Bharati Vidyapeeth (Deemed to be University) **College of Engineering, Pune – 43.**							**Meeting Number**				**06**			
											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
✓	(sign)	(sign)	(sign)	(sign)	(sign)	(sign)	(sign)	(sign)	(sign)	(sign)	(sign)	(sign)	kR	1oR

Minutes of HOD meeting (9th August 2024)

1. Review of last meeting – Financial Outlay:

The review of the last meeting was taken at the start of the meeting. Visiting faculty outlay is to be submitted to the university for approval. Some changes needs to done, particularly for VAC for Basic Science Department. The heads were informed to make necessary changes and resubmit the revised outlay, if needed, to the university.

2. Inauguration of Vishwa – Swapna Incubation Center:

The inauguration of Vishwa-Swapna Incubation Centre for promoting the startup programme is scheduled on Monday 12/3/24 at 3.00 pm in the central auditorium. The HoD and staff will directly go to the auditorium to attend the inauguration and take their seats latest by 2.45 pm. Selected students of Sem. VII will attend the program. HoDs will make a list of the students and make sure that the students remain present for the inauguration. Lectures and practical's will be suspended after 2.00 pm.

3. Status of FDP:

The proposal of the FDPs, if any department wants to conduct should submit the proposal to the office for further processing.

4. Status of value-added courses:

Minor degree exam fees has to be yet decided. The minor course on AI & DS, the attendance of the students is very less and whether the students want to continue or discontinue the course, it should be confirmed by GFMs.

5. Oral/Practical exam sem-I:

B.Tech. Sem I being new students they don't have backlog and will be going back to their native places during Diwali holidays. It will be better for them and have a bigger Diwali break if the oral/practical examination is scheduled at the end of the slot provided in the academic calendar. So, it is decided to have the B.Tech. Sem I Oral/Practical's examinations from 18th-20th November 2024. The concern faculty members should be informed accordingly.

6. Status of Implant Training:

The B.Tech. Sem. VII students have gone for the implant training; concern faculty members should take follow up and collect photos/certificates of the students.

7. ABC – ID:

Every student has to fill ABC-ID form, the GFM should monitor the activity and get the form filled. For checking authenticity of the process GFM should collect the screen shots and prepare the list of the students who have filled the form and submit the list of students.

8. E-Yantra Robotics competition:

Some event mails received but not responded by HoD's. The HoD's are advised to respond to the mail received from the office.

9. Grants for organizing competitions:

AICTE grant is available for organizing various conferences. HoD's need to go through it and submit the proposals.

10. Election Nav Matdar circular:

A has been received from the head office, as per the notification from UGC, the college students who have become eligible for voting college should get them enrolled in the voter list. The GFM and office staff will coordinate the activity and get the students enrolled who have become eligible.

11. Water conservation measures:

Water conservation - a UGC activity should be conducted by college.

12. Celebrations of National Space Day:

National space day- Hon'ble Prime Minister, the Govt. of India has declared 23rd August of every year as "National Space Day" to commemorate the success of Chandrayaan-3 mission. The proposed theme for the National Space Day -2024 is "Touching Lives while Touching the Moon: India's Space Saga". In honor of this occasion, the institute has

planned Keynote address, Poster Exhibition and Quiz competition with the event titled as "Aakash-Ganga". The event will be organized by the E&TC department.

13. Library building - Computer lab occupancy:

It was observed that on Saturday morning at a time 5 Batches were there in central library which is much higher than its capacity. The departments using the central library for conduction of practical should coordinate and take care that students are not more than the capacity of the facility is allotted at any time. The occupancy of the laboratory should be submitted to the principal's office.

14. Timetable repository:

The final timetable should be submitted to the repository and no changes should be made, as the academic monitoring committee is finding it difficult to cross-check conductance and non-conductance of lecture/practical.