

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

Meeting Number	16
	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

Minutes of HOD meeting (04th January, 2024)

- Guardian Faculty Members (GFM) Assignment:** A Guardian Faculty Member (GFM) is assigned to every class to ensure the smooth conduction of lectures and practicals. Starting this semester, three faculty members will be designated as GFM-A, Mentor-B, and Mentor-C based on student enrollment of program (01-20, 21-40, and 41-60, respectively). This new system aims to enhance the overall support and guidance to students.
- Project Exhibition and Blood Donation Camp:** On the occasion of the Birth Anniversary of Hon'ble Chancellor Dr. Pantangrao Kadam and the Birthday of Hon'ble Dr. Vishwajeet Kadam, Secretary of Bharati Vidyapeeth, Pune, a project and poster exhibition on "Social Transformation Through Engineering Education" is scheduled on 09/01/2024 at 10:00. Dr. Sanjay Kumar Gupta and Mr. Yogesh M Sheth will be the chief guest and guest of honor, respectively. HoD and faculty involvement is crucial, and the instructions for poster preparation have been provided already.
- Financial Outlay for Semester VI & VIII:** It is informed to all HoDs to submit the financial outlay for visiting faculty bills for Semesters II & VIII by following the standard interview procedure. The file should be forwarded to the office (Indrjeet) on or before 11th Jan 2024. Teaching load for the subject QTCV and Financial Outlay should be prepared by the Basic Science & Humanities Department.
- Purchase Proposals Submission:** All departments should submit purchase proposals by 13th Jan 2024 for required instruments and consumables. The approval from university authorities is essential, so early submission is encouraged.

5. **Visiting Faculty Biodata Collection:** University authorities have permitted appointments on academic/ad-hoc basis. Collect and submit the biodata/CV of potential visiting faculty members to Mr. Indrajeet in our office by tomorrow (06/01/2024).

6. **Minor Research Proposals Reminder:** Faculty members submitting minor research proposals are reminded to adhere to university policies. Only one Principal Investigator (PI) and one co-PI are allowed. In multidisciplinary proposals, co-PIs can be from outside. Presentation regarding the is scheduled in the NAAC room on 12 Jan 2024.

7. **Other Announcements:**

NAAC Data, Viksit Bharat, Award/Recognition, Paper Presentation, Tournaments: Provide updates and information on these topics as needed.