



## Minutes of Academic Council Meeting

Date: 09/11/2024

Time: 1 PM onwards

Venue: Conference Hall

Chairperson: Dr Saurabh Sen, Principal

1. **Academic Calendar was approved.**
2. **The Academic Council recommended the following.**
  - (i). A name change for the first-semester optional subject, renaming it from "Report Writing and Presentation Skills" to "Managerial Report Writing and Presentation Skills."
  - (ii). Each syllabus will feature an updated list of books, including reference books.
  - (iii). The Council also advised that the B.Sc. (Chemistry) syllabus include practical components on Biochemical Oxygen Demand (BOD) and Chemical Oxygen Demand (COD). No changes were deemed necessary for the Physics, Mathematics, Zoology and Botany syllabi.
3. a. In alignment with the NEP guidelines, the Council suggested implementing a four-year undergraduate program for B. Com. with a clear curriculum and course structure.  
b. **Introduction of B. Com. With credits from ISDC (IOA, UK), from the session 2025-26.**

This program, proposed to commence in the 2025-26 academic year, shall be named as B.Com. with Diploma from ISDC (IOA).
- c. **Introduction of BBA program from session 2025-26.**

The Council recommended creating a draft syllabus for the BBA program to be reviewed in the next meeting.
- d. **Introduction of BBA (Data Analytics) with HCL Tech.**

This program will be offered as a diploma from HCL Tech along with BBA Degree.
4. **Proposal to increase Admission Intake for BCA Course.**

The Council approved the increase in BCA admissions, contingent upon the hiring of additional faculty to maintain the optimal student-teacher ratio.
5. The Council recommended institution of various scholarships, fellowships, and awards to recognize and support student achievement. (Annexure-I)
6. The council also gave approval for:
  - a) Examinations Rules and Regulations with various Annexure
  - b) Examination Modules – Session 2024-25.
  - c) Assessment Criteria for Theory/Practical
  - d) Division of CIE/Final Semester Exams.
  - e) Examination paper pattern.
  - f) The performance of each learner will be evaluated in two components  
**For UG programs:** Total marks allotted 100 i.e. Internal Assessment (25%) & Semester End Examination (75%).



**For PG programs:** Total marks allotted 100 i.e. Internal Assessment (25%) & Semester End Examination (75%).

*Internal exams would include a Minimum of two Academic activities (Test/PPT/Project etc.) -BOS decision*

- i. Moderation of examination papers will be done as per University Norms.
- ii. Online assessment may also be used for Internal Assessment (ERP)
- iii. Passing each course requires a minimum of 35 percent (including external and internal). However, overall Grades are given by combining External and Internal exam marks in aggregate for each course as per University Norms.
- iv. Revised Scheme of evaluation under Choice Based Credit and Grading System
- v. The revised Scheme of Evaluation under the Choice Based Credit and Grading System (CBCS) for UG/PG programs is applicable from the A.Y. 2024-2025 progressively.
- vi. At the end of every semester, students will be awarded grades based on their performance in the examination.
- vii. The college will adopt 10 points as recommended by UGC and adopted by the university.
- viii. Proposed additional Credits hours for Internships/Add-On Courses under Autonomy will be awarded.
- ix. Minimum 75% attendance to be made mandatory for the academic session.
- x. A minimum of 75% attendance is mandatory. However, in certain cases, a relaxation of up to 10% may be permitted, subject to approval from the Head of Department (for 5%) or the Principal (for 10%), but overall relaxation cannot exceed 10%. A minimum attendance of 65% is necessary to sit for the examinations, and failure to meet this requirement may lead to the examination department.
- xi. **Internal Marks Flexibility:** The council recommended incorporating various academic activities—quizzes, assessments, class tests, field visits, class discussions, reports, flip classes and presentations—within the Internal Assessment component.
- xii. **Minimum Internal Tests:** Students are required to attempt at least two out of three internal tests, with the average of the best two scores contributing to their final grade.
- xiii. **Transparency in Assessments:** Answer sheets should be shared and discussed with students to provide clarity and feedback.
- xiv. **Examination Notification:** Exam schedule and related information should be posted on the college website and on Notice Boards for students awareness.
- xv. **Examination Security:** The Controller of Examinations proposed generating alphanumeric codes for answer sheets, which the Council approved for enhanced security and tracking.

