MANIPAL
UNIVERSITY
JAIPUR

MINUTES
15th MEETING OF ACADEMIC COUNCIL
JULY 23, 2016

Venue: 3rd Floor Board Room, Administrative Building

Chairperson: Prof Sandeep Sancheti - President, MUJ

Members Present:

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 R S Shekhawat, Director SCIT

Prof S N Sharan, Director SEEC

Prof Ravi Chaturvedi, Director SJMC

Prof AK Sinha, Director SBS

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

Prof L Ledwani, Professor Dept of Chemistry

Prof 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

Dr M M Sharma, HoD Biosciences

Dr Amit Soni, HoD E&E

Dr Amit Rathi, HoD ECE

Mr A D Vyas, HoD Civil Engineering

Prof S K Jhajharia, Coordinator B Tech First Year Programme

Dr Sunil Joshi, HoD Mathematics & Statistics

Dr Sushil Jain, HoD Physics

Dr Rayaz Hassan, HoD J&MC

Dr G Tankha, HoD Psychology

Dr Gaurav Lodha, HoD Commerce

Dr S C Sharma, HoD Business Administration

Dr Samar Sarabhai, HoD TSB

Dr K K Gaur, HoD Economics

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

Ms Pratibha Sharma, HoD Fashion Design

Dr L Anthony, HoD Arts

Prof Manoj Srivastava, HoD Hotel Management

Dr Abhijeet Singh, Department of Biosciences

Dr Ram Dayal, Department of Mechanical Engineering

The Council granted leave of absence to the following -

Prof (Dr) S K Kak, External Member

Prof K Garg, Pro-President

Prof Raj Sharma, Professor

Prof N K Garg, Professor Emeritus FoD

Prof B K Sharma, Dean R&I

Prof S Sadri, Professor, SBC

Prof P K Pandey, Director (Incharge) School of Planning & Design

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.

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15AC (A) Confirmation of Minutes of 14th Meeting of the Academic Council:

There being no comments, the minutes of 14th Meeting of the Academic Council were confirmed.

15AC (B) Review of Actions Taken on Minutes of 14th Meeting of the Academic Council:

The actions taken report on the decisions during 14th meeting of the Academic Council were noted and confirmed.

15AC (C) REPORTING AND RATIFICATION ITEMS

15AC (C-1) Change in Composition of the Academic Council:

The Council welcomed Dr A K Sinha, Director-School of Basic Sciences and Prof P K Pandey, Director (in charge) - School of Planning & Design, as members of the Academic Council. The Council noted the revised composition.

15AC (C-2) Appointments at Senior Positions:

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

15AC (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.

Research grant sanctioned to Dr. Abhijeet Singh by DST, Rajasthan was also noted by the Council.

The Council appreciated the effort and encouraged the faculty members to fetch more external research grants.

15 AC (C-4) Ph. D Entrance Examination:

Details pertaining to PhD entrance examination, conducted during June, 2016 were noted by the Council. Considering importance of quality research, the Council emphasized that scholars applying for admission to full time PhD Programme should be given preference and 50% of the total enrolled PhD students should be full time.

In view of expansion of the Departments in terms of increased number of faculty members, the Council also advised that each eligible faculty member should guide at least one Ph D scholar.

15AC (C-5) Even Semester Examination Result:

The Council noted the result analysis of end term examination (even semester of academic session 2015-16). The Council advised that the tentative grades after showing the answer scripts be displayed before finalizing the grades. Student's appeal / concern, if any, about tentative grades should be considered appropriately by the Grade Moderation Committee.

15AC (C-6) Malpractice Cases:

A report of 47 malpractice cases (most of them minor in nature) of even semester 2015-16 was noted by the Council.

15AC (C-7) Academic Audit:

Initiation of University's effort towards Academic Audit in terms of audit of question papers and scheme of existing courses was noted and appreciated by the Council.

15AC (C-8) Academic Collaborations:

Several new academic collaborations with National and International Institutes were noted by the Council.

15AC (C-9) TRC Scholarship:

Four students across the University were awarded TRC scholarships. The Council noted the same and congratulated these students.

15AC (C-10) Memorandum of Understanding:

To foster research activities as well as for industrial connect, the University has entered into a number of Memorandum of Understandings (MoUs) since March 2016. The Council noted the same.

15 AC (C-11) Faculty Status:

The Council noted the faculty status as on July 21, 2016 as placed. It was informed that MUJ is generally maintaining a faculty-to- student ratio of 1:15, broadly following / referring to the guidelines prescribed by regulatory bodies of all programmes.

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15AC (C-12) Certification Courses:

The initiatives taken by the University to offer Certificate courses with joint venture of different sector skills councils were noted by the members.

15AC (C-13) IUCEE Gurukul Programme:

The University has started the process of adopting the Gurukul based education programme with support of IUCEE in the academic curriculum. The Council noted the same.

15AC (C-14) UGC Expert Committee Visit:

Forthcoming visit of UGC expert committee to ascertain the fulfillment of the criteria in terms of faculty, programmes, infrastructural facilities, financial viability, etc., as laid down by UGC and other concerned statutory bodies from time to time was noted by the Council.

The Council suggested that all-out efforts be made to showcase the brand MUJ.

15AC (C-15) Creation of Departments:

Creation of two separate departments, namely, Department of Commerce and Department of Business Administration, under School of Business and Commerce was noted by the Council. It was done with due approval of the Board of Management.

15AC (C-16) Board of Studies:

Constitution of Board of Studies of all the departments were noted by the Council.
The Council directed that any change, required in composition, be done following the laid-down procedure with due approval of the competent authority.

15AC (C-17) Awards & Recognitions:

The accolades received by the University after the last meeting of the Academic Council were noted and lauded by the Council.

15AC (C-18) Modification in the Scheme of B Tech Chemical Engineering:

The Council considered the point as fresh agenda and discussed the same at item number D-2-8.

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15AC (C-19) Hoisting of National Flag:

In compliance with the circular notified by the Department of Higher Education, Government of Rajasthan, the efforts being made for hoisting of National Flag in the University premises, was noted by the Council.

15AC (C-20) Open Elective Courses:

Two open elective courses were offered by Departments of Psychology and Languages in even semester of academic session 2015-16. The Council noted the same.

15AC (C-21) ERP Implementation for MUJ:

The initiatives taken to implement Enterprise Resource Planning (ERP) software on the Microsoft Dynamics NAV platform in the University and progress of the work were apprised to the Council. It was also reported that the University will try to integrate two in-house automation systems, viz. FIS and Alumni cell with the ERP in near future.

The Council appreciated the effort and advised faculty members to make all-out effort for its successful implementation.

15AC (C-22) Enhancement of Central Computing Facility:

Augmentation of Central Computing Facility (CCF) to facilitate training placement drives and other activities was noted by the Council.

15AC (C-23) Internet of Things (IoT) and Projects Lab:

Commissioning of a multidisciplinary design and development facility, for evolving solutions based on advanced embedded systems and Internet of Things (IoT), in the Department of Electronics and Communication Engineering was informed to the Council. The Council noted the same and encouraged the faculty to take the full advantage of this facility.

15AC (C-24) Students- Removal from University Rolls:

Removal of names of 12 students from the rolls of the University, for non-submission of tuition fee within stipulated time frame or not even getting themselves registered in even semester of academic session 2015-16, was noted and ratified by the Council.

The Council emphasized that students, including Ph.D. scholars, be counseled about importance of timely registration in advance.

15AC (C-25) UGC Notifications:

The Council noted the notifications/ guidelines of UGC as placed and suggested that all concerned should implement them appropriately.

The Council advised that School of Law to also offer an elective course on Intellectual Property Rights (IPR) to the students of other academic schools.

15AC (C-26) Admission Updates:

The updates on new admissions to academic session 2016-17 were apprised to the Council.

The same was noted by the Council.

15AC (D) DISCUSSION & DECISION ITEMS

15AC (D-1) UNIVERSITY AGENDA

15AC (D-1-1) Student Representation in Academic Council:

After deliberation on students' representation in the Academic Council, the following amendment was approved-

"Student representatives will be from the final year of any programme. One student will be from Faculty of Engineering (B Tech) and the other from any other Faculty, either UG or PG, based on highest CGPA. If a student representative proceeds on long term project / Internship / exchange program for more than 3 months at a stretch, he / she may be substituted by the next eligible student of final year."

15AC (D-1-2) Examination Rules and Regulations:

The Council deliberated on the draft rules and regulations pertaining to University examination system and approved the same after incorporating the following amendments:

a. Declaration of end semester result be done within 15 days of completion of examination.

b. Last date of showing answer sheets to the students be mentioned in the calendar.

c. Carrying of solution manuals etc. in the name of books must be prohibited for the students during open book examination.

15AC (D-1-3) Renaming of SJ&MC:

Considering recent trend and integration of heterogeneous courses in the domain of journalism, the Council recommended the renaming of School of Journalism & Mass Communication as "School of Communication Studies" be placed before the Board of Management for consideration and approval.

15AC (D-1-4) Changes in Admission Intake:

In view of the recent trend in admissions, the Council approved the revision in admission intake as under:

Programme	Existing Intake	Approved Intake
Civil Engineering	180	120
Computer and Communication Engineering	120	150

Revised intake will be effective from academic session 2016-17.

15AC (D-1-5) Declaration of Closure / Zero Session for a few UG & PG Programmes:

Considering students' response towards admission to some of the programmes, the Council decided to observe closure for the following programmes:

➢ B Tech Production & Industrial Engineering
➢ M Tech Product Design
➢ M Tech Energy System and Management.
➢ M Tech Environmental Engineering
➢ M Sc Material Science

It was further decided that the programmes which do not attract the required number of students, as per University policy, should be considered for Zero session in the ensuing academic year (2016-17). The Council also suggested that all-out efforts be made to revive these programmes to get the required intake during the next academic session.

15AC (D-1-6) IQAC Policy:

The Council deliberated upon the policy on Internal Quality Assurance Cell and approved the same with immediate effect. The Council opined that a regular feedback mechanism may be followed to get information about the best practices followed by the different departments. The Council also recommended that the matter be placed before the Board for approval and further directions.

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15AC (D-1-7) Professional Development Allowance:

The draft policy prepared for effective utilization of Professional Development Allowance was apprised to the Council. The Council emphasized that faculty members should take maximum advantage of this scheme for their professional and academic growth.

The Council suggested that final policy be prepared after incorporating the suggestions made in the proposed policy and place it before the Finance Committee for information. The new scheme will be effective from academic session 2016-17.

15AC (D-1-8) Utilization of the Endowment Fund:

The Council and all others present expressed their thanks to the Chancellor, MUJ and his family for creation of Endowment Fund for Academic Development, Students' Scholarships and Employees Welfare for all three Group Institutions i.e. MU, SMU, and MUJ.

The detailed policy for utilization of Endowment Fund was apprised to the Council. The Council approved the same and recommended that matter be placed for reporting before the Board.

15AC (D-1-9) UGC Regulation (Minimum Standards and Procedure for Award of M Phil / PhD Degrees) 2016:

UGC Regulation on Minimum Standards and Procedure for Award of M Phil / PhD Degree 2016 was apprised to the Council. The existing PhD regulations of the University are almost in line with new UGC PhD regulation. The Council suggested that required changes be adopted appropriately from the even semester of academic session 2016-17 as the Ph D registration process had already been initiated for odd semester.

15AC (D-2) FACULTY OF ENGINEERING

15AC (D-2-1) Renaming of M Tech Programme:

Renaming of M Tech Programme 'Energy and Environment' as 'Energy Systems and Management' was approved by the Council. The Council also approved the scheme of the programme.

The Programme will be offered by Department of Electrical Engineering.

15AC (D-2-2) Scheme and Syllabi of M Tech (VLSI Design & Technology):

The proposed scheme and syllabi of M Tech (VLSI & Technology) was approved by the Council. The programme will be offered by Department of Electronics & Communication Engineering.

15AC (D-2-3) Scheme and Syllabi of B Tech (Automobile Engineering):

The proposed scheme and syllabi of B Tech (Automobile Engineering) was approved by the Council. It will be effective for batches 2015-19, 2014-18, 2013-17.

The Council suggested that during revising the scheme / syllabi of any programme, the concerned department should consult other contributory departments for their inputs.

15AC (D-2-4) Change in Scheme and Nomenclature of Courses of B Tech (Mechanical Engineering):

The Council approved the proposed changes in the scheme and nomenclature of courses offered by Department of Mechanical Engineering.
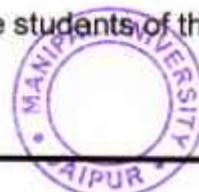
The Council also advised that course codes be changed with change in nomenclature of the course. This will be effective from academic session 2016-17.

15AC (D-2-5) Revision in Syllabi of B Tech Mechatronics Engineering Programme:

The Council approved the revision in syllabi of the courses, Modern Control System (MC 1752) and Mechatronics System Design (MC 1702). The Council further approved the changes in syllabi of Digital System Design (MC 1406) being offered in B Tech (Mechatronics Engineering) programme. Revised syllabi will be applicable for the batches 2013-17 and 2014-18.

15AC (D-2-6) Collaborative M Tech with C-DAC:

In order to encourage the industry connect programme, the Council advised that running of collaborative M Tech with C-DAC should be publicized adequately. The Council approved the scheme and syllabi of the programmes (M Tech in "High Performance computing" and "IT Systems and Network Security) and suggested that duration of end term / in term examination (Theory and lab both) should be aligned with other programmes of the University. The Council opined that an additional certificate jointly issued by the University and C-DAC, be awarded to the students of these programmes.

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15AC (D-2-7) History of Indian Science & Technology:

The Council approved the proposed changes in scheme of B Tech programme as under:

a. Reduction the credits for History of Indian Science & Technology (HS1301) from [3 0 0 3] to [2 0 0 2].

b. Shifting of the compulsory course HS1301, being offered in B Tech second year, to B Tech first year from Batch 2016-20 and another compulsory course 'Value, Ethics and Governance' (HS1101), being offered in B Tech first year, to B Tech second year from Batch 2016-20.

c. Offering a course as Open Elective from the courses of Humanities and Social Sciences, in place of HS1301 for the Batch of 2015-19 (B Tech programme) only.

It was advised that the matter be dealt properly during academic registration of students.

15AC (D-2-8) Modification in the Scheme of B Tech Chemical Engineering:

Revision in the scheme of B Tech Chemical Engineering Programme was approved by the Council. Revised scheme will be effective for batch 2014-18.

15AC (D-3) FACULTY OF SCIENCE

15AC (D-3-1) Revision in the Scheme & Syllabi of M.Sc. Chemistry:

The Council approved the scheme and syllabi of M Sc Chemistry Programme. This will be implemented from academic session 2016-17.

15AC (D-3-2) Revision in Syllabi of Mathematics Courses in BCA Programme:

The Council approved the revised syllabi of Mathematics courses offered In BCA programme. It was suggested that if required, change in syllabi of a course should be linked with change in course code.

Revised syllabi will be applicable from academic session 2016-17.

15AC (D-3-3) Revised Syllabi of Mathematics Courses in B Sc (Pass Course):

The Council approved the revisions in Mathematics courses of B Sc (Pass Course) Programme. Revised syllabi will be applicable from academic session 2016-17.

15AC (D-3-4) Modifications in Syllabi of Physics Courses in B Sc (Pass Course):

The Council approved the revised syllabi of Physics courses for B Sc (Pass Courses) Programme.

This will be effective from academic session 2016-17.

15AC (D-4) FACULTY OF MANAGEMENT & COMMERCE

15AC (D-4-1) Syllabi of B Com (Hons.):

The Council approved the syllabi of B Com (Hons) in Accounting Programme. These courses are aligned with ACCA (Association of Chartered Certified Accountants). This will be offered from Batch 2016-19.

15AC (D-4-2) Programme Elective (BBA):

The Council approved the proposal of inclusion of two additional optional groups viz. Marketing and Human Resource Management as Programme Electives for BBA Programme. It was emphasized that minimum student strength as per University guidelines be maintained for running any elective programme.

These will be effective for V and VI Semester of batch 2014-17.

15AC (D-5) FACULTY OF DESIGN

15AC (D-5-1) Revision in the Scheme of BFA:

The Council approved the proposed changes in the examination scheme of BFA Programme. The revised version of the scheme will be effective from academic session 2016-17.

It was advised that a written test should be an integral component of the Practical Examination and that distribution of marks in end / in semester examination should follow the standard practice.

15AC (D-6) FACULTY OF ARTS & LAW

15AC (D-6-1) Revision of BA (Hons) Economics Programme:

The Council suggested to revisit the scheme, make changes as required and follow the standard format for scheme and syllabi.

In view of its offering from academic session 2016-17, the Council advised that the revised scheme and syllabi be placed before the Chairperson, Academic Council for consideration of approval.

15AC (D-6-2) Syllabi of Open Elective Courses:

The Council approved the syllabi of two open elective courses namely South Asian Studies and West Asian Studies. The courses will be offered by Department of Arts from academic session 2016-17.

The Council suggested that more inter faculty deliberation be under taken during preparation of syllabi of any course (s).

15AC (D-6-3) Certificate Courses:

The Council approved the proposal to offer certificate courses viz. Business English, Communicative English, German and French. Syllabi of these courses were also approved.

The Council suggested that Department of Languages and T& P cell should drive these programmes to improve / enhance verbal communication skills of the students in line with the demand of industry.

15AC (D-6-4) Scheme and Syllabi of BA (J&MC) and MA (J&MC):

The Council advised to revisit the scheme and syllabi of both the programmes (BA (J&MC) and MA (J&MC)) and revise appropriately, following standard nomenclature and format.

In view of its offering from academic session 2016-17, the Council advised that the revised scheme and syllabi be placed before the Chairperson, Academic Council for consideration of approval.

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Change in course code of Computer Applications for Media (BA J&MC) was approved by the Council as under:

Existing Course code	Approved Course Code
CS1102	JC1114

15AC (D-6-5) Syllabi of V & VI Semesters, BA.LL.B (Hons) Five Years Integrated Programme and Syllabi of III & IV Semesters, LLB Three Years Programme:

The Council approved the syllabi for V & VI Semesters of Five year integrated BA LL.B (Hons) programme and syllabi for III & IV Semesters of three Years LLB Programme. The approved syllabi will be implemented from academic session 2016-17.

15AC (E) ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

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

Registrar MUJ