

Minutes of Academic Council Meeting held on 16th Jul'21 (Fri) at 9:30 am
Venue: Meeting Hall-Director Office)

Participants: Joint Director, All Deans, Principal - KSOP, All HoDs incl. HoDs CS&CSIT, Head-CRPC
Other Invitees- Mr. Saurav Kumar, Dy. GM-TBI, Dr. Sangeeta, Asst. Dean(Quality Assurance).
Chair: Dr. (Col) A Garg, Director

S.N	Agenda	Points of Discussion / Decision Taken	Action by
1.	Opening Remarks & Few Updates	<p>Director opened the meeting with a welcome note. He further introduced three <i>new appointees</i> @ Sr. position - HoDs CS & CSIT and Dy. GM-TBI joined KIET family and extended his <i>best wishes</i> to all of them for a successful journey ahead. Director further resumed the meeting giving an outline of day's deliberation points including few updates since last ACM as follows:-</p> <p>(a) Congratulations!! Approval of three new courses (60 seats each) granted by AICTE from A.Y 2021-22 i.e. CSE (AI & ML), CSE (AI) & Diploma in Pharmacy.</p> <p>(b) Congratulations!! IIQA submitted has been accepted for SSR submission (14 Jul'21). Dean A & team to initiate necessary action for its timely submission by the given timeline (i.e. within 45 days). Deans/HoDs to facilitate and provide requisite support <i>viz.</i> faculty support, data, research paper links functional etc. to IQAC team/Office of Dean A. Director also apprised about DVV through an external agency/ Mock drill 15 days before final SSR submission. Dean A to plan/issue necessary directions accordingly.</p> <p>(c) Institute now has single AISHE code (AISHE-All India Survey on Higher Education) approved by competent authority. For information.</p> <p>(d) It is reiterated that all UG/PG programs offered @ KIET Group of Institutions are running under four Schools i.e. KIET School of Engineering & Technology, KIET School of Computer Applications, KIET School of Management and KIET School of Pharmacy. Let's follow this nomenclature/ Create awareness @ dept. level too.</p> <p>(e) Director apprised about one new S/W identified -Digital solution for academics/campus & administration and opined one of the department to undertake user trials by involving best members of the team to assess its effectiveness. Dean ITS & Dean A to note for n/a. Demo logins to be provided to identified department to initiate the trial process.</p> <p>(f) Congratulations team HS!! Dr. Vipin Kumar Tyagi another faculty from HS dept. has received acceptance & approval for creation of his MOOC 'English for Employability' under the SWAYAM platform. (7 Jul'21)</p> <p>(g) Mr. Sachin Rathore (KDC,ME) has been awarded first position for his project titled "Design a Smart Work Station: Chikankari Industry in a Pilot Hackathon ODOP organized by CAS- AKTU & ODOP Cell, MSME Dept. Govt. of UP on 27 May'21. Deepanshu and Divyanshu (students of 2nd year ME) were also awarded in ODOP Hackathon 2021 (1 Jul'21). Good visibility. Congratulations!!</p> <p>(h) Dr. Arunesh Chandra (ME) & Dr. Nitin Saxena (EN) have been awarded the Appreciation Certificate 'The Great Geek Leader' for Excellent Reading Habit (May'21 month) on the Nalanda consortium platform (My Loft) by AKTU (2 Jul'21). HoDs to motivate faculty/students for maximum utilization of this facility.</p>	<p>Para 1 (b,d) Dean A/HoDs</p> <p>Para 1 (e) Dean ITS/ Dean A</p> <p>Para 1 (h,s,v,w) HoDs</p>

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- (i) 10 Students (CSE-5, CS-3, IT-1) of 2022 Batch got placement in Lowe's, American Company & Play Simple MGT, Sweden of CTC 20 LPA each (14 Jul'21). Compliments to CRPC team & Dept.!!
- (j) Our student Ms. Shipra Srivastava (B.Tech-ECE, 2021) has got the placement offer by BNY Mellon of CTC 17.34 LPA (fixed) + some variable..approx. 22 LPA.
- (k) 9 ECE students have been selected in 03 reputed Core VLSI companies with the combined efforts of the ECE DPCs and associated CoE-Aujus Technology Private Limited (14 Jul'21).
- (l) Mr. Aditya Shukla (3rd year, ME) cleared the CSWE-MD and now he is certified from Dassault Systems at Expert level in Mechanical Design. SOLID WORKS Expert (CSWE) certification is considered an industry benchmark for 3D design (30 Jun'21).
- (m) Constitution of Committee to revisit existing Vision/Mission statements & Objectives and formulation of new Vision & Mission statements and Educational Objectives for Institute. In process.
- (n) Merger Plan of EI dept.- Instructions have been issued. (For information)
- (o) Best wishes to Dr. Shivani Batra (CSE) for assuming the Charge of Addl. HoD CSE w.e.f. 1st Jul'21.
- (p) Best wishes to Dr. N.G Raghvendra Rao (KSOP) for assuming the Charge of Addl HoD - KSOP w.e.f. 12 Jul'21.
- (q) Mr. Himanshu Saxena (HS) delivered an **expert Guest Talk** for the MBA students of LNCT, Bhopal on "**Mapping your personality traits for building career**" in order to choose the right specialization in MBA (12 Jul'21) and Dr. Minakshi (AS)-Invited as a Speaker in a webinar on **Waste Management** organized by Bharat Group of Institutions, Kurukshetra (9 Jul'21).
- (r) Few Office Orders issued since last ACM: Department of Public Relations & International Relations (PR & IR) & Appointment of Head-PR&IR, Appointment of HoDs - CS & CSIT, Re-Organization of Institute Hostel Management Committee (HMC), Re-Organization of Office of Dean-SW & Different Student Driven Clubs of Extra-Curricular Activities, Re-organization of Institutional Fitness Committee (IFC), Re-constitution of Internal Quality Assurance Cell (IQAC).
- (s) GCM tentatively planned on 31st Jul'21. It is understood that concerned HoDs/Deans have submitted the progress report (last MoM). Few updates received. Association with Industries – we should have a concrete output on this. Pl see to it. Pending details (if any) can be forwarded at the earliest for inclusion in the final report. HODs to note.
- (t) Appointment of Dean IEC & Re-Organisation of IEC -Members have agreed to the proposal in principle. Related notification shall follow.
- (u) NABL visit on 21st Jul'21. Best wishes to the team involved in process.
- (v) Director read out the events organised since last ACM and appreciated team efforts. It is reiterated that inviting renowned academicians/industry experts in such events shall definitely boost the dept./Institute visibility.
- (w) QS-IGauge Audit process is due. This time we should aspire for higher rating. Dean A/HoDs to note& work towards it.

Para 1
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OOD

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	<p>(x) Director complimented team MCA & CSE for online project exhibition - very well organised.</p> <p>(y) Horizontal Leadership-Structure is almost finalised. Related notification shall follow.</p> <p>(z) Internship – meticulous planning by team IIPC, CRPC & DICs. Compliments to Team.</p> <p>(aa) Director also mentioned that henceforth updates on research efforts shall be shared by Dean R&D in monthly ACM.</p>	<p align="center">Para 1 (aa) OOD</p>
	<p>Moving ahead, Joint Director congratulated Team CRPC, Dept. & DPCs for recent student's selection 20 LPA...<i>Indeed a noteworthy achievement.</i></p> <p>He emphasized on the following points: -</p> <ul style="list-style-type: none"> ▪ Efforts towards low performers/ needy students to improve their performance – <i>must continue</i>. University has released revised exam schedule. Remedial/Revision classes needs to be planned accordingly. ▪ IIQA is approved. Any changes/dept. record update on Institute's website to be routed through Dean A as discussed. Dean A/ HoDs to note. <p>Dean R&D shared the Research updates as follows: -</p> <ul style="list-style-type: none"> ▪ As per the NIRF data, we are having 507 Research papers (SCI and Scopus) in SCOPUS and Web of Science Database in the name of our Institute i.e with the affiliation of KIET and also 1322 citations for these publications, for the last three calendar years. The number of the citation shows the quality of work and increasing overall Research culture which is really worth mentioning. <i>Congratulations!!</i> ▪ As per the recommendations received from DRC for Session 2020-21, 100 Research papers have been published in SCI/Scopus journals (Till March'21). ▪ 37 patents have been published till date for Session 2020-21 ▪ 7000+ research papers have been downloaded from AKTU Nalanda Myloft which is really an appreciable figure as compared to last year. ▪ Appreciated the contribution of Research faculty. Doing wonderful job. ▪ HoDshave shared the tentative dates for the upcoming National and International Conference. He reiterated that, the conference should be outcome based as mentioned in the Conference guidelines too. He requested HoDs to share the outcomes of the conference in terms of collaboration, publications, patents, MoU etc. For NIRF ranking, all the conferences should be SCOPUS indexed like Springer, Taylor & Francis, AIP, IEEE etc. HoDs to go through the Conference Guidelines for clarity. ▪ HoD MBA shared about Business Simulation Games happening @ MBA and planning Alumni webinar. Director stressed alumni engagement is must/ all dept. to actively involve/invite Alumni @ different forums. 	<p align="center">Dean A/ HoDs</p>
<p>2. Introduction of HoDs (CS& CSIT) and Dy. GM-TBI</p>	<p>The following new appointees briefly introduced themselves to House:-</p> <ul style="list-style-type: none"> ▪ Dr. Abhinav Juneja, HoD-CSIT, Dr. Pradeep K Singh, HoD-CS, Mr. Saurav Kumar, Dy. GM-TBI. <p>The House welcomed and extended best wishes to them.</p>	


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3.	Placement Updates by Head CRPC	<p>(a) Head CRPC presented program-wise placement status of Batch 2021:- B.Tech -77.46%, MCA-96%, MBA-86%,B.Pharm - 95% & M.Tech- 40%. He congratulated & acknowledged the dept/DPCs contribution, Head SD&FS, HoD-HS, Head-CPP cell & HoDs for their unconditional support throughout.</p> <p>(b) Director complimented the entire team CRPC/HoDs/DPCs for their contribution & support. He reiterated the target of placing 100% students should not fade away and we must continue our efforts in this direction.</p> <p>(c) Joint Director stressed on ME & CE student's placement should be focused on. Head CRPC / DPCs-ME&EN to note.</p> <p>(d) Head CRPC also shared about TCS & Infosys starting registration for Batch 2022. He also shared about Google Cloud - New Data Centre (NCR). We can explore opportunities for engaging our students.</p>	Para 3 (b,c) Head CRPC/ HoDs
4.	Status of Remedial Classes-Discussion	<p>(a) Due to revised exam schedule, we need to rearrange the revision classes / PUE & MakeUp test for B.Tech & MCA 2nd year. A discussion was held on same. Dean A to notify the revised schedule of revision Classes/ PUE (22-26 Jul) & Makeup test (on local Moodle) for B.Tech & MCA 2nd year accordingly.</p> <p>(b) In addition, the scheduled Internship and Minor Specialization of B.Tech 2nd year students to be postponed. To resume after AKTU Semester examinations. Dean A, HoDs, Addl Head IIPC & Head SDFS to note. Dean A to release the notification to this effect.</p> <p>(c) ASSET Schedule: Head SD&FS to plan and issue it on priority as final exam schedule has been received from University.</p> <p>(d) Rigorous practice session (MCQ based) to be taken care by respective faculty. Faculty to take ownership for improved results. HoDs to note.</p>	Dean A, HoDs, Addl. Head-IIPC, Head SDFS
5.	Minor Specialization -Update	<p>Head SD&FS read out the status of Minor Specialization offered in 8 disciplines (I/II year) as follows: -</p> <ul style="list-style-type: none"> ▪ Registered - 620, Exam given- 580 & exam cleared - 405 (i.e. 219 - I year & 186 - II year). Good progress. 	-
6.	Preparation of NAAC-SSR submission	<ul style="list-style-type: none"> ▪ Dr. Sangeeta, Asst. Dean (QA) presented one of the key indicator 'Student Satisfaction Survey (SSS)' in NAAC assessment process under Teaching Learning & Evaluation (60 marks) & shared the template of questionnaire for information. We need to create its awareness among faculty/students for meeting the evaluation criteria. Dean A/HoDs to note. 	Dean A/ HoDs
7.	Others	<p>(a) Aptitude sessions for MBA students proposed by HoD MBA. HoD MBA to initiate the proposal for further n/a.</p> <p>(b) HoD MBA to plan a session by IIPA on Consumer Rights.</p>	HoD MBA

The meeting concluded @11:30 am with a note of thanks by the Director.


Dr. (Col) A Garg
Director

19 JUL 2021

Distribution: All concerned

Minutes of Academic Council Meeting held on 7th Dec'20 at 10 am in TBI Conference Hall

Participants: Joint Director, all Deans, HoDs, Dr. K Nagarajan (Offg. Principal-KSOP), Dr. Vipin Kumar, Addl. HoD AS, Prof. R.N Panda, Addl. HoD MCA, Dr. Atul Kant, Addl. HoD -CE, Head-CRPC, Head-IRCDC, Addl.& Associate Head -IIPC

Chair: Dr. (Col) A Garg, Director

S.N	Agenda	Points of Discussion / Decision Taken	Action by
1	Opening Remarks & Few Updates	<p>Director opened the meeting with a <i>warm welcome</i> note. Being the last ACM of year 2020 - the challenging year (COVID 19), Director acknowledged that lot of efforts have been put by the team amidst this unprecedented period and thanked everybody for rising to the occasion and performing their roles meticulously. He opined that whatever we have learnt during the lockdown period viz. the way to manage things online, conduct of International Conferences (Model adopted @ ECE), Interaction with Parents (Online), Mentoring, or any other good practices, should not fade away. Let's implement all those learned good practices in letter and spirit. He further resumed giving an outline of day's discussion points <i>majorly covering other than the academic vertical</i> followed by sharing few <i>updates/ developments</i> since last ACM as follows: -</p> <ul style="list-style-type: none"> (a) NBA Expert team has confirmed their visit to evaluate CE program on (26-27 Dec). <i>Best wishes</i> to team CE. Director shared that evaluation modalities may be different this time - Online/Offline model. CE-Internal Mock drill schedule already notified by Office of Dean (A). The visiting team shall pen down their observations/share MoM so that dept. shall address the gaps, if any. (b) SAR - HoDs ME & EN to examine the due dates for NBA-SAR submission of their respective programs & take requisite action in consultation with Dean A. (c) NAAC - The team from Bangalore has confirmed 29-30 Dec'20 for virtual visit / mock drill. Dean A /HoDs/FHs to note. Any data/ information that is being shared to Office of Dean A & team w.r.t. NAAC supporting should be duly verified by respective HoDs and be sent timely. Since the process of verification/validation is online, all supporting should be available in e-form/scanned copy and it must be a quality doc. All concerned members to note/communicate down the line. We should not loose sight of our Institute getting NAAC A++ rank this time. (d) Composition of BOG – Updated on Website. Now we have 17 Members in KIET-BoG with Sh. Atul Garg as Chairman-GC, two faculty Representatives - Dr. Anil Ahlawat, Professor & Ms. Swati, Asst. Prof. (EN) & Director IPEC & Director-KEC - Nominee as Educationists. The next GCM is scheduled on 19 Dec'20, Saturday (Online mode). <i>For Information of all.</i> (e) Founders & Trustees – Updated on Website. Sh. Sarish Aggarwal - Chairman, Shri Atul Garg -Vice Chairman, Sh. Sunil P Gupta - General Secretary & Sh. G.D Jain-Treasurer. With this, Joint Secretary Post has been dissolved. (f) Congrats!! ICAT selected Dr. K.L.A.Khan and Mr. Tuhin Srivastava as members of Sub Board (Education, Training & Skill development) committee of ASPIRE. ASPIRE is an e-portal of ICAT. 	<p>Para 1(a) HoD CE & Dean A</p> <p>Para 1(b) HoDs – ME&EN, DeanA</p> <p>Para 1(c) Dean A/ HoDs/FH s</p>

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		<p>(g) Office Orders issued since last ACM - Formation of VE Cell, Appointment of Head-SD & FS. SD& FS its three sub divisions (CCIP,SD,FS) - <i>Policy doc. issued</i> & Revision in Institutional Appointments - Dean SW, HoD-ME & Associate Head-CAM.</p> <p>(h) Policy letter issued by Office of Dean A for utilization of AKTU Nalanda e-Consortium by students w.e.f. 2020-21. HoDs to note for awareness at department level.</p> <p>(i) International Conference ICCE 2020 @ ECE (28-29 Nov) meticulously organized by ECE team.</p> <p>(j) Expert Lecture Series – EIE Dept (24-28 Nov). 7 Speakers delivered talks. Very well organized by EIE team.</p> <p>(k) Orientation Program @ KSOM/KSOP/MCA went off well (1 Dec'20). We should continue to hold it in a combined manner.</p> <p>(l) eSIP @ AS (first year). Successfully organized by Team AS (24 Nov - 6 Dec)</p> <p>(m) MBA in association with IIPA, New Delhi organized a webinar on “Consumer Protection and Empowerment” (2 Dec). Well conducted. HoD MBA to see if a session for <i>all faculty members</i> can be organized.</p> <p>(n) Disposal of old files – HoDs to ensure at department level that the old/unwanted files are being disposed of as per the laid down policy.</p> <p>(o) Maintaining - Minutes of Meeting record file (academic & administrative committees @ Institute level – As we all are aware that different <i>academic & administrative committees</i> are operational @ Institute level. Respective stakeholders of such committees to ensure proper upkeep of MoM record file/ meeting as and when held (monthly/quarterly), for a copy of same is generally asked in accreditations/ during expert visits.</p> <p>(p) Director wonderfully elaborated about <u>Policy letters (Issued) – its three stages Initiation, Sustenance & Enhancement – A must for desired outcome</u> and this shall apply to all policies issued @ department/Institute level. Deans/HoDs/FHs to take a note of this and implement in letter and spirit.</p>	<p>Para 1 (h,n,p) HoDs</p> <p>Para 1(k) HoDs- MBA, MCA, KSOP</p> <p>Para 1(m) HoD MBA</p> <p>Para 1 (o) Deans/HoDs FHs/ Concerned Stakeholders</p> <p>Para 1 (p) Deans/ HoDs/ FHs</p>
2	<p align="center">Placement Updates by Head CRPC</p> <p align="center">KIC-IIPC</p>	<p>(a) Placement update Batch 2021- Head CRPC briefed about the status as on date i.e. 400 placed (B.Tech – 300 & other programs -100). He presented an analytical report of the number of selections/rejections in mass recruiter companies and shared his concerns.</p> <p>(b) A brainstorming session was held to understand the reason thereof. It has been observed that students are not very keen to attend the normal/ebooster classes for whatsoever reasons. Few suggestions have also been received <i>viz.</i> Review of semester booklet, Content mapping w.r.t. industry requirements, focus on English comprehension, Interactive learning, Mentor’s role etc. Though the team is putting every extra effort, the desired results are not visible. Finally, it has been decided that SD&FS must get into action now. Head SD & FS to discuss the modalities with undersigned & JD in presence of Head CRPC, HoD & Addl Head-FS in the coming week. ASSET Certification is a MUST for students of Batch 2021, we need to finalize the dates/ implementation plan. Meanwhile, Head CRPC to share the list of students as discussed for information of HoDs.</p>	<p>Para 2(b) Head SD& FS HoD HS Addl Head-FS Head CRPC</p>

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		(c) KIET Industrial Corridor (KIC) – Assoc. Head -IIPC showed a google form - Problem Identification Sheet and invited inputs/suggestions from the house. Dean-IEC to review the form/finalize. We need to finalize short ppt for presenting it in the GCM on 19 Dec.	Para 2 (e) Dean IEC, IIPC
3	Road Map for IRCDC	<p>(a) Director emphasized strengthening of Industrial connect & implementation of StartUp Policy in a structured manner – <i>two important verticals</i>. He further invited Head-IRCDC & Dean-IEC to present their plans.</p> <p>(b) Head IRCDC apprised all about the Mission & Vision of IRCDC so constituted, short & long-term plans, the facilities & available expertise in departments including TBI, scope of Consultancy /Outcome etc. He also requested for desired cooperation from departments for further strengthening the Consultancy area.</p> <p>(c) It was suggested that annual target be fixed for department based on their strength areas -Consultancy. HoDs to genuinely involve/ try to meet the set targets. Head IRCDC/HoDs to note.</p> <p>(d) Head IRCDC suggested having an Industry Conclave during Innotech. The idea was liked by all.</p> <p>(e) We need to include it in above ppt for presenting in GCM on 19 Dec.</p>	Head IRCDC/ HoDs/ Dean-IEC
4	KIET Innovation & StartUp Policy- PPT by Dean-IEC	<p>(a) Dean IEC showed a video in beginning ‘Triple helix Model’ followed by his presentation. The video emphasized on established practice - Education, Research & Entrepreneurship.</p> <p>(b) Institute recognition – KIET Member of FABLAB Academy which is a matter of pride for us. Dean-IEC also briefed the advantage as Member Institution of said Academy.</p> <p>(c) Further, Dean-IEC superbly presented his thoughts/plan for KIET on National Innovation & StartUp Policy (NISP) in alignment with AICTE policy. The following points have come up:</p> <ul style="list-style-type: none"> ▪ Mentoring & TBI support from first year onwards till graduate. ▪ Criteria for selecting the students for this journey. ▪ Innovation Ideas be invited @ one place. ▪ Shortlisted ideas (some criteria must be defined) can be taken forward for commercialization. ▪ Target of 20+ KIET entrepreneurs. Success rate. ▪ Mentoring /Consultancy by faculty – weightage in AAR ▪ Patents filing – Students should not back out ▪ For MBA& MCA – this policy shall be worked out separately. <p>(d) Dean-IEC to roll out the KIET Innovation & StartUp Policy again for examining/additional inputs by members of AC w.r.t. its implementation.</p> <p>(e) Dean IEC to present a short ppt on above in the GCM on 19 Dec.</p>	Dean-IEC
5	Feedback of CRs meeting & Parents meeting	<p>(a) It is understood that the issues raised by CRs during the meeting have been appropriately addressed by concerned HoDs.</p> <p>(b) It is reiterated that any query/suggestion raised/received by parents during the interaction must be suitably responded. HoDs to ensure.</p>	HoDs

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6	Epoque-eCultural event proposal	<ul style="list-style-type: none"> ▪ Dean SW shared the proceedings of his team meeting with students & faculty leaders of the clubs inviting their views w.r.t. conduct of EPOQUE online. Based on students/faculty leaders' views followed by deliberations in the meeting of date, it has been decided to go ahead with a short eCultural fest at KIET. Dean SW to put up the proposal/ budget. 	Dean SW
7	Convocation - Online	<ul style="list-style-type: none"> ▪ Director shared that AKTU will send the degree certificates directly to students @ their address. However, Rank holders, topper's felicitation shall be conducted online mode. The members were in agreement to this. KSOP shall organize e-convocation tentatively planned in Jan'21 and the same shall conducted by KSOP with assistance of Registrar and his team. 	Principal KSOP & Registrar
8	Others	<p>(a) Director shared about Biesse India establishing Centre for Advanced Woodworking@ KIET. Three machines worth 1.75 crores (Biesse is investing) shall be received next month. Two staff (ME) already nominated to receive the training from Biesse. For information.</p> <p>(b) Dr. Neeraj, HoD EN to put up again /discuss the SIEMENS proposal.</p> <p>(c) Mentoring process – Proper mentoring of students @ dept. level is very important. There is a need to review the existing structure. It is proposed to have two mentors as against one and their attachment with student from first year till they graduate. HoDs to deliberate/work out/suggest. We may discuss again.</p> <p>(d) <u>Need for horizontal expansion @ dept. level:</u> Director briefed about the the proposal – its objective and invited inputs on the proposed structure and suggested few appointments (indicative only). HoDs to submit their views on same to Office of Dean A by next week so that an appropriate decision can be taken.</p>	<p>Para 8 (b) HoD EN</p> <p>Para 8 (c,d) HoDs/ Dean A</p>
Director concluded the meeting with a note of Thanks.			

The meeting concluded at 1:45 pm

**Dr. (Col) A Garg
Director**

Distribution: All concerned

Minutes of Academic Council Meeting held on 25th Apr'20 at 10:30 am through Virtual Connect

Participants: Joint Director, Dean (A), Dean-IEC, Dean-SW, HoDs, Head-CRPC, Addl & Assoc. Head-IIPC, Registrar, Manager-ITSS, Librarian

Chair: Dr. (Col) A Garg, Director

S.N	Agenda	Points of Discussion / Decision Taken	Action by
1	Opening Remarks & few updates	<p>Director opened the meeting with a <i>welcome note</i> and thanked all the members of academic council for their active participation in making informed decisions on all imperative matters being deliberated time to time at this forum i.e. ACM- which is the highest decision body within KIET. He reiterated that decisions taken at this forum are in consensus <i>so must be honored</i>. In case, any change is required for your respective department - <i>come back, discuss else implement in letter & spirit</i>. He continued further giving an outline of day's discussion points followed by sharing few <i>updates/ developments</i> since last ACM as follows.</p> <p>(a) COVID 19 - Work from Home (WFH) <i>w.e.f.</i> 23rd Mar'20. Director complimented all stakeholders for their active involvement in smooth transition to virtual <i>teaching-learning</i> process <i>viz.</i> online classes, examination, digital evaluation, self-shoot videos by faculty, lecture notes, 300 + videos on KIET maestro in last one month. We are the only one in entire region to do it so methodically. <i>Keep it up!</i></p> <p>(b) Complimented Dean A & HoDs for designing the academic policy so well for the balance semester (Corona Lockdown period).</p> <p>(c) Complimented Dean R & D and his team for honestly pushing the research efforts at Institute level. Complimented Dean-IEC for backing R & D by patent support. Also, six proposals have been submitted to DST & MEITY by TBI Incubates.</p> <p>(d) Acknowledged the sincere support of Head CRPC with his team of Additional & Associate Head IIPC for remote recruiting & rolling out online Internship offers. It is good to know 800+ students have already been given campus supported internship. Complimented Dean IEC with his team of Head IC for extending internship support through Innovation Centre.</p> <p>(e) COVID-19: Contribution of Rs. 21 lacs made to PM Distress Relief Fund.</p> <p>(f) Appreciated faculty of KSOP, Prof. Anuj Pathak and Prof. Sachin Rathore, ME for donating PPE kit to hospitals.</p> <p>(g) Complimented HR & HS team for organizing quality SDPs. HoDs to ensure that staff must participate in these sessions as assigned.</p> <p>(h) Complimented Manager ITSS for his active involvement & support in the smooth migration to Virtual platform.</p> <p>(i) NBA Pre-qualifiers has been submitted by MBA dept. Civil - Will submit it by next week tentatively.</p> <p>(j) Free courses on offer <i>viz.</i> Coursera, AICTE-NEAT & ELIS, Harvard University, Microsoft Academy, NDL, NMEICT, CISCO, Udemy, TCSion etc. Approximately 12 links have been shared by Dean A & ADA (SD). HoDs to motivate students & faculty to enroll in these courses as per their area of interest.</p> <p>(k) HR - Employee Engagement Planner is approved. Certification courses for Staff has been assigned based on job role and needs to be completed during lockdown period. HoDs to motivate the staff at dept. level to ensure compliance.</p> <p>(l) Toppers felicitation (Issue of certificates) through virtual connect organized by few departments. Remaining dept. to plan at the earliest.</p>	<p>Para 1 (i) HoD CE</p> <p>Para 1 (j,k,l,m,p,q) HoDs</p> <p>Para 1 (n) Dean A/ HoDs/ Head-CRPC</p> <p>Para 1 (s) HoD CSE, IT, Dean-IEC</p> <p>Para 1 (t) COVID19 core team headed by Dean SW</p>

Minutes of Academic Council Meeting held on 25th Apr'20 at 10:30 am through Virtual Connect

		<p>(m) Lots of webinars are taking place during this period. HoDs to also plan webinars at Departmental level & encourage faculty to participate in free webinars as per the issued academic policy. In addition, invite experts for knowledge sharing sessions online.</p> <p>(n) CRs meeting - B.Tech I year & II year held. Suggested Head-CRPC to join the CRs meeting B.Tech III & final year planned next week. Dean A to note/ share schedule.</p> <p>(o) SAP - MoU signed. (IT dept.)</p> <p>(p) COVID -19 proposal status. Two proposals submitted (EC & MCA). Remaining departments to ensure the proposal submission by 30th Apr.</p> <p>(q) Admission process year 2020-21 including M.Tech- Digital campaigning started/ Admission notification released. Manager ITSS requested Deans/ HoDs to check social media handles regularly- like & share every post to maximize reach so as to influence prospective aspirants.</p> <p>(r) MEITY has invited proposal to develop homegrown Video Conferencing Platform - HoDs CSE, IT & Dean -IEC to see. We must submit one proposal on or before due date i.e. 30 Apr'20.</p> <p>(s) Post COVID-19 - Director opined that we need to have some digital strategy for Institute along with digital literacy. WE NEED TO BE FORWARD LOOKING - Want your consensus for that...!!! The team was in agreement with the proposal.</p> <p>(t) HoD IT suggested to have a proper policy document for running academic/ administrative activities in campus post COVID. GM-TBI to share the policy doc., if any to the COVID Team for reference. Dean SW to take it forward & put up the draft policy before 04 May.</p> <p>(u) Director also talked about necessity of instituting few additional appointments in the Institute – reorganization of certain existing appointments. Related updates shall follow.</p> <p>(v) Director concluded his points and thanked everyone for their support and quoted the team as <i>extraordinary</i> team i.e. absolute display of <i>passion & aggression</i> towards work in the Corona period which is the need of the hour too. Let us not forego that our core efforts should be Teaching-Learning & Research.</p> <p>(w) Joint Director & Dean (A) also complimented the entire team for the wonderful display of professionalism during lockdown period and thanked Director for essential directions at this crucial period and assured on behalf of entire team to put best efforts in times to come/ to earn good ranking.</p>	
2	<p align="center">Placements Updates & Internship Policy</p>	<p>(a) Head CRPC shared the Placement status - 6 drives completed (On line) with 14 selections. He also talked about better hiring prospects for freshers exists amidst current situation.</p> <p>(b) Point of concern raised by Head CRPC - Code Vita Number of participations is still less. HoDs to see to it/ address this issue.</p> <p>(c) Capgemini training- 52 students are undergoing online training out of 199 which is again very discouraging number. HoDs to note for necessary action.</p> <p>(d) Head CRPC briefed about proposal -WIPRO Talent Mix Partner Campus & invited suggestions from HoDs. After due deliberations, HoD CSE was</p>	<p>Para 2 (b,c) HoDs</p> <p>Para 2 (d) HoD CSE & HID IT assisted by HEAD CRPC</p>

Minutes of Academic Council Meeting held on 25th Apr'20 at 10:30 am through Virtual Connect

		<p>assigned to take this drive forward i.e. formation of two batches (150 student/batch), identification of two faculty for training as discussed. Students & faculty to be identified by 28 Apr 20 & WIPRO team confirmed through Head CRPC. HOD IT to assist in the entire process.</p> <p>(e) Summer Internship (120 hrs.) - Head CRPC briefed about the proposed distribution / allocation in three categories viz. online internship (QCFI, Mini projects, CPI-T, CPI-D), Nalanda E-Consortium and Online courses. Internship start date -11 May'20. The related updates shall follow.</p> <p>(f) Director suggested HoD EN to connect with Prof. Bharti Mann who has offered to provide with 10 projects during her visit at KIET.</p>	<p>Para 2 (e) Head CRPC/IIPC</p> <p>Para 2 (f) HoD EN</p>
3	Awareness of E-Consortium	<p>(a) Dean R & D team member shared the KIET usage report of e-consortium (890 out of 5400 registered i.e underutilized). HoDs to create awareness among faculty/ students. Director stressed that Utility has to be increased. Dean R & D to share the usage report department wise to HoDs (fortnightly basis) for review/necessary action.</p> <p>(b) Director complimented AKTU for its <i>e-consortium</i> initiative to support the faculty/students/researchers. He also talked about the two documents recently released by AKTU - Covid-19 booklet containing various initiatives taken & Student Innovation Magazine (already <i>shared in WhatsApp group</i>), MOOCs on AKTU portal Virtual Labs-part of teaching-learning process etc. Needless to mention here that University is taking all requisite steps and exploring various platforms to support affiliated colleges in all possible ways.</p> <p>(c) Librarian to prepare a video message for students 'How to use E-Consortium facilities' before 01 May 20.</p>	<p>Para 3 (a) HoDs</p> <p>Para 3(c) Librarian</p>
4	Research related updates and targets	<ul style="list-style-type: none"> ▪ Dean R & D briefed about the progress of SERB projects, DRC suggestions-status, PhD guidance report status, status of Research proposals for financial grants to be prepared by all dept. etc. He re-emphasized that faculty should be motivated to publish one research paper in SCI/SCOPUS during corona period. He also requested HoDs to activate DRC members at dept. level too if we want to enhance department research profile. ▪ Director shared about his writing a research paper and expected that every HoD will contribute by writing one research paper minimum thereby setting an example in front of their faculty. ▪ Director opined that HoDs to take 'Research' on top priority and convince yourself & your team - <i>its importance for us. We need to improve our Research footprints/ profile</i> by all means this year being NBA, NAAC, QS all accreditations are due next year. We expect, departmental performance to play a major role. HoDs to note. 	HoDs
5	Online MCQ based PUE1	<ul style="list-style-type: none"> ▪ PUE-1 is planned from 4th May'20. ▪ It will be MCQ based - A discussion on question paper pattern was held. COE to prepare the draft guidelines to include evaluation as well based on suggestions as received for final inputs from HoDs/ finalization at the earliest. ▪ It will be conducted on Google Classroom platform. 	Dean A. COE & HoDs
6	Repository of e -contents	<ul style="list-style-type: none"> ▪ Dean A suggested to have repository of quality e-contents (All subjects) on Institute portal. The suggestion was appreciated & feasibility checked. ▪ Director suggested - we can adopt the Model of University. We can form committee @ Dept. level & Central level-IQAC team to audit the quality of e-contents before uploading. Gradually, for Virtual labs also can be planned. <i>The members "Agreed to the Proposal in Principle".</i> 	Dean A, HoDs, Manager ITSS

Minutes of Academic Council Meeting held on 25th Apr'20 at 10:30 am through Virtual Connect

		<ul style="list-style-type: none"> ▪ Student Feedback as per academic calendar - The decision needs to taken, Dean A to discuss separately. ▪ Corresponding Google Class room & Virtual Library concept - HoDs CSE & ME to share a brief write up on same to OOD as suggested by them. <p><i>Dean A concluded his points with following remarks:</i></p> <ul style="list-style-type: none"> ▪ HoDs - Any feedback from faculty/ students w.r.t. revised academic policy may please be shared with Office of Dean A. ▪ Free courses - links as shared. HoDs to share the feedback/ number of registrations -faculty/ students in these courses. Take regular feedback. ▪ HoDs Meeting - Compliance report (ATR) may please be sent one day before of next meeting, whenever scheduled. HoDs to note. 	Dean A HoDs CS,ME HoDs
7	Exam form filling - Last Date 30 Apr'20	<ul style="list-style-type: none"> ▪ Registrar requested HoDs to communicate the students to fill the exam form proactively to avoid last minute chaos. Issues, if any w.r.t. filling of form may please be directed to Registrar & team for resolution. Registrar to drop a reminder mail to students on the subject matter. 	HoDs Registrar
8	Utkrishti Vishwakarma Award	<ul style="list-style-type: none"> ▪ Dean SW briefed about the form filling status. He also shared 7-8 student activities (online events) during the COVID-19 period. Report shall be shared. 	Dean SW
9	Redressal of Student Grievances	<ul style="list-style-type: none"> ▪ It is reiterated that all student grievances must be closed within 48 hrs. of its receipt. Respective Deans/ HoDs/ all stakeholders to note/ ensure that no grievance of student shall get escalated to next level. ▪ Complimented Team ECE for timely resolving the grievances by forming a committee through VC. 	Deans/HoDs / All Stakeholders
10	Copies of unnecessary correspondence being endorsed to OOD/JD	<ul style="list-style-type: none"> ▪ Deans/HoDs/Functional Heads to take a note of this. Only the important mails shall be marked to Office of Director/ Joint Director. Departmental internal communication, data collection mails, reminder mails etc. shall not be marked to OOD/ JD. 	All Deans/HoDs/ Functional Heads
11	GATE 2020	<ul style="list-style-type: none"> ▪ The result is not encouraging. It is deteriorating year after year in spite of all extra efforts. We need to introspect. Dean (A) to discuss with HoDs separately on this issue. Let's have a clear-cut policy for students appearing in GATE. 	Dean A HoDs
12	Parents Interaction (VC)	<ul style="list-style-type: none"> ▪ Registrar is organizing our interaction with Parents on 27th Apr'20. We are expecting to connect with 30-40 parents. The idea is to have their feedback/concerns, if any. 	Registrar

The meeting concluded at 1:15 pm.

**Dr. (Col) A Garg
Director**

Distribution: All concerned

Minutes of Academic Council Meeting held on 22 Aug'19 at 2:30 pm in the Meeting Hall

Participants: Joint Director, Dean (A), Dean-IEC, Dean-SW, HoDs, Addl. HoD MBA, Mr. Yaduvir- ADA, , Registrar, Addl. Head -CRPC

Chair: Dr. (Col) A Garg, Director

S.N	Agenda	Points of Discussion / Decision Taken	Action by
I.		<p>Director welcomed all present members and shared few <i>updates/ developments</i> since last ACM as follows.</p> <p>(a) Welcomed Dr. Shailendra Tiwary, HoD CE in the first meeting of Academic Council and wished him excellent professional career at KIET.</p> <p>(b) Team Interstellars @ NASA felicitated by Hon'ble President of India which is a matter of pride for all of us (9 Jul).</p> <p>(c) First position at Kalam Entrepreneurship League. Felicitation function at Lucknow attended by HoD-MBA.</p> <p>(d) SIRO - Expert team visit successfully held (31 Jul).</p> <p>(e) Student Discipline Policy well consolidated by Dean-SW & team. Let us make use of this policy in right spirit.</p> <p>(f) Re-designation of HS faculty (Asst./Assoc. Prof. - Communication & Soft Skill).</p> <p>(g) New appointments - Additional HoDs CO & CSI.</p> <p>(h) Activity calendar issued by Dean-SW.</p> <p>(i) GCM proposed date is 5th Oct'19 (Saturday) - <i>recent update</i>.</p> <p>(j) Best wishes to CSE department for the upcoming International Conference on 27-28 Sep'19. It is understood that necessary preparations are going on.</p> <p>(k) Smart India Hackathon 2019 - faculty felicitation is planned on 5th Sep'19. Dean-IEC to discuss.</p> <p>(l) Orientation/ Induction programme first year successfully concluded. Compliments to entire team.</p> <p>(m) AICTE sponsored STTP by EN (1-6 Jul).</p> <p>(n) AKTU sponsored FDP by ME & KSOP (15-19 Jul).</p> <p>(o) HR- new joinees Induction (18-19 Jul).</p> <p>(p) ADAM Course - Convocation function of first batch held on 2 Aug'19 with 90% students placed. Second batch started w.e.f. 13th Aug.</p> <p>(q) Director's Address session to faculty on the commencement of session (3 Aug). <i>HoDs to ensure good faculty strength in future sessions.</i></p> <p>(r) Organised Blood Donation camp (14 Aug), Independence Day celebrations (15 Aug), Jal Diwas (22 Aug) etc. 11 staff members were felicitated/ rewarded for their remarkable contribution on 15 Aug'19.</p> <p>(s) Result – HoDs let us not lose sight on important focus areas for odd sem A.Y 2019-20.</p> <p>(t) Institute Coordinator-PMKVY will be announced. Related notification will follow.</p> <p>(u) Student's enrolment in foreign languages - <i>encouraging numbers</i> (i.e. 65).</p> <p>(v) ARIIA 2020 Ranking - Registration process is on. We are participating.</p> <p>(w) Made Easy classes / test schedule - Dean (A) to share with HoDs.</p> <p>(x) It is understood that anti ragging measures are very well undertaken by entire team.</p> <p>(y) Placement briefing was done by Addl. Head-CRPC. Director congratulated & conveyed <i>Best wishes</i> to entire team for their sincere efforts /achieving set target. HoDs to provide required assistance to CRPC team. <i>Related policy letter as issued must be honoured.</i></p>	<p>Para 1(k) Dean IEC</p> <p>Para 1 (q,s,y) HoDs</p> <p>Para 1(t) OOD</p> <p>Para 1 (w) Dean(A)</p>

Minutes of Academic Council Meeting held on 22 Aug'19 at 2:30 pm in the Meeting Hall

2.	Final year Project Progress	<ul style="list-style-type: none"> Dean (A) proposed that project work should start <i>two semesters in advance</i> so that students get sufficient time/ are able to complete their projects by end of 7th semester. The said proposal was agreed upon. Project allocation process be initiated during 5th semester before PUE and synopsis presentation in 6th semester after CT-2. HoDs to note for necessary action at their end. Inter-disciplinary projects be promoted. HoDs / Dean (A) to ensure. 	HoDs/ Dean (A)
3.	Internal Exam	<p>(a) CT-1 from 9-14 Sep'19. It is proposed that responsibility to conduct the Internal exams, end semester University examination and digital evaluation shall be undertaken by an independent body i.e <i>Office of Controller of Examination</i> comprising of one Sr. Professor / HoD as Controller of Examination (COE), 3-4 Sr. faculty members as Deputy Controller of Examination including Registrar & technical support team. The proposal was generally accepted by all members for implementation w.e.f. Odd Semester A.Y 2019-20. <i>The related notification will follow.</i></p> <p>(b) Dean (A) to explore prevailing structure of Office of COE in good colleges/ universities /discuss for further process.</p>	Para 1(a) OOD Para 1(b) Dean(A)
4.	Innotech 2019	<ul style="list-style-type: none"> HoD EN volunteered himself & his team to organise Innotech this year (Nov'19). Other major event is Innompics (Nov'19) for which Dean IEC is the Coordinator. HoDs to facilitate for successful conduct of both the events. 	HoD EN / Dean IEC
5.	Industrial Training PPT	<ul style="list-style-type: none"> HoDs to follow the schedule as per academic calendar. 	HODs
6.	Syllabus Coverage	<ul style="list-style-type: none"> HoDs to ensure at department level syllabus coverage by faculty (i.e 33%) before CT-1. 	HODs
7.	NBA Pre-qualifier & eSAR MBA/ CE	<ul style="list-style-type: none"> Dean (A) to plan /share the schedule of internal audit to be carried out in the departments of MBA, CE & AS as discussed. HoDs to note/prepare accordingly. 	HoDs MBA/CE/ AS
8.	Low attendance (final year)	<ul style="list-style-type: none"> We need to address this issue. HoDs to communicate with the students. The students not in placement must attend the class. 	HoDs
9.	Support to students (AKTU events)	<ul style="list-style-type: none"> Dean SW read out the existing policy and as proposed it has been decided to make registration fee, TA & accommodation - <i>full reimbursement</i> to all students participating in <i>AKTU events</i>. <i>The revised Office Order shall follow.</i> 	Dean SW/ OOD
10.	Student's registration status	<ul style="list-style-type: none"> Pending registration cases as reported be closed at the earliest. HoDs /Registrar to note for necessary action as discussed. 	HoDs/ Registrar Account
11.	100 points skills sets-Module (Proposal)	<ul style="list-style-type: none"> Director briefed about the proposal on '100 points skills sets-two modules covering technical, cultural, literary & sports activities' prepared by Addl. Head IIPC based on input received from one of our Advisory Board member. This proposal will surely help our students to earn credits (as per AICTE Internship policy) by taking part in different activities during running semester. A presentation session by Addl. Head IIPC shall be organised for clarity/ better understanding during the next ACM or earlier. 	Addl. Head IIPC
12.	MOODLE server	<ul style="list-style-type: none"> It was again emphasized to use MOODLE platform (All departments). IT dept. to facilitate ME dept. and MCA to help out CE dept. in successful implementation of MOODLE in their respective departments. It was agreed to implement MOODLE in all departments by December 2019. HoD IT to plan/schedule MOODLE training sessions in all departments. 	HoD IT/ MCA/ All HoDs

[Handwritten Signature]
30 Aug 19

Minutes of Academic Council Meeting held on 22 Aug'19 at 2:30 pm in the Meeting Hall

13.	Departmental Committees	▪ It was proposed to have uniformity in number of different committees functional at department level. Dean (A) to note/ see the feasibility of the proposal as discussed.	Dean(A)
14.	Product Development-Progress	▪ HoDs to share the convenient slot /arrange demonstration of the developed project before 10 th Sep'19 as agreed upon with Dean IEC. Dean-IEC to undertake the first level progress of the same and submit a list of shortlisted products to Office of Director by 10 th Sep'19.	HoDs/ Dean-IEC

The meeting got over at 4 pm.

Distribution: All concerned

Dr. (Col) A Garg
Director

30 Aug 19

Minutes of Academic Council Meeting held on 28th Jan'19 at 10 am in the meeting hall

Participants : Dean (A) / HoDs

Chair: Dr. (Col) A Garg, Director

Special Invitee: Dr. Manoj Goel, Director (Admin)

S.N	Agenda	Points of Discussion / Decision Taken	Action by
1.		<p>Director welcomed all present members and started the meeting with a <i>Congratulatory note</i> to Dr. Sumita, HoD EI & team for successfully organizing the Convocation 2019. The following details were shared by Director with all present for information:</p> <p>(a) International Education Awareness Week 2019 (IEAW) - Commencing today (i.e. 28th Jan'19). Sh. Dileep Malkhede, Advisor (RIFD), AICTE will be inaugurating the function. HoDs to motivate students to visit / explore International Internship/ placement opportunities through this platform.</p> <p>(b) Republic Day Celebrations 2019 - Successfully organized by Dean - SW & team. Active participation of all faculty & staff for the R-Day celebrations was acknowledged & appreciated.</p> <p>(c) Session by Prof. K.K Aggarwal (9th Jan'19) - Session feedback as received was excellent. We should identify such good Speakers (Industry/Academia) who can really add value and invite them for delivering knowledge sharing sessions on regular basis (i.e. one/month on working Saturdays). All departments to note. HoDs to share the lead details, if any with Office of Dean (A)/ Director for further process.</p> <p>(d) Formation of Institute Industry Partnership Cell (IIPC) - Administrative responsibilities of Faculty Internship Coordinators (FICs) to support IIPC needs to be clearly defined/ understood.</p> <p>(e) Chhatra Vishwakarma Award - Two teams have been shortlisted.</p> <p>(f) Smart India Hackathon 2019 - 75+ teams registered this time.</p> <p>(g) First Advisory Board Meeting is on 2nd Feb'19. Confirmation from five board members has been received.</p>	<p>Para 1. (c) HoDs</p>
2.	Digital Evaluation Status	<p>(a) Dr. Ajay Aggarwal, Coordinator - Digital Evaluation briefed about the evaluation status (18-24 Jan'19). As observed, the figure is not so encouraging. Evaluation is equally important. HoDs to personally look into the matter. Monitor progress at department level too.</p>	<p>Para 2. (a) HoDs</p>
3.	Revised Attendance Policy	<p>(a) HoDs to ensure that the revised attendance policy /guidelines are clear to all faculty & students. There should not be any communication gap.</p> <p>(b) Timely submission of Undertaking by students (Attendance policy) to be ensured.</p>	<p>Para 3. (a) & (b)</p>
4.	Students Registration Status	<p>(a) HoDs briefed about the registration status and action taken for non-registered students. HoDs to ensure that pending registrations should get completed within a day or two.</p>	<p>Para 4. (a) HoDs</p>
5.	Lesson Plan / Course file status	<p>(a) It is understood that lesson plans /course files are prepared by faculty members as per issued guidelines only. HoDs to ensure. A completion report to this effect may be submitted to Office of Dean (A) for information. HoDs to note.</p>	<p>Para 5. (a) HoDs</p>
6.	Policy - Research Faculty	<p>(a) Chairman-RC read out the salient points of policy draft. The draft policy - already circulated to HoDs for their inputs/comments. HoDs to note for necessary action so that we can freeze it.</p>	<p>Para 6. (a) HoDs RC- Chairman</p>

Minutes of Academic Council Meeting held on 28th Jan'19 at 10 am in the meeting hall

7.	CEPT for III Year - Schedule	(a) It is decided to organize the CEPT for remaining students department wise. HoD HS to send the list of such identified students to HoDs for information and necessary action in coordination with HS dept.	Para7. (a) HoDs & HoD HS
8.	English Communication Improvement (Faculty)	(a) HoD HS presented the proposal/ viewpoints on the subject matter. (b) HoD HS to share the proposal document with all HoDs. HoDs to go through the details and share their feedback with HoD HS.	Para8. (b) HoDs & HoD HS
Other Points			
9.	MOODLE Training	(a) HoD- IT to organize MOODLE training for faculty members (other departments) as discussed. HoDs to note/ coordinate with HoD IT / freeze the session slot.	Para 3(a) HoD IT
10.	NITTTR FDPs (May & June)	(b) Two FDPs are planned for faculty members at KIET campus as already communicated by Office of Dean (A). Resource is from NITTTR. HoDs to ensure presence of good number of faculty during the planned sessions.	Dean (A) & HoDs
11.	Prastuti 2019	(a) HoD - Civil Engineering & team has been assigned to organise Prastuti 2019.	HoD CE

The meeting got concluded at 11:30 am.

Dr. (Col) A Garg
Director

Distribution: All concerned members

Minutes of Academic Council Meeting held on 13th Oct'18 at 10 am in the meeting hall

Participants: Dean (A)/ HoDs/Mr. Bhoopendra, Addl. HoD IT **Chair:** Dr. (Col) A Garg, Director
Absent Member: HoD IT

S.N	Points of Discussion/Decision Taken	Action by
1.	<p>Director welcomed all present members and opened the meeting with a <i>Congratulatory note</i> – KIET awarded with a ‘Gold Rating College’ in QS India University Rankings 2018: QS-IGAUGE (prestigious award) and complimented the efforts of Coordinating team - Office of Dean, faculty/staff who were directly/indirectly associated and HoDs for extending their kind support, towards promoting the visibility of the Institute.</p> <p>The following information was also shared with all present and Director <i>CONGRATULATED</i> and acknowledged the efforts of individual and team, faculty/staff/students who were directly/indirectly associated.</p> <ol style="list-style-type: none"> HoD ME & Dr. Ashish Karnwal for getting full admissions in ADAM course being first batch (i.e. 21 seats got filled). HoDs (CSE, IT, ECE) & team for getting NBA extended validity for one more year (i.e. till June 2019). GM-TBI, HoDs & Students for scoring first position and getting ‘Top Scoring College for the month of May’18’ rating in Dr. Kalam Entrepreneurship League. Director shared that the felicitation function is on 15th Oct’18 at AKTU, Lucknow which will be attended by GM-TBI & winner students. HoDs (ME, MBA), Coordinators of CII event - Skill Will Lead & students team form bringing laurels to the Institute by winning I/II/III positions. HoD CE, Faculty Mentors & students’ team for getting Gold Medal/ Consolation Prizes in Beat Plastic Pollution Hackathon and also appreciated student project – Eco-friendly pen. GM-TBI & students Team for winning 03 awards in Innompics 2018 - Olympics for Innovators held at Malaysia (26th -30thSep’18). Director also shared that TBI-KIET is going to host IIIrd Innompics in Oct’19 in which more than 15 countries representatives, jury member and start-ups will be participating in 5 days event. This will definitely contribute in enhancing Institutes visibility. 	
2.	<p>Director also talked about forthcoming events:</p> <ol style="list-style-type: none"> Director shared that representative from Centurion University will be visiting our campus next week to examine our proposal for establishing ‘Model of Skill Integrated Higher Education’ which is being run in their campus. They have MoU with renowned companies & have established various Industries sponsored Advanced Action Learning Labs in campus for developing student’s skills and also offering Diploma. Alumni Meet (13th Oct’18) : Good number of registrations for the event is observed. HoDs to join as per the programme. CT-2 schedule from 22-27 Oct’18. It is seen that Controller of Examination already initiated the necessary action. Question paper format based on Bloom’s Taxonomy be followed. HoDs to note /advise faculty members accordingly. Address session by Prof. C.K Dwivedi, Professor & Researcher at University of Allahabad is planned on 27th Oct’18 (Saturday) for all faculty members. Also, CV Raman Award for identified top 10 Researchers at Institute level for A.Y 2017-18 will be announced/ given during the session. HoDs to note/ advise faculty members to attend the session. Related notification will follow. 	<p>Para 2 c HoDs</p> <p>Para 2 d Chairman RC</p>

Minutes of Academic Council Meeting held on 13th Oct'18 at 10 am in the meeting hall

	<p>e) Innotech & International Conference (1st Nov'18): Big event. Acknowledged the efforts put by Dr. Neeraj. in inviting good number of International delegates for the International Conference.</p>	
<p align="center">3.</p>	<p>Director also talked about recent developments as follows:</p> <p>a) PMKVY-TI (New sanction for 2018-19): Total 4 sectors (Electronics, Automotive, Green Jobs& Telecom) with 100 Intake (25/Sector) got sanctioned. GM-TBI & HoDs EC,EN,ME& IT to take a note of this for further necessary action.</p> <p>b) Maker's Space - Innovation Lab in campus – MoU signed. Mr. Abhay Upadhyay has joined us. He will train our students & help students getting job work from outside. It is proposed to create 15 clubs under Innovation lab with an investment upto 14-15 lacs. The HoDs to share this information with faculty & students/create awareness. Related details will be notified soon.</p> <p>c) Koder's Korner -In campus: Inaugurated on 3rd Oct'18 (CRPC) with an objective to promote Competitive Coding Culture at Campus / preparing students on various coding platforms / to qualify and acquire various top notch packages through hiring hackathons. It is fully functional now to create awareness among students. Respective HoDs to motivate more & more students to join Koder's Korner/ participate in different coding Hackathons.</p> <p>d) Japanese language class with 21 students and GRE Coaching with 10 students (on campus) commenced. Schedule is twice a week. HoDs to create awareness among students of available student facilities in campus.</p> <p>e) Constitution of Institutes Advisory Board: In process. Director shared that VC, DTU-Delhi, Director, IIT-Roorkee and Director, IITM, Gwalior has kindly consented to be on Institute Advisory Board. HoDs may recommend name of any personnel for Advisory Board who they think, can really add value.</p> <p>f) Research Policy& Conference Guidelines (Draft): Chairman RC has already demonstrated and circulated the draft of Research Policy & Conference guidelines for departmental inputs. Kindly go through once again so as to finalize it and issue as a policy doc.</p>	<p>Para 3 a GM-TBI & Concerned HoDs</p> <p>Para 3 b Director Office HoDs</p> <p>Para 3 c,d,e HoDs</p> <p>Para 3 f Chairman RC HoDs</p>
<p align="center">4.</p>	<p>Further, Director shared few event updates since last ACM (Aug'18) as follows:</p> <p>a) Talk show by TEDx KIET was successfully organized(1 Sep'18) - very well coordinated by HoD IT.</p> <p>b) MBA International Conference (5-6 Oct'18) - Well organized by HoD MBA & Team.</p> <p>c) KSOP National Conference (16-17 Aug'18) - Well organized by Principal – KSOP & Team</p> <p>d) Orientation programme (1-21 Aug'18) - The whole programme was very well formulated and systematically organized by HoD AS & Team.</p> <p>e) Kalam Parikrama event in association with AKTU successfully coordinated& organized by GM-TBI & Team (28 Aug'18)</p> <p>f) 11 Faculty members were felicitated with Dronacharya Award (A.Y 2017-18) during Teachers Day Celebrations on 5th Sep'18. It was proposed to introduce Award for Non-teaching staff as well. The modalities will be worked out. Also, CV Raman Award for best researchers will be given on 27th Oct'18 during lecture session. Chairman RC to organize this event.</p> <p>g) Literary fest successfully conducted at department and Institute level (1600+ students' participation). <i>Congratulations to EC department for achieving overall first position.</i></p> <p>h) Bloom's Taxonomy Workshop for faculty members well accepted.</p> <p>i) Project Exhibition (Display week) – Very well conducted by all</p>	

26 OCT 18

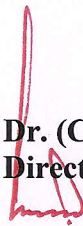
Minutes of Academic Council Meeting held on 13th Oct'18 at 10 am in the meeting hall

	<p>departments. First year projects really commendable. Director acknowledged the efforts put by students & faculty mentors.</p> <p>j) Events are getting organized as listed in different calendars -Appreciated by Director.</p>	
Meeting Agenda points – Discussion/ Decision taken		
5.	<p>Uploading of Attendance: Issues related to uploading of attendance have been discussed. It is understood that attendance taken in offline mode gets synchronized automatically when the net is connected so faculty members should be advised accordingly. Further, faculty members be directed to take the attendance at the beginning of every lecture. Late comers should be allowed to sit in the class. Relaxation of 10 minutes (1st & 5th lecture) can be given. HoDs to note for necessary directions to faculty members/ensure at dept. level. Similarly, taking lab attendance - time needs to be worked out. Dean (A) to note/discuss. Extra attendance to be uploaded by departmental extra attendance coordinators only. Also, format of recording extra attendance is being worked out. Dean (A) to finalize and circulate.</p>	<p>Para 5 Dean A HoDs</p>
6.	<p>Time-table freezing: It was again emphasized that once the departmental Time table is frozen, we should try to follow it. Any major change (permanent nature) in the time table be discussed / implemented with due approval from Office of Dean (A). Minor change in time table can be done by Time Table Coordinator with due approval from HoD. HoDs to note for necessary directions to faculty members at dept. level.</p>	<p>Para 6 Dean A HoDs</p>
7.	<p>CT-2 (Syllabus coverage & Question Paper) : Dean (A) expected that we should direct our faculty members to cover 75% syllabus before CT-2 as we have limited days after CT-2. Further, question paper format as issued must be followed. HoDs to note for necessary action.</p>	<p>Para 7 HoDs</p>
8.	<p>Faculty Lab-Feedback: A brainstorming session on process of taking Lab-feedback was held. Dean (A) to note/discuss in detail again with stakeholders to reach at a conclusion on priority.</p>	<p>Para 8 Dean A</p>
Other Points		
9.	<p>a) Monthly report: It was again emphasized that whatever departmental activities are taking place, shall get uploaded by 1st of every month through HoD dashboard under the defined tabs. Also, faculty members be directed to upload their achievements through “My Achievement” tab given in HRMS on monthly basis without fail. It is reiterated that whatever details are projected for various purposes viz. KIET Chronicle, Institute PPT, Surveys etc. are now fetched through portal only. HoDs to kindly take a note of this and follow the timeline.</p> <p>b) Dept. Road Map -Progress : Be regular in sending the progress report on 1st of every month as notified via letter containing the approved road map. HoDs to note.</p> <p>c) NIRF 2019: Pre-registration is done. The details pertaining to final data must be shown to the undersigned before uploading. Dean (A) to note.</p> <p>d) NBA Manual: It has already been circulated. We need to follow/implement it ruthlessly. Dean (A) to circulate it again with Bloom’s Taxonomy.</p> <p>e) Cambridge English feedback: HoD MCA to fix the exam slot. All students /all branches should appear for the test/Share feedback.</p> <p>f) Event SPOCs: HoDs to extend full cooperation to all the appointed SPOCs. Let us also encourage students to actively participate in different events.</p> <p>g) Smart class feedback – Good as per the feedback obtained from CS/IT Dept. All HoDs must visit the CS/IT dept. and project their requirement and initiate only if they feel it will actually be used/can enhance the Teaching-Learning process. Further, requirement of Speakers attached in all classrooms connected</p>	<p>Para 9 (a,b,f,g) HoDs</p> <p>Para 9 (c,d,h) Dean (A)</p> <p>Para 9 e HoD MCA Dr. Preeti Dean (A)</p>

Minutes of Academic Council Meeting held on 13th Oct'18 at 10 am in the meeting hall

	with laptop also be projected and processed accordingly as discussed. Dean (A)/ HoDs to note. h) NITTTR, Chandigarh – Two training programmes for faculty members by NITTTR resource persons at our campus is confirmed/ planned in May'19. Related updates shall follow. Dean (A) to note/ be in regular touch with NITTTR representatives to organize the programme as per the given schedule.	
10.	Innotech 2018 : Event progress - briefing was done by Mr. Bhoopendra, Addl HoD IT. The following requests were made: <ul style="list-style-type: none">▪ Encourage students to actively participate/register under different event categories within the given timeline.▪ Every dept. should ensure inviting two Industry personnel to attend the project exhibition. TA reimbursement will be done as per past practice. HoDs to kindly extend their full support to the organizing team.	Para 10 HoDs Convener Innotech

Director concluded the session at **11:30 am** with a note of thanks to all members.


Dr. (Col) A Garg
Director

26 OCT 18

Distribution: All concerned members

Minutes of Academic Council Meeting held on 11 May'18 at 11 am in the Meeting Hall

Participants: Director- Admin/ Dean (A)/HoDs/ Dean-SW/Manager-Institutional Affairs

Chair: Dr. (Col) A Garg, Director

- A. Director opened the meeting with a welcome note. He reiterated the Minutes of last Academic Council Meeting (dated 1st May'18) and 23rd Governing Council Meeting (dated 13th Apr'18) already circulated and expected that all the relevant points must be addressed by the concerned well in time.
- B. Director announced that the **University's approval 'In Principle'** has also been received for running two new courses (B.Tech - CS & CSIT with 60 intake/course) and 60 additional seats in B.Tech (IT branch) got approved w.e.f. A.Y 2018-19 and **congratulated** Dr. Manoj Goel, Director- Admin & entire team for putting their earnest efforts in approval process. However, final outcome would be known only after the completion of the inspection ordered by AKTU for the purpose.
- C. The following **agenda points** have been **discussed / decision taken**. The summary is as follows:

S.N	Points of discussion	Comments/ Decision Taken	Action By
1.	School Children - Summer Workshop (Proposal by Manager - Institutional Affairs)	<p>(a) Director briefed the objective with which this proposal is being initiated (To augment Institute's visibility / Uni Agents Summit (UAS) 2018 - Positive responses from renowned schools / foreign Universities as shared by Manager-Institutional Affairs) and invited inputs from all present to take it further.</p> <p>(b) A comprehensive presentation on the same was delivered by Manager-Institutional Affairs. Inputs / Suggestions were invited.</p> <p>(c) The dates for Summer Workshop for School children as decided: 6th to 8th June 2018 followed by a Career Guidance Fair for School Principals, Parents and Students (10th to 12th standard) on 9th Jun'18.</p> <p>(d) The duration of the said workshop and other modalities to be finalized as per discussion held. Dr. Preeti to note.</p> <p>(e) It is expected from HoDs (through faculty members) to provide the lead details to Manager-Institutional Affairs for contacting / inviting School Principals, Students & Parents in the Career Fair as discussed.</p> <p>(f) Director suggested that summer/winter courses that we are offering to our students every year, shall be open for outside students (college/school) so as to augment Institutes visibility in near vicinity as well. Also, we must encourage school student's participation in Innotech fest. HoD IT appreciated the idea and the house unanimously agreed to the suggestion.</p>	<p>Para 1. (c & e) HoDs & Manager (IA)</p> <p>Para 1. (d) Manager-Institutional Affairs (IA)</p> <p>Para 1. (f) HoDs & Coordinator Innotech</p>

Minutes of Academic Council Meeting held on 11 May'18 at 11 am in the Meeting Hall

2.	Academic Calendar by Dean (A) & Dean (SW)	<p>(a) Discussion on the same was held. Few changes have been suggested by Academic Council members.</p> <p>(b) Dean (A) and Dean SW to incorporate the suggested changes and put up the revised calendar separately for review and finalization in the next Academic Council meeting or at the next HoDs meeting.</p> <p>(c) A separate notification regarding registration/commencement of classes be emailed to all concerned for information before the release of final Academic Calendar. Dean (A) to note.</p>	<p>Para 2. (b) Dean (A) & Dean (SW)</p> <p>Para 2. (c) Dean(A)</p>
3.	Project Competition (I to III year)	<p>(a) Director proposed year wise/ branch wise project competition cum exhibition at department level. The same shall ensure mandatory involvement of every student in project work and help capture the full potential of our students. The proposal was unanimously accepted by the house.</p> <p>(b) After deliberations, 8th to 12th Oct'18 is tentatively decided as "Project Display Week". Individual departments can finalize the slot/ timings as per their convenience.</p> <p>(c) Project Team Composition:</p> <ul style="list-style-type: none"> ▪ First year (7-8 students/project) ▪ Higher years (4-5 students/project- out of which one student from the other department). <p>(d) The shortlisted projects at department level will get an opportunity to participate in Institute level Tech Fest - Innotech.</p> <p>(e) It is also proposed to form a new club on TBI Incubation under TBI wherein the students will get necessary guidance and support for converting their innovative ideas into reality / commercialization of innovative products from the very first year. The club to be named as "TBI Incubation Lab cum E-Cell". Some of the projects selected in the competition can be taken up for incubation under this club and seed money be provided jointly by TBI & KIET. GM-TBI to note.</p>	HoDs , Coordinator Innotech & GM-TBI
4.	GATE Coaching - Number of prospective students	<p>(a) Made Easy - Model A & Model B: Student's response (count) shared by Manager-Institutional Affairs branch wise.</p> <p>(b) Manager - Institutional Affairs to communicate the student's count (branch wise) against both the Models to the concerned Official - Made Easy to seek their final inputs/ further process.</p>	Para 4. (b) Manager- Institutional Affairs
5.	Budget 2018-19 (Presentation)	<p>(a) Departmental Budget Presentation dates as finalized: 25th & 26th May'18. Presentation Schedule will follow. Dean (A) to note.</p> <p>(b) Budget Presentation to Management tentatively</p>	HoDs Dean(A) & Director Office

Minutes of Academic Council Meeting held on 11 May'18 at 11 am in the Meeting Hall

		decided in the first week of Jun'18 . Related updates shall follow.	
Other Points			
6.	English Communication - Faculty	(a) Director shared about proposals received from various agencies including Hindu, BCL etc. for carrying out assessment / interaction for all faculty (English communication). The model of assessment/ interaction was briefed to all present. (b) Interaction with the faculty by the Agencies is tentatively planned in the last week of May'18 . Head-SST to coordinate the same. Related updates shall follow.	HoDs Head-SST & Director Office
7.	Dress Code Faculty/Staff	(a) It is expected that we must follow the dress code (i.e. Formals on all working days). Dean (A) to issue the related guidelines.	Dean (A)
8.	NIRF 2018 - Introspection	(a) Dean (A) shared few points that have come out of the related discussion in NIRF Committee meeting. One of the major point on which we need to improvise is: " Perception of our college among near vicinity ". (b) It is expected that any event (viz. Workshop, Seminar, Conference, FDPs, Inter College Competitions, Summer courses etc. as planned at department level - the information should widely be circulated among the nearby colleges (Delhi-NCR) for their active participation. Let us develop that connect. HoDs to note. (c) KIET - Newsletter copy should be published in time / circulated among nearby colleges (Delhi-NCR). (d) Students Magazine - Horizon can also be circulated among nearby colleges (Delhi-NCR).	HoDs Dean (A) HR
9.	Faculty Requirement 2018-19	(a) HoDs to assess the faculty requirement for Academic Session 2018-19 (summers) at department level and forward the related details through HR to Dean (A).	HoDs Dean(A) & HR

D. The meeting concluded at 2 pm with thanks to all members present.

Dr. (Col) A. Garg
Director

17 May 18.

Distribution: All concerned members

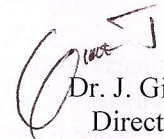
Minutes of Academic Council Meeting held on 26 Jul'17 at 11:45 am in the mini conference hall

Participants: Dean (A)/ HoDs / Mr. R.N Panda (MCA)/ Dr. Vipin (AS)/ Mr. Vinay Ahlawat (Manager-IT)
Chair: Dr. J. Girish, Director

Agenda	Points of Discussion/Decision Taken
Uploading of time table /Allotment of sections on ERP	<ul style="list-style-type: none"> ▪ HoDs shared the related issues/feedback. Mr. Vinay Ahlawat answered the raised queries/shared certain points as well. Director opined - let us try to resolve the related issues at the earliest for smooth functioning. Dean (A) to keep flexibility (portal opening) till 31 Jul'17. Mr. Vinay Ahlawat also shared about the result details (downloading in process) will be made available to all concerned.
Late Registrations	<ul style="list-style-type: none"> ▪ Students' registration is still in process. As notified, students need to complete their registration with fine by 31st Jul; Students may approach for fine waive off requests. HoDs can consider genuine requests and process accordingly. The objective is to sensitize students /ensure maximum strength for smooth running of classes.
Students Project	<ul style="list-style-type: none"> ▪ It is understood that projects have been finalized /displayed. Director suggested HoDs to devise some mechanism wherein the students can approach their project guides on daily basis/develop some daily system. Faculty to be kept informed/directed to keep their students email/phone numbers and make necessary follow ups. Let them maintain record viz. number of interactions held /project progress/quality of report etc. Further, Project title - related research papers/articles can also be displayed / shared with students (as followed in ECE dept.). This is how research can grow. Let us follow/implement good practices.
NBA (CE/MBA/MCA/ KSOP) – Preparation status	<ul style="list-style-type: none"> ▪ Director again stressed that we need to keep some target date/form team/assign people exclusively towards NBA preparation at dept. level. As decided, presentation session (NBA) by respective departments has been scheduled as follows: <ol style="list-style-type: none"> 1. CE, MBA & MCA – 17 Aug'17 2. KSOP – 15 Sep'17 <p>Dean (A) to note/Coordinate</p>
Innotech/ Endeavour (Nov'17)	<ul style="list-style-type: none"> ▪ This time, Dr. Ashish Karnwal, Prof. and Head-IIIC has been assigned to organize the event. HoDs to facilitate in the smooth conduct of the event. ▪ It was proposed to merge/rename the event. Dr. Ashish to discuss.
Others	
<ul style="list-style-type: none"> ▪ With the commencement of new academic session, Director wanted to share few general things with all HoDs that are expected to be communicated by HoDs in writing (via email) to all faculty members in advance so that academics run smoothly with least disruption. <ol style="list-style-type: none"> 1. Restrict long leaves during running academics. 2. Leave are generally not permitted during running academic except under emergency situation. 3. Leaves to be applied in advance. Further, prior adjustment of class/lab is must before proceeding for leave failing which no leaves shall be approved. 4. Faculty to be available on their seats during academic hours. Further, if they are not available due to other engagements viz. members of administrative committees /their job role- HoDs to be kept informed. Let the faculty rise their working levels so that dept. functioning do not get affected. 5. Faculty members staying in campus are also expected to ensure their availability in dept./on their seats during academic hours. Frequency of visit to their apartment/ hostel should be discouraged except lunch hours. 6. Faculty -movement out of campus (1-2 hours) in between academic hours should be minimal except it is very urgent - that too with prior permission. Let us discourage such practices that may hamper dept. functioning/ academic hours. HoDs to take a note of it. Faculty need to be instructed accordingly. 	

Minutes of Academic Council Meeting held on 26 Jul'17 at 11:45 am in the mini conference hall

7. Faculty – to be advised to devote their time meaningfully - Content preparation/ Growth/ Research / Project work etc.
<ul style="list-style-type: none">▪ Laboratory - Proper conduct. Labs should be attractive - good equipment/instruments - functional/ not obsolete/Lab manuals-in place/ Faculty to engage students meaningfully - viva/ hands on etc. Costly equipment shall be planned in phases (dept. budget).▪ It has been proposed to take lab feedback. Dean (A) to note/discuss. Let us finalize attributes/implement.
<ul style="list-style-type: none">▪ Lab Technicians need to be engaged meaningfully. Involve them constructively in dept. work.
<ul style="list-style-type: none">▪ Let us keep CR culture - A 10 minutes meeting with CRs every fortnight shall be organized at dept. level to understand the general health of the dept. - running classes/labs/obtain feedback (lot of young faculty have joined). Issues (if any) immediately be addressed. HoDs to keep schedule in advance/follow.
<ul style="list-style-type: none">▪ It is expected from HoDs to address final year students (good strength available). A brief session on stated points/other as discussed shall be planned after aptitude session gets over/during break in between. Director also expressed his willingness to hold an interactive session with final year.
<ul style="list-style-type: none">▪ Conduct of CTs – Central level or dept. level. It was proposed that two-three / same building may organize in coordination with Dean (A). Dean (A) to note/Coordinate/Share the related feedback.
<ul style="list-style-type: none">▪ It is understood that purchase initiations (budget 2017-18) already completed by respective departments. HoDs to ensure/follow up (if required).
<ul style="list-style-type: none">▪ Student feedback – It has been decided that students having attendance 60% and above shall be allowed to give feedback. Dean (A)/HoDs to note for necessary action.


Dr. J. Girish
Director

Distribution: All Concerned

Minutes of Academic Council Meeting held on 6 Feb'17 at 3 pm in the mini conference hall

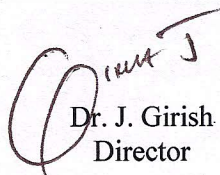
Participants: Dean(A)/HoDs / Prof. Binkey (MBA), Mr. Ajeet Pratap, EI

Chair: Dr. J. Girish, Director

Agenda	Points of Discussion/Decision Taken
GCM Thursday, 23 Feb'17	<ul style="list-style-type: none"> ▪ Director shared about GCM date finalized on 23 Feb'17 at 11 am for information to all concerned / to block date. He also shared about confirmation by two dignitaries as members of BoG i.e. Dr. A.K Chawla, Head-HR (TCS) and Prof. B.R Mehta, Dean(R&D), IIT-D. Also, approached Prof. M.Balakrishnan, Deputy Director- Strategic & Planning, IIT-D regarding appointment as member-BoG. His consent is awaited.
Autonomous- Scheme	<ul style="list-style-type: none"> ▪ Director stressed that autonomous - scheme with credit need to be freeze. HoDs to refer latest schemes in practice in IITs/NITs/renowned Universities. Go through University ordinance as well for referring credit scheme. Do exercise/ hold BoS meetings at dept. level/record minutes. It is an opportunity for us to revise syllabus/ choose good electives. During CTs the dept. can work out /finalize scheme with credit for review/finalization in next academic council meeting tentatively on Saturday, 18 Feb'17. ▪ Director expects we shall submit the autonomous proposal to University for perusal as desired by Hon'ble VC positively by third week of Feb'17. Dean (A) to note. HoDs to facilitate/follow timeline for submission of proposal for review by VC so that during his convocation visit at campus, further discussion may be carried out.
Syllabus coverage	<ul style="list-style-type: none"> ▪ CTs are approaching. It is understood that 1.5-2 units are already covered. Question papers are prepared as per University pattern/standard. The following has been decided w.r.t. CTs: <ul style="list-style-type: none"> ✓ Keep one paper a day ✓ Keep full length papers (i.e. credit papers) of 2 hrs duration. ✓ Audit papers (i.e. non-credit papers) shall continue with 1.5 hrs. duration and ✓ Common papers shall be planned on same day. ▪ Controller of Examination to notify the CT scheme, instructions/ guidelines for students to dept. HoDs/ Dean (A) for further notification to all concerned. ▪ Director stressed that faculty should be advised to take examination work seriously viz. quality paper setting/proper invigilation/evaluation etc. ▪ Do not involve lab technicians for performing invigilation duties. Involve Professors for performing invigilation duties, if needed. Everyone of us should perform our academic responsibilities diligently. ▪ Dean (A)/ HoDs shall take random rounds during CTs/Ensure fair conduct of exams.
Attendance criteria	<ul style="list-style-type: none"> ▪ HoDs to follow the attendance criteria as finalized/ Display information/Inform students ▪ Freeze final attendance by Thursday, 16 Feb'17.
Convocation (25 Mar'17) - preparation status	<ul style="list-style-type: none"> ▪ It is understood that concerned students batch have got the information regarding convocation date. ▪ Chief Guest/Guest of Honour to be finalized. We shall look forward for renowned personalities who have made significant contributions in the field of science and technology. HoDs to identify/ propose names to the Office of Director as discussed.
Student - Grievance module - Ready	<ul style="list-style-type: none"> ▪ Director shared that customized version of student grievance module is ready/ operational. HoDs/functional heads can view online on their dashboard. Director stressed that HoDs shall keep 5-10 minutes daily in their schedule to check grievances, if any / to react. Any issue that needs next level intervention may please be discussed/resolved in due time. This is a way by which we can build students confidence in our system.
MBA- International Conference (3-4 Feb'17)	<ul style="list-style-type: none"> ▪ Director acknowledged the efforts of MBA dept. entire team for successfully organizing the International Conference on 3-4 Feb'17. Also shared that about 55 research papers have been presented in the conference.

Minutes of Academic Council Meeting held on 6 Feb'17 at 3 pm in the mini conference hall

Meeting with Toppers	<ul style="list-style-type: none">▪ Director had an interactive session with IT and KSOP dept. topper students. Other departments to organize /share the schedule.▪ It is suggested to share the toppers list with faculty mentors as well for information/record for mentor card.
AMS-uploading of students attendance by faculty	<ul style="list-style-type: none">▪ Cases of non-uploading of attendance by faculty in due time/request to open portal are reported every now and then. It gives an impression that posting of attendance is not given due priority. It is a part of academic duty. We all need to perform it seriously. HoDs to discuss with faculty during dept. meetings to take due care /upload in time.▪ HoDs to verify faculty attendance register/portal attendance at dept. level. IQAC team shall be visiting dept. as per the schedule during CTs.

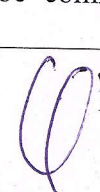

Dr. J. Girish
Director

Distribution: All Concerned

Minutes of Academic Council Meeting held on 23rd Jul'16 at 9:30 am in the Mini Conference Hall

Participants: Dean (A)/ HoDs/ Dr. P.D Dwivedi (MBA)/Dr. R.N Panda(MCA)

S.N	Agenda	Discussions/ Decisions taken
1	Institute working during Kanwar	<ul style="list-style-type: none"> The institute will remain open during Kanwar yatra. Faculty/Staff to make own arrangements for commuting as institute transport facility may not be available for above days (i.e. from the day the heavy vehicles are stopped/ not allowed - as per previous practice).
2	Benchmarking Analysis-Presentation by Dept.	<ul style="list-style-type: none"> Departments to keep ready dept. presentation as decided in the meeting. The tentative schedule as finalized (2 dept. /day between 3 to 5 pm) is – ME & KSOP (6 Aug'16) / MBA & EN (8 Aug)/CE & EI (10 Aug)/ AS & MCA (12 Aug). <i>Related update shall follow.</i> CS/IT/ECE to be proposed on a later date on account of NBA preparation/Visit (26-28 Aug'16).
3	Frescos 2016 (Revised Schedule)	<ul style="list-style-type: none"> In view of NBA expert team visit for onsite inspection (CSE/IT/ECE) prg. during 26-27-28 Aug'16 , Frescos is rescheduled on 3rd Sep'16 (B.Tech). MBA/KSOP/MCA to plan separately/organize. Share schedule with all concerned/AO.
4	Innotech/ Endeavour 2016	<ul style="list-style-type: none"> CSE dept. shall coordinate Innotech / Endeavour event this time.
5	NBA Preparation	<ul style="list-style-type: none"> Coordinator NBA has floated schedule for internal audit/verification/mock inspection by team in the concerned dept. (i.e. 10-11-12 Aug'16). Concerned dept. to note/ be prepared. MBA/KSOP/CE and EI dept. to start preparing/download latest application format/follow for further process. Coordinator NBA to follow/update.
6	Academic expectations	<p>Director again stressed on the following :</p> <ul style="list-style-type: none"> Follow time table Faculty to reach class in time/ Not to leave class before time/ maintain discipline / proper class room management HoDs to take personal rounds. (Morning / afternoon hours) Labs- Availability of two faculty members to be ensured. Conduct of proper viva/discussion during practical sessions Ensure class room/ lab maintenance viz. tube lights /fans / lab equipment - working / dept. ambience /general improvement Timely posting of academic attendance by all faculty. Dean (A) to notify again. Faculty to maintain separate record of attendance (other activities). Inform students about attendance criteria/ Follow up students having low attendance - reasons thereof/ Take necessary action. Final year - proper conduct of class by faculty irrespective of low student strength / No combined sections. Final year projects -full focus. Form groups/Assign faculty / students attendance to be recorded by concerned faculty viz. name/contact/date/ No. of interactions held etc./ record to be maintained at dept. level
7	Digital Evaluation-Observations	<ul style="list-style-type: none"> University Digital Evaluation process is still going on. Specific observations/problems (if any) may immediately be communicated to University for information. Coordinator to note.


 Dr. J. Girish
 Director

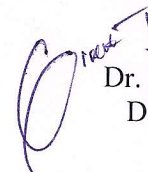
Distribution: All concerned

Minutes of Academic Council Meeting held on 22 Feb'16 at 3:30 pm in the Mini Conference Hall

Participants: Dean (A)/ HoDs / Prof. Ravindra (CE) / Prof. Vibhav (EC) / Dean-SW/ Chief Proctor

Chair: Dr. J. Girish, Director

S.N	Agenda	Discussions/ Decisions taken
1.	Epoque (19-20 Mar'16)	<ul style="list-style-type: none"> It has been decided to go for <i>celebrity night</i> as per the previous practice taking into account all <i>pros & cons of fresh proposal</i> as per discussions held in the meeting. Department level époque activities to be planned during 5th -6th Mar'16.
2.	GATE Classes - Dept.	<ul style="list-style-type: none"> ECE, EN & EI dept. proposed conduct of GATE classes to students on nominal fees. Director suggested to work out number of hours required and keep uniform nominal fees (Dept. proposed different fees).
3.	Evaluation of CT-1	<ul style="list-style-type: none"> It is expected from all faculty members that marks are shown to students and get uploaded on portal within the specified time frame for students view. HoDs /Dean (A) to ensure. Departments to identify poor performers - arrange for remedial classes. We need to address this issue timely. Working Saturdays, library and mentor period can be utilized towards conduct of remedial classes. Give them assignments, model test papers, tutorial sheet etc.. HoDs to plan/ maintain records of such classes at dept. level.
4.	Revised AAR format / Incentives reg. Focus on Research Publications	<ul style="list-style-type: none"> Director apprised HoDs of the revised AAR format in line with AICTE guidelines and CAS system (Career Advancement Scheme). Detailed discussion on the subject shall follow in the subsequent meeting. Director again emphasized on enhancing <i>research publications</i> by faculty members. Besides regular teaching, research efforts are necessary for quality delivery and career progression. HoDs to share with faculty members in departmental meetings.
5.	Animation Promote Virtual Labs NPTEL	<ul style="list-style-type: none"> Departments to ensure that subject wise animation data - properly indexed / updated on regular basis by faculty is available centrally at department level for students' reference. Promote virtual labs at department level. Encourage faculty to go through the experiments (<i>link already shared</i>). Identify good experiments/prepare list / share with students/ discuss in class. Dr. Anil Ahlawat, Coordinator NPTEL to share the NPTEL related updates on regular basis with all dept./students. Offline access to NPTEL material to be ensured.
6.	IPR Seminar (TBI-KIET & IT) D-Link Visit (IT)	<ul style="list-style-type: none"> Prof. Adesh Pandey, HoD IT briefed about visit by D-Link professionals at KIET on 25 Feb'16 for collaboration. IPR - Seminar for faculty members (CS/IT/EC/EN) is scheduled on 4-5 Mar'16 at KIET campus - IT & TBI-KIET


 Dr. J. Girish
 Director

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