

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
<i>[Signature]</i>	ABS - <i>[Signature]</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 (8 July 2011)**

- 1) **Review of last meeting:** Review of the last meeting was taken.
- 2) **MoU with JSNN of NCAT, USA:** The signing of MoU between Bharati Vidyapeeth University, Pune India, and Joint School of Nanoscience and Nanoengineering (JSNN) of North Carolina A & T State University, Greensboro, USA is scheduled on **Monday 11 July 2011 at 10.30 am in Bharati Vidyapeeth Bhavan, 8<sup>th</sup> Floor**. Separate notice regarding the same is circulated to all departments.
- 3) **Book Publication Ceremony:** The publication ceremony of the books '**Dnyanyogi & Photobiography**' written on Hon'ble Dr. Shivajirao Kadam, VC, BVDU is scheduled on 8/7/2011 at 4.30 pm at Balgandharva Rangmandir. All teaching and non teaching staff members are informed to attend the said function without fail.
- 4) **Pr/Or Examination:** HODs are asked to study the results of Th/Pr/Or examinations conducted in the academic year 2010-11 with the concerned faculty members.
- 5) **Conduct of Lectures/Practicals:** Review regarding the conduct of lectures and practicals was taken. Since, the first Unit Test is scheduled on 30 July 2011, HODs are asked to ensure the coverage of syllabus. Further, HOD should council the students regarding the importance of the Unit Test. Good performance in Unit Test helps students not only in passing the subject but also for scoring.
- 6) **Purchase:** It is reminded to all HODs to submit the purchase proposals of the respective departments immediately. Proposals were expected by 30 April 2011.
- 7) **Information for Convocation:** The 13<sup>th</sup> Convocation of BVDU is proposed to be held shortly. All are requested to furnish the information pertaining to the period after the last convocation i.e. 26/3/2011 till date. A separate notice is circulated to all departments.
- 8) **Filling of Requisition Form:** All HODs are asked to ensure that the requisition form is filled in all respect before submitting it.
- 9) **Data about research publications:** The data about the research publications from 1 June 2010 to 31 May 2011 was collected. However, but it was found that the some of the data was missing. Especially research papers published by M. Tech. students were not included. Therefore, HODs are asked to ensure that the research publications by the faculty of respective department is submitted to R & D Cell. Further, M. Tech. thesis shall not be accepted without paper publication in national / international journal.
- 10) **Feedback:** Feedback required under the various heads for NAAC documentation is incomplete. All HODs should submit the feedbacks immediately to the NAAC Cell.