

Meeting Number	23
	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

Minutes of HOD meeting (08th April 2026)**1. ERP usage status: -**

ERP assessments are being conducted continuously on a regular basis. Teaching faculty members are expected to work properly using the leave management module, and some non-teaching staff are also utilizing this module for practice.

Dr. Rohini Jadhav has shared a PDF document explaining the procedure for generating attendance reports in the ERP software.

Departments that have not completed their documentation work related to ERP software, NBA pre-qualifier requirements, and NAAC documentation will have their Summer 2026 vacations cancelled. No excuses will be accepted.

2. Texas university syllabus mapping presentation by Dr Bindu Garg Ma'am and Dr Sachin Chavan Sir :-

The total number of credits for BVDU and Texas, mapped from Semester I to Semester VIII (excluding the minor basket), is 176. Out of these, 18 credits will be earned through online courses. The minor basket will contribute an additional 17 credits, bringing the overall total to 193 credits for Semester I to Semester VIII.

At present, only the Department of Computer Science and Engineering (CSE) is engaged in credit mapping with Texas. Plans are underway to extend this mapping to other departments in the future.

3. Admission, lead calling, outreach, webinar, Google reviews:-

Faculty members should be identified (approximately 4–5) to help achieve the target of receiving 6,000 admission applications. As of now, only 594 applications have been received.

The Principal has suggested organizing online webinars featuring industry experts from the respective departments to enhance admission outreach and increase applications. Additionally, the Principal has instructed the Heads of Departments (HoDs) to adjust the workload of faculty members who are engaged in outreach activities across different cities.

Furthermore, the Principal has directed the HoDs to assign one faculty member from the ECE/E&TC department and two faculty members from the Computer Department to work full-time on admission-related activities from 15th April 2026 onwards.

A total of 40,000 leads have been generated so far, out of which 10,000 leads have been closed. The remaining leads must be addressed and converted at the earliest.

4. Performance appraisal submission:-

The Faculty Performance Appraisal process must be completed and submitted to the Principal within the stipulated deadline. All faculty members are required to ensure that their appraisal forms are filled accurately and comprehensively.

Heads of Departments (HoDs) should review the submitted appraisals to ensure completeness and correctness before forwarding them to the Principal. Timely submission is essential to maintain transparency and efficiency in the evaluation process.

Upon review, the Principal will assess the performance of each faculty member and provide individual remarks based on their overall contributions, achievements, and areas for improvement. These remarks will serve as an important basis for professional development, recognition, and future responsibilities.

5. Exam form, assessments, PR/OR/TH: -

Principal Sir has instructed that the results of all Practical, Theory, and Oral examinations should be maintained at a minimum level of 99.9%, ensuring a very high standard of academic performance across all evaluations.

In addition, it has been emphasized that the overall academic performance of students should be closely monitored, with a focus on maintaining the average CGPA above 6.5. Heads of Departments (HoDs) should regularly review academic progress and ensure that appropriate strategies are implemented to support students in meeting the desired performance benchmarks.

6. External audit:-

Every year internal as well as external audit should be completed. Now this year we have completed internal audit of all the departments in the last month. Now, external audit will be completed in the month of July 2026. All the necessary documents should be ready during that period.

7. Semester consolidation:

As all are aware that, our even semester in the month of April, All faculty members should complete the required files and documents before moving towards the vacation. All necessary files should be completed and will be checked as per the schedule. Regular course files and other information's like NPTEL/ V-Lab /FDP should be ready during that period.

8. Any other:-

The Head of Department (HoD) has instructed all Group Faculty Mentors (GFMs) to ensure that students wear the prescribed college uniform and carry their identity cards at all times, as this is mandatory for all students.

Furthermore, all teaching faculty members and non-teaching staff are required to wear the college uniform, display their identity cards, and carry the institutional brochure as part of official protocol.

Strict action will be taken against any individual who fails to comply with these instructions.