

Meeting Number	9
	2022-23

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

Minutes of HOD meeting (19 September 2022)

- 1. Review of previous meeting** – Minutes of previous meeting are reviewed. HOD should finalize the MOOC courses to be offered to the students. HOD shall consult teaching faculty members for finalizing the MOOC courses.
- 2. SEM- I address** – Principal's address for semester – I students admitted after second CET is planned on 20th September at 11.00 am in seminar hall W - 306. All HODs and semester - I GFM shall attend the address.
- 3. Engineers Day celebration** – Engineers day celebration is arranged on 26th September. Project exhibition of students PBL projects is organized on this occasion. Departments shall submit 5 PBL topics for display. Department coordinator shall be appointed for the smooth conduction of PBL exhibition.
- 4. Anti-ragging affidavit** – Semester I, III, and V students shall submit anti-ragging affidavit in proper format.
- 5. Exam forms** – Exam fees for winter 2022 examination shall be paid before 30th September. The data for exam fees /student is shared with the departments. Students shall submit the copy of challan to the GFM and sign the format.
- 6. Self appraisal report (SAR)** – Data required for Self Appraisal Report (SAR) is submitted to the University. SAR shall be submitted twice a year, before 10th December and 10th June.
- 7. First Year induction program** – First year induction program will be conducted on 6th to 8th OCT. 2022. Number of sessions are planned per day for the students.
- 8. Schedule of department calendar** – Department calendar shall be planned by every department and planned dates for STP, FDP, guest lectures, EPST shall be mentioned. These activities shall be conducted by every department and the data shall be submitted at the end of the semester to the office.
- 9. Academic Monitoring** – The monitoring of the academics shall be done at the department level by respective HOD. The report shall be submitted to the Principal every Wednesday by email. The academic monitoring report is not received from the HODs till date. Half CL shall be deducted for not conducting 3 lectures as per the given schedule in a week.
- 10. Interviews** – Faculty interviews will be conducted in University on 22nd September. HODs shall submit the actual faculty requirement and interview panel list to the Principal's office.

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

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11. **Admission counseling duties** – Duty for admission counseling cell is already given to the departments. Faculty members shall report to the admission counseling cell as per the schedule.
12. **Workshop IPR** – Faculty members shall register and attend workshop on “Intellectual Property Rights (IPR) & Patents and Design filing” on Wednesday 21 September.
13. **Utilization of E resources** – Number of e-resources are available in the BV central library for students. GFMs shall arrange a mandatory visit to the library with students for the information and use of e-resources.
14. Faculty research proposals from departments should be submitted in excel sheet format on priority basis.
15. Unit Test will be conducted on two days, reference to the number of subjects for that semester. Junior/senior supervisors will be appointed reference to the number of blocks selected for unit test.