

Meeting Number	14
	2022-23

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

Minutes of HOD meeting (03 Nov. 2022)

- 1. Review of previous meeting** – Review of new admissions from counseling scheduled on 28th was taken. A list of faculty members cannot login for self appraisal portal shall be submitted to Principal’s office. Others shall submit Self Appraisal Report.
- 2. Bharat JODO Abhiyaan** – Hon. Secretary Dr. Vishwajeet Kadam will be joining Bharat Jodo abhiyaan on 6th to 20th Nov. Workload and TW submission of the faculty members participating the abhiyaan should be adjusted. Faculty members shall complete the paper setting duties before going for Bharat JODO Abhiyaan.
- 3. Information ITC/Vocational/Visiting** – The details for faculty appointed for industry taught, vocational and visiting courses shall be submitted in shared format.
- 4. Status of Exam fees** – The status of students exam fees is reviewed for each department. Students should be informed that they will not be allowed to appear for UT-II and exams forms will not be submitted if not paid the fees.
- 5. Student’s attendance** – It is observed that student’s attendance post Diwali vacations in classes is low. Students shall be informed that they will not be allowed to appear for UT-II for low attendance. HODs shall review and follow up for completion of syllabus and share the time table for TW submission with students. Repeat practical sessions shall be conducted post midterm review. Students shall be followed up for the payment of tuition fees. For all First Year students, UT-II will be conducted from 18th to 21st Nov.
- 6. Research Project data** – Data submitted regarding research projects is reviewed. HODs shall discuss the status of project with the project in charge.
- 7. Inauguration of FDP** – Offline Inaugural Programme for 2 Weeks FDP on “Emerging Trends in Data Science and Analytics” is organized by Dept. of Computer Engg. The faculty member those who are not having teaching load, are requested to be present for the Inaugural Function at Seminar Hall W-306 on Monday 7th Nov-2022 at 10.00 am
- 8. Vacation slots** – Except Engg. Science and NBA appearing departments, vacation period for faculty members is from 24th Nov. 2022 till 21st Jan 2023. For NBA appearing department vacation period will be 24th Nov. to 23rd Dec. For Engg. Science department vacation period is from 26th Dec. 22 to 21st Jan 2023. Total 20 days of vacation days shall be availed by the faculty members. Faculty must report to the college for supervision duties and college important events. A period from 24th Dec till 11th Jan allotted for oral and practical, will be no vacation period.
- 9. Department calendar** – The activities conducted by each department which are mentioned in the department calendar are reviewed.

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

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10. College reporting and leaving time will be monitored. For 3 late arrival 1 CL will be deducted from the balance CL. A record for leaving early shall be maintained at department level and data shall be submitted to office before 25th of every month.
11. A negotiation meeting for the equipments to be write-off will be held on 8th Nov. All vendors shall be informed about the same.
12. HODS shall collect the earlier allotted supervision duties chart from the faculty members and new supervision duties shall be allotted to the faculty members.