



MEETING MINUTES

28/12/2016

In order to improve the overall quality of teaching and learning, Academic Affairs General Meeting was convened which started at 11 am to discuss the various points of the agenda mentioned in the previous page. The meeting was chaired by the Honorable Vice Chancellor. Following decisions were resolved:

1. Regarding the semester registration by the students, HoDs need to prepare a schedule with the date, time and venue for the registration by allotting a particular class room to each course and batch. A proper notification must be circulated to the Course Coordinators and students well in advance. The HoDs need to put the registration schedule under the "Notice" on the departmental panel on the website and also display it on the departmental notice boards. Respective Course Coordinator shall also inform the students, the date, time and venue for registration.
2. On Day 0 i.e. Jan 02, 2017, registration shall start at 9 am and end at 4 pm without any charge. From Day 1 or any subsequent Days, the registration process shall start as on Day 0 except a fine of Rs 500 per day shall be imposed. The students shall deposit the fine and bring the receipt to get registered. The registration process from Day 01 should be arranged at specific place e.g. departmental library to avoid disturbance in the teaching schedule. Semester Registration Form to be sent to all HoDs and same to be used for the process.
3. Only students who have no pending fees and are promoted from the Examinations dept. will be able to register. List of students whose dues are pending to be provided by Accounts dept. to each DSW and HoDs by December 31, 2016.
4. Final year students from specific courses who have to go for training as per their academic schedule may be exempted from registration on the said date. List of such students to be provided by the concerned departments to the Office of the Dean, Academic Affairs.
5. Time Table for even semester of the session 2016-17 have been provided to Heads and Time Table coordinators of all the departments. In case of any discrepancies, they are required to notify it to the Office of Dean Academic Affairs. If required, details will be discussed in person. The time table should be uploaded on the departmental portal from December 31, 2016 to January 02, 2017.
6. Teachers assigned for a particular subject are required to take the concerned class. In case concerned teacher is absent, the alternate arrangement shall be made to either swap the class with another teacher who could pre- or post-pone his/her class. If not possible, an alternate arrangement should be made with teachers who teach any subject to the same group of students. Otherwise students can be engaged in other activities like seminar related to the subject, etc.

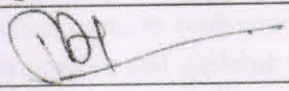
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7. Teachers to upload the class attendance within two days of taking class on the portal.
8. It was highlighted by some departments that the students who are not permitted to attend the class due to reasons like fee not paid or low attendance etc sometime continue to remain absent even after permission to attend the class is granted to them by the management. For such cases, Academic section has to prepare the list of all such students and send it to the concerned departments so that they can inform the students and their parents/guardians accordingly.
9. Change in date of showing copies of end semester examination to students was requested. Dean, Academic Affairs and DPR to discuss and finalize.
10. Acting Dean, Department of Architecture suggested utilizing summer vacations time in guiding the students for training in the field of their interest. Detailed plan to be presented and feasible decision will be taken accordingly taking interest of the students into account.
11. Date of FIESTA was tentatively decided to be on Feb 22-23, 2017 (subject to the commencement of elections, national competitive or other common interest exams). Organizing Committees to be formed for the event involving the new staff members in the process.
12. Faculty members should be encouraged to use multimedia teaching and Google classrooms for teaching the students. Old faculty to hand it over to the new faculty after removing data of old registered students. They are advised not to remove any content which can be a repository of teaching/learning material for the university. DPR/Dean (AA) to make a surprise visit to the Google classes in order to check the quality and user statistics.
13. Question bank to be uploaded in Google classroom after removing difficulty index and marks by the concerned subject teachers.
14. It is mandatory for all the students to appear in both mid-semester exams. Average of both mid-semester exams shall be taken for computation purpose. Students with less than 75% attendance will be detained for Mid Semester Exams (between Jan 03, 2017 and 1st Mid-Semester exam or between Ist and IInd Mid-Semester exams). Mid Semester exams-I and II shall cover approx. 2 units or as mentioned by the subject teachers. However, special cases can be handled separately. Those department not involved in the Question bank, shall submit the question papers to the Dean, Academic Affairs one week prior to the scheduled exams.
15. Mid-Semester and Improvement Exams shall be conducted by the respective departments as per the schedule. Question papers and the observers will be provided by the Office of the Academic Affairs. Answer copies shall be procured by the HoDs from the Academic Section.
16. Students who wish to appear in the Improvement Exam need to apply for the same for individual subjects. The fee for the Improvement Exam is Rs. 2,000 per subject.
17. Meeting members decided and resolved that the Re-examination of continuous assessment of previous semester shall entail fees of Rs 2,000 per subject from the academic year 2017-18 and students should be informed about it well in advance so that they do not miss exam willfully.
18. The Improvement Exam shall act as a "Substitute" for any one of the Mid-semester exams for that particular subject. The Improvement Exam shall cover the "COMPLETE" syllabus.

Prof. Nbd

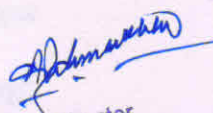
19. For a student who has appeared in both the Mid-semester exams and also appeared in the Improvement Exam for a particular subject, the average of two best scores out of three will be considered.
20. It was decided to conduct minimum 02 Surprise tests or viva (for practicals) and 02 Quizzes per subject. However, it may be increased by the departments as per the need but the weightage will be calculated based on the minimum requirement.
21. It was also decided that 02 Assignments (written or presentation) can be given individually or in small groups of 3-4 students where the selection of students in a group shall be random, if possible. For assessment of each student in the group assignments, the viva may be taken on the portion they contributed. Dates of the assignments submission shall be announced well in advance by the subject teachers giving students 2-3 weeks to prepare a good assignment without over burdening the students.
22. Sessional Marks Correction Form has been designed to keep an eye on the editing/corrections done in the marks after copies are shown to students.
23. Members also suggested involving PhD scholars in the invigilation process. In that case, there shall be minimum one invigilator from the regular faculty per class room.
24. A Committee including Dean (AA) and DPR to be formed to review exam results for every subject to identify the shortcomings and evolve actions to improve upon those shortcomings.
25. HoDs shall ensure that the Student's Zone on the website shall have all the related and updated information for each course. All the notices from university and inter-departmental notices pertaining to the students along with the Ordinances, Syllabi, Time Tables should be kept updated on Student's Zone.
26. Members discussed use of Manuscript Communication Number (MCN) to be given for all the manuscripts arising from the Integral University or the collaborators to check the quality of journals and publications. A MCN acquiring form shall be filled along with the manuscript should be submitted the Office of the Research & Development. After an initial review to check the quality of journals, MCN will be issued which has to be mentioned in the acknowledgment. The publications with MCN shall be considered for the Pre-PhD eligibility and appraisal purpose.
27. IQAC calendar to be followed strictly and HoDs to arrange activities accordingly and in a timely manner. The HoDs shall ensure that details of all activities are regularly updated on the AQAR portal.
28. Common format for Minutes of Meeting to be followed by all the departments for all the meetings. Monthly Interaction meetings with the staff, students and/or parents/guardians should be conducted and the records should be maintained. This format shall be made available on the University's R&D website.
29. Course file should be completed from each department for each subject by the concerned subject teacher in an effort to improve the quality of teaching.

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30. With regards to notifying affidavit for Anti ragging, it was decided that affidavit received will be kept with HoDs. Students who have sent online application for Anti Ragging, they are not required to submit hard copy.
 31. Hon'ble Vice Chancellor highlighted the issue of negligence in the examination invigilation. The allotted rooms to the departments shall have to be maintained clean and free from writing on the desks or walls by the departments.
 32. Honorable Vice Chancellor has insisted the role and responsibility of each department regarding the admissions in each course. The strategies to increase intake in each department shall be discussed with the DPR and Dean (AA) and all possible help including reasonable financial help may be extended with the approval of the Honorable Vice Chancellor.
 33. The meeting was adjourned at 2:00 pm.

Documenter	Signature
Prof (Dr.) Jamal M. Arif (Dean Academic Affairs)	

Nad.

Date: 3.1.17


Director
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