

Meeting Number	1
	2021-22

Prin.	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Minutes of HOD meeting (23 June 2022)

- Fees collection** – Regarding pending college fees, GFM shall post a message in students group that pending college fees must be paid before oral/practical exam. Fees for next academic year shall be paid before registering for that semester. Students will not be allowed to attend lectures and practicals without paying the college fees. All college fees shall be paid before the end of February. Student’s attendance should be mentioned on the fees concession form and shall be counter signed by GFM.
- Webinar on ‘Basics of Scopus’** – A webinar on Basics of Scopus is scheduled on 24th June at 3.00 pm on Microsoft Teams. All HODs shall register and attend the webinar. Alternate arrangement shall be for faculty to attend the webinar.
- Registration Form** – It is proposed that online registration form shall be created for students to submit their details to college. Online registration will help in tracking student’s college fees. An online registration form will be shared with all HODs and the suggestion for the same shall be discussed in the meeting.
- Grants to be applied** – Reference to the notice from the university, every faculty shall submit one research proposal. The advertisement for various grants of AICTE: MODROB, RPS, DST, etc. will be published in the month of July and faculty shall apply for the various available grants and submit the research proposal to the college committee.
- Time table and Workload** – Time table for A.Y 2022-23 shall be prepared before 5th of July and shall be submitted with the workload details of every faculty. For faculty, theory, practical and project work load for UG and PG shall be submitted. In the remark column, additional duty given to the faculty shall be mentioned than the workload.
- Webinar on outcome based education** – Webinar on Outcome based education will be organized for all constitutional units under deemed university in the first week of July. The webinar is focused on CO PO statements, its mapping and attainment.
- Term I commencement** – For A.Y 2022-23, semester III will commence from 16th August 2022, semester IV from 19th July and semester VII from 29th August. Environmental studies examination for A.Y 2021-22 is scheduled on 17th July 2022.
- Write-off equipments** – The list of equipments to be written off is approved by Bhavan. In this regards, quotations from vendors shall be requested and the equipments shall be given to the highest quotation vendor. All departments shall complete this procedure at the earliest. The equipments write value shall be mentioned in the list.
- Oral, Practical examination time table** – The hard copy of time table for oral and practical examination shall be submitted to Principal’s office. GFM shall conduct meeting with the

Bharati Vidyapeeth (Deemed to be University)
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students to know the oral-practical examination rules. External must be appointed for the examination. Only internal and external examiner shall be present during examination. The examination bills shall be submitted after completion of exams.

- 10. Admission counseling** – For admission counseling at hotel Pride on 25th and 26th of June, Principal's lecture on 'Engineering and career opportunities' is organized on Saturday at 3.00 pm. In this regard, HOD shall submit information regarding carrier opportunities in engineering for their respective program by tomorrow 2.00 pm. HOD can visit the venue from 10.30 am to 7.30 pm.
- 11. Examination supervision** – During summer 2022 University examinations, it is observed that junior supervisors reported late for the examination. This is not communicated to Principal's office. The examination should start on time. Senior supervisors shall be present in exam room for entire duration.
- 12. Grants received by departments** – It is observed that grants received by departments are not utilized. It is required that utilization certificate shall be submitted every year to college. Once grants are received, a copy of shall be sent to the office by the HOD. A list of grants received is shared with HODs.
- 13. Unit Test conduction** – The unit tests at department level shall be conducted in the same manner as university examinations. For this purpose, it is decided that unit test conduction will be centralize from next semester. Exam supervisors should not use mobile phone during examination.
- 14. Research monitoring committee** – To monitor research work carried out by the departments, a research planning and monitoring committee will be formed. The committee will visit every department for this activity. A notice will be shared in this regard.
- 15. Purchase status** – All HODs are informed to follow-up for the purchase equipments, if pending and complete the process for last purchase.
- 16. Final year student farewell** – Farewell for final year students can be arranged after the oral examinations. Rs. 150/- per student will be given to the department for farewell.
- 17.** All chairmen shall submit exam papers model answer scheme to the mentioned email address.
- 18.** Regarding monitoring of academics in the institute, HODs shall share their suggestions in the next HOD meeting.