



## INTER OFFICE NOTE

**From:** Academic Cell

**To:** All Concerned

**No.** AC/ION/2020-21/26B

**Date:** 17 September 2020

### MINUTES OF MEETING: ACADEMIC COUNCIL

<b>Date of Online: (Virtual) Meeting</b>	Tuesday 15 September 2020	<b>Timings:</b>	03:00 pm to 05:30 pm
<b>Chaired By:</b>	Director General	<b>Co-ordinated By:</b>	Dean (Academics)
<b>Attendees:</b>	Director (Tr. & CR.), All ADs, HoDs and all Office Heads		

S. No.	Points Discussed	Action By	Expected Deadline
(01)	<b><u>COSAA</u></b> (a) A short survey through feedback form should be conducted to explore the students' satisfaction with the college ERP (PeopleSoft). (b) This activity should be conducted through course coordinators and HoDs by sharing the feedback link with the class. (c) List of activities/task completed and pending should be prepared and submitted with necessary time lines. (d) Classes having more than 100 students should be identified and discussed separately.	COSAA and HoDs	19 September 2020 (Saturday)
(02)	<b><u>Exam Cell</u></b> COE should submit the activities/task completed and those pending along with timelines.	CoE	21 September 2020 (Monday)
(03)	<b><u>Library</u></b> To ensure return of all books issued to students in the last semester. A status report giving details of outstanding books should be submitted.	Librarian	21 September 2020 (Monday)
(04)	<b><u>Placement Cell</u></b> (a) A status report of the pending tasks till date should be submitted. (b) Detailed report of alumni connected for each deptt. (c) A record of achievements of alumni, in any field, should be maintained.	Director (Tr & CR)	21 September 2020 (Monday)

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	<p>(d) A presentation should be prepared for all the new activities being carried out/initiated by the Placement &amp; MDP Cell. This may be delivered before all HoDs and ADs in a separate meeting.</p> <p>(d) A separate meeting of placement cell (entire team) should be planned with Addl ED.</p> <p>(e) Mobile numbers of parents should be collected from registrar office so that a direct contact could be made with parents in case of low reporting in PTM.</p>		
(05)	<p><b><u>Virtual Classroom Teaching-Learning Methodology</u></b></p> <p>(a) HoDs to ensure that the recordings of all the online lectures/tutorials conducted till date, along with related ppt and study material, should be shared with the class on google classroom by the faculty.</p> <p>(b) A status report of the department (subject and faculty wise) for the same should be submitted by HoDs.</p> <p>(c) Also, options may be explored to disable the access to shared material after a particular time-line (say, after completion of a unit or as decided by the individual faculty).</p> <p>(d) It is to be noted by one and all that the pace of course coverage should be kept slow in virtual classes as there is plenty of time for course completion.</p> <p>(e) Latest e-technological platforms for teaching-learning should be explored by faculty.</p> <p>(f) Screen shot of participants' screen should be taken while teaching in online class for attendance records.</p>	All ADs & HoDs	21 September 2020 (Monday)
(06)	<p><b><u>New Faculty Recruitments</u></b></p> <p>(a) Newly recruited faculty in the departments should be afforded time to adjust and settle down in our systems. To start with, they should get only the basic teaching load and the other miscellaneous departmental responsibilities can follow in due course.</p> <p>(b) To the extent feasible, deadlines in these cases may be relaxed.</p>	All ADs & HoDs	-----

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(07)	<b><u>Human Values</u></b> Instead of theoretical work, the Human Values courses should conduct task-based activities. These exercises should be taken as course work say, as Surprise Test. for internal assessment.	All ADs & HoDs	-----
(08)	<b><u>Objective Question Bank</u></b> No relaxation in number of questions is permissible to HoDs/ ADs in the preparation of MCQ based Question Banks in cases where they share a subject with another faculty colleague. They, however, can have little more time, say a week or two, to complete their share of work.	All ADs & HoDs	-----
(09)	<b><u>Parents Teacher Meeting</u></b> (a) Parent teacher meeting (virtual) should be conducted by every department at least twice in a semester through Course coordinators and HoDs.	All ADs & HoDs	-----
	(b) An E-mail/Call/WhatsApp should be sent to parents of all such students who have not yet connected on google classroom.	All ADs & HoDs	21 September 2020 (Monday)
(10)	<b><u>Achievements of Department (Faculty &amp; Students)</u></b> (a) Old as well as present students' achievements should be listed down in each department for records. This content should be placed on college website also. (b) A detailed monthly achievement report should be generated by every department and should go on website as a routine practice. (c) The records (photographs, videos, etc.) for the same should be placed in the department for records.	All ADs & HoDs	Last Working Day of Every Month
(11)	<b><u>Felicitation of Faculty, Staff and Students</u></b> (a) If any student/staff/faculty is doing some kind of social work during the pandemic times or has acted as 'Corona Warrior', he should be felicitated for his yeoman service to the society.	All ADs	21 September 2020 (Monday)

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	(b) The nominations should be sent by the departments through ADs.		
(12)	<b><u>Faculty Research Activities</u></b> Every faculty should write research papers. A timeline to be assigned to them. Nowadays research is a survival tool for academicians.	All ADs & HoDs	-----
(13)	<b><u>General Points</u></b> (a) Faculty should be well equipped with good internet connection, laptop as well as other IT tools to effectively conduct virtual classes. (b) In virtual meetings certain protocols, etiquettes should be followed by one and all regarding proper attire, body language, active listening, promptness in response, etc. (c) E-mail(s) should bear a defined subject, reference to context, proper language and sender details in footer (e-mail signature). (d) Usage of google calendar may be encouraged to track the deadlines for various activities.	For all the Concerned	-----
	(e) To communicate notices/circulars and messages to students and parents; what are the available measure and methodologies used in current times? Details should be shared by all the concerned through e-mail to Academic Cell.	Director (Tr & CR), COSAA, Registrar, CoE, AD (Admin) & HoDs	18 September 2020 (Friday)



(Prof. R. K. Jaiswal)  
Director General