

Minutes of the Academic Committee Meeting

Dated: 22.07.16

A meeting of the Academic Committee (AC) was called on 11.07.16 by the Member Secretary of GNIT Academic Committee to discuss the issues as notified to the members through e-mail on 08.07.16. The meeting was conducted by the Member Secretary through a power point presentation and presided over by the Principal, GNIT who is the Chair Person of the GNIT Academic Committee.

Meeting started at 11.30 a.m. in the Conference Hall , GNIT where Dr. Sucharita Bhattacharyya , the Member Secretary welcomed all the members in the 2nd Academic Committee meeting of 2016.

Members Present

1. Prof.(Dr.) S.K. Sen : Principal, GNIT Chairperson
2. Dr. Sucharita Bhattacharyya : Assistant Professor, ASHU Dept., GNIT Member Secretary
3. Prof.(Dr.) Annapurna Das: Director, GNIT
4. Prof. (Dr.) S.K.Das : Déan, GNIT (Absent)
5. Prof. (Dr.) A.K. Mondal : Professor and HOD, ECE Dept
6. Mrs. Suparna Biswas : Assistant Professor , ECE Dept
7. Mrs. Srabani Kundu : Assistant Professor and HOD, CSE Dept
8. Mrs. Bidyutnala Saha : Assistant Professor, CSE Dept
9. Mr. Sudip Kuillya : Assistant Professor and HOD, AEIE Dept
10. Mrs. Bapita Roy : Assistant Professor, AEIE Dept
11. Dr. Prabal Deb : Assistant Professor and HOD, EE Dept
12. Mr. Sisir Majumder : Assistant Professor, EE Dept
13. Mrs. Baisakhi Das : Assistant Professor and HOD, IT Dept
14. Mrs. Trishita Ghosh : Assistant Professor , IT Dept
15. Dr. Subhajit Ray : Assistant Professor and HOD, FT Dept
16. Dr. Kakali Bandyopadhyay : Assistant Professor , FT Dept
17. Mrs. Sucharita Chakrabarti : Assistant Professor and HOD, ASHU Dept
18. Mr. Ashis Kumar Dey : Assistant Professor , ASHU Dept
19. Mr. Animesh Kar : Assistant Professor and HOD, CA Dept
20. Mr. Chiranjib Datta : Assistant Professor and HOD, CA Dept
21. Mr. Adhish Kr. Chakrabarty : Registrar, GNIT
22. Mr. Gaurav Majumder : Assistant Registrar, GNIT
23. Mr. Pintu Roy : Assistant Librarian, GNIT

The Agenda of the meeting was :

1. Autonomy Curriculum and Syllabus for 1st year
2. Academic Council Formation
3. Odd Semester's Routine Finalization including 1st semester new (2016-17) batch, and
4. Odd Semester Class Conduction including Diploma (existing batches) & Class Monitoring System

- At the beginning, the member secretary formally sought the permission to start the day's proceedings from the Chair.
- The minutes of the last AC meeting held on 22.03.2016 was confirmed and approved by the committee.
- Then the meeting started with the discussions on actions taken for the issues of the last meeting held on 22.03.16.

ACTION TAKEN:

- **Odd Semester Result Analysis**

In the last AC meeting special emphasis was given to the Result Analysis. It was noticed that

- i) Average odd semester result was good compared to last year, exception B.Tech. 1st year
- ii) The main concern was no. of Supplementary Students where improvement was found in all years, except in B.Tech. 1st year, where all the members agreed that (2015-16) batch was a weak batch compared to the previous one (2014-15).

Focus Points identified for Good results

- i) To increase no. of 9 pointers
- ii) To decrease no. of Supple. students

Key factors found in either cases

Students' Attendance, Subject Teacher's effort & motivation & Students' response in classes & unit tests, Internal Marks, and Students' Feedback on Teaching

Recommendations of AC which was practiced

- Attendance : To bring Students in the Class.
- Class Monitoring for regular class conduction : Teachers, JTAs and students through HOD and Class Monitoring Committee
- Beyond Syllabus Course : To encourage good students to be outstanding
- Weak Students' Counselling in steps by : Subject teacher → Mentor → HOD along with Parents (PTM arranged)
- Remedial Classes : for weak students
- Senior and experienced Teachers are deputed in 1st year level where ever possible.

- **Parent-Teacher Meeting**

It was held on 2.4.16 at 10.30 a.m. where around 800 parents came with overwhelming response. Mentors & Principal interacted with the parents where even semester attendance report, odd Sem. results and UT result of even sem. were shown.. Special emphasis was given

to poor performers and who had poor attendance in classes as per the recommendation of previous AC meeting .

- **Autonomy Status of GNIT - Plan of Actions**

- Autonomous GNIT (Recom.. UGC w.e.f. 2016-17 Acad. Session) formed new Academic Committee (AC) with HODs and 1 member from each department as nominated by the HODs along with the HOIs & Administrative authorities as already indicated.

1st meeting of newly formed AC is taking place today where some special arrangements are made as per the suggestion of the Principal in the last meeting.

- A syllabus committee is formed for syllabus modification of GNIT under JIS Group from 1st year onwards w.e.f. 2016-17 new batch (**Annexure A**) .

All Members expressed their satisfaction on the actions taken on the various issues which were raised and discussed on the previous meeting.

Then the discussion on the agenda of the day's meeting started by addressing them one by one.

➤ **Agenda 1 : Autonomy Curriculum and Syllabus from 1st year onwards**

Following steps were followed for Autonomy Curriculum and Syllabus formation from 1st year onwards in all courses.

- i) Formation of Syllabus Committee on 24.05.2016 (Annexure A)
- ii) External Experts from Industry and Academics Participated in the procedure
- iii) Specialized core committee for individual dept. formed
- iv) Comparative Study on existing syllabus done.
- v) Proposed Curriculum Structure from 1st to final semester for B.Tech , MCA done and passed through Departmental BOS & submitted to AC for their recommendation .
- vi) Detail Curriculum for 1st year is given .(Annexure B)
- vii) 1st year Syllabus Proposed and passed through Departmental BOS & submitted to AC for their recommendation

Point of Action: GNIT Academic Committee

GNIT Academic Committee appreciated the rigorous effort of the autonomy syllabus committee under the guidance of Prof.(Dr.) Annapurna Das, the Chairman of the Committee and the Director , GNIT. The proposed curriculum and the syllabus as submitted was analyzed minutely in the meeting and it was approved and passed in the meeting.

➤ **Agenda 2 : Academic Council Formation**

The Principal decided that Academic Council would be formalised soon as per its UGC recommended composition and function in an autonomous college.

Point of Action: Principal, GNIT

- **Agenda 3 : Odd Semester's Routine Finalization including 1st semester new (2016-17) batch & Room Allotment**

Convener, Routine Committee highlighted that Odd Semester routine was finalised and all students got their dedicated class rooms which was confirmed by the Registrar.

Point of Action: GNIT Routine Committee

- **Agenda 4 : Odd Semester Class Conduction of existing batches & Class Monitoring System**
 - Odd semester classes was started from 11th July 2016 , from 2nd year onwards in all existing courses, 2 weeks before the MAKAUT scheduled time to get some extra classes which might be helpful for the faculty members and the students for preparation and completion of the course contents in a better way .
 - Also Class Monitoring Committee (CMC) formed and started their activity as per the schedule .

Point of Action : GNIT Faculty members and CMC

The meeting ended with vote of thanks by the Member Secretary .

S. Sucharita

**Dr. Sucharita Bhattacharyya
Member Secretary, GNIT Academic Committee**

Copy to,

1. Principal,
2. Director,
3. Dean- Research & Administration,
4. Head of the Departments- AEIE, ASHU, CSE, CA,ECE, EE, FT, HM, IT - with a request to circulate among the AC members of their departments.
5. OIC- Examination Cell
6. Registrar
7. Asst. Registrar
8. Library
9. TPO Cell