

Meeting Number	08
	2023-24

College of Engineering, Pune – 43.

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 (17<sup>th</sup> August, 2023)**

A review of last meeting was taken:

**1. Tree plantation Data:**

As per instructions received from AICTE, New Delhi, every college has to do the tree plantation and it has to be done per student one tree. In this regard, vice Principal Dr. Sachin Chavan had conducted meeting of all GFM's and given necessary instructions. NSS students and coordinator Dr. Amol kadam was also present for the meeting. AICTE had made an appeal to upload photograph of this event, and give the name of plant, which is planted. All heads have given the data of tree plantation by our college. Also, in the circular of AICTE, it was mentioned that if any institute has no land for the tree plantation. In that case, they will provide it; similarly for the plants availability they had given the cell numbers of nearby forest officers.

**2. Uniform Committee:**

As NBA committee visit is scheduled from 8 to 10 Sept 2023, In this regard, it was decided in heads meeting to have a dress code for all faculty members of NBA going department along with first year. For the smooth working of this activity, one committee of Gents and another for ladies faculty members is formed and those committees will co-ordinate the entire activity. Committee members are Prof. Deepak Banker, Amol kadam, Prof. Veena Shinde, Prof. Namita Shinde Prof. Sonali Pawar

**3. Website Data**

All heads of the department are informed to check the college web site. If any data is missing on the institute's website and wants to add some more data, please provide the data as per necessity and ensure that has to be updated. Basically, any committee when visit to any institute, they will check the website, and confirm the uploaded data; and if any changes are there, please inform to Prof. Gajanan Bhole and check, those necessary changes are done or not.

**4. NBA- preparations- smart boards:-**

Now a day's Smart boards are one of the important tools in the class room. In this regard, we have already given Smart boards to all the departments at least one/two to each department depending upon the strength. Please ensure that, smart boards/LCD projectors are in a working condition or not. At the time of NBA visit all these must be in working conditions. If required, please do the required process of repairing, but all should be in working conditions.

**5. Admissions. (18/08/2023)**

On 07/08/2023 one more CET was conducted for the remaining seats of B.Tech, Semester-I admissions. These students will report on 18/08/2023 to college for further admission process. In this regard, as per routine admission process various stages have to be completed and for these stages various faculty members are required. Hence, heads are informed to suggest the names of faculty members by adjusting the departmental responsibilities. Any student who has not given our CET and asking for admission, then in that case he must have appeared for MHCET.

**6. Updates on Leads Talk:-**

To inspire the students, a technical talk like Take away home was conducted. A link was given to all. Everyone has to provide feedback of the same.

**7. Committees for NBA:-**

NBA visit to our college is scheduled from 8 to 10 September 2023. For the smooth working and visit of team, NBA committee is formed at institute level. They will help to NBA going department as well as local administration. Also in minute to minute activities in those days of committee visit till end of it.

**8. Any other:-**

All heads shall ensure that Green boards, Glasses to notice boards, LCD projectors; Internet connections etc. must be proper and working condition.