

MINUTES OF MEETING



From: Academic Cell

To: All HoDs

No. AC/MoM/2023-24/02

Date: 20 October 2023

Standing Committee Meeting (Academic Council)

2023-24 (Odd Semester)

Offline Meeting	Day	Tuesday	Time:	12:00 PM
	Date:	17 October 2023		
	Venue:	'A' Block Conference Hall		
Chaired By:	Hon'ble Additional E. D. Ma'am		Coordinated By:	Academic Cell
Attendees:	Director, Deputy Director (Academics), Dean (Academics), Principal (SRMCM), Assoc. Dean (AQAC), Associate Dean (SAAC), All HoDs, Convener (R&D Cell), Convener (VE Cell), President (IIC), Website Coordinator, Deputy Registrar (HR), Coordinator (Environment Club) and Officer In-charge (IQAC).			

S.No.	Points Discussed	Action to be taken By	Expected Deadline
1.	Handling of special cases during finalization of Internal Sessional Marks: HoDs should identify the special cases by highlighting the names and take due care for the same, while finalizing the internal (sessional) marks.	All HoDs	---
2.	Program Assessment Committee Meeting and its reporting: All HoDs are suggested to revise their PAC reports by mentioning the Targets/Deadline and resubmit the same.	All HoDs	19 October 2023
3.	Conduction of IIC classes: (a) Detailed plan for IIC classes should be prepared.	IIC President	18 October 2023

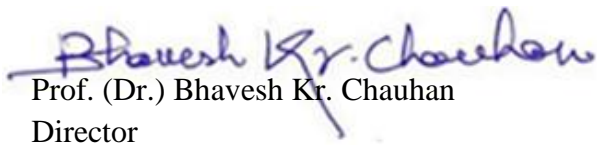
S. No.	Points Discussed	Action to be taken By	Expected Deadline
	<p>(b) Identify the interested and competent students in entire college for the innovation related activities.</p> <p>(c) Create a group of such students at central level and provide the proper classes/training for them.</p>		25 October 2023
	<p>(d) IIC classes should be planned (and conducted) to make the students aware and active for innovation related activities.</p> <p>(e) Organize Alumni talks related to innovation.</p>		----
	<p>Conduction of MMI classes:</p> <p>(f) For each group of the students, MMI meetings should be conducted fortnightly.</p> <p>(g) Detailed planner (as Agenda points) for each meeting should be well defined.</p> <p>(h) These changes will be duly incorporated in MMI Policy as well.</p>	Academic cell (under the guidance of undersigned)	25 October 2023
	<p>(i) A meeting will be called to discuss “How to conduct MMI classes”.</p>	Undersigned	25 October 2023
	<p>(j) HoD should attend all Mentor’s meeting at least once in a semester.</p> <p>(k) Best Mentor will be identified in the departments and appreciated accordingly.</p>	All HoDs	----
4.	<p>Notices of Lab Mid Semester examinations.</p> <p>(a) Lab Mid Sem. Examination notices should be shared with Academic Cell in time.</p> <p>(b) Lab Mid Sem. Examinations may be conducted after the completion of 07 Experiments.</p>	All HoDs	----
5.	<p>Discussion on the Planning vs. Execution Reports [2022-23 (Even)] and Detailed Action Plan [2023-24 (Odd)]:</p>		

S. No.	Points Discussed	Action to be taken By	Expected Deadline
	<p>Value Education Cell (VEC)</p> <p>(a) Create activity based modules for the subjects related to UHV.</p>	Convener (VEC cell)	20 October 2023
	<p>(b) Provide department wise data of UHV certification.</p>		25 October 2023
	<p>(c) Verify that faculty members teaching UHV related subject must have proper certification by AICTE.</p>		25 October 2023
	<p>Research & Development Cell (RDC)</p> <p>(d) Action plan (2023-24) should also contain the details like Topic, Speaker, Venue, Exact date etc.</p>	Convener (R & D cell)	25 October 2023
	<p>(e) Research oriented projects (as well as students) should be identified and promoted to do excel in each department.</p>		
	<p>(f) Online meeting tools (without cap of time & participant) should be arranged at the college level.</p>		
	<p>(g) Research Progress Report for the faculty members should be updated periodically and shared with undersigned.</p>		
	<p>(h) Prepare a list of faculty members eligible to become Ph.D. supervisor at SRMU.</p>		
	<p>Institution's Innovation Council (IIC)</p>	President (IIC) and Associate Director (Placement, Entrepreneurship & Alumni Cell) under the guidance of Undersigned.	25 October 2023
	<p>Entrepreneurship Cell</p> <p>(i) Role and Responsibilities of E-Cell and IIC shall be documented separately.</p>		

S. No.	Points Discussed	Action to be taken By	Expected Deadline
6.	Status of Alumni Talks (Minimum 06 in a semester). (a) Create a list of star Alumni in each department also specify whether they are in contact or not.	All HoDs	25 October 2023
	(b) Organize at least Six Alumni Talks (online/offline) in a semester.		----
7.	Regular updates on College Website: (a) Website coordinator should visit each tab of the website and submit a detailed report for the issues observed.	Website Coordinator	21 October 2023
	(b) The name of the HoD should not be mentioned in the introduction of the department.		
	(c) HoDs should visit their Department tab on the college website and create a report for the respective issues.	All HoDs	25 October 2023
8	Feedback Form and its status from HR Office for newly joined faculty/staff members. New policy containing feedback form will be released after final discussion with undersigned.	Deputy Registrar (HR)	21 October 2023
9	Discussion on QAR Policy. No QAR will be issued to newly joined faculty members for a semester.	AQAC	-----
10	IQAC Directives. (a) One Faculty and One Lab Instructor should be assigned to monitor the energy saving of entire department as well as Labs. (b) Each Department will enlist the project Ideas based on Solar Energy/Energy Saving Techniques (e.g. solar based light etc.). (c) Working projects, which may improve the Energy Saving at the college campus, shall be	All HoDs	25 October 2023

S. No.	Points Discussed	Action to be taken By	Expected Deadline
	financially supported. (d) Make the campus plastic free (Also include the folders of the projects submitted by students).		
11	AKTU Zonal Sports Fest (2023-24). (a) Identify students for zonal sports. (b) Showcase your Alumni that have done well in sports.	All HoDs	25 October 2023

A follow-up meeting for all the above mentioned activities shall be conducted by or before 28 October 2023.


Prof. (Dr.) Bhavesh Kr. Chauhan
Director

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