

## MINUTES OF MEETING

From: Academic Cell

To: All the Concerned

No. AC/MoM/2020-21/01

Date: 29 May 2021

### ACADEMIC COUNCIL MEETING-I

(2020-21 Even Sem)

<b>Online Meeting</b>	<b>Day:</b>	Tuesday	<b>Time:</b>	03:00 –to- 4:30 pm
	<b>Date:</b>	25 May 2021		
<b>Chaired By:</b>		Director	<b>Coordinated By:</b>	Academic Cell
<b>Attendees:</b>		Director (T&CR), Controller of Academics, All ADs and HoDs		

S. No.	Points Discussed	Action to be taken By	Expected Deadline
1.	<p><u>Progress in Online Classes</u></p> <p>(a) All HoDs have expressed satisfaction with the current on-line classes. However, 01 faculty member in EC and 02 in IT are not able to conduct classes from last 02 weeks due to health/family issues.</p> <p>(b) It was mentioned by most of the HoDs that there are some network problems at the end of some of the students. This being an external factor-beyond Institutional control, no action can be taken.</p> <p>(c) Student strength during online classes is low (especially in final year) in certain departments. Such departments are asked to put more effort to increase student connect during the classes.</p> <p>(d) All faculty members are expected to conduct online classes only on laptop/desktop (not on mobile phone).</p>	-----	-----
2.	<p><u>Academic Quality Audit Policy</u></p> <p>‘Academic Quality Audit Policy’ was discussed to explain the actions on issued Quality Audit Reports (QARs).</p> <p>(a) An individual faculty or HoD (department) with ‘No QARs’ during an academic session may be considered as one of the criteria for nominating faculty/HoD for an award. This point should be included in above policy by AQAC.</p>	Controller of Academics	01 June 2021
	<p>(b) The above point should also be included in the policy of faculty awards by Exam Cell. The revised draft of</p>	Exam Cell	01 June 2021

S. No.	Points Discussed	Action to be taken By	Expected Deadline
	policy may be submitted for approval of undersigned.		
3.	<u>Establishment Policy of Value Education Cell</u> (a) To bridge the gap and fulfill the need for value education, a 'Value Education Cell (VEC)' is being established in the institute. This would facilitate and coordinate all the value education-related activities within the institute and contribute to society. The draft policy on this subject was discussed and finalized.	Dean (Academics) & HoD (MCA)	27 May 2021
	(b) Prof. Gaurav Mishra (HoD MCA) has been appointed as Convener for VEC. Subsequent to this meeting, the policy and the slate of VEC is expected to be released officially.		
	(c) Courses/Workshop on Human Values is must for all faculty members. Possibly, minimum 02 faculty each time may be nominated from a department to attend the certified 'Human Values' course/workshop.	All ADs and HoDs	
4.	<u>Follow-up on First Cycle of Mentor-Mentee Meeting</u> Students who did not turn up in first cycle of mentor mentee meetings should be contacted and counseled.	All ADs & HoDs	-----
5.	<u>Department YouTube Channel</u> (a) Inception of 'Department YouTube Channel' from each department. (b) To constitute a department committee within each department for screening of the contents to be uploaded on this department YouTube channel. External members from other departments of the institute, external experts (outside institute) may be also included to strengthen the screening committee.	All HoDs	01 June 2021

Prof. (Dr.) Bhavesh Kumar Chauhan  
Director