

Visvesvaraya National Institute of Technology, Nagpur

Dean (Fw)/2490
Date April 29, 2013

Minutes of Meeting of HoDs held on 26th April, 2013 at 12 Noon in Senate Hall

Meeting of HoDs was called on 26th April, 2013 at 12 Noon in Senate Hall to discuss issues regarding student's course registration for the semester commencing from July 2013 which is scheduled between 29th April to 2nd May.

It was appealed to extend the possible assistance to students for the registration activity. All HoDs were requested to make necessary arrangement at the department level for availing course registration form to the students. Either centralized arrangements can be made or faculty advisor (FA) concerned shall avail the course registration form to students attached to him/her and student can obtain the signature of FA there itself and later submit the form to examination counters along with copy of fees payment receipt. This will save students movement for obtaining registration form available on institute site.

DR(Accts) stated problem related to online payments through Credit/Debit cards and i-collect. He opined to resort to old way of collecting fees by taking out challan so that accounts can be maintained properly and receipts can be issued to the students. The duration for receipt of fees is increased to reduce rush at Account department. Dean (Acad) also informed that zero balance Account need to be opened at Canara bank to get RFID card, which will be used in future for many operations.

Dr S J Batra appealed the faculty in the light of two tragic suicidal incidences on the campus to be more sensitive to student's issues and try to read them beyond the academic problems. Faculty advisor were appealed to develop better dialogue, communication with the students attached to them. It was suggested to report abnormalities observed in any student to MO or Counselor at Dispensary.

It was appealed that records of viva-voce examinations, marks allotment by external/internal examiner be correctly maintained at the department so that any legal issues arising out of students query for dissatisfaction in grades awarded to them can be appropriately addressed.

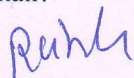
HoDs are requested to prepare the proper course list with codes, slots etc for sending to examination office. It was observed in course titles/ course code, slot mismatch submitted by the few department to the examination centre. It was appealed to avoid such matters in future. It was also requested that if any slots are not matching currently in the form uploaded on site be ignored, a correction for slot can be indicated in the Course Registration form by FA concerned along with his sign and inform the exam section.

Information about ONLINE course registration facility for M Tech / M Sc program students was also given.

Instruction/guidelines in the matter to the students were also circulated. It was informed that every student academic and other details are available in PRM module. It was appealed that faculty should use of this facility and give feedback / suggestions to improve the same.

Dean(Acad) requested HoDs to keep all the records of M. Tech and B. Tech project examinations.

HoDs were appealed to appraise the faculty in department accordingly. Meeting ended with thanks to the chair.


Dean FW

Copy to – All HoDs/Deans/ Registrar/Dy. Registrar/ Asst. Registrar/ Medical Officer