Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune-43

Meeting Number	22
	2023-24

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

Minutes of HOD meeting (7th March 2024)

1. **Bhartiyam Expenses settlement-**
   As all are aware that, Bhartiyam our annual activity was over successfully, Important remaining part is settlement of bills and payments. Hence, all departments as well as various groups must submit bills/ voucher to the concern person before 10th of March 2024. Generally, financial year activity should be settled before march end. After that audit statement process and other official things are to be completed by account section. Hence, on priority basis, all these things should be completed within this week.

2. **Vehicle Simulation System Project for Students-**
   Vehicle driver training simulators, which includes a combined effect of hardware and software components to create a realistic training environment for drivers. As per this brochure it is helpful to our students for the project work. Heads of computer and mechanical and Robotics are advised to go through the given material and discuss about its advantages to our students.

3. **Attendance in the Class & academic monitoring-**
   After Bhartiyam and first unit test attendance in the classroom is not satisfactory. All heads are requested to make a round continuously and check the attendance of the students of the. As per the university criteria theory attendance should be 75 % and for practical's 100 % attendance must. If required inform parents of defaulter students.

4. **BoS Meeting –**
   As per university recommendation we must conduct BoS twice in a year. Hence, this time in this month all BoS meeting should be conducted. Majority of the department have conducted already. If not conducted by any department, please conduct in this week, and submit the minutes of meeting. For the higher semester, please try to mention about implementation of various MOOC courses and other value-added courses.

5. **NAAC Preparation-**
   NAAC preparation is going on in the entire university. All faculty/heads must be ready with all necessary documents. Heads must be ready with documentary evidence and mapping documents, activities in the department.

6. **Any Other-**
   a) Face recognition is compulsory at the time of entry and exit.