



ACADEMIC COMMITTEE

Minutes of 2nd meeting of Academic Committee held on 22nd October 2018 at 4.00 PM in the board room of the Director's Office.

Following were present in the meeting:

1. Prof. S. P. Pandey, Director	Chairman
2. Dr. Munesh Chandra, HOD, IT	Member
3. Dr. Anoop Narain Singh, HOD, CE	Member
4. Dr. Pramod Kumar Srivastava, HOD, ASH	Member
5. Mr. Vijay Kumar, HOD, ME	Member
6. Dr. Divya Pratap Singh, Assistant Registrar	Special Invitee
7. Dr. Ambrish Singh, Dean-Academics	Member-Secretary

Item No. 02.01: To confirm the minutes of 1st meeting of the Academic Committee held on 19th July 2018.

The minutes of 1st meeting of Academic Committee held on 19th July 2018 were confirmed. In the follow-up of point No. 11 of last meeting minutes, it was discussed & decided that all Head of Departments will send weekly Academic report in soft and hard copy which consist Lectures, Tutorials, Practical, Guest Lectures etc. to the office of the Dean Academics with a copy to the Director Office on each & every Friday afternoon.

Item No. 02.02: Examination and fee payment related matters.

On the point No. 1 of the agenda of the 2nd meeting, it was discussed and decided that Assistant Registrar will provide the list of the students whose account related information is not available till date latest by 23rd October 2018 to the head of departments. HoD's will provide the students account related details to Account Office through the Controller of Examination latest by 25th October 2018. The Accountant will ensure the transfer of the examination fees in the account of eligible students latest by 27th October 2018 which will be monitored by the Controller of Examination.

Item No. 02.03: NBA Accreditation preparation status of Civil Engineering and Mechanical Engineering departments.

On the point No. 2 of the agenda of the 2nd meeting, it was discussed and decided that all the departments will prepare for NBA Accreditation and will submit the SAR in the month of June 2019. They are further directed to present their preparation on December 24, 2018. If required departments can call NBA experts for helping and advising their preparation.

Item No. 02.04: Attendance monitoring system of AKTU through ERP related.

On the point No. 3 of the agenda of the 2nd meeting, it was discussed and decided that the Head of Departments will ensure the smooth and proper filling of attendance on ERP portal of AKTU of the courses running in their respective department.

Ambrish

Item No. 02.05: Lab status of departments.

On the point No. 4 of the agenda of the 2nd meeting, it was discussed and decided that the laboratories of all the departments will remain closed after second Class Test (CT-II) and the allotted hours for labs will be utilised for theory/revision/extra classes.

Item No. 02.06: Extra classes for weak students.

On the point No. 4 of the agenda of the 2nd meeting, it was discussed and decided that the Head of Departments will schedule the extra classes for weak students and send the schedule of these classes to Dean Academics with a copy to Director Office.

Item No. 02.07: Next semester teaching load and requirement of guest faculty.

On the point No. 4 of the agenda of the 2nd meeting, it was discussed and decided that the Head of Departments will send the teaching load and subject allotted to the faculty members for the even semester of the session 2018-19 to the Dean Academics latest by November 20, 2018.

Item No. 02.08: Any other matter with the permission of the Chair.

The Head of Departments will arrange the pre-placement training to the students of which the companies are scheduled to campus placement. For the above purpose they are advised to co-ordinate with Training and Placement Office.

The Institute is organizing HR Conclave on 17th November 2018 so it is requested to all the Head of Departments and Office bearer to contribute their best efforts for making this event a great success.

The meeting is concluded with the vote of thanks to the Chair.



(Dr. Ambrish Singh)
Dean-(A) & Member Secretary
Academic Committee



(Prof. S. P. Pandey)
Director & Chairman
Academic Committee