

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

Meeting Number	15
	2021-22

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

**Minutes of HOD meeting (21 April 2022)**

- University foundation Day** – On 26<sup>th</sup> April 2022, 27<sup>th</sup> University foundation day will be celebrated. All teaching and non teaching staff members shall attend the flag hoisting at 08.30 am in engineering college campus. After flag hoisting all faculty members shall go to pandal for foundation day programs. Attendance is mandatory for all.
- PH.D entrance** – BVDUCOE Pune is the center for PHD entrance test. An entrance test for PHD is scheduled on Sunday 24-04-2022 from 11.00 am to 02.00 pm. Prof. M. R. Gidde is the chief test admin and Prof. Prasad Patil is assistant test admin. Faculty members who are assigned invigilation duties shall report to college at 10.00 am on the examination day..
- Pending fees collection** – Students who have not paid pending college fees shall pay the fee dues before 30<sup>th</sup> April 2022. The university examination result of these students will be withheld and students will not be able to submit the examination form for the next semester.
- Minor research projects** – Faculty shall submit the minor research proposals before 23<sup>rd</sup> April 2022. An email mentioning the details is sent to all faculty members. The research proposals will be scrutinized at college level and will send to the university on 30<sup>th</sup> April for review.
- TW/O/P mark sheets** – Regarding submission of Term – I mark sheets of term work, oral and practicals; separate mark sheets shall be submitted to the university.
- Write-off equipments** - Report of equipments to write off is submitted to the university. After the remark of the committee, the equipments can be removed from the dead stock. Once the equipments are write off and removed from dead stock, quotations shall be requested from the vendors for the sell of write off equipments. Highest amount quotation shall be selected to sell the write off equipments.