

Minutes of the Academic Committee Meeting

Dated: 17.04.16

A meeting of the Academic Committee was called on 23.03.16 by the Convener to discuss the issues as notified to the members through e-mail on 22.03.16. The meeting was chaired by the Convener and presided over by the Principal, GNIT.

Meeting started at 3.00 p.m. in the Conference Hall where the Director, the Principal, the Dean, the Registrar, the HODs and Academic Committee members of all the departments were present. Dr. Sucharita Bhattacharyya, Convener, welcome all the members in the 1st Academic Committee meeting of 2016 and reported about the actions taken as per the agenda of the previous meeting held on 23.12.15.

ACTION TAKEN:

- 1. Odd Sem.(July-December) 2015 Examination Completion for MAKAUT and Diploma course:**
The OICs of Examination cells of GNIT for MAKAUT examinations and Diploma examination (under WBSCTE) conducted all examinations properly and peacefully with cooperation and whole-hearted support from all members of GNIT.
- 2. Marks submission to MAKAUT and WBSCTE :** Internal marks were submitted to MAKAUT and WBSCTE for the odd semester 2015 after review by the HODs and the Principal through the respective examination cells both on-line as well as in hard copies.
- 3. Starting of Even Sem.(Jan.-June) 2016 classes :** Even semester classes started from 6th January 2016, much before the scheduled date of MAKAUT and WBSCTE 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.
- 4. Even Semester Routine Finalisation :** Even Semester routine was finalised and all students got their dedicated class rooms.
- 5. Separate routine for EE and ETE Diploma courses :** For Diploma course, separate class rooms for EE and ETE were allotted and so separate routines were framed by the routine committee.
- 6. Academic Council Formalisation :** The Principal decided that Academic Council would be formalised from 2016 as per its UGC recommended composition and function in an autonomous college, as GNIT expected a positive outcome from the UGC Autonomy inspection team.
- 7. To conduct Departmental Board of Studies (BOS) Meeting with external member from January 2016 onwards periodically :** All departments' BOS meeting were conducted with external members as per the UGC recommended guide lines for autonomous institutes.
- 8. Laboratory Manual updating :** Prof. Sisir Kumar Das, the Dean Research of GNIT urged all HODs to take necessary initiatives regarding Laboratory manual updating and maintenance and works were found to be in progress.

9. New Semester Class Monitoring system : Principal expressed his satisfaction over the existing class monitoring system and to maintain vigilance effectively with active support from all HODs.

10. MAKAUT/NIT (autonomy) paper evaluation for odd sem. 2015 : GNIT faculty members participated actively in odd semester paper evaluation of MAKAUT Exam and NIT autonomy Exam.

Then formally the day's meeting started by addressing the following agenda by the joint convener Dr. Sucharita Bhattacharyya supposed to be discussed one by one.

➤ **Agenda 1 : Even Sem. Class Conduction & Syllabus Coverage (Jan. – March 10) 2016**

Principal informed about the reports sent by the HODs regarding even semester class conduction by all the faculty members . It was found that syllabus coverage was around (55-60) % on an average which was found to be satisfactory at that stage.

➤ **Agenda 2 : Students' Attendance**

Students' attendance (up to March 10) were analysed in detail by all HODs and the Principal and was found to improve a lot on the average. Principal specially emphasized on attendance of less than 40 % category where in the 2nd yr. , the no. of students found were only 13 covering students from CSE (4), ECE (4) , IT (2), FT (2) , and AEIE (1), though for EE 2nd yr., the situation was not satisfactory. In the higher years and in the 1st year also, the situation was found to be good in general , though for few students under < 40 % category , HODs were asked to take some more initiative to change the scenario.

Point of Action : All HODs

➤ **Agenda 3 : Odd Semester Result Analysis**

- Detailed odd sem. result (2015-16 batches) analysis for all students were done using result analyser in a single format as made by Mr. Bikram Sarkar, Laboratory Assistant of Physics Laboratory, ASHU Department . It helped all the departments to complete the analysis with all necessary information within a minute or so which could be compared to draw inferences regarding the year wise results.
- It was found that 3 first year students got 9 point grades with highest 9.37 by two students from ECE1 and CSE2 though over all result of 1st yr. B.Tech. course for the new (2015-16) batch was not satisfactory, particularly in Physics, Mathematics, Mechanical Science, and Basic Electrical and Electronics.
- The Principal, the Director and all members expressed their concern here and all 1st year teachers identified the batch to be a very weak one so far as their academic back grounds were concerned at the time of admission. It was suggested by the committee that special efforts had to be given for many of the students of this batch to improve the situation where parents' suggestion might help and accordingly a parents-teachers meeting was proposed to arrange.

- Other year students' results were observed to be good on the average with most of the students' grade point for 2nd and 3rd year were found to be in the (6-7) grade point range. Principal informed that MBA students also performed good .

Point of Action : All faculty members

➤ **Agenda 4 : UTI Examination Evaluation – Conduction of Remedial Classes**

It was decided that as UTI of ongoing even semester was taken during (9th -11th) March 2016, the evaluation and submission of marks to the Principal must be completed by the HODs within 29th March, 2016. The students with marks less than 6 (out of 15) in each subject must attend the remedial classes for the same.

Point of Action : All Faculty members and the HODs

➤ **Agenda 5 : Autonomy Status of GNIT- Plan of Actions**

- As GNIT got the autonomy status from UGC with effect from new batch of academic session 2016-17 , Academic council must be formed where from each department 1 member would be selected to take part in the council very actively. It was suggested by the Principal that in every Academic Council meeting, the convener had to arrange for each member one folder containing hard copy of the minutes of the previous meeting, 1 pen/pencil, 1 writing pad etc.
- Then he asked to start the syllabus modification for 1st year B.Tech. course immediately, to be incorporated from August 2016. In that connection, he mentioned that some departments already did some preliminary works of course structure framing and syllabus modification before the visit of the autonomy team which had to be formalised.
- Then he intimated that according to the desire of the Managing Director, JIS Group , the syllabus might be framed as per the basic structure set by the JISCE and NIT which were available online from their websites.
- For that purpose, he told that an internal committee might be formed with the Director and the Dean as internal experts. He also decided that for 1st year syllabus modification, Dr. Sucharita Bhattacharyya would work as convener for the committee. Then as per the suggestion of Mrs. Jayita Dutta, a senior faculty member from AEIE department , it was decided that modified syllabi of CU, IITs and few other standard technological institutes must be consulted for the purpose where industry requirements had to be given the foremost priority .
- Finally, an external expert committee must analyse the framed syllabus before its inclusion in the autonomy curriculum.

Point of Action : GNIT's Principal, Director, Dean, HODs,
1st year faculty members, Dr. Sucharita Bhattacharyya

➤ **Agenda 6 : Organisation of Technological Symposium**

It was informed by the Principal that proposed technological symposium would be held on last week of April for which he already received around 36 (?) hard ware based project proposals where enthusiastic faculty members from different departments along with the students of various

streams already started working. Then he intimated (in response to an enquiry of the HOD, EE Dept., GNIT) that each faculty for his/her project might get maximally an amount of Rs. 5000/- from HO for which the required note sheet had to be submitted to the Accounts section, GNIT after processing through respective HODs and the Principal. But for students, no such funds would be provided.

Point of Action : The Principal , the HODs & The Accounts Section, GNIT

MOU Sign : The HODs were encouraged to talk to industries and different academic institutions and to arrange for MOU contract signs during the symposium.

➤ **Agenda 7 : R & D activities during (Jan.-March) 2016**

The convener suggested that since during (January-March), 2016 , lots of R & D activities including organization of various seminars, workshops by all departments were done, so a detailed list of those might be prepared for record. Then all members expressed their opinion that as a separate R & D committee and a Seminar/Conference Organizing Committee formed centrally, they should maintain the records as already all HODs sent their departmental records to them. The Committee agreed to the point.

Point of Action : R & D Committee, Seminar/Conference Organizing Committee

➤ **Agenda 8 : Monthly Report**

Principal intimated about the monthly report to be submitted by the HODs in the prescribed format giving month wise activities of each department where faculty performance would be highlighted.

Point of Action : All HODs

➤ **Agenda 9 : Parents-Teachers Meet**

- Principal intimated about the importance of the proposed parents-teachers meeting, for all B.Tech., BHM, BCA, MCA, and Diploma Students scheduled to be held on 2.4.16 at 10.30 a.m. .
- All the mentors were asked to intimate the parents to attend the meeting with special emphasis to those whose wards did poorly in Semester examinations and had poor attendance in classes.
- In this respect, he asked all mentors to be ready with current attendance report , Odd Sem. results and UTI result of ongoing Even Sem. for the interaction with the parents.
- He also announced that a committee was formed in this connection with Mrs. Suparna Maity, Assistant Professor of AEIE Department as convener , to arrange and finalise all formalities of the meeting with the assistance from the Registrar and his section.

Point of Action : All Mentors, Mrs. Suparna Maity & Registrar's Section

➤ **Miscellaneous**

- The Principal, GNIT mentioned that 20 Central Committees of GNIT formed so far for smooth functioning of academic, administrative and various extracurricular activities, must follow some basic structures so far as their working is concerned, as given below where
- i) Each Convener must maintain a file for the committee which might comprise of
 - a) The objective
 - b) The Function
 - c) List of Members (Faculty/Staff)
 - d) Action Plan for the current year (2016)
 - e) Meeting Schedule (minimum 2, frequency can be increased as per the requirement)

Then the Director suggested that

- ii) Each committee (the convener, specifically) had to issue a notice before a meeting to be held on.
- iii) Minutes of every meeting must be prepared by the convener and circulated to all the members within 1 month of the scheduled meeting date.

- **Appraisal Form for 2016**

The Director informed about the restructuring of the API form about which she wanted to address all the faculty & Staff members very soon.

The meeting ended with vote of thanks by the Convener.

S. Sucharita Bhattacharyya

Dr. Sucharita Bhattacharyya
Convener

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