Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

	Meeting Number	18
		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 (12th December 2024)

1. Clever Ground Training and Faculty Profile:

- Complete faculty profiles on Clever Ground.
- Online portal entry and training is tentatively scheduled for **18th December 2024**.
- HoDs are informed to ensure the complete usage of Clever Ground software from coming semester- II (20th January 2025 onwards)

2. Academic Timetable and Load Distribution:

- Finalize the timetable and ensure load sharing is completed.
- Include classroom and lab utilization details in the timetable (percentage and branch-wise).

3. Lectures by Principal:

- The undersigned will take one subject (of 3 hrs/week) in any of the class (as mutually decided by HoDs).

4. Clubs/Associations/Committees Academic Calendar:

- Prepare a separate academic calendar for schedules of all committees/clubs etc activities as a supplementary document.
- Include tentative event dates or weeks for clubs and associations in the calendar.

5. Scheduled Meetings:

- IQAC, Clever Ground, AQRT, and other key meetings will be conducted quarterly.

6. Examination Review:

- Discussed Environmental Studies exams conducted last year.

7. Mentor-Mentee Program:

- Dr. S.D. Jadhav will share the schedule.
- GFM (Guardian Faculty Members) and mentor meetings should include agendas and actionable resolutions.
- Generate meeting reports and address student issues.

8. Research and Publications:

- Encourage an increase in paper citations through mutual support and student engagement.
- Promote patent filing initiatives.

9. Feedback Collection:

- Feedback forms to be prepared and managed by the Computer Department.

10. Social Media and Online Presence:

- Tag **BVDUCOEP** in social media posts.
- Encourage students to join **BU's social media platforms**.
- Request students to submit **Google reviews** for the institute.

11. Smart-Board Updates:

- Centralized updates and software installations for smart boards.

12. AICTE Portal:

- Utilize AICTE's free alternate & open-source software for UG/PG students.

13. Admission-Related Preparations:

- Enhance social media campaigns.
- Prepare for podcasts and webinars:
  - Each department should create and publish one podcast or webinar weekly.
  - The Computer Department will provide assistance.
- Plan district-level campaigning at schools, academies, and junior colleges:
  - Conduct career counselling lectures.
  - The admission cell will identify districts and create a plan.
  - Faculty suggestions can be sent via email.