Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

Meeting Number	4
	2022-23

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

Minutes of HOD meeting (21 July 2022)

1. **Review of previous meeting** –Review of visiting bills, first year GFMs online meeting with students, area calculation meeting, access control and face recognition, internal assessment was taken and informed to complete concerning remain work at the earliest.

2. **Academic Calendar**–Academic Calendar of A/Y 2022-23 has discussed and unanimously consented the following dates for the academic year 2022-23. The commencement dates of B. Tech. Semester-I, III, V, and VII are 09-08-2022, 22-08-2022, 09-08-2022 and 29-08-2022 respectively. The conclusion of the Term-I is 19-11-2022 and the commencement of the Term-II is 30-01-2023. The commencement of M. Tech Semester-I and III is 09-08-2022 and the conclusion of teaching term for the same is 19-11-2022. The commencement of Term-II of PG program is 09-01-2023.

3. **International Conference** – The institute has proposed to host two international conferences for the present academic year. HoDs have asked to do discussion of it in the departmental meeting and shall seek topics from the faculty for the conferences. In this connection, departments which are computer allied such as Computer Engg. Dept. Computer Science & Engg. Dept. Information Technology, Computer Science and Business System Dept, shall organize one conference and the rest departments shall host the another and accordingly the report of the topics shall submit to the Principal Office at the earliest to proceed further.

4. **Correction in Course Structure** –The course structure of the B. Tech CBCS course-2020 (amended-2021) for Semester-V, VI, VII and VIII have asked to do correction of the minor mistakes done in the course and the updated copy of the same shall send to the Principal Office at the earliest to send it to the University Office for further procedure.

5. **Collection of the waste and Cleaning of the Department** – HoDs shall ensure of cleaning of the department by putting out all waste, scrap from the department. The record of the academic files of the students shall keep for the latest of three years and the rest other shall put it in the waste and keep the department clean and neat.

6. **NBA Work** – Review of the Departments going for NBA is taken and advised to prepare the SAR well in time and submit it before 3rd September 2022 on the NBA portal. The meeting will soon be conducted of all departments regarding allotment and collection of different criteria wise information from the respective departments.

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7. **Review of Workload Distribution** – Review of workload distribution is taken and as decided and accepted workload in the earlier meeting for Professor, Associate Professor and Assistant Professor shall be allotted. The equal workload shall allot to every faculty according to their designation and as decided and consented in the meeting.

8. **Any Other– 1. Website Data:** HoDs have asked to meticulously check the data uploaded on the new website of the Bharati Vidyapeeth (Deemed to be University), Pune and pinpoint the mistakes in all respect and further compile them and send it to Institute website coordinator for further action.

   2. Notice/advertisement for Vice Principal: HoDs shall circulate the notice/advertisement for the post of Vice Principal (Admin) and Vice Principal (Academic) received from the University office among the faculty of their department.