

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

Meeting Number	02
	2024-25

Prin.	V. Prin. (SSC)	V. Prin (SMJ)	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A

**Minutes of HOD meeting (1<sup>st</sup> July, 2024)**

**1. Points discussed in IQAC meeting of BVDU:-**

At Bharat Vidyapeeth Bhavan a meeting was held about IQAC cell. Various points were discussed and necessary instructions were given to all head of instructions.

**2. Identification of two classrooms, two laboratories, of the department:-**

For the NAAC mock visit every department should identify two classrooms as well as two laboratories for the visit. These classroom and laboratories should be ready by all means. All Heads should take the necessary steps about the same. Smart boards/ projectors, charts, all types green boards should be displayed in these places.

**3. Highlights of the department:-**

In view of NAAC visit, all departments should display the various boards at the prominent places in the department. Also, if any grant received as from the received grant, any equipment. Is purchased, these should be shown properly. Various PhD's completed through specific instrument as publications done with the help of any instrument can be shown. Over all outcome of the laboratories should be completed.

**4. Preparation of commencement of teaching:-**

From 2<sup>nd</sup> July 2024 onwards Sem III & Sem V teaching will start. In this regard, all the necessary arrangements should be completed by respective heads such as time table is to be displayed, the requirement and appointment of visiting faculty all these preparation should be completed.

**5. Ph.D CET:-**

Ph.D CET is arranged on Sunday by BVDU. All the required preparation will be done by the coordinator and student section. Necessary instructions are given to those faculty members.

**6. Research papers- Increment data :-**

As per our university policy. Every year in the month of July research publication data is collected. This year also, data is asked by the university. All should give the data in the given format on before due date.

**7. Any other :-**