

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<sup>h</sup> 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 25<sup>th</sup> April 2024.

#### 4. Vacation Schedule: -

As per the discussion held in the last meeting vacation slot was given from the 13<sup>th</sup> of May 24 to the 25<sup>th</sup> of June 24. Total 25 days. But due to Assembly elections in Pune, instead of the 13<sup>th</sup> May, we are starting vacation slots from the 14<sup>th</sup> 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.

