

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
<i>AMS</i>	<i>Raj</i>	-	<i>R. Mahale</i>	<i>S. Mahale</i>	<i>N</i>	<i>Chit</i>	<i>R</i>		P	<i>R. Patil</i>

Minutes of the HOD Meeting (24 April 2014)

- 1) **Review of the Last Meeting:** Review regarding the last meeting was taken.
- 2) **Course Structure & Syllabus (CBCS):** All BOS Chairmen are informed to conduct the workshop and subsequently meeting of respective BOS to finalize the course structure of B. Tech. (Sem. I to VIII) and syllabus of B. Tech. (Sem. I & II) at the earliest.
- 3) **Pr / OR Examinations:** The summary of the Pr / OR examinations is already circulated to all departments. All HODs are informed to prepare the time table of the examination and display in the notice board. Any change in the appointment of the internal examiners should be made after consultation with the Principal.
- 4) **Paper Setting of Unit Tests:** All paper setters of the Unit Tests are informed not to carry manuscript of the question paper at the time of paper setting. Paper setter shall communicate in advance the books required for setting of papers to the UT Cell. UT Cell shall arrange the books required by the faculty members.
- 5) **CII – I³ Panel:** Industry-Institute-Interface I³ Panel of CII has invited Expression of Interest (EOI) from faculty members of Engineering Colleges for engaging faculty members with industry during the ensuing holiday season (June / July). The photocopy of the letter received from CII is circulated to all HODs. All faculty members are informed to submit their CV, names of the specific industries and duration to the respective HOD on or before 25 April 2014.
- 6) **Foundation Day Programme of BVU:** On the occasion of the Foundation Day of the BVU, flag hoisting ceremony is organized on 26 April 2014 at 9 am. All Teaching and non teaching staff members are informed to attend the same without fail