**12/07/2018**

**Senior Science Faculty Meeting**

**Agenda**

1. **Science Faculty Time Table should be ready as per university workload.**
2. **Workload should distribute to each CHB teachers as per norms.**
3. **Unit distribution plan should be submit to the Faculty incharge till 15 July.**
4. **Daily attendance of the students should be taken and maintain the register as usual.**
5. **Take the review of absent students on every Saturday & give call to the students accordingly.**
6. **Every teacher should submit the Departmental planning to the faculty incharge.**
7. **Submit the report of last year extension activity and get approved the proposal of the activity from principal.**
8. **Every teacher should conduct the seminar, Poster presentation and take the project of the students.**
9. **Dairy & roll call should be maintain properly & submit to the Principal at the end of month.**
10. **Last year result analysis report should submit to the principal.**
11. **Parent teacher should be distributing as per last year plan.**
12. **Parent teacher should held meeting at the end of every month.**
13. **Submit the list of Top 10 Students list to the faculty incharge subject wise.**
14. **Submit the name list of topper students to the librarian for Extra BT Card.**
15. **Compulsory to take online Exam (BSKT & Unit Test) for every teacher.**
16. **If anybody has to take the leave (C.L) he/She should grant the leave first from the principal and inform the faculty incharge.**
17. **Submit the syllabus of certificate course copy to the faculty incharge and get it approved from Principal.**
18. **Submit the time table of Certificate course to the faculty incharge till 15 July.**

**Science Faculty Senior Meeting**

**Proceeding**

**Session – 2018-19**

1. **CHB work load should be distributed as per UGC norms.**
2. **Departmental Planning & Academic calendar should upload on college website.**
3. **Distribute the activity to the CHB Teacher like Poster Presentation, Seminar Competition and mentioned in the Diary.**
4. **Group Discussion, Seminar, Co-curriculum Planning, and Extension Activity report of last year should submit to faculty incharge.**
5. **Every Saturday take the follow up of absent students and inform them on Whatsup group, telephonically and lastly send the letter to their parents.**
6. **Parent Teacher meeting at the end of month compulsory to each parent teacher & prepared proceeding.**
7. **If any teacher has to take the leave (C.L) he/She should grant the leave first from the principal and inform the faculty incharge.**
8. **Create topper students list at least 15 students. And personally take care of them.**
9. **Departmental meeting of the Faculty at least 02 meeting of the session should be held.**
10. **Departmental Planning should upload till the 20 July to college website.**
11. **Faculty workshop dates and details should display on notice board.**
12. **And display the assignment submission date on notice board subject wise.**
13. **Extension activity and result analysis report should upload on website.**
14. **Basic Subject Knowledge Test should take online compulsory to every teacher & at least 03 online test of each class in the session is mandatory.**
15. **Certificate course time table of 09th Month submit till 30 July.**
16. **Bridge course syllabus submit & approved by principal and mentioned in diary of five 05 Periods.**

**Faculty Incharge**

**Dr. M.N. Iqbal Principal**

 **Dr. N. S. Thakare**