

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

Meeting Number	14
	2021-22

Prin.	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A

Minutes of HOD meeting (07 April 2022)

- Report of write off equipments** – Report of equipments to be write off is submitted to the university. Regarding desktop information from every department, remark column shall be added in the report. In which remark about the upgrading of the desktop shall be mentioned in the column.
- Jalshakti Abhiyan** – The action plan for Jalashakti abhiyan : catch the rain 2022 shall be prepared. The list of activities to be performed shall be submitted to Prof. M. R. Gidde. The activities to be performed at college level shall be shared with all departments.
- Follow-up of purchase equipments** – For all purchase orders submitted, the checks are ready. Vendors shall be contacted for the delivery of the lab equipments. In case of Software purchased for the departments, software training session has to be completed. The attendance of the training session shall be forwarded to Principal's office. Cheque will be issued only after receiving the installation report from HoD.
- Battery of UPS** – The UPS batteries are distributed to the departments. Lab in charge shall monitor the battery installation procedure. After installation of UPS battery, a report shall be submitted to Principal's office. For department of CSBS and CSE UPS batteries will be available by 15th of April 2022.
- Blood donation camp** – Every year, Blood Donation Camp is organised on the birthday of Hon'ble Secretary Dr. Vishwajeet Kadam. Due to pandemic it's not possible for last 2 years. This year the blood donation camp is scheduled on 13th April 2022. Chief Guest for this function is Mr. Atul Patil, Deputy Commissioner of Police-Traffic. The blood donation camp will be inaugurated at 10.00 am. All teaching and non-teaching staff members are informed to attend the inaugural function in W 306. Further GFM shall bring the students to the blood donation venue as per the schedule.
- Pre-diabetic checkup** – For pre diabetic checkup arranged by IRSHA, for all teaching & non-teaching staff members in the age group 35 to 49 shall visit the venue as per the schedule. Dr. S. K. Oza will be coordinating the activity.
- Recovery of Tuition fees** – The tuition fees is not paid by many students. HODs shall take undertaking from the students of their department regarding the payment of tuition fees that the fees shall be paid before unit test – II. The department wise pending fees amount is mailed

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to all HODs. Students shall be followed up for the pending of tuition fees and submission of receipt after payment of fees. For the tracing of unidentified fees payment, transition reference number shall be submitted to the accounts section.

8. Faculty requirement – The data of faculty requirement for 2021-22 and 2022-23 shall be submitted to principal's office by 08th April 2022. The format will be shared with all HODs.

9. NBA status – Departments of Civil, Electronics, Electrical, and Computer shall submit compliance report and can get 1 more year extension up to June – 2023. SAR for Department of Mechanical is submitted, and the NBA visit will be planned in August 2022. HoD Mechanical will submit the proposed dates of visit of NBA team.