Venue: 3rd Floor Board Room, Administrative Building

Chairperson: Prof S Sancheti - President, MUJ

Members Present:

Prof Shiban Kishen Kak, External Member

Prof Kumkum Garg, Pro-President

Prof B K Sharma, Dean R&I

Prof M Srivastava, Dean FoA&L

Prof G C Tikkiwal, Dean FoS

Prof N N Sharma, Dean FoE

Prof Awdhesh Kumar, Dean Faculty Affairs & Provost

Prof N Chattopadhyay, Dean FoM&C

Prof Raghuvir Singh, Director TSB

Prof Rajesh Mathur, Director SCCE

Prof S N Sharan, Director SEEC

Prof Ravi Chaturvedi, Director SMC

Prof AK Sinha, Director SBS

Prof Amit Jain, Director SHM

Prof P K Pandey, Director SA&D

Prof Manju Singh, Director SHSS

Prof Lalita Ledwani, Controller of Examination

Prof Madhura Yadav, Director SA&D

Prof B P Singh, Professor Dept of ECE

Prof Ajay Kumar, Professor (In-charge), Academics

Prof Pratibha Sharma, Department of Fashion Design

Ex Officio Secretary: Prof V Suhag, Registrar MUJ

Other Invitees:

Prof Richa Arora, Director Admissions

Prof Rajesh Solanki, HoD Automobile Engineering

Prof Roheet Bhatnagar, HoD CSE

Dr Sumit Srivastava, HoD IT

Dr Amit Soni, HoD E&E

Dr Amit Rathi, HoD ECE

Dr Abhishek Sharma, HoD Chemical Engineering

Mr A D Vyas, HoD Civil Engineering

Prof S K Jhajharia, Coordinator B Tech First Year Programme

Dr Sunil Joshi, HoD Mathematics & Statistics

Dr Babita Malik, HoD Chemistry

Dr Sushil Jain, HoD Physics

Dr M M Sharma, HoD Biosciences

Dr A D Ozarkar, HoD Design

Dr S C Sharma, HoD Business Administration

Dr Samar Sarabhai, HoD Management

Dr Rayaz Hassan, HoD J&MC

Dr G Tankha, HoD Psychology

Dr N D Mathur, HoD Economics

Dr Vijay Laxmi, HoD Law

Dr L Anthony, HoD Arts

Dr Priyanka Chaudhary, Department of Languages

Dr Abhijeet Singh, Department of Biosciences

Dr Renu Kumawat, Department of ECE

The Council granted leave of absence to the following -

Prof R S Shekhawat, Director SCIT

Prof M L Vadera, Director SBC

Prof Sudha Rai, HoD Languages

Mr Bhrugesh Rathod, Students' Representative

Mr Piyush Kalwani, Students' Representative

At the outset, the Chairman, Academic Council welcomed all present to the meeting and apprised them about successful submission of compliance report to UGC with respect to the observations of UGC Expert Committee and AICTE Team.

University's initiatives in terms of framing policy for improved quality admission from next academic year and conducting faculty recruitment drives at abroad, preferably in USA, were also informed.

After confirming the quorum, the agenda was taken up for discussion.

17AC (A) Confirmation of Minutes of 16th Meeting of the Academic Council:

There being no comments, the minutes of 16th Meeting of the Academic Council were confirmed.

17AC (B) Review of Action Taken on Minutes of 16th Meeting of the Academic Council:

The action taken report on the decisions of 16th meeting of the Academic Council were noted and confirmed.

17AC (C) REPORTING AND RATIFICATION ITEMS

17AC (C-1) Change in Composition of the Academic Council:

The Council welcomed Prof Sudha Rai, HoD Languages and Prof Pratibha Sharma, Dept of Design who have joined Academic Council as members. The Council thanked the outgoing members for their contribution.

17AC (C-2) Appointments at Senior Positions:

Appointments made at the senior level were noted by the Council.

17AC (C-3) National Institute of Ranking Framework (NIRF):

The Council noted the uploading of data pertaining to Faculty of Engineering, School of Architecture & Design, School of Law and TAPMI, School of Business for domain specific ranking and data for Institutional Overall Ranking on National Institutional Ranking Framework 2017. Possibility of correction of uploaded data at the portal till December 24, 2016 was also noted by the Council.

17AC (C-4) Academic Collaborations:

To boost up the training and research activities, the Council noted and appreciated the academic collaborations initiated/materialized after 16th meeting of Academic Council.

17AC (C-5) Agreements:

The Council noted and appreciated signing of various agreements. It was suggested that the students of B Tech (CSE, IT, CCE) be also given the opportunity to undertake the training with Forsk Technologies.

17AC (C-6) Sanctioned Research Projects / Consultancy:

Sanctioned research projects were noted by the Council. The efforts were appreciated and the Council encouraged faculty members to fetch more research grants and consultancy in future.

Establishment of INDAG Lab for developing better quality rubber Nano components was also noted and appreciated by the Council.

17AC (C-7) Vittiya Sakshsharta Abhiyan (VISAKA).

The initiative taken by the University towards promoting the Vittiya Sakshsharta Abhiyan a scheme of Ministry of Human Resource Development , Government of India and also registration of student volunteers, staff and faculty on the portal, to promote digitization towards a cashless economy, were noted by the Council.

17AC (C-8) Instruction of Ministry of Human Resource Development against availability and Sale of Junk Food in Higher Educational Institutions:

The Council noted Instruction of Ministry of Human Resource Development and action taken by the University in sensitizing the students, faculty and staff on ill effect of junk food.

17AC (C-9) Organization of State Children Science Congress:

The Council noted and appreciated the organization of State Children Science Congress by Faculty of Science.

17AC (C-10) National Science Day:

The Council noted and advised to launch the event named "Jaipur Hand" on National Science Day and invite Bhagwan Mahavir Viklang Samiti for the event. The information on "Jaipur Hand" should also be shared during First Manipal Student Research Colloquium (MSRC).

17AC (C-11) Annual Report:

The Council considered the draft Annual Report of year 2015-16 and recommended it for further consideration and approval of Board of Management.

17 AC (C-12) Academic Calendar (Even Semester)

The Council ratified the Academic Calendar (Even Semester) 2016-17.

17AC (C-13) Award of Scholarships to Meritorious and Deserving students:

The Council noted the award of scholarships amounting to Rs 1.27 cr (one Crore twenty seven lakhs) to meritorious and deserving students. The Council further suggested that the schemes where the scholarships were not taken / students did not qualify, may be reframed accordingly.

17AC (C-14) Status of Withdrawals (After the Commencement of Classes); AY 2016-17

The Council noted the same and suggested that the database of students, who have sought withdrawal, should be created specifying the reasons of their withdrawal.

17AC (C-15) Students- Removal from University Rolls:

The Council noted the same and directed to take action against defaulters, including PhD scholars.

17AC (C-16) Faculty Board Meetings:

The Council noted the conduct of Faculty Board meetings of Engineering, Science and Arts & Law.

17AC (C-17) Incubation under University Entrepreneurship Cell:

The Council noted incubation of 14 companies / startups by MUJ students till December 10, 2016. Various measures taken by the University for strengthening the cell, like provisioning of space, technical support and funding to promote Start-Up Projects were also noted by the Council.

17AC (C-18) Endowment Fund 2016-17:

The Council noted the release of funds amounting to Rs 2 cr under 10 different heads.

17AC (C-19) Training Programme for Non-Teaching Staff:

The Council noted the conduct of five days Training programme for the Non-teaching staff on 'Personal effectiveness for the workplace'. The programme will be offered by Manipal City & Guilds.

17AC (D) DISCUSSION & DECISION ITEMS
17AC (D-1) UNIVERSITY AGENDA

17AC (D-1-1) National Academy Depository (NAD):

In respect to the directive of UGC for uploading the academic awards (degrees, diplomas, certificates, mark-sheets etc.) of students and the following suggestions were considered and approved by the Council:

- Selection of the depositor, either NSDL Database Management Limited (NDML) or CSDL Ventures Limited (CVL) for boarding on National Academy Depository on the basis of terms & conditions of the service agreement.
- Appointment of Nodal Officer
- Documents to be uploaded through the defined process.
- Security features should be incorporated in the academic awards to avoid manipulation / tampering of documents by any unauthorized body.
- Prior approval to be taken by the Academic Council before uploading of awards.
- Documents to be uploaded after the Convocation

The Council further suggested that CoE to coordinate with Admission and Academic sections under guidance of Pro-President and submit a full and implementable proposal Chairman Academic Council for final approval. Implementation to be synchronized with other Manipal Group Institutions.
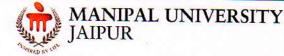
17AC (D-1-2) NCC as an Open Elective:

The Council approved offering of NCC as an audit course by Department of Arts under Faculty of Arts & Law. The Council further suggested the setting up of an NCC office in the University premises.

17AC (D-1-3) Re-allocation of Unutilized Endowment Fund Amount:

The Council recommended the re-allocation of unutilized Endowment Fund for providing Travel support to students going to abroad for internships or semester programmes (Rs 5 Lakhs), making strong linkages with Institutions of repute (Rs 10 Lakhs), conducting concerted drive for recruitment of fresh doctoral or post-doctoral faculty from the USA (Rs 30 Lakhs) and Awards to faculty for good publications (Rs 5 Lakhs).

The council decided that the matter be placed before the Board of Management for consideration and approval.

17AC (D-1-4) Eligibility criteria for a Non-Ph.D. Person as Research Supervisor:

The Council approved the following eligibility criteria for a Non-Ph D person to be appointed /nominated as Research Supervisors:

> All Professors working on regular basis in the Departments / Schools / Centers of MUJ, with at least 05(Five) research publications in refereed journals, of which, at least 02(Two) should be in the last 10 years, preferably as the first or second author, can be considered as research supervisors.

The Council further approved that all regular Associate / Assistant Professors of MUJ with a Ph D degree and at least 02 (two) research publications in refereed journals, will be recognized as Research Supervisors. Patents may also be given equal weightage as research publications.

17AC (D-1-5) Procedure for Application from Candidates Desirous of Enrolling for Ph D at MUJ in Interdisciplinary Areas:

The Council approved the registration of Ph D students, desirous of carrying out interdisciplinary research at MUJ as under.

a) Candidates will have to qualify the entrance test and interview in the area of his / her research interest.

b) On qualifying he / she can generally be registered in the Faculty of his / her PG specialization. The candidate may have one Supervisor / Co-supervisor from the department.

c) Based on the research requirements and recommendation of departmental bodies a candidate can have Co-supervisor from other Department related to his / her area of research.

17AC (D-1-6) Ph. D. Synopsis Adjudication:

The Council directed that if the list of foreign examiners (max. up to 05) is exhausted, then the synopsis can be sent to another Indian External Examiner for evaluation. The Council further approved that in case of receipt of positive reports from two Indian examiners, the viva-voce can be conducted.

17AC (D-1-7) Maximum Number of Attempts for Pre-Synopsis Presentation:

The Council directed that if DRC is not satisfied by the quality of Pre synopsis, the scholar needs to present / attempt it again incorporating all suggestions / comments till it gets approved.

17AC (D-1-8) Tenure of Faculty Boards:

The Council approved the duration of tenure of members of the Faculty Boards for a period of 03 (Three) years like statutory bodies and recommended that the matter be placed before the Board of Management for consideration and approval.

17AC (D-1-9) Renaming of Schools of Faculty of Design:

The Council deferred the proposal.

17AC (D-1-10) Offering of B Des Interior Design (4 year):

The Council deferred the proposal.

17AC (D-1-11) Verification and Non-retention of Students' Academic and Personal Testimonials and Remittance and Refund of Fees
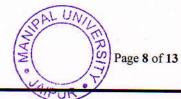
The Council recommended to comply with UGC guidelines and seek legal opinion in this matter for further action. The Council also recommended to increase the caution money for professional programmes to Rs. 15,000 (Fifteen thousand) and Rs.10,000 (Ten thousand) for other programmes from next academic year.

The Council further suggested to take a separate undertaking from the student to return all equipment / book / laptop etc., at the time of withdrawal if it is done before completion of the programme.

17AC (D-2) FACULTY OF ENGINEERING

17AC (D-2-1) Revamped Scheme of 5th and 6th Semester B Tech Programmes:

The Council approved the revamped schemes of B Tech (ECE, EEE, CSE, CCE, IT, Mechanical Engineering, Mechatronics Engineering, Automobile Engineering, Chemical Engineering) of 5th and 6th Semester students, admitted in academic year 2015-16 and onwards.

17AC (D-2-2) **Syllabi of B Tech Electrical & Electronics Engineering Programme:**

The Council approved the proposed syllabi of 5th and 6th Semester of B Tech Electrical & Electronics Engineering Programme students, admitted in academic year 2015-16.

17AC (D-2-3) **Syllabi of B Tech Electrical Engineering Programme:**

The Council approved the proposed syllabi of 3rd and 4th Semester of B Tech Electrical Engineering Programme students, admitted in academic year 2016-17 and onwards.

17AC (D-2-4) **Syllabi of B Tech Electronics & Communication Engineering Programme:**

The Council approved the proposed syllabi (except open elective) of 5th and 6th semesters of B Tech Electronics & Communication Engineering Programme students, admitted in academic year 2015-16 and onwards.

17AC (D-2-5) **Syllabi of B Tech Automobile Engineering Programme:**

The Council approved the proposed syllabi of 5th and 6th semesters of B Tech Automobile Engineering Programme students, admitted in academic year 2015-16 and onwards.

17AC (D-2-6) **Syllabi of New Programme and Open Elective Courses:**

The Council approved the proposed syllabi of Department of Mechatronics Engineering as under:

a) New Programme elective - Manufacturing Process-I MC1654   [4 0 0 4], (III Year), applicable to students admitted from 2014-15.

b) Open Elective-II - Engineering Aspects of Intellectual Property Rights MC1691 [3 0 0 3], (III Year) and Reliability Engineering MC1692 [3 0 0 3], (III Year) applicable to students admitted from 2014-15.

c) Open Elective-I - Introduction to Mechatronics System MC1493 [3 0 0 3], (II Year) applicable to students admitted from 2015-16 & onwards.

17AC (D-2-7) **Modification in Relative Weightage of B Tech & M Tech Programmes:**

The Council decided to retain existing evaluation scheme as 60-40. It was decided that weightage for CWS+MTE will remain 60 whereas weightage for ETE will have 40.

17AC (D-2-8) Scheme of M Tech Programme:

The Council approved the proposed scheme of the following M Tech Programmes.

- M Tech (EE)
- M Tech (ECE)
- M Tech (ME)
- M Tech (CSE)

This will be effective from academic year 2017-18.

17AC (D-3) FACULTY OF DESIGN

17AC (D-3-1) Promotion to Higher Semesters- Academic Performance Requirements:

The Council approved the modification in sub clause 3.5.2 of clause 3.5 of Rules & Regulations on Promotion to Higher Semesters - Academic Performance Requirements (Faculty of Design) as under:

3.5.2. A student earns the credits assigned to a subject, when he/she obtains an E or higher grade in that subject.

- To be eligible for admission to the third semester, a student of B. Arch. should have earned a minimum of 30 credits at the end of second semester.
- To be eligible for admission to the fifth semester of the B. Arch., a student should have earned a minimum of 75 credits at the end of the fourth semester.
- To be eligible for admission to the seventh semester of the B. Arch., a student should have earned a minimum of 125 credits at the end of the sixth semester.
- To be eligible for admission to the ninth semester of the B. Arch., a student should have earned a minimum of 175 credits at the end of the eighth semester.
- A student of B. Arch. Programme needs to earn full credits in the core course(s) - ARCHITECTURAL DESIGN for eligibility of promotion to the next academic year.

17AC (D-4) FACULTY OF SCIENCE

17AC (D-4-1) Scheme & Syllabi of M Sc Biotechnology:

The Council approved scheme & syllabi of MSc Biotechnology of III & IV semesters with following modifications:

> BT 2281: Summer Training / Project to be offered with 05 (Five) credits in place of 10 (Ten) credits

> BT 2481: Project/ Dissertation to be offered with 10 (Ten) credits in place of 05 (Five) credits.

This is applicable for the students admitted from academic year 2016-17.

17AC (D-4-2) B Sc Botany (Core and Subsidiary):

The Council approved the syllabi and replacement of Applied Botany [BY1602] with Ethnobotany [BY1603]. This will be effective from academic year 2017-18.

17AC (D-5) FACULTY OF ARTS & LAW

17AC (D-5-1) Scheme & Syllabi of Bachelor of Physical Education & Sports:

The Council approved the Scheme & Syllabi of I & II semesters of Bachelor of Physical Education & Sports (BPES) with the suggestion to change some of the course nomenclatures in the proposed scheme. The Council further directed to resubmit the revised scheme to the Chairman, Academic Council for consideration.

This will be offered from academic year 2017-18.

17AC (D-5-2) Scheme of MA (Applied Economics):

The Council approved the Scheme of I & II semesters of MA (Applied Economics). This will be effective from academic year 2017-18.

The Council further suggested that the eligibility criteria be identified clearly for admissions in MA (Applied Economics) and be submitted to Chairman, Academic Council for special approval.

17AC (D-5-3) One year PG Diploma Programme in Theater Arts:
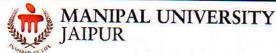
The Council approved offering of one year PG Diploma Programme in Theater Arts by Department of Journalism & Mass Communication. This will be effective from academic year 2017-18.

The Council also approved the scheme and syllabi of the programme with suggestion to reframe the objective and outcome of the programme.

Director SMC was requested to submit a note on the said programme considering regulatory framework.

17AC (E) ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

17 AC (E-1) Revised Guidelines for Admission

The Council deliberated upon the proposed admission guidelines. The following modifications in the proposed guidelines were approved:

a) **Admissions in B Tech Programmes:**

The MUOET rank holders will be admitted through the usual central counselling procedure. For direct admission to vacant seats, the following candidates will be eligible:

➢ Remaining MUOET rank holders, i.e., those who did not / could not appear for counselling, OR

➢ Students who have a JEE rank and have qualified for JEE Advanced in that year, OR

➢ Students with Physics, Mathematics and English as compulsory subjects with 60% or equivalent (in PMx subjects) in their 12th std. (where x could be any one of the subject of Chemistry, Computers Science, Biotechnology, Biology, Statistics, Engineering Drawing).

b) The Council approved the revision in eligibility criteria as under:

i. For Admission in Faculty of Science:

➢ Minimum 50% in qualifying exam for B Sc (Pass)

➢ Minimum 55% in qualifying exam for B Sc. (Hons.) & BCA

➢ Minimum 50% in qualifying exam for M.Sc. (Biotechnology & Chemistry) and M.Sc. (By Research)

ii. For Admission in Faculty of Management & Commerce

➢ Minimum 50% marks in Graduation (any stream) with Minimum 50 percentage score in either CAT / MAT / XAT / Manipal MBA Entrance Test followed by GD / PI for MBA Programme

➢ Minimum 50% marks in XII Board or equivalent for BBA programme

➢ Minimum 50% marks in XII Board or equivalent B Com programme

➢ Minimum 60% marks in XII Board or equivalent for B Com (Hons) programme

➢ Minimum 45% marks in XII Board or equivalent followed by PI for BHM programme

iii. For Admission in Faculty of Design and Faculty of Arts & Law: The procedure and requirements for admissions shall remain the same as followed during academic year 2016-17.

17 AC (E-2) Discussion on Progressive Generic Agenda on New Teaching Learning Processes:

The Council was apprised about innovative and smart techniques being used in the University for teaching learning process. A few of these points, as part of development in IT infra-structure, were highlighted:

➤ Association with Coursera - MaGE for MOOCs and its importance with respect to faculty and students was discussed.

➤ Virtual Classrooms: The University is committed for providing virtual classroom and to start with, earmark one room for this purpose. It will provide students an access to expert lectures being conducted in other Manipal Education Institutions. Facility for recording the session and sharing faculty resource across the campuses in real time will be available. The virtual classroom will be equipped with high-tech IT-Infra equipment with MPLS connectivity increased from 4 to 10 mbps. The systems will be centrally controlled by CISCO equipments.

➤ Smart Boards: The University has installed Smart Boards in 4 rooms. Two more boards will be installed by March 2017 having Camera, Media and streaming facility. At least one room in each floor will be well equipped with specialized and latest IT Infra (Wi-Fi, Blue Tooth etc.) in new academic building (2NAB).

➤ Online quizzes for the students is also being proposed.

17 AC (E-3) Use of Standard Terminology:

The Council directed that henceforth, standard nomenclature as under is to be used:
The term programme to be used for all degrees i.e. B Tech, BSc, B Com, MBA etc.
The term course to be used instead of subject in all programme schemes.

Registrar, MUJ