

Career College (Autonomous), Bhopal
Academic Council Meeting

Date: 04/10/2023

1. The meeting initiated by the Chairman academic council **Dr. Charanjit Kaur**.
2. **Dr. Nidhi Tripathi (Member Secretary)**, Academic Council introduced all the member of academic council.
3. **Shri Manish Rajoria, Chairman, Career College (Autonomous)**, Bhopal delivered the welcome note to commence the meeting.
4. The brief of all three **Barkatulla University** nominee members—**Dr. Alka Pradhan, Dr. Sanjay Dixit**, and **Dr. Anuj Hundet**—was presented by **Dr. Ruchi Dubey Sharma**.

Meeting Minutes:

Following suggestions and recommendations was set forth by the honourable chair of the academic council meeting:

1. The meetings of the Board of Studies, held from 03/09/2023 to 03/10/2023, was briefed by Dr. Jaswinder Mehta.
2. Dr. Mehta Madam provided an overview of the undergraduate (UG) and postgraduate (PG) syllabi that were approved by the Chairperson of the Board of Studies, and all members in accordance with the constitution of the Board of Studies.

Key points included:

- **UG Syllabi:** Details of the courses and updates made based on stakeholder feedback.
 - **PG Syllabi:** Enhancements aimed at aligning the curriculum with industry standards and academic advancements.
 - **Approval Process:** Emphasis on the collaborative effort among all members and the importance of external insights in curriculum development.
1. **Dr. Swarnangini Sinha** briefed about the admission process and academic calendar followed by the college under the scheme.
 2. **Dr. Anita K** (Examination Controller) outlined the procedures that the examination cell will follow under the autonomous status examination conditions.

Key points discussed were :

- **Examination Scheduling:** A transparent timetable will be established to ensure all stakeholders are informed in advance.
- **Assessment Methods:** Diverse evaluation techniques will be implemented to reflect a comprehensive understanding of course material.
- **Grading Protocols:** Clear grading criteria (keeping in mind NEP2020) will be set, with a focus on fairness and consistency across all evaluations.
- **Results Processing:** Timely processing of results, ensuring accuracy and efficiency, with mechanisms in place for addressing discrepancies.
- **Student Support:** Resources will be made available to assist students in understanding the examination process and addressing any concerns.

Further details will be communicated to all faculty and students in the upcoming weeks.

3. **Dr. Sanjay Dixit** suggested adding a certificate course in cyber security.

7. **Dr. Alka Pradhan** proposed several initiatives aimed at enhancing the academic experience, to strengthen academic rigor and improve student engagement and trust in the examination system.

- **Student Exchange Initiatives:** She recommended increasing student exchange programs specifically for practical subjects and lab work, including inter-college exchanges, to provide broader experiential learning opportunities.
- **Revaluation Process:** Dr. Pradhan suggested reducing the gap between revaluation requests and result declarations to ensure timely feedback for students.
- **Examination Confidentiality:** She emphasized the importance of ensuring that the examination process is completely leakage-proof and maintains strict confidentiality to uphold the integrity of assessments.

8. The meeting concluded with a vote of thanks proposed by **Shri Pradeep Jain**, Group Director of the Career Group of Institutions.

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Chairman: Dr. Charanjit Kaur (Principal).

All the Head of the Department:

1. Dr. Anita Bhadoria (Dept. of Hindi Literature) *Anita*
2. Major Manoj Selokar (Dept. of NCC) *Manoj*
3. Dr. Deepali Behre (Dept. of Economics) *Behre*
4. Dr. Swarangini Sinha (Dept. of Computer science and Mathematics) *Sinha*
5. Dr. Suparna Ghosh (Dept. of Chemistry) *Ghosh*
6. Dr. Jaswinder Mehta (Dept. of Botany) *Mehta*
7. Dr. Anjali Choudhary (Dept. of Biotechnology) *Anjali*
8. Dr. Neeta Sharma (Dept. of Commerce) *Neeta*
9. Dr. Reena Antony (Dept. of Microbiology) *Reena*
10. Dr. Manik Shrama (Dept. of Zoology) *Manik*
11. Mr. Praveen Thakre (Dept. of Library Science) *Praveen*
12. Dr. Nikita Parsai (Dept. of Physics) *Nikita*
13. Dr. ANITA K. (Examination) *Anita*

Four Teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of services

1. Mrs. Namrata Ganguli (Dept. of Commerce) *Namrata*
2. Mr. Mohd. Rashid (Dept. of Computer Science) *Rashid*
3. Dr. Anju Pathak (Dept. of Humanities) *Pathak*

Cont.

4. Dr. Ruchi Dubey Sharma (Dept. of Chemistry) *Ruchi*

Not less than four experts/academics from outside the college representing such areas as Industry, Commerce, Law, education, Medicine, Engineering, Science etc. To be nominated by the Governing Body:

1. Mr. Manish Rajoria (Industry) *Manish*
2. Prof. Pradeep Jain (Commerce) *Pradeep*
3. Dr. Anil Kumar Dixit (Law) *Anil*
4. Dr. V.K. Gupta (Medicine) *V.K. Gupta*

Three Nominees of the University not less than Professors:

1. Dr. Anuj Hundet (Dept. of Physics and Electronics) *Anuj*
2. Dr. Alka Pradhan (Dept. of Chemistry) *Alka*
3. Dr. Sanjay Dixit (Dept. of Physics) *Sanjay*

A Faculty member nominated by the Principal

Member Secretary: Dr. Nidhi Tripathi (Dept. of Biotechnology) *Nidhi*

[Signature]
Principal

Career College Bhopal