Venue: 3ʳᵈ Floor Board Room, Administrative Building

Chairperson: Prof G K Prabhu - President, MUJ

External Member: Dr Vinod V Thomas, Registrar Evaluation, MAHE, Manipal

Members Present:

Prof N N Sharma, Pro-President & Dean FoE

Prof Mridul Srivastava, Dean FoA&L

Prof G C Tikkiwal, Dean FoS and R&I

Prof Awdhesh Kumar, Dean Faculty Affairs & Provost

Prof N Chattopadhyay, Dean FoM&C

Prof R S Shekhawat, Director SCIT

Prof Rakesh Chandra Gaur, Director SCCE

Prof Shivendra Nath Sharan, Director SEEC

Prof M L Vadera, Director SBC

Prof Ravi Chaturvedi, Director SMC

Prof AK Sinha, Director SBS

Prof Amit Jain, Director SHM

Prof P K Pandey, Director SP&D

Prof Lalita Ledwani, Controller of Examination

Prof Sudha Rai, HoD Languages

Prof Raj Kishore Pareek, Dept of Civil Engg

Prof Pratibha Sharma, HoD Fashion Design

Ms Savita Nathawat, Students' Representative

Ex Officio Secretary: Prof Vandana Suhag, Registrar

Other Invitees:

Prof Richa Arora, Director Admissions

Dr Tanmoy Chakraborty, Deputy Registrar

The Council granted leave of absence to the following

Prof Madhura Yadav, Director SA&D

Prof Manju Singh, Director SHSS

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

Mr A Bala Kumar, Students' Representative

The Chairperson, Academic Council, acknowledged the contribution of Dr Sandeep Sancheti, who completed his tenure as President MUJ on 13 Feb 2018.

He commended Dr Sancheti's vast experience of having taken the University to greater heights both in academics and research. Dr Sancheti's able guidance for National and International recognition of the University in a short span of time was also appreciated. His unstinting hard work, meticulousness and unflagging perseverance for ensuring quality in educational programmes and processes, as the key factors, in accomplishments were acknowledged.

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

In line with the decision taken by the Academic Council in its 16th meeting, to deliberate upon progressive / generic ideas two presentations were delivered:

a) Advisor, International Programmes, presented an overview of "International Programmes", emphasizing the importance of student exchange and activities carried out under various MoUs in terms of students' career progression. The University intends to strengthen cross culture activities, adopt best academic practices, collaborate with repute internal institutions, foster quality research in terms of promoting international programmes. Till date around 10 countries have been covered in form of collaboration with MUJ.

The modus operandi to examine and recommend any proposal for international collaboration was apprised to all. There is a Committee at the University level to look after all such matters. For each MoU a Nodal Officer has been assigned.

The Council appreciated the initiatives and emphasized on the following:

   i.   Priority be accorded to Internationalization of University through student exchange.

   ii. Appropriate adoption of the best practices of MAHE, Manipal.

   iii. Modus operandi of credit transfer and grading in exchange programs to be worked out and more avenues to be explored to promote such exchanges.

   iv. Adoption of some of the courses offered through SYAWAM platform for Credit transfer.

a) Dean R&I presented an overview of "Research Processes at MUJ", apprising Ph D guidelines for registration, credit and residential requirement etc. University is following University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2016 for awarding Ph D degree.

The Council suggested the following to consider for implementation:

i. Submission of only one hard bound copy of synopsis, instead of current practice of submission of 6 hard bound copies.

ii. During submission of the thesis, minimum two research publications (preferably in indexed journals) be made mandatory.

iii. Mutual consent of prospective Supervisor & Scholar be duly considered during finalization of Ph D Supervisor.

iv. Preference for admission to be given to Full time Ph D candidates.

The Council further deliberated on provision of thesis evaluation by the foreign expert and directed that matter be discussed in next meeting of Academic Council. CoE was requested to provide the required data for analysis.

21AC (A) Confirmation of Minutes of 20ᵗʰ Meeting of the Academic Council:

The minutes of 20ᵗʰ Meeting of the Academic Council were confirmed.

21AC (B) Review of Action Taken on Minutes of 20ᵗʰ Meeting of the Academic Council:

The action taken report on the decisions of 20ᵗʰ meeting of the Academic Council were noted and confirmed. However, the Council suggested to revisit the policy for award of Chairperson Gold Medal for Overall Excellence (20 AC D-1-3).

21AC (C) <u>REPORTING AND RATIFICATION ITEMS</u>

21AC (C-1) Composition of the Academic Council:

The Council noted the revised composition.

The Chairperson, Academic Council welcomed Dr Vinod V Thomas (External Member) and all the internal members to the meeting. He also thanked the outgoing member Prof S K Kak on relinquishment of his assignment as External members of the Academic Council of MUJ. He appreciated the support and contribution made by him to the University in an exemplary manner during his tenure in the Council.

21AC (C-2) Recognition of MUJ as an Accredited Training Center by EC - Council:

Recognition of MUJ as an Accredited Training Center by E- Commerce (EC) – Council was noted by the Council.

21AC (C-3) Status of Research Projects / Seed Grants:

On-going research activities in terms of Internal / External projects, externally funded post-doctoral fellowship, externally funded student projects were noted and appreciated by the Council.

21AC (C-4) Academic Collaborations:

University's initiatives to strengthen industry connect in terms of collaborations with national / international reputed organizations / industries, were noted and lauded by the Council.

21AC (C-5) Result Analysis:

The Council ratified the Odd Semester (Academic Year 2017-18) Examination Result.

21AC (C-6) Faculty Status:

Total number of teaching and non-teaching staff of the University, available as on March 15, 2018, was noted by the Council. 240 faculty members having Ph D degree was also noted by the Council.

21AC (C-7) Scholarships:

Scholarships granted across all the programmes for academic year 2017-18 was noted by the Council.

21AC (C-8) Library Status:

The Council noted the status of resources available at Central Library of the University.

21AC (C-9) Vidya Laxmi Portal:

Vidya Laxmi portal, as developed by the Ministry of Finance in association with MHRD and Indian Bank Association and managed by NSDL e-governance Infrastructure Ltd to enable all economically challenged students to pursue higher education of their choice without any constraint of funds was noted by the Council. Wide publicity of the scheme among the students was also suggested.

21AC (C-10) Admission Initiatives:

The initiative in form of organizing Principals' Summit on a theme 'Innovation in Teaching - Learning Process' and active participation of Principals & Teachers was appreciated by the Council.

21AC (C-11) Atal Incubation Center:

The University presented its Research and Innovation activities before the review panel on January 29, 2018 for establishment of Atal Incubation Center.

The same was noted by the Council.

21AC (C-12) Unnat Bharat Abhiyan:

Online submission of application by the University for participating in 'Unnat Bharat Abhiyan', a societal connect scheme of Ministry of Human Resource & Development (MHRD), Government of India, was noted by the Council.

21AC (C-13) Status of E-Cell Activities:

Status of incubations and ongoing activities under Entrepreneurship Cell was noted by the Council.

21AC (C-14) Short Term Courses:

Offering of 15 short term theory courses and 19 projects in summer 2018 for the students of Group Institutions was noted by the Council.

21AC (C-15) Manipal Students' Research Colloquium (MSRC) 2018:

The Council noted and appreciated the participation of 83 students from the University in 2nd Manipal Students' Research Colloquium (MSRC), organized by SMU, Sikkim.

21AC (C-16) Ph D Cancellation:

The Council noted the cancellation of Ph D registration of 11 Research scholars.

21AC (C-17) Ph D Entrance Examination:

Details pertaining to result of Ph D entrance examination, conducted on December 09, 2017, were noted by the Council.

21AC (C-18) Conduct of Ph D Viva-voce:

The Council noted and ratified the successful conduct of Ph D Viva-Voce in respect of the Ph D research scholars Amit Dutta (FoM&C), Shilpa Rao Rastogi (FoA&L), Neetu (FoE) and Ruchi Saboo, (FoS). The Council congratulated the scholars and their research supervisors.

21AC (C-19) Ph D Regulation 2016 for the candidates registered for Ph D Programme Prior to July 11, 2009:

The Council noted the recent amendment made by UGC on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education in terms of publication of Research papers and presentation made by the candidates in conferences and seminars.

21AC (C-20) Online Course on "Faecal Sludge Management" sponsored by Bill & Melinda Gates foundation & UNESCO / IHE:

Offering of an online course on "Faecal Sludge Management" in association with Bill & Melinda Gates foundation & UNESCO/IHE was noted by the Council. The overwhelming response of students' participation in the course was also appreciated.

21AC (C-21) Change in Examination Scheme of BBA Programme:

Change in Examination scheme of BBA Programme (I Semester) in terms of CWS, MTE and ETE, as proposed, was ratified by the Council.

Revised scheme is being offered from Academic Session 2017-18.

21AC (C-22) Constitution of Student Counseling Centre:

The University is in process of establishing Student Counseling System (SCS) for effective redressal of problems & challenges faced by the students involving all the stakeholders.

The same was noted by the Council.

21AC (C-23) Re-Constitution of Faculty Boards:

The Council noted the re-constitution of Faculty Boards of all faculties.

21AC (C-24) Constitution of Sports Board:

In order to monitor sports activities of the University centrally and support the department/s to carry out academic activities pertaining to Physical Education and Sports, in principle approval was accorded by the Council to establish Sports Board at MUJ.

21AC (C-25) Recognizing and treating the Degrees / Diplomas / Certificates Awarded through Distance Mode at Par with the Corresponding Awards Obtained through the Formal System of Education:

UGC's recent notification on Recognizing and treating the Degrees / Diplomas / Certificates awarded through Distance Mode at par with the corresponding awards obtained through the Formal System of Education was noted by the Council.

21AC (C-26) Change in Syllabi of BBA & B Com Programme:

Changes in syllabi of course BB1674 (BBA VI Semester) and BH1405 (B Com (Hons) IV Semester) and CM1651 (B Com (Hons) VI Semester), as proposed, was ratified by the Council.

Revised scheme is being offered from Academic Session 2017-18.

21AC (C-27) Fee Refund Rules of Ph D Program:

The Council ratified the Fee Refund Policy for Ph D programme in accordance with UGC guidelines.

21AC (C-28) Change in Nomenclature of M Tech Programme:

The Council ratified the renaming of specialization of M Tech Programme (with C-DAC) as 'Information and Network Security'.

21AC (C-29) Change of Nomenclature and Syllabus of Environmental Law:

The Council ratified the change in nomenclature of Environmental Law as Environment Studies & Law. The Council also ratified the revised syllabus of the same.

Revised nomenclature and syllabus are being offered for three year LLB programme from Academic Session 2017-18 and will be implemented for 5 year BA LLB (Hons) from Academic Year 2018-19.

21AC (C-30) University Research Committee (URC):

Conduct of 16ᵗʰ Meeting of University Research Committee (URC) was noted by the Council.

21 AC (D) DISCUSSION & DECISION ITEMS

21 AC (D-1) UNIVERSITY AGENDA

21AC (D-1-1) Introduction of the Course Module for Consumer Affairs at UG Level:

Considering UGC's suggestion and importance of creating awareness about Consumer Affairs, the Council approved to offer 3 credit elective course on Consumer Affairs at the UG level from Academic Year 2018-19. Faculty of Management & Commerce and Faculty of Arts & Law were requested to take a lead in this regard.

21 AC (D-1-2) Model Syllabi for Psychology at BA / B Sc, MA / M Sc and Ph D:

The Council deliberated upon model syllabi for Psychology at BA / B Sc, MA / M Sc and Ph D level as prescribed by the UGC and suggested to adopt the curriculum suitably for existing programme.

21AC (D-1-3) Minor Specialization:

Considering diversity in academic curriculum, Council appreciated the proposal of offering minor specialization across all the programmes. Modus operandi for implementation of minor specializations was discussed in detail. It was opined that minor specialization will be offered as optional and not as mandatory. The Council suggested that all departments work out the proposal and finalize the minor specialization on the basis of available expertise.

21AC (D-1-4) Fee Submission Rule for Provisional Registration:

On the basis of recommendations made by University Research Committee, the Council approved the amendment of PhD Programme Rules & Regulations of MUJ, para 7.1 (Provisional Registration), as under:

"The candidates to deposit the fee within 20 days of declaration of final result"

21AC (D-1-5) Course Code of Research Methodology:

The Council approved two different course codes for Research Methodology, being offered to Engineering and Non-engineering Ph D Programmes from Academic Year 2018-19 as under:

ED3101 for Non-Engineering Programme
ED3103 for Engineering Programme

21 AC (D-2) FACULTY OF ENGINEERING

21AC (D-2-1) Revamped Scheme for 7th and 8th Semester B Tech Programmes:

The Council approved the revamped schemes of B Tech (Computer Science & Engineering, Information Technology, Electronics & Communication Engineering, Chemical Engineering, Civil Engineering, Mechanical Engineering, Mechatronics Engineering) of 7th and 8th Semester.

This will be effective for the students admitted in Academic Year 2015-16 & onwards.

21AC (D-2-2) Revamped Syllabi for 7th and 8th Semester B Tech Programmes:

The Council approved the revamped syllabi of B Tech (Computer Science & Engineering, Information Technology, Electronics & Communication Engineering, Chemical Engineering, Civil Engineering, Mechanical Engineering, and Electrical & Electronics Engineering) of 7th and 8th Semester.

This will be effective for the students admitted in Academic Year 2015-16 & onwards.

21 AC (D-2-3) Scheme and Syllabi of 7th and 8th Semester of B Tech (CCE) Programme:

The Council approved the scheme and syllabi of 7th and 8th Semester of B Tech (Computer & Communication Engineering).

This will be offered to the students admitted in Academic Year 2015-16 & onwards.

21 AC (D-2-4) Syllabi of 5th and 6th Semester of B Tech (EE) Programme:

The Council approved the syllabi of 5th and 6th semester of B Tech (Electrical Engineering) Programme.

This will be offered to the students admitted in Academic Year 2016-17 & onwards.

21 AC (D-2-5) Syllabi of New Programme Elective:

The Council approved the inclusion of program elective "IT1655: Parallel Programming" in 6th Semester of B Tech (IT) and its syllabus.

This will be offered to the students admitted in Academic Year 2016-17 & onwards.

21 AC (D-2-6) Syllabi and Integration of Lab with Two Theory Courses in B. Tech First Year:

The Council deferred the proposal for one year. It was suggested that in next revision of academic curriculum the proposal will be duly considered.

21 AC (D-2-7) Syllabus of Research Methodology Course for M Tech Programmes:

The Council deliberated and deferred the proposal.

21AC (D-3) FACULTY OF SCIENCE

21AC (D-3-1) Modification in Curriculum offered by Department of Physics:

The Council deferred the proposal pertaining to modification in curriculum of B Sc (Pass) course, B Sc (H) Physics and M Sc by Research programmes being offered by Department of Physics.

21AC (D-3-2) Introduction of New Programmes:

The Council deferred the proposal. It was suggested that more deliberation be done in terms of nomenclature of the programme / degree, market demand / prospective employability before launching the programme.

21AC (D-3-3) Closure / Change in Combination of the Programme:

The Council approved the closure of the following combination of courses for B Sc (Pass) programme.

a) Mathematics, Physics, Computer Science
b) Physics, Chemistry, Geology
c) Mathematics, Physics, Geology
d) Chemistry, Botany, Geology

This will be implemented from Admission 2018.

Further, after due deliberation, the Council deferred the proposal to change the combination of Mathematics, Physics, Psychology by Mathematics, Statistics, and Psychology for the B Sc (Pass) programme.

21AC (D-4) FACULTY OF ARTS & LAW

21AC (D-4-1) Syllabi of V and VI Semester B.A. (Hons.) Economics Programme:

The Council approved the syllabi of V and VI semester of Bachelor of Arts (Hons.) Economics. This will be offered from Academic Year 2018-19 & onwards.

21AC (D-4-2) Change in Nomenclature of a Course of BA (Hons) Economics Programme:

The Council approved the change of nomenclature of the course 'Economics & Inequality' as 'Economic Inequalities in India'. This will be offered in B A (Hons) Economics from Academic Year 2018-19 & onwards.

21AC (D-4-3) Syllabus of II Semester B.A. (Hons.) Economics Programme:

In principle approval was accorded as proposed. The Council further advised to follow the nomenclature of the course as under:

Data Analytics (EO1227)

Lab on Data Analytics (EO1230)

The revised syllabi will be applicable from Academic Session 2018-19 & onwards.

21AC (D-4-4) Scheme & Syllabi of III and IV Semesters of Bachelor of Physical Education & Sports:

The Council approved the scheme & syllabi of III and IV Semesters of Bachelor of Physical Education & Sports.

This will be offered from Academic Year 2018-19.

21AC (D-4-5) Change in Nomenclature and Syllabi of V and VI Semesters of Political Science subsidiary courses for BA (Hons.) programme:

The Council approved the change of nomenclatures of "Modern Political Theory as "Political Theory" and "Foreign Policies of India, USA, Britain and China" as "Foreign Policies of India, USA and China".

The Council also approved the syllabi of subsidiary courses of Political Science.

These courses will be offered for courses for BA (Hons.) programme from Academic Year 2018-19.

21AC (D-4-6) Syllabi of Experiential Courses (III and IV Semesters) of BA Liberal Arts:

The Council approved the syllabi of foreign language and theater courses which will be offered in III semester of BA Liberal Arts.

The Council also approved the syllabi of Studio Arts & Photography which will be offered in IV semester of BA Liberal Arts.

These will be offered as experiential courses from Academic Year 2018-19.

The Council also suggested adoption of more versatility in foreign languages courses.

21AC (D-4-7) Change of Nomenclature and Course code for French and German Courses:

The Council approved the change of nomenclature and course code for French and German language courses, being offered by Department of Languages.

This will be implemented from Academic Year 2017-18.

The Council further suggested the followings related to offering of languages courses in future:

a. The Course be offered under Department of Languages only and course code be followed accordingly.

b. Course content of the Foreign Languages be aligned with international level.

c. Competency level and course outcome, specially for Foreign Languages, be defined in advance.

d. Department of Languages to offer two (3 credits each) generic courses on French Language in an academic year, one course in each semester. The concerned department, willing to adopt Foreign Language course in their academic curriculum, to identify the French Language course among above mentioned two courses on basis of their requirement.

21AC (D-4-8) Syllabus of II year MA / MSc Clinical Psychology Programme:

The Council approved the syllabus of II year MA / MSc Clinical Psychology programme.
This will be offered from Academic Year 2018-19.
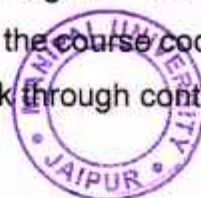
21AC (D-4-9) Change in Course Code:

The Council approved the change of code of Economics course, being offered in BA LLB (Hons) II Semester, from EO1226 to EO1220.
This will be implemented from Academic Year 2017-18.

21 AC (E-1) Academic Audit:

A model of academic audit was presented by Dr Vinod V Thomas, Registrar Evaluation, MAHE and External Expert, Academic Council, MUJ, emphasizing a three tier academic audit in terms of Performance, Quality Compliance and Process Compliance. The Council noted the following:

a) Since performance audit demands regular monitoring of students' performance across all the programmes, the course coordinators are required to maintain the course file and keep track through continuous monitoring.

The role of department to facilitate the process was also emphasized. In this context, a sample of grading policy and system as followed by MIT, Manipal was presented. Importance of rubric model, relative grading for evaluation process was also deliberated as a performance audit perspective.

b) Quality compliance audit needs involvement of external expert. Importance of periodic review of question paper, syllabus by domain specific external expert was deliberated upon. It was suggested to follow a feedback mechanism to incorporate advice of external expert appropriately.

c) Process Compliance Audit specifies that all departments to follow minimum standards of academic process and carry out a periodic review. The Controller of Examination can initiate the Process Compliance Audit.

The sample result analysis and strategic planning for academic audit presented by External expert, Academic Council, MUJ was appreciated by the Chairperson, Academic Council. He further emphasized on the importance of such practices in terms of quality compliance and accreditation purposes. Conduct of workshop for familiarization of process was also opined.

The following points were deliberated and suggested for implementation:

a. Process of launching a new programme was discussed. Constitution of Internal Committee to evaluate and approve the proposal related to offering of new programme was suggested including the representation from Admission Office, HR and Finance Section as part of the committee. The concerned department will submit the proposal before the committee in the prescribed template, preferably in the month of September 2018. Subject to the recommendation of the committee the proposal will be deliberated in the next Academic Council meeting for consideration.

b. Calendarization of Academic Council meeting was also decided as under:

   i. First Meeting   – February (2ⁿᵈ Saturday)

   ii. Second Meeting   – June (2ⁿᵈ Saturday)

   iii. Third Meeting   – October (2ⁿᵈ Saturday)

Registrar, MUJ