

**Minutes of meeting
HODs / HoS meeting held on 8th June 2012**

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

1. Director informed about DST's proposal SAIF for setting up Instrumentation lab for R&D in VNIT Nagpur. All HoDs unanimously approved the proposal. Dean(R&C) will prepare the detailed proposal. Tentative space for setting up the lab may be 2nd floor of Chemical Lab or new Workshop Building in Mechanical Engineering.
2. Director informed that PSUs / Govt departments will not be coming for campus due to case pending in Chennai High Court.
3. Director informed that Dr A P J Abdul Kalam, Ex-President's office is contacted requesting him to grace the next convocation. Regret received on 12.06.2012.
4. It was informed that the senate is scheduled on 25th June 2012 in Afternoon.
5. Dean(Acad) informed that grade card verification is not going through as planned. Also the list of registered students for the summer courses is not ready. Academic section should take proper responsibility to complete these activities.
6. It is informed that section heads should not take leave simultaneously along with the second in charge and see that routine work should not suffer.
7. The training for working on the software from IIT Mumbai will start from 15th June 2012. Apart from Acad. Section, Departments are requested to depute persons for the training. Dean(Acad) will finalize the list.
8. Dean(Acad) informed that there are some difficulties in getting examiners from IIT for M Tech projects. HoDs are requested to discuss the evaluation of M Tech project examination in their department and submit suggestions to Dean(Acad). It is also proposed to have one committee to look in this matter.
9. Dean(R&C) suggested that full time Ph.D candidates shall be uniformly distributed among all the eligible faculty. As far as possible eligible faculty should not take more than one Ph. D candidate in the same year. For all type of Ph.D scholars (Full time, Part time, sponsored & Research Fellows) eligibility criteria should be the same.
10. It is proposed to send proposal for QIP centre in all the departments. Dean(R&C) will coordinate this activity.
11. It is suggested to accommodate unmarried Ph.D. candidates in PG/UG hostels and assign them duties such as assistant warden.
12. Dr Yerpude presented the procedure followed and statistics of the admissions of M.Sc. program in Chemistry, Mathematics and Physics departments and informed that merit list is ready. The admission will be in 1st week of July 2012 as planned.
13. Dean (P&D) has given information about compilation of hostel account for last 5 years, GPF interest rate of 8.8%, online collection of fees, probable alternate arrangement with IDBI gateway, Distribution of Form-16 from Monday and distribution of welfare fund to the entire employee.
14. HoD's are requested to write appropriate remark/ comment on each forwarding letter instead of merely signing/ forwarding.

15. HoD's/ HoS/ HoC/ Registrar are requested to submit three name (alternate 1, 2, 3) who will be incharge, in case he wishes to leave the head quarter or avail leave. This information should reach to Director on or before 25th June 2012. Intimation in this regards should also be put in department/ section.
16. HoDs are requested to submit existing lab wise List of equipments, required for experimentation/ Research/ Consultancy along with the statues i.e. working under repair, not-working etc. on or before 25th June 2012 to Dean(R&C)'s office.
17. HoDs are requested to send the teaching load of each faculty for both the Semesters, considering the newly recruited faculties. Also send separate note for requirement of TA/ Visiting Professor, if necessary. This information should reach to Dean (FW)'s office by 15th June 2012. Recently, BoG has approved remuneration for Teaching Assistant is as follows:
 - Teaching Assistant with Master's Degree in App. Sc. & Humanities – Rs. 25000/- p.m.
 - Teaching Assistant with M. Tech/ M.E./ M. Arch. - Rs. 30000/- p.m.
 - Teaching Assistant with Ph.D. Degree in all branches - Rs. 35000/- p.m.

It is suggested that candidate with only BE / BTech should not be appointed.

18. HoD's shall make necessary arrangement for seating of newly recruited faculties. They should be given Desk top computer and printer from Department Plan Grant.
19. Faculties should be informed to submit applications form in advance as given below.

National Conference/ Workshop	10 working days
International Conference/ Workshop	30 working days
LTC	30 working days
EL/ SCL	5 working days.

20. HoD are requested to check the type of the Conference/ Workshop/STTP, whether it is relevant or not, before forwarding/ recommending the deputation of faculty.
21. It is proposed to place appropriate circulars on Institute web site for ready reference.
22. It is proposed to place all forms in English & Hindi version on Institute Web Site in downloaded form.
23. Department achievement record shall be submitted every quarterly. The due date is 30th June, 2012. This should be sent to Dean(FW)'s office.
24. Faculty movement record shall be submitted every quarterly. The due date is 30th June 2012. This should be sent to Dean(FW)'s office.
25. HoD's are requested to circulate all the minutes of senate as well as HoDs' meeting among faculty.
26. Draft Flow Diagram for Institute, Department, and Section & Centre are being circulated for comments, if any.
27. Flow diagram for routing of Application is being given to all HoDs/ HoSs/ Centers for their suggestions.
28. The Model Recruitment Rules as suggested by MHRD for faculty of NIT are available on Institute website. A Hard copy is being given to HoDs for Circulation among faculty.

The meeting ended with vote of thanks to the Chair.


Director

To
All Deans, HODs, Registrar
D.R.(Acets), All Section Heads