





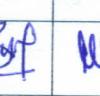


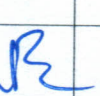



Bharati Vidyapeeth (Deemed to be University)**College of Engineering, Pune – 43****Meeting No.****285****2018-19**

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

Minutes of the HOD Meeting (6 September 2018)**1. Review of last meeting :**

- i. **Pending work list at Department:** All Heads of the Departments shall submit the weekly progress of pending work at department level to Principal's Office on every Wednesday. The review of progress of these pending works will be taken in every HoD meeting.
 - ii. **Accreditation of PG programme:** As discussed in weekly HoD meeting held on 23/08/2018 & 29/08/2018, institute has applied for the accreditation of PG programme of 5 departments. Heads of Civil, Chemical, Computer, Electrical and Electronics department shall plan the work distribution of PG NBA and complete the SAR before 15th of October 2015. The review of SAR will be taken on 15th of October 2015. Heads of the Department can take help of the Principal for the preparation of SAR.
 - iii. **NBA Presentations:** Review of submission of PPT and action plant of NBA 2020 of five department has been taken. It has been discussed in previous HoD meeting that all Heads of the Departments shall submit the presentations on action plan and assessment sheet of planning to the Principal office.
 - iv. **Registrations on Grievance Redressal Portal:** Review of Registrations on Grievance Redressal Portal by faculty members is taken and it has been observed that still few faculty members have not registered ~~for the Registrations~~ on Grievance Redressal Portal. These faculty members shall contact Prof. P V Jadhav regarding Registrations on Grievance Redressal Portal and solve technical difficulty if any.
 - v. **Software Updates:** All Heads of the Departments shall complete the process of AMC/ Updates of the softwares purchases at department level at the earliest. Standard procedure shall be followed for submission of proposal.
- 2. Report of the Academic Committee (20/08/2018 to 25/08/2018 and 27/08/2018 to 21/09/2018):** The report of academic committee for the period of (20/08/2018 to 25/08/2018 and 27/08/2018 to 21/09/2018) 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. IIT Bombay Research Internship Award - 2018-19:** Indian Institute of Technology Bombay, annually awards Research Internship to eligible students. Full time internship will be awarded to bright students for the AY 2018-19 on challenging research projects. Detailed notice regarding the same is circulated to all the departments along with the list of meritorious students. All Heads of the Departments shall see that these students shall apply for the same. The last date of application has been extended to 10th of September 2018.

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4. **Faculty Allocation for Subjects of B. Tech. (CBCS) (Sem. – II):** BVDUCOE has started new programme from AY 2018-19 (B.Tech CBCS) in association with TCS. The faculty allocation for term – II is to be done. All Heads of the Departments shall nominate the names of faculty members who are willing to teach the term – II courses and ready to undergo training program organized by TCS in the month of November 2018.
5. **Bhartiyam'19:** In keeping with its tradition of bringing forth the best innovations of the finest minds in the country, in the most conducive milieu, the college organizes its annual Techfest event 'BHARATIYAM' every year with tremendous success and bigger participation. This time it will be held in second week of February 2019. Taking note of past experience, it is felt that the preparation of Bharatiyam 2019 should be started in the 1st semester of the academic year. This will help in getting more time for better administration of the programme. This year emphasis will be on three major technical events viz
- Students research paper presentation (Department wise)
 - Project exhibition and competition (UG & PG)
 - Workshops for students on technical topics of common interest.

All HoDs were informed to send the details to Principal's email address and cc to sbvanjale@bvucop.edu.in before 12-9-18. The detailed notice regarding the same is already circulated.

6. **Report of Automotive Lecture Capture Solution (15/08/2018 to 05/09/2018):** BV (DU) COE, Pune has installed on line video lecture capturing system (Impartus) in two class rooms. Students and respective faculty members are provided with login ID and passwords to watch these lectures. The login report by students and faculty members were discussed in the HoD meeting. During 15 August to 5 September 2018, branchwise logins by students is as follows,

Name of Branch	No. of Students Login	Name of Branch	No. of Students Login
Computer	106	Electronics	74
CSBS	11	E&TC	22
IT	22	Electrical	18
Mechanical	21	Chemical	34
Civil	15		

Also Principal has shared the feedback received from the students regarding these lectures. It has been observed that, students are getting benefited from these online lectures and appreciated the efforts made by BV (DU) COE, Pune for making provision of the same. Further, all Heads of the Departments shall motivate maximum first year students to take the benefit of these lectures.

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7. **Grievances by Students about UT- I on Grievance Portal:** All Heads of the Departments shall inform the students of respective department that any grievance related to Unit test and its assessment shall be registered on the Grievance Redressal Portal. Further, it has been observed that schedule of showing of assessed answer sheets of UT is not been submitted to the Principal's Office. Please ensure to get student's remark on assessed answer sheets.
8. **Vlab Workshop:** The notice related to schedule of the second V-lab workshop (25th to 29th September 2018) for the students of B.Tech Sem-V (All branches) is already circulated. All Heads of the Departments shall see that all students of Sem V shall attend the said workshop.
9. **Inauguration of Speech and Sound Processing Lab :** Speech and Sound Processing Laboratory is developed under research grant of Rs. 19.83 Lacs received from TEQIP – II and Institutionally Funded Research Project (IFRP) by BV(DU) COE. The inauguration of the said laboratory is scheduled on 07/09/2018, at 3.30 pm by the hands of Hon. Vice Chancellor, BV (DU) Pune. Notice related to the same is already circulated to all the departments. Inauguration will be followed by discussion of Sr. faculty members with Hon. Vice Chancellor, BV (DU), Pune.
10. **Engineer's Day:** All Heads of the Departments shall organize meaningful and relevant activities on Engineers day. The details of the same shall be forwarded to Principal office before 12/09/2018.
11. **Lecture Monitoring:** All Heads of the Department have informed to monitor at least one lecture of each faculty member in the semester and send report to Principal. The review of no. of lectures monitored by each HoD is taken. It is observed that Heads of Computer and IT Department haven't done this work as per expectations. Heads of Computer and IT department shall monitor the lectures more consistently. Till date number of lectures monitored by HoDs are as follows,

Name of Branch	No. of Lect. Monitored	Name of Branch	No. of Lect. Monitored
Computer	02	Electronics	09
Basic Sc. & Hum.	08	E&TC	09
IT	03	Electrical	06
Mechanical	07	Chemical	05
Civil	10	Production	05