

NOTE:

Minutes of meeting of all HoDs, Deans, Associate Deans with the Director held on 17th August 2016 at 4.00 P.M. at Board Room.

1) Concern about teaching learning at VNIT.

The Hon. Director expressed his concern about the deterioration in teaching learning process at VNIT. It was decided to send a detailed note to all faculty members to contribute for the improvement of teaching learning at VNIT. (Copy of the note attached).

2) Correction in course details of various Program on VNIT Website.

Recently the course code/Title of various programs have been changed and approved by the senate. All the HoD's were requested to kindly ensure that the corrections in the course code or title of courses of all programs be completed by 31st August 2016.

3) Class Committee for next semester.

Dean (Acd) informed that the Class Committees should be constituted for this semester and list be sent to Dean(Acd) by 25th August 2016. In order to streamline the submission of Class Committee report, an Index sheet is being provided to all HoDs to submit the report. Faculty members shall attend Class Committee meeting along with list of weak/irregular students. They shall positively give this list to FA. It is noted that such list is not reaching FA and hence, we are unable to help such weak/irregular students. Chairperson of all the Class Committee shall send the report to HoD before scheduled date. HoD shall send the report to Dean (Acd).

4) About continuation of Ph.D registration

a) Dean (R&C) informed that the course work requirement of minimum 6.0 CGPA in the first year Ph.D. is essential as per Ph.D. guidelines. The HoD's and supervisor should bring the names of students who do not meet the criteria to the notice of Dean (R & C).

b) Further it was informed that the list of students who has 3 continuous /4 in total unsatisfactory progress report be sent to Dean (R &C) for discontinuation of Ph.D. registration as per rules.

c) The institute has stopped admission to part time Ph.D. program after July 2013. Hence any application of a student registered after July 2013 for conversion from full time to part time Ph.D. shall not be permitted.

5) Slot for B.Tech Project in Time Table.

In order to have proper work done for B.Tech project it was decided to identify a free slot for project in the department time-table. The information about this should be sent to Dean (Acd) office by 31st August 2016.

6) **Registration of backlog students.**

It was decided that the students registering for backlog courses (Theory/Practical) should take the signature of concerned teacher and F.A. on the application which should be sent to Exam cell.

7) **Appointment of DEC/F.A.**

It was informed that the work of DEC/F.A. should not be given to the faculty member who has joined this year. Instead the experienced faculty members be assigned this work.

8) **Sanctioning of leave faculty members.**

While sanctioning the leave of any faculty member it may be ensured that the examination work is not affected.

9) **Working on 30th August 2016.**

In view of NBA visit it was decided to observe the Saturday the 20th August 2016 as a working day with the time-table of Monday.

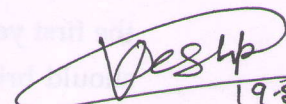
10) **RPC Committee for Ph.D.**

The Hon. Director informed that while constituting the RPC for a Ph.D. students, that care should be taken that there are experienced faculty member in RPC. It should have at least 2 experienced persons and 1 could be new faculty.

11) **New Academic block**

The Hon. Director informed that the construction of New Academic block is going on and the HoDs should discuss their space requirement with Prof. R. Yerpude Dean (P&D).

The Meeting ended with thanks to the Chair.


19-8-16
Dean (Acad)

To: All Deans, HoDs

Note:

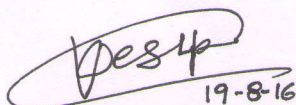
Setting up a Brand VNIT.....

All Heads of the Departments are advised to bring the following to the notice of all faculty members.

We take pride as VNIT has been ranked as a top Institution by authorized survey agencies recently. This has been possible due to efforts of all stakeholders. The process of ranking is continuous and we cannot sit on the laurels and be complacent. In fact, it becomes a challenge now to keep the position and a hard challenge to move up the ladder. It is a well known fact that attaining is easy, retaining is difficult.

In this connection, while the administration is doing all out efforts to provide facilities to move up the rankings; following points have been brought out through interaction with students and faculty that need immediate attention and drastic improvements.

1. The department should monitor teaching – learning process of all faculty members. Class committee may take up this matter to monitor periodically theory and lab in progress and give mentoring inputs. The activities must be made result oriented and documented.
2. There shall be no use of vernacular language in class room. It finally affects placements.
3. The autonomy and flexibility that is available to the faculty must be used to improve the standard of teaching, learning especially in laboratories.
4. At least one new experiment must be added every semester. Faculty members must be present in laboratory and must not hand over the charge to PhD student.
5. Placement feedback indicates that students are weak in fundamentals. It should be clearly understood that Good teaching is the primary duty. Hence the department should take all possible steps to improve the performance.
6. While we have system to take care of weak students, it is necessary for the faculty to identify bright students and give them challenging tasks.
7. Apart from regular class room teaching, in the interest and varying needs of the department, it is compulsory that faculty participates in other activities as decided by the department.
8. Administrative work assigned by the Head of the Department is an integral part of the duty. Refusing the work under any pretext is dereliction of duty.
9. Efforts by faculties to equip themselves to fulfill conditions of Recruitment Rules cannot be at the cost of teaching learning. Research and Teaching must go hand in hand.
10. All faculty members should maintain cordial relationship amongst themselves, in particular, sharing of best practices is encouraged.
11. Suo-moto and pro-active participation of younger faculties in all activities, academic, administrative and growth are the needs of the day.


19-8-16
Dean (Academic)


Director