

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
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Minutes of the HOD Meeting (10 February 2012)

1) Review of last meeting:

i) Review regarding the information about the equipments as per the deadstock register for 12'b' was taken. It is noted that all the departments have submitted the said information to Prof. S. H. Patil. However, the information from Electronics Department was incomplete.

ii) Workshop on Choice Based Credit System (CBCS) for PG programmes was conducted on 1 February 12 for faculty members including visiting faculty who are involved in the academics of PG programmes. Similarly workshop on CBCS for PG students shall be conducted. Prof. P. R. Devale and Prof. S. T. Chavan shall prepare the schedule for the same.

iii) It is decided to conduct one training programme and one national seminar / conference by each department in the odd semester of the academic year 2012-2013. All HODs should start the preparations for the same and submit the proposal to the Principal for approval.

- 2) **BOS Meetings:** All BOS Chairmen are asked to conduct minimum four meetings of the respective BOS in the year. Further, the Chairman should send a request letter to the Dean for inclusion of the Professors who have newly joined the BVUCOE as BOS Member.
- 3) **Minutes of Meetings with Students and GFM:** All HODs should send the photocopy of the minutes of the meetings with students and GFMs to the Principal immediately after it is conducted.
- 4) **Bharatiyam 012:** The annual Tech-Fest of the college '**Bharatiyam 012**', is scheduled on 15 to 17 March 12. A separate notice regarding the formation of various committees is circulated. Prof. D. M. Thakore presented the progress report of the preparation of the Bharatiyam 012. The meeting of all committee members is rescheduled on 18/2/2012.
- 5) **Training Programme on 'Time Management':** The training programme on 'Time Management' for the faculty members is scheduled on 11/2/2012 from 9.30 am to 5 pm. The notice and the list of the faculty members participating in the said training programme is circulated to all departments.
- 6) **Bimonthly Report:** A format of the bimonthly report is sent through e-mail to all HODs. It is further decided to submit the monthly report on regular basis before the fifth day of every month to Prof. R. N. Patil.

**BHARATI VIDYAPEETH DEEMED UNIVERSITY
COLLEGE OF ENGINEERING, PUNE-43**

Meeting No.	144
	20011-12

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- 7) **Submission of Compiled Attendance Record by GFM:** The names of the GFMs who have submitted the Compiled Attendance Record to the Academic Committee was given to all. HODs should ensure the submission of the Compiled Attendance Record from the GFMs who have not yet submitted the same. Further, all GFMs should send the letter to the parents of the students who are having less attendance in lectures / practicals.
- 8) **Revision of Syllabus:** A revised syllabus for the B. Tech. (All Programmes) (Sem.-I & II) will be implemented from the Academic Year 2012-2013. For this purpose it is suggested to organize the workshop for the revision of the structure and syllabus.