

Sub: Minutes of HOD meeting

A meeting of all HODs and Deans was convened on Monday 21st October, 2013 at 4:00pm in the Senate Hall and following issues were discussed:

1. As per the director's instructions the secretary for conducting HOD meetings and taking all the minutes is to be appointed among the Heads of the Departments. Accordingly, the Director instructed that Dr. Yogesh Deshpande, Head Humanities & Social Sciences will act as the secretary for the tenure of one year to take the minutes of the HOD meetings.
2. The Director briefed about the NIT Review Committee which was held on 18th Oct, 2013:
 - a. Academic Curricula is to be restructured depending upon the needs and demands of the industry. To make Industry-Institute Interface more strong and functionally bi-lateral, 25% component of the syllabus is to be taught by industry personnel, either using virtual classroom, Skype or in-person. The rationale behind this change in teaching method is not to substitute but to supplement the traditional classroom teaching by a teacher. Modality, remuneration, identification of industrial expertise, time slots, availability of virtual classroom etc are to be finalised accordingly. This interface can further be expedited for both UG and PG courses, labs and for mini projects.
 - b. To encourage academic and industrial research, per faculty three full-time Ph.D. students will be allowed.
 - c. Fee structure for UG programmes may be changed from 2014 wherein fees of Rs.70K per year will be charged from the entrant of 2014 batch onwards.
 - d. As per the MHRD's communication, physical education personnel will not be considered as teaching faculty.
 - e. For the selection of the Director of NITs, instead of selection committee, search and selection committee will be constituted for identifying suitable experts with wider scope for appointment and selection, wherein the committee may recommend the name of the person who might not have applied for the post.

- f. With a aim to make NITs world class educational institutes, new initiatives will be encouraged and shall be executed by targeting the increase in students population up to 40, 000 in a span of decade.
 - g. Four-tier flexible structure will be implemented in all the NITs like the IIT structure. Also, any change in the grade pay of the faculty has to be only through appearing before the selection committee.
 - h. All Heads are requested to maintain achievement register to make annual report more holistic and comprehensive.
3. Director briefed about the reconstitution of Industry-Institute Interaction Cell. Also, the departmental representatives from all the branches and also from basic sciences are to be involved to make the cell more active and functional. Heads are requested to prepare the directory of the competency available from the department for the industry and small scale entrepreneurs to enhance bilateral transfer of technology.
4. Minutes of the meeting, at department level and HODs meetings are to be uploaded on intranet and not on internet. Some Heads briefed the operational difficulty in this process and thus, to avoid this technical flaw, this time the minutes are to be sent to the Dean (FW) who will forward to the computer centre.
5. Prof. K.D. Kulat briefed about the preparedness of various departments about the accreditation. Part-I UG is complete and Part-I PG is getting ready. Part-II of UG is nearly at the completion stage. For mapping of batch-wise/ year-wise students' data, Prof. Kulat is trying to solve the issue.
6. Following points from the Dean (Acad) were communicated during the meeting:
- a. Moderation of question papers should be done prior to end-semester examination. Detailed deliberation was done on this issue, it was opined that the role of moderation committee is to check the format, style, criteria, syllabus coverage and deadline for submission of question papers. Also, it will give guidelines to new recruits for framing question paper with appropriate level of difficulty of the said course.
7. Students having low attendance are to be informed and warned by displaying the list on the departmental notice board. W-grade decision will be taken before the examination course wise and will not be based on the performance.
8. Dean (SW) informed the meeting that no permission has been given by the institute for departmental gathering as it is stopped in 2012 by the then Director, VNIT and in concurrence with the approval of the Senate.

9. Money from the gymkhana (about 15K) will be distributed to every department on students welfare and every department will spend it accordingly.
10. List of Prof. I/C of various clubs on campus for the year 2013-14 was distributed.
11. The Director requested the HODs to discuss Mission and Vision statement for their department which will be in corollary with the Mission and Vision of the Institute. Also, it was observed as the mission and vision statement is finalised lately, it will not be changed for time being.

The meeting ended with the vote of thanks by the Director.

Neharshi

Director