Phone No.-0755-2529015, 2685016
Fax: 0755-2729472
E-mail: directoroct@oriental.ac.in
Website: www.oistbpl.com

ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to Rajiv Gandhi ProudyogikiVishwavidyalaya, B.U. Bhopal
Oriental Campus, Raisen Road, Bhopal-462022 (MP) INDIA

Ref: OCT/DIR/ADMIN/2024/ 4329-B

Date:21/06/2024

NOTICE

Subject: Formation of Academic Council for the Academic Year 2024-25

This is to inform all concerned that the Academic Council of Oriental College of Technology, Bhopal is hereby constituted to facilitate the effective planning, coordination, implementation, and continuous improvement of academic activities of the Institute. The Council shall work towards promoting academic excellence, maintaining quality standards, and fostering a culture of continuous academic development.

The Academic Council shall deliberate upon and provide guidance and recommendations on various academic matters, including curriculum development and enrichment, teaching-learning processes, academic planning, examination and assessment, student progression, faculty development, research and innovation, industry interaction, and other matters related to the overall academic growth and development of the Institute. The composition of the Academic Council is as follows:

S.No	Name of Faculty	Designation	Role
1	Dr. K.K. Dwivedi	Director	Chairman
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. Rajeev Vashney	HOD, ME	Member
10	Dr. Anjana Dubey	HOD, MBA	Member
11	Dr. Shyam Birla	Dean R&D	Member
12	Dr. Sonendra Gupta	DSW	Member
13	Dr. Urmila Mahor	IQAC	Member
14	Dr. S.L. Ahirwar	COE	Member
15	Dr. Sheetal Singh	Director (T&P)	Member
16	Mr. Sanjeev Mohne	Chief Librarian	Member
17	Mr. Gaurav Ghalani (Industry Expert)	Group Region Talent Acquisition Head ,TCS	Member
18	Mrs. Megha Agarwal (Industry Expert)	Head Academic Alliances Group, TCS Indore	Member
19	Dr. Jitendra Agarwal (Academic Expert)	Director SOIT, RGPV, Bhopal	Member
20	Dr. Vandana Vaishnav (Faculty representative)	Professor, BS	Member

Phone No.-0755-2529015, 2685016
Fax: 0755-2729472
E-mail: directoroct@oriental.ac.in
Website: www.oistbpl.com

ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to Rajiv Gandhi ProudyogikiVishwavidyalaya, B.U, Bhopal
Oriental Campus, Raisen Road, Bhopal-462022 (MP) INDIA

21	Dr. Monika Bhatnagar (Faculty representative)	Professor, CSE	Member
22	Mr. Gaurav Ghalani (Industry Expert)	Group Region Talent Acquisition Head ,TCS	Member
23	Mr. Aditya Shah	Alumni Representative	Member
24	Dr Avinash Sharma	Dean Academics	Member Secretary

Roles and Responsibilities of the Academic Council

The Academic Council shall:

Functions and Responsibilities of the Academic Council

The Academic Council shall perform the following functions and responsibilities:

1. **Academic Planning:** To formulate, review, and monitor academic plans, policies, and programmes of the Institute.
2. **Curriculum Development:** To review and recommend measures for curriculum design, revision, enrichment, and effective implementation in accordance with emerging academic and industry requirements.
3. **Teaching-Learning Process:** To promote effective, innovative, and outcome-based teaching-learning practices and encourage the use of modern pedagogical tools and technologies.
4. **Academic Quality:** To monitor academic standards and recommend measures for continuous improvement in the quality and effectiveness of academic programmes.
5. **Academic Calendar:** To review and monitor the implementation of the academic calendar, teaching schedules, and other academic activities.
6. **Assessment and Evaluation:** To review examination, assessment, and evaluation practices and recommend measures to ensure transparency, consistency, and effectiveness.
7. **Student Performance:** To review student academic performance, progression, retention, and attainment of programme outcomes and recommend appropriate improvement measures.
8. **Faculty Development:** To encourage faculty development through Faculty Development Programmes (FDPs), workshops, seminars, training programmes, certifications, and other professional development activities.
9. **Research and Innovation:** To promote research, innovation, consultancy, publications, intellectual property, interdisciplinary activities, and collaboration with academic and research organizations.
10. **Industry Interaction:** To encourage industry-academia collaboration through internships, expert lectures, industrial visits, projects, training programmes, and other professional engagement activities.
11. **Student Enrichment:** To promote value-added courses, skill development programmes, co-curricular activities, seminars, workshops, and other initiatives for the holistic development of students.

Phone No.-0755-2529015, 2685016
Fax: 0755-2729472
E-mail: directoroct@oriental.ac.in
Website: www.oistbpl.com

ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to Rajiv Gandhi ProudyogikiVishwavidyalaya, B.U. Bhopal
Oriental Campus, Raisen Road, Bhopal-462022 (MP) INDIA

Ref: OCT/DIR/ADMIN/2024/2413-B

Date: 10/ 08/2024

MINUTES OF MEETING

Date: 06/08/2024
Time: 11.00 AM
Venue: Conference Room, Oriental College of Technology, Bhopal

Members Present

S. No.	Name	Designation	Signature
1	Dr. K.K.Dwivedi	Chairman	
2	Dr. Avinash Sharma	Dean Academics	
3	Dr. Ashish Nigam	Registrar	
4	Concerned HODs	Heads of Departments	
5	Academic Council Members	Members	

Agenda 1: Confirmation of Previous Minutes

The minutes of the previous Academic Council meeting were placed before the Council. The members reviewed the proceedings and compliance status. The minutes were confirmed.

Agenda 2: Academic Calendar

The proposed academic calendar for Jan–Jun 2025 was discussed with respect to commencement of classes, internal examinations, practical examinations, university examinations, holidays and academic activities.

Agenda 3: Syllabus Coverage

The Council reviewed the syllabus coverage of various courses. Faculty members were advised to maintain course coverage records and ensure completion of the prescribed syllabus before the commencement of university examinations.

Agenda 4: Teaching-Learning Practices

The Council reviewed classroom teaching, ICT-enabled teaching, presentations, laboratory work, assignments and other student-centric teaching-learning practices.

Phone No.-0755-2529015, 2685016
Fax: 0755-2729472
E-mail: directoroct@oriental.ac.in
Website: www.oistbpl.com

ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to Rajiv Gandhi ProudyogikiVishwavidyalaya, B.U, Bhopal
Oriental Campus, Raisen Road, Bhopal-462022 (MP) INDIA

Agenda 5: OBE Implementation

The Council discussed implementation of Course Outcomes (COs), Program Outcomes (POs) and Program Specific Outcomes (PSOs).

Agenda 6: CO–PO/PSO Mapping and Attainment

The Council reviewed the process of CO–PO/PSO mapping and attainment calculation.

Agenda 7: Internal Assessment

The Council reviewed the conduct of internal assessment, MSTs, assignments, quizzes and continuous evaluation.

Agenda 8: Slow and Advanced Learners

The Council discussed identification of slow and advanced learners based on academic performance and classroom assessment.

Agenda 9: Mentor–Mentee System

The Council reviewed Mentor–Mentee activities and counselling of students regarding attendance, academic performance and other academic concerns.

Agenda 10: Attendance

The Council reviewed student attendance and emphasized timely communication with students/parents in cases of shortage of attendance.

Agenda 11: Laboratory Facilities

The Council discussed laboratory requirements, equipment, software and maintenance.

Agenda 12: Student Feedback

The Council reviewed feedback related to curriculum and teaching-learning.

No major additional matter was raised. The Chairperson advised all departments to maintain proper academic documentation and ensure timely compliance.

The meeting concluded with a vote of thanks to the Chairperson.

Dr. K.K. Dwivedi
Director

Phone No.-0755-2529015, 2685016
Fax: 0755-2729472
E-mail: directoroct@oriental.ac.in
Website: www.oistbpl.com

ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to Rajiv Gandhi ProudyogikiVishwavidyalaya, B.U, Bhopal
Oriental Campus, Raisen Road, Bhopal-462022 (MP) INDIA

Ref: OCT/DIR/ADMIN/2025/2717-18 Date: 20/ 01/2025

Minutes of Meeting

Agenda 1: Review of Compliance of Decisions Taken in the Previous Academic Council Meeting

The Council reviewed the minutes of the previous Academic Council meeting and discussed the status of decisions taken therein. The concerned Heads of Departments presented the compliance status of academic activities, syllabus coverage, assessment, student mentoring and other academic initiatives.

The Council appreciated the departments for timely implementation of the decisions. Pending activities, wherever applicable, were advised to be completed within the prescribed timeline.

Agenda 2: Review and Approval of the Academic Calendar for Jul–Dec 2025

The proposed Academic Calendar for the July–December 2025 semester was presented before the Council. The Council discussed the schedule of commencement of classes, teaching days, internal examinations, practical examinations, holidays, academic activities and university examination-related activities. After discussion, the Council approved the Academic Calendar.

Agenda 3: Review of Curriculum Enrichment through Emerging Technologies, Industry Trends and Contemporary Topics

The Council discussed the need to supplement the prescribed university curriculum with contemporary developments in technology and industry. Faculty members were encouraged to incorporate case studies, current technological developments, practical examples, demonstrations and application-oriented content wherever appropriate. Particular emphasis was given to emerging areas relevant to engineering and technology education.

Agenda 4: Review of Value Added Courses, Certificate Courses and Skill Development Initiatives

The Council reviewed initiatives undertaken for enhancing students' technical, professional and employability skills through value-added courses, certificate programmes and skill development activities.The members emphasized that such programmes should complement the regular curriculum and address current industry requirements.

Phone No.-0755-2529015, 2685016
Fax: 0755-2729472
E-mail: directoroct@oriental.ac.in
Website: www.oistbpl.com

Agenda 5: Review of Internship, Industrial Training and Industry Interaction Activities

The Council reviewed the status of student internships, industrial training, industrial visits and interactions with industry professionals. The importance of providing students with practical exposure and industry-oriented learning opportunities was discussed. The Council advised departments to strengthen interaction with industries and encourage students to undertake internships aligned with their programme and career interests.

Agenda 6: Review of Academic Audit and Departmental Academic Performance

The Council reviewed the academic audit process and departmental academic performance. The discussion included syllabus coverage, lesson plans, attendance, course files, internal assessment, laboratory work, student performance and academic documentation. The Council emphasized the importance of periodic academic monitoring and corrective action.

Agenda 7: Review of OBE Documentation, CO–PO/PSO Attainment and Continuous Improvement Measures

The Council reviewed the implementation of Outcome Based Education. The process of CO formulation, CO–PO/PSO mapping, assessment methodology, attainment calculation and identification of attainment gaps was discussed.The Council emphasized that attainment analysis should lead to measurable improvement in teaching-learning processes.

Agenda 8: Review of Student Performance in University Examinations and Identification of Improvement Areas

The Council reviewed student performance in university examinations and discussed the academic performance of different programmes and courses. Courses with comparatively lower performance were identified for further academic review. Faculty members were advised to provide additional academic support through tutorials, remedial classes, doubt-clearing sessions and mentoring.

Agenda 9: Review of Research, Innovation, Consultancy and Project-Based Learning Activities

The Council reviewed research and innovation activities undertaken by faculty members and students. The importance of research publications, funded projects, consultancy, innovation, intellectual property and project-based learning was discussed. Faculty members were encouraged to collaborate across departments and with external organizations wherever feasible.

Phone No.-0755-2529015, 2685016
Fax: 0755-2729472
E-mail: directoroct@oriental.ac.in
Website: www.oistbpl.com

ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to Rajiv Gandhi ProudyogikiVishwavidyalaya, B.U, Bhopal
Oriental Campus, Raisen Road, Bhopal-462022 (MP) INDIA

Agenda 10: Review of Project Work, Mini-Projects and Final-Year Project Monitoring

The Council reviewed the mechanism for monitoring mini-projects and final-year projects. The members emphasized the importance of proper topic selection, project planning, periodic review, documentation and evaluation. Students were advised to undertake projects addressing practical, industrial, societal or technological problems.

Agenda 11: Review of Professional Society Activities, Technical Clubs and Student Participation in Competitions

The Council reviewed student participation in technical clubs, professional societies, hackathons, coding competitions, technical competitions, paper presentations and other co-curricular activities. The Council emphasized that participation in such activities contributes to technical competence, teamwork, communication skills and professional development.

Agenda 12: Review of Expert Lectures, Workshops, Seminars, FDPs and Industry-Academia Interaction

The Council reviewed academic enrichment activities such as expert lectures, seminars, workshops, Faculty Development Programmes and industry-academia interactions.

The members emphasized that experts from academia and industry should be invited to provide students and faculty with exposure to current developments and professional practices.

Agenda 13: Review of Academic Infrastructure, Software, Laboratories and Digital Learning Resources

The Council reviewed the adequacy and utilization of laboratories, computing facilities, software, internet connectivity, digital learning resources and other academic infrastructure.

The Heads of Departments were asked to identify infrastructure requirements based on curriculum requirements, emerging technologies and student learning needs.

Agenda 14: Review of Student Progression, Placement Readiness and Higher Education Initiatives

The Council reviewed initiatives related to student progression, employability, placement preparation, competitive examinations and higher education. The Council emphasized the need for continuous skill development, aptitude training, technical preparation, communication skills and career counselling.

Phone No.-0755-2529015, 2685016
Fax: 0755-2729472
E-mail: directoroct@oriental.ac.in
Website: www.oistbpl.com

ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to Rajiv Gandhi ProudyogikiVishwavidyalaya, B.U, Bhopal
Oriental Campus, Raisen Road, Bhopal-462022 (MP) INDIA

Agenda 15: Any Other Matter with the Permission of the Chairperson

With the permission of the Chairperson, the members discussed the importance of maintaining academic quality and ensuring timely documentation of all academic activities. The Chairperson emphasized that every academic initiative should be linked with measurable outcomes and continuous improvement. Departments were advised to maintain proper evidence and records for institutional quality assurance and accreditation purposes.

Key Decisions of the Meeting

The Academic Council collectively resolved that:

1. The approved Academic Calendar shall be implemented strictly.
2. Departments shall strengthen curriculum enrichment and skill development activities.
3. Industry interaction and internship opportunities shall be enhanced.
4. Academic audits shall be conducted periodically and corrective actions documented.
5. NBA/NAAC-related academic records shall be updated and systematically maintained.
6. CO–PO/PSO attainment shall be reviewed and improvement measures implemented.
7. Student academic performance shall be monitored and remedial measures undertaken wherever necessary.
8. Research, innovation, consultancy and project-based learning shall be promoted.
9. Student participation in technical and professional activities shall be increased.
10. Academic infrastructure and digital learning resources shall be reviewed periodically.
11. Placement readiness and higher education guidance shall be strengthened.
12. All departments shall submit evidence of implementation and compliance wherever required.

Dr. K.K. Dwivedi
Director

Director
Oriental College of Technology,
Patel Nagar, Raisen Road, Bhopal