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

	Meeting Number	5
		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 (14th August, 2025)

1. Parent Meeting: The Academic Year 2025–26 commenced in the first week of July 2025 for higher classes, and in the third week of July 2025 for First Year students. Lectures and practical sessions are being conducted regularly as per the allotted timetable.

It is now our responsibility to communicate the attendance and academic performance of each student to their respective parents. In this regard, all GFM (Guardian Faculty Members) are requested to compile and share the attendance records with the parents and organize a Parents Meeting accordingly. Parents must be informed about the academic progress and overall performance of their ward. Additionally, for students who have not reported to the institute, their parents must be informed well in advance.

Admission Status: As we are all aware, the sanctioned intake for First Year is 1050 students. We are now approaching a significant milestone — reaching the magic number of 1000 admissions. It is our collective responsibility to maintain and restore this number. Proper counselling and guidance must be provided to students who are considering cancelling their admission. This proactive approach can help in minimizing cancellations. Everyone is requested to remain vigilant and actively involved in the admission process.

It is encouraging to note that the cancellation percentage this year is lower compared to last year. Furthermore, Direct Second Year admissions have also shown a positive trend this year.

2. Academic Activities: As per the recent discussions, there will be no separate Academic Committee to review the ARB (Academic Record Book), course files, or personal files. The Head of the Department (HOD) will hold complete authority to review and verify all such academic documents. Additionally, the Principal Sir or Vice Principal may randomly inspect any faculty member's ARB, course files, or lab files. Therefore, it is essential that all documentation is completed in a timely manner and regularly reviewed by the respective HOD. For First Year classes, Principal Sir along with both Vice Principals will personally visit to check the ARB and related academic files. All concerned faculty members are requested to ensure their academic records are up to date and available for inspection as required.

3. Fee Collection: Fee collection is one of the important institutional parameters and needs to be closely monitored. As per our regular practice, a majority of students usually complete their fee payment by the time of the Unit Test Examination. However, it is now our responsibility to ensure that students who have not yet paid their full fees are informed and reminded accordingly. All Guardian Faculty Members (GFMs)/Mentors are requested to communicate with their respective students regarding any pending fees and encourage timely payment.

4. Minor Subject Load: For Minor Subjects, a total of five faculty members from the Pune campus and two faculty members from the Mumbai campus will be assigned the teaching load. The following faculty members from the Pune campus will handle the minor subject load:

Prof. Deepak Kapase, Dr. Nisha Auti, Dr. P. S. Chavan, Dr. Chetan More, One faculty member from the Computer Department. Faculty members from the Mumbai campus will also be assigned accordingly.

5. Academic audit: The Academic Audit for the previous academic year was conducted successfully on 5th and 6th August 2025. The entire process was efficiently led by Vice-Principal Dr. Jadha Madam. The audit committee provided several valuable suggestions that will contribute positively to the ongoing academic processes. Key observations and recommendations from the audit include Departments that have not yet undergone NBA accreditation should now become more aware and aligned with the CO-PO attainment process. Emphasis was placed on the proper use of Bloom's Taxonomy in teaching-learning methodologies. The importance of feedback analysis, result analysis, remedial classes, and corresponding action taken reports was highlighted.

The committee acknowledged that much of the required academic documentation and processes were already in place and handled effectively by our faculty members.

However, certain areas need more attention going forward: Research grants should be actively pursued and secured. Student projects should demonstrate clear outputs and practical implementation. An impact analysis should be conducted after any academic or co-curricular activity. Data related to higher education pursuits and entrepreneurship must be consistent and accurate. A model suggested by our faculty has been found suitable and may be adopted for future academic planning and implementation. All departments are encouraged to act on these recommendations to strengthen academic quality and compliance.

6. Research and Consultancy: Considering the strength and expertise of our faculty, we have achieved a commendable number of research publications, and several patents. However, to further enhance our research culture, new ideas and innovative concepts must continuously emerge. It is the responsibility of each Head of Department (HOD) to encourage and facilitate the development of such ideas in collaboration with their faculty members. While we understand that research and innovation take time, consistent efforts in this direction will lead to meaningful outcomes in terms of publications, patents, consultancies, and funded projects.

7. Social Media Format: The Central Office has suggested a standardized format for all posts shared on the college's official social media handles. All activities conducted within the college—academic, co-curricular, or extra-curricular—must be documented and posted using this prescribed format. Important guidelines to be followed:

Ensure that the quality of photos and content is appropriate and professional.

Even small-scale activities should be posted, as consistent visibility adds value during the accreditation process. Each post must include measurable outcomes, which should be reviewed before submission. All posts must be forwarded through the respective Heads of Department (HODs) before being shared on social media platforms. Proper and consistent documentation on social media will enhance the institute's visibility and reflect positively during audits and accreditation evaluations.

8. Internal Assessment (IA) Tools Implementation:

As decided, starting from this academic year, we will be introducing additional tools in the Internal Assessment (IA) process to enhance the evaluation system.

All selected IA tools must be communicated to the students well in advance to ensure clarity and preparedness. Proper documentation regarding the implementation of these tools should be prepared and maintained systematically.

These details must be recorded in the Departmental Minutes of Meeting for transparency and future reference. For assessments involving MCQs, rehearsal or practice sessions should be conducted to familiarize students with the format. The objective is to bring more structure, transparency, and effectiveness to the internal assessment process.

Seed Money Utilization:

The University provides seed funding to support research and innovation initiatives. Many faculty members have successfully applied for and received this funding. However, it has been observed that some faculty members have not fully utilized the allocated amount. All concerned faculty are hereby reminded to ensure that the seed money is utilized appropriately and within the stipulated time frame. Proper utilization of these funds is essential to maintain eligibility for future funding opportunities and to demonstrate the impact of institutional research support.