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/2024/2401B

Date:03/08/2024

Constitution of Academic Advisory Committee Constitution (Session 2024-2025)

This is to inform all concerned that the Academic Advisory Committee (AAC) of Oriental College of Technology, Bhopal is hereby constituted to provide guidance and recommendations for the effective planning, implementation, monitoring, and continuous improvement of academic activities of the Institute.

The Committee shall provide advisory support on matters related to academic quality, curriculum enrichment, teaching-learning practices, faculty development, research and innovation, industry interaction, student development, and other academic initiatives, in accordance with the objectives of the Institute and applicable regulatory requirements.

Sno.	Name	Designation	Post
1	Dr.K.K. Dwivedi	Director, OCT	Chairperson
2	Mrs. Soniya Thakral	Management Representative, Nominated by Chairman OGI	Member
3	Dr. Jitendra Agrawal	Director, SOIT, RGPV, Bhopal	Academic Member
4	Dr. Daniel D. Dasig	Head, Research Ethics Unit, College of saint, Manila, Philippines	Academic Member
5	Dr. Dilip Singh Sisodia	Head of the Department of Computer Science and Engineering (CSE) at National Institute of Technology (NIT) Raipur	Academic Member
6	Dr. R.S. Goswami	Federation of M.P. Chamber of Commerce and Industry	Industry Member
7	Ms. Payal Raisinghani	Lead - Talent Acquisition - Talent Cloud, Netlink Software, Bhopal	Industry Member
8	Mr. Ashish Mishra	Director and CEO at SNA Sistec Pvt. Ltd., Bhopal	Industry Member
9	Ms. Sonali Sharma	Capgemini Expeller Team – India	Industry Member
10	Mrs. Megha Agrawal	Head Academic Alliances Group, TCS Indore	Industry Member
11	Dr. Urmila Mahor	IQAC Coordinator	Academic Member
12	Dr. Vandna Vaishnav	Professor and Head Academic Staff Cell	Academic Member
13	Dr.Sandeep Garg	Professor EC and Member	Academic Member
14	Dr. Anjna Dubey	Professor and HOD MBA and Member	Academic Member

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

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Role and Responsibilities

The Academic Advisory Committee shall:

1. Advise on the planning and implementation of academic activities and institutional academic policies.
2. Review and suggest measures for improving the quality and effectiveness of teaching-learning processes.
3. Recommend initiatives for curriculum enrichment, value addition, skill development, and emerging technologies.
4. Promote faculty development through FDPs, workshops, seminars, training programmes, and other professional development activities.
5. Encourage research, innovation, consultancy, entrepreneurship, and industry-academia collaboration.
6. Review academic performance and suggest appropriate measures for continuous improvement.
7. Advise on student development activities, including mentoring, career development, internships, projects, and professional skills.
8. Consider feedback from students, faculty, alumni, industry, and other stakeholders for academic improvement.
9. Monitor the implementation of recommendations and suggest corrective and preventive measures wherever required.
10. Undertake any other academic matter assigned by the competent authority.

The Committee shall meet at least once in an academic session, or as and when required, to review academic matters and provide recommendations for continuous improvement. All members are requested to extend their cooperation and actively participate in the activities of the Academic Advisory Committee for achieving 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. Registrar/Director (T&P)/ Dean (R&D)
3. DSW/IQAC Coordinator/All HOD's/ Dean (Academics)/ All Committee Members

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Academic Advisory Committee

Minutes of Academic Advisory Committee (AAC)

(Jul -Dec 2024)

Date of Meeting	Time	Mode of Meeting	Venue
17-08-2024	12:00PM- 1:30PM	Hybrid	Conference Room

Academic Advisory Committee Meeting Agenda

- Review of the Action Taken Report (ATR) of the previous AAC meeting.
- Review of students' academic performance and previous semester results.
- Planning for syllabus completion and implementation of the academic calendar for July–December 2024.
- Review of attendance monitoring and academic counseling of students.
- Planning of mentoring and remedial classes for slow learners.
- Strengthening technical skills, practical learning, and project-based education.
- Discussion on industry interaction, internships, industrial visits, and expert lectures.
- Planning for placement preparation and employability skill development.
- Promotion of innovation, entrepreneurship, startups, and student projects.
- Review of laboratory facilities, learning resources, and infrastructure requirements.
- Discussion on quality assurance, academic audits, documentation, and IQAC activities.
- Suggestions from industry and external experts for curriculum and academic improvement.
- Finalization of action points, responsibilities, and timelines for implementation during July–December 2024.

Members present:

1) Dr. K.K.Dwivedi, Director OCT, Chairperson Academic Advisory Board OCT (Internal Member)
2) Dr. Jitendra Agrawal, Director, SOIT, RGPV, Bhopal
3) Dr. Daniel D. Dasig, Head, Research Ethics Unit, College of saint, Manila, Philippines
4) Dr. Dilip Singh Sisodia, Head of the Department of Computer Science and Engineering (CSE) at National Institute of Technology (NIT) Raipur
5) Ms. Payal Raisinghani, Lead - Talent Acquisition - Talent Cloud, Netlink Software, Bhopal
6) Mr. Ashish Mishra, Director and CEO at SNA Sistec Pvt. Ltd., Bhopal
7) Ms. Sonali Sharma, Capgemini Expeller Team – India
8) Dr. Vandna Vaishnav, Professor Basic Science and Head Academic Staff Cell, OCT
9) Dr. Sandeep Garg, Professor and Head EC, OCT
10) Dr. Anjna Dubey , Professor and Head MBA, OCT

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

S. No.	Member	Suggestions
1	Dr. K. K. Dwivedi, Director OCT & Chairperson AAC	Reviewed overall academic performance and emphasized timely syllabus completion, attendance monitoring, mentoring, internal assessment, and continuous improvement in teaching-learning practices. Suggested strengthening student-centric and outcome-based education.
2	Dr. Jitendra Agrawal, Director, SOIT, RGPV, Bhopal	Suggested better alignment of academic activities with university requirements, outcome-based education, curriculum implementation, examination practices, and continuous academic monitoring. Emphasized maintaining academic standards and documentation.
3	Dr. Daniel D. Dasig, Head, Research Ethics Unit, College of Saint, Manila, Philippines	Recommended strengthening research culture among faculty and students, ethical research practices, publication quality, innovation, interdisciplinary research, and awareness of research ethics and responsible use of technology.
4	Dr. Dilip Singh Sisodia, HoD CSE, NIT Raipur	Suggested strengthening core technical knowledge, programming skills, laboratory practice, project-based learning, research activities, and emerging technology training. Recommended encouraging students to undertake industry and research-oriented projects.
5	Ms. Payal Raisinghani, Lead – Talent Acquisition, Talent Cloud, Netlink Software, Bhopal	Focused on employability and placement readiness. Suggested improving programming, aptitude, communication, soft skills, resume preparation, interview skills, and industry-oriented training according to current recruitment requirements.
6	Mr. Ashish Mishra, Director & CEO, SNA SISTec Pvt. Ltd., Bhopal	Recommended strengthening industry–academia interaction, practical exposure, internships, industrial visits, real-world projects, and hands-on technical training. Suggested providing students opportunities to solve industry-based problems.
7	Ms. Sonali Sharma, Capgemini Expeller Team – India	Suggested improving students' technical and professional competencies, particularly coding, communication, teamwork, problem-solving, aptitude, and interview preparation. Recommended regular industry interaction and placement-oriented activities.
8	Dr. Vandna Vaishnav, Professor Basic Science & Head Academic Staff Cell, OCT	Discussed academic planning, syllabus completion, student attendance, mentoring, remedial teaching, internal assessment, and coordination among departments. Suggested regular monitoring of slow learners and academic performance.
9	Dr. Sandeep Garg, Professor & Head EC, OCT	Emphasized practical and laboratory-based learning, technical skill development, project work, student participation in technical activities, and improvement of academic results. Suggested regular review of laboratory requirements and student performance.
10	Dr. Anjna Dubey, Professor & Head MBA, OCT	Suggested strengthening management, communication, leadership, teamwork, entrepreneurship, and professional skills among engineering students. Recommended interdisciplinary activities and integration of managerial skills with technical education.

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Overall Outcome of the Meeting

The Academic Advisory Committee emphasized academic excellence, outcome-based education, research and innovation, industry interaction, employability, practical learning, and holistic student development. External experts recommended greater emphasis on industry-ready technical skills, internships, projects, placement preparation, research ethics, and professional competencies. Internal members focused on syllabus completion, attendance, mentoring, assessment, laboratory learning, academic monitoring, and quality assurance.

The committee recommended preparing a department-wise action plan with specific responsibilities and timelines, followed by periodic review of the implementation and outcomes.



13/8/24

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Director

Director
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Patel Nagar, Raisen Road, Bhopal

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Ref: OCT/DIR/ADMIN2026/ 4212 B

Date: 25/01/2024

ACADEMIC ADVISORY COMMITTEE

MINUTES OF MEETING – ACADEMIC SESSION 2024–25

Date: 20/01/2025
Time: 12:00 Noon
Venue: Conference Room, Oriental College of Technology, Bhopal

Members Present

1. Dr. K.K. Dwivedi, Director
2. Dr. Jitendra Agrawal, Director, SOIT, RGPV, Bhopal
3. Ms. Payal Raisinghani, Lead – Talent Acquisition – Talent Cloud, Netlink Software, Bhopal
4. Mr. Ashish Mishra, Director and CEO, SNA Sistec Pvt. Ltd., Bhopal
5. Ms. Sonali Sharma, Capgemini Expeller Team – India
6. Dr. Vandna Vaishnav, Professor, Basic Science and Head, Academic Staff Cell, OCT
7. Dr. Sandeep Garg, Professor and Head, EC, OCT
8. Dr. Anjna Dubey, Professor and Head, MBA, OCT

AGENDA

1. Confirmation of previous meeting minutes.
2. Review of Action Taken Report (ATR).
3. Review of student academic performance.
4. CO, PO and PSO attainment analysis.
5. Student feedback analysis.
6. Alumni and employer feedback.
7. Identification of curriculum gaps.
8. Review of mentoring and student-support mechanisms.
9. Placement and employability enhancement.
10. Research, innovation and entrepreneurship activities.
11. Preparation of Academic Quality Improvement Plan for 2025–26.
12. Any other matter with the permission of the Chairperson.

Phone No.-0755-2529015, 2685016
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- encouraging technical competitions and hackathons;
- strengthening advanced technical electives; and
- encouraging students to undertake research-oriented projects.

He emphasized that students should be provided opportunities to apply theoretical concepts to practical engineering problems.

4. Ms. Payal Raisinghani

Lead – Talent Acquisition – Talent Cloud, Netlink Software, Bhopal

Ms. Raisinghani provided important inputs from the recruitment perspective.

She recommended strengthening:

- communication skills;
- aptitude and logical reasoning;
- programming and technical skills;
- resume preparation;
- interview skills;
- group discussion;
- professional etiquette; and
- industry-readiness training.

She suggested that placement preparation should begin from the early semesters rather than only during the final year.

5. Mr. Ashish Mishra

Director and CEO, SNA Sistec Pvt. Ltd., Bhopal

Mr. Mishra emphasized the importance of practical, industry-oriented education.

He recommended:

- industry-based projects;
- industrial visits;
- internships;
- practical exposure;
- interaction with industry professionals;
- multidisciplinary projects; and
- development of entrepreneurship and innovation skills.

He suggested that students should be encouraged to solve local and industrial problems through academic projects.

Phone No.-0755-2529015, 2669016
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6. Ms. Sonali Sharma

Capgemini Expeller Team – India

Ms. Sharma emphasized current industry expectations from engineering graduates.

She recommended strengthening:

- technical skills;
- communication;
- teamwork;
- problem-solving;
- adaptability;
- professional certifications; and
- awareness of current industry technologies.

She suggested organizing mock interviews, coding assessments and industry-oriented skill-development programmes.

7. Dr. Vandna Vaishnav

Professor, Basic Science and Head, Academic Staff Cell, OCT

Dr. Vaishnav suggested strengthening the academic monitoring system and improving coordination among departments.

She recommended:

- timely completion of syllabus;
- interdisciplinary learning;
- academic counselling;
- remedial teaching;
- advanced learner activities; and
- regular review of academic performance.

She also emphasized strengthening the Academic Staff Cell's role in monitoring academic activities.

8. Dr. Sandeep Garg

Professor and Head, EC, OCT

Dr. Garg suggested strengthening practical learning and laboratory-based education.

He recommended:

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- improvement of laboratory utilization;
- practical demonstration of concepts;
- project-based assignments;
- interdisciplinary technical projects; and
- regular review of student performance.

He emphasized that practical exposure should complement classroom teaching.

9. Dr. Anjna Dubey

Professor and Head, MBA, OCT

Dr. Dubey emphasized the importance of management, communication, leadership and entrepreneurship skills along with technical knowledge.

She recommended:

- developing leadership skills;
- improving presentation and communication;
- promoting entrepreneurship;
- strengthening teamwork;
- organizing management and professional-skill activities; and
- encouraging multidisciplinary learning involving technical and management domains.

Dr. K.K. Dwivedi

Director

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Ref: OCT/DIR/ADMIN2025/4212 B

Date: 25/01/2025

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MINUTES OF MEETING – ACADEMIC SESSION 2024–25

Date: 20/01/2025
Time: 12:00 Noon
Venue: Conference Room, Oriental College of Technology, Bhopal

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EXPERT AND MEMBER SUGGESTIONS

1. Dr. K.K. Dwivedi

Director, Dr. K.K. Dwivedi emphasized the importance of strengthening Outcome Based Education and continuous academic monitoring. He suggested that CO, PO and PSO attainment should be regularly reviewed and corrective measures should be documented.

He also emphasized:

- strengthening mentoring;
- improving student academic performance;
- increasing industry interaction;
- improving employability skills; and
- ensuring timely implementation of AAC recommendations.

2. Dr. Jitendra Agrawal

Director, SOIT, RGPV, Bhopal

Dr. Agrawal suggested strengthening the academic delivery system through continuous monitoring of student performance.

He recommended:

- greater emphasis on fundamentals;
- systematic analysis of examination results;
- improvement in practical and laboratory learning;
- strengthening outcome-based assessment; and
- greater exposure to contemporary technologies.

He also advised that curriculum gaps should be identified through feedback, attainment analysis and industry requirements.

3. Dr. Dilip Singh Sisodia

Head, Department of CSE, NIT Raipur

Dr. Sisodia recommended strengthening technical fundamentals and problem-solving abilities of students.

He suggested:

- increasing programming and problem-solving practice;
- promoting project-based learning;
- introducing real-world problem statements;

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- strengthening teamwork;
- organizing management and professional-skill activities; and
- encouraging multidisciplinary learning involving technical and management domains.

Dr. K.K. Dwivedi

Director

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