

Meeting Number	3
	2021-22

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

Minutes of HOD meeting (14 July 2022)

- 1. Review of previous meeting** – Regarding HOD – review of faulty workload, GFM List, purchase status and department calendar for the academic year 2022-23 was taken and departments, which have not compiled the said work ask to do the same and submit the principal office. The departments going for NBA shall submit the faculty requirement to the Principal office at the earliest.
- 2. Visiting Bills**–Department shall submit the visiting bills to the admin office immediately after the end of month. The visiting bills pending for two to three months will not be sanctioned hereafter. In case of any unavoidable reason, the visiting bills can be accepted at the most of one month delay. However, the remuneration bills for Industry Thought Courses (ITC) and Vocational Courses (VC) can be paid for the whole semester at once.
- 3. Lunch for Oral/Practical Examination** – HoDs shall submit the record of the lunch for Oral/Practical examination conducted for the semester-IV, VI and VIII to the Principal Office at the earliest.
- 4. First Year Student Meeting** – First Year Co-Ordinator shall inform to the GFMs to conduct an Online Meeting with their respective class on the Microsoft Teams Platform and make aware them about the University Examination norms and instructions and further make aware them about the importance, severity and strictness followed by the students at the time of exam.
- 5. Academic Calendar** – In view of the conclusion of the university and practical examination of the semester-II, the dates for the commencement of the Semester-V and III have revised to 9th August 2022 and 22nd August 2022 respectively. However, the conclusion of the teaching term will remain the same as 19th November 2022.
- 6. NBA Work** – Departments going for NBA shall prepare the SAR well in time and submit it before 3rd September 2022 on the NBA portal. The data for the Part-A shall be kept same for all the departments.
- 7. Workshops** – HoDs shall ask to the faculty members to register for the IPR workshop scheduled on the 19th July 2022 and attend the same without fail. Further, the registration and attendance of all students shall make mandatory for the workshop. The faculty and students will be awarded a certificate of attendance. HoDs shall also ask to faculty to do registration for the conclave on NEP-2020 and attend the same without fail. Further, they shall inform the NAAC committee member to attend the workshop on NAAC criterion scheduled during 18-20 July 2022 by Bharati Vidyapeeth (Deemed to be University), Pune

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

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			<i>AK</i>		<i>AK</i>	<i>AK</i>						

8. **Area Calculation Meeting**– The area calculation meeting is scheduled on 15-07-2022. HoDs shall attend the meeting and finalize the area calculation for their respective departments.
9. **Access Control/Face Recognition**– The proposal of face recognition system is accepted and the same will be installed in the institute soon.
10. **IA Status of First Year:** Internal assessment of semester shall complete on the priority basis. HoDs shall inform those faculty, who remain to complete the IA of first year courses, shall complete the said work before 15th July 2022.
11. **Cap Assessment:** HoDs shall ask to the faculty member to complete the internal and external examiner's assessment of their respective course before 15th July 2022.