

Meeting Number	19
	2021-22

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

Minutes of HOD meeting (17 May 2022)

- 1. Review of previous meeting** – Schedule of unidentified fees, EDC program, project presentation by students, AICTE scheme reviewed.
- 2. Department information** – For branding of the institute during the admission process, Key highlights of the department, information of laboratories, no. of company visited, maximum package offered to the student is required. HODs are requested to submit above information of respective department in A4 size format to Prof. M.K. Beldar. Admission counseling room is designed for counseling purpose. Faculty shall be present in the counseling as per time table given.
- 3. HOD Meeting with students** – Rules and regulations regarding university examination shall be informed to the students. In this regard HODs shall engage a meeting with students. Attendance of the students shall be maintained. HOD shall submit meeting schedule to Principal's office.
- 4. Farewell function** – Student's farewell function should not be planned before conclusion of teaching term i.e 28th May. The farewell function can be planned on 30th and 31st of May.
- 5. Pending fees follow-up** – The status of pending college fees per department is reviewed. Students are pursued for the payment of pending college fees.
- 6. Student's submission** – TW/projects submission of the students shall be completed before 27th of May 2022. Students can submit their files to respective faculty member. Students failing to submit the TW will not be allowed to appear for oral examination and university examination.
- 7. Admit card distribution schedule** – Admit cards for regular examinations shall be distributed to students before 23rd May, only to those who have paid pending fees. Admit cards for backlog examination shall be distributed before 30th May.
- 8. NBA pre-qualifier** – The NBA pre-qualifier application for the departments of Civil, Computer, Electronics and Electrical will be uploaded on 20th June 2022. Respective HODs shall be present on mentioned date for submission of pre-qualifier application.
- 9. Workload allotment for term-I-2022-23** – Self study courses undertaken by faculty will not be counted as workload. For UG projects, 2 hrs workload will be counted for maximum 09 students. For PG projects, 2 hrs workload will be counted for SEM-III and 4 hrs workload will be counted for SEM-IV irrespective of number of students. Heads and all staff members should have at least 50% workload of UG courses. Heads and professor should teach at least 1 subject from UG courses. The workload for professor shall be 12-14 hrs/week, for associate professors

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

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14-16 hrs/week, for assistant professors 18-20 hrs/week. The HOD workload shall be 10-12 hrs/week.

10. Workshop on syllabus framing for semesters V and VI shall be planned before 30th of June. Maximum 4 experts can be appointed per year. Rs 1000/- will be the remuneration per expert.

11. The purchase proposals as per new syllabus shall be submitted in the month of July 2022.