Minutes of the HoD Meeting (10 January 2019)

1. **Review of the Last Meeting:** Review of the last meeting was taken.

2. **Visit of Delegates from South Carolina University:** Dr. Agnihotri of South Carolina University is visiting to BV (DU) COE, Pune on 19/01/2019 at 9.00 AM. During his visit, meeting of all HoDs and Senior Professors and visit to Computer, IT Department and Library building is scheduled. Detailed plan of visit will be circulated shortly.

3. **Job fair 2019:** Few Japanese companies are visiting to BV (DU) COE, Pune for the Job fair on 31/01/2019. In this regards the meeting of placement coordinators OF Sem. VI and VIII will be scheduled shortly to decide the action plan.

4. **MOOC Courses Certification:** All faculty members shall register for the moocs courses provided by NPTEL and appear for the certification. Mrs. S. U. Kulkarni will give presentation on the same as follows :

S. N.	Name of Department	Day / Date	Time	Venue
1.	Chemical Engineering, Electrical Engineering	Saturday, 12/01/2019	10.30 AM	Electrical Department
2.	Civil Engineering, Electronics Engineering, E & TC	Saturday, 12/01/2019	11.00 AM	Civil Engineering
3.	Basic Sc. & Humanities, Computer Engineering, I.T	Monday 14/01/2019	01.30 PM	Basic Sc. & Humanities
4.	Mechanical Engineering, Production Engineering	Tuesday 15/01/2019	01.30 PM	Mechanical Engineering

5. **Review of Registration of Sem. – II Students:** The review of no. of students reported in semester II was taken in the meeting. It is observed that almost all the students of all branches has reported for the semester II.

6. **Monitoring of PG Lectures & Practicals:** It is observed that the PG Lectures & Practicals are not conducted regularly. All Heads of the Departments shall personally monitor the lectures & practicals of PG and ensure that regular conduction of lectures and practicals.