

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

Meeting No.	299
	2019-20

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

**Minutes of the HoD Meeting (1 August 2019)**

**1. Review of the Last meeting :**

- a) **Rescheduling for the Academics for the Month of August / September 2019:** All Heads of the Departments were informed to prepare the revised time table of the selected courses (subjects) in the month of August / September 2019. Heads of the departments shall take care of the no. of lectures to be conducted for such courses. Faculty members teaching to these courses shall complete the syllabus before August end. HoD shall submit the detailed plan of extra lectures of these courses before Saturday 03/08/2019.
  - b) **Facultywise Admission Follow-up:** All Heads of the Departments were asked to submit the details of faculty wise admission follow up in the prescribed format. All heads of the departments have submitted the details to the Principal office.
  - c) **Result Analysis and Submission of Report:** Result of all B.Tech classes is declared by the University. Hence all Heads of the Departments shall submit the exhaustive result analysis of end semester examination immediately.
  - d) **You tube Channel Subscription- Address:** BV (DU) COE, Pune has launched no. of short films stating the achievements and information of BV DU and BV DU COE. These short films are available on the You Tube Channels. The total subscription till 31/07/2019 was 910. All HoDs shall make aware about you tube channel to all faculty members, students and their parents and see that there shall be maximum subscription.
  - e) **PG NBA Preparation:** Five departments viz. Civil, Chemical, Computer, Electrical and Electronics Engineering has uploaded the pre - qualifier of PG NBA on Friday, 24/07/2019. The pre -qualifier of Civil Engineering Department was reviewed by the Principal. The comments will be conveyed to the HOD of Civil Engineering Department. It is reminded that these departments shall initiate the preparation of quality documentation for the visit of NBA expert committee.
  - f) **Special Sessions for University Examinations:** All Heads of the Departments shall submit the schedule of special sessions for the B.Tech students to guide for preparation of end semester examination and to solve few university question papers at the earliest.
- 2) **Circular from University:** To enhance the quality of teaching learning and research aptitude in the university affiliated colleges, University authorities has send the circular. Min. 2 research papers in standard data base are made mandatory to all faculty members every year to be eligible for promotion as well as annual increment. This will be w.e.f. academic year 2019-20. The detailed information will be circulated to all shortly. All faculty members shall take a note of it.



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

- 3) **Report of Academic Committee (15/07/2019 to 20/07/2019):** The report of academic committee for the period of (15/07/2019 to 20/07/2019) 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.
  
- 4) **Institution Innovation Council (IIC):** On the basis of the performance of previous year, Institution Innovation Council of the college is upgraded from version IIC 1.0 to IIC 2.0. Every next year, IIC will be promoted on the performance of previous year like versions IIC 3.0 and so on. Now this year, MHRD has included one clause that besides the activities which are prescribed in IIC calendar, institute has to perform numerous activities related to Innovation which is self-driven by institute and activities by MHRD innovation Council. Composition of committee and working details will be shared soon.
  
- 5) **Visit from University of North Carolina – Charlotte Engineering:** Academic experts from University of North Carolina – Charlotte Engineering is likely to be scheduled on 30/08/2019. All Heads of the Departments shall take active part in the discussion and brief about various activities and achievements of the respective departments for probable collaboration with University of North Carolina – Charlotte Engineering.
  
- 6) **UGC Approved Journal:** To match global standards of high quality research, in all academic disciplines under its purview, the University Grants Commission (UGC) has uploaded the list of standard journals so that researchers can publish their work in such journals. The list of these journals is circulated to all Heads of the Departments. All HoDs shall identify the journals of their discipline so that the database can be readily made available to the faculty members and researchers. Submit the final list before 10th August 2019. R&D cell shall coordinate and prepare a final list of standard journals.
  
- 7) **CSBS & IT at Navi Mumbai Training Schedule:** From A.Y 2019-20, BV DU has started its off campus departments at Navi Mumbai for CBCS and IT branches. The faculty members from BV (DU) COE Pune will visit to the Navi Mumbai campus and provide guideline to the faculty members teaching to these branches. The detailed schedule will be circulated shortly.
  
- 8) **Reformation of Various Committees:** For smooth running of academics and various administrative works few committees will be reformed at institute level. The meeting of all committee incharges will be conducted by Principal to make aware about the role and responsibilities of each. The date and time will be circulated shortly. All Heads of the Departments shall nominate the names of the faculty members for various committees.