

The Neotia University

Minutes of Meeting with the Deans / Director, Head of the Academic Units, Controller of Examination (CoE) and Coordinator Internal Quality Assurance Cell (IQAC) on the improvement of 'Academic Quality' on June 12, 2021 at 11.30 noon in virtual platform.

Meeting link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTI4ZGVjOGItYmVjYS00OTUxLTgzNTMtMzMzYWVkYTFkNzQ1%40thread.v2/0?context=%7b%22Tid%22%3a%22131726cc-abd7-4136-8425-bb458174c3c5%22%2c%22Oid%22%3a%22126356ab-c45e-492c-9612-f7e86ede6f26%22%7d

Members present:

Prof. (Dr.) Biswajit Ghosh, Hon'ble Vice Chancellor (in Chair)

Mr. Pradip Jyoti Agrawal, Hon'ble Advisor to Chancellor

Prof. (Dr.) Susanta Mitra, Pro Vice Chancellor and Director, School of Science & Technology

Prof. (Dr.) Niloy Sarkar, Dean of Academics and Dean, School of Health Sciences

Prof. (Dr.) Malay Kumar Samanta, Dean, School of Pharmacy

Prof. (Dr.) Sushil Kothari, Dean, School of Agriculture and Allied Sciences

Prof. (Dr.) Rakesh Kumar Singh, Associate Dean, School of Humanities, Law and Management

Prof. Rupam Ghosh, Deputy Director, School of Hospitality and Culinary Arts

Prof. (Dr.) Shivani Santosh, Head, Applied Psychology Academic Unit

Prof. (Dr.) Amit Sarkar, Head Bio Technology Academic Unit

Prof. (Dr.) Partha Kumar Mukherjee, Head, Computer Science & Engineering Academic Unit

Prof. (Dr.) Ankush Ghosh, In charge, Robotics and Artificial Intelligence Academic Unit

Dr. Pulok Pattanayek, Controller of Examination

Prof. Ashok Barai, Head, Marine Engineering Academic Unit

Prof. Diptesh Bhattacharya, Head, Nautical Sciences Academic Unit

Dr. Manasi Chakraborty, Coordinator, Internal Quality Assurance Cell

Dr. Anindita Dutta, Head, English Academic Unit

Prof. Samik Samanta, Assistant Registrar

Mr. Avijit Das, Assistant General Manager – Administration (non-Member, Convener)

At the beginning the Vice Chancellor welcome all the members in the meeting and requested them to share their opinion on the improvement of teaching learning methods, implementation of uniform evaluation systems, improvement in mentor mentee system, and evaluation of strength, weakness, opportunities and threat of the schools and academic units.

1. Discussions on Uniform Teaching and Learning Systems

It has been observed by the Management that Teaching – Learning practices across various Schools and the

Academic Units of University are not uniform. Sometimes faculty members are distributing Class Notes after the class and as a result the students prefer to read these notes instead of reading text books and reference books.

After prolonged discussions by the Deans, Director, Academic Units Heads the House arrived at the followings;
From now and onwards

- i. No Class Notes will be given to the students,
- ii. Students may be advised to read the recommended Text Book, Reference Books on the topics discussed in the Classes.

If there is any doubt on the subject topics during the lecture period, that will be clarified at the end in the 'Doubt Clearance' hours the duration of which will be 5-10 min.

There should be a 'Brush up hours' about 5-10 min. if required, at the beginning of each classes.

There should be 'Uniform format of Lesson Plan format', that should be followed by all the Faculty members.

This Lesson Plan shall include the list of reference books and text books that the students should go through as well as the links to audio visual content relating to the subject.. Dean Academics was requested to devise the format for the Lesson Plan soon so that faculty members can submit the same for the ensuing semester by 7th July.

2. Discussions on the 'Internal and Final Evaluation' Systems

During this item the Dean, School of Pharmacy and Dean, School of Agriculture & Allied Sciences pointed out about directives of the respective regulatory bodies on the marks to be allotted for the Internal evaluation systems.

After prolonged discussions it was decided that for all the Schools of the University, 'Internal Evaluation' will be conducted by taking two exams, out of which the first one will be taken at the end of 6th Week, the second one at the end of 12th Week and evaluation on Laboratory/Assignments / Field Work, Viva Voce etc. may be conducted at the end of 20th Week of the Semester. In addition to these any other evaluation requiring to adhere with the regulatory directives may be conducted in between the 6th and 12th Week of the Semester.

The distributions of Marks will have to be adhere with the directive of the 'Regulatory Body', where it is applicable. Where there is no directive it is decided that 67% of the obtained marks will be the weightage of the 'Internal Evaluation' and 33% of the obtained marks will be weightage of the 'Final Evaluation/ Semester end Exam'. Totaling of these two will be reflected in the 'Marks Sheet' of the students. The Controller of Examination will make out the 'Details on Evaluation Plan' and will be incorporated in the 'Academic Calendar' of the University. It was further decided that the internal evaluation should be conducted with full sincerity of the semester exam and the Controller Of Examination will take necessary steps in this regard including printing of Question Paper, using computer labs for conducting online examination and the ratio of marks allotted for MCQ ,short essay type and long essay type questions. The focus will always be to bring uniformity across the University.

3. Discussions on the Mentor and Mentee Systems.

After detailed discussions it was recommended that;

The 20% of the total students whose academic performances are below the normal are considered to be the mentee and will be recommended for putting under the mentor for enhancing their academic performances.

- There should not be more than six (6) mentee under a mentor.
- The mentee and mentor have one to one communication in resolving their individual problems.
- The mentor will report the performance of the mentee to the respective Dean / Director of the School in every fortnight.
- If require, a nodal person from the Applied Psychology Academic Unit will be identified who will assist in providing some psychological counselling, if required.
- If sufficient number of mentors are not available in that respective School, the Dean / Director will pick up some mentors from the other Schools.

4. Discussions on the evaluation of Strength, Weakness Opportunities and Threat of the Schools.

In this items discussion was conducted only on the 'Weakness' and 'Threat' of all the Schools and Academic Units.

After analyzing the input provided from the Schools and Academic Units it was decided these require further discussions in developing uniformity in all of the items.

Meeting ended with a vote of thanks to the Chair and the Members present in the meeting.