

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	ET	E & Tc	Mech.	Prod.
<i>ARK</i>	<i>S</i>	<i>M</i>	<i>Ush</i>	<i>Ush</i>	<i>S</i>	<i>S</i>	<i>Ush</i>	<i>S</i>	<i>KR</i>	<i>SH</i>

Minutes of the HOD Meeting (12 July 2018)

- 1) **Review of last Meeting:** Review of the last meeting was taken.
- 2) **Report of the Academic Committee (04/07/2018 to 07/07/2018):** The report of academic committee for the period of (04/07/2018 to 07/07/2018) was circulated to all Heads of the Departments. It is expected that all HODs shall take the explanation in writing from the faculty members whose lecture / practical is in non-conduct report and submit it to Principal's Office. Further Prof. S. S. Ghule shall inform all the committee members to prepare the monitoring report carefully and any doubt shall be discussed with respective Head of the Department.
- 3) **Teaching Workload for Term – I A. Y. 2018-19:** All Heads of the Departments shall allot the work load to the faculty members as per the norms. The maximum number of batches for first year and second year shall be maintained strictly to three and that of for third year ~~be four~~ and final year four.
- 4) **Information of Visiting Faculty for Financial Approval:** All Heads of the Departments shall submit the Information of visiting faculty for financial approval from University. While submitting the proposal, HoDs shall consider the no. of lectures, practicals to be conducted by visiting faculty members along with the details of guest lectures to be organized by the department in current semester. Mail regarding same is already forwarded to all HOD.
- 5) **Draft of Performance Appraisal:** As per the instructions received from Hon. Vice Chancellor, BV (DU) COE is in process of preparing the proposal for performance appraisal of faculty members. Draft of the same is discussed with all Heads of the Departments. To make performance appraisal proposal more inclusive, inputs from all faculty members are required. Therefore all Heads of the Departments shall thoroughly discuss performance appraisal proposal with all faculty members as per the schedule given in notice no. BVUCOE/2018-19/253 dated 06/07/2018 and collect feedback from them.
- 6) **Pending Work List at Department:** It is observed that there are few works pending with Heads of the Department. The mail regarding list of pending work is already circulated to all Heads of the Departments. All Heads of the Departments shall submit the action taken / schedule of action before next HOD meeting i.e. Thursday, 19/7/2018. Response may please be sent on bvucopune@bharatividyapeeth.edu