



INTER OFFICE NOTE

From: Academic Cell

To: All ADs, HODs, COSAA Office, Training & Placement Cell, Computer Center, HR Cell

No.SRMGPC/Academic/ION/2019-20/112

12 October 2019

MINUTES OF MEETING OF ACADEMIC COUNCIL

SESSION: 2019-20 (ODD)

1. Refer to Academic Council meeting at A-Block Conference Hall on 09 October 2019 chaired by Director General.
2. Following were present: -
 - (a) All ADs;
 - (b) Director (Training & Placement)
 - (c) All HODs;
 - (d) Controller of Academics;
 - (e) COSAA;
3. The minutes of the meeting are attached as Appendix-'A'.
4. All the concerned departments are requested to take a note of the same for due implementation along with the deadlines.

(Prof. R. K. Jaiswal)
Director General

Minutes of Meeting

S. No.	Points	For Action	Follow Ups
1	AKTU notices should be communicated through proper directions/guidelines by HODs to concerned students/faculty members for necessary action in their respective departments.	ALL HODs	To be implemented with immediate effect
2	Common question paper prepared jointly by faculty members; have raised certain issues in the past. Due care must be taken at the level of HODs to address the same in their departments.	ALL HODs & Academic Cell	To be implemented with immediate effect
3	<p>(a) For All Courses Other than B. Tech. I Year : A Special Quiz Test would be conducted for only those subjects whose Quiz Test-1 was scheduled on or after 16/09/2019.</p> <p>(b) This special test will be exclusively conducted for those students who were not permitted in Quiz Test 1 due to short attendance --- only if they improve their attendance to 75% in that subject till second week of November 2019.</p> <p>(c) This test will not be considered as an improvement test for any other category of students in any case.</p>	All HODs, Academic Cell, Exam Cell & COSAA	To be implemented with immediate effect
4	<p>(a) Course Coordinators should identify attendance defaulters in the class and counsel them periodically. A record of such counseling lists should be prepared at department level.</p> <p>(b) HODs are empowered for giving 5% relaxation in attendance for appearing in Quiz Test (only for extremely genuine cases). However, necessary supporting documents for such cases should be duly maintained at department level.</p>	All HODs, Academic Cell & COSAA	To be implemented with immediate effect
5	<p>(a) An individual faculty can get extra assignment(s) done from weak students in order to consider them for award of any additional grace above general grace.</p> <p>(b) Based on the number of mass bunks conducted by an individual class; 01 marks for each mass bunk should be deducted from the sessional marks for all the students in the class (of that subject/lab).</p>	All ADs, HODs & COSAA	To be implemented during sessional marks finalization at the end of semester.
6	Faculty should mention class average (generated from ERP) on black board in the class after feeding marks of Quiz Test/Mid Sem.	All HODs & COSAA	To be implemented with immediate effect

S. No.	Points	For Action	Follow Ups
7	Department level action plan to be prepared by HODs.	All HODs	To be implemented with immediate effect
8	Industrial Visit for I/II Year students should be planned within Lucknow. However, for III/IV Year students outstation industrial visits may be planned.	All HODs & Director (T & P)	To be implemented with immediate effect + List of Students (Defaulter in Submission of CV) should be issued by Placement Cell by 19 Oct. 2019.
9	Deadline to submit CV should be given by HODs to all final year students. In case of non-submission of CV, the student should not be permitted to sit for next placement drive.		
10	Placement Coordinators in the departments should: (a) Keep track of placed/non-placed students. (b) Suggest core companies for students to Placement Cell. (c) Play active role during big placement drives.		
11	(a) Only eligible candidates (based on the list provided by Placement cell prior to each placement activities) should be released from class to appear for campus placement. However, routine classes should resume for all other students. (b) Attendance should be marked by Placement Cell during the placement drives and share the same via SharePoint with concerned departments.		
12	Review of Academic Instructions was carried out.	Academic Cell	To be implemented for session 2019-20

