



PROCEEDINGS OF THE MEETING OF HEADS OF UNIVERSITY TEACHING DEPARTMENTS CONVENED UNDER THE CHAIRMANSHIP OF THE VICE-CHANCELLOR ON 13.09.2018 AT 3:30 P.M. IN THE VICE-CHANCELLOR'S COMMITTEE ROOM TO DISCUSS IMPORTANT UNIVERSITY AFFAIRS

At the outset, the Vice-Chancellor welcomed all to the meeting convened by him. Thereafter, the following issues were discussed and deliberated upon:

1. The Dean, Academic Affairs informed the House that the Departments have efficiently cooperated and participated in the preparation of 5 Year Strategic Plan, Academic Calendar, Programme Specific Outcomes, and Course Outcomes for the NAAC Visit, for which they deserve recognition for the purpose.

The Dean, Academic Affairs further asked all the Heads of University Teaching Departments to prepare mentoring schedule and incorporate it in the time-tables.

It was also desired that the problems of foreign students regarding medium of instructions be also taken into consideration while preparing the Mentoring Schedule.

It was further desired that the monitoring of classes, as per time-table, should be ensured by them and the substitutes for teachers on casual and other leaves should be ensured well in advance so that no class is left unattended.

They were further asked that counselling of students regarding queries and emails from NAAC should be done at department level and the student data which is required to be completed should be filled up on priority by the respective department as early as possible.

2. The Vice-Chancellor asked all the Heads of University Teaching Departments to prepare a list of students, department-wise, with all the relevant information so that a general insurance scheme for all the students of the University be introduced. For this purpose, a proforma will be devised and sent to all the departments by the office of Dean, Students Welfare.

The HoDs were further asked to resolve the issues of the students at their own level as far as possible. If, it is beyond their purview, then they should come to the Vice-Chancellor Office with possible solutions and it may further be ensured that the students of the respective departments be controlled at the level of the HoD himself/herself.

The Heads of University Teaching Departments were further asked to arrange meditation sessions with the help of Psychology Department and if required services of empaneled counsellors be also taken.

Parent-Teacher meeting should be arranged as far as possible.



The Vice-Chancellor further stressed the need for the constitution of Anti-ragging Committees, Anti-Sexual Harassment Committees and Grievance Redressal Committees at the department level and the details to the effect be sent to the Vice-Chancellor's office by 20<sup>th</sup> September 2018.

In view of the coming NAAC visit, special emphasis should be given to cleanliness and hygiene, organizing of academic and co-curricular activities in the departments, regular teaching and attendance and record keeping should be maintained in proper form so that the same may be shown to the visiting Team, if required.

It was further informed to the HoDs that a Committee for Maintenance and Monitoring of the Campus has been constituted by the Vice-Chancellor, which is visiting the different departments to oversee the existing status of the Departments.

It was further stressed that maintenance of equipments and instruments be updated in the departments and the full utilization of the existing facilities be also encouraged.

The HoDs were further asked to consolidate the Alumni base of the departments.

In the report of the Comptroller and Auditor General, certain requisitions have been issued on the functioning of the University. Some of these are related to different departments. The Heads of Departments are advised to ensure that proper reply to these requisitions is submitted in time in a proper manner.

The meeting ended with a vote of thanks to the Chair.

REGISTRAR

