

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

Minutes of the HoD Meeting (29 August 2019)

1. **Review of the last meeting :**
 - i) **PG NBA Preparation:** The pre-qualifier of PG NBA of five departments viz. Civil, Chemical, Computer, Electrical and Electronics Engineering has approved by the NBA. These departments shall be ready with final draft of PG SAR. The last date of submission of PG SAR will be 30th September 2019.
 - ii) **UGC Approved Journals:** The cumulative list of UGC approved journals was mailed by Principal on 31/7/2019 and all HoDs were asked to segregate the list disciplinewise and submit it to R & D Cell till 10 August 2019. However, Computer, IT Mechanical Departments have not submitted the list in time. Also the list submitted by other departments was not as per the standard format. The reminder mail was sent by R & D Cell on 27 August 2019 regarding resubmission of list as per the format. However, till date Electrical, IT, Computer and Civil Departmentes have not submitted the list of UGC approved journals of respective disciplines in the standard format.
 - iii) **Result Analysis and Submission of Report:** It was decided in the weekly meeting of all HoDs held on 25 July 2019 to submit the exhaustive result analysis of end semester examination immediately. Also the reminder was given in the meeting held on 1 August 2019. However, none of the HoD have submitted the same. Hence, all HoDs are informed to submit the result analysis on or before 7 September 2019.
2. **Time Table for Extra Lectures:** It was informed to all HoDs to submit the schedule of conduct of special sessions for solving of university examination question papers in the meetings held on 25 July and 1 August 2019. However, till date only HoD, E & Tc Department has submitted the schedule. Hence, all HoDs shall submit the subject wise time table for solving the question papers at classrooms as per the format discussed in the meeting immediately.
3. **You Tube Channel Subscription:** BV (DU) COE, Pune has launched number 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 29/08/2019 was 1193. 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.
4. **Technical Leadership Training Programme:** Three Heads of the Departments viz. Prof. S K Oza, Prof. K B Sutar & Prof. P V Chavan have successfully completed the AICTE UKIERI technical leadership programme. Further these HoDs trained faculty members nominated by respective Heads of the Department. These faculty members were asked to submit the assignments and presentations on the training. But it is found that few faculty members namely, Prof. S D Lembhe, Prof. S S Chavan, Dr. R M Holmukhe, Mr. A N Nayak, Mr. S D Talegaonkar have not submitted the assignments and presentations on the training. These faculty members shall provide the explanation to the Principal's Office within one week.

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5. **Filling up of Examination Form:** Bharati Vidyapeeth (Deemed to be University) has declared the schedule of filling up of Examination forms for the winter 2019 examination. All eligible students shall fill the online examination form as per the given schedule and complete the necessary formalities. All Heads of the Departments shall monitor the entire activity closely.
6. **Names of various committees:** Institute has established various committees for organized academic and administrative progress. The meeting of all committee In-charges is scheduled on 04/09/2019 at 3.30 PM at NAAC Room. Further all Heads of the Departments shall nominate the names of the faculty members for the said committees to work as members before Saturday, 31/08/2019.
7. **Thrust Areas of Research:** Every department is undergoing the research activities through faculty research, PhD scholars etc. in specific domain. All Heads of the Departments shall define the Thrust area (Domain) of the research activities at department level and communicate it to Principal's Office.
8. **Quality of Question Papers:** While setting the university examination question papers, subject Chairman shall take care about the quality of question papers such as use of blooms taxonomy, unsolved numerical, innovative questions and shall avoid the repetition of questions, grammatical mistakes etc. However, it is observed that subject chairman are not taking due care while setting up of question papers. Principal has shared his observations in the meeting regarding the quality of question papers. He observed that few questions were taken as it is from the text book of Nirali Publications. Further, it is also observed that few questions were taken from the solved problems given in the text book. Hence, all HoDs were asked to assess the questions papers of Summer 2019 Examinations (backlog and regular) w.r.t the points mentioned in the notice (Ref. No.: BVDU COE/2019-20/699 dated 26/8/2019).
9. **Prime Minister Research Fellow (PMRF):** The Government of India has launched the Prime Minister' Research Fellows (PMRF) in February 2018 with the objective of attracting meritorious students from IISc, IITs, NITs, IIITs and IISERs to pursue Ph.D. programmers in IISc Bangalore, IITs and IISERs with attractive rates of fellowship ranging from Rs. 70,000/- to Rs. 80,000/- per month in addition to an annual Research Grant of Rs.2.00 lakh per student per year for five years. The details of the scheme will be communicated through E-mail.
10. **The confederation of Elite Academicians of IICDC:** Texas Instruments is forming "The confederation of Elite Academicians of IICDC" and are extending this exclusive invitation to our institute to be a part of this. The details of the scheme will be communicated through E-mail.
11. **Corporate training and workshop – IIT Bombay:** An opportunity for all the faculty members from Engineering Colleges & Polytechnics by IIT Bombay is opened to attend the Workshop. The mail related to the same is already circulated to all. Interested faculty members shall register with permission.

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- 12. Excursia Tours:** Excursia Tours has submitted the proposal regarding international internships to the students. The presentation of the same is scheduled on 07/09/2019 at 10.30 am at central wing seminar hall. All Heads of the Department shall send B.Tech Sem. - V students along with GFM for the same. List of interested students shall be communicated to Principal's Office.
- 13. Reporting Time:** It is expected that all faculty members and staff members shall report to college on time and remain present at respective departments. The biometric attendance will be followed strictly and necessary action will be taken after prescribed late reporting/ early going.
- 14. Faculty Performance Appraisal:** The last date of submission of FPA by faculty members is 31/08/2019. It has been extended to 14/9/2019. All Heads of the Departments shall submit the schedule of one to one discussion with faculty members and submit the evaluation before 14/09/2019.