

Bharati Vidyapeeth (Deemed to be University)
College of Engineering, Pune – 43

Meeting No.	294
	2018-19

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

Minutes of the HoD Meeting (28 February 2019)

1) Review of the Last Meeting:

- a) **Dale Carnegie Workshop for Students:** Dale Carnegie's leadership training teaches professionals to sharpen skills & improve performance. Such type of training programme will help the students to sharpen their skills and improve the placements. All Heads of the Departments were asked to discuss with the students about Dale Carnegie workshop and as per the suggestions received from students, following skill development programmes are proposed to Dale Carnegie
1. Time management, 2. High impact presentation skills 3. Secrets of leadership.
- b) **Bharatiyam 2K19:** Prof. S. B. Vanjale, Coordinator, Bharatiyam 2k19 has briefed about the activities and preparation of Bharatiyam 2k19. The meeting of All Heads of the Departments and coordinators of various events of respective departments is scheduled on Friday 3.30 PM with the Principal at A-V Hall. Principal will address all the coordinators about the Bharatiyam 2k19 and preparations towards it. Notice related to it is already circulated.

2. Report of the Academic Committee (18/02/2019 to 23/02/2019): The report of academic committee for the period of (18/02/2019 to 23/02/2019) was circulated to all Heads of the Departments. It is expected that all HODs shall take the explanation in writing from the faculty members whose lecture / practical is in non-conduction report and submit it to Principal office.

3. Academic Committee – Lecture Monitoring: Academic monitoring committee is established to monitor the academic activities of the institute. The detailed notice (Ref. No.: BVDUCOE/2017-18/67 dated 12 June 2017) regarding the same has already been circulated to all the departments. The responsibilities of the committee members were clearly mentioned in the said notice. Accordingly members of the academic committee visit randomly to the department and checks the conduct of lectures / practicals. It is expected that all faculty members shall be aware about the committee members and functioning of it. It is observed that few faculty members are interfering in the functioning of academic committee and tracing their movement in the college. Except academic committee members and Heads of the Department, no one is authorized to monitor the academic activities of the faculty members without the permission of the Principal. All faculty members shall focus on 100 % conduct of lectures and practicals and quality teaching learning process and should not be involved in such illegal activities.

[P. T. O.]

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4. T & P Activities: To enhance the placement of the students, department placement coordinators are deputed to support the T & P Officer and participate efficiently in all the activities conducted by T & P Department. It is observed that most of the times, support received from these coordinators is not as per the expectations. This leads to overburden the T & P Department. All Heads of the Departments shall personally communicate with respective department placement coordinator and ask them to present the weekly report in department meeting.

5. Online Evaluation Test: To enhance the employability skills among the students, College has purchased web-based tool for grooming, analyzing and mentoring of students with the specified skill sets. The evaluation program is sponsored by College for all First-year students under HSBC scholarship programme for training and education of under privileged youth in technology-based vocation – thereby making them employable. The detailed schedule will be circulated shortly to all the departments.

6. Digital Learning App by Infosys (INFYTO): Infosys has successfully launched InfyTQ app for the budding engineers and have various certification courses available for them. The students can register on the app for free of cost and undergo the certification courses. InfyTQ will be especially helpful for the students who will be passing out in 2020. All Heads of the Departments shall encourage all the students to download the app and undergo the certification courses available on InfyTQ.

7. Navi Mumbai – Off Campus – Purchase of Equipments: From A.Y. 2019, Bharati Vidyapeeth Deemed to be University is starting the off campus at Navi Mumbai. The proposal of the same is already submitted to the AICTE. Principal Sir has briefed about the rules and regulations of the starting of new Department of Deemed to be University and also informed about the various programmes to be started at Navi Mumbai campus from A.Y. 2019-20. The Heads of the Departments of Civil, Electrical, Mechanical, Production and library in charge are asked to submit the comparative statements of purchase of equipments of first year laboratories at the earliest for the said campus.

8. Swayam Courses: Following proposal have been submitted to the University for the Approval of refund of registration fees towards certification to the faculty members as per the level of passing of Swayam Courses. The amount of refund will be based on the score obtained by the faculty members in the respective courses.

Final score obtained by faculty member	Type of certification provided by IIT	% of amount refunded
<40%	No certificate	No refund
40 % - 59 %	Successfully completed	No Refund
60-74 %	Elite	25 % of examination fees
75-89%	Silver	50 % of examination fees
>=90%	Elite + Gold medal	75 % of examination fees