

Meeting Number	20
	2021-22

Prin.	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A

Minutes of HOD meeting (26 May 2022)

- 1. Review of previous meeting** – Regarding HOD - student meeting, HoDs shall submit the name of faculty that conducted meeting with students and student’s attendance for the meeting. Eyesight checkup volunteer’s data received. The students will be contacted directly.
- 2. In-charge during vacation** – HoDs going for vacation shall submit the name of department in-charge. The department in-charge will look after the department in when HoDs are on vacation.
- 3. Status of IA marks** – The IA mark-sheets shall be submitted before the vacation period. If department coordinator is not appointed for submission of IA mark-sheets, HoDs shall submit the IA mark-sheets. A covering letter mentioning the semester, program name shall be submitted with the mark-sheets. O/c of mark-sheets shall be submitted to the department.
- 4. Purchase status** – Delivery status of the purchase equipments is discussed with HoDs. The purchase details shall be entered in the dead stock register. Dead stock numbers shall be written on the equipments.
- 5. Workload allotment** – 2hrs. workload will be counted for UG projects for maximum 09 students. For PG projects, 2hrs. and 4 hrs workload will be counted for sem-III and sem- IV respectively, irrespective of number of students. Heads and all staff members teaching PG courses should have at least 50% workload of UG courses. Heads and professor should teach at least 1 subject from UG courses. The workload for professor shall be 12-14 hrs, for associate professors 14-16 hrs, for assistant professors 18-20 hrs. The HOD workload shall be 10-12 hrs/week. Self study courses undertaken by faculty will not be counted as workload.
- 6. TDS checks** – University papers setting bills already credited to accounts. Reference to the notice circulated, faculty shall submit the TDS checks to account section before going to vacation.
- 7. Movement register** – A movement registered is maintained at department level. It was informed that faculty leaving the department for personal work shall enter the details in the movement register. Faculty names that left the department more than 3 times in a month shall be submitted to Principal’s office.
- 8. Meeting with junior supervisor** – Faculty performing their duties as junior supervisor for the first time, shall be explained their examination duties. Use of mobile phone by Junior supervisor is prohibited. Junior supervisor shall report in time.

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

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			<i>AL</i>									

9. **Data of meeting with secretary** – The department's publication, patent, grant received data to be presented during the interaction with the Hon. Secretary should be submitted on urgent basis.
10. **V Lab status** – HoDs shall review the number of students present for V lab sessions.
11. **I card distribution** – Pending I-cards shall be given to the students at the time of unit tests. I cards shall be maintained by students till final examination.
12. **A.Y 2022-23 commencement dates** –Semester III is scheduled from 16th August 2022 to 22nd Oct. 2022. Semester V is scheduled from – 18th July to 22nd Oct 2022, and Semester VII is scheduled from 29th Aug. to 22 Oct.