

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

Dean(Acd)/ 2123

Date: 21/4/2014

Minutes of meeting of HoDs and Deans with the Director on 11<sup>th</sup> April 2014 at 14:30 AM at Board Room.

Director welcomed all and informed that this is in continuation to earlier meeting to discuss faculty recruitment issues. Regarding, the recruitment norms, Dean (FW) informed all HoDs, that the essential and desirable requirements given by them have been compiled and each one of them can check these with him.

In the meeting following points are also discussed:

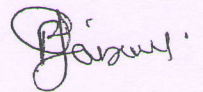
- Course of each Academic Program will be put on website. All HoDs are requested to ensure that softcopy (.doc file) of course file is sent to Dean(Acd) by 15<sup>th</sup> April 2014.
- Minutes of Class Committee meeting, in the prescribed form, are received only from Electrical Engg, Metallurgy, Chemical Engg, and Applied Mechanics Dept. Other HoDs shall send these immediately.
- Director informed about his meetings at National Disaster Management Authority (NDMA), British high Commission and forthcoming meeting at CSAB. Director urged HoDs to explore possibility of putting R&D proposal under UKERI scheme.
- Director also urged HoDs to start action on video recording of lectures of faculty members. In future, this will become one source of dissemination of knowledge.
- Director informed that if a faculty or staff is leaving headquarter even on holiday, then, he/she shall inform the respective Head of Dept./Section. In absence of such a information, the claim of the concerned staff/faculty for any untoward incident may not be sanctioned. Dean (FW) will issue a Note to reiterate this point.
- Director also informed all HoDs that names of faculty members interested to take up the post of Information Officer have been invited. All HoDs shall bring this to the notice of faculty members.

At the end, Director thanked all.

These minutes are approved by the Director

To: All Deans, HoDs

Copy to : The Director



Dean (Acad)