Agenda

Third Academic Council Meeting

SHAHEED BHAGAT SINGH

STATE TECHNICAL CAMPUS, FEROZEPUR

(NBA and NAAC Accredited Autonomous Technical Integrated Campus Established by Government of Punjab)

VENUE: Committee Room, Block-D, SBSSTC Campus

DATE & TIME: 2015, August, 28 (Friday), 10:30AM

FOREWORD

SBS State Technical Campus, Ferozepur has acquired autonomy as per the requirements of the World Bank assisted Project of TEQIP-II.

With the acquired autonomy, it wishes to make its programme more focused and sharply attuned with its Mission and Objectives. This meeting is called to take its first step towards what it envisions.

CONTENTS

CONSITUTION OF ACADEMIC COUNCIL

S. No.	Nomenclature	Designation
1.	Dr T S Sidhu, Director, SBSSTC Ferozepur	Chairman
2.	Dr Rakesh Kumar, Head ME, SBSSTC Ferozepur	Ex-Officio
3.	Dr Rajiv Arora, Head CHE, SBSSTC Ferozepur	Ex-Officio
4.	Dr Lalit Sharma, Head DASH, SBSSTC Ferozepur	Ex-Officio
5.	Dr Kultardeep Singh, Head EE, SBSSTC Ferozepur	Ex-Officio
6.	Dr Satvir Singh, Head ECE, SBSSTC Ferozepur	Ex-Officio
7.	Mr Japinder Singh, Head CSE, SBSSTC Ferozepur	Ex-Officio
8.	Mr Bohar Singh, Head CE, SBSSTC Ferozepur	Ex-Officio
9.	Dr N K Grover, Associate Professor, ME	Member
10.	Dr Satvir Singh, Associate Professor, ECE	Member
11.	Dr V K Sharda, Professor CE, NIT Hamirpur	Member
12.	Dr Harpreet Singh, IIT Ropar	Member
13.	Mr Amarjit Singh, Frontier Industrial Corporation, Ludhiana	Member
14.	Dr A P Singh, Dean (RIC), PTU Jalandhar	Member
15.	Dr Nirmal Singh, Ex-Principal, MIMIT Malout	Member
16.	Dr Harmeen Soch, Associate Professor, PIT Kapurthala	Member
17.	Dr Rakesh Kumar, Associate Professor, ME	Member Secretory

Item No. 3.1 Confirmation of the proceedings of 2nd meeting of Academic Council

The approved proceedings of the 2nd Meeting of the Academic Council held on 27-05-2015 were circulated to its members for information and comments, if any (Annexure-I, Page No. 21-23).

No comments have been received.

The approved proceedings of 2nd Meeting of the Academic Council are placed for confirmation please.

Item No. 3.2 To report action taken on the decisions of the 2nd meeting of the Academic Council

Item No. 2.1: Syllabus and Scheme

The decisions taken in second AC Meeting has been partially implemented. The various BOSs meetings were held, however, decision regarding committee to frame guidelines for planning of revised curricula for various UG programmes will be put up n the next meeting of AC.

Item No. 2.2: Examination System

This item is being put up in this meeting as a separate agenda item.

Item No. 2.3: Management of Examination & Secrecy Cell

Decision implemented as approved.

Item No. 2.4: End Semester Examination Policy

Decision partially implemented, however, the items is being put up again as a separate agenda item.

Item No. 2.5: Planning & Budgetary Provisions to handle Academic Autonomous status

Decision implemented as approved.

Item No. 3.3 Ratification of the decisions taken in the meeting of HODs held on 21-08-2015 under the chairmanship of Chairman, Academic Council (Campus Director)

3.3.1 Scheme & Syllabus

(A) for the batches admitted in 2011 to 2014

1. These students were admitted under IKGPTU, Jalandhar. It is proposed that the teaching scheme and syllabus already being followed should not be altered for these batches. However, the existing syllabus of all subjects will be divided into Part-A and Part-B, preferably in equal size to make it compatible with new examination system being adopted and proposed in item no. 1.2.

2. While fine-tuning the syllabus, Course Outcomes framed as per Blooms Taxonomy guidelines is proposed to be provided prior to the subject contents of the existing syllabus.

3. List of recommended books will be provided at the end syllabus contents having 6 books.

(B) for the batches admitted in 2015 onwards

These students are admitted under MRSSTU Bathinda. For these students, the following new scheme and syllabus, named as "Scheme-A" is proposed to be adopted:

(i)   Each syllabus (along-with COs and Recommended Books) shall consist of with two equal parts A and B.

(ii)   Syllabus shall be same as per existing scheme of Punjab Technical University Jalandhar, with some modification as per requirement of Industry.

(iii)   While fine-tuning the syllabus, Course Outcomes framed as per Blooms Taxonomy guidelines is proposed to be provided prior to the subject contents of the existing syllabus.

(iv)   List of recommended books will be provided at the end syllabus contents having 6 books.

3.3.2 Examination System: Setting of Question papers

(A)   B. Tech, MCA, MBA, BSc-IT, and BCA Programmes:

For B.Tech, MBA, MCA, BCA & BSc-IT (except B.Arch & M.Tech) courses, two Question Papers are proposed to be set for Part-A (one each by Internal examiner &

External examiner). Similarly, two Question Papers are proposed to be set from Part-B of the syllabus (Internal & External examiners).

Both Part-A question paper and Part-B Question Paper will have equal questions & patterns as follows:

Question 1: It will be of 10 marks and have five sub-questions (a-e) of 2 marks each.

Question 2: This section will have three questions (5 marks each). Student will have to attempt any two questions from this section.

Question 3: In this section, there will be two questions (10 marks each) and student will attempt any one.

In each examination, student will be given two question papers one for Part-A and one for Part-B

For MBA: For Question No.-1, the case study of 10 marks each will be set in part A as well as in part B.

(B) M.Tech & B.Arch Programmes

Two sets of Question Papers for each subject of M.Tech and B.Arch. programmes are proposed to be set at the institute level as per the existing/proposed pattern and scheme.

3.3.3 Setting of Question papers: Paper Setters Regarding

Regarding setting of question papers, it is proposed that

I. Director/Controller of Examination or their nominee will choose one internally set Question Paper and second from externally set Question Papers. In absence of external paper, internally set Question Paper may be selected for conducting examination.

II. Examiners for evaluation of Project, 6-monthTrainings and MTech Theses will be chosen from approved panel of outside experts. These experts shall be approved by Director, and HOD of concerned department shall propose three outside experts to Campus Director.

Proceedings of the said meeting are attached at Annexure-II (Page No 24-25).

The complete item and decisions taken in the HODs meeting held on 21.08.2015 are placed before Academic Council for approval/ratification.

Item No. 3.4   Approval of Examination Process

As the college has been granted academic autonomy, the examination is to be conducted internally by the college. In view of this, the following process(es) are proposed:

a) Question papers will be set both by external paper setters and internal paper setters. Director/Controller of examination or their nominee will chose a particular question paper for subject.

b) The chosen question paper will be handed over for printing to the printing cell coordinator, who after printing the required numbers, will hand over the question paper copies to examination superintendent. Printing cell coordinator shall be responsible to maintain the secrecy during printing and handing over the question papers to Superintendent Examination.

c) After the examination is over in a particular session, the vacant space of the sheets will be stamped with stamp SPACE BELOW CANCELLED, sealed and submitted to Deputy Controller (Evaluation and Result).

d) These sheets will be evaluated by the concerned faculty of concerned department in the designated evaluation center within one week of the conduct of that particular examination.

e) The evaluation of these sheets will be monitored by the Departmental Quality Assurance Committee (DQAC) of the respective department everyday during evaluation process and DQAC shall be responsible to ensure the quality of evaluation of answer sheets.

f) The concerned HOD will ensure that the evaluated sheets have been shown to the concerned students by the concerned faculty within one week of the conduct of that particular examination without charging any fee from students. Students will be allowed to check the answer sheets of their fellow students. The schedule of this activity will be displayed on notice board by the concerned HOD. The sheets will be signed by the students. HOD must ensure that at least 20% sheets should be signed by the students.

g) Student can check his/her answer sheets and his/her fellow students within 07 days of declaration of provisional results by depositing fee of Rs 250 and 500 per subject, respectively.

h) HOD of the concerned department will act as the head examiner and in case student is not satisfied with the evaluation done, he may contact the concerned head examiner.

i) After showing to the students, the evaluated sheets will be deposited to Deputy Controller (Evaluation and Result).

j) Results will be compiled and submitted to the Examination Cell in Hard and Soft Form by the Department within 07 days and subsequently the provisional result will be declared by the Examination Cell within 10 days of last end term examination (Regular exams) and Re-appear Exams, respectively or the date to be decided by the Director.

k) The evaluated sheets will be preserved for six months by the examination cell and then disposed off as per norms.

l) Remuneration:

i). Paper setting (external paper setter) Rs 1000 per paper

ii). Paper setting (internal paper setter) Rs 500 per paper

iii). Project/ six month training Rs 20/- per student to external Examiner and TA/DA as per existing university norms.

m) MRSSTU Bathinda/ IKGPTU Jalandhar norms governing the examination system will be followed wherever the relevant norms are not approved by SBSSTC Academic Council.

The item is presented to Academic Council for consideration and approval.

Item No. 3.5   **Approval of Unfair Means Case investigation Committee and Flying Squad**

For the smooth conduct of examination, Director may constitute a flying squad to inspect the ongoing examination.

In case an unfair means case is reported, a committee consisting of the following is proposed to investigate and take decision for the same:

a. Director Technical Education & IT   : Chairman

b. Director/ Associate Director/ DSW   : Member

c. Subject expert   : Member

The item is presented to Academic Council for consideration and approval.

Item No. 3.6   **Approval of examination fees and late fees for examination form filling**

As the college is going to conduct the examination on its own under academic autonomy, the following fee structure is proposed as examination fees:

a) Examination fees till 5 to 6 weeks before commencement of examination as notified: Rs1000 per student per semester.

b) Late fees for 1 week after the cutoff date of form filling: Rs 1000 per student per semester.

c) Late fees for 2 weeks after the cutoff date of form filling: Rs 2000 per student per semester.

d) Late fees for form filling till 01 day before commencement of examination: Rs 5000 per student per semester with approval of director.

The item is presented to Academic Council for consideration and approval.

Item No. 3.7   **Restructuring of Academic Council**

The constitution of present academic council is as follows:

Nomenclature as per UGC norms	Designation
Principal/Director	Chairman
All Associate Directors and HODs	Members
Four teachers of the college	Members
Four experts from outside (Industry, Education, Engg, laws areas)	Member
Three nominee of university	Member
A faculty member nominated by Principal	Member Secy.

In the view of the enhanced role of Dean Academics, Dean PG Studies, Dean Welfare and Controller of examinations under the õAutonomous Systemö, it is proposed to include them in Academic Council.

The matter is presented before Academic Council for deliberation and approval.

Item No. 3.8   Approval of Internal Quality Assurance Committee (IQAC) and Departmental Quality Assurance Committee (DQAC)

The structure of Quality Assurance Committee (IQAC) is proposed as below for general improvement of quality of education in the institute:

Nomenclature	Designation
Director	Chairman
All Associate Directors and HODs	Members
Dean PG studies	Member
Dean Student Welfare	Member
Controller of Examination	Member
Dean Academics	Member Secy.

Further, it is proposed that each department will have its own Departmental Quality assurance Committee (DQAC) for review of question papers in MSTs and final exams; checking of course files and assignments; and sampled monitoring of evaluation of answer sheets. It will be consisting of HOD and 1-3 senior faculty members. Director or his nominee can review or check any question papers in MSTs and final exams; course files and assignments; and evaluation of answer sheets of MSTs/End Term Examination. Further Director is proposed to be authorized to add or remove any member of IQAC/DQAC.

The matter is presented before Academic Council for deliberation and approval please.

Item No. 3.9 **Ratification of Board of Studies of School of Architecture**

In the 2nd Meeting of Academic Council the Board of Studies of School of Architecture could not be approved as this degree programme is started in this semester only. Also institute have got academic autonomy in the month of August 2015 and the examinations for the current semester have to be conducted at institute level. Therefore, head of the departments (Member Secretary of BOS) proposed the BOS on 14-08-2015, which was approved by the Chairman of Academic Council.

The approved committee has been attached at Annexure-III (Page No. 26) as per details given below:

NAME, DESIGNATION & ADDRESS	
Dr. Prabhjot Kaur, Professor PIT, Khoonimajra	Chairman
Dr. Karamjeet Singh Chahal, Professor, Department of Architecture, GNDU, Amritsar	Member
Ar. Bhupinderpal Singh, Asso. Professor, GZSPTU Campus Bathinda	Member
Ar Sohan Lal Sharma, Associate Professor, College of Architecture, Chandigarh	Member
Ar. Jeet Kumar Gupta (Rtd.), Chief Town Planner Chandigarh	Member
Ar Avinash Singh, Asstt. Professor PIT, Khoonimajra	Member
Ar. D.R. Goyal, STP (Rtd.) Punjab	Member
Head School of Architecture SBSSTC, Ferozepur	Member Secy.

The matter is presented before Academic Council for deliberation and ratification please.

Item No. 3.10 **Ratification for inclusion of additional members in Board of Studies of Civil Engineering Department**

As the already formed Board of Study constituted for Civil Engineering Department has not sufficient numbers, therefore, HOD of Civil Engineeing-cum-member Secretary of BOS of Civil Engineering had proposed to include more members in the BOS, which was approved by Chairman Academic Council in anticipation of ratification by Academic Council. .

The approved committee has been attached at Annexure-IV (Page No.27) as per details given below:

NAME, DESIGNATION & ADDRESS	
Dr. BS Walia, Professor, Dept. of Civil Engineering GNDEC Ludhiana	Chairman
Dr. Manjeet Bansal, Asso. Professor Department of Civil Engineering GZSPTU Campus Bathinda	Member
Dr. Sanjeev Naval, Asso, Professor Department of Civil Engineering DAVIET, Jalandhar	Member
Mr Naresh Garg, New Life Engineers Kotkapaura	Member
Dr. Jaspal Singh, Head, Department of Civil Engineering PAU, Ludhiana	Member
I S Bath Geomedia Engg and consutancy servicesBathinda	Member Secy.

The matter is presented before Academic Council for deliberation and ratification please.

Item No. 3.11 Ratification of Board of Studies for Departments of Management and Computer Applications

In the 2nd Meeting of Academic Council the Board of Studies of departments of Management and Computer Applications could not be approved. Since institute have got academic autonomy in the month of August 2015 and the examinations for the current semester have to be conducted at institute level. Therefore, head of the departments (Member Secretary of BOS) proposed the BOS on 14-08-2015, which was approved by the Chairman of Academic Council. The approved committee has been attached at Annexure-V (Page No.28) as per details given below:

Name	DESIGNATION & ADDRESS	
Dr. Sonia Chawla	Professor & Head , Ph.D, MBA. A.I.C.W.A, DAVIET, Jalandhar. M +91-9888250412, tannuchawla@yahoo.com	Chairman
Dr. Jiwan Jyoti Maini	Assistant Professor, MPM & IR,UGC-NET, MIMIT, Malout. 01637-504318(off.) 9417941014, jjmaini2001@yahoo.co.in	Member
Dr. Gurvinder Singh	Professor, Ph.D., MCA CSE department, GNDU Amritsar M +91-9814726585, gsbawa71@yahoo.com	Member
Mr. Sanjay Bhatnagar	Associate Professor, MCA, GZS PTU Campus M +91-8872500265, headcomputerapplicaion@gmail.com	Member
Dr Rajneesh Kamra	Svimtech Software Pvt. Ltd., E94 ELTOP Industrial Area, Phase 8 MOHALI, Chandigarh/Punjab 160071 India M +91-9417261133, r.kamra09@gmail.com	Member
Mr Ravi Gupta	Chairman, Dev Raj Hi-Tech Industries, Ferozepur 01632 ó 244868, ravi@devrajmachines.com	Member
Mr. Anil Bansal	Associate Director, Computer Applications Wing, MCA SBSSTC, Ferozpur M +91-8288012006, bansalanil69@yahoo.com	Member
Dr. Gulshan Kumar	Assistant Professor, Computer Applications Wing Ph.D., M Tech (CSE), MCA, SBSSTC, Ferozpur M +91-8146550540, gulshanahuja@gmail.com	Member
Dr. Raminder Pal Singh	Associate Director Management Wing Ph.D., MBA, SBSSTC, Ferozpur M +91-8054011077, rpsinghromy@gmail.com	Member Secy.

The matter is presented before Academic Council for deliberation and ratification please.

Item No. 3.12 **Ratification of minutes of 1ˢᵗ Meeting of Board of Studies of various departments.**

The meetings of Board of Studies (BoS) of following departments were held in the month of August 2015 to divide the syllabus in two equal parts and to finalize the list of external examiners for the conduct of end-term examinations.

(a) Department of Chemical Engineering

(b) Department of Civil Engineering

(c) Department of Computer Science & Engineering

(d) Department of Electronics & Comm. Engineering

(e) Department of Electrical Engineering

(f) Department Mechanical Engineering

(g) Department of Management Computer Applications

(h) School of Architecture

(i) DASH-Chemistry

(j) DASH-Humanities

(k) DASH-Physics

(l) DASH-Mathematics

The minutes of meeting of Board of Studies of the above said departments (a) to (l) are placed as Annexure VI(a)-VI(l) (Page No 29 to 81) for consideration and approval please.

Item No. 3.13 **Approval of Committee for framing Ordinances for various degree programmes**

Following committee is proposed by the member secretary for framing of Ordinances for various degree programmes.

1.	Dr Rajiv Garg	Controller of Examinations
2.	Dr A K Tyagi	Associate Director, EW
3.	Dr Raminder Pal Singh	Associate Director, MW
4.	Dr N K Grover	Dean PG Studies
5.	Dr Rakesh Kumar	Head ME
6.	Dr Satvir Singh	Head ECE

It is proposed that said job is to be completed within one month as the first final examinations under autonomy are proposed in November 2015 that must be as per adopted ordinances.

It is proposed that Chairman Academic Council may be authorized to approve the ordinances recommended by this committee, subject to ratification by Academic council in its next meeting.

The matter is presented before Academic Council for deliberation and approval please.

Item No. 3.14 Ratification of the decisions taken in minutes of the meeting of HODs held on 24-08-2015 under the chairmanship of Chairman, Academic Council (Campus Director)

In the said meeting it is proposed that grade system will be made applicable from B.Tech. first year 2015 batch onwards. Following committee is constituted for implementation of grade system:

1. Dr A K Tyagi
2. Dr M K Kushwaha
3. Dr A K Asati
4. Dr N K Grover
5. Dr Lalit Sharma

Proceedings of the said meeting are attached at Annexure-VII (Page 82-83).

The decision taken in the HODs meeting is placed before Academic Council for consideration and ratification please.