

**Venue:** 3<sup>rd</sup> Floor Board Room, Administrative Building

**Chairperson:** Prof S Sancheti - President, MUJ

**Members Present:**

Prof (Dr) Shibhan Kishen Kak, External Member  
Prof K Garg, Pro-President  
Prof N K Garg, Dean FoD and IR  
Prof M Srivastava, Dean FoA&L  
Prof B K Sharma, Dean FoS and R&I  
Dr Raj Sharma, Dean FoE  
Prof Awdhesh Kumar, Dean Faculty Affairs & Provost  
Prof N Chattopadhyay, Dean FoM&C  
Prof N N Sharma, Associate Dean, FoE  
Prof Raghuvir Singh, Director TSB  
Prof Rajesh Mathur, Director SCCE  
Prof G C Tikkiwal, Director SBS  
Prof R S Shekhawat, Director SCIT  
Prof S N Sharan, Director SEEC  
Prof Ravi Chaturvedi, Director SJMC  
Prof Amit Jain, Director SHM  
Prof Manju Singh, Director SHSS  
Prof M L Vadera, Controller of Examination  
Prof Madhura Yadav, Director (In charge) SA&D  
Dr L Ledwani, Professor Dept of Chemistry  
Dr B P Singh, Professor Dept of ECE  
Prof Ajay Kumar, HoD Mechatronics Engineering

**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  
Prof D P Sharma, HoD IT  
Prof P K Pandey, HoD Planning & Design  
Dr M M Sharma, HoD Biosciences  
Prof R A Dubey, Dept of Mechanical Engineering  
Dr Amit Soni, HoD E&E  
Dr Amit Rathi, HoD ECE  
Prof S K Jhaharia, Coordinator B Tech First Year Programme  
Dr V S Kulhar, Professor Dept of Physics  
Dr Sunil Joshi, HoD Mathematics & Statistics  
Dr R K Rawat, HoD J&MC  
Dr K J Sharma, Professor Dept. of Civil Engineering  
Dr G Tankha, HoD Psychology  
Mr A D Ozarkar, HoD Applied Arts  
Dr Abhishek Sharma, HoD Chemical Engineering  
Dr T Chakraborty, Deputy Registrar  
Dr Kalpna Sharma, Coordinator Ph D Programme  
Dr Kusum Sharma, HoD Languages  
Dr Vijay Laxmi, HoD Law  
Dr L Anthony, HoD Arts  
Mr Manoj Srivastava, HoD Hotel Management

**The Council granted leave of absence to the following -**

Prof S Sadri, Director SBC  
Ms Avani Agarwal, Student Representative  
Mr Sachin S Deshpande, Student Representative

The President welcomed all the members to the meeting. After confirming the quorum, the agenda was taken up for discussion.



**14AC (A) Confirmation of Minutes of 13<sup>th</sup> Meeting of the Academic Council:**

As there were no comments received, the Minutes of the 13<sup>th</sup> Meeting of the Academic Council were confirmed.

**14AC (B) Review of Action Taken on Minutes of 13<sup>th</sup> Meeting of the Academic Council:**

The Action Taken Report on the decisions of 13<sup>th</sup> Meeting of the Academic Council was noted and confirmed. For point no 13 AC (D-1-2), the Council further advised that the scheme for financial support to students participating in conferences, seminars and workshops be implemented with immediate effect.

**14AC (C) REPORTING AND RATIFICATION ITEMS****14AC (C-1) Change in Composition of the Academic Council:**

The Council welcomed Dr Raj Sharma, Dean Faculty of Engineering, Dr Amit Jain, Director School of Hotel Management and Dr Manju Singh, Director School of Humanities and Social Sciences, as members of the Academic Council. The Council noted the revised composition.

**14AC (C-2) Appointments at Senior Positions:**

Appointments made at the senior level for smooth functioning of academic and administrative activities, were noted by the Council.

**14AC (C-3) Newly Sanctioned External Research Projects:**

Research projects (external as well as internal) sanctioned after the last meeting of the Academic Council were noted by the Council.

**14AC (C-4) Odd Semester Examination Result:**

The Council noted and ratified the Odd semester examination results.

**14AC (C-5) Membership of Association of Indian University (AIU):**

Membership granted to the University by Association of Indian Universities (AIU) was noted by the Council.



**14AC (C-6) National Institutional Ranking Framework (NIRF):**

The University's initiative in successful uploading of data on the NIRF portal was noted and appreciated by the Council.

**14AC (C-7) All India Survey of Higher Education (AISHE) – 2015-16:**

The University has uploaded the required data on AISHE web portal till Academic year 2015-16. The Council noted the same.

**14 AC (C-8) 12<sup>th</sup> Meeting of University Research Committee (URC):**

Minutes of the 12th Meeting of URC were noted and ratified by the Council. Points needing further deliberations were taken up separately by the Council.

**14AC (C-9) Meetings of Research Innovation & Promotion Committee:**

The details of 3rd and 4th Meetings of Research Innovation & Promotion Committee were noted and ratified by the Council.

**14AC (C-10) Academic Collaborations:**

Several Academic Collaborations made by the University with Foreign Universities / Industry Partners were noted and ratified by the Council. The Council suggested that these academic collaborations be adequately publicized.

**14 AC (C-11) Faculty Status:**

The Council noted the faculty status as on March 10, 2016 as placed. The Council was also informed about the MUJ broadly maintaining a faculty- to- student ratio of 1:15, following / referring to the guidelines prescribed by the regulatory bodies of all programmes. 149 Faculty members holding Ph D Degree and 79 faculty members pursuing Ph D was informed to the members.

**14AC (C-12) First Manipal Ranka National Moot Court Competition 2016:**

Successful organization of First Manipal Ranka National Moot Court Competition - 2016 was noted and lauded by the Council.



**14AC (C-13) Status of Admission Withdrawals:**

The Council noted the withdrawals in admissions across all programmes for Academic Session 2015-16 as under:

| Programme  | 2015-16 |
|------------|---------|
| B Tech     | 56      |
| Non B Tech | 84      |

**14AC (C-14) Admission Initiatives:**

The Council noted the initiatives taken by the Admission Section in terms of School / College Connect Programmes, e- marketing and conduct of various Career Counseling Sessions. It was further suggested that the university should take initiatives to attract international students, especially from SAARC countries like Nepal, Bangladesh and Sri Lanka.

**14AC (C-15) Awards & Recognitions:**

Several awards and recognitions conferred to the University since its inception were noted by the Council. Efforts made by all to achieve these laurels were appreciated.

**14AC (C-16) MoU with Ayushraj Enterprise Pvt Ltd:**

To improve the research facility in the domain of Biotechnology, an MoU was signed with Ayushraj Enterprises Pvt. Ltd. The Council noted the same.

**14AC (C-17) Implementation of CBCS:**

UGC's initiative for qualitative improvement in National Higher Education System by introducing the CBCS model was noted by the Council. It was informed that MUJ is already following the CBCS model across all programmes since its inception.

**14AC (C-18) Microsoft 'SAKSHAM' Faculty Empowerment Programme:**

Conduct of Microsoft 'SAKSHAM' Faculty Empowerment Programme with NIIT, a global partner of Microsoft India Pvt. Ltd., was noted and appreciated by the Council. The Council opined that faculty members trained under this programme should now train the remaining faculty members through our internal efforts.



**14AC (C-19) Certificate Programme from “Manipal ProLearn” (an entity of Manipal Global Education)**

The certificate programme for students of Faculty of Management & Commerce titled 'Advanced MS Excel' offered by Manipal ProLearn was noted by the Council.

**14AC (C-20) Revised Honorarium for Visiting Faculty:**

The Council approved the revised Honorarium of Rs. 1000/- /- per lecture / hour with immediate effect.

**14AC (C-21) UGC Guidelines on Awareness about ill-effects of Fireworks and Upkeep of Clean Environment:**

The Council noted the initiative of revising the syllabus of Environment studies, in compliance with UGC guidelines. The Council suggested to the department of chemistry that the revised syllabus in the light of the suggested guidelines of UGC be placed in the next Academic Council Meeting for consideration and approval.

**14AC (C-22) Revision in Fees for Summer Semester Courses:**

The Council ratified the revision of fees for summer semester courses. This will be implemented from summer semester 2016.

**14AC (C-23) Effective Implementation of Grading Policy:**

The Council opined that grading is a very sacrosanct activity. All concerned should understand and implement the system effectively. Faculty members should play an active role in its implementation.

**14AC (C-24) Conduct of Ph D Viva Voce:**

Ph D viva-voce conducted in respect of Ms Alka Choudhary, research scholar of Department of Computer Science & Engineering, was noted and ratified by the Council.



**14AC (C-25) Submission of Pre-synopsis of Ph D Dissertation:**

Two research scholars have submitted their Pre-synopsis of Ph D Dissertation, after the last Academic Council Meeting. The details are furnished below:

| Research Scholars       | Date of Submission | Department | Guide                  |
|-------------------------|--------------------|------------|------------------------|
| Col. Sanjiv Kumar Tomar | December 7, 2015   | ECE        | Dr. Ajay Kumar         |
| Ms. Seema Dhail         | February 20, 2016  | Chemistry  | Dr. Tanmoy Chakraborty |

The Council noted the same. The Council also opined that regular monitoring is required for successful completion of Ph D programme within the stipulated time.

**14AC (C-26) Short Term Course / Projects during summer:**

As decided by MESVCC in its 11<sup>th</sup> Meeting, the University has floated twelve short term theory courses and six projects for the students of other Manipal group institutions. The courses will be offered during summer 2016. The Council noted the same and suggested the following:

- a) Syllabi of these courses be approved by the Academic Council in its next meeting.
- b) Students be allowed to either opt for two theory courses or one project and one theory course.

**14AC (C-27) Correction in the Course Codes of B Tech Chemical Engineering Batch 2014-18:**

Correction in the course codes of B Tech Chemical Engineering programme for the batch 2014-18 was noted by the Council.

**14AC (D) DISCUSSION & DECISION ITEMS**
**14AC (D-1) UNIVERSITY AGENDA`**
**14AC (D-1-1) Policy on Plagiarism:**

The Council deliberated on the proposed policy on Plagiarism and approved it with following suggestions:

- a) Policy on Plagiarism should be renamed as 'Policy Guidelines on Plagiarism'
- b) UGC norms on Plagiarism should be followed broadly
- c) Orientation programmes / workshops be organized to educate the faculty / students about ethical conduct in Research & Scientific work

**14AC (D-1-2) UGC Regulations on not allowing students to pursue two degrees simultaneously:**

The Council noted the recent notification circulated by UGC on not allowing students to pursue two degrees simultaneously. Regulations are being followed by the University.

**14AC (D-1-3) New Template of Degree Certificate:**

The Council recommended the New Template of Degree certificate, in line with the decision taken by the group institutions with suggestion that the "Name of the University should be written in one single line rather than two separate lines".

The matter is recommended to the Board for consideration and approval.

**14AC (D-1-4) Initiation of Outcome Based Learning:**

All present were briefed about Outcome Based Learning / Education by Prof S K Kak. The proposal was appreciated and it was emphasized that all-out efforts should be made to implement Outcome Based Education at MUJ.

**14AC (D-1-5) Policy on Occupational Safety, Occupation Health and the Working Environment:**

The Council was apprised about the national policy on Occupational Safety, Occupation Health and the Working Environment and UGC's notification to the University for incorporating the provisions of the said policy. The University has already taken several initiatives to implement the same.

**14AC (D-1-6) Policy to monitor final year B Tech Projects / Internships:**

The draft policy prepared for continuous monitoring and evaluation of projects / internship work to be undertaken out outside of the University by Final year B Tech students, was noted and approved by the Council. It was decided that Rs. 10,00,000/- (Ten Lakh only) be allotted for providing support to the faculty members to undertake the industrial interaction and monitoring. It was also decided that Laboratories of the University will continue to support the students doing their project work in MUJ as well.





**14AC (D-1-7) Introduction of three computer based courses by CBSE at Senior**

**Secondary level:**

In line with UGC's new directive, incorporation of three computer based courses, namely Computer Science, Informatics Practices and Multimedia and Web Technology for calculating the aggregate marks, for deciding the eligibility for admission at the UG level, was approved by the Council. MUJ accepted the UGC's directives and advised Director Admissions to take necessary initiative in this regard.

**14AC (D-1-8) Modification in Ph.D. Regulations:**

The modification suggested by University Research Committee in its 12<sup>th</sup> Meeting, in regulation no. 7.2.1 was noted by the Council as under:

"All research scholars must earn credits through Course Work after provisional registration, as part of the Ph. D. programme in the first year. The number of credits to be earned between 8 to 12, out of which 4 credits on Research Methodology will be compulsory. However, for M Phil qualified candidates, the course on Research Methodology may be exempted"

The other 4 to 8 credits could be earned through one seminar (2 credits maximum) and Courses (3 to 4 credits each). Further, as a part of Ph D course work, research scholars may be allowed to take only one self-study course.

The Council suggested that above modifications / amendments be incorporated in Ph D regulations.

**14AC (D-1-9) Increase in the Contingency Grant for Research Scholars:**

The proposal made by University Research Committee in its 12<sup>th</sup> meeting to increase the contingency grant from Rs. 10,000/- to Rs.12000/- (once during the Ph D Programme) for full time research scholars was approved by the Council to be implemented from July, 2016 onwards. Further the Council recommended that the matter be placed before the Finance Committee for consideration and approval.



**14AC (D-1-10) Teaching Assistance for Full Time Research Scholars:**

The proposal made by University Research Committee in its 12th meeting to increase the amount of Teaching Assistance from Rs. 12000/- to 15000/- per month was approved by the Council. Further the Council emphasized that the Teaching Assistance should be provided against justified workload only. This will be implemented from July, 2016 onwards

The Council recommended that the matter be placed before the Finance Committee for consideration and approval

**14AC (D-2) FACULTY OF ENGINEERING**

**14AC (D-2-1) Revamped Syllabi of Second Year B Tech Programme:**

The Council approved the revamped syllabi of Second year B Tech Programme. It will be effective from batch 2015-19 onwards. It was suggested that all second year and onward courses be spelt out as per Outcome Based Education framework.

**14AC (D-2-2) Scheme and Syllabi of M.Tech (Product Design) Programme:**

The Council deliberated on proposed scheme and syllabi of M.Tech (Product Design) Programme with following suggestions:

- a) Eligibility criteria for students seeking admission be specified.

Necessary information in this regard be provided at the University website and Admission Brochure.

- b) Programme electives be included

- c) A Basic Design Philosophy Course may be offered in the first semester

The Council directed that the changes as per the above be incorporated in the scheme and syllabi of the programme and placed before the Chairman of the Academic Council for approval (prior to launch of Programme). The programme will be offered from academic year 2016-17.

**14AC (D-2-3) Revised Curriculum of IV semester B Tech CSE/ IT/ C&C Programme:**

The Council approved the revised scheme of IV semester B Tech CSE/ IT/ CC programmes as placed. Revision will be effective for 2015-19 batch.

**14AC (D-2-4) Renaming of Course on History:**

Renaming of the course on History as "History of Indian Science & Technology" was approved by the Council. The course will be offered as mandatory course in second year (revamped) curriculum of B Tech programme. The Council also approved the syllabus of the course with a suggestion that branch specific component be incorporated in the curriculum.

**14AC (E) ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR**

**14AC (E-1) 2<sup>nd</sup> Inspire Science Camp:**

Efforts made for the successful organization of 2<sup>nd</sup> Inspire Science Camp during December 17 to 21, 2015 was noted and appreciated by the Council. It was decided to continue to undertake at least one Inspire programme every year.

**14AC (E-2) Ph D Thesis Submission Fee:**

The recommendation of University Research Committee in its 12<sup>th</sup> meeting for introduction of a Thesis Evaluation fee was approved by the Council. Research scholars will be required to deposit Rs 10,000/- at the time of their thesis submission, from now onwards.

The Council recommended that the matter be placed before Finance Committee for its consideration and approval.

There being no other agenda, the meeting ended with a vote of thanks to the Chair

31 March 2016  
Registrar MUJ

