



Manyawar Kanshiram Engg. College of Information Technology, Ambedkar Nagar-224122

MINUTES OF MEETING HELD AMONG DEAN ACADEMIC, ADDITIONAL DEAN ACADEMIC AND ALL HEAD OF DEPARTMENT

Date: 29 July 2015

Time: 03:00 PM

Venue: Control Room, MKRECIT Ambedkar Nagar

Attended by:

- 1-Mr. Shobhit Kumar
- 2-Mr. Ashish Kumar Srivastava
- 3-Mr. P.N. Verma
- 4-Mr. Amit Kumar
- 5- Ms. Pratibha Singh

For the successful commencement of Academic the following decision are taken and will follow throughout academic session 2015-16....

- 1-Every class will have year wise branch co-ordinator (For the 1st year they will be from APSH Deptt.)
- 2-Each co-ordinator appoint C.R. (Class Representative) of respective class
- 3-All Hod's will define Final year project in-charge and seminar in-charge.
- 4-All Faculty members will give 4 or 5 Assignment and Quiz after completion of each unit depend on the subject they taught either half unit or full unit.
- 5-All faculty member will provide Course delivery plan (unit wise: How much lecture and tutorial they will take to complete the unit) till 5 August 2015 to respective HOD.
- 6-1st mid semester exam will cover approximately 2 to 2.5 Units (min 2 units)
- 7-2nd mid semester exam will cover all Units.
- 8-Aggrigate 70% Attendance is compulsory for attending 1st mid semester exam and 75% Attendance is compulsory for 2nd mid semester exam.
- 9-Pre University Test (P.U.T) will be taken by First year Faculty member for all First year students.

10- All Hostel wardens make sure that all students present in their respective class room during academic hours. In case of emergency students should be taken written permission for staying in hostel.

11-Uniform should be compulsory for all 1st year to 3rd year's students.

12-Every faculty provide the written permission when they are on leave along with lecture and lab adjustment to respective Hod's.

13-Appoint lab in-charge for all labs for smooth commencement of labs.

14-Sessional Making Rules:--

10 Marks for Class Attendance of students

5 +5=10 Marks for Assignment + Quiz

15 Marks for 1st mid sem exam

15 Marks for 2nd mid sem exam

Total =50 Marks

15-Scaling rules

1-Provide original marks for attendance, Assignments, quiz CT-1, & CT-2

2-Scale with some marks according to need only between 1 to 5.

3- If students are still fail after scaling then discuss your HOD and Dean Academic



SHOBHIT KUMAR
(Dean Academic)

Copy to:

1-Director for kind information

2-All HOD's

3-Additional Dean

4-Controller of Examination

5-All faculty members