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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/ 2934-13

Date: 28 /07/2025

NOTICE

Subject: Formation of Academic Council

This is to inform all concerned that an Academic Council (AC) is hereby constituted at Oriental College of Technology, Bhopal, with the objective of providing academic guidance, ensuring effective implementation of academic policies, maintaining academic standards, and promoting continuous improvement in teaching-learning and other academic activities of the Institute. The Academic Council shall review and deliberate upon matters related to curriculum implementation, academic planning, teaching-learning processes, examination and evaluation, student progression, faculty development, academic quality enhancement, and other academic matters 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. Sushila Sonare	HOD, CSE-CY	Member
4	Dr. Sumit Sharma	HOD, CSE-DS	Member
5	DR. Rajesh Nigam	HOD, CSE- AIML	Member
6	Dr. Prakhar Bhadoriya	HOD, EX	Member
7	Dr. Sandeep Garg	HOD, EC	Member
8	Dr. Pali Sahu	HOD, CE	Member
9	Dr. Rajeev Vashney	HOD, ME	Member
10	Dr. Anjana Dubey	HOD, MBA	Member
11	Dr.Yogesh Iyer Murthy	Dean R&D	Member
12	Dr. Sonendra Gupta	DSW	Member
13	Dr. Urmila Mahor	IQAC 2024 Onward	Member
14	Dr S.L. Ahirwar	COE -2023 Onward	Member
15	Dr. Mohd. Ahmad	TNP -2025-26	Member
16	Mr.Sanjeev Mohne	Chief Librarian	Member
17	Mr. Ashish sarkar	Industry TCS	Member
18	Mrs. Megha Agarwal	Industry TCS	Member
19	Dr. Jitendra Agarwal	Academic Expert	Member
20	Dr. Vandana Vaishnav	Senior faculty	Member
21	Dr. Sanjay Sharma	Senior faculty	Member
22	Dr. Divya Rai Shivhare	Senior faculty	Member
23	Mr. Shivam Mishra	Alumni	Member
25	Dr Avinash Sharma	Dean Academics	Member Secretary

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Roles and Responsibilities of the Academic Council

The Academic Council shall:

1. Review and monitor the effective implementation of academic plans and academic calendars.
2. Ensure adherence to prescribed academic standards and institutional academic policies.
3. Review curriculum delivery, teaching-learning methodologies, and student academic performance.
4. Suggest measures for improving the quality and effectiveness of academic processes.
5. Promote innovative teaching-learning practices, interdisciplinary activities, and industry-oriented learning.
6. Review the requirements of academic resources, laboratories, software, learning materials, and other facilities.
7. Recommend and monitor faculty development programmes, workshops, seminars, and expert lectures.
8. Review student feedback and suggest appropriate corrective and preventive measures.
9. Monitor academic progression, mentoring, remedial measures, and support systems for students.
10. Consider and recommend proposals related to new academic initiatives and programmes.
11. Review academic performance data and suggest measures for continuous improvement.
12. Perform any other academic function assigned by the competent authority.

All members are requested to extend their cooperation and actively participate in the activities of the Academic Council for the effective achievement of the academic objectives of the Institute.

Dr. K.K. Dwivedi
Director

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

Copy To:

1. Hon'ble Chairman for kind information
2. Hon'ble Vice-Chairman for kind information
3. Registrar/Director(T&P)/Dean(R&D)/DSW/IQAC Coordinator/All HOD's)
4. Dean (Academics)/Librarian/All Committee Members

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Ref: OCT/DIR/ADMIN/2025/2942-13 Date: 03/ 08/2025

SUMMARY REPORT OF THE ACADEMIC COUNCIL MEETING

Introduction

The Academic Council Meeting for the session July–December 2025 was conducted to review the overall academic functioning of the Institute, assess the implementation of academic and quality initiatives, and recommend measures for continuous improvement. The Council reviewed academic planning, curriculum implementation, teaching-learning processes, Outcome Based Education, student performance, research, accreditation preparedness, examination systems and student support activities.

The deliberations covered all **18 agenda items** placed before the Council. The major observations, decisions and action points are summarized below.

2. Summary of Major Deliberations and Decisions

S. No.	Area Reviewed	Major Decision / Action
1	Previous Meeting & ATR	Previous minutes were confirmed and pending actions were directed to be completed within the stipulated timeline.
2	Academic Calendar	Academic Calendar for July–December 2025 was approved and departments were directed to follow it strictly.
3	Curriculum & Syllabus	Departments were instructed to ensure timely syllabus completion and address any shortfall through additional academic interventions.
4	Teaching-Learning	Innovative, experiential and student-centric methodologies were encouraged and their implementation was to be documented.
5	OBE & CO–PO/PSO	Departments were directed to maintain CO–PO/PSO mapping and attainment records and undertake corrective actions wherever required.
6	Student Academic Performance	Attendance, internal assessment, MST, assignments, practicals and examination results were to be regularly monitored.
7	Slow & Advanced Learners	Remedial support was prescribed for slow learners, while advanced learners were to be encouraged through projects, competitions, certifications and research activities.
8	Skill Development	Value Added Courses, certificate programmes, workshops and seminars were encouraged with proper participation and completion records.
9	Internship & Industry Interaction	Internship, industrial training, industry visits, expert interactions and project-based learning were to be strengthened.

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	ATR	followed by appropriate Action Taken Reports.
12	Academic Audit	Periodic academic audits and corrective/preventive actions were emphasized for improving departmental performance.
13	Research & IPR	Faculty were encouraged to undertake research projects, quality publications, consultancy, innovation, patents/IPR and collaborative research.
14	NBA/NAAC & Quality	Departments were directed to maintain systematic documentation and timely submission of quality-related data, coordinated through IQAC.
15	Examination & Assessment	Transparent, fair and timely evaluation and proper maintenance of assessment records were emphasized.
16	Mentoring & Counselling	Regular Mentor–Mentee meetings, mentoring records and appropriate counselling/escalation mechanisms were emphasized.
17	Curriculum Enrichment	Emerging technologies, contemporary topics, industry practices, certifications, expert lectures and practical projects were encouraged.
18	Any Other Matter	Continuous improvement, evidence-based monitoring and coordination among academic and support units were emphasized.

3. Academic Planning and Curriculum Implementation

The Council approved the Academic Calendar for July–December 2025 and emphasized its strict implementation across all departments. Curriculum implementation and syllabus coverage were reviewed, with directions to maintain course files, lesson plans, attendance records and syllabus coverage documentation. Departments were advised to provide additional classes and academic interventions wherever syllabus coverage required attention.

4. Teaching-Learning and OBE

The Council emphasized the use of interactive teaching, problem-solving, case studies, project-based learning, laboratory-based learning, ICT-enabled teaching, presentations, seminars and blended/flipped learning wherever appropriate. The implementation of Outcome Based Education was also reviewed. Departments were directed to maintain proper CO–PO/PSO mapping and attainment records and implement corrective actions based on identified gaps.

5. Student Academic Performance and Learner Support

Student performance was reviewed using attendance, internal assessment, MST performance, assignments, practical performance and university examination results. The Council emphasized early identification of academically weak students and provision of remedial teaching, additional practice, doubt-clearing sessions and academic counselling. The Council further emphasized differentiated support for slow and advanced learners. Slow learners were to receive remedial classes and mentoring, whereas advanced learners were encouraged through challenging assignments, technical competitions, projects, certifications and research-oriented activities.

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6. Skill Development, Internship and Placement

The Council encouraged departments to conduct Value Added Courses, certificate programmes, workshops and skill-development activities with proper documentation. Internship and industrial training activities were also reviewed, with emphasis on industry visits, expert interactions, project-based learning and monitoring of student internships. Placement and career development initiatives were reviewed, and the Council advised regular aptitude training, technical training, communication and soft-skill development, and career guidance programmes.

7. Feedback, Academic Audit and Continuous Improvement

The Council reviewed student and stakeholder feedback concerning teaching-learning, curriculum, infrastructure, laboratories and academic facilities. It was decided that feedback should be systematically analysed and appropriate Action Taken Reports prepared and implemented.Academic audits were also reviewed, and departments were directed to address audit observations through corrective and preventive actions while maintaining updated academic documentation.

8. Research, Innovation and IPR

The Council reviewed research and innovation activities and emphasized increased participation of faculty in research projects, quality publications, consultancy, innovation, patents/IPR, conferences, seminars and collaborative research. The Dean R&D was requested to facilitate and monitor these activities.

9. NBA/NAAC and Quality Assurance

Accreditation preparedness and quality assurance activities were reviewed. The Council emphasized systematic maintenance of records, evidence and departmental documentation. Departments were directed to ensure timely submission of required data, while IQAC was assigned the responsibility of coordinating quality assurance and compliance activities.

10. Examination, Mentoring and Student Support

The Council emphasized transparent and timely examination and assessment practices, proper maintenance of assessment records and compliance with institutional and university regulations. The Mentor–Mentee system was also reviewed. Regular mentor meetings, attendance monitoring, academic counselling and identification of student concerns were emphasized. Serious or escalated concerns were to be referred to the appropriate institutional counselling mechanism.

11. Curriculum Enrichment and Emerging Technologies

The Council recommended continuous curriculum enrichment through emerging technologies, contemporary topics, current tools, industry practices, professional certifications, expert lectures, workshops and practical projects wherever feasible within the academic framework.

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12. Overall Outcome

The Academic Council concluded that academic activities should be implemented through a structured and evidence-based approach, with continuous monitoring and periodic review. The major focus areas identified for the session were:

- Timely curriculum and syllabus completion
- Strengthening Outcome Based Education
- Improvement in student academic performance
- Support for slow and advanced learners
- Innovative and student-centric teaching
- Skill development and employability
- Industry interaction and internships
- Research, innovation and IPR
- NBA/NAAC preparedness
- Transparent examination and assessment
- Effective Mentor–Mentee and counselling systems
- Stakeholder feedback and Action Taken Reports
- Continuous academic quality improvement

The Council emphasized coordinated implementation by Departments, IQAC, Examination Cell, Training & Placement, R&D and student support units, along with proper documentation and evidence of implementation. The final discussion reiterated the importance of continuous academic improvement and coordinated implementation of quality initiatives.

13. Conclusion

The Academic Council Meeting provided a comprehensive review of the academic and quality-related activities of the Institute for the July–December 2025 session. The decisions taken are intended to strengthen academic delivery, improve student learning outcomes, enhance employability and industry readiness, promote research and innovation, and support continuous improvement in institutional quality.

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Ref: OCT/DIR/ADMIN/2026/3094-B

Date:10/ 01/2026

MINUTES OF THE MEETING

The meeting of the Academic Council was held on 09/01/2026 at OCT, Conference Hall under the chairmanship of Director. The Chairperson welcomed all the members and initiated the proceedings. The following agenda items were discussed and the decisions/resolutions were recorded as follows:

S. No.	Agenda Discussed	Discussion	Resolution	Responsibility
1	Confirmation of Minutes of Previous Meeting and Action Taken Report	The minutes of the previous Academic Council meeting were presented and reviewed. The compliance status of decisions taken in the previous meeting was also discussed.	The minutes were confirmed. The Council advised that all pending actions, if any, should be completed within the stipulated time.	Concerned Coordinators
2	Academic Calendar for January–June 2026	The proposed Academic Calendar covering teaching, examinations, holidays, internal assessments and other academic activities was discussed.	The Academic Calendar for January–June 2026 was approved. All departments were advised to follow the approved schedule.	Academic Coordinator
3	Curriculum Implementation and Syllabus Coverage	Department-wise syllabus coverage and curriculum implementation were reviewed. The Council discussed the progress against the planned teaching schedule.	Departments were directed to ensure timely completion of the syllabus and provide additional/remedial classes wherever required.	HoDs and senior faculty members
4	Teaching-Learning Practices and Academic Delivery	Various teaching-learning practices, including ICT-enabled teaching, experiential learning, laboratory work, assignments, seminars and student-centric methodologies, were reviewed	The Council emphasized the adoption of innovative and learner-centric teaching practices for effective academic delivery.	HoDs / Faculty Members

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	OBE Practices	attainment calculation and Outcome Based Education practices was discussed.	and take corrective measures wherever attainment levels were below the desired targets.	
6	Course Exit Survey and Student Feedback	Course Exit Survey results and student feedback were analyzed to identify strengths and areas requiring improvement.	The Council advised departments to utilize feedback results for continuous improvement and prepare Action Taken Reports.	HoDs / IQAC / Faculty
7	Student Academic Performance	Student performance with respect to attendance, internal assessment, MST results and university examination results was reviewed.	Regular monitoring of student performance was recommended. Students requiring academic support should be identified and provided appropriate assistance.	HoDs / Mentors
8	Slow and Advanced Learners	The process for identifying slow and advanced learners based on academic performance and assessment results was discussed.	Remedial teaching and mentoring were recommended for slow learners, while advanced learners should be provided additional learning opportunities, projects and enrichment activities.	HoDs / Mentors / Faculty
9	Value Added Courses and Skill Development	Value Added Courses, certificate programmes, workshops, seminars and skill-development activities conducted/planned by departments were reviewed.	Departments were encouraged to organize more industry-oriented and skill-based activities aligned with student requirements.	HoDs / Coordinators
10	Internship, Industrial Training and Project Work	The status of internships, industrial training, student projects and industry-academia interaction was discussed.	The Council recommended strengthening industry linkages and providing students with meaningful practical exposure.	HoDs / T&P Cell / Project Coordinators
11	Placement and Employability Initiatives	Placement activities, aptitude training, technical training, soft-skill development and higher education guidance were reviewed.	The Council emphasized strengthening employability skills, placement preparation and career guidance activities.	T&P Cell / HoDs
12	Academic Audit and Departmental	Academic audit observations and	Departments were instructed to address audit observations and	HoDs / IQAC

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	Performance	departmental performance were reviewed. Corrective and preventive actions were discussed.	submit compliance/action-taken reports within the prescribed timeline.	
13	Research, Innovation, Consultancy, Publications and IPR	Research publications, innovation activities, consultancy, patents and IPR initiatives were reviewed.	Faculty members and students were encouraged to undertake quality research, innovation projects, publications, consultancy and IPR activities.	R&D Cell / HoDs / Faculty
14	NBA/NAAC Preparedness and Quality Documentation	The status of NBA/NAAC preparedness, documentation and compliance with quality requirements was reviewed.	The Council directed departments and IQAC to maintain updated records and ensure timely compliance with accreditation requirements.	IQAC / HoDs / Coordinators
15	Examination and Assessment System	Internal assessment, MSTs, practical examinations, assignments and university examinations were reviewed.	The Council emphasized transparent, fair, outcome-oriented and effective assessment practices with timely feedback to students.	Examination Cell / HoDs / Faculty
16	Mentor–Mentee, Counselling and Student Welfare	Mentor–Mentee activities, counselling and student welfare measures were reviewed. Mechanisms for identifying and escalating serious student concerns were discussed.	Regular mentor interaction and timely counselling were emphasized. Serious concerns should be appropriately escalated through the prescribed mechanism.	Mentors / HoDs / Student Welfare Cell
17	Infrastructure, Laboratories and Learning Resources	Requirements related to classrooms, laboratories, computing facilities, internet, library and other learning resources were reviewed.	Departments were advised to identify deficiencies and submit requirements for necessary upgradation/procurement.	HoDs / Administration
18	Emerging Technologies and Curriculum Enrichment	Emerging technologies and changing industry requirements were discussed with emphasis on enhancing student competencies.	Departments were encouraged to organize expert lectures, workshops, value-added courses and projects in emerging areas relevant to their programmes.	HoDs / Faculty / Coordinators
19	Academic Quality	Quality improvement	The Council appreciated the	IQAC / HoDs

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	Improvement Initiatives	initiatives undertaken by departments and IQAC were reviewed.	initiatives and recommended continuous monitoring, documentation and implementation of further improvement measures.	
20	Any Other Matter with Permission of the Chair	Other academic matters concerning teaching-learning, student development, faculty development and institutional quality enhancement were discussed with the permission of the Chair.	The Council advised all departments to take appropriate measures for continuous academic improvement and timely implementation of decisions.	Concerned Departments

MAJOR DECISIONS TAKEN

After detailed discussion on all agenda items, the Academic Council resolved that:

- The Academic Calendar for January–June 2026 shall be implemented as approved.
- Departments shall ensure timely syllabus completion and effective curriculum implementation.
- Innovative, learner-centric and ICT-enabled teaching-learning practices shall be promoted.
- CO–PO/PSO attainment and OBE practices shall be regularly monitored and improved.
- Student feedback and Course Exit Survey findings shall be used for continuous academic improvement.
- Student academic performance, attendance and examination results shall be monitored regularly.
- Appropriate academic support shall be provided to slow learners, while advanced learners shall be encouraged through enrichment activities.
- Departments shall strengthen Value Added Courses, workshops, seminars, certifications and skill-development programmes.
- Internships, industrial training, projects and industry-academia interaction shall be strengthened.
- Placement and employability initiatives shall be enhanced through technical, aptitude, communication and soft-skill training.
- Academic audit observations shall be addressed through appropriate corrective and preventive actions.
- Faculty and students shall be encouraged to undertake research, innovation, consultancy, publications and IPR activities.
- NBA/NAAC documentation and compliance shall be maintained systematically and updated regularly.
- Assessment and examination processes shall be transparent, fair, outcome-oriented and effective.
- Mentor–Mentee and student welfare activities shall be strengthened, with timely counselling and escalation of serious concerns wherever necessary.

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- Infrastructure, laboratory and learning-resource requirements shall be identified and addressed on priority.
- Departments shall continuously review emerging technologies and industry requirements and undertake suitable curriculum enrichment activities.
- IQAC and departments shall continue to implement and monitor academic quality improvement initiatives.

ACTION TAKEN

All concerned Heads of Departments, Coordinators, Faculty Members and Institutional Cells were directed to implement the decisions of the Academic Council within the prescribed timelines and maintain appropriate documentary evidence for review in the subsequent meeting.

The Action Taken Report (ATR) on the above decisions shall be placed before the Academic Council in its next meeting for review and compliance.

CLOSURE OF THE MEETING

There being no other matter for discussion, the meeting concluded with a vote of thanks to the Chairperson and all members for their valuable suggestions and contributions towards the continuous improvement of academic quality.

10/1/26

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