemes:** AICTE link is opened till 12th January 2017 for submission of online proposals for various schemes. All departments shall take maximum advantage of it by submitting maximum no. of proposals.
- iv) **Access control:** The report about time in and time out of faculty members at access control is shared with Heads of the Departments. HoD shall held one on one discussion with faculty members having record of early going / late incoming.

2) Report of the Academic Committee (05/01/17 to 07/01/17): The report of academic committee for the period (10/10/16 to 14/10/16) was circulated to all Heads of the Departments. Further; all HODs shall submit the report of the non-conduct of lectures / practical's for the period (05/01/17 to 07/01/17) in next meeting.

3) Blood Donation Camp: On the occasion of birthday of Hon'ble Dr. Patangrao Kadam, Chancellor, Bharati Vidyapeeth University and Hon'ble Dr. Vishwajeet Kadam, Secretary, Bharati Vidyapeeth, Pune, Blood donation camp is organized on 13th January 2017. The detailed notice and schedule is already circulated to all departments. HoDs of all Departments shall motivate faculty members, non-teaching staff and students to participate in social activity in large number.

[P.T.O.]

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- 4) **Examination of the Course ‘Environmental Studies’:** As per the notification of Supreme Court, “Environmental Studies’ course is made mandatory to all the engineering students. Detailed notice is already circulated. All HoDs shall inform B. Tech. Sem.-VI and Sem. - VIII students regarding same and ask them to fill up examination form.
- 5) **Syllabus:** All Heads of the Departments shall submit the soft and hard copy of syllabus (framed in workshops conducted) of B.Tech Sem.-VII and VIII (2014 CBCS Pattern) to Prof. Bhoi for preparation of syllabus booklet.
- 6) **Company Specific Training Programme:** College is arranging a Company Specific Training Programme exclusively for all the eligible students appearing for Campus Recruitment Drive by HSBC and Q-Spiders. Students attending 100 % of this programme will be only allowed to appear for placement drive. Hence, students shall be made aware about it and motivated to attend training programme.
- 7) **Timetable Observation:** Repeatedly it has been told in HoD meeting that while preparing the time table and load distribution, HoDs shall call meeting of all faculty members and discuss it in meeting. Uniform distribution of lecture and practical shall be maintained throughout the week. While allotting project / dissertation workload, it is observed that few faculty members have been allotted project workload though they have less than nine number of project candidates. Hence, the norms related to this shall be strictly followed.
- 8) **Biometric Attendance Records (511, 405 A & B):** It is the plan of integrating / correlating the attendance of the students with access control. The pilot project will be run in class rooms WW – II 511, 405 A & B. HoD of Computer Department shall inform respective faculty members and students about the biometric attendance of the same.
- 9) **Financial Help to Vaibhav Jain:** Student of B. Tech. Production Sem.-VI is the victim of road accident. He is on ventilator and in critical condition. Financial condition of his family is very poor. An appeal to all faculty members made herewith to help him financially by NEFT/RTGS or by providing cheque. Details of his account are available with Head, Dept. of Production Engg.