

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	ET	E & Tc	Mech.	Prod.
<i>AR</i>	<i>—</i>	<i>M</i>	<i>W</i>	<i>ABC</i>	<i>SAD</i>	<i>SEMP</i>	<i>Alhake</i>	<i>W</i>	<i>KB</i>	<i>RNF</i>

**Minutes of the HOD Meeting (6 April 2017)**

**1) Review of the 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. Workings beyond comfort zone will only the solution to complete the documentation process. Hence all Heads of the Departments shall discuss the new working timing with all faculty members as well as convey it to principal office for smooth administrative purpose.
  - ii) **Crash Course on Software Available:** It has been already discussed in previous HoD meeting that 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. The detail plan of Crash course on software available shall be submitted to principal's office before next HoD meeting.
  - iii) **Access Control System:** The report of access control of individual faculty members from 30<sup>th</sup> March to 5<sup>th</sup> April 2017 is shared with the Heads of the Departments. It is expected that HoDs shall discuss this report individually with each faculty member and maintain the document in separate file.
- 2) **Report of the Academic Committee (23/03/17 to 01/04/17):** The report of academic committee for the period 23/03/17 to 01/04/17 was circulated to all Heads of the Departments. Further; all HODs submitted the report of the non-conduct of lectures / practicals for the period 27/02/17 to 04/03/17.
  - 3) **NIRF:** It is proud to mention that that the Bharati Vidyapeeth Deemed University has been participated in NIRF ranking and has been secured 54<sup>th</sup> rank at University ranking level and 90<sup>th</sup> in Overall ranking. As well as BVDUCOE Pune has also participated in NIRF ranking and secured 66<sup>th</sup> Position in Engineering category as well as 2<sup>nd</sup> position in Pune zone. Hon. Vice Chancellor, BVU, Pune and Principal has appreciated the efforts taken by all faculty members and conveyed their thanks to all.
  - 4) **Record of EDHITEC:** All Heads of the Departments shall submit the facultywise response of usage of EDHITEC software till 06/04/2017 to Principal's Office via mail / in hard form before 07/04/2017. Facultywise review will be taken in next HoD meeting.

[P.T.O.]

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

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- 5) **Reports of FDP Conducted:** As a procedural part, it is mandatory to submit the detailed report and photographs of every event conducted at department level to Principal's Office immediately after its conduct. However, it has been observed that Departments of Computer, E & TC, Electronics Engineering and R & D cell has not submitted the reports of FDPs conducted in the month of February and March 2017. Heads of the respective Departments shall submit the report of FDPs at the earliest.
- 6) **Information for survey by TOI:** Information for survey by TOI was asked from the departments for the year 2016-17. Except Production Engineering Department, no other department has submitted the information. All Heads of the Departments shall submit the required information in prescribed format by today only.
- 7) **Photography for UAR 2016 - 17:** For preparation of University Annual Report, photo session of laboratories is scheduled on 11/04/2017. All Heads of the Departments shall take care about the cleanliness of laboratories, prominent equipments for photo session. Also inform students to be ready in the uniform for photo session.
- 8) **Continuing Education Plan:** All Heads of the Departments shall identify the thrust area / aptitude of individual faculty member and identify the faculty wise training programme for next semester. Faculty members will be deputed to these training programmes after approval from Principal.