

**Bharati Vidyapeeth Deemed University**  
**College of Engineering, Pune – 43**

Meeting No.	260
	2016-17

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	ET	E & Tc	Mech.	Prod.

**Minutes of the HOD Meeting (30 March 2017)**

**NAAC:** The results of accreditation by NAAC were approved in the 23<sup>rd</sup> Standing Committee meeting of NAAC held on 28 March 2017. It is pride to mention that the Bharati Vidyapeeth Deemed University has got accreditation with grade A+ by NAAC. Principal and HoDs congratulated Hon. Vice Chancellor, BVU, Pune for his hardship, intelligence and painstaking efforts to get this A+ Grade.

This is the result of untiring efforts taken by all HoDs, teaching and non-teaching staff members. It is put on the record that their contribution in getting A+ Grade to University has been noted. On the behalf of Hon. Chancellor, BVU, Pune, Hon. Vice Chancellor, BVU, Pune and Hon. Secretary, BV, Pune, Principal has appreciated their efforts and extended heartiest congratulations for achieving one of the great mile stone in academic journey of BVU, Pune

**1) Review of Last Meeting:**

**i) NBA:** With repetitive discussion in every HoD meeting about the preparation of NBA documentation, it has been observed that the efforts taken by all departments are not sufficient. Working beyond comfort zone will only the solution to complete the documentation process. It was also suggested to all HoDs that 'Services from Principal are available whenever they need for preparation of documents'. Further, HoDs are authorized to extend the working hours for the preparation of documents. HoDs of Civil, Chemical, Electrical & Electronics Engineering were asked to give dates for MOCK visit in the meeting conducted on 1 December 2016. However, till date no HoD conveyed it. Now they shall convey the suitable date of MOCK visit of NBA team before Saturday.

**ii) UT-I of B. Tech. (Sem.- VIII):** Due to GATE examination, few students of all branches could not appear for the Unit test 1. The re-test of those students will be conducted in the month of April. Respective departments will conduct the re-test of sem VIII students. All Heads of the Departments shall prepare the time table and conduction plan of this re-test and convey the details to unit test coordinator at the earliest.

**iii) UT for Students Failed in IA:** Unit test of students failed in Internal Assessment will be conducted by the Unit Test Cell is as follows;

Sem. - V	Sem. - IV	Sem. - III	Sem. - II	Sem. - I
19/04/2017	20/04/2017	21/04/2017	22/04/2017	24/04/2017

**2) Report of Academic Committee (20/03/17 to 25/03/17):** The report of academic committee for the period 20/03/17 to 25/03/17 was circulated to all Heads of the Departments. Further, all HODs submitted the report of the non-conduct of lectures / practicals for the period of 13/03/17 to 18/03/17.

[P. T. O.]

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**3) Record of EDITECH:** Faculty wise response of usage of EDITECH software was discussed in the HOD meeting. It has been observed that with repetitive instructions of usage of EDITECH software, faculty members have given very few assignments on EDITECH. It is mandatory to all the faculty members to use EDITECH software and the faculty wise review will be taken in every HoD meeting.

**5) Crash Course on Softwares Available:** All Heads of the Departments shall plan for crash course to all students regarding software information and its usage before accepting the Term Work. No student/s shall be allowed to submit the TW unless he / she attend the crash course.

**6) Planning of Work for Non Vacational Staff Members:** All Heads of the Departments shall prepare the detail plan of work allotment of Non Vacational Staff Members which shall include of Laboratory development, lab manual preparation, equipment maintenance etc.

**7) Convocation:** 18<sup>th</sup> Convocation of BVU, Pune is scheduled on 4<sup>th</sup> April 2017. Detailed notice regarding the same is already circulated. All faculty members, staff members shall attend the convocation ceremony without fail.