

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

Meeting Number	11
	2021-22

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

Minutes of HOD meeting (16 March 2022)

- 1. Submission of Purchase Orders** - Reference to the purchase meeting held on 15th March 2022, HODs shall make a purchase order for laboratory equipments. All revised quotations shall be attached with the purchase order and the PO shall be forwarded to Principals office for signature. The purchase orders along with revised quotations and comparative statements shall be submitted to the store after Principal's signature.
- 2. Infrastructure data** – Reference to AICTE norms, HODs are requested to compute the area details for their department and submit to Prof. M. R. Gidde. HODs shall keep the department area wise calculations ready and the area details shall be explained by the HOD during Principal's visit to the department. Details of comparison between area requirements as per AICE norms and existing area of the department are required for discussion. Further Prof. M. R. Gidde shall compare the existing area of the institute with the total area of all departments submitted by respective HODs to find out a change, if any. The area details will be discussed in a meeting with Dr. Asmita Jagtap, Executive Director of Bharati Vidyapeeth Medical Foundation on 22nd March 2022.
- 3. Department requirements** – All HODs shall forward the requirements of computers, UPS, projectors to the Principals office.