

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपूर

Minutes of Meeting of HoD held on 2nd August 2013

Dean(Fw)/4824
Dt: 29/8/2013

The meeting is attended by Director, Deans, HoDs and FICs.

1. HoDs are requested to prepare the list of SCI Journals and Good Journals in their departments and send the same to Dean (R & C) for compilation.
2. HoDs are also requested to prepare list of Tier-I & II conferences. Faculties are encouraged to attend Tier I and Tier II conferences only. Dean(R & C) will prepare a brief note for grading Tier-I and Tier II conference (i.e Full paper & reviewed by referee more than paper to be published in journal, more than 60% paper get rejected, standing of 5/10/20 years, conference in NIT/IIT/CFTI, etc.) for guidance. It is suggested that senior faculty should go to Tier-I conference only.
3. HoDs briefed about various activities in their department. It is suggested to have proper software to check the grade cards of students. The Internet should have internal and outsider logins so that some part will not be visible to outsiders. It is suggested to have proper master plan for VNIT, Funds requirement for AMC of equipments is discussed. It is suggested to include AMC of equipment for 3-5 years in purchase price of equipment.
4. Faculty recruitment procedure and norms were discussed. It was opined that various administrative activities of the faculty should be reflected in norms.
5. It is again pointed out that many letters reaching the Director are not routed through HoD & Dean. HoDs are requested to inform all the faculties that they should follow proper routing norms.
6. The Director informed that faculty should apply for Special Casual Leave for Leaving Head Quarter for various reasons i.e. deputation to Conference/STTP/Workshop, etc. delivering Lecture, member in interview Committee at NITs/CFTI, meeting as BoS member, M. Tech /Ph.D examination, NBA visits etc. except duties assigned by institution. The Special Casual Leaves will be 15 days per year or maximum 45 days per block coinciding with the block of CPDA.
7. It is opined that Institute should have Rule book for administration.
8. The Sessional for all the Semester will start from 19th August to 23rd August including 1st year.
9. Dean(P & D) informed about the ongoing and proposed construction activities on campus i.e. Faculty Quarters, Girls and Boys hostel, mega mess and class room complex, etc.
10. Dean(R & C) circulated the list of equipments costing less than 25 lakhs for immediate purchase as per the procedure of store purchase.
11. The next meeting of HoD will be on 6th September 2013.

Meeting ended with thanks to the Chair.

Submitted to the Director for kind approval.

B. Chaudhri

R. N. L.
Dean (Faculty Welfare)