

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

Meeting No.	283
	2018-19

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	ET	E & Tc	Mech.	Prod.
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Minutes of the HOD Meeting (23 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. Further, any additional work assigned may please be added in the list.
- ii. **Accreditation of PG Programme:** 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. On the basis of prequalifier for PG programmes submitted by HoDs and subsequent discussions held one on one the institute has applied for the accreditation of these programmes and waiting for the notification of uploading of SAR of PG programme.
- iii. **NBA Presentations:** Department of Civil, Chemical, Computer, Electrical and Electronics engineering has been 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 and to prepare the detailed activity plan. This planning and presentation regarding the same was expected to reach to the Principal's Office before 15 March 2018. However, inspite of number of reminders none of the HoD has submitted the required presentation. All HoDs again requested to submit the presentation to Principal's Office latest by Monday, 27/08/2018.
- iv. **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 report to Hon. Vice Chancellor, which was tabled for discussion in meeting of BOE held on 24th July 2018. The proposed remuneration of examination work have been discussed in the HoD meeting and suggestions received from all HoDs were noted. Further opinion of 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 24/08/2018.

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- v. **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. It has been observed that notice circulated by few departments is not as per the guidelines circulated by the Principal office. All HoDs shall discuss the content of notice with Principal and revise it accordingly.
- 2) **Report of the Academic Committee (13/08/2018 to 18/07/2018):** The report of academic committee for the period of (13/08/2018 to 18/07/2018) 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.
- 3) **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 3 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. The revised scheduled of examination is discussed in the HOD meeting and decided to forward the proposal to the COE for consideration.
- 4) **Registrations on Grievance Redressal Portal:** As per the Notification received from AICTE, each college should start the online Grievance Redressal Portal to solve the various grievances students and faculty/staff members. With reference to that, BVDUCOE has initiated the process and procured the software for it. The demonstration of this software was conducted on 4/5/2018 and it was asked to register all the students and faculty members for the same. However, it has been observed that only 109 faculty members has registered for online Grievance Redressal portal. Those faculty members who have not registered yet, shall register online Grievance Redressal portal immediately. Last date of registration on the online Grievance Redressal portal is extended till 25/08/2018, Saturday.
- 5) **UT of Late Admitted Students:** As per the academic calendar, the unit test of late admitted students is scheduled on 29/09/2018 and 01/10/2018. Those students who have admitted to B.Tech Sem. I / III after 15th of August 2018 **are only eligible** for this test.

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- 6) **No. of Computers:** All Heads of the Departments shall provide the information of no. of computers and its peripherals to Principal's office immediately (Before 24/08/2018).
- 7) **Software Updates:** All Heads of the Departments shall submit the AMC proposal of softwares purchased at department level to Principal's office for approval and further process.
- 8) **Society Chapters:** As per NBA point of view and exposure to the students, each Department shall form the professional society chapter and conduct various activities under it. Each HoD shall communicate action to the Principal through e-mail.
- 9) **Japanese Language Opportunities:** The College in association with Computer Software Association of Japan (CSAJ) have mutually planned to give an exposure to the job opportunities in Japan for fresh Engineers from India. In a view of the same, an introductory session is was conducted on Tuesday 6th Feb. 2018, and has focused on pre-requisites essential to work in Japanese Companies, the process and procedure to apply and the technological requirements from Japanese companies. With reference to this few companies have showed their willingness for campus placements for the students who are having proficiency in Japanese language. Therefore BVDUCOE has initiated the coaching in Japanese language for the interested students. The detailed notice regarding the same will be circulated shortly.
- 10) **Corporate Gurukul:** NTU, Singapore has opened the opportunities for internship of B.Tech students and last year few students from IT department have opted the internship from NTU, Singapore and given excellent feedback about their experience at NTU. All Heads of the Departments shall provide the information about it and encourage the B.Tech Sem. - V students take the benefit of the same. The presentation regarding the same will be arranged for the B.Tech Sem. - V students. Notice regarding for the schedule of presentation will be circulated shortly.