

Meeting Number	16
	2021-22

Prin.	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A

Minutes of HOD meeting (28 April 2022)

- Review of last meeting** – Minutes of the HOD meeting held on 21st March 2022 reviewed.
- Fees collection status** – The status of student’s pending college fees is discussed with all HODs. The amount of pending fees is informed to respective HODs. Students will not be able to submit the exam form without payment of pending college fees. For semester II classes, GFM’s shall inform all students that the result will be withheld if the pending college fees in not paid.
- Course structure amendment and mark-sheets submission** – With reference to the amendments in course structure, the TW/O/P mark sheets shall be resubmitted to the university separately. A letter shall be enclosed along with the mark-sheets for reference mentioning that the mark-sheets are submitted as per the amended structure.
- Purchase equipments status** – The status of the purchased equipments is discussed. The equipments shall be properly installed in the laboratory and demonstration shall be arranged for all faculties. After successfully installation of equipments, a duly signed report by lab in charge and HOD shall be forwarded to Principal’s office for further action.
- UPS** – Reference to the requirement submitted for UPS and batteries, batteries for UPS are available for the departments. HODs shall check the status of the installation of batteries and submit the report.
- Azadi ka Amrut Mahotsav**– All activity planned for “Azadi ka Amrut Mahotsav” should be conduct as per schedule. The report for the conducted activity shall be submitted to the Principal's office upto July end.
- 15th Alumni meet** – BVDUCOE alumni association has organized 15th Alumni meet of 1997 batch on Saturday 30th April 2022 in the campus. HODs shall submit the list of faculty members attending the function. All departments shall be kept open till evening on alumni meet.