

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

Meeting Number	08
	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 (30th Aug, 2024)

1. NAAC preparation:

For the forthcoming NAAC visit, every HoD should prepare

- The slides, containing Research Credentials, Activities and Department highlights. The number of slides should be 6-8.
- Two best laboratories, which should have a focus on research outcomes.
- Green boards and soft boards should be placed at appropriate places. All notice boards should be updated.
- Identify the students, parents and alumni.
- Keep sample PBL in the laboratories.

2. Project Display Room: It is decided to prepare one inter-disciplinary project display room on the first floor. HoD should identify and submit the name of one coordinator for interdisciplinary projects

3. Financial outlay – Financial outlay of visiting faculty, industry taught course, value added course and skill-based course for academic year 2024-25 was discussed. The number of students enrolled for value added courses and minor degree courses were also discussed.

4. UT paper checking:

There should be central assessment of Unit Test-1. The schedule of showing answer sheets should be informed to students in advance.

5. Program on Sept 5, 2024:

Number of vehicles for Teachers' Day program: It is expected to minimize the number of vehicles at Teachers' Day program and utilize the vehicles fully. A list of faculty members coming from Pune should be given to Dr. R. H. Jadhav in following format:

- Sr. No.
- Name of Dept.
- Name of faculty member

4) Vehicle name and capacity

Dr. R. H. Jadhav should compile the list of all departments.

6. **ABC IDs:** It is mandatory for all students to get ABC IDs. The list of pending ABC IDs should be completed through GFMs. The compiled list should be sent to University. Dr. K. B. Sutar shall coordinate the activity.

7. **Proposal for internship by Proteus:**

The proposal for online internship received from the Proteus was discussed.

8. **AMC report:** Dr. R. H. Jadhav should coordinate the activity of the testing of all water purifiers through the laboratory and get the report from them.

9. **Academic monitoring** – The report of Academic Committee was discussed. HODs should ask for the justification for non-conductance of lectures and practicals from the respective faculty members.

10. **Faulty members roaming around:** It was observed that many faculty members are roaming around. The faculty members should not leave the campus for any reason during the working hours.

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