

REAP Code : 1011

ARYA College of Engineering (ACE)

Previously Known as Arya Institute of Engineering & Technology (AIET)

(Affiliated to RTU
Approved by AICTE, New Delhi)

• Main Campus, SP-40, RIICO Industrial Area, Delhi Road
Kukas, Jaipur - 302028 | Tel Ph. 0141-2820700

• www.aryacollegejpr.com
• Toll Free : 1800 102 1044

Ref: ACE/Principal/AC/2024-25

Dated: 11.07.2024

MEETING NOTICE

This is to inform all the members of **Academic Committee** that the meeting of the Academic Committee will be held on **18.07.2024 at 11:15 A.M. in Board Room**. The agenda of the meeting is as follows:

1. To confirm the minutes of meeting held on 04.05.2024.
2. Academic Calendar and Schedule: To finalize academic calendar and time table, teaching load for ODD semester 2024-25.
3. CBCS: To be updated on Curriculum Changes from Heads of Departments (HoDs).
4. Teaching and Learning Enhancements: Faculty Development Programs, Implementation of New Teaching Methodologies, Use of Technology in Classrooms.
5. Research and Development: Review of Ongoing Research Projects, Collaboration with Industry and Research Institutions
6. Student Affairs: Academic Support and Counseling Services, Extracurricular and Co-curricular Activities.
7. Infrastructure and Resources: Review of Lab and Library Resources, Maintenance and Upgradation of Facilities, Budget Allocation for Resources.
8. Accreditation and Quality Assurance: NAAC work report.
9. Any other, if any

You are requested to attend the meeting as per schedule time.

Ms. Abha Sharma

Convenor (Academic Committee)

Copy To:

1. Director for kind information
2. All members





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Ref: ACE/Principal/AC/2024-25

Dated: 19.07.2024

MINUTES OF MEETING

Minutes of the Academic Committee meeting held on **18.07.2024 at 11:15 AM** in the Board Room of Arya College of Engineering to mark out various academic activities for **odd Semester 2024-25**.

Members Present

1. **Dr. Himanshu Arora-Chairman**
2. **Ms. Abha Sharma-Convenor**
3. **Mr. Kshitiz Agarwal- Member**
4. **Dr. Shweta Saraswat- Member**
5. **Mr. Pawan Sen- Member**
6. **Mr. Ankit Agarwal- Member**
7. **Mr. Kapil Karadia- Member**
8. **Ms. Shilpi Mishra- Member**
9. **Mr. Sandeep Jhamb- Member**
10. **Dr. Monica Parnami- Member**
11. **Dr. Ruchi Sharma- Member**
12. **Ms. Priyanka Sharma- Member**
13. **Mr. Chirag Arora- Member**
14. **Ms. Priyanka Sharma- Member**
15. **Ashlesha Bohara - Student Representative**
16. **Charvi Singh- Student Representative**

Members Absent:

1. **Dr. Manish Mukhija- Member**
2. **Dr. Indu Gupta- Member**
3. **Dr. Anoop Keshwani- Member**
4. **Mr. Rishi Parashar- External Member**

D. Himanshu Arora, Chairman of the Academic committee welcomed all the members.

AGENDAS DISCUSSED WERE AS FOLLOWS:

Agenda 1: To confirm the minutes of meeting held on 04.05.2024.

The minutes and the action taken report of the previous meeting held on 04.05 2024 of Academic Committee were discussed and found to be in order and hence confirmed.

Agenda item 2: Academic Calendar and Schedule: To finalize academic calendar and time table, teaching load for ODD semester 2024-25.

The committee discussed the academic calendar for Odd Semester of session 2024-25 and established the start and end dates for the semester, including holidays, mid-term exams, final exams, and other significant dates (e.g., orientation, submission deadlines). Along with instruct all HODs to make the time table with teaching load of each faculty.





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Agenda item 3 – CBCS: To be updated on Curriculum Changes from Heads of Departments.

The committee asked to provide a mechanism for collecting feedback from faculty and students regarding the Choice Based Credit System (CBCS) and according to feedback finalize the subject for each branch.

Agenda item 4: Teaching and Learning Enhancements: Faculty Development Programs, Implementation of New Teaching Methodologies, Use of Technology in Classrooms.

The committee members discussed to organize regular workshops and seminars on advanced teaching techniques, classroom management, and subject-specific advancements. Encourage faculty to enrol in online courses and obtain certifications in their fields of expertise. Also suggested to Integrate project-based learning into the curriculum to provide hands-on experience and practical application of knowledge.

Agenda 5: Research and Development: Review of Ongoing Research Projects, Collaboration with Industry and Research Institutions.

The committee members asked to create a list of potential industry and research institution partners based on research interests and goals. Also establish Memoranda of Understanding (MoUs) and collaboration agreements outlining the terms of partnership, including resource sharing, joint research activities, and intellectual property rights.

Agenda 6: Student Affairs: Academic Support and Counseling Services, Extracurricular and Co-curricular Activities.

The committee members discussed to establish mentoring programs to assist students in challenging subjects, organize workshops on study skills, time management, and exam preparation and support a diverse range of student clubs (e.g., cultural, sports, and special interests).

Agenda 7: Infrastructure and Resources: Review of Lab and Library Resources, Maintenance and Upgradation of Facilities, Budget Allocation for Resources.

In the meeting, the coordinator asked to all HOD's to review the Labs and Library Resources, Maintenance and Upgradation of Facilities, Budget Allocation for Resources.

Agenda 8: Accreditation and Quality Assurance: NAAC work report.

Dr. Himanshu Arora asked to all HOD's to give the updates on the assigned work related to NAAC Visit.

Agenda 9: Any other, if any

In the meeting, HODs were suggested to evaluate Teachers' dairy and attendance registers of faculties on weekly basis as earlier.

At the conclusion of the meeting, Convener Ms. Abha Sharma acknowledges all of the committee members in attendance.

CONVENOR
(Academic Committee)

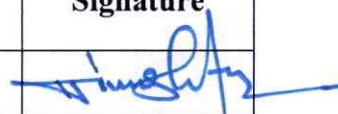
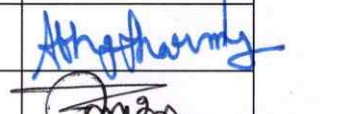
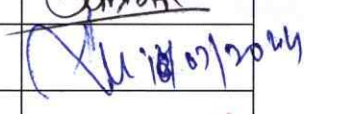
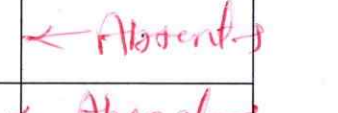
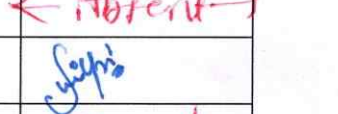
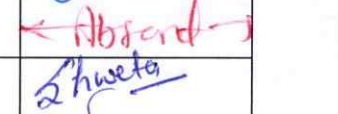

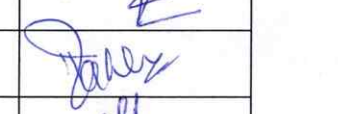
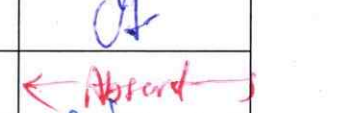

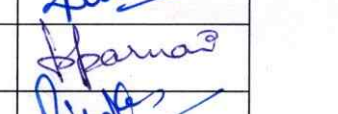
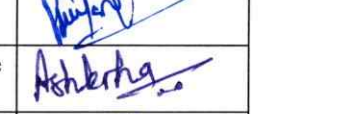
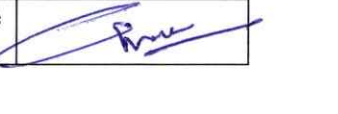


Copy To:

1. IQAC
2. Director for kind information
3. All members
4. Research Committee



Attendance Sheet

Academic Committee Meeting: 18 July 2024 11.15 AM

S. No.	Name of Members	Designation	Position	Signature
1	Dr. Himanshu Arora	Principal	Chairman	
2	Ms. Abha Sharma	Head, Dept. of ECE	Convenor	
3	Dr. Surendra Sharma	Director	Member	
4	Mr. Kshitiz Agarwal	Registrar	Member	
5	Mr. Rishi Parashar	Product Development Head, Orient Electric Ltd.	External Member	← Absent →
6	Dr. Manish Mukhija	Associate Professor, CSE	Member	← Absent →
7	Ms. Shilpi Mishra	Head, Dept. of IT	Member	
8	Dr. Anoop Keshwani	Professor, Dept. of Civil	Member	← Absent →
9	Dr. Shweta Saraswat	Head, Dept. of AI&DS	Member	
10	Mr. Sandeep Jhamb	Head, Dept. of ME	Member	
11	Mr. Kapil Karadia	Head, Dept. of CE	Member	
12	Mr. Pawan Sen	Assistant Professor, CSE	Member	
13	Mr. Chirag Arora	Head, Dept. of EE	Member	
14	Dr. Indu Gupta	Coordinator, First Year	Member	← Absent →
15	Mr. Ankit Agarwal	Coordinator, First Year	Member	
16	Dr. Ruchi Sharma	Head, Dept. of MBA	Member	
17	Dr. Monika Parnami	Associate Professor, First Year	Member	
18	Ms. Priyanka Sharma	Assistant Professor, CSE	Member	
19	Ashlesha Bohara	Student	Student Representative	
20	Charvi Singh	Student	Student Representative	