# INTER OFFICE NOTE

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| **From:** Academic Cell | **To:** All ADs, HODs, Office Heads & Librarian |
| **Ref. No.** SRMGPC/ACADEMIC/ION/2019-20/Online/12 | **Date:** 18 April 2020 |

## MINUTES OF MEETING: ACADEMIC COUNCIL

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| **Date of Online: (Virtual) Meeting** | Tuesday 14 April 2020 | **Timings:** | 03:00 pm to 05:30 pm |
| **Chaired By:** | Director-General | **Co-ordinated By:** | Dr. Vikrant Bhateja (on Zoom App) |
| **Attendees:** | Director (T&P); All ADs; All HoDs; Office Heads (Registrar, COE, Librarian, Academic Cell & COSAA). | | |

| S. No. | Points Discussed | Action By | Expected Deadline |
|---|---|---|---|
| **(1)** | **Attendance of Students in the Virtual Classroom**<br><br>**(a)** Efforts should be made to identify the reasons for the absence of some students in the class. All possible measures may be explored to get maximum students connected with the class.<br><br>**(b)** Due consideration may be given to students submitting late assignments (due to their personal or technical constraints). | All HoDs | ….. |
| **(2)** | **Repository of E-Study Material**<br><br>**(a)** Great amount of emphasis has to be laid on the quality of content being generated and delivered to the students.<br><br>**(b)** The material so generated should be preserved in a systematic manner to act as repository of e-content (study material) on the subject at the individual as well as departmental level.<br><br>**(c)** Such materials will be a great asset, and will come very handy in times of need in future. | All HoDs | ….. |
| **(3)** | **Maintenance of Activity Log by Faculties**<br><br>**(a)** Each faculty should maintain a log book (typed activity register) recording daily academic activities of virtual classroom during the period.<br><br>**(b)** In order to avoid any clash in class timings, proper adherence to approved time table may be the right approach. | All HoDs | ….. |

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| (4) | **Linkage of Faculty Profile with the College Website**<br><br>**(a)** Faculties may create their own web page highlighting their academic profile and major achievements.<br><br>**(b)** This may also serve as portal for easy dissemination of e-study material with students.<br><br>**(c)** This can be linked to the college website at the appropriate place. | All HoDs | ….. |
| (5) | **New Apps/Tools for E-Learning**<br><br>For virtual classrooms, new software tools like Free Cam, Piazza, Microsoft Team may be also explored. | All HoDs | ….. |
| (6) | **E-Resources**<br><br>**(a)** While the e-consortium (ex-AKTU) is taking time for becoming fully functional, accessibility options of E-resources available in the Central Library of the college should also be explored for students and faculty. | All ADs & HoDs<br><br>Through Librarian | 20 April 2020 |
| (7) | **Special Assignment**<br><br>**(a)** Case-Study based assignment (Communication by global leaders in media regarding Covid-19), Practical opinion-based questions-solutions related to Covid-19 pandemic and lockdown in the country should be given to students. (Esp. emphasis for Humanities, MBA & BBA Deptts.)<br><br>**(b)** Innovations are necessary to be incorporated to generate short activity-based projects for students; pertaining to social responsibilities, values and ethics building during the prevailing extraordinary situation of pandemic. These may be treated as assignments by faculty teaching Human Values.<br><br>**(c)** Small project-based assignments as technical solutions for current pandemic scenario may be devised by faculty and given to students in place of Tutorial Submission-5. | All ADs & HoDs | 22 April 2020 |

| S. No. | Points Discussed | Action By | Expected Deadline |
|--------|------------------|-----------|-------------------|
| (8) | **Online (Time Bound) Tests** <br><br> **(a)** Online Tests conducted in various subjects should be preferably based on Objective Type Questions (MCQs, Fill-in the Blanks, etc.) or Short-Answer Type Questions so that a quick recap of the topics being covered virtually may be effectively executed. <br><br> **(b)** Open-Book Tests may be also carried out if question(s) or numerical problem given are of high difficulty level. <br><br> **(c)** Questions demanding practical opinion-based solution(s). <br><br> **(d)** Case-Study based subjective questions. | All ADs & HoDs | ….. |
| (9) | **B.Tech. Project Lab** <br><br> **(a)** The prolonged lockdown has put question mark on the completion of students' project work. The problem is accentuated specially in the case of departments like ME, EE, EC and CE. There is a need therefore to have a very resilient and practical assessment approach in such cases. All kinds of innovative approaches may be considered in the best interest of students. <br><br> **(b)** In any case, HOD is the best one to decide on the best, feasible and practical approach. | All ADs & HoDs | ….. |
| (10) | **Course Completion** <br><br> **(a)** The pace of course coverage needs revisiting. It need not be too fast as most departments are on unit four. Now is the time to recalibrate the whole process with emphasis on revisions and consolidation interspersed with tests and tutorials etc. to wind up everything smoothly by mid - May 20. <br><br> **(b)** It may be worth consideration if the topics are divided into small modules of 20-30 minutes each to retain interest of students. <br><br> **(c)** Faculty unable to maintain necessary pace in the virtual classroom due to some technical constraints should be offered necessary support to take them along with the team. | All ADs & HoDs | 15 May 2020 |

| S. No. | Points Discussed | Action By | Expected Deadline |
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| (11) | **Feedback from Students & Parents**<br><br>**(a)** Verbal feedback should be taken from the students for the subjects taught in virtual classrooms.<br><br>**(b)** Verbal feedback from parents should be also taken regarding their satisfaction w. r. t the virtual teaching-learning activities conducted by the department. | All ADs & HoDs | 30 April 2020 |
| (12) | Propose a balanced criterion for internal assessment of students during this semester; suggesting a process to award sessional marks in theory and practical subjects in coordination with ERP. | All ADs, HoDs & COSAA | 30 April 2020 |
| (13) | **Branch and Open Electives for Next Semester**<br><br>**(a)** The process should be initiated early in next month.<br><br>**(b)** Arrangements for choice locking on ERP by students should be made. | All HoDs & COSAA | 15 May 2020 |
| (14) | **Keep the Good Work Up**<br><br>**(a)** It is heartening to see some of our faculty giving an excellent performance and displaying innovation in virtual classroom activities during these trying times.<br><br>**(b)** Similarly, some of our students are doing yeomen service to the society in total disregard to their personal safety or means.<br><br>(c) A record of such exceptional performers should be maintained by the HoDs. These nominations will be considered for felicitation on Independence Day this year as a small token of recognition of their exceptional service. | All ADs & HoDs | By End of Semester |

**(Prof. R. K. Jaiswal)**
**Director-General**