

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	ET	E & Tc	Mech.	Prod.
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Minutes of the HoD Meeting (25 July 2019)

- 1. Review of the last meeting:** Review of the last meeting was taken.
- 2. Rescheduling for the Academics for the Month of August / September 2019:** To improve the results in the University Exam., it is proposed to finish the syllabus of selected courses (subjects) by the end of August 2019 by way of taking extra lectures / practicals on trial basis. The time slots of these courses (subjects) available in the month of September will be used for solving University Exam. question papers, NPTEL videos, crash course on selected topics etc. HoD shall submit the detailed plan of extra lectures of these courses for the month of August. Also HoD shall submit the plan of engagement of lectures / practicals of these courses for the month of September & October 2019. No lecture / practical shall be left un-engaged during these periods.
- 3. Result Analysis and Submission of Report:** All Heads of the Departments shall submit the exhaustive result analysis of end semester examination immediately after the declaration of the result by university.
- 4. You Tube Channel Subscription- Address:** BV (DU) COE, Pune has launched 10 short films stating the achievements and information of BV DU and BV (DU) COE. These short films are available on the You Tube channels (https://www.youtube.com/channel/UC_8MK6gSiPIUur2jGsjWYWQ). All HoDs shall make aware about you tube channel to all faculty members, students and their parents and encourage them to subscribe it. Further, it is proposed to prepare short videos on latest topics which are nationally important, technically advancement, socially important by faculty members. College will make video/audio recording arrangements. All faculty members shall take interest in it and take initiative.
- 5. Faculty wise admission follow-up:** Leads from students for admission in this institute were shared with HoDs. It is expected that every faculty member shall work on the same. All Heads of the Departments shall submit followup record of leads by each faculty in the prescribed format.

Name of the faculty	Leads		Converted admission	Remark
	Received	Followed		

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6. **PG NBA Preparation (Documents and mock visit):** Five departments viz. Civil, Chemical, Computer, Electrical and Electronics Engineering has to undergo the PG NBA accreditation. The pre - qualifier of these departments for PG accreditation shall be uploaded on Friday, 24/07/2019. Further these departments shall initiate the preparation of quality documentation for the visit of NBA expert committee. The deficiency and preparation of documentation at last moment shall be avoided which was experienced at the time of UG accreditation in the December 2017. All should learn from the deficiency in preparations for UG NBA and substandard quality of documentation, all are made alert about not repeat the same mistakes. HoDs shall not only sublet this work. Each and every document should be verified and authenticated by HoD.
7. **Research Proposals:** For the quality education and teaching learning process, every faculty member shall engage himself/ herself in research activity by writing quality papers and research proposals. It is observed that in AY 2018-19 very few faculty members have submitted research proposals. It is expected that in AY 2019-20 maximum no. of faculty members shall engage themselves in writing research proposals.
8. **Academic Activities:** Academic activities such as Engagement of Science of Technology, student training programme, Faculty development programme, purchase proposals, inplant training, time table, meeting of students-GFM, checking of ARB etc. were discussed in HOD meeting repeatedly for more than 10 years. Henceforth, these activities shall be part of administrative role of HoD. Henceforth, these items will be discussed in the HoD meeting as a report only.
9. **Special Sessions for University Examinations:** To increase the end semester examination results it is proposed to schedule special sessions for the B.Tech students where students will be guided for preparation of end semester examinations and university question papers of last five years will be solved by students. HoD shall submit time table of it.
10. **In House Extra Lecture Series by Teachers for Selected Topics Required for Technical Interviews:** On the basis of feedback received from HRs of various companies for placement drive, it is observed that students are lacking in technical knowledge while facing the interview. Hence, faculty members shall conduct company specific technical sessions of the eligible students facing the interview at the time of placement drive.

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- 11. Placement Activities by Faculty Members:** Students seeking admission in BV (DU) COE are expecting the placement opportunities and it is our responsibility to provide. All faculty members shall engage themselves in placement activity and shall shoulder the responsibility of placing at least one student in industry with their own efforts. All Heads of the Departments shall motivate the faculty members to place the students in maximum number.
- 12. SPARC:** The meeting of all Professors and Associate Professors is scheduled on Monday 29/07/2019 in NAAC Room. The notice related to this is already circulated to all departments. These faculty members shall keep the quality proposals ready before 31st July 2019 as the portal for uploading the proposal will be opened in the month of August 2019.
- 13. Negotiation Meeting for EEP:** Negotiation meeting for vendor finalization to conduct 100 - hour Employment Enhancement Programme for 3rd and final year students is scheduled on Saturday 27th July 2019, board room at 11.00 am. All Heads of the departments shall attend the meeting. Prof. NA Kulkarni will coordinate the activity and shall discuss with principal with report.
- 14. Feedback by Faculty Members and Students in Impartus Platform:** With reference to the mail sent on 24/07/2019, all faculty members shall submit the online feedback on Impartus Platform before 30/07/2019.