

Meeting Number	27
	2022-23

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

**Minutes of HOD meeting (8<sup>th</sup> April 2023)**

- Review of previous meeting** –The review of last meeting was taken concerning result analysis, workload. Review of Bharatiyam: National Level Techno Cultural Fest, AKAM and proposals of the same getting grants, VIDWAN registration, and Academic Credit Bank (ABC) registration.
- Bhartiyam Account: -**  
Bharatiyam 2023, the institute annual technical test was organized on 31<sup>st</sup> March and 1<sup>st</sup> April 2023. It was very well organized and having involvement of all teaching as well as non-teaching faculty in the entire two days. During the fest, it was advised that more concentration shall be given on technical events and enrolment of outsider teams for the programs and the same was reflected. All the accounts of Bharatiyam 2023 shall be closed as per the given schedule; hence, faculty coordinators are informed to settle the bills in time to avoid further complications.
- Examination forms: -**  
The institute’s theory exam (backlog) is starting from 9<sup>th</sup> of May. Hence, students shall complete the process of filling of examination forms as early as possible, as for barcode generation, university needs some time. Hence, this work shall be completed by 15<sup>th</sup> of April 23. After last date late fee will be charged.
- Tuition Fee recovery: -**  
Those students, who did not pay the tuition fees, they were not allowed to appear for the unit test-1 as a result these students have pad their tuition fees and hence, for those students re Unit test is arranged on 2<sup>nd</sup> and 3<sup>rd</sup> may 2023. If any student has not paid the fees yet, they have to give the undertaking about fees payment as early as possible.
- NAAC Data:- certified by HoD:-**  
All are aware that Bharati Vidyapeeth (Deemed to be University), Pune is going for NAAC accreditation. In this regard, the institute has to provide various information to university time to time. All HoD’s are informed to check and verify the data before submission to principal office to avoid mission aching in the provide data.
- NBA working: -**  
We all were working on NBA Preparation and the work was almost done. Now, the dates for the same will from next academic year; hence all are informed to complete i files/ course files and check them from NBA Mock team. Heads can appoint the co-coordinator for each criterion. All hod shall submit new SAR before 15/07/23 (22-23) to principal.

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

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**7. FDP- registration by faculty: -**

Faculty development programs are essential to improve the quality of individual faculty members. However, it is observed that the faculty members are not following the standard procedure. Hence, if any faculty is attending FDP, he/she should take prior permission from the authority and also adjust the teaching load and lastly, he/ she should submit certificate to office.

**8. Vacation slot- undertaking**

Summer vacation slots are decided in the HoD meeting from 15/05/2023 and 01/06/2023. Faculty members will get 30 days' vacation from the decided slots only.

- 1) 15/05/2023 - 13/06/2023 - 30 Days
- 2) 01/06/2023 – 30/06/2023 - 30 Days

Before going to vacation till 13/05/2023, IA mark sheets shall be completed by every faculty member. Further, heads of the department shall submit the name of the co-coordinator to the principal office, who will submit the IA marks of Sem IV, VI & VIII to the university. It is also decided that no one shall adjust to the supervision duties. Every faculty member has to do the allotted supervision duty. It is also ensured that every faculty member has to do the CAP work in a stipulated time. Undertaking of the same will be taken from every faculty member before going on vacation.

**9. Social activity: -**

As per our existing structure of sem. IV & VI some weightage is given for MOOC courses. Hence, students of that semester shall enroll to the MOOC course (online/offline) and respective HoD /GFM shall identify those students and shall ask to complete the certificate course. In every semester, at least one social activity shall be conducted like blood donation camp NSS camp etc. as a social awareness.

**10. NEP syllabus- Structure**

From the academic year June 2023-24; as per university guidelines, the NEP 2020 has to be implemented. The NEP committee of the institute shall work on preparing the rough draft using standard guidelines. The rough course structure shall be prepared and the same shall be approved in the BOS.

**11. College on 3<sup>rd</sup> April: -**

After Bhartiyaam, on 3<sup>rd</sup> April 2023 majority of the faculty members were on CL. It was observed that it is very difficult to run the academics if many faculty members are on leave. Hence, care must be taken by the respective head of the department about the same, Also leave shall not be sanctioned in continuation with holiday, otherwise, the entire period will be considered as a leave.