

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

Minutes of the HOD Meeting (22 March 2018)

1) Review of the Last Meeting:

- i) **EEP:** HSBC has have given rupees 20 Lacs scholarship for the benefit of the students of BVDU COE with specific guidelines to procure the amount of scholarship. For students of final year, Employment Enhancement Programme of 100 hours is planned under this. Rs. 2000/- shall be collected from the interested students as a deposit which is refundable if the students satisfies the attendance norms. If students give assurance in writing to maintain the attendance for EEP then deposit money may be wave off.
- ii) **Faculty Development Programme (FDP):** Each and every department shall organize minimum one FDP per semester. All Heads of the Departments shall submit the planning of FDP of next two terms to Prof. K B Sutar (HOD Mechanical) for compilation.
- iii) **Training Programme for Students:** To enhance the skills of the students and employability of students, each department shall organize minimum one training programme for each class of B.Tech. (First year to Final Year) and M. Tech. programme. All HoDs shall submit the planning of students training programme of next two terms to Prof. K B Sutar (HOD Mechanical) for compilation.
- iv) **Report of the Academic Committee:** The report of academic committee for the period of 1/03/2018 to 14/03/2018) was circulated to all Heads of the Departments. It is expected that all HODs shall take the explanation in writing from the faculty members whose lecture / practical is in non-conduction report and submit it to the Principal's Office. Only Chemical and E & TC department has submitted the explanation of the respective faculty. Further, Prof. S. S. Ghule shall inform all the committee members to share their observations with HoDs after the visit and before preparing the report.
- v) **Change in College Timing:** As per the request received by number of faculty members and subsequent discussion in HoD meeting, college timing has been revised from 9.30 AM to 4.30 PM. However, it is observed that students are not getting 15 min. break after first two hours. The request received from students has been considered in HOD meeting and necessary changes will be done in time table from next academic year.
- vi) **Next cycle of NBA:** Department of Civil, Chemical, Computer, Electrical and Electronics engineering has been accredited till 30/06/2020 with the compliance in many criteria. It is expected to fulfil these compliances till September 2019 and send the compliance report to NBA for evaluation. All Heads of the Departments shall prepare the strategic planning for next one and half year to execute NBA work of next cycle and hold the responsibilities to faculty members. Also prepare the detailed activity plan and faculty requirements and other requirements and shall present it on 31st of March 2018.