

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

Meeting Number	15
	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 (19<sup>th</sup> October 2024)**

**1. Identification of 100 students during NAAC visit:**

For the forthcoming NAAC visit, every HoD should prepare

- Identify the atleast 15 students and List of students should be mailed to Dr. R. M. Holmukhe
- Dr. R. M. Holmukhe should send the compiled list.

**2. UT-II for Sem-VII:**

Considering the placement drives, UT-II of Sem-VII is scheduled on 24<sup>th</sup>-25<sup>th</sup> October, 2024. All HoD shall display the notice and display the timetable of the same.

**3. Exam form filling:**

The status of the exam form filling is sent to the GFMs. The GFMs should take the follow up and ask students to fill in the exam form as per the deadline mentioned in the notice.

**4. Sign of HoDs in the Register and sign of faculty members on the paysheet:**

All HoDs should sign the HoD meeting registers if they have not signed in any meeting. Further, the faculty members whose sign is pending in the paysheet should sign the paysheet immediately.

**5. Oral-Practical timetable:**

The Oral and Practical examination should be conducted as per the schedule mentioned in the academic calendar. Accordingly, the timetable should be prepared and displayed.

**6. Observations during the Mock Visit:**



The observations during the mock visit are shared to HoDs. Accordingly, the laboratories, notice boards, department should be kept ready for the forthcoming NAAC visit.

**7. Visiting faculty bills:**

All HoDs shall submit the visiting faculty bills to the account section immediately.

**8. PhD RAC:**

All departments should conduct the RAC of the PhD candidates admitted in AY 2023-24 before October 24, 2024.

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