

Dr. Hari Singh Gour University, Sagar (M.P.)

December 12, 2011

**Minutes of the 4th meeting of Academic Programme Committee (APC)
held on 04-11-2011.**

Members Present:

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| 1. | Prof. M S Tiwari, Dean, Academic Affairs | Chairman |
| 2. | Prof. K C Sahoo, Dean AIS | Member |
| 3. | Prof. K C Jain, Dean, HSS | Member |
| 4. | Prof. Ram Prasad, Dean, MPS & COE | Member |
| 5. | Prof. J K Jain, Dean, SCS | Member |
| 6. | Prof. Virendra Mohan, Dean, SAL & Law | Member |
| 7. | Prof. O P Srivastava, Dean, BCS | Member |
| 8. | Prof. Santosh Shukla, Dean, SAS | Member & Convener |

Special Invitees:

1. Prof. N S Gajbhiye, Hon'ble Vice Chancellor
2. Prof. K S Pitre, Dean Faculty Affairs
3. Prof. N K Jain, Registrar and Dean (R&D) and (RPG)
4. Prof. J K Jain, Finance Officer and Dean SCS
5. Prof. U S Gupta, Dean Students Affairs'

Member Regretted:

Prof. A K Singhai, Dean, EAT

Member

Chairman welcomed and greeted Special Invitees and members of APC. Chairman briefed that current semester has come to an end and now there is a need to review each activity at School level such as syllabus has been completed or not, previous result is in hand or not etc. and to systematically plan various activities so that the result is declared in time. He expressed displeasure about the present file movement system, as it is taking months to dispose off a file and needs immediate corrective measures.

Subsequently, Chairman requested the Hon'ble Vice Chancellor to Chair the meeting. Hon'ble Vice Chancellor also welcomed all members and expressed his thankfulness to invite him to this committee.

1. Hon'ble VC mentioned that now assessment of teachers' performance have to be made, which is part of CBCS requirement (Student's Evaluation Report of Teachers). The assessment shall be carried out only of regular teachers and shall be kept confidential. Basically, assessment is to know whether concerned teacher could timely complete the syllabus and was able to solve the problems raised by the students etc. Virtually, this is an important activity for qualitative improvement of individual teacher and to improve the system. Teachers shall have to be evaluated on 0-4 scale. Students will not be required to sign the assessment sheet. Assessment shall be carried out by third party assigned by DOAA. Teachers who will get 4 marks will be identified and

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he (Vice Chancellor) will issue them appreciation letters and may also be publicly honoured. He mentioned that there is a need to evolve mechanism so that students are actively involved in the process.

2. On the issue of evaluation of teachers, it was informed that, it is to be done on the OMR sheets. OMR sheets shall be filled up and sent back to DOAA.
3. During discussion members expressed concern that there must be some control on teachers. The issue was related to delivering of required number of classes i.e. 15 lectures to be completed in the course. He also suggested that problem could be addressed, if Academic calendar is slightly preponed i.e. from first week of July rather than from 25th July (2011-12). In response, Hon'ble VC expressed that there is a need to change mind set of students and that of teachers about the entire system. He emphasized that there is a need to frame rules and regulations not only to solve the problems but also to keep uniformity.
 - During discussion it was expressed that due to various examinations at times number of students remain absent because they are appearing in some examination or preparing for examination. Hon'ble VC mentioned that total number of classes are fixed and teacher has to be strict and have to motivate the students that they must attend classes regularly. On the other hand examinations be conducted within the teaching period allotted to respective subject teacher.
 - On the issue of quiz, it was agreed that efforts are to be made to hold the quiz as a part of class to avoid the losses of regular classes.
 - It was also mentioned that number of students remain absent during quiz/mid examinations without any intimation. Hon'ble VC mentioned that if a student is deliberately absent give him write away quiz. Do not approve make-up. Allow make-up on valid reasons, that too once in a while. Teacher has to be strict and students be warned timely. Frame rules to overcome such problems. Students should not feel examination as a burden he must know that this is a process of CBCS. Similarly, students should also not feel worried in the classes.
4. On the issue of awards of respective teachers, Hon'ble VC strictly mentioned that result shall have to be declared within 96 hours, beyond that it will be a case of manipulation. Care has to be taken for proper evaluation with proper marking. The awards must be submitted to DOAA within 96 hours, in a confidential manner. Attendance sheet shall be maintained every time for all examinations. Final copy should be retained. Mid examination answer sheet shall be shown to the students & duly signed by the students. Course Number, Name of Course, Sr. No., Roll No., Name of student, Grade and Name of teacher should be mentioned on the award sheet. Develop field work like laboratory work.

VC further elaborated that circular has to be issued to teachers about end semester examinations. Regular teacher should forward the grades directly to the DOAA, except adhoc teachers. Acknowledgement shall be given by the office of DOAA. Grade shall be submitted to DOAA in confidential manner and should not be known to the students. After submission of Grades by the teacher to the DOAA, grade can not be changed and, if it is done, then it is illegal. Only in special circumstances Academic Council has the power to do so.

5. The issue of back-log awards was also discussed. It was clarified that there is no ATKT in CBCS. Due to some unforeseen reasons like medical etc. there could be Make-up-Examination within 10 days after main Examination. Deficient cases should be dealt separately. Fail students will have to repeat the complete course, as he might have not understood the course properly. In any case, student has to learn the concept of the course, failing which he will not be able to complete the course within the specified time.
6. Some members expressed their concern that if a student has opted Geography, Criminology and Mathematics, of which School he will get degree. Moreover, there is no control on such students. Hon'ble VC mentioned that concerned HOD/Dean where he got enrolled will take care of such students. The students have to opt two subjects in a School at the Under Graduate level.
7. Issue of withheld results as well as of few subjects which are not in colleges was raised by one of the members and express concerns on the issue. Hon'ble VC mentioned that Prof. Ram Prasad, COE will resolve the issue with the assistance of Prof. U S Gupta, DOSA. Students be helped to complete their graduation, since new University would not be having these subjects and there could be other reasons also. It was suggested that meeting of HOD of such subjects be arranged to discuss the modalities. The suggestion was endorsed by the VC. VC further shown extreme concerns for such students and assured to help them to the extent possible.

Similarly, issue related to result of many colleges which could have not been declared for various reasons i.e. CCE was discussed. Hon'ble VC suggested that to resolve the issue DOSA should discuss the COE and he (VC) is ready to provide all help. COE mentioned that results are given to the colleges rather than to the individual student. He clarified that results are declared based on the awards received from the colleges.

Later on members suggested that extra effort is required to overcome the prevailing CCE marks or others or conduct one time examination for such student. It was suggested that with due consideration and discussions if possible extra arrangement be planned like supplementary ATKT. For this fee be fixed and programme be declared as a one time special case to resolve the CCE problem. VC agreed to the suggestion. He expressed that to the extent possible we should conduct the examinations and solve the student's problems without any second thought. As regards

permission from the State Government, it shall be dealt separately, if need.

8. Issue of unfair means was raised. It was informed that about 158 mobiles are lying with the examination section. Ho'ble VC suggested to issue an advertisement. Three members committee may be constituted. The mobiles shall be handed over to the concerned Principal after settling the unfair means cases.
9. On the issue of previous ATKT examinations, it was unanimously agreed to close all the cases by publishing in the newspaper indicating Last Chance and fee thereof. All were suggested to take appropriate decision to help the student in a legitimate way. Final decision shall be taken by the COE.

On behalf of the Committee, Prof. Shukla thanked the Chair.

This issues with the approval of the Competent Authority.

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Chairman, APC and DOAA



(Prof. Santosh Shukla)
Convener APC and Dean, SAS

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