

Bharati Vidyapeeth (Deemed to be University)

College of Engineering, Pune – 43.

Meeting Number	12
	2022-23

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

Minutes of HOD meeting (17 October 2022)

- ITC/Vocational/visiting faculty** – When submitting the names of faculty for industry taught, vocational and visiting courses detailed information such as qualification, designation, email id and mobile number of the appointed faculty shall be mentioned.
- Vacation slots** – Vacation slots for A.Y 22-23 discussed in the meeting. Faculty can have vacation for the period of 26th Dec 2022 to 14th Jan 2023 or 09th Jan 2023 to 28th Jan 2023 for 20 days. First year teaching faculty will have vacation for the period of 26th Dec. 2022 to 14th Jan 2023. Faculty having oral/practicals scheduled for their subject from 12th to 14th Jan-23 can get additional vacation day provided the faculty member shall work for full day on the day of oral/practicals examination. Record for the same day shall be maintained by the faculty. Number of faculty going for vacation in each slot shall be submitted to Principal's office.
- ATAL incubation center data** – Faculty data for ATAL incubation center shall be submitted on urgent basis to Principal's office. The formats for submission of data are attached in the shared email.