

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	ET	E & Tc	Mech.	Prod.
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Minutes of the HoD Meeting (7 February 2019)

1) Review of the Last Meeting

- a) **Students' Information for Oracle PeopleSoft ERP:** Principal has appreciated the efforts taken by all the departments regarding registration of students' Information for Oracle PeopleSoft ERP. It is observed that few students have not registered yet for the same. All Heads of the Departments shall ask these students to complete the registrations immediately and update their attendance in attendance sheets kept at reception. Further, it is observed that Computer Department has not followed the format of submission of data which was decided in the HoD meeting and submitted data on the class attendance sheet with incomplete information of students. Submitting such important data on attendance sheet shows negligence towards the system of administration and causes inconvenience and inappropriateness in maintaining the accurate record for official purpose. Hence, Head of Department of Computer Engg. was informed to take appropriate steps to submit the data.
 - b) **Dale Carnegie Workshop on High Impact Teaching Skills:** Two days workshop on High Impact Teaching Skills is scheduled on 8th and 9th February 2019. The detailed notice related to the same is already circulated to all the departments with the list of faculty members nominated by Heads of the Departments. The programme timing is rescheduled on 10.30 am on 8th February 2019. All faculty members listed in the notice shall attend the said programme without fail and shall submit the feedback individually to Principal's Office through HoD.
 - c) **Swayam Courses:** It is observed that all the faculty members have been registered for the Swayam Courses and the sessions of few courses is already started from 25th January 2019. All Heads of the Departments shall monitor the involvement of the faculty members in Swayam courses and the timely submission of the assignments.
- 2) Hiring of Student Partners by Internshala:** Internshala have launched the 13th edition of flagship program – Internshala Student Partner (ISP- 13). The detailed notice for the same is already circulated to all the departments. All Heads of the Departments shall bring this to the notice of all the students and motivate them to register in maximum number on the link provided in the notice. The review of number of registrations will be taken in next HoD meeting.
- 3) Dale Carnegie Workshop for the Students:** It is proposed to arrange training programmes by Dale Carnegie for students of third year. This will help them to develop their personality. Hence, all Heads of the Departments are requested to suggest the topics for the training programmes on or before 09/02/2019 to bvucoepune@bharatividyaapeeth.edu