

Meeting Number	19
	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
<i>[Signature]</i>														

Minutes of HOD meeting (20th December 2024)

The meeting started with a review of the last meeting and the following points are discussed.

- 1) **Time-table and Work Load distribution:** Work load distribution and time-table for the next semester shall be submitted on 24th December, 2024. Regarding work load distribution, the institutional policy on load distribution should be referred.
- 2) **Entries of Clever Ground:** The entries on the Clever Ground shall be completed by all faculties on a priority basis.
- 3) **Centralized Timetable:** A centralized timetable of the institution shall be there, which will help to identify the vacant classrooms and can be effectively utilized for conducting the lectures of other departments.
- 4) **Principal's Visit:** Principal sir will visit all the departments on 02/01/2025. The sequence of visit will be 1) CSE/CSBS 2) E&TC 3) ECE 4) Civil 5) Mechanical 6) Robotics 7) Basic Science 8) Computer 9) IT 10) Electrical and 11) Chemical. During the visit all the faculties are instructed to be present at their respective departments.
- 5) **Faculties** are requested to visit the official social media handle and support the institutional achievements in various events and encourage the students and Alumni to post positive feedback about the institute.
- 6) **Admission:** Another important agenda in today's meeting was related to admission. Certain proposals have been placed before management for the admissions of next academic year and it includes the visit of faculties to various Polytechnique's, junior colleges and coaching classes. HOD's of all the departments shall give webinar on various technical aspects keeping the last two slides for departmental and institutional overview. The webinar will start from 3rd week of January and will continue till April. Circulate these webinars in student groups and instruct them to share it with their contacts. CET for 2025-26 admission will be conducted twice in the year and BVUCOEP will be one of the centers for entrance exam.

7) CAP Paper Assessment: The faculty members with pending paper assessment are supposed to visit the CAP and complete the work on priority and shall inform the external examiners also to complete the paper assessment. All the internal examiners are requested to submit the Model Answer Scheme (MAS) for every paper they assess regardless of the no. of papers.

8) Appointment of Visiting faculties: HoDs are informed to identify the visiting faculties for year 2024-25 (Sem-II) for the subjects in which regular faculties are not available.

9) Army Mela: Know your Army mela is organized at RWITC, Race Course, Pune from 3rd to 5th January, 2025. The event is open to students and faculties which will give an insight into Indian Army's legacy. Prof. Vishal Mehtre will coordinate with Major Sanjay Kumar for arrangement in case of groups of faculties or students interested in visiting the fest.

10) HR Meet: Each department has to identify a minimum of 10 HR persons and try to include them in curriculum committees or BOS which will eventually help in the placement of students. College is planning one HR meet with these identified HR in next few months.

11) All the faculties are encouraged to be part of any of the Professional bodies related to their area of expertise and supposed to involve actively in the programs organized by them. A committee shall be formed conducting events related to ISTE chapter.

12) Principal Sir has prepared a detailed presentation (template) regarding the need of information related to faculties, departmental data and all the HOD's are requested to fill the data in it without any manipulations. The data provided will be used for discussion & not be shared by any others. The tentative dates for the HOD's presentation will be from 3rd to 5th January.

13) Principal Sir will teach one subject from next semester onwards and HOD's are instructed to identify the subject for the same.

14) HODs are instructed to make sure that the MoM circulated to all the faculties of the department.