



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee) Notice

Date- 04.04.2022

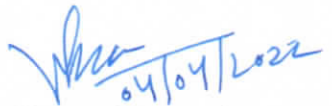
This is to inform all the members of Academic committee, Deans/HoDs, that a meeting is being called on 05/04/2022 on 3 PM at Dean Academics office. The agenda of the meeting are as follows-

Agenda:

1. Review of minutes of meeting of academic committee held on 19/01/2021
2. Review of Implementation of NEP 2020 in under graduate courses.
3. Review of internal exam/sessional exam
4. Modification in academic committee
5. Any other matter


To,

All members of Academic Committee/Dean/ HoD's


(Dr. Vinit Kumar Sharma)
Dean Academics

Copy to the following for information and necessary action -

- 1 Director/ Principal
- 2 IQAC
- 3 PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

Date: 05/04/2022

Minutes of Meeting

A meeting of the academic committee was held on 05/04/2022 with all members of the committee and Deans/HoDs and the following points were discussed.

1. Review of minutes of meeting of academic committee held on 19/01/2021
2. Review of Implementation of NEP 2020 in under graduate courses
3. Review of internal exam/sessional exam
4. Modification in academic committee
5. Any other matter

The meeting was presided over by Principal, SRC and Dr Vinit Sharma welcomed all the members.

Agenda 1: Review of minutes of meeting of academic committee held on 19/01/2021

The minutes of the meeting were read and approved by the members.

Agenda 2: Review of Implementation of NEP 2020 in under graduate courses

Dean Academics told the members that CCS University and MS University announced to implement NEP 2020 in the program BSc, and BCom which are running in our college from the session 2021-22. New syllabus in BSc Ag as per ICAR is in progress and syllabus of BJMC is also changed.. MoU has also be signed with industries as per the government instructions. Certificate courses, skill courses, interdisciplinary department subject study should be as per the guidelines.

Agenda 3: Review of internal exam/sessional exam

All HoD informed that Internal exam/ sessional exam has been conducted in odd semester and due to late session even semester working is in progress in concerned departments and class test/ unit test in some departments in which annual program are running, has also been conducted.

Agenda 4: Modification in academic committee

Dean Academics suggested to share the academic work with Dr Omveer chaudhary due to excess work of NAAC peer team visit. Vice-principal agreed with the suggestion of dean academic and invites suggestion from all members.

Agenda 5: Any other matter

There is no other issue to discuss.



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

ACTION TAKEN REPORT

on the decisions of the Academic Committee meeting held on 05/04/2022

To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken.

S.No.	Decision	Action taken
1	Review of minutes of meeting of academic committee held on 29/11/2021	No special action required.
2	Review of Implementation of NEP 2020 in under graduate courses	Certificate courses, skill courses, interdisciplinary department subjects are running as per the guidelines. All teaching work are going on as per NEP guidelines.
3	Review of internal exam/sessional exam	All matters has already been discussed in the meeting.
4	Modification in academic committee	After the discussion with principal, it was decided that some academic responsibility will be operated by Dr Omveer Chaudhary and Dr Omveer has taken the charge of responsibility.

(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 05.04.2022

S.No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Prerna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Ashwani Kumar	HoD, Bioscience	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Science	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee) Notice

Date- 21/01/2022

This is to inform all the members of Academic committee, Deans/HoDs and feedback committee coordinator that a meeting is being called on 22/01/2022 at the Dean office at 3:00 PM. The agendas of the meeting are as follows-

Agenda:

1. Review of minutes of meeting of academic committee held on 29/11/2021
2. Result Analysis of odd semester
3. Planning for new programme to be introduced in next session
4. Planning for the next semester
5. Feedback process
6. Students satisfaction survey
7. Planning of Peer team visit for NAAC
8. Progress of NAAC related work
9. Any other issue

To,

All members of Academic committee/Dean/ HoD's
Feedback committee coordinator

(Dr. Vinit Kumar Sharma)
Dean Academics

Copy to the following for information and necessary action -

1. Director/ Principal
2. IQAC
3. PS to Chairman for Chairman's kind information

(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

22/01/2022

MINUTES OF THE MEETING

A meeting of the academic committee with all the members of Academic committee, Deans/HoDs, and Feedback committee Coordinator was held on 22/01/2022 at 3.00 PM at Dean Academics Office. The following points were discussed.

Agenda:

1. Review of minutes of meeting of academic committee held on 29/11/2021
2. Result Analysis of odd semester
3. Planning for new programme to be introduced in next session
4. Planning for the next semester
5. Feedback process
6. Students satisfaction survey
7. Planning of Peer team visit for NAAC
8. Progress of NAAC related work
9. Any other issue

The meeting was presided over by Principal, SRC and Dr Vinit Sharma welcomed all the members.

Agenda 1: Review of minutes of meeting of academic committee held on 29/11/2021

The minutes of the meeting were read and approved by the members.

Agenda 2: Result Analysis of odd semester

Due to Covid, session was started some late as compared to the normal days. The result analysis should be completed by concerned department just after the declaration of result of all subjects.

Agenda 3: Planning for new programme to be introduced in next session

Dean Academics asked with all members that some new programs should be introduced in the next session at PG level and some honors programs should also be introduced.

Agenda 4: Planning for the next semester

It was decided that the classes for even semester should be started from 27/01/2022 and all work related to teaching as well as other academic work should be proper. Subject allocation should be completed by all heads of departments. Course file containing lecture plan and other necessary documents should be

prepared.

Agenda 5: Feedback process

The Vice Principal asked the Dean Academics to share academic schedule with Feedback committee coordinator to make arrangement for taking feedback by Stake holders on curriculum. Feedback on the teaching learning process should also be conducted.

Feedback committee coordinator told that planning for feedback process is completed and very soon it will be executed.

Agenda 6: Students satisfaction survey

Dean Academics asked to conduct Students satisfaction survey for finding the lacuna in existing system and for the quality improvement. Principal assigned its responsibility to feedback committee.

Agenda 7: Planning of Peer team visit for NAAC

Dean Academics asked that DVV process for NAAC has been completed and peer team visit is expected very soon, so all person should do work with full documentation.


Agenda 8: Progress of NAAC related work

Vice Principal emphasized to complete NAAC related work properly as instructed by IQAC Coordinator, because the process of second cycle accreditation have been almost completed.

Agenda 9: Any other issue

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

ACTION TAKEN REPORT

on the decisions of the Academic Committee meeting held on 22/01/2022

To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken.

S.No.	Decision	Action taken
1	Review of minutes of meeting of academic committee held on 29/11/2021	No compliance required.
2	Result Analysis of odd semester	Result Analysis of odd semester has been completed.
3	Planning for new programme to be introduced in next session	Process for introducing some new programs at PG level and some honors programs from the next session is under progress.
4	Planning for the next semester	The lecture plan for even semester of all faculties has been prepared and course file work is in progress. The reports on work progress were submitted by Heads of the Departments.
5	Feedback process	All points have been discussed already in the meeting. Planning for it has been completed.
6	Students satisfaction survey	Student's satisfaction survey has been planned by the feedback committee members as suggested.

7	Planning of Peer team visit for NAAC	Planning for peer team visit of second cycle of NAAC is in progress.
8	Progress of NAAC related work	Planning for second cycle of NAAC has been completed and work is in progress.



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 22.01.2022

S.No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Prerna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Ashwani Kumar	HoD, Bioscience/ Coordinator Research & Publication Committee	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Science	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	
12.	Dr. Ashfaq Ali	Coordinator, Feedback Committee	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

Notice

Date- 26/11/2021

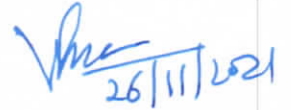
This is to inform all the members of Academic committee/ Deans/HoDs, Coordinator of research & publication committee and Coordinator of T & P Cell that a meeting is being called on 29/11/2021 at the Dean academics office at 3.30 PM. The agenda of the meeting are as follows-

Agenda:

1. Reviews of the minutes held on 04/10/2021
2. Documentation of student's assessment.
3. Status of syllabus completion
4. Remedial classes/ Problem solving session
5. Training for competitive examination and Career Counseling
6. Review of Research and publication activity
7. Any other issues

To,

All members of Academic committee/Dean/ HoD's
Coordinator of research & publication committee and
Coordinator of T & P Cell


26/11/2021

(Dr. Vinit Kumar Sharma)
Dean Academics

Copy to the following for information and necessary action -

1. Dr. Aditya Gautam, Principal
2. IQAC
3. PS to Chairman for Chairman's kind information



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

29 Nov 2021

MINUTES OF THE MEETING

A meeting of the members of Academic committee / Deans/HoDs, Coordinator of research & publication committee and Coordinator of T & P Cell was held on 29/11/2021 at 3.30 P.M. at office of Dean Academics. The following agenda were discussed:

Agenda:

1. Reviews of the minutes held on 04/10/2021
2. Documentation of student's assessment.
3. Status of syllabus completion
4. Remedial classes/ Problem solving session
5. Training for competitive examination and Career Counseling
6. Review of Research and publication activity
7. Any other issues

The meeting was presided over by Dr. Aditya Gautam, Principal SRC. The Dean Academics welcomed the member of committee.

Agenda 1: Review of the minutes held on 04/10/2021.

All the points have already been discussed; minutes of meeting are hereby read and approved.

Agenda 2: Documentation of student's assessment.

The Dean Academics requested all the HoDs to maintain the record of regular assessment of students through conducting Class Tests, Home Assignments, Projects, Quizzes etc and to check student monitoring record on regular basis and submit the status to Dean academics.

The Principal suggested some points to make class more interesting and effective and showed his concern to maintain high students' attendance in the class.

Agenda 3: Status of syllabus completion

All HoD are suggested to check the status of completion of syllabus and to instruct faculty members to

complete the syllabus of odd semester by taking some extra classes.

Agenda 4: Remedial classes/ Problem solving session

Remedial classes and Problem solving session should be arranged for all required subjects for slow learners or for those students who have not studied mathematics in class 12 as in BCA. The problems of students should be considered and all possible efforts should be performed by the mentors.

Agenda 5 : Training for competitive examination and career counseling

All the HoD are requested to coordinate with the coordinator of T& P cell for conducting the training for competitive examination and the advance learner students should be involve in it on priority. Mr Pavan Kumar Goel, Mohd Yusuf and Mr Rajeev Raval are requested to conduct more training/ PDP and placement activity.


Agenda 6: Review of Research and publication activity

The Dean emphasized for enhancing research activities in the college. He asked to all HoD to ensure that all teachers should engage themselves in the research oriented activities on regular basis and motivate students to involve in these activities. College will provide some financial assistance for publication work. All should approach the nearby industries and other institutions for enhancing collaboration.

Agenda 7: Any Other issue

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-


29/11/2021
(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee) ACTION TAKEN REPORT

on the decisions of the Academic committee meeting held on 29/11/2021

To implement the decisions of the above mentioned meeting of the members of Academic committee / Deans/HoDs with Coordinator of research & publication committee and Coordinator of T & P Cell academic committee, the following actions were taken -

S.No.	Decision	Action taken
1	Reviews of the minutes held on 04/10/2021	No need of any specific action.
2	Documentation of student's assessment	The HoDs have checked the student's monitoring format which includes all information regarding performance of student. Students were asked to improve their performance through participation in remedial classes/quiz/assignment/training.
3	Status of syllabus completion	HoD told that approximately 80% syllabus of odd semester has been completed and in annual system approximately 55% syllabus has been completed. So no need to conduct extra classes.
4	Remedial classes/ Problem solving session	Almost all departments are running remedial classes of needy subjects. The mentors/ faculty class coordinators manage the work of remedial classes and problems of students were being solved by the concern teacher.
5	Training for competitive examination and	Training for competitive examinations are

	Career Counseling	being provided by the T&P cell for the interested students.
6	Review of Research and publication activity	Research committee and IQAC are working on the enhancement of collaborative research activity such as projects/seminar/workshop/training etc.



Dr. Vinit Kumar Sharma
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 29.11.2021

S.No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Prerna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Ashwani Kumar	HoD, Bioscience/ Coordinator Research & Publication Committee	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Science	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	
12.	Mr. Pawan Goel	Chief Coordinator, Training & Placement Cell	
13.	Mohd. Yusuf	Coordinator, Training	
14.	Mr. Rajeev Rawal	Coordinator, Placement	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee) Notice

Date-02/10/2021


This is to inform all the members of Academic committee Deans/HoDs that a meeting is being called on 04/10/2021 at the Dean office at 3.30 PM. The agenda of the meeting are as follows-

Agenda:

1. Review of the minutes of meeting held on 14/07/2021.
2. Implementation of NEP-2020 in BSc and B.Com. programme
3. Review of Collaborative activity/extension activity/guest lecture/ Expert talks/ field visits/ Industrial visit etc
4. Review of running Certificate courses/ Value added courses
5. Discussion on use of ICT tools for effective teaching
6. Orientation Programs/Induction programs for students and faculty
7. Implementation of IQAC suggestion
8. Any other issue

To,

All members of Academic committee
Dean/ HoD's



(Dr. Vinit Kumar Sharma)
Dean Academics

Copy to the following for information -

Dr. Aditya Gautam, Principal

IQAC

PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

04/10/2021

MINUTES OF THE MEETING

A meeting of Academic committee was held on 04/10/2021 at 3.30 P.M. at Dean Office. The meeting was presided over by Dr. Aditya Gautam, Principal SRC. The meeting started on a welcome note by Dean Academics/IQAC Coordinator, Dr. Vinit Kumar Sharma.

Agenda:

1. Review of the minutes of meeting held on 14/07/2021.
2. Implementation of NEP-2020 in BSc and B.Com. programme
3. Review of Collaborative activity/extension activity/guest lecture/ Expert talks/ field visits/ Industrial visit etc
4. Review of running Certificate courses/ Value added courses
5. Discussion on use of ICT tools for effective teaching
6. Orientation Programs/Induction programs for students and faculty
7. Implementation of IQAC suggestion
8. Any other issue

Agenda 1: Review of the minutes of meeting held on 11.07.2020-

All departments are doing well as per the discussion of the previous meeting.

Agenda 2: Implementation of NEP-2020 in BSc and B.Com. programme

Dean Academics informed to all members that as per government guidelines NEP should be implemented in all programme but in CCSU NEP is effective for students of B.Sc. and B.Com. programme. Some new committee/ cells should be formed for the implementation of NEP-2020 and all should be aware about them. Basic Science and commerce department will focus on NEP guidelines.

Agenda 3: Review of Collaborative activity/extension activity/guest lecture/ Expert talks/ field visits/ Industrial visit etc

All the Deans/HoDs informed about the plan to conduct guest lectures, expert talks, Field visits, industrial visit in collaboration with some other organization and students should be informed with proper description and objective about their place of visit so that students will be benefitted.

Dean Academics asked to conduct extension activities which should be performed by NSS officer, Rovers/Rangers committee coordinator and all teachers must be involved as members in Committees/Cells/Societies for making fruitful results. Student's exchange and faculty exchange program should also be continuing as usual with IIMT College and CHS Khurja.

Agenda 4: Review of running Certificate courses/ Value added courses

Dr. Vinit Sharma asked that due to Covid, the schedule of conducting certificate courses/ Add-on courses/ value added courses is little change but department should run these courses as per their convenience and should publish their plan among students. It is a part of new education policy also in the curriculum, so basic science and commerce department should start skill course and certificate course

Agenda 5: Discussion on use of ICT tools for effective teaching

- Maximum possible use of teaching aids such as projectors, computers, laptops, tablets, smart phones etc.
- Online teaching work using various platforms.
- Encouragement of students for raising queries in classrooms.
- Innovative method for effective teaching in the smart class room.
- Class coordinators involvement for taking feedback for improving quality in teaching.

Agenda 6: Orientation Programs/Induction programs for students and faculty

Dr Vinit Sharma discussed the importance of Orientation program and asked about the performance of Orientation Programs for newly admitted students and for faculty also. All Dean/HoDs should inform to their students about academic facility provided by the college in these program. College conducted such program in some departments.

Agenda 7: Implementation of IQAC suggestion

Dean academics emphasized on the suggestion given by IQAC and requested to all that IQAC suggestions should be implemented because accreditation work for second cycle has been started.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-

Dr. Aditya Gautam, Principal

Dr. Vinit Kumar Sharma, Dean Academics

Dr. Prerna Mittal, Dean, Department of Education

Dr. Nishant Rathi, Dean, Department of Computer Application,

Dr. Ashwani Kumar, Head, Department of Bio Science,

Dr. Pankaj Kumar, Head, Department of Business Administration

Dr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Sourabh Mittal, Head, Department of Commerce

Dr. Roupal Malik, Head, Department of Fine Art

Dr. Pramod Kumar, Department of Physical education

Dr. Pooja Tomar, Head, Department of Basic Sciences

Dr. Nayeem Ali, Department of Agriculture



(Dr. Vinit Kumar Sharma)

Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

ACTION TAKEN REPORT

On the decisions of the academic committee meeting held on 04/10/2021.
To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken -

S.No.	Decision	Action taken
1	Review of the minutes of meeting held on 14/07/2021	All points have been already discussed in the meeting.
2	Implementation of NEP-2020 in BSc and B.Com. programme	NEP-2020 in BSc and B.Com. programme has been implemented and new syllabus has been introduced.
3	Review of Collaborative activity/extension activity/guest lecture/ Expert talks/ field visits/ Industrial visit etc	The overall planning for collaborative/extension activity and other work have been finalized as discussed in the meeting and all previously collaborations are active. Faculty exchange and students exchange programs are being organized from IIMT Saharanpur and CHS Khurja. All the members are working according to guidelines.
4	Review of running Certificate courses/ Value added courses	Some certificate courses are already conducting in the college and some new skills courses are introducing this year for the students of our college as per new education policy.
5	Discussion on use of ICT tools for effective teaching	Many faculty members are using ICT tools

		for teaching and some are doing training to get more perfectness for using ICT tools. Mentors are allocated to mentees for solving student's problem and getting better performance. Faculties are instructed to use innovative methods and encouragement of students for raising queries in classrooms.
6	Orientation Programs/Induction programs for students and faculty	Orientation Programs for newly admitted students and for faculty members have been conducted. It was suggested to discuss all the rules among students and to aware about the code of conducts.
7	Implementation of IQAC suggestion	All are agreed to follow the instructions as per IQAC.

(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 04.10.2021

S.No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Prerna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Ashwani Kumar	HoD, Bioscience	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Science	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

Notice

Date- 13.07.2021


This is to inform to all the members of Academic committee /Deans/HoDs that a meeting is being called on 14.07.2021 at the room of undersigned at 3:00 PM. All are requested to follow the COVID protocols while attending the meeting. The agenda of the meeting are as follows-

Agenda:

1. Review of minutes of previous meeting held on 17/04/2021
2. Discussion on various functions of academic committee.
3. Planning for the current session 2021-22
4. Admission process in the session 2021-22
5. Review of examination and result of last academic year 2020-21
6. Review on working for SSR for the 2nd Cycle of NAAC
7. Discussion on Celebration of Commemorable Day
8. Any other matter


To,

All members of Academic committee


(Dr. Vinit Kumar Sharma)
Dean Academics

Copy to the following with the request to attend the meeting-

1. Dr. Aditya Gautam, Principal
2. IQAC
3. All HoD's


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

Date: 14/07/2021

MINUTES OF THE MEETING

A meeting of the Academic committee was held on 14 July 2021 at 3:00 pm at Dean office. The meeting was conducted with Covid-19 guidelines. The meeting was presided over by Dr. Aditya Gautam, Principal SRC. The meeting started on a welcome note by Dean Academics Dr. Vinit Kumar Sharma followed by his presentation on its objectives.

Agenda:

1. Review of minutes of previous meeting held on 17/04/2021
2. Discussion on various functions of academic committee.
3. Planning for the current session 2021-22
4. Admission process in the session 2021-22
5. Review of examination and result of last academic year 2020-21
6. Review on working for SSR for the 2nd Cycle of NAAC
7. Discussion on Celebration of Commemorable Day
8. Any other matter

Agenda 1: Review of the minutes of previous meeting held on 17/04/2021

The all points related of previous meeting have been discussed and approved by the members.

Agenda 2: Discussion on various functions of academic committee

Dean Academics discussed the Importance, Roles and functions with members of academic committee and showed his interest to do work according to government guidelines and with the care of student's benefits. Although all teaching and learning work is related to academic committee in the college but for the smooth functioning of all work, different committees are nominated with separate work responsibility by the Principal.

Agenda 3: Planning for the current session 2021-22

Dr Vinit invited suggestions for the required changes in documents related to QIP formats and asked to do complete course file of each faculty. He emphasized on Smooth conduction of classes with dual (online and offline mode) and completion of syllabus should be on priority. Faculty coordinators/mentors should be appointed by the HoD and they will work for the student's betterment. Classes will start as per guidelines of university and academic calendar. The activities planned for the academic year are as follows-

- 1- To conduct orientation/ seminars/ FDP for the faculty and students of our college.
- 2- Monitoring of delivering of lectures, tutorials and practical etc
- 3- Completion of courses within time and conduction of internal examinations.
- 4- Maximum possible use of teaching aids such as projectors, computers, laptops, tablets etc.
- 5- Feasible workload allocation
- 6- Mentor-Mentee detail and their functioning

Agenda 4: Admission process in the session 2021-22

It was informed by Dean Academics that admission process is already started by Admission Coordinator Ms. Neetu Singh but it started late as compared to the last year. As per the policy, the process of admission is a centralized process for the group hence a centralized committee makes efforts for the admissions in all the courses. Ms. Neetu Singh told that separate team is formulated for admissions from inside the state and from outside the state and some faculties are designated as counselors for specific programs. In this process college also conducts a Talent Search Expedition (TSE) for girl and boys students where scholarships offered from 25 percent to 100 percent for the deserving candidates. Students can take admission through counseling or through online merit as per university norms.

Agenda 5: Review of examination and result of last academic year 2020-21

Result analysis could not been completed because due to Covid problem, CCS University did not declare till now the result of all program therefore the complete result analysis will be done after the declaration of all results.

Agenda 6: Review on working for SSR for the 2nd Cycle of NAAC

Dean Academic/IQAC Coordinator informed that IIQA for second cycle has been submitted on 12/05/2021 and last date for submit the SSR was 27/06/2021 as per the rule of NAAC but due to Covid-19 pandemic, college could not submit SSR. He discussed about the extension period for submit the SSR. He suggested that all members should meet daily for preparation of SSR and some people should also be assigned to do the work in dedicated form.

Agenda 7: Discussion on Celebration of Commemorable Day

Dr Vinit suggested that the Commemorable day will be celebrated by the Cultural Committee and students representative of every department should be involve organizing these types of events.

Agenda 8: Any other matter

Dr. Vinit Kumar Sharma invites the suggestions from all members to improve the quality of teaching learning process.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is as follows.

Dr. Aditya Gautam, Principal

Dr. Vinit Kumar Sharma, Dean Academics,

Dr. Prerna Mittal, Dean, Department of Education

Dr. Nishant Rathi, Dean, Department of Computer Application,

Dr. Ashwani Kumar, Head, Department of Bio Science,

Dr. Pankaj Kumar, Head, Department of Business Administration

Dr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Sourabh Mittal, Head, Department of Commerce

Dr. Roupal Malik, Head, Department of Fine Art
Dr. Pramod Kumar, Department of Physical education
Dr. Pooja Tomar, Head, Department of Basic Sciences
Dr. Nayeem Ali , Department of Agriculture



Dr Vinit Kumar Sharma
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

ACTION TAKEN REPORT

on the decisions of the academic meeting held on 14.07.2021

To implement the decisions of the above-mentioned meeting of the academic committee, the following actions were taken-

S.No.	Decision	Action taken
1	Review of minutes of previous meeting held on 17/04/2021	There is no action required
2	Discussion on various functions of academic committee.	All committees are doing their work properly as discussed in the meeting.
3	Planning for the current session 2021-22 1- To conduct orientation/ seminars/ FDP for the faculty and students of our college. 2- Monitoring of delivering of lectures, tutorials and practical etc 3- Completion of courses within time and conduction of internal examinations. 4- Maximum possible use of teaching aids such as projectors, computers, laptops, tablets etc. 5- Feasible workload allocation 6-Mentor-Mentee detail and their functioning	Planning has been finalized by each department as per the discussion. Some modification performed in the QIP formats and all are informed for new formats. All faculties have been prepared their course file with new formats. Faculty coordinators/mentors have been appointed by the HoD for all students.
4	Admissions process in the session 2021-22	All points have been discussed in the

		meeting. Admission process is in progress and all team (Internal admission and external admission) members are working properly so there is no specific action required.
5	Review of examination and result of last academic year 2020-21	Result analysis has been completed. Affiliating University conducted examination of those students who were promoted last year during Covid pandemic and declared their result of both the year on those bases.
6	Review on working for SSR for the 2 nd Cycle of NAAC	SSR has been submitted to NAAC on 03/09/2021 and all persons are doing work as per NAAC guidelines.
7	Discussion on Celebration of Commemorable Day	Commemorable days are being organized by cultural committee with the help of some concerned departments.
8	Any other matter (Suggestions from all members)	All suggestions were considered and some of them were incorporated.

Dr. Vinit Kumar Sharma
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 14.07.2021

S.No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Purna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Ashwani Kumar	HoD, Bioscience	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Science	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

Notice

Date- 11.06.2021


This is to inform all the members of Academic committee/Deans/HoDs, that a meeting is being scheduled at 3 PM on 12/06/2021 at Auditorium with the Covid guidelines. The agenda of the meeting are as follows-

Agenda:

1. Review of minutes of meeting of academic committee held on 17/04/2021
2. Review of student's performance and student's feedback
3. Discussion on external university examination
4. Any other matter

To,

All members of Academic Committee/Dean/HoD's


(Dr. Vinit Kumar Sharma)
Dean Academics

Copy to the following for information and necessary action -

- 1 Dr. Aditya Gautam, Principal
- 2 IQAC
- 3 PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

12/06/2021

MINUTES OF THE MEETING

A meeting of the Academic committee with all the members of Academic committee/ Deans/HoDs was conducted at 3 PM on 12/06/2021 at Auditorium with Covid protocol.

Agenda:

1. Review of minutes of meeting of academic committee held on 17/04/2021
2. Review of student's performance and student's feedback
3. Discussion on external university examination
4. Any other matter

Agenda 1: Review of minutes of meeting of academic committee held on 17/04/2021

The online classes and their monitoring are satisfactory and progress report are being send to dean academics as per routine and the report has been discussed with Principal. Teachers are using Zoom app, google meet, webex, google classroom, you tube channel, and whatsapp for teaching purpose.

Agenda 2: Review of student's performance and student's feedback

The Principal checked the report on Student's performance and student's feedback and he expressed his satisfaction on the teaching work and internal assessment of the performance of students based on test/ assignment/ quiz/seminar etc. Dean Academics suggested Google classroom app/whatsapp or google form for doing online evaluation work.

Agenda 3: Discussion on external university examination

The Dean Academics informed that the external examination are going to start and all should do work for student's betterment and advised to solve all problems of the students. Dean academics asked that Heads may plan to conduct online guest lectures, expert talks etc for delivering better knowledge to students.

Agenda 4: Any other matter

Dr Vinit Sharma informed that college has submitted IIQA for second cycle of NAAC and suggested to do working with keeping in mind about the NAAC requirement.

There being no other point to discuss and meeting ended with the thanks to the Chair.
The Principal and all heads were present in this meeting.



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE

MUZAFFARNAGAR (UP)

(Academic Committee)

ACTION TAKEN REPORT

on the decisions of the academic committee meeting held on 12/06/2021

To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken -

S.No.	Decision	Action taken
1	Review of minutes of meeting of academic committee held on 17/04/2021	All points have been discussed in the meeting.
2	Review of student's performance and student's feedback	Student's feedback on teaching –learning work is satisfactory and student's performance is good.
3	Discussion on external university examination	The record of internal assessment during online work is prepared. The problems of students are being taken on priority to solve. Online guest lectures have been conducted.
4	Any other matter Preparation of SSR	Work on SSR is in progress.

(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 12.06.2021

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Purna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee) Notice

Date- 16.04.2021

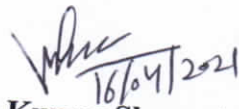
This is to inform all the members of Academic committee, Deans/HoDs, that a meeting is being called on 17/04/2021 on 3 PM at Dean Academics office. The agenda of the meeting are as follows-

Agenda:

1. Review of minutes of meeting of academic committee held on 19/01/2021
2. Monitoring of syllabus completion and classes
3. Review of internal exam/sessional exam
4. Review of placement related activities
5. Any other matter

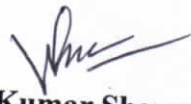
To,

All members of Academic Committee/Dean/ HoD's


16/04/2021
(Dr. Vinit Kumar Sharma)
Dean Academics

Copy to the following for information and necessary action -

- 1 Dr. Aditya Gautam, Principal
- 2 IQAC
- 3 PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

MINUTES OF THE MEETING

Date- 17.04.2021

A meeting of the Academic committee with all the members of Academic committee, Deans/HoDs was conducted on 17/04/2021 on 3 PM at Dean Academics office. The agenda of the meeting was as follows-

Agenda:

1. Review of minutes of meeting of academic committee held on 19/01/2021
2. Monitoring of syllabus completion and classes
3. Review of internal exam/sessional exam
4. Review of training and placement related activities
5. Any other matter

Agenda 1: Review of minutes of meeting of academic committee held on 19/01/2021

The minutes of the meeting were read and approved by the members.

Agenda 2: Monitoring of syllabus completion and classes

Dr Vinit kumar sharma asked the members for the proper monitoring of teaching work because due to Covid-19 pandemic, offline and online classes (mixed mode) are running in all programme.

Various platforms may be use for online teaching work. He suggested that the syllabuses of all courses for theory subjects should be complete on priority and problems of students may also be solved through whatsapp correspondence. All Heads will observe the online teaching work and will take action as per need after the consult with Principal/ Dean and departmental progress report of online teaching work should be submitted at email id- srgcqipdamvks@gmail.com

Suggestions were invited for other activities to be conducted for welfare of staff and students.

Agenda 3: Review of internal exam/sessional exam

The student's assessment record should be justified and internal/sessional examination should be

conducted as per university guidelines. Regular class test and assignment should be conducted in those program in which internal /sessional exam is not mandatory by the university.

Agenda 4: Review of training and placement related activities

Training activities should be of all type such as for competition exam, personality development related and career counseling etc. All should coordinate with Mohd Yusuf and his team.

Placement activities are regular conducting but student's participation is not good so all should motivate the students for it.

Agenda 5: Any other matter.

There is no other issue to discuss.

Meeting was ended with the thanks to the Chair.

The Principal and all heads were present in this meeting



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)


(Academic Committee)

ACTION TAKEN REPORT

on the decisions of the Academic Committee meeting held on 17/04/2021

To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken.

S.No.	Decision	Action taken
1	Review of minutes of meeting of academic committee held on 19/01/2021	No compliance required.
2	Monitoring of syllabus completion and classes	As discussed in the meeting, All Heads are observing the online teaching quality properly. Syllabus of annual programme has been completed and their revision is going on. Syllabus of Even semester is running as per routine and in controlled manner. Departmental progress report of online teaching work started to submit at email id- srgcqipdamvks@gmail.com
3	Review of internal exam/sessional exam	The student's assessment record is ready by including all suggestions given in the meeting.
4	Review of training and placement related activities	Training and placement cell have conducted many activities and some activities are in progress.


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 17.04.2021

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Perna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

Notice

Date- 18/01/2021


This is to inform all the members of Academic committee, Deans/HoDs and feedback committee coordinator that a meeting is being called on 19/01/2021 at the Dean office at 3:00 PM. The agenda of the meeting are as follows-

Agenda:

1. Review of minutes of meeting of academic committee held on 28/11/2020
2. Result Analysis of odd semester
3. Planning for the next semester
4. Feedback process
5. Students satisfaction survey
6. Progress of NAAC related work
7. Any other issue

To,

All members of Academic committee/Dean/ HoD's
Feedback committee coordinator


(Dr. Vinit Kumar Sharma)
Dean Academics

Copy to the following for information and necessary action -

1. Dr. Aditya Gautam, Principal
2. IQAC
3. PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

19/01/2021

MINUTES OF THE MEETING

A meeting of the academic committee with all the members of Academic committee, Deans/HoDs, and Feedback committee Coordinator was held on 19/01/2020 at 3.00 PM at Dean Academics Office. The following points were discussed.

Agenda:

- 1 Review of minutes of meeting of academic committee held on 28/11/2020
- 2 Result Analysis of odd semester
- 3 Planning for the next semester
- 4 Feedback process
- 5 Students satisfaction survey
- 6 Progress of NAAC related work
- 7 Any other issue

The meeting was presided over by Dr. Aditya Gautam, Principal, SRC and Dr Vinit Sharma welcomed all the members.

Agenda 1: Review of minutes of meeting of academic committee held on 28/11/2020

The minutes of the meeting were read and approved by the members.

Agenda 2: Result Analysis of odd semester

Due to Covid, session is running late as compared to the normal days. The result of some subjects of odd semester is not declared. The result analysis will be complete by concerned department just after the declaration of result of all subjects.

Agenda 3: Planning for the next semester

It was decided that the classes for even semester should be started after 26/01/2021 and all work related to teaching as well as other academic work should be proper. Course file containing lecture plan should be ready.

Agenda 4: Feedback process

The Principal asked the Dean Academics to share academic schedule with Feedback committee coordinator to make arrangement for taking feedback by Stake holders on curriculum. Feedback on the teaching learning process should also be conducted.

Agenda 5: Students satisfaction survey

Dean Academics asked to conduct Students satisfaction survey for finding the lacuna in existing system and for the quality improvement. Principal assigned its responsibility to feedback committee.

Agenda 6: Progress of NAAC related work

Principal emphasized to complete NAAC related work properly as instructed by IQAC Coordinator, because the process of second cycle accreditation have been started.

Agenda 7: Any other issue

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

ACTION TAKEN REPORT

on the decisions of the Academic Committee meeting held on 19/01/2021

To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken.

S.No.	Decision	Action taken
1	Review of minutes of meeting of academic committee held on 28/11/2020	No compliance required.
2	Result Analysis of odd semester	Result Analysis of odd semester has been completed.
3	Planning for the next semester	The lecture plan of all faculties has been prepared and course file are also ready. The reports on work progress were submitted by Heads of the Departments.
4	Feedback process	All points have been discussed already in the meeting. The working on feedback on curriculum by the feedback committee is in progress. The feedback on teaching learning also will be conducted. Planning for it has been completed.
5	Students satisfaction survey	Student's satisfaction survey has been conducted by the feedback committee

		members as suggested by IQAC.
6	Progress of NAAC related work	Planning for second cycle of NAAC has been completed and work is in progress.



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 19.01.2021

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Prerna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App./ Coordinator Feedback Committee	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

Notice

Date- 27/11/2020

This is to inform all the members of Academic committee/ Deans/HoDs, Coordinator of research & publication committee and Coordinator of T & P Cell that a meeting is being called on 28/11/2020 at the Dean office at 3.30 PM. The agenda of the meeting are as follows-

Agenda:

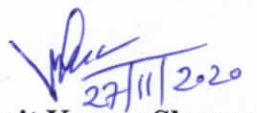
1. Reviews of the minutes held on 19/09/2020
2. Documentation of student's assessment.
3. Status of syllabus completion and Remedial classes/ Problem solving session
4. Training for competitive examination
5. Review of Research and publication activity
6. Any other issues


To,

All members of Academic committee/Dean/ HoD's
Coordinator of research & publication committee and
Coordinator of T & P Cell

Copy to the following for information and necessary action -

1. Dr.Aditya Gautam, Principal
2. IQAC
3. PS to Chairman for Chairman's kind information


27/11/2020
(Dr. Vinit Kumar Sharma)
Dean Academics


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

28 Nov 2020

MINUTES OF THE MEETING

A meeting of the members of Academic committee / Deans/HoDs, Coordinator of research & publication committee and Coordinator of T & P Cell was held on 28/11/2020 at 3.30 P.M. at office of Dean Academics. The following agenda were discussed:

Agenda:

1. Reviews of the minutes held on 19/09/2020
2. Documentation of student's assessment.
3. Status of syllabus completion and Remedial classes/ Problem solving session
4. Training for competitive examination
5. Review of Research and publication activity
6. Any other issues

The meeting was presided over by Dr. Aditya Gautam, Principal SRC. The Dean Academics welcomed the member of committee.

Agenda 1: Review of the minutes held on 19/09/2020.

All the points have already been discussed; minutes of meeting are hereby read and approved.

Agenda 2: Documentation of student's assessment.

The Dean Academics requested all the HoDs to maintain the record of regular assessment of students through conducting Class Tests, Home Assignments, Projects, Quizzes etc and to check student monitoring record on regular basis and submit the report of abnormality,(if any).

The Principal suggested some points to make class more interesting and effective and showed his concern to maintain high students' attendance in the class.

Agenda 3: Status of syllabus completion and Remedial classes/ Problem solving session

All HoD are suggested to check the status of completion of syllabus and to instruct faculty members to

do motivate students for improving their knowledge. Remedial classes and Problem solving session should be arranged for all required subjects for slow learners. The problems of students should be considered and possible efforts should be performed.

Agenda 4: Training for competitive examination

All the HoD are requested to coordinate with the coordinator of T& P cell for conducting the training for competitive examination and the advance learner students should be involve in it on priority. Coordinator T & P cell is requested to conduct more training/ PDP.

Agenda 5: Review of Research and publication activity

The Dean emphasized for enhancing research activities in the college. He asked that all teachers should engage themselves in the research oriented activities on regular basis. College will provide some financial assistance for publication work. All should approach the nearby industries and other institutions for enhancing collaboration.

Agenda 6: Any Other issue

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

ACTION TAKEN REPORT

on the decisions of the Academic committee meeting held on 28/11/2020

To implement the decisions of the above mentioned meeting of the members of Academic committee / Deans/HoDs with Coordinator of research & publication committee and Coordinator of T & P Cell academic committee, the following actions were taken -

S.No.	Decision	Action taken
1	Review of the minutes held on 19/09/2020	No need of any specific action.
2	Documentation of student's assessment.	The HoDs have checked the students monitoring format which include all information regarding performance of student. Students were asked to improve their performance through participation in remedial classes/quiz/assignment/training.
3	Status of syllabus completion and Remedial classes/ Problem solving session	HoD told that more than 85% syllabus of odd semester has been completed and in annual system approximately 50% syllabus has been completed. So no need to conduct extra classes. Almost all departments are running remedial classes of needy subjects. The mentors/ faculty class coordinators manage the work of remedial classes and problems of students were being solved by the concern teacher.
4	Training for competitive examination	Training for competitive examinations are

		being provided by the T&P cell for the interested students.
5	Review of Research and publication activity	Research committee and IQAC are working on the enhancement of collaborative research activity such as projects/seminar/workshop/training etc.
6	Any other issue	No other special point discussed in the meeting, so no need to any specific action.

(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 28.11.2020

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Perna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	
12.	Dr. Ashwani Kumar	Coordinator Research & Publication Committee	
13.	Mohd. Yusuf	Coordinator Training & Placement Cell	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

Notice

Date-18/09/2020

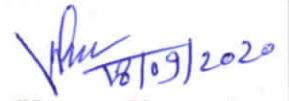
This is to inform all the members of Academic committee Deans/HoDs that a meeting is being called on 19/09/2020 at the Dean office at 3.00 PM. The agenda of the meeting are as follows-

Agenda:

1. Review of the minutes of meeting held on 11.07.2020.
2. Collaborative activity/extension activity/guest lecture / Expert talks/ field visits/ Industrial tours.
3. Certificate courses/ Value added courses
4. Discussion on use of ICT tools for effective teaching
5. Effective teaching in the classroom
6. Orientation Programs/Induction programs for students and faculty.
7. Implementation of IQAC suggestion

To,


All members of Academic committee
Dean/ HoD's


(Dr. Vinit Kumar Sharma)
Dean Academics

Copy to the following for information -

Dr. Aditya Gautam, Principal

PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

19/09/2020

MINUTES OF THE MEETING

A meeting of Academic committee was held on 19 September 2020 at 3.00 P.M. at Dean Office. The meeting was presided over by Dr. Aditya Gautam, Principal SRC. The meeting started on a welcome note by Dean Academics/IQAC Coordinator, Dr. Vinit Kumar Sharma.

Agenda:

1. Review of the minutes of meeting held on 11.07.2020.
2. Collaborative activity/extension activity/guest lecture / Expert talks/ field visits/ Industrial tours.
3. Certificate courses/ Value added courses
4. Discussion on use of ICT tools for effective teaching
5. Effective teaching in the classroom
6. Orientation Programs/Induction programs for students and faculty.
7. Implementation of IQAC suggestion

Agenda 1: Review of the minutes of meeting held on 11.07.2020-

All departments are doing well as per the discussion of the previous meeting.

Agenda 2: Collaborative activity/ extension activity/ guest lecture / Expert talks / field visits/ Industrial tours.

The Principal asked the Deans/HoDs that they should plan to conduct more guest lectures, expert talks in collaboration with some other organization with the help of Dean Academics, so that more students can be benefitted by these activities. More extension activities should be organized. Extension activities should be performed by NSS officer and Rovers/Rangers committee coordinator.

All Teachers must be involved as members in Committees/Cells/Societies for making fruitful results.

Dean academics asked that Field visits and industrial tours should be organized and students should be informed with proper description and objective about their place of visit. Student's exchange and faculty exchange program should also be continuing as usual with IIMT College and CHS Khurja.

Agenda 3: Certificate courses/ Value added courses

Dr. Vinit Sharma asked that due to Covid, the schedule of conducting certificate courses/ Add-on course/ value added course is disturbed as was running in previous year but department should run these courses as per their convenience.

Agenda 4: Discussion on use of ICT tools for effective teaching

- Maximum possible use of teaching aids such as projectors, computers, laptops, tablets, smart phones etc.
- Online teaching work should be more effective.

Agenda 5: Effective teaching in the classroom

- Encouragement of students for raising queries in classrooms.
- Innovative method for effective teaching.
- Counseling of students by Mentors and solving their problems
- Use of class coordinators for taking feedback for improving quality in teaching.

Agenda 6: Orientation Programs/Induction programs for students and faculty

Dr Vinit Sharma discussed the importance of Orientation program and asked about the performance of Orientation Programs for newly admitted students and for faculty also. All Dean/HoDs should inform to their students about academic facility provided by the college in these program. College conducted such program in some departments.

Agenda 7: Implementation of IQAC suggestion

Dean academics emphasized on the suggestion given by IQAC and requested to all that IQAC suggestions should be implemented because accreditation work for second cycle has been started.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-

Dr. Aditya Gautam, Principal

Dr. Vinit Kumar Sharma, Dean Academics

Dr. Prerna Mittal, Dean, Department of Education

Dr. Nishant Rathi, Dean, Department of Computer Application,

Dr. Ashwani Kumar, Head, Department of Bio Science,

Dr. Pankaj Kumar, Head, Department of Business Administration

Dr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Sourabh Mittal, Head, Department of Commerce

Dr. Roupal Malik, Head, Department of Fine Art

Dr. Pramod Kumar, Department of Physical education

Dr. Pooja Tomar, Head, Department of Basic Sciences

Dr. Nayeem Ali, Department of Agriculture



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

ACTION TAKEN REPORT

On the decisions of the academic committee meeting held on 19/09/2020.
To implement the decisions of the above mentioned meeting of the academic committee,
the following actions were taken -

S.No.	Decision	Action taken
1	Review of the minutes of meeting held on 11.07.2020.	Academic Calendar and activity calendar have been prepared by all department and all are doing well.
2	Collaborative activity/extension activity/guest lecture / Expert talks/ field visits/ Industrial tours.	The overall planning for collaborative/extension activity and other work have been finalized as discussed in the meeting and all previously collaboration are active. All the members are working according to guidelines.
3	Certificate courses/ Value added courses	Some certificate course is already conducting in the college and some are introducing this year for the students of our college.
4	Discussion on use of ICT tools for effective teaching <ul style="list-style-type: none">• Maximum possible use of teaching aids such as projectors, computers, laptops, tablets, smart phones etc.• Online teaching work should be more effective.	Many faculty members are using ICT tools for teaching and some are doing training to get more perfectness for using ICT tools.

5	Effective teaching in the classroom	Mentors are allocated to mentees for solving student's problem and getting better performance. Faculties are instructed to use innovative methods and encouragement of students for raising queries in classrooms.
6	Orientation Programs/Induction programs for students and faculty.	Orientation Programs for newly admitted students and for faculty members have been conducted. It was suggested to discuss all the rules among students and to aware about the code of conducts.
7	Implementation of IQAC suggestion	All are agreed to follow the instructions as per IQAC.

(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 19.09.2020

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Perna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

Notice

Date- 10.07.2020

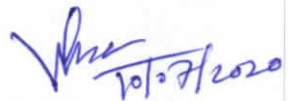
This is to inform to all the members of Academic committee /Deans/HoDs that a meeting is being called on 11.07.2020 at the room of undersigned at 3:30 PM. All are requested to follow the COVID protocols while attending the meeting. The agenda of the meeting are as follows-

Agenda:

1. Review of minutes of previous meeting held on 09/04/2020
2. Discussion on various functions of academic committee.
3. Planning for the current session 2020-21
4. Admission process in the session 2020-21
5. Review of examination and result of last academic year 2019-20
6. Any other matter


To,

All members of Academic committee


(Dr. Vinit Kumar Sharma)
Dean Academics
e/c

Copy to the following with the request to attend the meeting-

1. Dr. Aditya Gautam, Principal
2. IQAC Coordinator
3. All HoD's


(Dr. Vinit Kumar Sharma)
Dean Academics
e/c



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

Date: 11/07/2020

MINUTES OF THE MEETING

A meeting of the Academic committee was held on 11 July 2020 at 3.30 pm at Dean office. The meeting was conducted with Covid-19 guidelines. The meeting was presided over by Dr. Aditya Gautam, Principal SRC. The meeting started on a welcome note by Dean Academics Dr. Vinit Kumar Sharma followed by his presentation on its objectives.

Agenda:

1. Review of minutes of previous meeting held on 09/04/2020
2. Discussion on various functions of academic committee.
3. Planning for the current session 2020-21
4. Admission process in the session 2020-21
5. Review of examination and result of last academic year 2019-20
6. Any other matter

Agenda 1: Review of the minutes of previous meeting held on 09/04/2020

The all points have been discussed in the meeting and minutes of previous meeting were read and approved by the members.

Agenda 2: Discussion on various functions of academic committee

Dean Academics discussed the Importance, Roles and functions with members of academic committee. As Covid disease was on extreme, so all are expected to do work according to government guidelines and with the care of student's benefits. Almost all teaching and learning work is related to academic committee in the college but for the smooth functioning of all work, different committees are nominated with separate work responsibility by the Principal.

Agenda 3: Planning for the current session 2020-21

Dr Vinit informed that all faculties are expected to prepare their lecture plan and course file. Smooth conduction of classes with online and offline mode and completion of syllabus should

be on priority. Faculty coordinators/ mentors should be appointed by the HoD and they will work for the student's betterment. Classes will start as per guidelines of university and academic calendar. The activities planned for the academic year are as follows-

- 1- To conduct seminars/FDP for the faculty and students of our college.
- 2- Regularity of lectures, tutorials, practical and their monitoring.
- 3- Completion of courses within time and conduction of internal examinations.
- 4- Maximum possible use of teaching aids such as projectors, computers, laptops, tablets etc.
- 5- Feasible workload allocation
- 6- Mentor-Mentee detail and their functioning

Agenda 4: Admission process in the session 2020-21

It was informed by Dean Academics that admission process is already started by Admission Coordinator Ms. Neetu Singh as routine process in the previous years. As per the policy, the process of admission is a centralized process for the group hence a centralized committee makes efforts for the admissions in all the courses. Separate team are formulated for admissions from inside the state and from outside the state. In this process college also conducts a Talent Search Expedition (TSE) for girl and boys students where scholarships offered from 25 percent to 100 percent for the deserving candidates. Students can take admission through counseling or through online merit as per university norms.

Agenda 5: Review of examination and result of last academic year 2019-20

HoDs informed that the result analysis has not been completed because due to Covid, CCS University did not declare till now the result of all program and this year university conducted the examination of selected paper of the course. University promoted students in some courses. The result analysis will be done after the declaration of the result.

Agenda 6: Any other matter

Dr. Aditya Gautam and Dr. Vinit Kumar Sharma invite the suggestions from all members to improve the quality of teaching learning process.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is as follows.

Dr. Aditya Gautam, Principal

Dr. Vinit Kumar Sharma, Dean Academics,

Dr. Prerna Mittal, Dean, Department of Education

Dr. Nishant Rathi, Dean, Department of Computer Application,
Dr. Ashwani Kumar, Head, Department of Bio Science,
Dr. Pankaj Kumar, Head, Department of Business Administration
Dr. Ravi Gautam, Head, Department of Journalism and mass communication
Dr. Sourabh Mittal, Head, Department of Commerce
Dr. Roupal Malik, Head, Department of Fine Art
Dr. Pramod Kumar, Department of Physical education
Dr. Pooja Tomar, Head, Department of Basic Sciences
Dr. Nayeem Ali , Department of Agriculture



Dr Vinit Kumar Sharma
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

ACTION TAKEN REPORT

on the decisions of the academic meeting held on 11.07.2020

To implement the decisions of the above-mentioned meeting of the academic committee, the following actions were taken -

S.No.	Decision	Action taken
1	Review of minutes of previous meeting held on 09/04/2020	There is no action required
2	Discussion on various functions of academic committee.	All points have been discussed in the meeting. Academic/activity calendar has been prepared by each department.
3	Planning for the current session 2020-21- 1-To conduct seminars/FDP for the faculty and students of our college. 2-Regularity of lectures, tutorials, practical and their monitoring. 3-Completion of courses within time and conduction of internal examinations. 4-Maximum possible use of teaching aids such as projectors, computers, laptops, tablets etc. 5-Feasible workload allocation 6-Mentor-Mentee detail and their functioning	All faculties have prepared their lecture plan and their course file. Faculty coordinators/mentors have been appointed by the HoD. All proposed points were covered by all departments. More effort will be done for promoting research activities. Concern committee coordinators are informed for proper functioning according to the requirement.
4	Admissions process in the session 2020-21	All points have been discussed in the meeting. Admission process is in progress and all members are working properly so

		there is no specific action required.
5	Review of examination and result of last academic year 2019-20	All points have been discussed in the meeting so there is no specific action is required.
6	Suggestion invited for improvement in teaching-learning process	All suggestions are noted and will be consider as per the applicability.



Dr. Vinit Kumar Sharma
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 11.07.2020

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Perna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee) Notice

Date- 19.06.2020

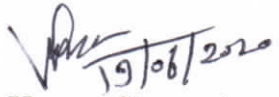
This is to inform all the members of Academic committee, Deans/HoDs, that a meeting is being called on 20.06.2020 at Zoom platform on 4:00 PM. Zoom meeting ID and password will be shared through whatsapp group. The agenda of the meeting are as follows-

Agenda:

1. Review of minutes of meeting of academic committee held on 09/04/2020
2. Assessment of student's performance through online mode
3. Discussion on university examination
4. Any other matter

To,

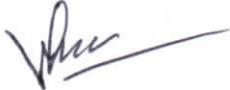
All members of Academic Committee/Dean/ HoD's


(Dr. Vinit Kumar Sharma)
Dean Academics

o/c

Copy to the following for information and necessary action -

- 1 Dr. Aditya Gautam, Principal
- 2 IQAC
- 3 PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Dean Academics

o/c



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

20/06/2020

MINUTES OF THE MEETING

A meeting of the Academic committee with all the members of Academic committee, Deans/HoDs was conducted on 09.04.2020 at Zoom platform on 11:00AM

Agenda:

1. Review of minutes of meeting of academic committee held on 09/04/2020
2. Assessment of student's performance through online mode
3. Discussion on university examination
4. Any other matter

Agenda 1: Review of minutes of meeting of academic committee held on 09/04/2020

The online classes and their monitoring are satisfactory and progress report are being send to dean academics as per routine and the report has been discussed with Principal. Teachers are using Zoom app, google meet, webex, google classroom, you tube channel, and whatsapp for teaching purpose.

Agenda 2: Assessment of student's performance through online mode

The Principal expressed his satisfaction on the online teaching work and asked to conduct online test/ assignment/ quiz for making internal assessment of the performance of students. Dean Academics suggested Google classroom app/whatsapp or google form for doing evaluation work.

Agenda 3: Discussion on university examination

The Principal emphasized that departments should make the record of internal assessment during online work because university may plan to give marks on the basis of internal examination and due to Covid-19, everyone should do work with less paper work.

Agenda 4: Any other matter

Dean academics asked that Heads should plan to conduct online guest lectures, expert talks etc for better knowledge to students.

He also suggested to do working with keeping in mind about the NAAC requirement and also discussed about the preparation of SSR.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The Principal and all heads were present in this meeting.



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

ACTION TAKEN REPORT

on the decisions of the academic committee meeting held on 20/06/2020

To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken -

S.No.	Decision	Action taken
1	Review of minutes of meeting of academic committee held on 09/04/2020	All points have been discussed in the meeting.
2	Assessment of student's performance through online mode	All of these activities are being conducting continuously.
3	Discussion on university examination	The record of internal assessment during online work is prepared.
4	Any other matter *To conduct online guest lectures, expert talks etc *Preparation of SSR	Department have planned to conduct more guest lectures and expert talks so that common subjects will not be clashed. Work on SSR is in progress all remaining AQAR's will be uploaded as soon as possible.

(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 20.06.2020

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Prerna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

Notice

Date- 09.04.2020

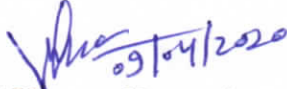
This is to inform all the members of Academic committee, Deans/HoDs, that a online meeting is being called on 09.04.2020 at Zoom platform on 11:00AM. Zoom meeting ID is 116664157 and passward is 036738. The agenda of the meeting are as follows-

Agenda:

1. Review of minutes of meeting of academic committee held on 18/01/2020
2. Online classes monitoring work
3. Syllabus completion status
4. Any other matter


To,

All members of Academic Committee/Dean/ HoD's


(Dr. Vinit Kumar Sharma)
Dean Academics

Copy to the following for information and necessary action -

- 1 Dr. Aditya Gautam, Principal
- 2 IQAC
- 3 PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

MINUTES OF THE MEETING

A meeting of the Academic committee with all the members of Academic committee, Deans/HoDs was conducted on 09.04.2020 at Zoom platform on 11:00AM for which Zoom meeting ID and password was 116664157 and 036738 respectively.

Agenda:

1. Review of minutes of meeting of academic committee held on 18/01/2020
2. Online classes monitoring work
3. Syllabus completion status
4. Any other matter

The meeting was started with welcome of all the members by Dr Vinit Sharma.

Agenda 1: Review of minutes of meeting of academic committee held on 18/01/2020

The minutes of the meeting were read and approved by the members.

Agenda 2: Online classes monitoring work

Dr Vinit kumar sharma asked the members for the proper monitoring of teaching work because due to Covid-19 pandemic, it was decided earlier on phonic conversation that online classes will be conducted in all programme. Various platform may be use for online teaching work. Suggestions were invited for other activities to be conducted for welfare of staff and students. Dean Academics informed that weekly departmental progress report of online teaching work should be submitted at email id- srgcqipdamvks@gmail.com

Agenda 3: Syllabus completion status

Dean Academics suggested to complete the syllabuses of all courses for theory subjects on priority and problems of students can be solve through whatsapp correspondence. All Heads will observe the online teaching work and will take action as per need after the consult with Principal/ Dean.

Agenda 4: Any other matter.

Dr Nishant Rathi ,HoD Computer application suggested that some academic event (other than routine teaching) may be conducted in every department in a week and all were agreed with his suggestion.

Meeting was ended with the thanks to the Chair.

The Principal and all heads were present in this meeting



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)


(Academic Committee)

ACTION TAKEN REPORT

on the decisions of the Academic Committee meeting held on 09/04/2020

To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken.

S.No.	Decision	Action taken
1	Review of minutes of meeting of academic committee held on 18/01/2020	No compliance required.
2	Online classes monitoring work	As discussed in the meeting, weekly departmental progress report of online teaching work was started to submit to dean academics at his email by all heads.
3	Syllabus completion status	Syllabus of annual programme has been completed and their revision is going on. Syllabus of Even semester is running as per routine and in controlled manner.
4	Any other matter	As discussed in the meeting, some curricular activities were conducted at the weekend by almost all the department.


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 09.04.2020

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Prerna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee) Notice

Date- 17.01.2020

This is to inform all the members of Academic committee, Deans/HoDs and feedback committee coordinator that a meeting is being called on 18/01/2020 at the Dean office at 3:00 PM. The agenda of the meeting are as follows-

Agenda:

1. Review of minutes of meeting of academic committee held on 25/11/2019
2. Planning for the next semester
3. Feedback from stake holders on curriculum and on teaching learning process
4. Students satisfaction survey
5. Result Analysis of odd semester
6. Any other issue


To,

All members of Academic committee/Dean/ HoD's
Feedback committee coordinator

Copy to the following for information and necessary action -

1. Dr. Aditya Gautam, Principal
2. IQAC
3. PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Dean Academics


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

18/01/2020

MINUTES OF THE MEETING

A meeting of the academic committee with all the members of Academic committee, Deans/HoDs, and Feedback committee Coordinator was held on 18/01/2020 at 3.00 PM at Dean Academics Office.

Agenda:

- 1 Review of minutes of meeting of academic committee held on 25/11/2019
- 2 Planning for the next semester
- 3 Feedback from stake holders on curriculum and on teaching learning process
- 4 Students satisfaction survey
- 5 Result Analysis of odd semester
- 6 Any other issue

The meeting was presided over by Dr. Aditya Gautam, Principal, SRC and Dr Vinit Sharma welcomed all the members.

Agenda 1: Review of minutes of meeting of academic committee held on 25/11/2019

The minutes of the meeting were read and approved by the members.

Agenda 2: Planning for the next semester

It was decided that the classes for even semester should be started from 20/01/2020 and all work related to teaching as well as other academic work should be proper.

Agenda 3: Feedback from stake holders on curriculum and on teaching learning process

The Principal asked the Dean Academics and Feedback committee coordinator to make arrangement for taking feedback by Stake holders on curriculum as well as on the teaching

learning process.

Agenda 4: Students satisfaction survey

Dean Academics asked to conduct Students satisfaction survey for the quality improvement and its responsibility is given to feedback committee.

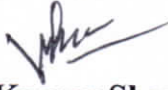
Agenda 5: Result Analysis of odd semester

The result of all subjects of odd semester is not declared. The result analysis will be complete by concerned department just after the declaration of result.

Agenda 6: Any other issue

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

ACTION TAKEN REPORT

on the decisions of the Academic Committee meeting held on 18/01/2020

To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken.

S.No.	Decision	Action taken
1	Review of minutes of meeting of academic committee held on 25/11/2019	No compliance required.
2	Planning for the next semester	The lecture plan of all faculties is ready. The reports on Work Progress were submitted by Heads of the Departments.
3	Feedback from stake holders on curriculum and on teaching learning process	All points have been discussed already in the meeting. The feedback planning has been completed and working on it is in progress.
4	Students satisfaction survey	Students satisfaction survey has been conducted by the feedback committee members as suggested by IQAC.

5	Result Analysis of odd semester	Result Analysis of odd semester has been completed.
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(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 18.01.2020

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Prerna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App./ Coordinator Feedback Committee	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee) Notice

Date- 23/11/2019

This is to inform all the members of Academic committee Deans/HoDs that a meeting is being called on 25.11.2019 at the Dean office at 3.30 PM. The agenda of the meeting are as follows-

Agenda:

1. Reviews of the minutes held on 14/09/2019
2. Monitoring of student's performance through class test, internal exam, presentation and assignments.
3. Remedial classes/ Problem solving session
4. Training for competitive examination
5. Enhancement of Research Activity
6. Status of completion of syllabus
7. Any other issues

To,

All members of Academic committee/Dean/ HoD's

Copy to the following for information and necessary action -

1. Dr.Aditya Gautam, Principal
2. IQAC
3. PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Dean Academics


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

25 Nov 2019

MINUTES OF THE MEETING

A meeting of the Academic committee was held on 25/11/2018 at 3.30 P.M. at office of Dean Academics.

1. Reviews of the minutes held on 14/09/2019
2. Monitoring of student's performance through class test, internal exam, presentation and assignments.
3. Remedial classes/ Problem solving session
4. Training for competitive examination
5. Enhancement of Research Activity
6. Status of completion of syllabus
7. Any other issues

The meeting was presided over by Dr. Aditya Gautam, Principal SRC. The Dean Academics welcomed the member of committee.

Agenda 1: Review of the minutes held on 14/09/2019 –

All the points have already been discussed; minutes are hereby read and approved.

Agenda 2: Monitoring of student's performance through class test, internal exam, presentation and assignments.

The Dean Academics requested all the HoDs to maintain the record of regular assessment of students conducting Class Tests, Home Assignments, Projects, Quizzes etc and to check student monitoring record on regular basis and submit the report of abnormality,(if any).

The Principal showed his concern to maintain high students' attendance in the class. He invited suggestions on how to make class more interesting and effective.

Agenda 3: Remedial classes/ Problem solving session

All HoD are suggested to instruct faculty members to do motivate students for improving their knowledge and to attend remedial classes. Remedial classes should be arranging for all required subjects for slow learners. The problems of students may be solve individually if needed.

Agenda 4: Training for competitive examination

All the HoD are requested to coordinate with the coordinator of T& P cell for conducting the training for competitive examination and the advance learner students should be involve in it on priority.

Agenda 5: Enhancement of Research Activity

The Dean emphasized for enhancing research activities in the college. He asked that all teachers should engage themselves in the research oriented activities on regular basis. All should approach the nearby industries and other institutions for enhancing collaboration.

Agenda 6: Status of completion of syllabus

All Dean/HoD are suggested to check the status of completion of syllabus of odd semester and conduct extra classes if needed. He asked to motivate faculty members to share their best knowledge with students.

Agenda 7: Any Other issue

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee) ACTION TAKEN REPORT

on the decisions of the Academic committee meeting held on 25.11.2019

To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken -

S.No.	Decision	Action taken
1	Review of the minutes held on 14/09/2019	No need of any specific action.
2	Monitoring of student's performance through class test, internal exam, presentation and assignments.	The HoDs have checked the students monitoring format which include all information regarding students. Students were asked to improve their participation.
3	Remedial classes/ Problem solving session	Almost all departments are running remedial classes of some subjects. The faculty class coordinators manage the work of remedial classes and problems of students were being solved by the concern teacher.
4	Training for competitive examination	Training for competitive examinations are being provided by the T& P cell for the interested students.
5	Enhancement of Research Activity	Research committee and IQAC are working on the collaborative activity.

		Almost departments are running projects which are funded by some Industries/ organizations.
6	Status of completion of syllabus	HoD told that more than 90% syllabus of odd semester has been completed and in annual system approximately 50% syllabus has been completed. So no need to conduct extra classes.
7	Any other issue	No other point discussed in the meeting, so no need to any action.

(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 25.11.2019

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Prerna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee) Notice

Date-13/09/2019


This is to inform all the members of Academic committee Deans/HoDs that a meeting is being called on 14/09/2019 at the Dean office at 3.00 PM. The agenda of the meeting are as follows-

Agenda:

1. Review of the minutes of meeting held on 06.07.2019.
2. Planning for conducting collaborative activity/guest lecture / Expert talks/ field visits/ Industrial tours.
3. Certificate courses/ Value added courses
4. Discussion on effective use of Teaching aids and increasing use of ICT tools
5. Effective teaching in the classroom
6. Review of Orientation Programs/Induction programs for students of various departments.
7. Any other matter

To,


All members of Academic committee
Dean/ HoD's


13/09/2019
(Dr. Vinit Kumar Sharma)
Dean Academics

g/c

Copy to the following for information -

Dr. Aditya Gautam, Principal
PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Dean Academics

g/c



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

14/09/2019

MINUTES OF THE MEETING

A meeting of Academic committee was held on 14 September 2019 at 3.00 P.M. at Dean Office. The meeting was presided over by Dr. Aditya Gautam, Principal SRC. The meeting started on a welcome note by Dean Academics/IQAC Coordinator, Dr. Vinit Kumar Sharma.

Agenda:

1. Review of the minutes of meeting held on 06.07.2019.
2. Planning for conducting collaborative activity/guest lectures / expert talks/ field visits/ industrial tours.
3. Certificate courses/ Value added courses
4. Discussion on effective use of Teaching aids / ICT tools
5. Effective teaching in the classroom
6. Review of Orientation Programs/Induction programs for students of various departments.
7. Any other matter

Agenda 1: Review of the minutes of meeting held on 06.07.2019-

As discussed in the previous meeting, all departments have planned all things and doing well.

Agenda 2: Planning for conducting collaborative activity/guest lectures / expert talks/ field visits/ industrial tours.

The Principal asked the Deans/HoDs that they should plan to conduct more guest lectures, expert talks in collaboration with some other organization with the help of Dean Academics, so that more students can be benefitted by these activities. All Teachers must be involved as members in Committees/Cells/Societies for making fruitful results.

Dean academics asked that Field visits and industrial tours should be organized and students should be informed with proper description and objective about their place of visit. Student's exchange and faculty exchange program should also be continuing as usual in last academic years.

Agenda 3: Certificate courses/ Value added courses

Dr. Vinit Sharma emphasized on continuation of conducting certificate courses/ Add-on course/ value added course as running in previous year and also requested to introduce some new course.

Agenda 4: Discussion on effective use of Teaching aids / ICT tools

- Maximum possible use of teaching aids such as projectors, computers, laptops, tablets etc.
- Online teaching work should be more effective.

Agenda 5: Effective teaching in the classroom

- Encouragement of students for raising queries in classrooms.
- Innovative method for effective teaching.
- Counseling of students by Mentors and solving their problems
- Use of class coordinators for taking feedback for improving quality in teaching.

Agenda 6: Review of Orientation Programs/Induction programs for students of various departments

Dr Vinit Sharma discussed the importance of Orientation program and asked about the performance of Orientation Programs for newly admitted students. Some departments have conducted and remaining has planned about it.

Agenda 7: Any other matter

- All Dean/HoDs should inform to their students about academic facility provided by the college.
- Extension activities should be performed by NSS officer and Rovers/Rangers committee coordinator.
- IQAC suggestions should be following by all.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-

Dr. Aditya Gautam, Principal

Dr. Vinit Kumar Sharma, Dean Academics

Dr. Purna Mittal, Dean, Department of Education

Dr. Nishant Rathi, Dean, Department of Computer Application,

Dr. Ashwani Kumar, Head, Department of Bio Science,

Dr. Pankaj Kumar, Head, Department of Business Administration

Dr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Sourabh Mittal, Head, Department of Commerce

Dr. Roupal Malik, Head, Department of Fine Art

Dr. Pramod Kumar, Department of Physical education

Dr. Pooja Tomar, Head, Department of Basic Sciences

Dr. Nayeem Ali, Department of Agriculture



(Dr. Vinit Kumar Sharma)

Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

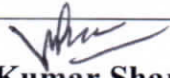
(Academic Committee)

ACTION TAKEN REPORT

on the decisions of the academic committee meeting held on 14/09/2019.
To implement the decisions of the above mentioned meeting of the academic committee,
the following actions were taken -

S.No.	Decision	Action taken
1	Review of the minutes of meeting held on 06.07.2019	Academic Calendar was designed as per the guidelines which have to be followed by each department and departments prepared their own activity calendar.
2	Planning for conducting collaborative activity/guest lectures / expert talks/ field visits/ industrial tours	The overall planning for collaborative activity and other work has been finalized as discussed in the meeting and all previously MoU should be active and some new collaborations should be increase. All the members are working according to guidelines.
3	Certificate courses/ Value added courses	Some certificate course are already conducting in the college and some are introducing this year for the students of our college.
4	Discussion on effective use of Teaching aids / ICT tools <ul style="list-style-type: none">• Maximum possible use of teaching aids such as projectors,	Many faculty members are using ICT tools for teaching and some are trying to get perfectness for using ICT tools. Head distributed the teaching work and other work

	<p>computers, laptops, tablets etc.</p> <ul style="list-style-type: none"> • Online teaching work should be more effective. 	<p>to faculty in a balanced manner. Training for faculty members will be given for online teaching work.</p>
5	<p>Discussion on how to improve attendance and create interest in the classroom</p> <ul style="list-style-type: none"> • Encouragement of students for raising queries in classrooms. • Innovative method for effective teaching. • Counseling of students by Mentors 	<p>Mentors are allocated to mentees for solving student's problem and getting better performance. Faculties are instructed to use innovative methods to improve attendance of students.</p>
6	<p>Review of Orientation Programs/ Induction programs for students of various departments</p>	<p>Orientation Programs for newly admitted students have been conducted. It was suggested to discuss all the rules among students and to aware about the code of conducts.</p>
7	<p>Any other matter</p> <ul style="list-style-type: none"> • All Dean/HoDs should inform to their students about academic facility provided by the college. • Extension activities should be performed by NSS officer and Rovers/Rangers committee coordinator. • IQAC suggestions should be following by all. 	<p>Awareness program for students as well as faculty conducted. Applications were invited for NSS unit and for Rovers/Rangers unit. Interested students submit their applications to Program Officer. The schedule of activities was finalized. All are agreed to follow the instructions as per IQAC.</p>


(Dr. Vinit Kumar Sharma)
 Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 14.09.2019

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Purna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

Notice

Date- 05.07.2019

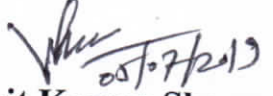
This is to inform to all the members of Academic committee /Deans/HoDs that a meeting is being called on 06.07.2019 at the room of undersigned at 3:30 PM. The agenda of the meeting are follows-

Agenda:

1. Review of minutes of previous meeting
2. Discussion on various functions of academic committee.
3. Planning for the current session 2019-20
4. Review of result of last academic year 2018-19
5. Admissions process in the session 2019-20
6. Any other matter

To,


All members of Academic committee


(Dr. Vinit Kumar Sharma)
Dean Academics

o/c

Copy to the following with the request to attend the meeting-

1. Dr. Aditya Gautam, Principal
2. IQAC Coordinator
3. All HoD's


(Dr. Vinit Kumar Sharma)
Dean Academics

o/c



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

06 July 2019

MINUTES OF THE MEETING

A meeting of the Academic committee was held on 06 July 2019 at 3.30 pm at Dean office. The meeting was presided over by Dr. Aditya Gautam, Principal SRC. The meeting started on a welcome note by Dean Academics Dr. Vinit Kumar Sharma followed by his presentation on its objectives.

Agenda:

1. Review of minutes of previous meeting
2. Discussion on various functions of academic committee.
3. Planning for the current session 2019-20
4. Review of result of last academic year 2018-19
5. Admissions process in the session 2019-20
6. Any other matter

Agenda 1: Review of the minutes of previous meeting

The minutes of previous meeting were read and approved by the members.

Agenda 2: Discussion on various functions of academic committee

Importance, Roles and functions were presented to members of academic committee. Almost all work is related to academic committee in the college but for the smooth functioning of all work, different committees are nominated with separate work responsibility. Smooth conduction of classes with online and offline mode and completion of syllabus should be on priority.

Agenda 3: Planning for the current session 2019-20

Dr Vinit informed that all faculties are expected to prepare their lecture plan and course file. Faculty coordinators/ mentors should be appointed by the HoD and they will work for the

student's betterment. Classes will start as per guidelines of university and academic calendar. The activities planned for the academic year are as follows-

- 1- To conduct seminars/FDP for the faculty and students of our college.
- 2- Regularity of lectures, tutorials, practical and their monitoring.
- 3- Completion of courses within time and conduction of internal examinations.
- 4- Maximum possible use of teaching aids such as projectors, computers, laptops, tablets etc.
- 5- Feasible workload allocation
- 6- Mentor-Mentee detail and their functioning

Agenda 4: Review of result of last academic year 2018-19

HoDs informed that the result analysis has been completed and the report has sent to the Principal however result of some courses is awaited and their analysis will be done after result is out.

Agenda 5: Admissions process in the session 2019-20

Principal informed that admission process is smoothly running by Admission Coordinator Ms. Neetu Singh as it was done in the previous years. As per the policy, the process of admission is a centralized process hence a centralized committee makes efforts for the admissions in all the courses. In this process college also conducts a Talent Search Expedition (TSE) for girl students where scholarships offered from 25 percent to 100 percent for the deserving candidates. Students can take admission through counseling or through online merit as per university norms.

Agenda 6: Any other matter

Dr. Aditya Gautam and Dr. Vinit Kumar Sharma invite the suggestions from all.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is as follows.

Dr. Aditya Gautam, Principal

Dr. Vinit Kumar Sharma, Dean Academics.

Dr. Nishant Rathi, Dean, Department of Computer Application,

Dr. Ashwani Kumar, Head, Department of Bio Science,

Dr. Pankaj Sharma, Head, Department of Business Administration

Dr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Sourabh Mittal, Head, Department of Commerce

Dr. Roupal Malik, Head, Department of Fine Art

Dr. Pramod Kumar, Department of Physical education

Dr. Pooja Tomar, Head, Department of Basic Sciences

Dr. Nayeem Ali , Department of Agriculture



Dr Vinit Kumar Sharma
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

ACTION TAKEN REPORT

on the decisions of the academic meeting held on 06.07.2019

To implement the decisions of the above-mentioned meeting of the academic committee, the following actions were taken -

S.No.	Decision	Action taken
1	Review of previous meeting	There is no action required
2	Discussion on various functions of academic committee	All points have been discussed in the meeting. Academic/activity calendar has been prepared by each department.
3	Planning for the current session 2019-20 1-To conduct seminars/FDP for the faculty and students of our college. 2-Regularity of lectures, tutorials, practical and their monitoring. 3-Completion of courses within time and conduction of internal examinations. 4-Maximum possible use of teaching aids such as projectors, computers, laptops, tablets etc. 5-Feasible workload allocation 6-Mentor-Mentee detail and their functioning	All faculties have prepared their lecture plan and their course file. Faculty coordinators/mentors have been appointed by the HoD. All proposed points were covered by all departments. More effort will be done for promoting research activities. Concern committee coordinators are informed for proper functioning according to the requirement.
4	Review of result of last academic year 2018-19	All points have been discussed in the meeting so there is no specific action is required.

5	Admissions process in the session 2019-20	All points have been discussed in the meeting. Admission process is in progress and all members are working properly so there is no specific action required.
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Dr. Vinit Kumar Sharma
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 06.07.2019

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Prerna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Pankaj Kumar	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Saurabh Mittal	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee) Notice

Date- 17.04.2019

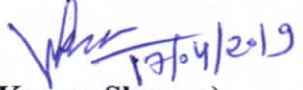
This is to inform all the members of Academic committee, Deans/HoDs, Placement committee coordinator that a meeting is being called on 18.04.2019 at the Dean office at 3.30 PM. The agenda of the meeting are as follows-

Agenda:

1. Review of minutes of meeting of academic committee held on 17/01/2019
2. Review of Skill development and other social welfare programs
3. Review of Placement drive
4. Any other matter


To,

All members of Academic Committee
Dean/ HoD's
Placement Committee Coordinator


(Dr. Vinit Kumar Sharma)
Dean Academics

Copy to the following for information and necessary action -

4. Dr. Perna Mittal, Vice-Principal
5. IQAC
6. PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Dean Academics

e/c



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

18.04.2019

(Academic Committee)

MINUTES OF THE MEETING

A meeting of the Academic committee with all the members of Academic committee, Deans/HoDs, placement committee coordinator and some faculty members was held on 18/04/2019 at 3.00 PM at Dean Academics Office.

Agenda:

1. Review of minutes of meeting of academic committee held on 17/01/2019
2. Review of Skill development and other social welfare programs
3. Review of Placement drive
4. Any other matter

The meeting was started with welcome of all the members by Dr Vinit Sharma.

Agenda 1: Review of minutes of meeting of academic committee held on 17/01/2019

The minutes of the meeting were read and approved by the members.

Agenda 2: Review of Skill development and other social welfare programs

Suggestion was invited for other activities to be conducted for welfare of staff and students. The members suggested that some sports activities can be organized engaging teaching, non-teaching and students in the campus.

Dean Academics informed the Student's welfare committee has conducted some welfare program. He informed the house that inputs from library, technical and official staff were taken to find their requirements for training in selected areas and also some schemes to work out for their benefits. The staff members gave their suggestion that as because

library, office and other departments were being automated, so a training on basic computer knowledge will be beneficial for the staff members. The another requirement was for language and communication workshop. It was decided that training shall be conducted for the above mentioned staff by the departments of Computer Application and Business Administration.

Agenda 3: Review of Placement drive

The Placement coordinator informed the house that placement drive of all type job are running for all the Departments and some has already done.

Agenda 3: Any other matter.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)


ACTION TAKEN REPORT

on the decisions of the Academic Committee meeting held on 18/04/2019

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken.

S.No.	Decision	Action taken
1	Review of minutes of meeting of academic committee held on 17/01/2019	No compliance required.
2	Review of Skill development and other social welfare programs	As discussed in the meeting, Student's welfare committee and IQAC have conducted program for the welfare of teaching, non-teaching and students. Training have been provided by the departments of Computer Application and Business Administration to all non-teaching Staff. A friendly match between the teams of teaching and non-teaching staff were conducted.
3	Review of Placement drive	As discussed in the meeting, placement

		drive has been conducted by T & P Cell. and students are motivated to appear in off campus drives also.
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(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 18.04.2019

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Perna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Saurabh Mittal	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Vijay Kumar Sharma	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	
12.	Mohd. Yusuf	Training & Placement Coordinator	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee) Notice

Date- 16.01.2019

This is to inform all the members of Academic committee, Deans/HoDs, NSS Coordinator, Rovers-Rangers Committee Coordinator, Feedback committee coordinator that a meeting is being called on 17.01.2019 at the Dean office at 3.00 PM. The agenda of the meeting are as follows-

Agenda:

1. Review of minutes of meeting of academic committee held on 24/11/2018
2. Planning for the next semester
3. Discussion on the preparation for final examination of Annual Courses
4. Discussion on Extension and other activities
5. Feedback from stake holders on curriculum
6. Students satisfaction survey
7. Result Analysis of odd semester
8. Any other issue

To,

All members of Academic committee
Dean/ HoD's
NSS Coordinator,
Rovers-Rangers Committee Coordinator
Feedback committee coordinator


(Dr. Vinit Kumar Sharma)
Dean Academics

Copy to the following for information and necessary action -

1. Dr. R. S. Chauhan, Principal
2. IQAC
3. PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

MINUTES OF THE MEETING

A meeting of the academic committee with all the members of Academic committee, Deans/HoDs, NSS Coordinator, Rovers-Rangers Committee Coordinator, Feedback committee coordinator and some faculty members was held on 17/01/2019 at 3.00 PM at Dean Academics Office.

Agenda:

1. Review of minutes of meeting of academic committee held on 24/11/2018
2. Planning for the next semester
3. Discussion on the preparation for final examination of Annual Courses
4. Discussion on Extension and other activities
5. Feedback from stake holders on curriculum
6. Students satisfaction survey
7. Result Analysis of odd semester
8. Any other issue

The meeting was presided over by Dr. R.S. Chauhan, Principal, SRC and Dr Vinit Sharma welcomed all the members.

Agenda 1: Review of minutes of meeting of academic committee held on 24/11/2018

The minutes of the meeting were read and approved by the members.

Agenda 2: Planning for the next semester

The classes for even semester should be started from 21/01/2019 and all faculties should be well prepared about their assigned work related to teaching as well as other academic work.

Agenda 3: Discussion on the preparation for final examination of Annual Courses -

The Principal asked all the Heads of Departments to present the summary of internal assessment including attendance of each subject. Important questions set should be distributed among the students. All Heads of Departments presented the work progress and course coverage report of their respective departments.

Dean Academics requested all the HoDs that weak students must be identified immediately by monitoring the students' progress so that the remedial classes could be planned and conducted on urgent basis.

Agenda 4: Discussion on Extension and other activities.

The Principal asked the Program Officer of NSS and Leaders of Rover and Ranger to intensify the extension activities conducted by them.

The NSS Program Officer, Mr. Ankit Kumar informed the house that NSS volunteers were engaged in number of awareness programmes, tree plantations, Shramdan, Aids awareness and environmental pollution in the nearby villages. He further informed that a seven days special camp will be organized in near future. Rovers-Rangers Committee Coordinator Mr Praveen told that team members have been finalized and camp has been planned

Agenda 5: Feedback from stake holders on curriculum

The Principal asked the IQAC Coordinator and Feedback committee coordinator to present his views on the preparation for taking feedback by Stake holders on curriculum.

Agenda 6: Students satisfaction survey

Dean Academics asked to conduct Students satisfaction survey for the quality improvement and its responsibility is given to feedback committee.

Agenda 7: Result Analysis of odd semester

The result of all subjects of odd semester is not declared. The result analysis will be complete by concerned department just after the declaration of result.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

ACTION TAKEN REPORT

on the decisions of the Academic Committee meeting held on 17/01/2019

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken.

S.No.	Decision	Action taken
1	Review of minutes of meeting of academic committee held on 24/11/2018	No compliance required.
2	Planning for the next semester	The lecture plan of all faculties is ready. The reports on Work Progress were submitted by Heads of the Departments.
3	Discussion on the preparation for final examination of Annual Courses	All points have been discussed already in the meeting.
4	Discussion on Extension and other Activities	Events have been organized by committees of NSS and Rovers & Rangers.
5	Feedback from stake holders on curriculum	The feedback planning has been completed and working on it is in progress.

6	Students satisfaction survey	Students satisfaction survey has been conducted as suggested by IQAC.
7	Result Analysis of odd semester	Result Analysis of odd semester has been completed.

(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 17.01.2019

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Purna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App./ Feedback Committee Coordinator	
4.	Dr. Saurabh Mittal	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Vijay Kumar Sharma	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	
12.	Mr. Ankit Kumar	NSS Coordinator	
13.	Mr. Praveen Kumar	Rover-Ranger Coordinator	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee) Notice

Date- 23.11.2018

This is to inform all the members of Academic committee Deans/HoDs that a meeting is being called on 24.11.2018 at the Dean office at 3.00 PM. The agenda of the meeting are as follows-

Agenda:

1. Reviews of the minutes held on 15/09/2018
2. Performance review of students through class test, internal exam, presentation and assignments.
3. Coaching for Remedial classes
4. Enhancement of Research Activity and Collaborative activity.
5. Celebration of Commemorative days
6. Any other issues


To,

All members of Academic committee
Dean/ HoD's


23/11/2018
(Dr. Vinit Kumar Sharma)
Dean Academics

Copy to the following for information and necessary action -

1. Dr. R. S. Chauhan, Principal
2. IQAC
3. PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

24 Nov 2018

MINUTES OF THE MEETING

A meeting of the Academic committee was held on 24/11/2018 at 3.00 P.M. at office of Dean Academics.

1. Reviews of the minutes held on 15/09/2018
2. Performance review of students through class test, internal exam, presentation and assignments.
3. Coaching for Remedial classes
4. Enhancement of Research Activity and Collaborative activity.
5. Celebration of Commemorative days
6. Any other issues

The meeting was presided over by Dr. R.S. Chauhan, Principal SRC. The Dean Academics welcomed the member of committee.

Agenda 1: Review of the minutes held on 15/09/2018 –

All the points have already been discussed; minutes are hereby read and approved.

Agenda 2: Performance review of students through class test, internal exam, presentation and assignments

The Dean Academics requested all the HoDs to maintain the record of regular assessment of students conducting Class Tests, Home Assignments, Projects, Quizzes etc and to check student monitoring record on regular basis and submit the report of abnormality,(if any).

The Principal showed his concern and asked the HoDs to take measures that help to maintain high students' attendance in the class. He also invited suggestions on how to make class more interesting and effective.

Agenda 3: Coaching for Remedial Classes -

All HoD are suggested to instruct faculty members to do motivate students for improving their knowledge and to attend remedial classes. Remedial classes should be arranged for all subjects for slow learners.

Agenda 4: Enhancement of Research Activity and Collaborative activity.

The Principal emphasized for enhancing research and collaborative activities in the college. He asked that all teachers should engage themselves in the research oriented activities on regular basis. All should approach the nearby industries and other institutions for collaboration.

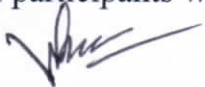
Agenda 5: Celebration of Commemorative days

All Dean/HoD are suggested to motivate faculty members and students to celebrate Commemorative days with enthusiasm. It will help in improving morality among students as well as in society.

Agenda 6: Any Other issues

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-



(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee) ACTION TAKEN REPORT

on the decisions of the Academic committee meeting held on 24.11.2018

To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken -

S.No.	Decision	Action taken
1	Review of the minutes held on 15/09/2018	No need of any specific action.
2	Performance review of students through class test, internal exam, presentation and assignments	The HODs have checked the students monitoring format which include all information regarding students. Students were asked to improve their participation.
3	Coaching for Remedial Classes	Almost all departments are running remedial classes. The faculty class coordinators manage the work of remedial classes.
4	Enhancement of Research Activity and Collaborative activity.	Research committee and IQAC are working on the collaborative activity. Many deptt are running projects which are funded by some Industries/ organizations.
5	Celebration of Commemorative days	Commemorative days are organizing by some departments with the initiative of IQAC in the college.
6	Any other issue	No other point discussed in the meeting, so no need to any action.

(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 24.11.2018

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Perna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Saurabh Mittal	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Vijay Kumar Sharma	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee) Notice

Date- 13.09.2018

This is to inform all the members of Academic committee Deans/HoDs that a meeting is being called on 15.09.2018 at the Dean office at 3.30 PM. The agenda of the meeting are as follows-

Agenda:

1. Review of the minutes of meeting held on 14.07.2018.
2. Planning for conducting guest lecture / Expert talks/ field visits/ Industrial tours.
3. Certificate course/ Add-on course
4. Discussion on effective use of Teaching aids and increasing use of ICT tools
5. Discussion on how to improve attendance and create interest in the classroom
6. Review of Orientation Programs for new students of various departments.
7. Any other matter

To,

All members of Academic committee
Dean/ HoD's


13/9/2018
(Dr. Vinit Kumar Sharma)
Dean Academics

Copy to the following for information and necessary action -

1. Dr. R. S. Chauhan, Principal
2. IQAC
3. PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

15/09/ 2018

MINUTES OF THE MEETING

A meeting of Academic committee was held on 15 September 2018 at 3.30 P.M. at Dean Office. The meeting was presided over by Dr. R. S. Chauhan, Principal SRC. The meeting started on a welcome note by Dean Academics/IQAC Coordinator, Dr. Vinit Sharma.

Agenda:

1. Review of the minutes of meeting held on 14.07.2018.
2. Planning for conducting guest lecture / Expert talks/ field visits/ Industrial tours.
3. Certificate course/ Add-on course
4. Discussion on effective use of Teaching aids and increasing use of ICT tools
5. Discussion on how to improve attendance and create interest in the classroom
6. Review of Orientation Programs for new students of various departments.
7. Any other matter

Agenda 1: Review of the minutes of meeting held on 14.07.2018-

As decided in the previous meeting Dr. Vinit Kumar Sharma has taken over the charge of Dean Academics. The result analysis of almost all courses has been completed and the report has been discussed with Principal. New program B.Sc. (Ag) and B.Voc. Yogic Science has been introduced this year.

Agenda 2: Planning for conducting guest lecture / Expert talks/ field visits/ Industrial tours.

The Principal asked the Deans/HoDs that they should plan to conduct more guest lectures, expert talks in collaboration with IQAC, so that dates of lectures of common subjects should not be clashed and more students can be benefitted by these activities.

Activities related to academic were deliberated with Heads of Departments and were focused on how to improvise the quality in terms of academic and outcome-based activities. The activities planned for the academic year are as follows-

- 1- To conduct guest lecture / Expert talks/ field visits/ Industrial tours for students.
- 2- Regularity of lectures, tutorials, practical and their monitoring.
- 3- Training, Placement & Internship Programs
- 4- Teacher's contribution in Committees/Cells/Societies

Agenda 3: Certificate course/ Add-on course

Dr. Vinit Sharma emphasized on conducting certificate courses/ Add-on course/ value added course, as per the need of Industry.

Agenda 4: Discussion on effective use of Teaching aids and increasing use of ICT tools

- Maximum possible use of teaching aids such as projectors, computers, laptops, tablets etc.
- Feasible workload allocation

Agenda 5: Discussion on how to improve attendance and create interest in the classroom

- Encouragement of students for raising queries in classrooms.
- Innovative method for effective teaching.
- Counseling of students by Mentors

Agenda 6: Review of Orientation Programs for new students of various departments -

Dr Vinit Sharma discussed the importance of orientation program and asked about the performance of Orientation Programs for newly admitted students. Some departments have conducted and remaining has planned about it.

Agenda 7: Any other matter

- All Dean/HoDs should inform to their students about academic facility provided by the college.
- Extension activities should be performed by NSS officer and Rovers/Rangers committee coordinator.

- IQAC suggestions should be following by all.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-

Dr. R.S Chauhan, Principal

Dr. Vinit Kumar Sharma, Dean Academics

Dr. Prerna Mittal, Dean, Department of Education

Dr. Nishant Rathi, Dean, Department of Computer Application,

Dr. Ashwani Kumar, Head, Department of Bio Science,

Dr. Pankaj Sharma, Head, Department of Business Administration

Dr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Sourabh Mittal, Head, Department of Commerce

Dr. Roupal Malik, Head, Department of Fine Art

Dr. Pramod Kumar, Department of Physical education

Dr. Pooja Tomar, Head, Department of Basic Sciences

Dr. Bushra Aquil, Department of Agriculture

(Dr. Vinit Kumar Sharma)
Dean Academics



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

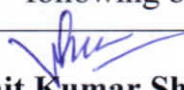
ACTION TAKEN REPORT

on the decisions of the academic committee meeting held on 15.09.2018

To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken -

S.No.	Decision	Action taken
1	Review of the minutes of meeting held on 14.07.2018	Academic Calendar was designed as per the guidelines which have to be followed by each department and departments prepared their own activity calendar.
2	Planning for conducting guest lecture / Expert talks/ field visits/ Industrial tours. 1- To conduct guest lecture / Expert talks/ field visits/ Industrial tours for students. 2- Regularity of lectures, tutorials, practical and their monitoring. 3- Training, Placement & Internship Programs 4- Teacher's contribution in Committees /Cells/Societies	The overall academic plan and progress of students was reviewed. All proposed points were covered by each department. Training and Placement Cell will take care to conduct more training and placement activity. Teachers are involved in many committees for conducting various type of activities. All the members are working according to guidelines.
3	Certificate course/ Add-on course	Some certificate course is already conducting in the college.
4	Discussion on effective use of Teaching aids and increasing use of ICT tools	Many faculty members are using ICT tools for teaching and some are trying to get perfectness for using ICT tools. Head

	<ul style="list-style-type: none"> • Maximum possible use of teaching aids such as projectors, computers, laptops, tablets etc. • Feasible workload allocation 	distributed the teaching work and other work to faculty in a balanced manner.
5	<p>Discussion on how to improve attendance and create interest in the classroom</p> <ul style="list-style-type: none"> • Encouragement of students for raising queries in classrooms. • Innovative method for effective teaching. • Counseling of students by Mentors 	Mentors are allocated to mentees for solving student's problem and getting better performance. Faculties are instructed to use innovative methods.
6	<p>Review of Orientation Programs for new students of various departments</p>	Orientation Programs for newly admitted students have been conducted. It was suggested to discuss all the rules among students.
7	<p>Any other matter</p> <ul style="list-style-type: none"> • All Dean/HoDs should inform to their students about academic facility provided by the college. • Extension activities should be performed by NSS officer and coordinator of Rovers/Rangers. • IQAC suggestions should be following by all. 	<p>Awareness program for students conducted.</p> <p>Applications were invited for NSS unit and for Rovers/Rangers unit. Interested students submit their applications to Program Officer. The schedule of activities was finalized.</p>


(Dr. Vinit Kumar Sharma)
 Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 15.09.2018

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Prerna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Saurabh Mittal	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Vijay Kumar Sharma	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

Notice

Date- 13.07.2018



This is to inform to all the members of Academic committee /Deans/HoDs that a meeting is being called on 14.07.2018 at the room of undersigned at 3:00 PM. The agenda of the meeting are follows-

Agenda:

1. Review of minutes of previous meeting
2. Discussion on various functions of academic committee.
3. Planning for the current session
4. Review of result of last academic year
5. Any other matter

To,

All members of Academic committee


(Dr. Prerna Mittal)
Dean Academics


Copy to the following with the request to attend the meeting-

1. Dr. R. S. Chauhan, Principal
2. IQAC Coordinator
3. All HoD's



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Academic Committee)

14 July 2018

MINUTES OF THE MEETING

A meeting of the Academic committee was held on 14 July 2018 at 3.00 pm at Dean office. The meeting was presided over by Dr. R. S. Chauhan, Principal SRC. The meeting started on a welcome note by Dr. Prerna Mittal which include nominating new member and function of academic committee.

Agenda:

1. Review of minutes of previous meeting
2. Discussion on various functions of academic committee.
3. Planning for the current session
4. Review of result of last academic year
5. Any other matter

Agenda 1: Review of the minutes of previous meeting

The minutes of previous meeting were read and approved by the members.

Agenda 2: Discussion on various functions of academic committee

Importance, Roles and functions were presented to members of academic committee. Almost all work is related to academic committee in the college but for the smooth functioning of all work, different committees are nominated with separate work responsibility. Smooth conduction of classes with online and offline mode and completion of syllabus should be on priority.

Agenda 3: Planning for the current session

Dr Prerna informed the house that admission process is led and coordinated by Mrs. Neetu Singh, Coordinator Admission Committee. All faculties are expected to prepare their lecture plan and course file. Faculty coordinators/ mentors should be appointed by the HoD and they will work for the student's betterment.

Agenda 4: Review of result of last academic year

HoDs informed that the result analysis has been completed and the report has sent to the Principal however result of some courses is awaited and their analysis will be done after result is out.

Agenda 5: Any other matter

Dr. R. S. Chauhan, Principal proposed the name of Dr. Vinit Kumar Sharma as new Dean Academics in place of Dr Prerna Mittal, who has been given other responsibilities related to college/department. One more member is also included in academic committee as started new programme B.Sc. Agriculture. All members agreed upon the proposal unanimously.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is as follows.

Dr. R.S Chauhan, Principal

Dr. Prerna Mittal, Dean Academics

Dr. Nishant Rathi, Dean, Department of Computer Application,

Dr. Ashwani Kumar, Head, Department of Bio Science,

Dr. Pankaj Sharma, Head, Department of Business Administration

Dr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Sourabh Mittal, Head, Department of Commerce

Dr. Roupal Malik, Head, Department of Fine Art

Dr. Pramod Kumar, Department of Physical education

Dr. Pooja Tomar, Head, Department of Basic Sciences

Dr. Bushra Aquil , Department of Agriculture

(Dr Prerna Mittal)
Dean Academics

(Dr. R.S. Chauhan)
Principal



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

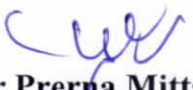
(Academic Committee)

ACTION TAKEN REPORT

on the decisions of the academic meeting held on 14.07.2018

To implement the decisions of the above-mentioned meeting of the academic committee, the following actions were taken -

S.No.	Decision	Action taken
1	Review of previous meeting	There is no action required
2	Discussion on various functions of academic committee	It is already discussed in the meeting; hence no action was needed separately.
3	Planning for the current session	All faculties have prepared their lecture plan and their course file. Faculty coordinators/ mentors have been appointed by the HoD.
4	Review of result of last academic year	All points have been discussed in the meeting so there is no specific action is required.
5	To add new member in the committee	Dr. Vinit Sharma and Dr Bushra Aquil has been added in the committee.


(Dr Prerna Mittal)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 14.07.2018

S. No.	Name	Designation / Department	Signature
1.	Dr. Vinit Kumar Sharma (Convenor)	Dean, Academics	
2.	Dr. Prerna Mittal	Dean, Tea. Edu.	
3.	Dr. Nishant Rathi	Dean, Comp. App.	
4.	Dr. Saurabh Mittal	HoD, Business Administration	
5.	Dr. Sourabh Jain	HoD, Biosciences	
6.	Dr. Vijay Kumar Sharma	HoD, Commerce	
7.	Dr. Ravi Gautam	HoD, JMC	
8.	Dr. Pooja Tomar	HoD, Basic Sciences	
9.	Dr. Roupal Malik	HoD, Fine Arts	
10.	Dr. Parmod Kumar	HoD, Physical Education	
11.	Dr. Nayeem Ali	HoD, Agriculture	



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

Notice

Date: 15.05.2018


This is to inform to all the members of Academic committee, admission coordinator, exam coordinator and training & placement coordinator that a meeting is being scheduled on 16.05.2018 at the office of the undersigned at 3:30 PM. The agenda of the meeting are as follows-

Agenda:

- Review of previous meeting
- Discussion about theory and practical examination
- Training and Placement activity
- Planning of admission for next year

To,

All members of Academic Committee,
Admission Coordinator,
Exam Coordinator
Training & Placement Coordinator


(Dr. Prerna Mittal)
Dean Academics

Copy to the following with the request to attend the meeting-

1. Dr. R. S. Chauhan, Principal
2. IQAC Coordinator
3. All HoD's



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

Date: 16.05.2018

MINUTES OF THE MEETING

As per the notice dated 15.05.2018, a meeting of the academic committee with coordinators of exam committee, admission committee and T&P committee was held on 16.05.2018 at 3.30 PM at Dean office. The meeting was presided over by *Dr. R.S. Chauhan*, Principal SRC. The agenda of the meeting as follows-

Agenda:

1. Review of previous meeting
2. Discussion about theory and practical examination
3. Training and Placement activity
4. Planning of admission for next year

Agenda 1: Review of previous meeting

The member discussed about the activities which was suggested in the previous meeting. Almost all the activities are happening smoothly.

Agenda 2: Discussion about theory and practical examination

The principal asked about the status of internal examination, external theory and practical examination. Exam coordinator explains the status. Internal and external theory exam has been completed in all concerned programme and external practical examination of some subjects are pending due to not finalization of date of exam.

Agenda 3: Training and Placement activity

It was emphasized to establish conversation with alumni on regular basis to increase placement in industry. T & P coordinator describe the events, which were organized in this session and which will be organized in month of June and July.

Agenda 4: Planning of admission for next year

Dean academics and admission coordinator discuss the planning of admission for next year and told about the new introduced programme B.Sc Agriculture and B.Voc.(Yogic Science). Many faculties are assigned duties for admission counseling and online admission work.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The following members were present in the meeting.

Dr. R.S Chauhan, Principal

Dr. Prerna Mittal, Dean Academics, Department of Education

Dr. Nishant Rathi, Dean, Department of Computer Application,

Dr. Ashwani Kumar, Head, Department of Bio Science,

Dr. Sourabh Mittal, Head, Department of Business Administration

Dr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Vijay Kumar Sharma, Head, Department of Commerce

Dr. Roupal Malik, Head, Department of Fine Art


Dr. Abdul Azeej Khan, Department of Physical education

Dr. Pooja Tomar, Head, Department of Basic Sciences

Mr. Mohd Yusuf, T & P Coordinator

Mr. Vikas Sharma, Exam Coordinator

Ms. Neetu Singh, Admission Coordinator


(Dr. Prerna Mittal)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

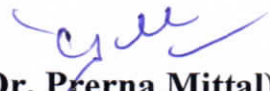
(Academic Committee)

ACTION TAKEN REPORT

On the decisions of the IQAC meeting held on 08.06.2018

To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken -

S.No.	Decision	Action taken
1	Discussion about theory and practical examination	The name of practical examiner of pending practical is finalized by university and the date of exam also finalized. External theory examination has been completed.
	Training and Placement activity	All matters were already discussed. Training and placement activities are going on.
	Planning of admission for next year	Admission coordinator has finalized the list of counselors for admission work and also for online admission process. Advertisement of TSE and for admission are in progress.


(Dr. Prerna Mittal)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 16.05.2018

S. No.	Name	Designation / Department	Signature
1.	Dr. Prerna Mittal (Convenor)	Dean, Tea. Edu.	
2.	Dr. Nishant Rathi	Dean, Comp. App.	
3.	Dr. Saurabh Mittal	HoD, Business Administration	
4.	Dr. Ashwani Kumar	HoD, Biosciences	
5.	Dr. Vijay Kumar Sharma	HoD, Commerce	
6.	Dr. Ravi Gautam	HoD, JMC	
7.	Dr. Pooja Tomar	HoD, Basic Sciences	
8.	Dr. Roupal Malik	HoD, Fine Arts	
9.	Dr. Parmod Kumar	HoD, Physical Education	
10.	Mrs. Neetu Singh	Admission Coordinator	
11.	Dr. Vikas Kumar	Co-Convenor Examination Committee	
12.	Mrs. Vinita Srivastava	Training & Placement Coordinator	



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

Notice

Date- 16.01.2018

This is to inform to all the members of Academic committee that a meeting is being scheduled on 17.01.2018 at the office of the undersigned at 3:00 PM. The agenda of the meeting are as follows-

Agenda:

- Review of previous meeting
- Planning of even semester classes
- Work Progress/Course coverage
- Extension/ academic Activities
- Attendance Monitoring
- Feedback
- Any other matter

To,

All members of Academic committee


(Dr. Prerna Mittal)
Dean Academics



Copy to the following with the request to attend the meeting-

1. Dr. R. S. Chauhan, Principal
2. IQAC Coordinator
3. All HoD's



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

Date: 17 .01.2018

MINUTES OF THE MEETING

A meeting of the Academic committee/ all HoDs was held on 17.01.2018 at 3.00 PM at Dean Office. The meeting was presided over by *Dr. R.S. Chauhan*, Principal SRC. The meeting was conducted for the following Agenda-

Agenda:

- Review of previous meeting
- Planning of even semester classes
- Work Progress/Course coverage
- Extension/ academic Activities
- Attendance Monitoring
- Feedback
- Any other matter

Agenda 1: Review of previous meeting

All topics have been already discussed in the meeting and suggestive work is in progress.

Agenda 2: Planning of even semester classes

Classes for the even semester should be started in the last month of January. Time table, subject allotment and Lecture plan should be prepare.

Agenda 3: Work Progress/Course coverage -

All Heads of Departments present the work progress and course coverage report of their respective departments. The review of course covered in the annual programme was discussed and if needed, extra classes for some annual programme may be taken. The Principal requested all the Heads to explain in detail the Semester-wise/yearly course of studies, Internal Assessment including attendance of each subject, Practical & Tutorial Examinations, Question Pattern & marks distribution to the students.

Agenda 4: Extension/ academic Activities

It was suggested that each department will initiate to conduct academic activities and if possible then the extension activities may be organized with the collaboration of some institute/industry. The College has NSS Unit and Rovers & Rangers Club which undertakes extension activities.

Agenda 5: Attendance Monitoring -

It was proposed that the class coordinators would inform to the parents of the students who had failed to meet the minimum attendance criterion and will inform the progress to concern head of department.

Agenda 6: Feedback -

The Chair informed that the feedback from the students about the teaching work is a routine work and the suggestions are given to concern faculty/ person for the improvement time to time. The feedback from stakeholders on curriculum will be finalized by IQAC.

Agenda 7: Any other Matters

The following points were discussed-

- The Chair told the members regarding the plan of installation of Solar Power plant on the roof of the college.
- Planning for new course to introduce in the next academic session.

- Annual Sports
- Placement Drive

There being no other point to discuss and meeting ended with the thanks to the Chair.

The following members were present in the meeting:

Dr. R.S Chauhan, Principal

Dr. Prerna Mittal, Dean Academics, Department of Education

Dr. Nishant Rathi, Dean, Department of Computer Application,

Dr. Ashwani Kumar, Head, Department of Bio Science,

Dr. Sourabh Mittal, Head, Department of Business Administration

Dr. Ravi Gautam, Head, Department of Journalism and mass communication

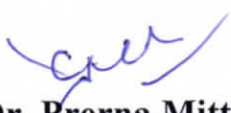
Dr. Vijay Kumar Sharma, Head, Department of Commerce

Dr. Roupal Malik, Head, Department of Fine Art

Dr. Abdul Azeej Khan, Department of Physical education

Dr. Pooja Tomar, Head, Department of Basic Sciences

Dr. Pramod Kumar was not available in the meeting, so Dr Abdul Azeej Khan from Physical education department attended the meeting.


(Dr. Prerna Mittal)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)


ACTION TAKEN REPORT

On the decisions of the academic committee meeting held on 17.01.2018

To implement the decisions of the above mentioned meeting, the following actions were taken

S.No.	Decision	Action taken
1	Planning of even semester classes	Time table, subject allotment and Lecture plan have been prepared and communicated to concern person.
2	Work Progress/Course coverage	All Heads of Departments will monitor the work progress and course coverage report of their respective departments and inform to Dean Academics about any deficiency.
3	Extension/ academic Activities	04 one day and 01 seven day rover ranger camps were organized.
4	Attendance Monitoring	Class coordinators/Mentors would inform to the parents of the students about short attendance after given information to HoD.
5	Feedback	All points have been discussed in the meeting and schedule for feedback from stakeholders have been finalized by IQAC.
6	Any other Matters <ul style="list-style-type: none">The Chair told the members	Solar Power plant work is on process. B.Sc(Ag). And B.Voc(Yoga), two new

	<p>regarding the plan of installation of Solar Power plant on the roof of the college.</p> <ul style="list-style-type: none">• Planning for new course to introduce in the next academic session.• Annual Sports• Placement Drive	<p>courses will be introduced this year</p> <p>Annual Sports was organized successfully this year.</p> <p>On campus/Off campus placement drives were organized by placement cell.</p>
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(Dr. Prerna Mittal)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 17.01.2018

S. No.	Name	Designation / Department	Signature
1.	Dr. Prerna Mittal (Convenor)	Dean, Tea. Edu.	
2.	Dr. Nishant Rathi	Dean, Comp. App.	
3.	Dr. Saurabh Mittal	HoD, Business Administration	
4.	Dr. Ashwani Kumar	HoD, Biosciences	
5.	Dr. Vijay Kumar Sharma	HoD, Commerce	
6.	Dr. Ravi Gautam	HoD, JMC	
7.	Dr. Pooja Tomar	HoD, Basic Sciences	
8.	Dr. Roupal Malik	HoD, Fine Arts	
9.	Dr. Parmod Kumar	HoD, Physical Education	



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

Notice

Date- 16.08.2017

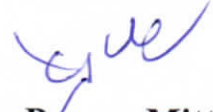
This is to inform to all the members of Academic committee that a meeting is being scheduled on 18.08.2017 at the office of the undersigned at 3:30 PM. The agenda of the meeting are as follows-

Agenda:

1. Monitoring of teaching learning process.
2. Mentor-mentee related work
3. Internal exam/ class test

To,

All members of Academic committee


(Dr. Prerna Mittal)
Dean Academics



Copy to the following with the request to attend the meeting-

1. Dr. R. S. Chauhan, Principal
2. IQAC Coordinator
3. All HoD's



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

18 Aug. 2017

MINUTES OF THE MEETING

A meeting of the Academic Committee was held on 18 August 2017 at 3.30 PM at office of Dean Academics.

Agenda:

1. Monitoring of teaching learning process.
2. Mentor-mentee related work
3. Internal exam/ class test

The meeting was presided over by Dr. R.S. Chauhan, Principal SRC. The Dr Prerna mittal welcomed the member of Academic committee and discuss the various points.

Agenda 1: Monitoring of teaching learning process

The following points were discussed and approved-

- To submit monthly departmental progress report and to follow the instructions.
- To organize workshops/seminars/Quizzes/ debates/ presentations etc.
- To increase the use of ICT by the faculty members for taking lectures.
- To monitor the discipline during interval outside the class premises like canteen and lawns

Agenda 2: Mentor-mentee related work

- To encourage the advance learner students to participate in the College/University/ National/ International competitions.
- To provide remedial coaching/classes to the slow learning students and help them to score high marks.
- Guide the students for good work as:

- a. Cleanliness in buildings and departments
- b. Do not misuse of electricity in classrooms and other places
- c. Do not use of mobile phone during the class.

Agenda 3: Internal exam/ class test

- All heads are agreed to conduct the class test or internal examination and prepare student's performance record

There being no other point to discuss and meeting ended with the thanks to the Chair.

The following members were present in the meeting.

Dr. R.S Chauhan, Principal

Dr. Prerna Mittal, Dean Academics, Department of Education

Dr. Nishant Rathi, Dean, Department of Computer Application

Dr. Ashwani Kumar, Head, Department of Bio Science

Dr. Pooja Tomar, Head, Department of Basic Sciences


Dr. Sourabh Mittal, Head, Department of Business Administration

Dr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Vijay Kumar Sharma, Head, Department of Commerce

Dr. Roupal Malik, Head, Department of Fine Art

Dr. Pramod Kumar, Department of Physical education


(Dr. Prerna Mittal)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee) ACTION TAKEN REPORT

on the decisions of the Academic committee meeting held on 18.08.2017

To implement the decisions of the above mentioned meeting, the following actions were taken

S.No.	Agenda	Action taken
1	<p>Monitoring of teaching learning process</p> <p>To submit monthly departmental progress report and to follow the instructions.</p> <p>To organize workshops/seminars /Quizzes/ debates/ presentations etc.</p> <p>To increase the use of ICT by the faculty members for taking lectures.</p> <p>To monitor the discipline during interval outside the class premises like canteen and lawns</p>	<p>MDPR will be submitted within 5 days after the completion of the month, as decided in the meeting.</p> <p>Such programs were organized by some of the departments and planned by other department. Sports facility in the Institution is established by Physical Education Department. Sports Committee organized various sports tournament at various levels.</p> <p>Faculty member were directed to increase the use of Projectors.</p> <p>Members of discipline committee are assigned duties for controlling it. Committees of teachers and students were made to take rounds in the campus to monitor any mischievous activity.</p>
2	<p>Mentor-mentee related work</p>	<p>All the suggestive work has been adopted as practice and all the faculty members are</p>

	<ul style="list-style-type: none"> • To encourage the advance learner students to participate in the College/University/ National/ International competitions. • To provide remedial coaching/ classes to the slow learning students and help them to score high marks. • Guide the students for good work as: <ul style="list-style-type: none"> d. Cleanliness in buildings and departments e. Do not misuse of electricity in classrooms and other places f. Do not use of mobile phone during the class. 	<p>doing work as mentors in the concerned department.</p> <p>Remedial classes were started by each and every department as per need.</p> <p>The campus of institution including play ground, departments and classrooms are kept neat and clean.</p> <p>Save electricity slogans and messages were designed by students and pasted in each classroom and corridors.</p> <p>Staff member and students were inspired to switch off the electricity equipments when they were not in use.</p>
3	Internal exam/ class test	As already discussed in the meeting, all heads communicated to faculty members to conduct the class test/ internal examination, assignments/presentation and prepare student's performance record.



(Dr. Prerna Mittal)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 18.08.2017

S. No.	Name	Designation / Department	Signature
1.	Dr. Prerna Mittal (Convenor)	Dean, Tea. Edu.	
2.	Dr. Nishant Rathi	Dean, Comp. App.	
3.	Dr. Saurabh Mittal	HoD, Business Administration	
4.	Dr. Ashwani Kumar	HoD, Biosciences	
5.	Dr. Vijay Kumar Sharma	HoD, Commerce	
6.	Dr. Ravi Gautam	HoD, JMC	
7.	Dr. Pooja Tomar	HoD, Basic Sciences	
8.	Dr. Roupal Malik	HoD, Fine Arts	
9.	Dr. Parmod Kumar	HoD, Physical Education	



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

Notice

Date- 03.07.2017


This is to inform to all the members of Academic committee that a meeting is being scheduled on 05.07.2017 at the office of the undersigned at 3:00 PM. The agenda of the meeting are as follows-

Agenda:

1. Planning for Academic Session 2017-18.
2. To work out on efficient and periodic performance of academic activities
3. Any other issue

To,

All members of Academic committee


(Dr. Prerna Mittal)
Dean Academics
etc

Copy to the following with the request to attend the meeting-

1. Dr. R. S. Chauhan, Principal
2. IQAC Coordinator
3. All HoD's



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

Date:-5 July 2017

MINUTES OF THE MEETING

A meeting of the Academic committee was held on 5 July 2017 at 3:00 PM at Dean Office. The meeting was presided over by Principal. The objectives of the meeting include academic session planning, basic purposes, activities of Academic committee.

Agenda:

1. Planning for Academic Session 2017-18.
2. To work out on efficient and periodic performance of academic activities.
3. Any other issue.

Agenda 1: Planning for Academic Session 2017-18.

- Importance, Roles and Functions of committee were discussed with members and all the heads are members of committee.
- Workload Allocation
- All the members were agreed to plan the session properly for establishing quality benchmark.

Agenda 2: To work out on efficient and periodic performance of academic activities.

Dean told that the Principal, Dr. R. S. Chauhan, emphasized on academic monitoring for efficient and periodic progress.

- All committee members discussed the academic calendar of the college and agreed to prepare the academic/activity calendar of current session.
- Principal recommended the decentralization of academics and administrative activities.
- Members suggested various methods for improving teaching practice.
- Teacher's contribution in Committees/Cells/Societies

Agenda 3: Any other issue.

Some other academic activities were deliberated with various Heads of Departments.

1. To conduct seminars/FDP for the faculty and students.
2. Innovative methods of teaching
3. Publications
4. Placement & Internship Programs

There being no other point to discuss and meeting ended with the thanks to the Chair.

The following members were present in the meeting.

Dr. R.S Chauhan, Principal

Dr. Prerna Mittal, Dean Academics, Department of Education

Dr. Nishant Rathi, Dean, Department of Computer Application,

Dr. Ashwani Kumar, Head, Department of Bio Science,


Dr. Sourabh Mittal, Head, Department of Business Administration

Dr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Vijay Kumar Sharma, Head, Department of Commerce

Dr. Roupal Malik, Head, Department of Fine Art

Dr. Pramod Kumar, Department of Physical education


(Dr. Prerna Mittal)
Dean Academics

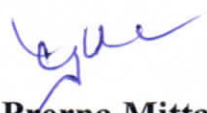


SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)
ACTION TAKEN REPORT
On the decisions of the meeting held on 05.07.2017

To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken -

S.No.	Decision	Action taken
1	Planning for Academic Session 2017-18.	Academic calendar by the college and by the departments has been prepared.
2	To work out on efficient and periodic performance of academic activities	Activity calendar has been planned. Subjects have been assigned to faculties and they have prepared their Lecture plan accordingly
3	Any other issue 1. To conduct seminars/FDP for the faculty and students. 2. Innovative methods of teaching 3. Publications 4. Placement & Internship Programs	The work on all proposed points is in progress by almost all departments.


(Dr. Prerna Mittal)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 05.07.2017

S. No.	Name	Designation / Department	Signature
1.	Dr. Prerna Mittal (Convenor)	Dean, Tea. Edu.	
2.	Dr. Nishant Rathi	Dean, Comp. App.	
3.	Dr. Saurabh Mittal	HoD, Business Administration	
4.	Dr. Ashwani Kumar	HoD, Biosciences	
5.	Dr. Vijay Kumar Sharma	HoD, Commerce	
6.	Dr. Ravi Gautam	HoD, JMC	
7.	Dr. Pooja Tomar	HoD, Basic Sciences	
8.	Dr. Roupal Malik	HoD, Fine Arts	
9.	Dr. Parmod Kumar	HoD, Physical Education	



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

Notice

Date: 05.05.2017


This is to inform to all the members of Academic committee, admission coordinator, exam coordinator and training & placement coordinator that a meeting is being scheduled on 06.05.2017 at the office of the undersigned at 3:30 PM. The agenda of the meeting are as follows-

Agenda:

- Review of previous meeting
- Discussion about internal/sessional examination
- Training and Placement activity
- Planning of admission for next year

To,

All members of Academic Committee,
Admission Coordinator,
Exam Coordinator
Training & Placement Coordinator


(Dr. Prerna Mittal)
Dean Academics

Copy to the following with the request to attend the meeting-

1. Dr. R. S. Chauhan, Principal
2. IQAC Coordinator
3. All HoD's



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

Date: 06.05.2017

MINUTES OF THE MEETING

As per the notice dated 05/05/2017, a meeting of the academic committee with coordinators of exam committee, admission committee and T&P committee was held on 06/05/2017 at 3.30 PM at Dean Office. The meeting was presided over by *Dr. R.S. Chauhan*, Principal SRC. The agenda of the meeting as follows-

Agenda:

1. Review of previous meeting
2. Discussion about internal/sessional examination
3. Training and Placement activity
4. Planning of admission for next year

Agenda 1: Review of previous meeting

The member discussed about the activities which was suggested in the previous meeting. Almost all the activities are happening smoothly.

Agenda 2: Discussion about internal/sessional examination

The principal asked about the status of internal examination, external theory and practical examination. Exam coordinator explains the status. Internal and external theory exam has been completed in all concerned programme and external practical examination of some subjects are pending due to not finalization of date of exam.

Agenda 3: Training and Placement activity

It was emphasized to establish conversation with alumni on regular basis to increase placement in industry. T & P coordinator describe the events, which were organized in this session and which will be organized in month of June and July.

Agenda 4: Planning of admission for next year

Dean academics and admission coordinator discuss the planning of admission for next year and told about the new introduced programme BSc Agriculture and BVoc(yogic science). Many faculties are assigned duties for admission counseling and online admission work.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The following members were present in the meeting.

Dr. R.S Chauhan, Principal

Dr. Prerna Mittal, Dean Academics, Department of Education

Dr. Nishant Rathi, Dean, Department of Computer Application,

Dr. Ashwani Kumar, Head, Department of Bio Science,

Dr. Sourabh Mittal, Head, Department of Business Administration

Dr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Vijay Kumar Sharma, Head, Department of Commerce

Dr. Roupal Malik, Head, Department of Fine Art


Dr. Pramod Kumar, Department of Physical education

Dr. Pooja Tomar, Head, Department of Basic Sciences

Mr. Mohd Yusuf, T & P Coordinator

Mr. Vikas Sharma, Exam Coordinator

Ms. Neetu Singh, Admission Coordinator


(Dr. Prerna Mittal)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)


(Academic Committee)

ACTION TAKEN REPORT

On the decisions of the academic committee meeting held on 06.05.2017

To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken -

S.No.	Decision	Action taken
1	Review of previous meeting	All points have been discussed already in the meeting
2	Discussion about internal/sessional examination	The name of practical examiner of pending practical is finalized by university and the date of exam also finalized. External theory examination has been completed.
3	Training and Placement activity	All matters were already discussed. Training and placement activities are going on.
4	Planning of admission for next year	Admission coordinator has finalized the list of counselors for admission work and also for online admission process. Advertisement of TSE and for admission are in progress.


(Dr. Prerna Mittal)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 06.05.2017

S. No.	Name	Designation / Department	Signature
1.	Dr. Prerna Mittal (Convenor)	Dean, Tea. Edu.	
2.	Dr. Nishant Rathi	Dean, Comp. App.	
3.	Dr. Saurabh Mittal	HoD, Business Administration	
4.	Dr. Ashwani Kumar	HoD, Biosciences	
5.	Dr. Vijay Kumar Sharma	HoD, Commerce	
6.	Dr. Ravi Gautam	HoD, JMC	
7.	Dr. Pooja Tomar	HoD, Basic Sciences	
8.	Dr. Roupal Malik	HoD, Fine Arts	
9.	Dr. Parmod Kumar	HoD, Physical Education	
10.	Mrs. Neetu Singh	Admission Coordinator	
11.	Mrs. Vinit Srivastava	Training & Placement Coordinator	
12.	Mr. Vikrant Verma	Exam Coordinator	



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

Notice

Date- 05/01/2017


This is to inform to all the members of Academic committee/ Dean/HoD that a meeting is being scheduled on 06/01/2017 at the office of the undersigned at 3:00 PM. The agenda of the meeting are as follows-

Agenda:

- Review of previous meeting
- Planning of even semester classes
- Monitoring of Work Progress/Course coverage
- Extension/ academic Activities
- Attendance Monitoring
- Feedback
- Any other matter

To,

All members of Academic committee


(Dr. Prerna Mittal)
Dean Academics
o/c

Copy to the following with the request to attend the meeting-

1. Dr. R. S. Chauhan, Principal
2. IQAC Coordinator
3. All HoD's



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

Date: 06/01/2017

MINUTES OF THE MEETING

A meeting of the Academic committee/ all HoDs was held on 06/01/2017 at 3.00 PM at Dean Office. The meeting was presided over by *Dr. R.S. Chauhan*, Principal SRC. The meeting was conducted for the following Agenda-

Agenda:

- Review of previous meeting
- Planning of even semester classes
- Monitoring of Work Progress/Course coverage
- Extension/ academic Activities
- Attendance Monitoring
- Feedback
- Any other matter

Agenda 1: Review of previous meeting

All topics have been already discussed in the meeting and suggestive work is in progress.

Agenda 2: Planning of even semester classes

Classes for the even semester should be started in the last month of January. Time table, subject allotment and Lecture plan should be prepare.

Agenda 3: Monitoring of Work Progress/Course coverage

All Heads of Departments present the work progress and course coverage report of their respective departments. The review of course covered in the annual programme was discussed and if needed, extra classes for some annual programme may be taken. The Principal requested all the Heads to explain in detail the Semester-wise/yearly course of studies, Internal Assessment including attendance of each subject, Practical & Tutorial Examinations, Question Pattern & marks distribution to the students.

Agenda 4: Extension/ academic Activities

It was suggested that each department will initiate to conduct academic activities and if possible then the extension activities may be organized with the collaboration of some institute/industry. The College has NSS Unit and Rovers & Rangers Club which undertakes extension activities.

Agenda 5: Attendance Monitoring -

It was proposed that the class coordinators would inform to the parents of the students who had failed to meet the minimum attendance criterion and will inform the progress to concern head of department.

Agenda 6: Feedback -

The Chair informed that the feedback from the students about the teaching work is a routine work and the suggestions are given to concern faculty/ person for the improvement time to time. The feedback from stakeholders on curriculum will be finalized by IQAC.

Agenda 7: Any other Matters

The following points were discussed-

- The Chair told the members regarding the plan of installation of Solar Power plant on the roof of the college.
- Planning for new course to introduce in the next academic session.
- Annual Sports
- Placement Drive

There being no other point to discuss and meeting ended with the thanks to the Chair.

The following members were present in the meeting:

- Dr. R.S Chauhan, Principal
- Dr. Prerna Mittal, Dean Academics, Department of Education
- Dr. Nishant Rathi, Dean, Department of Computer Application,
- Dr. Sourabh Mittal, Head, Department of Business Administration
- Dr. Ashwani Kumar, Head, Department of Bio Science
- Dr. Vijay Kumar Sharma, Head, Department of Commerce
- Dr. Ravi Gautam, Head, Department of Journalism and mass communication
- Dr. Roupal Malik, Head, Department of Fine Art
- Dr. Abdul Azeej Khan, Department of Physical education
- Dr. Pooja Tomar, Head, Department of Basic Sciences

Dr. Pramod Kumar was not available in the meeting, so Dr Abdul Azeej Khan from Physical education department attended the meeting.



(Dr. Prerna Mittal)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

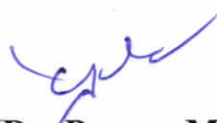
ACTION TAKEN REPORT

On the decisions of the academic committee meeting held on 06/01/2017

To implement the decisions of the above mentioned meeting, the following actions were taken

S.No.	Decision	Action taken
1	Planning of even semester classes	Time table, subject allotment and Lecture plan have been prepared and communicated to concern person.
2	Monitoring of work Progress/Course coverage	All Heads of Departments will monitor the work progress and course coverage report of their respective departments and inform to Dean Academics about any deficiency.
3	Extension/ academic Activities	04 one day and 01 seven day rover ranger camps were organized.
4	Attendance Monitoring	Class coordinators/Mentors would inform to the parents of the students about short attendance after given information to HoD.
5	Feedback	All points have been discussed in the meeting and schedule for feedback from stakeholders have been finalized by IQAC.

6	<p>Any other Matters</p> <ul style="list-style-type: none"> • The Chair told the members regarding the plan of installation of Solar Power plant on the roof of the college. • Planning for new course to introduce in the next academic session. • Annual Sports • Placement Drive 	<p>Solar Power plant work is on process.</p> <p>B.Sc(Ag). And B.Voc(Yoga), two new courses will be introduced this year</p> <p>Annual Sports was organized successfully this year.</p> <p>On campus/Off campus placement drives were organized by placement cell.</p>
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(Dr. Prerna Mittal)
 Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 06.01.2017

S. No.	Name	Designation / Department	Signature
1.	Dr. Prerna Mittal (Convenor)	Dean, Tea. Edu.	
2.	Dr. Nishant Rathi	Dean, Comp. App.	
3.	Dr. Saurabh Mittal	HoD, Business Administration	
4.	Dr. Ashwani Kumar	HoD, Biosciences	
5.	Dr. Vijay Kumar Sharma	HoD, Commerce	
6.	Dr. Ravi Gautam	HoD, JMC	
7.	Dr. Pooja Tomar	HoD, Basic Sciences	
8.	Dr. Roupal Malik	HoD, Fine Arts	
9.	Dr. Parmod Kumar	HoD, Physical Education	



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

Notice

Date- 12.09.2016


This is to inform to all Dean/HoD/ members of Academic committee that a meeting is being scheduled on 13/09/2016 at the office of the undersigned at 3:30 PM. The agenda of the meeting are as follows-

Agenda:

1. Monitoring of teaching learning process.
2. Mentor-mentee working process
3. Internal exam/ class test

To,

All members of Academic committee


(Dr. Prerna Mittal)
Dean Academics



Copy to the following with the request to attend the meeting-

1. Dr. R. S. Chauhan, Principal
2. IQAC Coordinator
3. All HoD's



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

13/09/2016

MINUTES OF THE MEETING

A meeting of all the Dean/HoD/members of Academic committee was held on 13/09/2016 at 3.30 PM at office of Dean Academics.

Agenda:

- i. Monitoring of teaching learning process.
- ii. Mentor-mentee working process
- iii. Internal exam/ class test

The meeting was presided over by Dr. R.S. Chauhan, Principal SRC. The Dr Prerna mittal welcomed the member of Academic committee and discuss the various points.

Agenda 1: Monitoring of teaching learning process

The following points were discussed and approved-

- To submit monthly departmental progress report and to follow the instructions.
- To organize workshops/seminars/Quizzes/ debates/ presentations etc.
- To increase the use of ICT by the faculty members for taking lectures.
- To monitor the discipline during interval outside the class premises like canteen and lawns

Agenda 2: Mentor-mentee working process

- To encourage the advance learner students to participate in the College/University/ National/ International competitions.
- To provide remedial coaching/classes to the slow learning students and help them to score high marks.
- Guide the students for good work as:
 - a. Cleanliness in buildings and departments
 - b. Do not misuse of electricity in classrooms and other places
 - c. Do not use of mobile phone during the class.

Agenda 3: Internal exam/ class test

- All heads are agreed to conduct the class test or internal examination and prepare student's performance record

There being no other point to discuss and meeting ended with the thanks to the Chair.

The following members were present in the meeting.

Dr. R.S Chauhan, Principal

Dr. Perna Mittal, Dean Academics, Department of Education

Dr. Nishant Rathi, Dean, Department of Computer Application

Dr. Ashwani Kumar, Head, Department of Bio Science

Dr. Sourabh Mittal, Head, Department of Business Administration


Dr. Vijay Kumar Sharma, Head, Department of Commerce

Dr. Roupal Malik, Head, Department of Fine Art

Dr. Pramod Kumar, Department of Physical education

Dr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Pooja Tomar, Head, Department of Basic Sciences


(Dr. Perna Mittal)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)


(Academic Committee) ACTION TAKEN REPORT

on the decisions of the Academic committee meeting held on 13.09.2016

To implement the decisions of the above mentioned meeting, the following actions were taken

S.No.	Agenda	Action taken
1	<p>Monitoring of teaching learning process</p> <p>To submit monthly departmental progress report and to follow the instructions.</p> <p>To organize workshops/seminars/ Quizzes/ debates/ presentations etc.</p> <p>To increase the use of ICT by the faculty members for taking lectures.</p> <p>To monitor the discipline during interval outside the class premises like canteen and lawns</p>	<p>MDPR will be submitted within 5 days after the completion of the month, as decided in the meeting.</p> <p>Such programs were organized by some of the departments and planned by other department. Sports facility in the Institution is established by Physical Education Department. Sports Committee organized various sports tournament at various levels.</p> <p>Faculty member were directed to increase the use of Projectors</p> <p>Members of discipline committee are assigned duties for controlling it. Committees of teachers and students were made to take rounds in the campus to monitor any mischievous activity.</p>
2	<p>Mentor-mentee working process</p> <ul style="list-style-type: none">To encourage the advance learner students to participate in the	<p>All the suggestive work has been adopted as practice and all the faculty members are doing work as mentors in the concerned</p>

	<p>College/University/ National/ International competitions.</p> <ul style="list-style-type: none"> • To provide remedial coaching/ classes to the slow learning students and help them to score high marks. • Guide the students for good work as: <ul style="list-style-type: none"> a. Cleanliness in buildings and departments b. Do not misuse of electricity in classrooms and other places c. Do not use of mobile phone during the class. 	<p>department.</p> <p>Remedial classes were started by each and every department as per need.</p> <p>The campus of institution including play ground, departments and classrooms are kept neat and clean.</p> <p>Save electricity slogans and messages were designed by students and pasted in each classroom and corridors.</p> <p>Staff member and students were inspired to switch off the electricity equipments when they were not in use.</p>
3	Internal exam/ class test	As already discussed in the meeting, all heads communicated to faculty members to conduct the class test/ internal examination, assignments / presentation and prepare student's performance record.


(Dr. Prerna Mittal)
 Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 13.09.2016

S. No.	Name	Designation / Department	Signature
1.	Dr. Prerna Mittal (Convenor)	Dean, Tea. Edu.	
2.	Dr. Nishant Rathi	Dean, Comp. App.	
3.	Dr. Saurabh Mittal	HoD, Business Administration	
4.	Dr. Ashwani Kumar	HoD, Biosciences	
5.	Dr. Vijay Kumar Sharma	HoD, Commerce	
6.	Dr. Ravi Gautam	HoD, JMC	
7.	Dr. Pooja Tomar	HoD, Basic Sciences	
8.	Dr. Roupal Malik	HoD, Fine Arts	
9.	Dr. Parmod Kumar	HoD, Physical Education	



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

Notice

Date- 04.07.2016

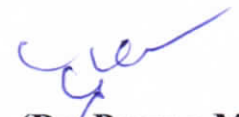

This is to inform to all the Dean/HoD/members of Academic committee that a meeting is being scheduled on 06.07.2016 at the office of the undersigned at 3:00 PM. The agenda of the meeting are as follows-

Agenda:

1. Planning for Academic Session 2016-17.
2. To work out on efficient and periodic performance of academic activities
3. To work with NAAC guidelines
4. Any other issue

To,

All members of Academic committee


(Dr. Prerna Mittal)
Dean Academics


Copy to the following with the request to attend the meeting-

1. Dr. R. S. Chauhan, Principal
2. IQAC Coordinator
3. All HoD's



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)

Date:-06/07/2016

MINUTES OF THE MEETING

A meeting with all the Dean/HoD/members of Academic committee was held on 06/07/2016 at 3:00 PM at office of Dean Academics. The meeting was presided over by Principal. The objectives of the meeting include academic session planning, basic purposes, activities of Academic committee.

Agenda:

1. Planning for Academic Session 2016-17.
2. To work out on efficient and periodic performance of academic activities.
3. To work with NAAC guidelines
4. Any other issue.

Agenda 1: Planning for Academic Session 2016-17.

- Importance, Roles and Functions of committee were discussed with members and all the heads are members of committee.
- Workload Allocation to all faculty
- All the members were agreed to plan the session properly for establishing quality benchmark.

Agenda 2: To work out on efficient and periodic performance of academic activities.

Dean told that the Principal, Dr. R. S. Chauhan, emphasized on academic monitoring for efficient and periodic progress.

- All committee members discussed the academic calendar of the college and agreed to prepare the academic/activity calendar of current session.
- Principal recommended the decentralization of academics and administrative activities.
- Members suggested various methods for improving teaching practice.
- Teacher's contribution in Committees/Cells/Societies

Agenda 3: To work with NAAC guidelines

Dean Academics emphasized to do all academic work as per the suggestions given at the time of NAAC peer team visit.

Agenda 4: Any other issue.

Some other academic activities were deliberated with various Heads of Departments.

1. To conduct seminars/FDP for the faculty and students.
2. Innovative methods of teaching
3. Publications
4. Placement & Internship Programs

There being no other point to discuss and meeting ended with the thanks to the Chair.

The following members were present in the meeting.

Dr. R.S Chauhan, Principal

Dr. Prerna Mittal, Dean Academics, Department of Education

Dr. Nishant Rathi, Dean, Department of Computer Application,

Dr. Ashwani Kumar, Head, Department of Bio Science,


Dr. Sourabh Mittal, Head, Department of Business Administration

Dr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Vijay Kumar Sharma, Head, Department of Commerce

Dr. Roupal Malik, Head, Department of Fine Art

Dr. Pramod Kumar, Department of Physical education


(Dr. Prerna Mittal)
Dean Academics



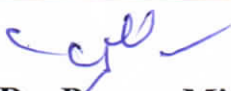
SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Academic Committee)
ACTION TAKEN REPORT

On the decisions of the meeting held on 06.07.2016

To implement the decisions of the above mentioned meeting of the academic committee, the following actions were taken -

S.No.	Decision	Action taken
1	Planning for Academic Session 2016-17	Academic calendar of the college has been made and departments prepared their activity/ academic calendar accordingly.
2	To work out on efficient and periodic performance of academic activities	Activity calendar has been planned. Subjects have been assigned to faculties and they have prepared their Lecture plan accordingly
3	To work with NAAC guidelines	Every department is agreed to do work with all documentation as per NAAC requirement.
4	Any other issue 1. To conduct seminars/FDP for the faculty and students. 2. Innovative methods of teaching 3. Publications 4. Placement & Internship Programs	The work on all proposed points is in progress by almost all departments.


(Dr. Prerna Mittal)
Dean Academics



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Attendance of Academic Committee meeting held on 06.07.2016

S. No.	Name	Designation / Department	Signature
1.	Dr. Purna Mittal (Convenor)	Dean, Tea. Edu.	
2.	Dr. Nishant Rathi	Dean, Comp. App.	
3.	Dr. Saurabh Mittal	HoD, Business Administration	
4.	Dr. Ashwani Kumar	HoD, Biosciences	
5.	Dr. Vijay Kumar Sharma	HoD, Commerce	
6.	Dr. Ravi Gautam	HoD, JMC	
7.	Dr. Pooja Tomar	HoD, Basic Sciences	
8.	Dr. Roupal Malik	HoD, Fine Arts	
9.	Dr. Parmod Kumar	HoD, Physical Education	