

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
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Minutes of the HOD Meeting (16 April 2015)

1) Review of the Last Meeting:

- i) **Submission of API:** The letter regarding the new format of API is mailed to all faculty members. The procedure of filling and submission of the same is also informed. Respective HODs should submit the soft copies of the API of faculty members in two different CDs for the years 2013-14 and 2014-15 on or before 30 April 2015. HODs were also informed to collect the hard copy of API and supporting documents and keep ready the same for the scrutiny committee.
 - ii) **Survey by TOI:** All HODs were informed to submit the data required for survey by TOI in the format given on or before 16/4/15 and keep the supporting documents ready at the respective department.
 - iii) **AIP by TCS:** HODs of Computer, IT, Electronics and E & Tc were informed to actively respond and motivate the students to participate in the AIP by TCS.
- 2) **Report of the Academic Committee (6/4/15 to 11/4/15):** The report of the Academic Committee for the period 6/4/15 to 11/4/15 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 30/3/15 to 4/4/15.
- 3) **STP by IIT, Delhi:** Information on STP organized by IIT, Delhi was circulated. all interested faculty members were informed to apply through proper channel to attend the same during vacation period.
- 4) **Letter to companies / industries about Alumni:** Golden Jubilee Alumni Meet is scheduled on 10 May 2015 at 6.30 pm. As directed by the Principal in the meeting of all faculty members conducted on 15/4/15, HODs were informed to submit the list of coordinators with the name of the alumni, his contact details such as cell No., E-mail ID etc. All the coordinators were intimated to confirm the presence of minimum three alumni as indicated in the list. The list of the alumni of the respective department has been circulated. All HODs were informed to reach the alumni by sending the invitation letters for the meet. The list of alumni in Pune has also been circulated. all HODs were informed to send hard copy of the invitation letter and collect their contact details and share the respective data with the Admin. Office.
- 5) **Philanthropic Activity:** As a part of the celebrations of Golden Jubilee of BV, BVUCOE, Pune has decided to conduct 'Swachhata Abhiyan' as philanthropic activity on 6 May 15. Under this activity the three main bus stands in Pune will be cleaned by the faculty members and students of the college. The activity will be executed by the following departments
- i) Swargate Bus Stand: Mechanical, Computer, Civil and Chemical Depts.
 - ii) Pune Station: Electrical, Electronics and E & Tc Depts.
 - iii) Shivajinagr Bus Stand: Production, I. T. and Basic Sc. & Hum.

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- 6) **Success Story:** All HODs were informed to submit min. one success story of the top level, impactful alumni of the respective department with following details, Photo in informal pose, details of their Graduation / Post Graduation Degrees (Year of Passing), a short brief of their significant Achievement/s in maximum 4 to 5 lines, their personal impression about contribution of BV in their journey of success. The said information should be submitted on or before 30/4/15.
- 7) **Exam. No. (Sem. – IV):** Examination numbers of students of B. Tech. (Sem. IV) classes was communicated to all HODs. However, the additional Exam. No. of the students who have submitted the examination forms with late / super late fee will be conveyed and consequently the Exam. Nos. of students of B. Tech. (Sem. VI) classes will be communicated. The Exam. Nos. of the remaining classes will be communicated before 22/4/15.
- 8) **Submission of TW (Sem. – II):** The schedule of accepting TW for the B. Tech. (Sem.- II) classes is postponed to 24, 25 and 27 April 15. The notice regarding the same has been circulated.
- 9) **Exam. Forms with Super Late Fee:** Exam. Forms with Super Late Fee will be accepted up to 18/4/15. All HODs were informed to communicate it to the students who have not submitted the examination form till date.
- 10) **Virtual Labs.:** The review of the Virtual Lab. sessions organized for students of B. Tech. (Sem. VI) classes was taken. HODs were intimated to ensure the presence of all students for the programme.
- 11) **EEP Attendance:** All HODs were informed to communicate the defaulter students whose attendance for EEP is less than 80% regarding the non refund of the registration fees. They were also requested to intimate it to their parents and display the notice of the same.
- 12) **Research Awards by BVU, Pune:** The e-mail regarding the Research Awards by BVU, Pune was sent to all HODs. They were informed to send the nominations of two faculty members along with their list of publications, impact factor of each paper, total impact factor of the research papers published, number of citations and h-index etc.
- 13) **BVU Foundation Day:** The 20th foundation day programme of the BVU is organized on Sunday 26 April 2015. On this occasion 'Jeevan Gaurav Puraskar' will be conferred to four eminent personalities. The detail notice for the same will be circulated. All teaching and non teaching staff members were requested to attend the said programme.