
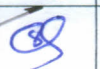

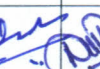


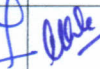






Bharati Vidyapeeth (Deemed to be University)
College of Engineering, Pune – 43

Meeting No.	282
	2018-19

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

Minutes of the HOD Meeting (16 August 2018)

1) Review of last meeting :

- i. **Pending work list at Department:** With reference to mail sent on 13/07/2018, it is expected to submit weekly progress of pending work to Principal's Office. All Heads of the Departments shall submit the soft copy of the action taken / schedule of action on every Wednesday. The review of progress of these pending works will be taken in every HoD meeting.
- ii. **Accreditation of PG Programmes:** With reference to the mail sent by Principal to all Heads of the Department on 23/01/2018, regarding PG NBA of Civil, Chemical, Computer, Electrical and Electronics Engineering Departments, All HoDs of respective departments shall initiate the process of preparing the SAR of PG programme.
- iii. **NBA Presentations:** Department of Civil, Chemical, Computer, Electrical and Electronics Engineering were accredited till 30/06/2020 with the compliance in certain criterias. It is expected to fulfil these compliances till September 2019 and send the compliance report to NBA for evaluation. It has been decided that all Heads of the Departments shall prepare the strategic planning for next one and half year to execute NBA work of next cycle and hold the responsibilities to faculty members. Also to prepare the detailed activity plan and other requirements. HoD of Civil, Chemical and Electrical Departments have discussed presentations regarding strategic planning. However, these were not up to the mark. Hence, they were asked to submit revised perspective plan which is not yet received. HoD of Electronics, Computer, E & TC, Mechanical and IT shall discuss the date of presentation on strategic planning of NBA activities with Principal immediately.
- iv. **Purchase Proposals:** All Heads of the Departments have submitted the purchase proposals to Principal's office, However if any department wish to submit the additional requirement, they shall submit it before Saturday, 18/08/2018. The proposals received after 18/08/2018 will not be accepted.
- v. **TCS iON Student Orientation Programme:** TCS iON Product demo session (student orientation program) is arranged on 20th August 2018 (Monday) from 11.30 am to 12.30 pm in Medical College auditorium for all branch third and final year students. All HoDs shall motivate the maximum students to participate in it.

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

Meeting No.	282
	2018-19

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

vi. **Integrate to Innovate (Startup India):** 4th edition of the India International Science Festival (IISF) 2018 is going to take place at Lucknow during 05th - 08th October, 2018. It aims at providing a common platform to young students, scientists and technocrats from the whole of India for exchange of knowledge and ideas to make innovations for the betterment of people. In the above context, All HoDs shall disseminate the program among students and encourage them to participate. The last date for submission of applications through portal (www.scienceindiafest.org) is 20th August 2018. The detailed mail regarding the same is already circulated by Principal to all Heads of the Departments on 30/07/2018. HOD (E & Tc) and HOD (Civil) could submit the required information regarding the same.

- 2) **Report of the Academic Committee (23/07/2018 to 28/07/2018 and 31/07/2018 to 04/08/2018):** The report of academic committee for the period of (23/07/2018 to 28/07/2018 and 31/07/2018 to 04/08/2018) 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.
- 3) **Remuneration of Examination Work:** University has appointed a committee to suggest revision in examination remuneration under the Chairmanship of Dr. S. F. Patil. Committee submitted its report to Hon. Vice Chancellor, which was tabled for discussion in the meeting of BOE held on 24 July 2018. The proposed remuneration of examination work has been discussed in the HoD meeting and suggestions received from all HoDs were noted. Further, opinion about proposed remuneration is expected from every faculty member. All HoDs shall discuss the proposed remuneration of examination work with all faculty members and shall submit the review before next HoD meeting.
- 4) **Allotment of Projects for UG and PG programme:** As per the notice circulated by Principal (BVDUCOE/3082/2017-18 Dated : 19/05/2017) regarding allotment of guides for UG & PG projects, all HoDs shall follow the procedure for the same. With this respect Principal has asked to submit the notice displayed by all departments. Only HoD of Civil and Electrical department have submitted the said notice. Rest of the HoDs shall submit the notice before Saturday 18/08/2018 to Principal office.
- 5) **Lecture Capture Solution:** Video lecture capturing system (Impartus) is already installed in two class rooms. Students and respective faculty members are provided with login ID and passwords to watch the lectures. All Heads of the Departments shall motivate the first year students to take the benefit of these lectures.

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

- 6) **Scholarship Programme for Diaspora Children :** EdCIL (India) Limited is executing the scholarship program for Diaspora Children (SPDC) and the scheme is sponsored by Ministry of External Affairs (MEA) for the year 2018-19. The detailed notice is already circulated to all the departments. All HoDs shall disseminate the notice among Diaspora Children and encourage them to participate.

- 7) **Online Examination Form – (Login ID & Password):** The process of filling up of University examination form for winter 2018 examination will commence from 18/08/2018. The said process will be executed in the respective department. The detailed notice regarding the same is already circulated to all the departments. All Heads of the Departments shall prepare the plan of filling up of University examination form from all the eligible students and execute the same as per schedule mentioned in the notice. Logging ID and pass word of the same is given to all Heads of the Departments in the HoD meeting.

- 8) **Practical / Oral Examinations after theory examination :** From the feedback and suggestions received from parents and students, it is observed that students are getting hardly one week preparation leave for theory examinations if he / she is having certain backlog papers. If the Practical / Oral Examinations are shifted after theory examination, students will get three weeks to one month for preparation of theory examination. Hence, it is proposed in the HoD meeting that Practical / Oral Examinations shall be shifted after theory examination for the benefit of the students from current academic year. Prof. S. S. Ghule has been asked to prepare the revised schedule for these examination and submit it to Principal's office immediately.