

Bharati Vidyapeeth Deemed University
College of Engineering, Pune – 43

Meeting No.	187
	2013-14

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
<i>ARR</i>	—	<i>PC</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Minutes of the HOD Meeting (17 January 2014)

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
- 2) **Report of the Academic Committee (7/1/14 to 13/1/14):** The report of the Academic Committee for the period 7/1/14 to 13/1/14 was circulated to all.
- 3) **Names of Group Leaders:** HODs were informed to take review from GFM's regarding the submission of the list of the Group Leaders and list of the faculty members teaching respective class in the prescribed format given by the Academic Committee. However, till date few GFM's have not submitted the same. HODs are asked to instruct the GFM's to submit the same immediately.
- 4) **Subscription of e-journals:** Librarian has circulated the notice regarding the renewal of subscription of e-journals. All research scholars are informed to avail this facility. HODs are informed to motivate the faculty members to utilize this facility. Arrange visit to Library with faculty members and PG/Ph. D. students.
- 5) **Registration of Students for Term – II:** Review regarding the registration of the students for the Term – II of academic year 2013-14 was taken.
- 6) **UT Cell Activity Calendar:** UT Test activity calendar was circulated to all. HODs are asked to give suggestions / changes in the dates.
- 7) **InPods Learning Solution:** InPods Learning Solutions provides tools for continuous evaluation and online examinations. The contact details of all HODs are communicated to the InPods. HODs are asked to interact with InPods peoples and implement the same.
- 8) **Bharatiyam 2014:** Bharatiyam – 2014 is scheduled on 21 and 22 February 2014. HODs should encourage students and faculty members to take active participation in organizing this event successfully. Notice regarding the attendance of the students working for Bharatiyam is circulated. HODs are asked to give the list of 15 students for the same to Prof. Sandeep Vanjale.
- 9) **GRE:** It is proposed to establish training center for GRE / TOFEL examinations in the college in association with Score Plus India Academy. The mail regarding the same is sent by the Principal to all HODs. For this departmentwise seminars will be conducted after 26 January 2014. HODs are asked to discuss this subject with the students and motivate them to take part in it.
- 10) **Schedule of Meetings with Students, GFM and PG Coordinators:** HODs were asked to submit the schedule of meeting with students GFM and PG Coordinators. However, few HODs have not yet submitted the same. This is routine matter, and no need of reminder in every semester.
- 11) **Research Proposals to AICTE:** All HODs were asked to submit the research proposals to be submitted to AICTE under various funding schemes before proceeding to the winter vacation. The last date for the submission was 31 December 2013. However, it is observed that research proposals from Dept. of Electronics, Civil and Chemical are not received.