

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
ADDS	—	MC	✓	✓	✓	P	✓	✓	✓	✓

Minutes of the HOD Meeting (26 February 2015)

1) Review of the Last Meeting:

- a) **Bharatiyam 2K15:** Principal congratulated all students and faculty members who have contributed in organizing Bharatiyam 2K15. Further, he appreciated the presentation of all technical and cultural events. this time few new events were introduced, which were quite appreciable. Principal expected to have in-depth involvement of all teachers and HODs to enrich the Bharatiyam with new ideas, concepts, events and projects.
 - b) **Employment Enhancement Programme (EEP):** The review regarding the no. of students registered for EEP was taken. Further, HODs were informed to initiate the training programme at earliest.
 - c) **AICTE – CII:** All HODs were informed to keep the AICTE – CII report ready on priority.
 - d) **Result Analysis:** Analysis of results needs serious attention and should be done regularly. Interpretation for result analysis will help us strategies to be designed for improving teaching-learning process. Hence, every department should give serious thought to the analysis of results and prepare an action plan for quality improvement.
- 2) **Report of the Academic Committee (9/2/15 to 14/2/15 & 16/2/15 to 21/2/15):** The report of the Academic Committee for the period 9/2/15 to 14/2/15 & 16/2/15 to 21/2/15 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 2/2/15 to 7/2/15.
 - 3) **Financial Assistance for Minor Research Projects:** The notice regarding the financial assistance for the minor research projects from BVU, Pune was circulated. all HODs were informed to confirm the submission of the research proposals from Assistant Prof. & Associate Prof. on or before 5 March 15. However, the Professors should prepare the proposals and submit it in the name of Assistant Prof. or Associate Prof.
 - 4) **Format for Marksheet of UT:** All departments have submitted the marksheet of UT-I. However, it is observed that Dept. of Electronics Engg. has not followed the standard format of marksheet of UT. Hence, table, format, font size, type etc. should be followed as per standard format.
 - 5) **First Compilation of Class Attendance:** The first compilation of class attendance was scheduled on 4 Feb. 15. Following GFM's have not submitted the record and not sent the letters to the parents. Mr. S. D. Talegaonkar, Mr. N. R. Patil, Ms. P. P. Hirve, Mrs. D. S. Kulkarni, Mr. S. B. Nikam, Mrs. S. U. Kulkarni. The respective HODs shall confirm the submission of the same.
 - 6) **Abhijit Kadam Manvata Puraskar:** The Abhijit Kadam Manavata Puraskar programme is scheduled on Friday 27 Feb. 15 at 9.30 am. All teaching and non teaching staff members were informed to attend the said programme.