

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
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Minutes of the HOD Meeting (25 August 2011)

- 1) **Review of last meeting:** Review regarding the following points was taken.
 - i) **Website updation:** Except HOD – Civil Engg. no other HOD has submitted the updates about the website of the college. It is informed to all HODs to submit the same latest by Monday, 29/8/2011.
 - ii) **Note on Why BVUCOE?:** HODs – Computer and Civil Engg. submitted the note on Why BVUCOE? But it was not up to the mark, hence, it is given back for corrections. Other HODs have not submitted the said note. It is informed to all HODs to submit the note on Why BVUCOE? immediately to the Principal's Office.
- 2) **Topics for Question Bank for M. Tech. CET:** All HODs should submit the topics for M. Tech. CET question bank immediately.
- 3) **NAAC Preparations:**
 - i) **Change in College Timings:** It is proposed to change the college timings on account of visit of expert committee of NAAC. The college timings will be from 9 am to 6.30 pm. Two models of timings are suggested for the conduct of lectures/practicals.

Model – I	Model - II
9 to 12 – I Session	9 to 11 – I Session
12 to 12.45 – Lunch	11 to 11.15 Short recess
12.45 to 3.45 – II Session	11.15 to 1.15 – II Session
	1.15 to 2 – Lunch
	2 to 4 – III Session

All GFMs are requested to discuss these two models with the students in the class and finalize one model as per convenience of the students. In second model lunch time may not be suitable to the students. Pl. bring this issue to the notice of the students.

This change in timing will be effective from 29/8/11 until further notice.

- ii) **Reading of RAR:** All HODs should plan for careful reading of RAR of university and college and note down the strengths of university and college. The same should be percolated effectively to the all staff members.
- iii) **Presentation by HOD:** Notice regarding the schedule of presentations by HOD to the faculty members of other departments is circulated. HOD should prepare presentation covering all criterions of the NAAC and the highlights of the respective department.

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- iv) **Document verification:** The committee comprising following faculty members has been constituted for the verification of the documents of each department, 1) Dr. S. H. Patil, 2) Dr. M. V. Sulakhe, 3) Dr. V. A. Pharande. The schedule of the visit of the said committee is circulated to all departments. HOD shall make available all documents to the committee members.
- v) **Inspection of Laboratories:** The committee comprising following faculty members has been constituted for the inspection of various laboratories of the departments, 1) Prof. Anand Bhalerao, 2) Prof. Mrs. V. S. Sohoni, 3) Prof. N. S. Srinivasan. The committee will visit all departments as per the scheduled circulated to all HODs. Laboratories should be kept in presentable form. Further, HOD shall identify the selected laboratories, equipments, research projects, student's projects funded by funding agencies / Universities which are to be made available for the inspection of the expert committee.
- vi) **Name plates on Equipments:** HODs shall make a plan of selected laboratories / equipments / projects / research to bring to the notice of the expert members of from NAAC. All HODs should ensure that the name plates on the major equipments are fixed properly.
- vii) **Route plan of the Dept.:** All HODs must prepare the route plan of the visit in the form of handout and give it to the members of the committee at beginning of the visit to the respective dept.
- viii) **Highlights of the department:** All HODs should prepare a small documents containing highlights of the department which may be given to the committee members during visit.
- ix) **Photographs of the Programmes outside the Dept.:** All HODs should prepare a plan of display of the photographs of the various programmes conducted in the respective dept at prominent place.
- x) **List of students, parents, alumni:** All HODs should submit the list of students who will attend the meeting with the expert members of the NAAC committee. The students who are beneficiaries of various welfare schemes of the BV and BVDU are to be selected for the same. Further, the list of parents, alumni with their contact details, e-mail ID, cell nos. should be submitted to Principal's Office maximum late by Monday, 29/8/2011.
- xi) **Information for the Display Boards (List of HODs, Faculty & Rank Holders):** It is decided to install the boards of the former HODs, list of faculty and rank holders at prominent places at each dept. preferably outside the HOD Cabin or Dept. Office. All HODs should submit the said data from year 2004-05 onwards to Principal's Office latest by Monday, 29/8/2011.

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- xii) Details of Change in syllabus:* All HODs should prepare the pointwise details about the change in the syllabus with date of meeting of respective BOS highlighting salient features and submit it to The Principal immediately.
- xiii) Dress Code for Faculty Members:* All the faculty members are informed to get their dress code ready which should be observed at the time of visit.
- xiv) Education of Non teaching Staff Members:* All HODs should educate the non teaching staff members of the respective dept. about the BV, BVDU, College, department and NAAC. Further, all teaching staff members should make conversation with non teaching staff in Hindi language.
- xv) Establishment of NAAC Room in each Dept.:* All HODs must establish a neat and clean NAAC Room for the display of documents.