

Meeting Number	27
	2023-24

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 (15^h April 2024)

1. Final Purchase Proposal after negotiation meeting:-

Department-wise purchase meetings were arranged for the final negotiation for the listed items. It was informed that after this meeting final draft should be submitted to Mr. Honmane immediately. It is expected that all should submit these proposals duly signed by the purchase committee, respective head, both vice-principal and Principal. The total proposal with all respect should be sent to the office within a stipulated time.

2. Training and placement Status: -

In a training and placement department, along with training and placement coordinators, some students are appointed from each department to help their coordinators. But in the last few days, it has been observed that their coordinators (faculty members) are absent in the afternoon session, only students are present in the training and placement department, which is not good. Without faculty members, students cannot enter in that department. Strictly this should be followed by everyone. Heads are informed to convey this message to the respective department training and placement coordinators,

3. Workload and timetable: -

As per the UGC norms, the workload for the teaching faculty should be given. As per guidelines for professor= 12+14 Asso. Prof = 14-16, Assistant prof= 18-20, HoD=10-12 hrs. Further, care must be taken as there should not be any visiting faculty for the first year. All regular faculty should be appointed to the first year. Time table of individual faculty should be ready by 25th April 2024.

4. Vacation Schedule: -

As per the discussion held in the last meeting vacation slot was given from the 13th of May 24 to the 25th of June 24. Total 25 days. But due to Assembly elections in Pune, instead of the 13th May, we are starting vacation slots from the 14th May 2024. Further, while deciding vacation slots day-wise schedule must be given, as on which date, which faculty will be present in the department. Also due to NAAC, work, all faculty should be available on phone calls at least.

5. Oral/Practical timetable: -

As per the academic calendar, the oral/ practical university examinations for backlog and regular are starting from 22/04/24 to 04/05/24. All are informed to submit a detailed schedule of the same in hard copy to Mr. Indrajeet. The conduction of the examination should be done strictly as per the schedule given. Further, oral/ practical examination should be started in the presence of an external examiner, only.

6. M. Tech. Cos, POs attainments: -

For the NAAC documents are accepted from every department. Now, as per the demand they are asking for co-po-attainment documents for the UG course. Hence, all the heads are informed that these documents should be submitted to Dr. Vinod Patil sir on an urgent basis. Everyone should send the NAAC documents in time.

7. Visiting Bills:-

Visiting faculty members are working in almost majority of the departments. Every time we send the visiting bills to the college office by doing necessary formalities. But now as per the instructions received, along with bills, a Xerox copy of attendance is required. Hence, all are informed to submit the Xerox copies of the load taken by respective visiting faculty along with the bill form. Without this attendance record visiting payment will not be sanctioned. Previous bills also be submitted with attendance records. Otherwise- visiting faculty payment will not be sanctioned.

8. Farewell function: -

It is a general practice to give farewell to last semester students every year. This year department-wise schedule is given. For the same, all should take proper precautions while conducting farewell functions.

9. Rank Holders: -

Convocation of our university was conducted in the last month. Due to some official unavoidable circumstances, felicitation of rank holders was not done. But the list of these students is sent by the university. The list is department-wise. Hence, respective heads have to call those students in the department, and felicitation of these students shall be carried out in the hands of our principal madam. These procedures should be carried out on a priority basis.

10. Academic Committee Report: -

Our term end was on 13/04/24 as per the academic calendar. Also, the Syllabus is completed. Hence, no report from the Academic Committee.

11. Any other:-

- Assessment of university answer papers.
- In- plant training allotment.