

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

Meeting Number	30
	2026-27

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 (3rd July 2026)

1. M.Tech. Admissions

The current status of M.Tech. admissions was reviewed. HoDs were instructed to intensify promotional activities and make dedicated efforts to improve admissions across all M.Tech. programmes.

2. Direct Second Year (DSY) Admissions

The current status of DSY admissions was reviewed. HoDs were instructed to intensify promotional activities and make dedicated efforts to improve admissions across all DSY programmes.

3. Referral Scheme

Faculty members and departments were encouraged to actively promote the Institute's Referral Scheme. The scheme should be effectively utilized to enhance admissions through alumni, students, faculty members, and other stakeholders.

4. ERP Implementation

HoDs were instructed to ensure complete utilization of the ERP system.

Particular emphasis was given to:

- Timetable preparation and updation
- Leave Management
- Lesson Plan preparation and regular updates

All concerned faculty members should ensure that ERP records remain accurate and up to date.

5. Creation of Official Email IDs

Official Institute email IDs should be created for all newly admitted M.Tech. and DSY students. Departments should coordinate with the section concerned to complete this activity promptly.

6. Coursera Implementation

Official email IDs of DSY students should be integrated with the Coursera platform. Departments should ensure that all eligible DSY students receive access to Coursera and actively utilize the available learning resources.

7. Institute Presentation During Counselling

A common Institute presentation should be prepared and effectively presented during admission counselling sessions. The presentation should highlight the Institute's achievements, academic strengths, placement record, infrastructure, industry collaborations, and student opportunities.

8. Department Presentation and One-Page Information Sheet

Each department should prepare an attractive departmental presentation for prospective students. A concise one-page departmental information sheet (handout) highlighting unique features, laboratories, placements, achievements, higher education opportunities, and career prospects should also be prepared for distribution during counselling.

9. MOOC Marks

The procedure for awarding and recording MOOC marks was discussed. Departments should ensure proper implementation of the prescribed guidelines and timely submission of marks wherever applicable.