

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	ET	E & Tc	Mech.	Prod.

**Minutes of the HoD Meeting (14 February 2019)**

**1) Review of the Last Meeting:**

a) **Dale Carnegie Workshop on High Impact Teaching Skills:** Two days' workshop on High Impact Teaching Skills was conducted on 8<sup>th</sup> and 9<sup>th</sup> February 2019. Heads of the Departments shall take the feedback from faculty members who have attended the workshop. Further, these faculty members shall present the contents covered during workshop on forthcoming weekly department meeting. The review of the same will be taken in next HoD meeting.

b) **Swayam Courses:** It is observed that all the faculty members have been registered for the Swayam Courses and the sessions of few courses are already started from 25<sup>th</sup> January 2019. All faculty members shall apply for the certification of respective courses. The efforts will be made towards refund of registration fees towards certification to the faculty members as per the level of passing of Swayam Courses. The amount of refund will be based on the score obtained by the faculty members in the respective courses. The proposal for the same is already submitted to the University for Financial Approval.

2) **Report of the Academic Committee (4/02/2019 to 09/01/2019):** The report of academic committee for the period of 4/02/2019 to 09/02/2019 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's Office.

3) **Workshop on Virtual Labs - 18 to 23 February 2019:** The workshop on 'Virtual Labs' is scheduled from 18-23 February, 2019 for the students of B. Tech. Sem-IV (All Programs) and 5-9 March, 2019 for B.Tech. Sem-VI (All Programs) at Computer Center in Library Building. The detailed mail regarding the same is already circulated to all HoDs and department coordinators. The department V - Lab coordinator from respective departments should identify min 10 experiments to be conducted using Virtual labs



**Bharati Vidyapeeth (Deemed to be University)**  
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during the workshop. All Heads of the Departments shall monitor the activity and see the smooth conduct of workshop.

- 4) **Visit of Dean, UNC Charlotte, USA on 19th February 2019:** Dr. Robert Johnson, Dean of the College of Engineering and Dr. Asis Nasipuri Department Chair of Electrical and Computer Engineering of University of North Carolina, Charlotte - College of Engineering (USA) are visiting to BV (DU) College of Engineering on Tuesday, February 19 for further academic collaborations. During their visit to college they will observe the laboratories of Electrical, Computer, Mechanical, Electronics and E & TC Departments. Detail scheduled of visit will be circulated shortly.
- 5) **Guest Lecture to all Faculty Members on 20 Feb. 2019:** The guest lecture by Ms. Urvashi from Symbiosis University on the topic 'Importance of Promoting Quality Research' is arranged on 20 Feb. 2019 at 3.30 PM. at Seminar Hall (W- 306). All faculty members and research scholars shall attend the same.
- 6) **Examination form for summer 2019 Examination:** The result of Winter 2018 Exam. has been declared and the process of filling up of examination form for Summer 2019 examination will commence soon. It is observed that students of Mechanical Engineering Department are not doing this activity in time which causes delay in preparing the list and allotment of examination seat nos. to all students. Hence, all Heads of the Departments shall instruct the GFMs of respective classes to complete the procedure of filling up of examination form by students in scheduled time to avoid the delay in allotment of exam seat nos.