

Rajkiya Engineering College Azamgarh
UP, INDIA
Dean Academic Office



Participation in 16th Academic Committee Meeting held on 30. 09. 2022 at 3:00 PM in Dr. APJ Kalam Conference Hall, REC Azamgarh:

01	Prof. B. K. Tripathi Director, REC Azamgarh	Chairman	
02	Dr. Ambrish Singh Assistant Professor & Registrar Department of Applied Sciences & Humanities	Special Invitee	
03	Dr. Vineet Srivastava Assistant Professor & Head, Department of Applied Sciences & Humanities	Member	
04	Dr. Anoop Narain Singh Assistant Professor & Head, Department of Civil Engineering	Member	
05	Dr. Tauseef Ahmad Assistant Professor & Head, Department of Information Technology	Member	
06	Mr. Vibhooti Narayan Mishra, Assistant Professor & Head, Department of Mechanical Engineering	Member	
07	Dr. Kaushal Shukla Assistant Professor and Dean R&D, Department of Applied Sciences & Humanities	Special Invitee	
08	Dr. Pramod Kumar Srivastava Assistant Professor and DSW, Department of Applied Sciences & Humanities	Special Invitee	
09	Mr. Amit Assistant Professor & Head , Department of Civil Engineering	Special Invitee	
10	Mr. Ashok Kumar Yadav Assistant Professor & Dean Academics, Department of Information Technology	Member- Secretary	

Proceeding of 16th Academic Committee Meeting held on 30.09.2022 at 3:00 PM in Dr APJ Kalam Conference Hall, Rajkiya Engineering College Azamgarh, UP, India

Following decisions were taken unanimously: -

Item No.16.1: To confirm the minutes of the meeting of the 15th Academic Committee, REC Azamgarh, held on September 22, 2021, at 03:00 PM in the Dr APJ Kalam Conference Hall, Rajkiya Engineering College, Azamgarh, UP, India.

Since, no comments have been received, as such the minutes may be confirmed. The item is placed before the Academic Committee for its confirmation.

Item No.16.2: Action Taken Report of the 15th meeting of the Academic Committee, REC Azamgarh, held on 22.09.2021 at 03:00 PM in the Dr APJ Kalam Conference Hall, Rajkiya Engineering College, Azamgarh, UP, India.

The action taken report on the 15th meeting of the committee is placed at Annexure. The item is placed before the committee for information.

Item No. 16.3: Approval of the institute academic calendar for session 2022-23.

The item is placed before the committee for approval and it is approved by the committee on the condition that each semester shall normally have teaching for the 90 working days or as prescribed by AICTE/AKTU from time to time and Azamgarh Collectorate.

Item No. 16.4: Status of guest faculty recruitment for the academic session 2022-23.

The item is placed before the committee for information and for approval. Requirement of Guest faculty for session 2022-23 is given below:

S.No.	Department	Required No. of Guest faculty	Fill in guest faculty recruitment vide advt no: RECAZM/GF/01/2022 dated 21/07/2022	Remaining
01	Applied Science and Humanities	01 (OBC)	01 (OBC)	00
02	Civil Engineering	02 (01 GEN, 01 OBC)	01 (GEN)	01 (OBC)
03	Information Technology	06 (01 GEN, 01 EWS, 01 OBC, 03 SC)	03 (SC)	01 (OBC), 01 (GEN), 01 (EWS)
04	Mechanical Engineering	02 (02 GEN)	01 (GEN)	01 (GEN)
Total No. of required guest faculty in all above departments.		11	06	05

It is unanimously approved by the committee on the condition that to full fill the norms of UGC/AICTE/AKTU, a new notification can be released to fill (not fill in guest faculty

recruitment vide advt no: RECAZM/GF/01/2022 dated 21/07/2022) the requirement of guest faculty as per the requirement given by the respective department head. These remaining vacant posts (as per roster of the institute for regular recruitment) will be advertised on the basis of the requirements of the Head of Department.

Item No. 16.5: To confirm the cancellation of admission of students.

The item is placed before the committee for information & approval and it is approved by the committee.

S.No.	Name of Student	Branch	Registration No.	Date of application	Fee
01	Vikash Singh	IT	Y2140035	09/11/2021	43100.00
02	Rishabh Singh	CE	Y2100044	17/12/2021	43100.00
03	Momin Khan	IT	Y2113032	13/12/2021	21700.00
04	Lovish Kumar	ME	Y2140035	25/11/2021	61700.00
05	Saurabh Mishra	IT	Y2113043	23/12/2021	43100.00

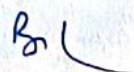
Item No. 16.6: To approve the admission committee for the session 2022–2023.

The item is placed before the committee for approval and it is approved by the committee. A committee of following five members under the chairmanship of Dean Academics has been formed for the completion of new admission (1st year and 2nd year lateral) and university enrolment for session 2022-23. The members of the committee are as follow:

S. No.	Name	Department	Designation	
1.	Mr. Ashok Kumar Yadav	Information Technology	Assistant Professor	Chairman
2.	Dr. Vineet Srivastva	Applied Sciences and Huminities	Assistant Professor	Member
3.	Dr. Divya Pratap Singh	Applied Sciences and Huminities	Assistant Professor	Member
4.	Mr. Sanjay Kumar	Information Technology	Assistant Professor	Member
5.	Mr. Vishal Kumar	Civil Engineering	Assistant Professor	Member

Item No. 16.7: To constitute a standing committee to keep track of students' progress.

The item is placed before the committee for approval and it is approved by the committee that a Student Progress Monitoring and Counseling Committee of five members be set up to keep track of the student's progress and counseling forms, which will regularly provide the same to competent authority/departments.

S. No.	Name	Department	Designation	
1.	Dr. Anoop Narayan Singh	Civil Engineering	Assistant Professor	Chairman
2.	Mr. Sambhrant Srivastva	Mechanical Engineering	Assistant Professor	Member
3.	Mr. Radhe Shyam Dwivedi	Applied Sciences and Humanities	Assistant Professor	Member
4.	Mr. Sanjay Kumar	Information Technology	Assistant Professor	Member
5.	Mr. Vishal Kumar	Civil Engineering	Assistant Professor	Member

Item No. 16.8: Refund of fee in case of admission cancelation in between mid of academic session.

The item is placed before the committee for directions and suggestions. The committee has suggested forming a three-member committee to study the norms and guidelines given by UGC/AICTE/Govt from time to time and submit a report regarding the same.

S. No.	Name	Department	Designation	
1.	Mr. Anish Kumar	Civil Engineering	Assistant Professor	Chairman
2.	Dr. Divya Pratap Singh	Applied Sciences and Humanities	Assistant Professor	Member
3.	Mr. Sanjay Kumar	Information Technology	Assistant Professor	Member

Item No. 16.9: Policy for enhancement of results and action plans for weak students.

- The item is placed before the committee for approval and it is approved by the committee that, regarding the above concern, the letter REC Azamgarh/Director Office/1004-1009/22 dated 14.06.2022 must be seriously taken. All the concerned faculties must prepare an effective teaching action plan to improve the results.
- All of the concerned faculty members need to work together to locate students who are struggling academically and devise a plan to help them improve their performance. This may involve taking additional or remedial classes as well as face-to-face meetings to discuss the problem and possible solutions.
- After every class test, the faculty members will make a list of the weak students and send it to the dean academic office and director office through their respective HoD.
- The first-year HoD must rethink and replan the necessary actions to improve the first-year result and make a decision. HoD will also prepare an effective action plan for zero hour for 1st year students and submit this information to the director office.
- All the faculty members who are teaching in the 1st year should prepare a lecture plan for their respective subjects and submit it to the dean and director office through HoD before the start of the new semester.

Item No. 16.10: Policy to improve the quality of research and development in an institute
The item is placed before the committee for approval and it is approved by the committee that, regarding the above concern, the letter, REC Azamgarh/Director Office/1079/2022, dated 28.07.2022, must be taken seriously and completed on time. The Committee also suggests that Dean R&D keep track of all research and development activities and provide all the facilities and infrastructure needed to encourage research and development.

Item No. 16.11: Policy for improvement of the final year project.

The item is presented to the committee for approval, and the committee approves that a committee of five members under the chairmanship of the honourable director sir keep track of the progress and development activities of the final year project and provide all the facilities and infrastructure required to encourage that project to transform into a product and possibly become a start-up, thereby promoting the innovation ecosystem and developing a culture of entrepreneurial development.

S. No.	Name	Designation	
1.	Prof. B. K. Tripathi	Director, REC Azamgarh	Chairman
2.	Mr. Ashok Kumar Yadav	Assistant Professor, Department of Information Technology	Member
3.	Dr. Tauseef Ahmad	Assistant Professor, Department of Information Technology	Member
4.	Dr. Anoop Narain Singh	Assistant Professor, Department of Civil Engineering	Member
5.	Mr. Vibhooti Narayan Mishra,	Assistant Professor, Department of Mechanical Engineering	Member

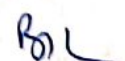
Item No. 16.12: Policy for distribution of teaching loads

The item is presented to the committee for approval, and the committee approves that the teaching load of all the faculty members must be strictly followed as per the norms of AICTE. All departments must ensure to provide individual teaching loads and complied timetables to the director office and dean office in case of any modification in the timetable. The committee has also decided that the faculty member cannot teach the same subject that he/she taught for the last three years.

Item No. 16.13: Policy for internships for 1st year to 4th year students.

The item is presented to the committee for approval, and the committee approves that the training and placement committee will make a policy for internship for 1st, 2nd, 3rd, and 4th year students of all departments as per the norms of AICTE/AKTU.

Item No. 16.14: Policy for teachers' training and learning.

The item is placed before the committee for approval and it is approved by the committee that the following three-member committee will make a policy for teacher training and learning for all the faculty of all departments as per the norms of UGC/AICTE/Govt/AKTU.

S. No.	Name	Designation	
1.	Dr. Tauseef Ahmad	Assistant Professor, Department of Information Technology	Chairman
2.	Dr. Anoop Narain Singh	Assistant Professor, Department of Civil Engineering	Member
3.	Dr. Divya Pratap Singh	Assistant Professor, Applied Sciences and Humanities	Member

Item No. 16.15: Policy for students who cancel their admission directly from the university without informing the institute

The item is placed before the committee for approval and it is approved by the committee that the institute will write a letter to AKTU to get the information of all those students who have cancelled their admission directly from AKTU without giving any information to the institute about their admission cancellation. H. K. DAA.

Item No. 16.16: Academic audit should be done by an external member (given by the NBA Coordinator).

The item is placed before the committee for approval and it is approved by the committee that the following members (may increase time to time) can be asked as an external member academic audit. It is recommended that all departments conduct regular academic audits and incorporate all recommendations made by the audit committee into their academic activity.

S. No.	Name	Designation
1.	Dr. S.P. Pandey	Former Director REC, Azamgarh, UP
2.	Prof. N.K. Saxena	Professor, Civil Engineering Department Kamla Nehru Institute of Technology, Sultanpur (U.P)
3.	Dr. Munesh Chandra Trivedi	Associate Professor, Department Computer Science and Engineering NIT Agartala,
4.	Prof. Geetam Singh Tomar	Director, REC, Sonbhadra, UP
5.	Dr. Sudhakar Tripathi	Associate Professor & HOD, Rajkiye Engineering College Ambedkar Nagar, UP
6.	Dr. Amod Tiwari	Associate Professor & Dean, Rajkiye Engineering College Sonbhadra, UP

Item No. 16.17: **Faculty grievance cell should be formed (given by the NBA Coordinator).**
The item is placed before the committee for approval and it is approved by the committee that the establishment of a Dean of Faculty Affairs in the institute and the chairman for the same will be Dr. Kaushal Kumar Shukla, Assistant Professor, Department of Applied Sciences and Humanities.

Item No. 16.18: **Incubation centre progress review (Recommended by Honourable Director sir).**

- The item is brought before the committee for a progress review, and it is discussed and suggested that the Incubation Center, REC Azamgarh, and all the faculty members try to use every available means to promote the innovation ecosystem and foster a culture of entrepreneurial development in students through the collaboration of institutions, companies, and organizations.
- The committee has unanimously decided that it is compulsory for all the faculty members to have at least two start-ups, of which one must be from REC Azamgarh alumni.
- Till date, nine start-ups have been added for incubation through the start-up portal in the incubation centre.

Item No. 16.19: **Any other matter brought by committee members with the permission of academic council chair.**


- The committee suggests that the internet facilities of hostels should be restricted from 10 am to 4 pm Monday to Friday.
- The committee advises that students who fail to register for college on time should be charged a late registration fee of 100 RS each day.
- Dean of Academic and the registrar will be responsible for the design and distribution of the college academic identity card for students, while the chief proctor and dean of student welfare will be responsible for providing hostel identity cards for all hostel students.
- The Committee has suggested that each student must attend all lectures, tutorials, practical classes, and other required curricular and co-curricular activities. Attendance may be excused up to 25% on medical grounds or for other legitimate reasons beyond the students' control. No student who does not meet the overall attendance requirement of 75% will not be permitted to appear in the sessional and end-of-semester examinations. The HoD of the respective departments must ensure the tracking of attendance of students and send it to the dean office and director office and publish it on all notice boards at the end of every month.
- The Committee suggests that HoD and Dean Academic will draft a proposal for the procurement of Turnitin software and all the faculty members try to establish a research laboratory in their area of research.

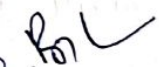

Member Secretary


Chairman

Today Academic Committee meeting Attendance

S.No	Name of Members	Signature
①	Dr. Vineet Srivastava	<u>Vineet Sri.</u>
②	Dr. P.K. Srivastava	<u>P</u> 20.09.22
③	Amit Kumar	<u>Amr</u> 30/09/22
④	Dr. Ambrish Singh	<u>Ambrish</u> 30/09/22
⑤	Dr. Anoop Singh	<u>Ans</u> 30/09/2022
⑥	Dr. Tauseef Ahmad	<u>Tauseef Ahmad</u> 30.09.2022
⑦	Mr. V.N. Mishra	<u>Vishanti</u> 30.09.2022
⑧	Dr. Roshel Shukla	<u>Roshel</u> 30/09/22


(Member Secretary)


(Chairman)