

**Bharati Vidyapeeth (Deemed to be University)**  
**College of Engineering, Pune – 43**

Meeting No.	280
	2018-19

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	ET	E & Tc	Mech.	Prod.

**Minutes of the HOD Meeting (19 July 2018)**

**1) Review of last meeting :**

- Teaching workload for term – I of AY 2018-19:** All HoDs shall submit the teaching workload for term – I of AY 2018-19 to Principal's Office at the earliest.
- Information of Visiting Faculty for Financial Approval:** All Heads of the Departments shall submit the information of visiting faculty for financial approval from University. While submitting the proposal, HoDs shall consider the total no. of lectures, practicals to be conducted by visiting faculty members along with the details of guest lectures to be organized by the department in current semester.
- Draft of Performance Appraisal:** As per the instructions received from Hon. Vice Chancellor, BV (DU) COE is in process of preparing the proposal for performance appraisal of faculty members. Draft of the same is discussed with all Heads of the Departments. To make performance appraisal proposal more inclusive, inputs from all faculty members are required. All Heads of the Departments have discussed performance appraisal proposal thoroughly with all faculty members as per the schedule as well most of the faculty members have given their suggestions. These suggestions are under review and faculty members will be notified the action taken on their suggestions before sending it to university for approval.
- Pending Work Department:** All Heads of the Departments shall submit the action taken / schedule of action on pending work at department and send it by return mail on or before next HOD meeting.

- Report of the Academic Committee (09/07/2018 to 14/07/2018):** The report of academic committee for the period of (09/07/2018 to 14/07/2018) was circulated to all Heads of the Departments. It is expected that all HODs shall take the explanation in writing from the faculty members whose lecture / practical is in non-conduction report and submit it to principal office. Further Prof. S. S. Ghule shall inform all the committee members to prepare the monitoring report carefully and any doubt shall be discussed with respective Head of the Department.

[PTO]



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- 3) **Swayam Local Chapter:** Swayam Local Chapter is formed at BV (DU) COE. Prof. Mrs. S U Kulkarni (Electrical Department) will coordinate the activity. All Heads of the Departments shall depute one faculty coordinator for the same.
- 4) **Art Circle Programme:** The first Art Circle programme of the AY 2018-19 is scheduled on 19<sup>th</sup> July 2018 at 2.15 PM. Brig. Hemant Mahajan will share his thoughts and experiences on 'India's Coastal Security Challenges, Concerns'. The detailed notice regarding the same is already circulated to all faculty members.
- 5) **Blood Donation Camp:** Hon. Dr. Asmita Jagtap, Executive Director, Bharati Hospital have appealed to organize blood donation camps at regular intervals to supply time to time need of blood to the needy patients admitted at Bharati Hospital. Hence, it is proposed to organize departmentwise blood donation camps. Accordingly, the Mechanical and Production department has participated in blood donation camp on 18<sup>th</sup> July 2018. More than 100 students and faculty members have participated in blood donation camp.
- 6) **Department Planning on Admission Improvement:** As per the mail send by the Principal on 27 June 2018, all Heads of the Department were asked to submit the PPT on department planning on admission improvement. All HoDs shall submit the revised version of planning before next HoD meeting to The Principal.