

Meeting Number	06
	2023-24

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 (03rd August, 2023)**1. Review of last meeting: -**

Meeting started with taking the review of the last meeting.

2. Financial Outlay:-

Visiting faculty financial outlay is required for the approval from the university office. This proposal we have to send university office and sanction from university level is essential. While sending this outlay to university, heads are informed to go through the fulltime faculty members in the department and teaching load allotted to them: on that basis one can find out required visiting faculty members. While sanctioning visiting load, university office go through the total load and remaining load for the visiting faculty.

3. Time table latest (HoD's Workload):-

All heads are informed that they should give the latest time- table of the department. Also heads should take atleast one subject of under graduate course. Further, for one course no compartment or two faculty members cannot teach one subject. Hence, care must be taken while distributing the teaching load to the faculty members in the department.

4. Common Software for attendance- Centralized:-

University level one software will be installed for the faculty members. This software will function for incoming and outgoing of the faculty members. Hence on that basis punching of the faculty will be counted. It will be easy for all the faculty as will administratively purpose.

5. Webinar on study abroad – 07/08/2023 – Suvankur Roy

Monday on 07/08/2023 one webinar is organized for the third year and final year students to study abroad. Heads can see that maximum students shall attain it and take advantage of such opportunity. This person is having direct contact with foreign universities, which will help to our students who have desires to do their higher studies in abroad (Key topics – Advantages of studying abroad, Enhancing personal growth, cultural immersion, global perspective. Funding and scholarship opportunities, Health & safety abroad)

6. Navya software proteus- vsm:-

Navya software which is required for electronics department and other department also online workshop of one and half hour in Embedded, IOT design simulation and Rapid prototyping software solution proteus. VSM for students and faculty members. On 7th August 23.

7. Bushan Kuthwal – 8 August 2023.

On 8th August 2023 (Thursday) Mr. Bhusan Kutwal is giving a presentation for the students and faculty. All are informed to attend it.

8. 12th August- Global Education

One of the international events, viz Global Education which will be inaugurated by the hands of our respected chancellor sir and vice chancellor sir, on Saturday 12th August 2023 at 11.00 am, This event will be organized with the Association of Indian Universities (AIU) Hence, all heads and Principal, vice principal should attend it.

9. Saarathi fellowship Scholarship:-

Various fellowships or scholarships are given to faculty/ students to enhance/ boost the capabilities of faculty/ students. This is a prestigious to any institute. Hence, it is essential to inform principal/ authority that our faculty has received any fellowship. Such type of important activity should be communicated to office. Even, such things are useful for publicity, also at the time of admission we can inform students/ parents.

10. Rules and Regulations- Ph.D- Sem I, SemII :-

In the last FET meeting which was conducted on 26th July 2023, the responsibility of preparation of rules and regulations of Ph.D for semester I and II was given to Dr. P.V. Chavan sir. This was suggested by Dean sir in the presence of principal madam. Necessary instructions were given to Chavan sir regarding the preparation of rules and regulations. This task should complete as early as possible, because on this basis further things are finalized in the department. Hence, an urgent basis it should be completed.

11. Mistakes in the Examination- Question paper :-

All faculty members work as an university question paper setters, In view of this, all should take care while framing the university question paper setting. Any type of mistake will not be tolerated from the university. Also, it will not be good for the reputation of the university. Such type of mistake happens by the faculty member he/she shall inform to respective authority immediately, for such type of mistakes in question paper, if not resolved at that time, students can take undue advantage, and which is not good for the university as well as for faculty.

12. Optometry project:-

Final year's students of optometry are doing a project on eye examination. They are expecting our help; in this regard, all are informed that without disturbing first year lectures/ practical's. This work should be carried out.

13. Internal Research cell activity: -

Interdisciplinary Research cell is formed by our university by the headship of Dr. Lalwani All the disciplines like pharmaceutical, environmental, and hospital can do the work collectively. Every week on Wednesday meetings will be conducted, in that every nominated faculty member of the discipline will present thrust areas. Cluster groups will be formed. Dr. Lalwani sir had given assurance for funding the project with that concern the seed money will be given.

14. Visit to C- DAC :-

As per the invitation of C- DAC a visit to C- DAC is arranged on 4th August (Friday) 2023 at 10.15 am. Invitation was sent by them to principal, vice- principal and all heads along with the entire schedule. In the invitation mail, they mentioned that, this meeting will provide an excellent opportunity for fruitful discussions, collaborations, and knowledge exchange with our institution.

15. Youth festival of Bharati Vidyapeeth: -

Inter college/ Institute cultural competition of Bharati Vidyapeeth Deemed University 2023-24, is organized by the department of cultural affairs of the university from 15th to 17th September 2023. This program is aimed for the students of constitutes units (Indian & foreign) which include cultural competitions in various categories like performing Arts and Literary fest for the students of our university. Cultural competition will be co-ordinated by New Law college, Pune. Music/Dance/Theater competitions will be held at Law college Auditorium, other competitions will be at BVDU Institute of management Pune. College/ Institute are supposed to send their team to participate in the said competition from which students will be selected from various categories, to participate in west zone Inter university Youth festival will be organized by Association of Indian University in the month of December 2023-24.

16. Parivartan - 18-19 August :-

Parivartan workshop for non- teaching staff of our college is organized on 18th and 19th August 2023. In this two day workshop lecture series and hands on training on various sessions will be given. This will be helpful for non-teaching staff in various activities like NBA NAAC file preparation, computer and printing of documents, bills preparation at the time of examinations like practical exam. etc

17. Conduction of Lecture and practical's:-

As semester I/III/V is started so lectures and practicals are started as per given time table. The conduction of lectures and practicals of first year is going smoothly. In the case of higher classes the picture of academic is not satisfactory. Head should take a round at the time of lectures / practical and monitor the academic conduction. Involvement of heads in this work is important. As academic should be a top priority for everyone.

18. Uniform measurements: -

As per the decided policy of the institute on every Monday and Thursday students should wear uniform and attend the college hence for the dress code, a committee is formed by our college. Prof. S.B. Bhoi sir is the incharge of the committee. Department wise faculty members are appointed to help Bhoi sir The committee members will help in taking measurements and distribution of uniforms.

19. First year students attendance- E mail:-

As usual, after completion of every month, attendance of respective class shall send to parents of respective student Hence, for the month of July 2023, attendance of Semester I students should be sent in the first week of August 2023.via an e-mail to every parent All GFM's should collect the attendance and send it on priority basis.

20. Green Board data:-

All the NBA going departments are informed to give the requirement of green board on priority basis. Dr. Sachin Chavan sir, will co-ordinate the activity. Hence up to Friday 04/08/2023, all should give the requirement of Green board in PDF form.

21. Any other :-

Purchase proposal

All heads are informed that, purchasing proposal for the requirement to laboratories with quotations and comparatives should reach to Vice- Principal Dr. Sachin Chavan sir on or before 10th August, 2023