

Meeting Number	18
	2022-23

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

Minutes of HOD meeting (19 Jan. 2023)

- Meeting with Vice chancellor** –Reference to the meeting by VC regarding constitution of faculty and BoS, present BoS committee tenure will be till August 2023 and constitution may change afterwards. BoS meeting shall be conducted twice a year, first in the month of February and second in the month of August. The meeting dates must be mentioned in the Academic Calendar. All heads should be the member of BoS. External members can attend the meeting in online or offline mode. Dean has to forward list of invitee members. The minutes of BoS meeting in the format: agenda, discussion held and outcome shall be submitted to the university in one week.
- Use of college e-mail** – It is observed that students are not using the college email I'd provided to them. This creates issues for T&P activities. Hereby all students and faculty are informed to use the college email id generated for them for communications.
- Pending Fees** – The status of students pending fees is shared with all HoDs by e-mail. GFM's shall send an email to students regarding payment of fees before 25th Jan. Term II registration cannot be done if the fees are pending.
- Term II time table** –Term II time table shall be posted in the student's group well before commencement of term. List of GFM's for term II shall be submitted to office before 24th Jan in the format name, email address, mobile number and extension.
- Financial outlay** – Financial outlay for ITC, VC and visiting faculty members shall be submitted in the shared format for Term I and Term II on urgent basis.
- IA, TW marksheets** – All faculty members shall submit the IA and TW mark-sheets before going for the vacation.
- Class rooms conditions** – HoDs shall visit class rooms and labs to check the present conditions. The requirements related to class rooms and labs shall be forwarded to office and the class and labs should be ready before the start of next term.
- Status of utilization report** – For MODROB projects, purchase should be done before 30th January.
- NBA preparations** – A committee will be formed to monitor NBA preparations. NBA going departments HoDs shall find out the requirements in the department for NBA and shall forward the same to Principal's office. The status of institutional files will be reviewed and the files shall be completed in first week on February.

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

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10. Bharatiyam – Inputs regarding Bharatiyam 2023 are welcomed from all faculty members. Inputs about types of events, only technical or other events shall be considered shall be discussed in the next meeting.