

Meeting Number	29
	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 (22nd April 2023)

- Review of previous meeting** –The review of last meeting was taken concerning to NEP structure, tuition fee recovery, NAAC data, NBA work, social activity.
- B.V. (DU), Pune Foundation Day:- (26th April)**
28th foundation Day of B.V. (DU) Pune is scheduled on 26th April 2023 notice from Bharati Vidyapeeth (Deemed to be University), Pune is circulated about the same, Chief guest for this function is Dr. Abhay Jere- Vice chairman AICTE, Guest of honor is Mr. Chandrakant Patil, Minister of Higher Education and Technical Education Textiles Parliamentary Affairs. State Border Defence (First) for this function, In this function Mr. Shantilal Mutha, Social Activist and Dr. Jaysingrao Pawar, a renowned historian will be awarded by Jeevan Gaurav Sadhana Puraskar. All faculties are requested to be seated till 9.30am in the pandal, as program will start sharply at 10.00 am.
- Academic Calendar:-**
Academic Calendar plays an important role for the smooth conduction of academic as well as for planning of several things. Hence, for the preparation of academic calendar, required dates are given, and process of the preparation of academic calendar is started.
- Bills of TW/ oral Timeline and Cancelled Cheque:-**
It is observed that bills of TW/oral/ Practical are not submitted in time to exam section/ account section and as results, bills get delayed to disperse. Hence forth, the said bills shall be submitted in time and while submitting these bills, attendance sheet, is mandatory and for external examiners, one cancelled cheque/ Xerox of first page of passbook must be submitted. Priority should be given to submitting of external examiners' bills.
- Fire Ball Event:-**
Fire ball event was conducted in the last week at the IMED campus with Leo club. The students of Leo club were involved for the smooth conduction of matches. The program ended with prize distribution by hands of vice- Principal Dr. Sachin Chavan BV(DU) COE, Pune.
- CAP- Notice:-**
All faculty members have to report to the CAP after the end of the semester exam. Hence, all faculty members shall co- operate, and work properly to finish the CAP within 20 days. Also, external examiners shall be called in time to speed up the CAP work. Soft and hard copy (As per demand) of model answer should be provided by internal examiner to the CAP center.

7. UT Assessment:-

In the first week of May, Unit test-II is scheduled. Immediately after unit Test paper assessment shall be completed till 9th of May 2023. Further, Heads must assign the Coordinators like, Coordinator for marksheet, submission of TW& oral/ Practical bills and NAAC Coordinator.

8. NAAC Data- 2021-22, 2022-23, MOU, Saturday @ BV:-

The institute has to send different information to university time to time as per their requirement. Now, data for the year 2021-22 2022-23 has to be submitted. MOU's are important and that shall be done rigorously in various fields. Saturday @ BV is going to function for delivering information about new trends in industry and various fields. Data of MOU should be submitted by respective department to the NAAC co- Ordinator immediately.

9. Vacation Slot: -

As per the previous discussion, every faculty member has to give vacation slot in the given format. During this period, at least 02 regular faculty members must be present in the department. The HoD shall be available in the department during practical examination.

10. ABC- ID status:-

ABC-ID is important to all the students and hence, as per the guidelines given by the university. Students shall register for the same. Some of the students have not done this process yet. All HoD's shall inform the students through GFMs.

11. Face Book Likes:-

Facebook is one of the important platforms by which one can rich to many people. Hence, in view of publicity, HoD's shall instruct faculty and students to like the Institute Facebook Page.

12. NEP Structure:-

As per the instructions received from Bharati Vidyapeeth (Deemed to be University), Pune, NEP structure shall be implemented from academic year 2023-24. A rough draft is prepared by the NEP Committee and will be presented by them.