

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

Meeting Number	01
	2024-25

Prin.	V. Prin. (SSC)	V. Prin. (SMJ)	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A

**Minutes of HOD meeting (17<sup>th</sup> June 2024)**

**1. List of Assistant & Associate Professors with Ph.D :-**

As per instructions received from Bharati Bhavan, all heads are required to submit the information of teaching faculty in the categories of Assistant and Associate Professors, both with and without Ph.D. qualifications. This information is requested on a priority basis. All heads are instructed to bring a hard copy of the list to the next meeting and also email the same.

**2. Academic Calender – Finalizing Correction :-**

The academic calendar for the current semester has been drafted, but some corrections and modifications are necessary. After discussions with all heads, the final version of the academic calendar needs to be completed on priority. The calendar must be finalized and displayed before the commencement of the semester.

**3. Admission Counselling Schedule :-**

The results of the university's entrance examination have been declared, and the next phase of the admission process involves scheduling counselling sessions. The counselling schedule has been published by the university, and now we must finalize the department-wise attendance plan. Heads of Computer and Electronics branches will attend the first three days, followed by heads of the remaining branches for the next three days.

**4. Commencement of Term 1 (Timetable, List of GFM) :-**

The semester for the academic year 2024-25 will begin in the first week of July for Semesters III and V, while Semester I will commence on 15th July 2024. All heads are instructed to

prepare and display timetables for all classes well in advance. Additionally, the list of GFMs (Guardian Faculty Members) should be prepared and communicated to the respective classes.

**5. NAAC Preparation :-**

Preparations for NAAC accreditation is ongoing. All heads and teaching faculty, as well as non-teaching staff, are expected to participate actively in the preparations. Full cooperation and involvement of the entire faculty are essential for the successful completion of the NAAC process.

**6. Review of FDPs (Faculty Development Programs):**

According to our institutional policy, every department must organize at least one FDP per year. A review of the progress in this regard will be conducted in the next meeting. Faculty Development Programs aim to enhance the knowledge and skills of faculty members in various areas, including technology, management, and other fields of specialization. These programs provide opportunities for faculty to engage in research, seminars, conferences, and workshops, fostering a more intellectually stimulating environment within the institution.