

Draft Minutes of meeting: Deans meeting held on 1st June 2012

The meeting started with welcoming by Director. The following points were discussed.

- i. Minutes of meeting of Deans and HODs will be taken by Dean(FW).
- ii. Hods' meeting is scheduled on 8th June 2012. Also it is proposed to have meeting of TICE in morning and followed by Senate meeting in the afternoon on June 25, 2012.
- iii. Director apprised all the Deans about the BoG and FC meeting held on 26th June 2012. Dr L M Gupta, Ex-Dean (P&D) was requested to attend the FC meeting in place of Dr Rajesh Gupta, who was abroad at that time. Director also suggested to have pre-Board meeting to check errors / modification of Agenda before the BoG meeting. Few missing point will be sent to Chairman for approval in the minutes of the meeting of FC and BoG. Director also mentioned about procedure for downward movement of minutes of meeting for proper ATR.
- iv. Dr Rajesh Gupta is requested to check whether there is any Income tax on Honorarium or Special allowance for additional responsibilities.
- v. Director discussed and circulated the handing over charge of Dean in case of non availability of any dean.
- vi. Shri Burle requested for an Assistant. Registrar is requested to look into the matter.
- vii. Insurance Institute of India requested for some data about the Institute. Registrar is requested to look into the matter.
- viii. A request for opening of Stationary and Xerox centre in campus is received. Dean(SW) is requested to look into the matter.
- ix. HoDs will be requested to circulate the minutes of Senate as well as HODs meeting in the department.
- x. It is proposed to charge Rs 400/- per day per room for accommodation in Guest House for first 15 days for newly recruited faculty members.
- xi. It is clarified that in circular no Dean(R&C)/3223 dated May 25, 2012, special provision of Ph.D. registration is meant for internal regular faculty candidates only and not for other staff / employee of the Institute.
- xii. It is proposed to request the Alumina office to work in strengthening the institute – alumina interaction..


Director

CC: All Deans, Registrar