Bharati Vidyapeeth (Deemed to be University)
College of Engineering, Pune – 43.

	Meeting Number	4
		2025-26

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

Minutes of HOD meeting (7th August, 2025)

1. **Admission Status:** Like every year, we have all tried our best for the first-year admission process. Due to the collective efforts of everyone, we have reached a count of 982 admissions so far. For the direct second-year admissions, we have also received a good response. Until the completion of the admission process, at least two faculty members from each department should report. As of today, some seats in Mechanical, Chemical, and Civil branches remain vacant, and the process of filling these seats is ongoing. Social media platforms should be used effectively to promote and fill these vacancies.
A discussion was held regarding NTTF students for direct second-year admissions. NTTF three-year diploma students are currently eligible for direct second-year admission only in Karnataka State. From next year onwards, they will also be eligible to take admission in our university/college.

2. **Academic Audit:** On 5th and 6th August, an Academic Audit was conducted in our college with the assistance of external faculty members. The committee members visited each department according to a separately prepared schedule. The activity was coordinated by Vice Principal Dr. Jadhav madam. All departments showed good interest in the process. Dr. Jadhav madam will visit each department to provide feedback on their performance, highlighting strengths and identifying any weaknesses.

3. **Time -Table:** To check the teaching load of each faculty, every head should send the teaching load to principal office.

4. **ARB:** Academic Record Book should be checked by respective head time to time. In this all information is given by the faculty member which is important as far as any visit of apex body to the college of university.

5. **Lecture/ Practical Conductance:** Monitoring of lectures and practicals should be done continuously. Heads of Departments should oversee both classroom sessions and laboratory work. A fixed policy for student attendance should be decided to avoid difficulties at the end of the semester. Attendance records should be communicated to parents in a timely manner. Final-year students should also be monitored regularly. The GFM system should function effectively to ensure accurate attendance tracking.

6. **Cleanliness:** Our cleanliness system is now in place, and all corridors and passages are clean. However, some classrooms in the central wing are not adequately cleaned, and care must be taken to address this. For the E&TC classroom in the central wing, a pigeon net is required, and in the meeting, Chavan Sir agreed to arrange for the same.

7. **Startup (SectionNET) :** The Council of Scientific & Industrial Research (CSIR) plays a significant role in fostering the startup ecosystem in India through various initiatives. CSIR supports startups by transforming lab-based research into scalable business opportunities and providing resources for innovation and entrepreneurship. They focus on bridging the gap between research and commercialization, helping scientists translate their ideas into viable businesses. At the initial stage 5 startups will start in our college and it will be on profit sharing basis. About 3% profit will be shared to incubation centre.

8. **Std. Format for social media handle:** Regarding the social media posts, a standard format is given by our central office. Every post on the social media should be in that format only. For all the department activity as well as information regarding various association should be sent in given format only.

9. **T & P Officer:** Prof. Dasturkar Sir had joined our institution as a training and placement officer. He will work for our college along with College of Engineering for Women's and Lawale college.

10. **Induction Program:** First year induction program for Computer, CSE and IT branches is started from 6th August 2025 as per given in our academic calendar. Remaining slot will be in a next week.

11. **MoU Smart Bridge:** As per this MoU some value-added courses can be started for our students. A list of the same is given by them. These courses are beneficial for our students, and our university had given approval for the same. From next year we can add these courses as a minor course.

12. **Consultancy:** Consultancy is one of the important points as far as any accreditations. For the same everyone should think. We can get it by various ways to our college/department.