



Minutes of Meeting

Date:	31/10/2018
Time:	11:00AM
Location:	Faculty Meeting Room

Members Present		Members Absent	
i.	Dr S Bhattacharya- Director	i.	Dr K Nilakantan- Associate Dean (Research)
ii.	Dr S Senthil Kumar- Coordinator		
iii.	Prof S Banerjee	Guests Present	
iv.	Prof H Rajpal	i.	Prof. Anil Kumar (<i>Academic Office</i>)
v.	Gp. Capt. K. Nath	ii.	Prof. B.B. Tripathi (<i>Examination</i>)
vi.	Prof R Kamble		
vii.	Gp. Capt. K Nath (<i>Administration</i>)		

Meeting Agenda

Improving the examination conducting procedure

Action Plan

The committee decided to implement the following processes:

Examination Procedure

- A report on Conduct of Examination shall be submitted.
- Improvements in seating plan and means of communicating the same to the students are suggested.
- The quality of question papers shall be improved by having external auditors auditing the question papers. Three-year question paper shall be audited.
- A committee is formed with Prof. Maheshwaran, Prof. Anil Kumar and CoE to look into the guidelines in setting qp.

Academic Office (AO)

- A committee is formed with Prof. Anil Kumar, Prof. Sayan Banerjee and Prof. Jagannath Mohanty to look into designing questionnaire.
- Feedback on Academic process quality needs to be captured through questionnaire.
- A questionnaire shall be designed to collect data from the students on flexible scheduling, AO staff interaction,

Students' Affairs

- Policy for allowing students to attend events in other institutes is formulated.