

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

Meeting Number	29
	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 (06th March 2025)

Minutes of previous meeting were confirmed

1. Social Media Promotion:

Social media has proven to be an excellent tool for connecting users, fostering community building, and sharing important information. To help promote various activities happening in our college, Prof. Gajanan Bhole has shared a specific link for everyone to follow.

Important Points to Note:

Use the Official Link: Please make sure to use the link provided by Prof. Gajanan Bhole and avoid clicking on any dummy or misleading links that may circulate. Fake links can lead to security risks or misinformation.

Verify the Link: All faculty members are requested to visit the official website regularly and check the provided link for updates. This will ensure that everyone stays informed and connected to the latest information.

Encourage Active Participation: Our students are highly active on social media platforms like Facebook, Instagram, Twitter, and WhatsApp. Students are encouraged to use these platforms on a priority basis to promote events and engage with the community.

Focus on GFM's: The GFM (Google Forms or other media) shared for activities should be prioritized for communication and participation. This will help ensure smooth event management and streamlined feedback collection.

2. Admission Promotion:

The admission process is a crucial aspect of any college's administration, and it requires coordinated efforts across various departments and teams. To ensure smooth execution, the college's admission team, alongside multiple departments, is actively working on this initiative.

Mechanical Engineering Department Visit:

A team from the Mechanical Engineering department is scheduled to visit several junior colleges and polytechnic colleges next week to promote admissions.

Prior Permission Required:

Before visiting any institution, the team must seek prior approval from the concerned authority at the respective colleges. This will ensure the visit is officially sanctioned and well-coordinated.

Focus on All Branches:

During these visits, it's important to focus on both circuit and non-circuit branches. We should promote admissions for all available courses, not just limited ones, to attract a wider pool of applicants.

University Authorization:

The university authorities have already granted permission for the promotion visits, so all teams are clear to proceed according to the plan.

Other Departments to Follow Suit:

Other departments should also consider initiating similar promotional efforts for first-year admissions as well as direct second-year admissions. This will ensure that every branch and department is actively participating in the promotion process.

3. Website Updation:

The college website is an essential platform for disseminating important information to a global audience. It is crucial to keep the website updated regularly to maintain accuracy and ensure that the information is relevant.

Timely Updates:

All necessary information should be uploaded on the website without delay. This includes details about courses, events, faculty, and other important announcements.

Faculty Information:

Newly joined faculty members must have their information uploaded promptly. This is critical for maintaining transparency and ensuring that stakeholders have access to the latest details about the academic team.

Monitoring by External Agencies:

Agencies like AICTE (All India Council for Technical Education) and other regulatory bodies closely monitor the information published on the website. It's important to ensure that all content meets their guidelines and is up to date.

Continuous Monitoring:

Faculty members should regularly check the uploaded content to ensure that everything is current and accurate. Any outdated or incorrect information must be updated immediately.

4. Professional Membership:

A professional association is an organization consisting of individuals who share a common interest or profession within a specific job field or industry. These associations often provide members with a platform to connect, share knowledge, and advance in their careers. They may also host events, conferences, and networking opportunities that help members stay informed about trends and developments in their respective fields.

Establishing Local Chapters:

Many well-established professional associations have national recognition and local chapters in various cities. It is highly beneficial to start local chapters in our college, where faculty and students can participate and grow their professional networks.

Membership for Faculty:

All faculty members should be encouraged to become a member of a professional body related to their field. Being part of such associations helps faculty stay updated with industry trends, engage with peers, and access valuable resources that support career development.

Benefits of Professional Associations:

- a. **Networking:** Members can attend events and network with other professionals in their field, exchanging knowledge and experiences.
- b. **Career Advancement:** Many associations offer resources and training opportunities that can help members advance in their careers.
- c. **Educational Opportunities:** Associations often host workshops, conferences, and seminars that provide valuable learning opportunities for members.

5. SOP's:

Suggestions for the Standard Operating Procedures (SOPs) have been received from various departments, and several modifications were discussed and recommended during a recent meeting. After incorporating these modifications, the final version of the SOPs will be submitted to the university.

Departmental Involvement:

The active involvement of all departments is critical in finalizing and implementing the SOPs. Every department's input ensures that the procedures are comprehensive, relevant, and aligned with institutional goals.

Forthcoming NBA/NAAC Visit:

The NBA (National Board of Accreditation) and NAAC (National Assessment and Accreditation Council) visits are approaching, and the participation of each department is essential. These visits will assess the quality of education, infrastructure, and adherence to prescribed standards. Ensuring that SOPs are aligned with accreditation requirements will be a key factor in these evaluations.

6. Any Other:

- a) **Bhartiyam/Convocation program:** Our technical and cultural fest named Bhartiyam is celebrated in the last week. Participation of all the faculty and students was good. A special thanks from our Principal Sir and both the vice-principals to everyone who have worked hard for the success of this event. Similarly, 26th convocation of our university was held in our campus. Principal sir had appreciated the efforts taken by all the faculty and non-teaching members.
- b) **Fees Collections:** Generally, students are paying college fees at the beginning of the college/semester. Some of the students are applying for the scholarships, these scholarships are directly deposited the sanctioned amount to college account. But now, some students are talking about Bihar loan. College is responsible for the scholarships only not any type of loans. Hence, all students should pay remaining fees before 31st March 2025.