

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

**Minutes of the HoD Meeting (19 September 2019)**

**1. Review of the last meeting :**

- i) **PG NBA Preparation:** The last date of submission of PG NBA SAR of five departments viz. Civil, Chemical, Computer, Electrical and Electronics Engineering is 25/10/2019. All Heads of the Departments have already informed to prepare the quality SAR and get it checked from the Principal. All Heads of the Departments shall prepare the SAR before 30/09/2019 so that sufficient time can be given for improvement.
- ii) **UGC Approved Journals:** Department wise list of UGC approved journals is ready with the R & D cell in the prescribed format. The list will be made available to all the research scholars/ faculty members and Guides for reference. Further, all Heads of the Departments shall convey the list of these journals to all the research scholars via notice and mail and shall aware them about the submission criteria of their Thesis/ Dissertation report. The submission of Thesis/ Dissertation will be accepted only when research scholar have publications in the UGC approved Journals only.
- iii) **Result Analysis and Submission of Report:** It was asked to submit the comprehensive result analysis of Summer 2019 examination. Only Department of Electronics, Civil, Mechanical, Chemical and Basec Sc. & Humanities have submitted the result analysis till date. Other Heads of the Departments shall submit the comprehensive result analysis at the earliest.
- iv) **Faculty Performance Appraisal:** All Heads of the Departments were asked to submit the Faculty performance appraisal after one on one discussions with all faculty members before 14/09/2019. The evaluation shall be strictly done as per the guidelines given along with the FPA form. Heads of Civil, Electrical and IT department has not submitted the FPA till date.

**2. Lecture by Lt. Gen. P. J. S. Pannu:** A lecture by Lt. Gen. P. J. S. Pannu on “Education and Industrialization : Two Pillars of Modern India” has been arranged on Saturday, 21 September 2019 between 12.30 PM to 01.30 PM at Medical College Auditorium. All faculty members shall be seated at Medical Auditorium before 12.15 PM. The notice related to this is already circulated to all the departments.

**3. Sending Selected Faculty Members to Participate in 3 days FDP Related to Student Induction:** AICTE has taken a number of measures for improving the quality of technical education in the country. A Student Induction Program (SIP) for students at the beginning of their course is one such initiative. A 3 days FDP related to Student Induction is organized under this. The mail related to the same was circulated to all HoDs on 11/09/2019. Interested faculty members shall apply through proper channel.

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

Meeting No.	302
	2019-20

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

4. **Student's Satisfaction Report:** The IQAC of University has asked to conduct the Student's satisfaction survey. The mail related to the same was circulated to all Heads of the Department on 14/08/2019 and asked to submit the report before 15/09/2019. Till date none of the HoD has submitted the report. All Heads of the Departments shall submit the Student's satisfaction survey report before 21/09/2019.
5. **NAAC Data:** Institute needs to update and maintain the records of the curricular and extra-curricular activities regularly and same needs to be send to the University office for the further record. It was observed that the committee which was appointed for the said work has not communicated properly with University authorities regarding submission of data. This affecting the image of Engineering college inspite of having number of good activities. Therefore institute has revised various committees for organized academic and administrative progress. NAAC and IQAC is one of the committee. All Heads of the Departments shall respond the mails received from NAAC / IQAC committee of BVDUCOE on priority basis and shall submit the information along with documentation.
6. **Scholarships by JST:** Mr. Kazuhiko Aoki and Mr. Tomio Isogai representative from Japan Science & Technology (JST), has visited to BV (DU) COE on 18/09/2019 to promote SAKURA Science Plan which has 100 % Japanese Government funded research for Indian Researchers and students. All Heads of the Departments shall convey the necessary information to all the research scholars, faculty members and students.