**Bharati Vidyapeeth (Deemed to be University)**

**College of Engineering, Pune – 43.**

| Meeting Number | 31 |
|---|---|
| | 2022-23 |

| Prin. | Vice Prin. SSC | Vice Prin. SMJ | Basic Sci. | Chem. | Civil | Comp. | CSBS | CSE | Elect | ECE | E&TC | I.T | Mech. | R&A |
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## Minutes of HOD meeting (12th May 2023)

1. **Review of previous meeting** –The review of last meeting was taken concerning Ph.D., course work; Vacation slot; NAAC Data, pending paper Setting and related instruction were given to the HoD.,

2. **Status of IA mark sheet submission: -**
   The last date for the submission of IA mark sheet was decided 13th May 2023 in the last meeting and instructed to appoint department wise one faculty member for the same work by respective Head of the Department. Hence, the same work shall be completed before the given deadline i. e. Monday 15/05/2023.

3. **Time table – oral /practical: -**
   Immediately after the regular theory examinations oral/practical exams are scheduled. In this regard, all heads are informed to give the time -table of the said examination to the office as well as display it on the noticeboard, for which students can get intimated and prepare themselves accordingly.

4. **In plant training data: -**
   As a part of curriculum, final year students of B. Tech programs shall send for the implant training and for the same, all heads to give the allocation letters to the students of their respective branch It is also important that while giving the allocation letters, the department shall collect the undertaking from the students.

5. **NBA Preparation:-**
   NBA committee members visited the Civil and Mechanical department and checked prepared files. The majority of the files are ready prepared and some of the files are under process, as per the report of Mech. HoD., Further, 4-5 files of Computer Engineering Department are incomplete. Electronics and Communication Engineering Department have modified and prepared files as per the instructions given by committee.

6. **NAAC Data :-**
   As per the instructions received from the authorities, the institute has to submit the data for criteria No.2. Collection and submission of data for 6 Yrs. shall be done till 15th June 2023.

7. **IIRF survey data:-**
   Required data for IIRF survey is already submitted by every department.

8. **Admission updates and strategies: -**
   Bharati Vidyapeeth (Deemed to be University) Pune Entrance examination for B. Tech first year admission will be conducted on 11th June 2023, and last date for the application is 1st June 2023. Hence, all faculty members are working in the same direction. From first year to last year branch wise students' group are formed, and these students along with GFM's of respective class were guided by Principal Dr. Vidula Sohoni and Vice- Principal Dr. Sachin Chavan.

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9. **Purchase Proposals:-**

All Heads are informed to submit the file of purchase proposals of required instruments/ equipment essential for various laboratories before 8ᵗʰ July 2023 to the principal office. Vice- Principal Dr. Sachin Chavan will co-ordinate the same for further procedure.

10. **Minor projects, Seed money utilization: -**

All faculty members are informed to apply for minor research proposals, and they shall utilize the received seed money amount from Bharati Vidyapeeth (Deemed to be University) Pune, as early as possible.

11. **Vacation Slots: -**

Summer vacation slots are given to all eligible teaching and non- teaching staff members. First slot is planned from 15/05/2023- 20/05/2023. The said slot is given to those faculty who do not have backlog exam duties. Those faculty members who have backlog exam duties; their vacation slot is planned from 22/05/2023 – 27/05/2023. The third slot of vacation will be from 15/06/2023- 01/07/2023.