

Bharati Vidyapeeth Deemed University
College of Engineering, Pune – 43

Meeting No.	188
	2013-14

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
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Minutes of the HOD Meeting (23 January 2014)

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
- 2) **Report of the Academic Committee (14/1/14 to 20/1/14):** The report of the Academic Committee for the period 14/1/14 to 20/1/14 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 7/1/14 to 13/1/14.
- 3) **Unit Test – I:** UT – I of B. Tech. (Sem-VII) (Mech., ET and E & Tc) is rescheduled on 17 and 18 February 2014. The tests scheduled on 15 Feb. will be conducted on 17 Feb. and tests scheduled on 17 Feb. will be conducted on 18 Feb. 2014. HODs of the respective departments are informed to display the revised time table of the UT-I on department notice board. The UT-I of the other departments will be conducted as per the schedule.
- 4) **Erasmus Mundus Action:** The Euphrates project promotes overseas appointment of the faculty members for Post Doctorate, Doctorate, Masters and academic exchange programme through European Union in the following countries such as France, Germany, Greece and Poland. Interested faculty members should communicate their willingness to the Principal.
- 5) **Repairs and Maintenance of Equipments:** All HODs are informed to inspect all laboratories with reference to the repairs and maintenance of the equipments and submit the proposal of the same to the Principal.
- 6) **Training Programme on NBA at COEP:** NBA has organized training programme on outcome based accreditation system at COEP, Pune in the month of March. HODs and Faculty members are informed to communicate their interest to attend the programme to the Principal.
- 7) **Observations by Principal about conduct of Lect./Pr:** On 23 January 2014 Principal visited classroom section. He shared his observations in the meeting regarding the conduct of lectures and practicals. HODs are informed to take the round and ensure the conduct of the lectures / practicals for full time especially where the alternative arrangement is made. Weekly report about the same in the standard format shall be submitted to the Principal.
- 8) **Employment Enhancement Programme (EEP):** Review regarding the registration by the third year students for the EEP is taken. Total 254 students have registered for EEP. The said programme will be commenced from first week of February. HODs were informed to communicate the possible adjustment in the time table for the conduct of the programme.