












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

Meeting No.	288
	2018-19

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

Minutes of the HoD Meeting (17 January 2019)

- 1) Review of the Last Meeting:** Review of HoD meeting conducted on 10/01/2019 was taken and minutes of meeting were read and confirmed.
- 2) Report of the Academic Committee (4/01/2019 to 12/01/2019):** The report of academic committee for the period of (4/01/2019 to 12/01/2019) 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) Visit of Delegates from University of South Carolina Beaufort (19/1/19):** Dr. Ani Agnihotri from, South Carolina University is visiting to BVDUCOE Pune on 19/01/2019 around 09.00 AM. During his visit, meeting of all HoDs and senior professors and visit to computer, IT department and Library building is scheduled. HoDs of Computer and IT department shall present the department information and research activities to the Dr. Ani Agnihotri and his team. Further HoDs of Computer and IT department shall organize the meeting with all faculty members. Prof. Mrs. Shruti Oza shall plan the visit of delegates to the library building after the meeting of faculty members of Computer & IT department.
- 4) 'Japan Education Fair' (JEF) - 2019:** Few Japanese university representatives are visiting to BVDUCOE Pune for higher education summit on 31/01/2019. All students shall be motivated to attend the Japan Education Fair'
- 5) Students' Information for Oracle PeopleSoft ERP (last date 15/1/2019):** The process of implementation of students' Information for Oracle PeopleSoft ERP is initiated in the college. The information of all students is to be filled in the standard format. The detailed notice is already circulated for the same. All Heads of the Departments shall submit the class wise and student wise report of the same.
- 6) Nominations for FDP on High Impact Presentation Skills:** BVDUCOE is proposed to conduct the High Impact teaching skills in association with the Dale Carnegie. It was informed to all Heads of the Departments to propose the names of the faculty members with reason and tentative dates for the same. Head of Electronics Department shall resubmit the names of faculty members. Tentative date of the program will be during 28 to 31 January 2019 (any two days) or 8-9 February 2019.
- 7) Information about Redundant / Obsolete Computers:** All HoDs were informed to submit the information about the computers which are become redundant / obsolete due to older configurations. It is expected to submit the details of computer which are not suitable for the installation of softwares available at department level and computers beyond repair. All Heads of the Departments shall submit the information as per given format.

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- 8) **Completion of Syllabus:** Review of completion of syllabus was taken. All faculty members shall complete the syllabus of their respective courses within time. If required extra lectures can be scheduled in free slots available in the timetable and beyond working hours.
- 9) **Conduct of M. Tech. Lectures:** It is observed that the lectures and practicals of M.Tech classes are not conducted regularly. All Heads of the Departments shall personally monitor each and every lecture and practical and should sign attendance sheet of each faculty member immediately after conduction of respective class. Report of non conduct of lectures shall be sent to the Principal on day to day basis.
- 10) **Schedule of Submission of Attendance Record & Checking of ARB:** Schedule of Submission of Attendance Record & Checking of ARB is already circulated to all the departments. It has been observed that few faculty members are neither completing their ARB in time nor getting it checked from HoD and academic monitoring committee. All Heads of the Department and academic monitoring committee shall check the ARB as per the standard guidelines given by the Principal.
- 11) **Requisition Form:** All Heads of the Departments shall submit the requisition for the requirements of current semester only. The requirement should be submitted thoughtfully and unnecessary requirements shall be avoided. Principal brought to the notice of all Heads of the Department that how requirements are illogical.
- 12) **Pre-Placement Workshop:** To increase the employability of the sem VIII students, college has organized a pre placement talk. The detailed schedule is already circulated to all departments. It is observed that the registrations from Civil, Electronics, and Computer department is very low. Heads of these Departments shall motivate the students and encourage them for the registration of Pre-Placement Workshop.
- 13) **Verification of NBA Record:** Department of Civil, Chemical, Computer, Electrical and Electronics Engineering have submitted the action plant of NBA 2020. The review committee will visit to these departments and verify the records of NBA 2020 planning without any prior intimation. Further it was informed to these departments that HoDs should create the NBA mail group and add Principal in the group. All communication regarding NBA activities shall be done through these mails only. It is observed that with repetitive instructions received from Principal, Chemical and Computer Engineering has not created the NBA group yet.
- 14) **Data of Visiting Faculty:** All Heads of the Departments shall submit the load distribution of respective departments for regular faculty members. Further if there is any requirement of visiting faculty members then it shall be submitted immediately to Principal office in proper format to avoid delay in approval.

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- 15) Student Satisfactory Survey Form for NAAC:** NAAC (National Assessment and accreditation council) is conducting a Student Satisfaction Survey regarding Teaching – Learning and Evaluation, which will help to upgrade the quality in higher education. To create the awareness amongst the students, the workshop will be conducted at college level by NAAC cell of BVDUCOE. The detailed schedule will be circulated shortly.
- 16) Blood Donation Camp:** BVDUCOE is organizing blood donation camp every year in the month of January and till date more than 25000 blood bottles have been donated by BVDUCOE to various blood banks. These blood banks has requested to organize blood donation camp after every two/ three months so that they can satisfy the immediate need of blood. Therefore it has been decided to conduct the blood donation camp department wise. Prof. S. S. Chavan will coordinate the activity and will circulate the schedule of blood donation camp.
- 17) ICT Mode (Online) STTP on “Development of Lab. Instruction and Manual:** NITTTR, Kolkata is organizing a Short Term Training Programme through ICT Mode (online) on Development of Laboratory Instruction an Manual (ICT12) from 04/02/2019 to 08/02/2019. All Heads of the Departments shall nominate the names of faculty members for the said STTP. Prof. Dr. Shruti Oza will coordinate the activity.
- 18) Master’s Courses in Japan:** There is an open window of opportunity for Indian students at UG who wish to study in Japan at Post Graduate of Tohoku University under its DATA SCIENCE PROGRAM II starting Oct/2019. DSPII consists of a graduate program combining 2-year Master's and 3-year Doctor's course. The mail regarding the same is already circulated to all Heads of the Department. All HoDs shall encourage the students of semester VIII for the same.
- 19) Student Pavilion" in AERO INDIA – 2019:** Department of Defence Production, Ministry of Defence is holding Aero India, 2019 from 20th - 24th Feb, 2019 at Bengaluru. In the run up to the Aero India, a series of Webinars will be conducted beginning from 19th Dec, 2018 onwards on Wednesday/Thursday at 1500hrs (IST). AICTE desires all the institutions to share this information with the students and encourage them to participate.
- 20) Internshala Record:** All Heads of the Departments shall submit the information of students who have received the internship through internshala before next HoD meeting.
- 21) Internshala Career Scholarship for Girls 2019:** The Internshala Career Scholarship for Girls is an annual award of INR 25,000/- meant to help girl’s career in her chosen field. All Heads of the Departments shall inform all girl students about the scholarship and motivate them to apply. The application deadline for ICSG 2019 is 20th January. The mail related to this is already circulated to all Heads of the Departments. Record of students applied for the same shall be submitted to the Principal’s Office.

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22) ICTI Research Associate opportunity – 2019: International Centre for Technological Innovations (ICTI) provide career opportunities in research, new product development, innovation management, business development, spinouts and new venture support. The mail related to this is already circulated to all Heads of the Departments. All Heads of the Departments shall inform this opportunity to respective students (2019 pass out) and encourage them to apply. The last date of online application is 28 January 2019.

23) Pariksha Pe Charcha 2.0: The Hon'ble Prime Minister of India will be interacting with students, teachers and parents at 11 a.m. on 29th January, 2019 on the ways to reduce exam related stress, under the Pariksha Pe Charcha 2.0. The physical interaction with select students will be held in Talkatora Stadium, New Delhi. All Heads of the Departments shall encourage all faculty members and students to participate in the contest.