

Meeting Number	12
	2021-22

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

Minutes of HOD meeting (24 March 2022)

- Review of previous meeting** – Minutes of the HOD meeting held on 16th March 2022 reviewed.
- Purchase 2021** – The purchase proposals of laboratory equipments is signed by the Registrar and is forwarded to the finance department. The purchase proposals for R&A up to 3rd year are also finalized in the meeting held on 23rd march 2022. HODs are requested to take purchase orders for further procedure.
- Review of area and infrastructure** – Area and infrastructure of the institute is reviewed by Dr. Asmita Jagtap, Executive Director Bharati Vidyapeeth Medical Foundation. The area and infrastructure plans submitted for department includes 3 class rooms, 1 lab, 1 tutorial room, 1 PG room and 1 PG lab. HODs shall go through the area and infrastructure plans and submit the suggestions, if any to Principal.
- Write off equipments** – The laboratory equipments which are not working will be removed from the laboratory. The list of such equipments shall be forwarded to Principal's office for write off by Saturday 24 March. In this regard, lab wise report of the equipments to be write off shall be submitted with signatures of lab in charge and HOD. Also tables, chairs, cupboard from the department which is beyond repairable can be removed. A list of material to be scraped shall be made and details of scrap material and the number shall be mentioned in the list.
- BOS meetings** – With reference to amendments in 2021 curriculum, chairman, BOS shall engage a meeting. The minutes of meeting shall be submitted to faculty.
- AICTE AQI** – Interested faculty members from the institute shall register for Ph.D under AICTE AQI scheme.
- Minor maintenance** - University has appointed two estates manager on campus committee for the maintenance of the buildings. For the minor maintenance from the department a Google form is shared with all HODs. HODs shall submit the details of the maintenance to be done in a separate word file as shared Google form to Principals office.
- Motivational speech** – Motivational speech for Ist and IInd year students will be delivered by Mr. Raghvan koli. HoDs shall make a time table for the same and shall inform the student to attend the sessions.
- UT - I time table** – Unit test – I for 2nd, 3rd and 4th year shall be conducted at department level. Paper setting and the exam arrangements shall be made at the department level. The unit test shall be conducted on 7th and 8th and the time table shall be submitted to college email id.

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10. **Laptop used** – Laptops issued for academic purpose to HODs and faculty from various department shall be reported. Dead stock number, Name and signature of the faculty shall be mentioned in the report and shall be submitted to Principal's office.
11. **Eligibility documents** – Students currently in 3rd year of the degree course have not submitted the eligibility documents yet. Respective class GFM shall follow up the issue with students for the submission of eligibility documents.
12. **NBA status** – Departments of Civil, Electronics, Electrical, and Computer shall submit pre-qualifier for NBA. The department can submit the compliance and can get 1 more year extension up to June – 2023. SAR for Department of Mechanical is submitted.
13. **Upgrade campus** – Programs supported by upgrade campus are CS, CSBS and I.T. These departments shall consider the Joint Program Proposal by Upgrade.
14. All departments shall conduct the activities such as Saturday at BV, FDP, and Workshops etc.
15. Faculty requirement submitted by department is forwarded to the University.
16. Faculty workload distribution shall be submitted to Principals office.