

**BHARATI VIDYAPEETH DEEMED UNIVERSITY
COLLEGE OF ENGINEERING, PUNE-43**

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| Meeting No. | 129 20011-12 |
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| Prin | Engg. Sc. | Chem | Civil | Comp | IT | Elect. | Elex | Mech | Prod. |
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Minutes of the HOD Meeting (19 August 2011)

- 1) **Review of last meeting:** Review regarding the NAAC preparation was taken. Manual of PG credit system will be mailed on Monday to all HODs, which shall be circulated to all teachers and PG students.
- 2) **Biometric Attendance Record:** Biometric attendance record for the period from 13/8/11 to 18/8/11 is circulated to all HODs. They must discuss seriously with the faculty about their reporting and departure timing. From next month salary payment will be as per reporting/departure time.
- 3) **MHRD Report:** The MHRD report about the Deemed University status was discussed. All HODs must prepare for the visit of the central committee of MHRD and they must ensure the documentation with proper authenticity.
- 4) **Interpretation of judgement of Supreme Court:** On 11 August 2011, Hon'ble Supreme Court has given the judgement that the photocopy of the answer sheet should be provided to the students on demand. Therefore, HOD should discuss with faculty members of respective department regarding careful assessment and model answers of the question papers should be prepared properly.
- 5) **Student Monitoring Record:** Mr. U. C. More, Asstt. Prof., Production Engineering Dept. will be collecting students' monitoring record from each dept. The format regarding the same will be mailed to all HODs. The record should be submitted to Mr. U. C. More immediately.
- 6) **Why BVUCOE?:** All HODs must prepare a note regarding their opinion why the student should prefer the admission in respective dept. in BVUCOE. It is to be submitted in forthcoming HOD meeting.
- 7) **M. Tech. viva voce attendance record:** A register will be issued to all HODs regarding the attendance for the M. Tech. viva voce. The record of for the year academic year 2010-11 should be completed and maintained further.
- 8) **Bharatiyam 012:** Bharatiyam – a annual Techfest of the college is scheduled in the month of March 2012. All HODs are asked to submit the details of the events of the respective department immediately.
- 9) **Conference of Indian Economic Association:** BVDU has decided to organize the 94th annual Conference of Indian Economic Association in association with Indian Economic Association. The said conference will be organized in the month of December 2011. All HODs are asked to generate the funds for this event.
- 10) **Purchase Proposals:** Inspite of continuous reminder only Mechanical, Production and Engg. Sc. Departments have submitted the purchase proposals. Only these proposals will be processed further.
- 11) **College website:** All HODs should regularly visit the college website and upload the latest information of the respective department. The feedback of the same should be given in the next meeting.