

## VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

Dean(FW) 7212  
Date: 21/12/12

Minutes of all HoD and HoS meeting held on 18/12/2012 at 3.00 PM in senate hall

A meeting of all HoDs' is convened on Tuesday, the 18<sup>th</sup> December, 2012 at 3.00 PM in the Senate Hall. The following were present:

Dr. R. K. Ingle-Dean (FW), Dr. R. M. Patrikar-Dean (Acad), Dr. A. Chatterjee-Dean (R & C), Dr. B. M. Ganveer-Registrar, Dr.(Mrs.) Anupama Kumar-HoD Chemistry Department, Dr.(Ms) M. Ghosal-HoD Humanities Department, Dr. (Mrs) Alapana Dongre-HoD Architecture & Planning Deptt, Dr. S. V. Bakre-HoD Applied Mechanics Department, Dr.(Mrs.) S.R. Patrikar-HoD Physics Department, Dr. V. A. Mhaisalkar-HoD Civil Engineering Deptt, Dr. K. D. Kular-HoD Electronics Engg. Deptt., Dr. A. M. Kuthe-I/c HoD Mechanical Engg. Deptt., Dr. H. M. Suryawanshi-HoD Electrical Engg. Deptt., Dr. G. P. Singh-HoD Maths Deptt., Dr. N. R. Thote-I/c HoD Mining Engg. Deptt., Dr. S. A. Mandavgane-HoD Chemical Engg. Deptt., Dr. Rajesh Khatirkar-I/c HoD Metallurgy & Materials Engg., Dr. S. R. Sathe-HoD Computer Science Engg., Dr. S. B. Thombre - I/c(T&P), Dr. Sunil Bhat-I/c (Electrical Maint. Section), Dr. D. H. Lataye-Chief Warden, Dr. Robin Simon-Physical Education, Dr. S. J. Batra-Medical Officer, Dr. R. M. Deshpande- Asst. Librarian, Mrs. A. A. Ansingkar- AR(Exam), Shri. N. B. Chingalwar- AR (Hostel), Shri. A. P. Virodkar- DR(Accounts), Shri. K. G. Barapatre-AE (Estate Maint.), Shri. R. L. Kachroo-OSD (Store), Shri. C. S. Tomar-OSD (Estt.), Shri. D. M. Parato- DR(Academics)

Dr. A. G. Kothari Professor Electrical Engineering - Special Invitee  
Dr. V. K. Deshpande Professor Physics Department - Special Invitee

The following agenda points were discussed.

- i) TEQIP Activity: Dr A Chatterjee, Dean (R&C) briefed about the mentors proposed visit on 26-27 December 2012 along with the schedule. HoDs are requested to send the required information on TEQIP activities from their departments to Dean (R&C). It was suggested that faculty and staff should not take leave unless planned well in advance and urgent. HoDs are also requested to send atleast 2 faculty & few students to attend the meeting with mentor as per schedule.
- ii) Tentative Distribution of Non-Teaching staff to various departments/offices/sections : Registrar explained the tentative distribution of non-teaching staff to various departments. HoDs are requested to specify the qualification i.e. discipline for these posts.
- iii) Dean(R & C) informed that the list of selected candidate for Ph.D/ M. Tech (by Research) would be put on the web on Friday 21<sup>st</sup> December, 2012 so that the registration process can be completed on Monday 24<sup>th</sup> December, 2012 and students can attend the classes from the day one.
- iv) Tentative Distribution of Faculty to various departments: Dean (FW) explained the distribution of sanction posts (335) to various departments proposed by the committee constituted by Director. HoDs are requested to see the brief report and offer comments by 28<sup>th</sup> December 2012 to Dean(FW). Also the qualification for various posts as per MHRD letter dated 14<sup>th</sup> March 2012 is circulated to all the HoDs and requested to submit additional desirable qualifications (if any) after discussing in departmental meeting with all the faculties to Dean(FW). Dean (FW) briefed on the proposed Teachers Trainee (TT) scheme which is likely to be implemented by MHRD. All the Heads appreciated the scheme.  
It was proposed to keep some vacancies in the departments to be filled by TT, Chair Professors, Professor Emeritus, Faculty on Contract, Visiting Faculty, Adjunct Faculty, Ad. hoc appointments and Temporary Faculty, instead of exhausting all the posts in regular faculty.
- v) Dean (FW) briefed about the student's request about permission to organise Consortium-12, an activity not scheduled in the academic calendar. It was opined by all that there shall be no extracurricular activities in academic calendar. However Dean (FW) & Dean (SW) will take appropriate decision after discussing with students and approval from Director will be taken, if required.  
It was suggested that the Professor In-charge should take active interest in the activity and shoulder the responsibility. Faculty should accept the responsibility as Professor In-charge of any extra or co-curricular activity with the consent of HoD. It was pointed out that many times HoD are permitting use of their departmental rooms for various extracurricular activities. Dean(SW) earlier suggested not to allow use of departmental rooms unless the request is forwarded from him.
- vi) It was suggested to all HoDs to conduct atleast one departmental meeting with all faculty members during academic session.

Submitted to Director for kind approval

Approved

21/12  
Dean (FW)

To,  
All above members.