

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.

**Minutes of the HOD Meeting (5 August 2011)**

- 1) **Review of last meeting:** Review of the last meeting was taken.
- 2) **Report of the Academic Committee (27/6/11 to 5/8/11):** Report of the Academic Committee for the period 27/6/11 to 5/8/11 is circulated to all HODs.
- 3) **Attendance record of faculty members:** Biometric attendance record of the faculty members is circulated to respective HOD. All HODs are asked to ensure that the notice regarding the reporting timing to the college is received by each and every staff member. It is mandatory to register arrival and departure time of every faculty member. (Refer Notice BVUCOE/411/2011-12 dated 23/7/2011)
- 4) **PG Syllabus:** The revised PG course structure is approved by the Academic Council of the university. All HODs should take note of the period of revision from NAAC point of view. Further, this change shall be informed to all faculty members and PG students admitted in academic year 2011-12.
- 5) **Unit Tests:** It is to be informed to all the PG students admitted in the academic year 2011-12 that the theory paper will be of 60 marks and unit tests of 20 marks each. 20 marks per paper are allocated for attendance and tutorials. Detail booklet of credit system will be circulated soon.
- 6) **Question Bank for M. Tech. CET:** All HODs are asked to prepare the question bank of about 200 multiple choice questions based on UG syllabus for the M. Tech. CET and same should be submitted on or before 5 September 2011.
- 7) **Research Papers of M. Tech. (Electronics):** The data about the research publications from 1 June 2010 to 31 May 2011 was collected. However, the data submitted by Computer Department was incorrect and this was discussed in the HOD meeting conducted on 8 July 2011. In spite of this, it is further observed that the data from the Electronics Department was also missing. This resulted in submission of incorrect data to the NAAC Cell of the university. Therefore, HODs are asked to ensure that the entire research publications by the faculty and PG students of respective department are submitted to R & D Cell.

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

Meeting No.	127
	20011-12

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8) **Leave on Workload Days:** It is observed that some of the faculty members are applying for leave when they have full load of theory and practical. HOD should convince the faculty not to apply for leave on such days.

9) **Mock NAAC Visit:**

- i) **Duty/Responsibilities of each staff member:** A format regarding the duty/responsibilities of the non teaching staff members is circulated to all HODs. The non teaching staff members are asked to write their duty/responsibilities in given format and keep in a plastic folder for NAAC visit.
- ii) **Display of Rules/Regulations:** The department wise rules/regulation chart must be prepared and should be displayed at prominent places in the department.
- iii) **Relevant notices in Notice Board:** All HODs should ensure that the relevant and updated notices are displayed in a proper way in the departmental notice boards.
- iv) **Record of Meetings: (GFM, Student, Faculty, PG Coordinator, Programmes):** All HODs are asked to make available the record of the meetings of GFM, students, faculty, PG coordinators etc. for the NAAC visit. Further, the minutes of the departmental meetings should be recorded properly and minutes of the weekly HOD meeting shall be included in it.
- v) **List of Good/Creditable Matters/Awards and its proper presentation:** All HODs are asked to prepare a separate information handouts with respect to extra achievements, creditable matters, awards won by staff and students and same should be properly presented to the NAAC committee.

10) **Any other:** A programme of fine tuning of subconscious mind is scheduled on 13 August 2011 between 10 to 1 pm. HODs are asked to forward the names of the faculty members who will be attending the programme to Prof. N. S. Srinivasan.