

Meeting Number	28
	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 (21st February 2025)

1. Minutes of previous meeting were approved.

2. Admission Promotion Strategy

The objective is to design a robust admission promotion strategy that engages potential students, strengthens the college's online presence, and supports the admission process through coordinated efforts from all departments. The Head of Department (HoD) will be the central figure in overseeing and guiding the entire admission process. The HoD will collaborate with the admission team (including Prof. Beldar Sir) to ensure that the strategy is efficiently executed. Each department should leverage social media platforms like Facebook, Instagram, Twitter, LinkedIn, and YouTube to create awareness about admission procedures. Every faculty member should be actively involved in the social media promotion. This can include Sharing posts related to their respective departments. Hosting live Q&A sessions or webinars about their courses and department. Sharing testimonials from students and alumni. Create a social media content calendar to keep posts regular and timely.

3. Fees of Program:

Generally, at the beginning of the term/semester students submit the fees to the college. But some of the students have not submitted their fees to the account department yet. Now, it's our responsibility to collect the fees from these students. At the time of Unit Test examinations, we can make the compulsion to the students for the remaining fees.

4. Process review status:

From the last meeting we have started for the draft of review processes. Last month we have completed four of the processes. Now next three processes viz. 09,11 and 17 (PBL, Faculty development, purchase and maintenance) will be completed. Suggestions are expected from the heads of the departments. Also, previous processes if not done, please complete in due course.

5. Bhartiyam Preparation:

Bhartiyam, our annual fest is arranged on 28th February and 01st of March 2025. All the students and faculty members are very excited to participate in the various activities. Department wise preparations

are going on. For the same sponsorships is most essential parameter. All department should focus on the same and do collect maximum amount for the smooth conduction of the annual fest. All the departments should be ready and took active participation.

6. Convocation preparation and important notification:

26th Convocation of Bharati Vidyapeeth (Deemed to be University) is scheduled to be held on Thursday 27th February, 2025 at 10.00amin the Bharati Vidyapeeth (Deemed to be University) campus, Pune Satara Road. Hon'ble Shri. Om Birla, (Speaker of Lok Sabha) will be the Chief Guest and will deliver convocation address. Preparations are underway, and various responsibilities have been assigned to our college for the smooth execution of the convocation event. All departments should ensure that their designated tasks are completed on time. Heads of departments are requested to carefully review leave applications for faculty members during the convocation period. Before granting casual leaves, please confirm that the faculty member has no assigned responsibility during the event. If the faculty member has any duties, ensure that suitable substitutions are arranged. Only after confirming the above should casual leaves be sanctioned. It has been observed that senior faculty members have been arriving late to past events. This time, we will ensure that: Senior faculty members will be identified in advance to attend the program. A special seating arrangement will be made for them, and they will be seated well in advance in the pandal (stage area). After the convocation ceremony, some students have been seen trying to take photographs in the pandal area, which can disrupt the proceedings. Students will not be allowed to take photographs in the pandal area post-event. Please ensure that this rule is enforced.

7. Co-Po attainment finalization For the upcoming NBA (National Board of Accreditation) process, we are adopting a slightly different approach to streamline the Co-PO (Course Outcome – Program Outcome) attainment process. A draft of the Co-PO attainment process has been prepared by esteemed faculty members such as Dr. Sutar, Dr. Vanjale, and Dr. R.H. Jadhav.

A common model will be shared with all departments for implementation. This model is designed to be simple, user-friendly, and adaptable for each department's needs.

After a final discussion and review of the draft, the model will be finalized and made available for use across all departments. The intent is to have a common model that will simplify the process, ensuring consistency and ease of handling. This approach aims to standardize and simplify the Co-PO attainment process for all departments, making it more manageable during the NBA accreditation process.

8. ARB checking:

ARB checking for the month of January 2025 was complete. All the departments have shown the ARB's to committee members. It was advised that all faculty should cooperate to committee members while checking the ARB's.

9. Any Other points:

a) Change in teaching methodology/ Assessment process:

To enhance the quality of education and make it more effective, we are planning to implement changes in both the teaching methodology and assessment process. It has been suggested that starting from June/July 2025, we introduce changes in the assessment process for first-year students. As part of this change, at least one unit in the curriculum will adopt the new methodology for a trial period. The intention is to make teaching and assessment more dynamic, aligned with modern educational practices, and more reflective of students' understanding and practical

knowledge. All faculty members are encouraged to provide their ideas and suggestions regarding potential changes in teaching methodologies and assessment processes. We are open to innovative approaches that could better engage students, assess their true capabilities, and provide a more holistic learning experience. This initiative aims to ensure that the teaching and assessment practices evolve in line with current educational trends, improving both teaching effectiveness and student outcomes.

b) Contents on Website:

To enhance the online learning resources available to students and improve accessibility, we encourage all faculty members to create and upload video lectures on YouTube. Faculty members are requested to create video lectures of at least 10 minutes or more in length. The content should be original, meaning it must be self-created and not copied from external sources. This ensures the authenticity and academic integrity of the material. The videos can cover topics relevant to the courses taught by each faculty member, providing valuable supplementary learning resources for students.

All faculty members are encouraged to start preparing these videos and upload them to YouTube, ensuring the content is both informative and engaging. This initiative will not only help students in revising key concepts but also enhance the digital content repository of the institution.