

25 AUG 2014

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

Dean(Acd)/4290

Date:

Minutes of meeting of HoDs, & Deans with the Director on 7th August 2014 at 3:00 PM at the New Senate Hall.

Director welcomed all. Dean (Acd) requested all the HoDs to note various issues related with Course book, Five Batches for UG Core Courses, Composition and conduct of Class Committee, Feedback form, Moderation of question papers of all the examinations, Unfair means cases. A note mentioning all these points is give to all the HoDs. All issues were discussed in detail. It is decided that there shall not be more than two common courses in B Tech and M Tech scheme. However, if due to some unavoidable circumstances if this is not possible, then special permission for one batch shall be taken from the Chairman Senate.

Dean (SW) informed that mess contractors in the hostel have been instructed to put more service stalls in the breakfast / lunch time, so that students do not have to wait for long. For male staff working in R&D projects, there is a possibility of providing accommodation in Boys hostel, however, for female staff, at present, there is shortage of rooms.

Director, informed HoDs that he will visit various departments next week and discuss feedback forms and achievement register.

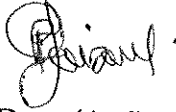
It is decided that APAR form shall be filled and submitted by 10th April every year, so that various activities get staggered. Registrar is requested to do the needful in this regard.

Dr Kulat, NBA Coordinator informed HoDs regarding various points associated with the preparations for forthcoming visit of NBA team.

The meeting ended with thank by the Director to all.

These minutes are approved by the Director

To: All Deans, HoDs
Copy to : The Director



Dean (Acd)

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NOTE:

All HoDs are requested to note the following points on various issues and ensure that the necessary actions are taken and implemented.

- **Course Book**
 - No mini project in UG courses
 - Electives shall be semester wise
 - These electives can not be registered by higher semester students
 - No seminar / Research methodology (credit course) in PG
 - There shall not be more than two common courses in UG and PG scheme
 - Modified course book to be sent by 30th September 2014
- **For Core Laboratory courses of UG, five batches shall be done, if student strength is more than 90**
- **Class committee**
 - Formation shall be done in the beginning of semester
 - Chairman of Class committee shall conduct meetings after both sessionals
 - Submit report in the prescribed format to HoD by a given date
 - Course co-ordinator to send names of weak students to FA
 - FA to convey names of students with poor performance in three or more courses to Dean (Acd) and talk to such students
 - Dean (Acd) to arrange to send letters to parents and arrange meeting
- **Feedback from students**
 - Shall be taken by Chairman of Class committee, one week before the end of semester
 - Efforts shall be made to ensure that most of the students are present at the time of feedback
 - ATFS and critical comments shall be compiled by HoD
 - Critical remarks and ATFS shall be shared by HoD with the concerned faculty
 - ATFS shall sent to Dean (Acd)
 - Critical remarks to be informed by HoD to the Director in person
- **Moderation of question papers shall be done before each examination**
 - Two – three days prior to the examination
 - One question paper may be moderated by at least one faculty member
- **Unfair means relevant Annexure to be given to DECs**
 - These Annexure are available in the Unfair means document
 - All formalities, in case of an unfair means case, shall be as per the procedure given in this document.


Dean (Acd)