

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

Minutes of the HoD Meeting (8 August 2019)

1. Review of the last meeting :

i) **Rescheduling for the Academics for the Month of August / September 2019:** All Heads of the Departments were asked to submit the revised time table of the selected courses for the month of August - September 2019. Faculty members shall conduct the extra lectures and practicals as per the revised time table. Heads of the Departments shall monitor the 100 % conduct of these extra lectures.

ii) **PG NBA Preparation:** Five departments viz. Civil, Chemical, Computer, Electrical and Electronics Engineering has uploaded pre-qualifier of PG NBA. The review of pre qualifier is under process. Further reviews on SAR has been given by Principal to all Heads of the Departments for further modification. Once again it is reminded that these departments shall initiate the preparation of quality documentation for the visit of NBA expert committee.

iii) **IIC:** Ministry of Human Resource Development (MHRD), Govt. of India has established 'MHRD's Innovation Cell (MIC)' to systematically foster the culture of Innovation amongst all Higher Education Institutions (HEIs). The primary mandate of MIC is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes while they are informative years. In this regard few faculty members have attended the orientation programme organized by MHRD. Under IIC various committees will be formed viz. startup, internship, social media, Atal ranking, innovation, NIRF etc. Active students will be deputed as coordinator of each committee. All Heads of the Departments shall nominate the names of the faculty coordinators for the same. Dr. Bindu Garg will work as overall coordinator for the same.

2. **Report of Academic Committee (29/07/2019 to 03/08/2019):** The report of academic committee for the period of (29/07/2019 to 03/08/2019) 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's Office.

3. **Discussion with NBA Expert Dr. Ashok Saxena:** Dr. Ashok Saxena, NBA Expert is visiting to some Engineering Colleges of Pune City for his official work. During his visit to Pune city, he showed willingness to visit the BV (DU) COE, Pune to interact with faculty members on NBA preparation. Heads of the departments shall prepare the list questionnaire to be discussed with Dr. Ashok Saxena to make the discussion fruitful.

[P.T.O.]

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

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4. **Student Training Programme by Dale Carnegie:** 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. Following skill development programmes are proposed to Dale Carnegie: 1. Time Management, 2. High Impact Presentation Skills 3. Secrets of Leadership.

It is proposed to provide this training to min. 400 students of semester V. All Heads of the Departments shall discuss with the students about Dale Carnegie workshop and submit the list of min 40 students who are willing to attend the training. The entire cost of the training programme will be bared by the Institute.

5. **Digital Classroom:** It is proud to mention that the BV (DU) COE, Pune has been selected for the funding from TEQIP- III for development of digital classrooms. Digital interacting Boards will be installed in the classrooms. All Heads of the Departments shall identify the classroom for the same. Principal will visit to these classrooms on Friday 09/08/2019. The detailed scheduled of visit will be circulated shortly.
6. **Change of Branch:** The change of branch notice is circulated to all the departments. The mail regarding the same is also forwarded to all Sem. – 1 students and their parents. Eligible students will get the change of branch form from the reception counter from 10/08/2019, Saturday.
7. **No. of Computers:** All Heads of the Departments shall submit the count of working and not working computers in the respective department immediately.
8. **Short Films:** Faculty members who are willing to express their knowledge / views about technical activities / current scenario going on in the society, shall prepare a small video and upload on social media. The recording facility will be made available at Electronics Department where high quality recoding facility is developed by the institute.