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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/IQAC/2023/2112B

Date: 02/07/2023

Constitution of Academic Advisory Committee Constitution (Session 2023-2024)

S. No.	Name	Designation	Post
1	Dr. Amita Mahor	Director, OCT	Chairperson
2	Mr. R.K.Jain	Executive Director, OGI	Member
3	Prof. Sagar Maji	Professor, ME, DTU	Academic Member
4	Mr. Gaurav Ghelani	Group Region Talent Acquisition Head ,TCS	Industry Member
5	Mr. Anubam K. Bhandarkar	University Relation, Consultant and Hiring, Capegemini, Mumbai	Industry Member
6	Mrs. Megha Agarwal	Head Academic Alliances Group, TCS Indore	Industry Member
7	Mr. Pradeep Karambelkar	President, TIE, M.P. and Founder, Vision Group	Industry Member
8	Dr. R.S. Goswami	Federation of M.P. Chamber of Commerce and Industry	Industry Member
9	Mr. Amit Raje	Chairman and MD, Aartech Solonics Ltd., Bhopal, M.P.	Industry Member
10	Mrs. Kirti Chandraul	IQAC Coordinator	Academic Member
11	Dr. Sandeep Garg	Professor and Head ECE, Member Academic Staff Cell, OCT	Academic Member
12	Dr. L. K. Vishwamitra	Professor CSE and Member, Academic Staff Cell, OCT	Academic Member
13	Dr. Sonia Goswami	Professor Engg. Chemistry and Member, Academic Staff Cell, OCT	Academic Member

All the above members are requested to actively participate and contribute towards achieving academic excellence.

Dr. Amita Mahor
Director

Copy To:

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

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NOTICE

Subject: Meeting of the Academic Advisory Committee for the Academic Session July–December 2023

All members of the Academic Advisory Committee are hereby informed that a meeting of the Academic Advisory Committee (AAC) of Oriental College of Technology, Bhopal, is scheduled as follows:

Date of Meeting	Time	Mode of Meeting	Venue
21-07-2023	11:00am- 12:30pm	Offline	Conference Room

The meeting will focus on reviewing academic preparedness for the July–December 2023 semester, curriculum implementation, teaching-learning practices, industry-oriented education, skill development, internships, and quality enhancement initiatives. All committee members are requested to attend the meeting and provide their valuable suggestions for improving the quality and relevance of technical education.

Agenda:-

1. Review of first AAC meeting.
2. Course beyond Syllabus Curriculum.
3. Review of students' academic performance
4. Review of student attendance
5. Syllabus completion status
6. Teaching and learning activities
7. Internal examination and assessment
8. Mentoring and student counselling
9. Remedial classes for slow learners
10. Laboratory and academic facilities
11. Internship, placement and industry interaction
12. Suggestions for academic improvement and action plan

All members are requested to come prepared with relevant suggestions and recommendations.

Dr. Amita Mahor
Director

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

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Ref: OCT/DIR/ADMIN/2023/2135 B

Date: 23 /07/2023

Academic Advisory Committee

Minutes of Academic Advisory Committee (AAC)

(Jul-Dec 2023)

Date of Meeting	Time	Mode of Meeting	Venue
21-07-2023	11:00am- 12:30pm	Offline	Conference Room

The Following Committee members were present for the meeting

Members present:

1) Dr.Amita Mahor, Director OCT

2) Mr. Gourvav Gehlani, Group Region TalentAcquisition Head ,TCS and Industry Member

3) Prof. Sagar Maji, Professor ME, DTU, Delhi

4) Mr. Anubam K. Bhandarkar, University Relation, Consultant and Hiring, Capegemini, Mumbai

5) Mr. Pradeep Karambelkar, President, TIE, M.P. and Founder, Vision Group

6) Dr. R.S. Goswami, Federation of M.P. Chamber of Commerce and Industry

7) Mr. Amit Raje,Chairman and MD, AartechSolonics Ltd., Bhopal, M.P.

8) Dr. Sandeep Garg, Professor and Academic Member AAC(Internal Member)

9) Dr. L. K. Vishwamitra Professor CSE and Member, Academic Staff Cell, OCT

10) Dr. Sonia Goswami, Professor Engg. Chemistry and Member, Academic Staff Cell, OCT

11) Mrs. Kirti Chandraul, IQAC Coordinator, OCT

Agenda:-

13. Review of first AAC meeting.
14. Course beyond Syllabus Curriculum.
15. Review of students' academic performance
16. Review of student attendance
17. Syllabus completion status
18. Teaching and learning activities
19. Internal examination and assessment

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20. Mentoring and student counselling
21. Remedial classes for slow learners
22. Laboratory and academic facilities
23. Internship, placement and industry interaction
24. Suggestions for academic improvement and action plan

AAC is constituted at institute level, responsible for regulating and implementing different academic activities. It provides guidance and support in improving and implementation of curriculum at institute level. The committee supervise the teaching leaning process on regular basics.

The Following Discussions and suggestions were made in the meeting by the committee members:

Sno.	Member	Discussion
1	Dr. Amita Mahor, Director	Reviewed overall academic performance, attendance, syllabus completion, teaching-learning practices, mentoring, and academic quality. Emphasized timely corrective actions and continuous academic improvement.
2	Mr. Gourvav Gehlani, Academic & Central Relation Manager, TCS India	Suggested strengthening industry-oriented teaching, technical skills, employability, internships, industry interaction, and placement preparation.
3	Prof. Sagar Maji, Professor ME, DTU, Delhi	Advised improvement in academic standards, outcome-based education, student mentoring, assessment practices, higher education opportunities, and overall academic quality.
4	Mr. Anubam K. Bhandarkar, University Relation Consultant & Hiring, Capgemini	Recommended enhancing students' programming, communication, problem-solving, aptitude, emerging technology skills, and industry readiness.
5	Mr. Pradeep Karambelkar, President, TiE M.P. & Founder, Vision Group	Suggested promoting entrepreneurship, innovation, startup activities, industry exposure, project-based learning, and entrepreneurial skills among students.
6	Dr. R.S. Goswami, Federation of M.P. Chamber of Commerce & Industry	Emphasized stronger industry–academia collaboration, industrial exposure, internships, skill development, and understanding of current industry requirements.
7	Mr. Amit Raje, Chairman & MD, AartechSolonics Ltd.	Suggested practical and application-oriented learning, industry-based projects, technical skills, internships, and collaboration with industries.
8	Dr. Sandeep Garg, Professor	Reviewed syllabus coverage, internal assessment, attendance, mentoring, academic audits, remedial measures, and implementation of academic improvement plans.
9	Dr. L. K. Vishwamitra Professor, CSE	Discussed course delivery, laboratory work, student performance, slow learners, advanced learners, internal assessment, and technical skill development.

Amita Mahor

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10	Dr. Sonia Goswami Professor, Engineering Chemistry & Member, Academic Staff Cell, OCT	Discussed teaching-learning activities, laboratory facilities, syllabus completion, student performance, assessment, and measures for improving academic outcomes.

Overall Outcome of the Meeting

The Academic Advisory Committee emphasized improving academic performance, maintaining regular attendance, completing the syllabus on time, strengthening mentoring and remedial teaching, improving laboratory and practical learning, and enhancing industry-oriented skills. The external members particularly highlighted employability, internships, industry interaction, entrepreneurship, innovation, and practical and project-based learning. The committee recommended that the institution prepare a time-bound action plan and regularly review its implementation.

Dr. Amita Mahor
Director

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Ref: OCT/DIR/ADMIN/2024/4211B

Date: 13/01/2024

MINUTES OF THE ACADEMIC ADVISORY COMMITTEE MEETING

Academic Session: January–June 2024
Date: 12 January 2024
Time: 11:00 AM
Venue: Conference Room, Oriental College of Technology, Bhopal

Members present:

1) Dr.Amita Mahor, Director OCT

2) Mr. Gourvav Gehlani, Group Region TalentAcquisition Head ,TCS and Industry Member

3) Prof. Sagar Maji, Professor ME, DTU, Delhi

4) Mr. Anubam K. Bhandarkar, University Relation, Consultant and Hiring, Capegemini, Mumbai

5) Dr. R.S. Goswami, Federation of M.P. Chamber of Commerce and Industry

6) Mr. Amit Raje,Chairman and MD, AartechSolonics Ltd., Bhopal, M.P.

7) Dr. Sandeep Garg, Professor and Academic Member AAC(Internal Member)

8) Dr. L. K. Vishwamitra Professor CSE and Member, Academic Staff Cell, OCT

10) Dr. Sonia Goswami, Professor Engg. Chemistry and Member, Academic Staff Cell, OCT

11) Mrs. Kirti Chandraul, IQAC Coordinator, OCT

The meeting of the Academic Advisory Committee was convened on 12 January 2024 to review the academic activities of the previous semester and formulate recommendations for the effective implementation of academic programmes during January–June 2024.

The Chair welcomed all members and invited their suggestions regarding curriculum delivery, teaching-learning practices, student development, industry interaction, and institutional quality enhancement. The following agenda items were discussed, and the corresponding decisions were recorded.

Agenda 1: Confirmation of Previous Meeting Minutes and Action Taken

The minutes of the Academic Advisory Committee meeting held on 21 July 2023 were placed before the committee. Members reviewed the recommendations concerning academic planning, curriculum delivery, skill development, industry interaction, and outcome-based education.

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Decision: The previous minutes were confirmed, subject to verification of the recorded proceedings. Departments were advised to continue implementing the recommendations and maintain appropriate supporting records.

Agenda 2: Review of Academic Activities and Syllabus Completion

The committee reviewed the academic activities conducted during July–December 2023, including teaching schedules, syllabus coverage, laboratory work, internal assessments, and student performance.

Decision: Departments shall review syllabus completion and academic performance, identify learning gaps, and implement suitable corrective measures wherever required.

Agenda 3: Academic Calendar for January–June 2024

The proposed academic calendar was discussed with reference to commencement of classes, teaching schedules, internal examinations, practical assessments, holidays, and semester-end examinations.

Decision: The academic calendar was recommended for implementation in accordance with the university schedule and institutional requirements.

Agenda 4: Curriculum Implementation and Teaching Plans

The committee emphasized the need for effective implementation of the prescribed curriculum, timely completion of the syllabus, and coordination between theory and laboratory courses.

Decision: All departments shall prepare and monitor teaching plans, maintain syllabus completion records, and conduct periodic academic reviews.

Agenda 5: Curriculum Enrichment and Emerging Technologies

Members discussed the need to supplement the prescribed curriculum with current technological developments, practical applications, interdisciplinary learning, and relevant industry practices.

Decision: Departments shall identify appropriate enrichment topics and organize technical sessions, workshops, demonstrations, and project activities wherever feasible.

Agenda 6: Teaching-Learning Methodologies

The committee reviewed the use of ICT-enabled teaching, interactive classroom sessions, case studies, problem-based learning, practical demonstrations, and project-based assignments.

Decision: Faculty members shall adopt appropriate student-centric teaching strategies to improve conceptual understanding, practical skills, and student participation.

Agenda 7: Industry–Institute Interaction

Amit Gaur

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The committee discussed opportunities for collaboration with industries and professional organizations through expert lectures, industrial visits, technical workshops, and interaction with industry professionals.

Decision: Departments shall prepare a schedule of industry-oriented activities and identify suitable resource persons and organizations for engagement during the semester.

Agenda 8: Internships, Industrial Training, and Project Work

Members emphasized the importance of experiential learning, internships, industrial training, and application-oriented projects.

Decision: Departments shall encourage students to undertake relevant internships and projects and provide guidance for developing practical and professional competencies.

Agenda 9: Value-Added Courses and Skill Development

The committee discussed the need for certification courses and additional training in programming, emerging technologies, communication, and other domain-specific skills.

Decision: Departments shall identify suitable value-added courses and coordinate their implementation based on student requirements, available resources, and institutional priorities.

Agenda 10: Employability and Placement Preparedness

The committee reviewed the importance of aptitude training, technical interview preparation, communication skills, teamwork, and professional ethics.

Decision: The Training and Placement Cell and departmental coordinators shall organize appropriate training activities to strengthen students' employability and placement readiness.

Agenda 11: Research, Innovation, and Entrepreneurship

The committee discussed encouraging faculty and students to participate in research activities, innovation projects, technical competitions, entrepreneurship programmes, and interdisciplinary initiatives.

Decision: Departments shall promote project development, research awareness, innovation activities, and participation in relevant technical events.

Agenda 12: Outcome-Based Education and Attainment

The committee reviewed CO formulation, CO–PO/PSO mapping, assessment methods, attainment analysis, and the use of assessment results for academic improvement.

Decision: Departments shall maintain updated OBE documentation, conduct attainment analysis as per institutional procedures, and prepare action plans for addressing identified learning gaps.