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ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

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Oriental Campus, Raisen Road, Bhopal-462022 (MP) INDIA

Ref OCT/DIR/ADMIN/2023/2110-13

Date 28/06/2023

NOTICE

Subject Formation of Academic Council for the Academic Year 2023-24

This is to inform all concerned that the Academic Council of Oriental College of Technology, Bhopal is hereby constituted to provide direction, guidance, and oversight for the effective planning, implementation, coordination, and continuous improvement of the Institute's academic activities. The Council shall strive to promote academic excellence, uphold quality standards, and facilitate continuous enhancement of academic processes and practices. The Academic Council shall consider, deliberate upon, and provide recommendations on matters pertaining to academic planning, curriculum development and enrichment, teaching-learning processes, examination and evaluation, student progression and development, faculty development, research and innovation, industry-academia interaction, academic quality assurance, and other matters concerning the overall academic growth and development of the Institute. The Academic Council shall consist of the following members

S.No	Name	Designation	Role
1	Dr. Amita Mahor	Director	Chairperson
2	Mr. Ashish Nigam	Registrar	Member
3	Dr. B. C. Patel	HOD, CSE-CY	Member
4	Dr. Pradeep Mishra	HOD, CSE-DS	Member
5	DR. Rajesh Nigam	HOD, CSE- AIML	Member
6	Dr. Ranjeeta Khare	HOD, EX	Member
7	Dr. Sandeep Garg	HOD, EC	Member
8	Dr. Manish Patkar	HOD, CE	Member
9	Dr. Shyam Birla	Dean R&D, HOD, ME	Member
10	Dr. Sonendra Gupta	DSW	Member
11	Mrs. Kirti Chandraul	IQAC Coordinator	Member
12	Dr S.L. Ahirwar	COE	Member
13	Dr. Sheetal Singh	Head T&P, HOD MBA	Member
14	Mr. Sanjeev Mohan	Chief Librarian	Member
15	Mr. Gaurav Ghalani (Industry Expert)	Group Region Talent Acquisition Head ,TCS	Member
16	Mrs. Megha Agarwal (Industry Expert)	Head Academic Alliances Group, TCS Indore	Member
17	Dr. Jitendra Agarwal (Academic Expert)	Director SOIT, RGPV, Bhopal	Member
18	Dr. Vandana Vaishnav (Faculty representative)	Professor, BS	Member
19	Dr. Monika Bhatnagar (Faculty representative)	Professor, CSE	Member

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20	Dr. Divya Rai Shivhare Bhatnagar (Faculty representative)	Professor, EC	Member
21	Ambika Singh Parihar	Alumni Representative	Member
22	Dr. Avinash Sharma	Dean Academics	Member Secretary

Roles and Responsibilities of the Academic Council

The Academic Council shall be responsible for providing strategic direction and oversight of the academic affairs of the Institute. Its key functions and responsibilities shall include

1. **Academic Policy and Planning** To formulate, review, and recommend academic policies, plans, and initiatives for the effective functioning and development of academic programmes.
2. **Programme Development** To consider proposals for the introduction, modification, restructuring, or discontinuation of academic programmes based on academic, technological, and societal requirements.
3. **Curriculum Review** To review and recommend curriculum enhancement, value-added components, emerging technologies, skill-based learning, and industry-relevant content.
4. **Academic Monitoring** To periodically review the implementation of academic plans, teaching schedules, academic calendars, and departmental academic activities.
5. **Quality of Teaching and Learning** To promote learner-centric, outcome-based, experiential, and technology-enabled teaching-learning practices.
6. **Examination and Evaluation** To review the effectiveness of internal assessment, examinations, evaluation methods, and academic assessment practices.
7. **Student Academic Progress** To review student performance, progression, attendance, academic difficulties, and support mechanisms and recommend suitable improvement measures.
8. **Faculty Academic Development** To promote professional development of faculty members through training, FDPs, workshops, seminars, certifications, research activities, and other capacity-building initiatives.
9. **Research and Innovation** To encourage research, innovation, consultancy, publications, intellectual property creation, interdisciplinary work, and collaboration with reputed institutions and organizations.
10. **Industry and Academic Collaboration** To facilitate meaningful interaction with industry, professional bodies, research organizations, and academic institutions for enhancing academic and professional exposure.
11. **Stakeholder Feedback** To consider feedback from students, faculty, alumni, employers, and other stakeholders and recommend measures for continuous academic improvement.

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Ref: OCT/DIR/ADMIN/2023/2124-B

Date: 10/07/2023

MINUTES OF MEETING

The meeting commenced with the permission of the Chair. The Chairperson welcomed all the members of the Academic Council and emphasized the importance of systematic academic planning, effective curriculum implementation, Outcome Based Education (OBE), student-centric teaching-learning practices and continuous improvement in academic quality.

The Council reviewed the constitution and functioning of the Academic Council and confirmed that the Council would serve as an important academic governance and quality assurance body of the institution.

The members emphasized that the Academic Council should periodically review academic policies, curriculum implementation, teaching-learning processes, assessment practices, student performance, research, industry interaction and other academic matters.

The Academic Calendar for the session 2023–24 was placed before the Council for review.

The Council reviewed the proposed schedule covering:

- commencement of academic activities;
- teaching-learning periods;
- internal assessments/MSTs;
- practical examinations;
- semester examinations;
- holidays;
- co-curricular and extracurricular activities;
- student development activities; and
- other academic activities.

The members advised that all departments should adhere to the academic calendar and ensure timely completion of the prescribed academic activities. The Council discussed the status of curriculum implementation and syllabus coverage across various programmes and departments.

The members emphasized:

- timely commencement of courses;
- preparation of course plans and lesson plans
- regular monitoring of syllabus coverage
- adequate balance between theory and practical components;
- completion of practical/laboratory work;
- revision and doubt-clearing sessions and documentation through course files.

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It was advised that Heads of Departments should periodically review syllabus completion and ensure that identified gaps are addressed before the commencement of examinations. The Council discussed the effectiveness of existing teaching-learning practices. Members recommended greater use of student-centric and participative teaching methods such as

- problem-based learning
- project-based learning
- case studies
- group discussions
- presentations
- demonstrations
- laboratory-based learning
- ICT-enabled teaching
- quizzes and formative assessments and
- real-world examples.

Faculty members were encouraged to adopt innovative pedagogical approaches according to course requirements. The Council discussed the implementation of Outcome Based Education and emphasized the need to establish a clear relationship between course delivery, assessment and programme outcomes.

The following aspects were discussed

- formulation of Course Outcomes (COs)
- mapping of COs with POs/PSOs
- alignment of teaching-learning activities with COs
- assessment of CO attainment
- analysis of PO/PSO attainment and
- Identification of gaps and corrective actions.

The Council recommended that OBE documentation should be maintained systematically at department and course levels. The Council reviewed the proposed process for CO–PO/PSO mapping and attainment.

It was emphasized that

1. COs should be measurable and aligned with the prescribed curriculum.
2. Appropriate assessment tools should be used for measuring CO attainment.
3. CO–PO/PSO mapping should be carried out systematically.
4. Attainment levels should be analyzed at the end of the semester.
5. Low attainment should be subjected to gap analysis.
6. Corrective measures should be planned based on the identified gaps.

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The Council reviewed the existing internal assessment and examination practices. Members emphasized

- transparency and fairness in assessment
- alignment of question papers with Course Outcomes
- appropriate coverage of the syllabus
- use of different assessment methods
- timely evaluation and feedback
- maintenance of assessment records and
- analysis of student performance.

The Council recommended that internal assessments should provide adequate opportunities for students to demonstrate conceptual understanding, problem-solving ability and practical skills.The Council discussed the need for systematic identification of slow and advanced learners based on academic performance, internal assessment, classroom participation and other appropriate indicators.

For Slow Learners

The Council recommended

- remedial classes
- additional practice exercises
- tutorial support
- doubt-clearing sessions
- additional mentoring and
- periodic monitoring of progress.

For Advanced Learners

The Council recommended

- advanced assignments
- technical projects
- research-oriented activities
- coding/problem-solving activities
- participation in competitions/hackathons
- certifications and
- opportunities for peer learning.

The Council reviewed the mentoring and student support system. Members emphasized that mentoring should address academic performance

- attendance
- career planning
- personal and professional development

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- participation in co-curricular activities
- identification of learning difficulties and
- communication with parents/guardians wherever necessary.

Mentors were advised to maintain regular records of mentor-mentee meetings and interventions. The Council reviewed the adequacy and utilization of academic infrastructure, including laboratories, library resources and ICT facilities. Members recommended

- periodic review of laboratory equipment
- availability of required software and computing facilities
- adequate laboratory consumables
- regular maintenance of equipment
- enhancement of library books and e-resources
- effective use of digital learning resources and
- improvement of ICT-enabled classrooms.

The Council advised departments to submit requirements based on academic needs and curriculum changes. The Council discussed the importance of continuous professional development of faculty members. Members recommended participation in

- Faculty Development Programmes (FDPs)
- workshops
- seminars
- conferences
- MOOCs
- professional certifications
- curriculum-related training and
- Emerging technology programmes.

The Council also recommended peer learning and sharing of effective teaching practices among faculty members. The Council discussed the importance of strengthening industry-academia interaction. The members recommended

- industry expert lectures
- industrial visits
- internships
- industry-sponsored projects
- industry-oriented workshops
- professional certifications
- career guidance
- aptitude and technical skill development
- communication skills and
- placement preparation.

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The Council emphasized that employability development should begin well before the final semester. The Council discussed measures for strengthening research, innovation and project-based learning among students and faculty. Members recommended

- faculty research projects
- student research projects
- interdisciplinary projects
- participation in technical competitions
- innovation and entrepreneurship activities
- paper presentations
- conferences and seminars
- publication-oriented research
- problem-solving using real-world applications and
- Collaboration with industry and academic institutions.

The Council emphasized that final-year and semester projects should focus, wherever feasible, on practical and real-world problems. The Academic Council arrived at the following major decisions

S. No.	Area	Major Decision
1	Academic Governance	Academic Council shall function as a regular academic review body.
2	Academic Calendar	Departments shall adhere to the approved academic calendar.
3	Curriculum	Syllabus coverage shall be monitored periodically.
4	Teaching-Learning	Student-centric and ICT-enabled methods shall be encouraged.
5	OBE	CO–PO/PSO implementation shall be strengthened.
6	Attainment	CO and PO/PSO attainment shall be analyzed systematically.
7	Assessment	Internal assessment shall be transparent and outcome-oriented.
8	Slow Learners	Remedial and additional academic support shall be provided.
9	Advanced Learners	Enrichment, projects and advanced learning opportunities shall be provided.
10	Mentoring	Mentor-mentee interaction shall be strengthened.
11	Infrastructure	Laboratory, library and ICT requirements shall be reviewed.
12	Faculty Development	FDPs, workshops and professional development shall be encouraged.
13	Industry	Industry interaction and internships shall be strengthened.
14	Employability	Technical, aptitude, communication and career-readiness activities shall be enhanced.
15	Research	Research, innovation and project-based learning shall be promoted.
16	Documentation	Evidence-based documentation and ATR shall be maintained.

The Chairperson thanked all members for their valuable suggestions and constructive participation. It was reiterated that the recommendations of the Academic Council should be implemented in a time-bound manner and reviewed periodically. The meeting concluded with a vote of thanks to the Chair.

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22	Dr. Avinash Sharma	Dean Academics	

Amita Mahor 10/02/2023

Dr. Amita Mahor

Director

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Ref OCT/DIR/ADMIN/2024/ 4211-C

Date 18/01/2024

MINUTES OF MEETING

The Second Meeting of the Academic Council for the Academic Session 2023–24 commenced with the permission of the Chair. The Chairperson welcomed all members and emphasized the importance of reviewing the academic outcomes of the first half of the session and translating the findings into measurable corrective and improvement actions.

The Council noted that the meeting was intended to review the implementation of the decisions taken during the First Academic Council Meeting and to assess academic performance, student support, OBE outcomes, stakeholder feedback, industry interaction and academic quality improvement measures. The agenda items were taken up sequentially.

The Minutes of the First Academic Council Meeting held during the Academic Session 2023–24 were placed before the Council. The members reviewed the minutes and confirmed that the proceedings accurately reflected the discussions and decisions of the previous meeting. The Action Taken Report on the decisions of the previous Academic Council meeting was presented. The Council reviewed the status of actions relating to

- curriculum implementation
- syllabus coverage
- OBE
- CO–PO/PSO mapping
- remedial teaching
- advanced learner activities
- mentoring
- laboratory and library facilities
- faculty development and
- Industry interaction.

The Council appreciated the actions initiated by the departments and advised that pending activities should be completed within the prescribed timelines. The Council reviewed the academic performance of students based on internal assessments, semester examination results and course-wise performance. The members suggested that departments should analyze

- course-wise pass percentage
- student performance distribution
- subject-wise failures/backlogs
- internal assessment performance
- practical performance and
- comparison with previous academic performance.

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The Council emphasized that academic result analysis should not be limited to reporting marks but should be used to identify areas requiring intervention. The Council discussed courses where student performance was comparatively lower. Possible reasons discussed included

- conceptual difficulties
- insufficient practice
- attendance issues
- difficulty in prerequisite topics
- inadequate laboratory exposure
- examination-oriented learning and
- lack of regular formative assessment.

The Council recommended Root Cause Analysis for courses showing comparatively low attainment. Departments shall identify low-performing courses and prepare corrective measures such as additional tutorials, remedial classes, practice assignments and revision sessions. The Council reviewed the process adopted for measuring Course Outcome attainment. Members emphasized the need for

- appropriate assessment tools
- alignment of assessments with COs
- analysis of CO-wise performance
- identification of low-attainment COs and
- implementation of corrective action.

The Council recommended that CO attainment should be discussed at department level and reflected in course improvement plans. CO attainment shall be reviewed at the end of each semester and used as an input for course-level improvement. The Council reviewed the status of Programme Outcome and Programme Specific Outcome attainment. The members advised that PO/PSO attainment should be supported by evidence from

- direct assessment
- indirect assessment
- course outcomes
- projects
- internships
- Technical activities and stakeholder feedback.

Departments shall strengthen PO/PSO attainment analysis and identify areas requiring improvement. The Council reviewed the student feedback mechanism and discussed feedback related to

- teaching effectiveness
- course delivery
- practical learning
- assessment
- academic facilities

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- learning resources and
- student support.

The members emphasized that feedback should be analyzed statistically and followed by an Action Taken Report. The Council reviewed the academic support provided to different categories of learners.

Slow Learners

The Council recommended

- remedial classes
- tutorials
- additional practice material
- doubt-clearing sessions
- peer support and
- continuous monitoring.

Advanced Learners

The Council recommended

- advanced assignments
- technical projects
- coding activities
- research exposure
- certifications
- competitions and hackathons and
- participation in seminars/conferences.

Departments shall maintain records showing identification, intervention and outcomes for both slow and advanced learners. The Council reviewed student attendance trends and discussed measures for improving regular participation in academic activities. Members emphasized early identification of students with attendance shortages and appropriate communication with students and parents/guardians wherever required. The Training & Placement Cell and departments shall strengthen industry interaction and facilitate internship opportunities for eligible students. The Training and Placement Cell shall prepare a structured employability development plan in coordination with academic departments. Students were encouraged to participate in technical competitions, project exhibitions, research activities and innovation initiatives.

The members recommended faculty participation in

- FDPs
- workshops
- seminars

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- conferences
- MOOCs
- professional certifications and
- emerging technology programmes.

Faculty members were encouraged to disseminate knowledge gained from such programmes among colleagues and students.The Council discussed the need to periodically compare the prescribed curriculum with

- industry requirements
- emerging technologies
- higher education requirements
- professional certifications
- employer expectations and
- stakeholder feedback.

Departments shall prepare curriculum gap analysis reports and recommend suitable enrichment activities.

CONSOLIDATED RESOLUTIONS

S. No.	Area	Decision
1	Previous MoM	Minutes of AC–01 confirmed.
2	ATR	Previous ATR reviewed and accepted.
3	Academic Results	Course-wise academic performance analysis to be conducted.
4	Low Performance	Root Cause Analysis and corrective action to be undertaken.
5	CO Attainment	CO attainment to be systematically analyzed.
6	PO/PSO	PO/PSO attainment to be reviewed and improvement actions identified.
7	Feedback	Student feedback to be analyzed and followed by ATR.
8	Slow Learners	Remedial and tutorial support to be strengthened.
9	Advanced Learners	Enrichment and advanced learning opportunities to be provided.
10	Mentoring	Mentor-mentee monitoring to be strengthened.
11	Attendance	Students with attendance concerns to be identified early.
12	Industry	Industry interaction and internships to be increased.
13	Employability	Placement preparation and skill development to be strengthened.
14	Projects	Real-world and innovative projects to be encouraged.
15	Faculty Development	FDPs and professional development to be promoted.
16	Curriculum	Curriculum gaps to be identified and addressed through enrichment activities.

The Chairperson thanked all members for their valuable suggestions and constructive participation. It was reiterated that the recommendations of the Academic Council should be implemented in a time-bound manner and reviewed periodically. The meeting concluded with a vote of thanks to the Chair.

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18/01/2024

Dr. Amita Mahor

Director

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