

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	ET	E & Tc	Mech.	Prod.
<i>AS</i>	<i>AS</i>	<i>MC</i>	<i>AS</i>	<i>AS</i>	<i>AS</i>	<i>AS</i>	P	<i>AS</i>	<i>KR</i>	<i>AS</i>

Minutes of the HOD Meeting (26 July 2018)

1) Review of last meeting:

a) **Pending work list at Department:** With reference to mail sent on 13/07/2018, it was expected to submit the action taken / schedule of action before 19/7/2018. However Department of Computer, IT and Electrical has not submitted the information till date. Further all Heads of the Departments shall resubmit the action taken / schedule of action in brief to Principal's office before next HoD meeting also start working on it. The review of progress of these pending works will be taken in every HoD meeting.

2) **Report of the Academic Committee (16/07/2018 to 21/07/2018):** The report of academic committee for the period of (16/07/2018 to 21/07/2018) was circulated to all Heads of the Departments. It is expected that all HODs shall take the explanation in writing from the faculty members whose lecture / practical is in non-conduction report and submit it to Principal office. Further Prof. S. S. Ghule shall inform all the committee members to prepare the monitoring report carefully and any doubt shall be discussed with respective Head of the Department.

3) **Student Strength:** It was asked to submit the strength of B.Tech sem III, V and VII students to Principal's office. All Heads of the Department shall confirm the strength of students with the help of admin office and student section and submit it to Principal's office at the earliest.

4) **Study Abroad seminar by Aarnell:** Aarnell Academy is going to provide the information about admission procedure, getting funds / scholarships while studying abroad. The seminar regarding the same is organized from Monday onwards. The detailed notice will be circulated shortly.

5) **Integrate to Innovate (Startup India) :** To promote the startup activities Govt. of India has started the programme "Integrate to Innovate (Startup India)" under which, students will be benefited to Rs. 5 lacs cash to start their own startup, R & D facilities, corporate incubations, market access guidelines etc. The detail notice regarding this will be circulated shortly. All Heads of the Departments shall motivate maximum no. of students to register for the same.

6) **Data for Classes Creation of Edhitch:** With reference to mail sent on 12/07/2018 regarding submission of students information to create Edhitch class before 17th July 2018, Department of IT, Production and Mechanical has not submitted the data till date. Heads of the Departments of IT, Production and Mechanical shall submit the student's data immediately to the coordinator to avoid further delay in creation of Edhitch platform.

[PTO]

Bharati Vidyapeeth (Deemed to be University)
College of Engineering, Pune – 43

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- 7) **Inplant Training – FB Post:** It is mandatory to all the students who have undergone for inplant training to post / share their experiences along with photograph/s on college face book page on every week end till 10th August 2018. This will help in branding of the institution as well as the juniors will be aware about the inplant training activity. The review of every department was taken in the meeting and it has been observed that post from students are very less. All Heads of the Department shall look in to the matter and see that all students shall share their experiences along with photograph/s on college face book page on every week end.
- 8) **Purchase Proposals:** All Heads of the Department shall submit the purchase proposals to Principal's Office before next HoD meeting. The proposals received after that date will not be accepted.
- 9) **TCS iON Student Orientation Programme:** TCS is going to present the seminar on TCS iON Student Orientation Programme. The detailed notice will be circulated shortly.