Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

Meeting Number											**12**			
											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 (12th October, 2023)

1. **Youth-20 Event :-**

   Like G-20, in our university Y-20 (Youth-20) festival is organized by our Bharati Hospital for our university students on 7th & 8th Nov.2023. Dr. Arundhati Pawar is the overall coordinator. In this program foreign students who are studying in India and students of our university can participate. Events like, Battle of Bands, Invocation dance, Expert talk (Mental health, cyber security, Environment) will be conducted. Every college has to make at least one stall representing the college on above themes and information about the college will be displayed in the exhibition of the stall.

2. **Exam forms :-**

   Process of exam form filling was not up to the mark, all GFM's were informing to respective class students for the same by giving instructions again and again but the process of the same was not enhanced. But after the meeting of GFM with principal, the process of filling of university examination forms is enhanced and the results are observed. Maximum students have completed this task. Because after this work university will require some days to generate examination numbers of the students which is also a very important task.

3. **FDP- IT Department:-**

   Department of Information Technology is organizing a faculty Development program on "Research Trends and Methodologies in machine Learning", from 16th October 2023 to 21th October 2023. The inauguration function of this faculty Development program will be held on Monday, 16th October 2023 in our auditorium Inauguration of this program will be done by Mr. Nikhil Malhotra, Chief Innovation office, Tech Mahindra. As a Guest of Honor, Mrs. Kanchan Bhonde, Assistant vice President, Tech. Mahindra will attend the program. Mrs. Bhonde will talk on the contribution in the field of Artificial Intelligence & Machine Learning. Form every department two faculty members can attend it. Also, MTech/ Ph.D. students should attend it.

4. **NEP Saarathi :-**

To strengthen the implementation of the National Education policy, via a new initiative, NEP Saarathi is started for students Ambassador for Academic Reforms in Transforming Higher Education in India It aims to provide high quality education

5. **ARB Checking:-**

ARB- Academic Record Book is a book having record of the attendance and internal assessment marks/ of every subject and class. A Separate committee is working for the checking of it. Monthly checking is done and report is submitted to principal Madam. But it is observed that some of the faculty members are not completing and submitting it in time .Before going to vacation all ARBs should be checked. Till now only intimation is given for non- compliance of ARB. Hence forth, written memo will be issued to respective faculty members for their non-completion.

6. **Oral/ practical/TW-marks:-**

As per university schedule marks sheets of oral/ practical/TW should reach to university office before the commencement of theory examination. Hence, department wise one faculty member should be appointed who will submit these mark sheets to examination section before 8th Nov.2023. This task should be completed before going to vacation.

7. **Term-II work load and Time Table:-**

It was discussed in the meeting that the teaching work load for the next semester should be ready before going to vacation. Also, choice of subject should be given for the faculty members so during this process, faculty members can do better preparation in their interesting filed and subject.

8. **Vacation Slots:-**

Diwali vacation can be taken in two slots. It is also informed/ decided that in every department at least two faculty members must be present all Hods must take care of it. Vacation period starts from 17/11/2023 to 30/12/2023, in this period, faculty members can take 20 days' vacation in either one slot or two slots.

9. **Leadership Talk :-**

As per our university policy, every month Leadership Talk is arranged, principal and vice principal have to attend it physically, other heads of department can attend it in the NAAC Room. For this Leadership Talk technical/ non-technical topic can be selected. After this Ted Talk will be arranged.

10. **OR/PR time table:-**

At the end of semester oral/ practical examinations of every semester will be carried out. Hence, in this regard, the required time table should be display by the respective heads well in advance. Students must be aware about it and they can plan accordingly.

11. **Unit Test Printing Schedule :-**

Almost like Unit Test I, for the unit Test II, the question paper printing schedule is given. All heads are informed that along with UT coordinator, they can do unit test question paper printing.

12. **Any Other :-**

   a) Compensatory off.

   b) Extra Lectures for late admitted students/ branch changed students.