

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

Meeting Number	16
	2022-23

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

Minutes of HOD meeting (17 Nov. 2022)

- 1. Website data** – HODs shall check the information displayed on the website. The required changes shall be reported to website committee members.
- 2. UT-II preparations** – Unit test II preparations are reviewed for question paper setting, time table, and seating arrangement display and supervision duty allotments. Paper assessment shall be completed before 23rd Nov. HODs shall share examinations guide lines with all students.
- 3. NIRF data** – NIRF data required to be submitted on priority basis.
- 4. Vacation schedule submission** – Supervision duties are allotted to all faculty members. Vacation data for the faculty members shall be submitted to Principal's office.
- 5. V lab usage** – Department wise V lab usage count discussed. The usage count for departments is less. V lab usage shall be more.
- 6. PBL quality** – To maintain the PBL submission standards, the assessment of PBL shall be done on the basis of following data. Relevance to the subject-7 marks, understanding of concept – 7 marks and timely submission-6 marks. HODs shall submit department's PBL file with remark.
- 7. Response to the required data** – It is observed that the data required to be submitted to Principal's office is submitted late by the departments. All departments are requested to submit the data in time.
- 8. Winter 22 examiner details** – The examiner's data required for winter 22 examination is required to be submitted. The format for the data is shared by Prof. Chavan. All departments shall submit the data in time.