

Meeting Number	14
	2025-26

Prin.	V. Prin. (SSC)	V. Prin (SMJ)	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A

Minutes of HOD meeting (20<sup>th</sup> November 2025)

**1. Academic Monitoring & Vacation:** As per academic calendar of current semester, eligible faculty members will get vacations. Before submitting the vacation slots all the faculty members should prepare various files/documents which are required for the completion of academic records of current semester. Then only eligible faculty members will get vacations. Hence, all heads should keep the necessary file/documents ready and then only can come with the vacation files.

**2. Courses during vacation:** During vacations all the faculty members should complete the online courses like SWYAM, NPTEL, NITTR. Courses which are outcome base education must be completed in this period. Some of the courses are having duration 2hrs or 4hrs. Regarding this detailed courses and names of heads will be communicated by Vice Principal madam.

**3. Review of video shooting by DD:** In a last week DD have visited our college and done video shooting, Dr. Bankar Sir will do the editing of some of the videos and will confirm the shooed videos.

**4. SIH Preparation:** Our institute has been provisionally selected to host the Grand Finale of the Smart India Hackathon (SIH) 2025 Software Category scheduled from 8th December to 12th December 2025. This prestigious event provides a unique platform for Indian students to engage in collaborative and innovative problem-solving. Hence, for this after mail from AICTE we will start actual working. Before proceeding to vacation, initial work should be completed.

**5. IQAC data:** IQAC report is already given by each department. But some of the criteria's have asked about proof's regarding the submitted data. Hence, this task should be completed on priority basis.

**6. Renovation:** Renovation work will be started after the SIH means after 12<sup>th</sup> December 2025. Hence, all heads should be present at that time. Also, detailed study regarding shifting and accommodation of classroom and laboratories is done by CRM team, they will give clear information about accommodation at the time of renovation work.

**7. TPO meet:** TPO and HR meet is arranged on Saturday 22/11 2025 at 09.00am in our auditorium. All heads and faculty members will be present at the time of inauguration of this activity. Joint Secretary Dr. K D Jadhav Sir will inaugurate this function. This TPO meet will be for all the engineering units of Bharati Vidyapeeth. Principals and TPO officers of all our engineering colleges will be present.

**8. Admission:** We have started admission process for the next year. Regarding this a detailed schedule is given by Chemical and Electrical department till now. Remaining departments should give a schedule as early as possible. After that a total budget will be decided for the outreach program.

**9. Idea Lab:** For this laboratory various instruments were selected, shifting of such instruments is already started of Robotics and Automation department.

**10. Any other:**

**a. ERP:** Our university had given ERP software for the faculty and students. Effective implementation of ERP will be from next semester. Regarding this faculty profile, Publications, timetable and syllabus must be uploaded by respective GFM. Some of the first year GFM's have not completed this task till now. In this regard faculty coordinators should support department coordinators. For all the entries approval by heads is must.

**b. Weakly update of faculty/student's achievements:** Every Saturday notable achievements of faculty/students should be communicated to the office. Achievements like publications, patents, NPTL certification.

**c. CAP:** CAP of backlog papers is started, concern faculty/ examiners should report to the CAP centre.