

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
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Minutes of the HOD Meeting (21 June 2011)

- 1) **Review of last meeting:** Review of last meeting was taken.
- 2) **BOS Meetings:** The letters regarding constitution of various BOS from Director, BCUD, BVDU, Pune are circulated to all Chairman of respective BOD and other members. Chairman will write to Director, BCUD, BVDU, Pune with agenda for conducting meeting of the respective BOS. Two members from industry / alumni / Researchers shall be coopted in the first meeting of BOS. These meetings are expected to finish by 30 June 2011 and resolution of th meeting shall sent accordingly.
- 3) **Appointment of Examiners & Paper Setters:** The panel of examiners is circulated to all HODs. It is observed that there are some discrepancies in the panel. HODs are asked to correct the same and suggest the names of additional internal examiners as well as two more external examiners. This is to be carried as group activity, taking all faculty members together. The corrected panel should be submitted to the Principal on or before 23 June 2011.
- 4) **Credit System:** It is proposed to introduce Credit System to PG programmes under Faculty of Engineering & Technology. A meeting of all HODs and Professors is scheduled on 25/6/2011 to discuss this issue. All HODs and Professors are informed to study the credit system of various institutes and present the same in the meeting.
- 5) **In-plant Training:** All HODs have submitted the record of In-plant Training of the respective department. It is observed that the signatures of the students are missing in few cases and the record submitted is not authenticated. Hence, all HODs are asked to review and resubmit the same with proper authentication. Further, HOD must try to develop the liaison with reputed organizations so as to place the students for In-plant Training.
- 6) **Time Table:** The time table for the first semester of the academic year 2011-12 is received from few HODs. Rest are asked to submit the same immediately.
- 7) **Purchase for A. Y. 2011-12:** It was informed to all Heads of the Departments in the meeting held on 28 February 2011 to submit the purchase proposals for the academic year 2011-12 on or before 30 April 2011. However, it is disheartening to note that none of the Head of the Department has submitted purchase proposals. This shows interest of Head of the Department in development of department.

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- 8) **Shodhganga (e-thesis) & Shodhgangotri (Synopsis):** The faculty members who have completed their M. Tech. / Ph. D. should upload their thesis on Shodhganga and those who are pursuing M. Tech./Ph. D. should upload their synopsis on Shodhgangotri. This work should be completed by the guide and student on priority basis.
- 9) **CAP & Results:** The Principal has extended his sincere thanks to all faculty members for completing CAP for first and second year in record time and expected the similar cooperation in future as well. It is expected that the results of first and second year will be declared on 28 June 2011.
- 10) **Conduct of Lectures & Practicals:** The admissions of the students for the second and third year is scheduled from 27 June 2011. HODs are asked to ensure that the lectures and practicals are conducted from day one.
- 11) **Faculty for First Year:** The faculty members of the Civil and Mechanical Departments are asked to take at least one subject of the first year. The senior faculty should also engage the lectures on regular basis. No visiting faculty is allowed to engage the lectures of the first year except exceptional case. Approval from Principal in such cases is mandatory.
- 12) **Academic Record Book (ARB):** All HODs are supposed to critically check the ARB of the faculty members of the respective department and write their comments. Further, HOD should also submit their ARB to the Principal for checking as per schedule.
- 13) **NAAC Data:**
- i) **Feedback:** Collection of feedback from alumni, peers, students, parents, employers is one of the point of the preparation for accreditation by NAAC. This feedback should be on teaching-learning process, quality of faculty, course structure and syllabus, library, computer facility, infrastructure, quality of the employee, performance, knowledge, ability, sincerity, punctuality, laboratories, advanced softwares
 - ii) **Self Financed Projects:** Documentary evidences for self financed projects should be properly authenticated and resubmitted immediately.
 - iii) **Sponsored projects:** Appropriate documentary evidences with due authentication shall be submitted immediately.
 - iv) **Books Published:** HODs must ensure that the one copy (per author) of the book authored by the faculty member is submitted in the NAC Cell.

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

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14) Boards: HODs are asked to get prepared the boards related to equipments and charts and that of inside the laboratory only.

15) Readmission Process: Readmission process of the students of second and third year is scheduled from 27 & 28 June 2011. GFM should get the registration forms of students completed in all respect of the respective class. GFM shall conduct the first lecture for registration of students and care should be taken to get filled all information of registration form.

16) Visit of Students & Faculty Members of S. D. Bansal College of Tech., Indore: The visit of students and faculty members of the S. D. Bansal College of Tech., Indore is scheduled on 22 June 2011. All HODs are asked to furnish the information related to research activities, funding projects, laboratories, latest equipments, softwares etc.

17) Programme of Alma Mater Mission: The pamphlet regarding the programme organized by Alma Mater Mission, leadership training organization is circulated to all departments. Interested faculty members may attend the programme.

18) Research Publication Data: It is observed from the data of research papers collected from Computer Department that some of the faculty members did not give/submit the appropriate / complete data when it was asked. Hence, report of college is prepared on incomplete information. Hence, serious note of it will be taken if it happens again in future. Thesis of every M. Tech. student shall be accepted subject to publication of research paper in National / International journal only and not in Conference.

19) Inflibnet: HODs should communicate to all faculty / student that the facility of Inflibnet is available in the college and they can make use of it for the research work.

20) ISTE Awards: All HODs should prepare the proposals for the various ISTE awards for students. Last date for the submission of nomination is 31 August 2011. Prof. P. R. Devale, Prof. & Head of IT Department will coordinate this activity.