

Agenda

5th 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: 19-02-2016 11:30 AM

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CONSTITUTION OF ACADEMIC COUNCIL

S. No.	Nomenclature	Designation
1.	Dr T S Sidhu, Director, SBSSTC Ferozepur	Ex-Officio Chairman
2.	Nominee of State Govt.	Member
3.	Mr Ravi Gupta, M/s Devraj Hi-Tech Limited, Ferozepur	Member
4.	Er. Lalit Sharma Managing Director. M/s Young Industrial Corporation, D-320, Phase -8, Focal Point, Ludhiana	Member
5.	Dr. Sehajpal Singh, Prof. & Head Deptt.of Mechancial Engg. Guru Nanak Dev Engg. College, Ludhiana	Member
6.	Dr. Balwinder Singh, Associate Professor, GZS Campus CET, Bathinda	Member
7.	Dr. Balkar Singh, Director (College & Development), IKGPTU	Member
8.	Er. Ekonkar Singh, Deputy Registrar (Academics), IKGPTU	Member
9.	Er. Reetipal Singh, Associate Prof. (Academics) & Coordinator, BOS, IKGPTU	Member
10.	Dr. A.K. Tyagi, Associate Director (EW), SBSSTC Fzr	Ex-Officio
11.	Dr. R.P. Singh, Associate Director (MBA), SBSSTC Fzr	Ex-Officio
12.	Mr. Anil Bansal, Associate Director (MCA), SBSSTC Fzr	Ex-Officio
13.	Dr M.K. Kushwaha, Head ME, SBSSTC Fzr	Ex-Officio
14.	Dr Rajiv Arora, Head CHE, SBSSTC Fzr	Ex-Officio
15.	Dr Lalit Sharma, Head DASH, SBSSTC Fzr	Ex-Officio
16.	Dr Kultardeep Singh, Head EE, SBSSTC Fzr	Ex-Officio
17.	Dr Satvir Singh, Head ECE, SBSSTC Fzr	Ex-Officio
18.	Mr Japinder Singh, Head CSE, SBSSTC Fzr	Ex-Officio
19.	Mr Bohar Singh, Head CE, SBSSTC Fzr	Ex-Officio
20.	Dr. Sanjeev Dewra, TPO, SBSSTC Fzr	Ex-Officio
21.	Dr. Arun Kumar Asati, Associate Professor (ME), SBSSTC Fzr	Member
22.	Mrs. Daljeet Kaur, Associate Professor(CSE), SBSSTC Fzr	Member
23.	Dr. Ajay Kumar, Associate Professor, (DASH), SBSSTC Fzr	Member

24.	Mrs. Rajni, Associate Professor(ECE), SBSSTC Fzr	Member
25.	Mr. J.K. Aggarwal, , Associate Professor(ME), SBSSTC Fzr	Member
26.	Dr. Manjinder Singh, Dean Academics, SBSSTC Fzr	Ex-Officio
27.	Dr. Rakesh Kumar Sharma, Dean Accreditation and Autonomy, SBSSTC Fzr	Ex-Officio
28.	Dr N K Grover, Dean PG Studies, SBSSTC Fzr	Ex-Officio
29.	Mrs Navneet Kaur, Dean Student Welfare, SBSSTC Fzr	Ex-Officio
30.	Dr. Rajiv Garg, Controller of Examinations, SBSSTC Fzr	Ex-Officio
31.	Mr.Manpreet Singh, Student, M.Tech. ECE, SBSSTC Fzr	Member
32.	Ms. Heena, Student, M.Tech. CSE, SBSSTC Fzr	Member
33.	Mr. Dheeraj Kumar, Student, B.Tech. 6 th Sem. EE, SBSSTC Fzr	Member
34.	Mr. Komaljeet Kumar, Student, B.Tech. 6 th Sem. CE, SBSSTC Fzr	Member
35.	Mr. Ravi Kumar Ravi, Sports Students, 6 th Sem. ECE, SBSSTC Fzr	Member
36.	Ms. Harshita Aggarwal, Sports Student, 6 th Sem. CHE, SBSSTC Fzr	Member
37.	Dr. Rakesh Sharma, Dean (Accreditation and Autonomy), SBSSTC Fzr	Member Secretary

Item No. 5.1 Confirmation of the proceedings of 4th meeting of Academic Council

The approved proceedings of the 4th Meeting of the Academic Council held on 19-10-2015 were circulated to its members for information and comments, if any (Annexure-I, Page No. 15-19). No comments have been received.

The approved proceedings of 4th Meeting of the Academic Council are placed for confirmation please.

Item No. 5.2 To report action taken on the decisions of the 4th meeting of the Academic Council

Item No. 4.1 Confirmation of the proceedings of 3rd meeting of Academic Council

Decision: The proceedings of the 3rd meeting of Academic Council were confirmed as no comments have been received from any member of Academic Council.

Action: No action is called for.

Item No. 4.2 To report action taken on the decisions of the 3rd meeting of the Academic Council

Decision: The action taken report was approved by Academic Council (AC).

Action: No action is called for.

Item No. 4.3 Ratification of Minutes of Meeting and recommendations for effective implementation of the Credit Based Grading System

Decision: The item was ratified as proposed.

Action: The decisions will be implemented in due course.

Item No. 4.4 Ratification of Minutes of Meeting and recommendations of the committee constituted for Scheme Planning.

Decision: The item was ratified as proposed.

Action: The decisions will be implemented in due course.

Item No. 4.5 Modifications proposed in the Examination Process

Decision: The item was approved as proposed subject to the modifications in at serial no. 4.5 (d) that the variation of final awards as compared to earlier submitted awards for each student should be within **10% of maximum marks**. If not, then the concerned faculty member and HOD will confirm the reason for higher variation.

Action: The decisions will be implemented in due course.

Item No. 4.6 Regarding Remuneration of various examination activities

Decision: The item was approved as proposed subject to the modification that the remuneration for conduct of examination and evaluation will be paid from the current session i.e. December 2015.

Action: The decisions will be implemented in due course.

Item No. 4.7 Approval of revised Examination Fees for the current semester-regarding**Decision:** The item was approved as proposed**Action:** The decisions will be implemented in due course.**Item No. 4.8 Approval of minutes of meeting of Board of Studies of Department of Applied Sciences and Humanities.****Decision:** The minutes of meeting of Board of Studies of Department of Applied Sciences and Humanities was approved. It was further decided that a separate page containing the scheme for second semester will have to be incorporated by Board of Studies of Department of Applied Sciences and Humanities in the proposed scheme of first year common to all engineering courses. The subject Mathematics-1(BTAM-101) will be common for Physics and Chemistry group in the first semester and the subject Mathematics-II (BTAM-102) will be common for Physics and Chemistry group in the second semester.**Action:** Decision implemented.**Item No. 4.9 Approval of Academic Regulations 2015-16.****Decision:** The item was approved as proposed subject to following changes:

i) For theory paper, the distribution of marks for attendance in the sessional awards will be follows:

Sr.	Attendance Percentage	Marks
1	Upto 75%	0
2	75% < and upto 80%	2
3	80% < and upto 85%	3
4	85% < and upto 90%	4
5	90% < and upto 95%	5
6	Greater Than 95%	6

ii) For Practical examination, the distribution of marks for attendance in the sessional awards will be as follows:

Sr.	Attendance Percentage	Marks
1	Upto 75%	0
2	75% < and upto 80%	1
3	80% < and upto 85%	2
4	85% < and upto 90%	3
5	90% < and upto 95%	4
6	Greater Than 95%	5

iii) The nomenclature of “6-months training” stands revised to “Semester Training” with following marks distribution:

Sr.	Assesment Tool	Weightage
1	Training Proposal/Project	15%
2	Mid-Sem Progress Assesments	15%
3	End semester Project Report	15%
4	Industrial Tutor Evaluation	15%
5	End Semester Demonstration, Presentation and Viva-Voce	40%
Grand Total		100%

Action: The decisions will be implemented in due course.

Item No. 4.10 Approval of Board of Studies (BOSs):

Decision: The different Board of Studies were approved by Academic Council as proposed subject to the condition that any two and one experts can be invited under Sr. No. 3 and 5 of each Board of Studies, respectively. However, all the four experts should be invited under Sr. No. 3 of the Board of Studies for the Department of Applied Sciences and Humanities.

Further it was decided that the immediate Ex-Chairman and immediate Ex-HOD will be members of respective Board of Studies (BOSs) by default. It was also decided that HOD of Management Studies will act as member secretary in the BOS meeting of Department of Management Studies and Computer Applications.

Action: The decisions will be implemented in due course.

Item No.4.11 Approval of minutes of meeting of Board of Studies of School of Architecture.

Decision The item was approved as proposed

Action: The decisions will be implemented in due course.

Item No. 5.3 Reconstitution of Committee for Dealing with UMCs (Unfair Means Cases in End Term Examinations)

A committee for dealing with UMCs (Unfair Means Cases in End Term Examinations) had been approved in the 3rd 'Academic Council' meeting and thereafter ratified in 23rd BOG meeting. As approved the committee consisted of the following:

- (a) Director Technical Education & IT : Chairman
- (b) Director/ Associate Director/ DSW : Member
- (c) Subject expert : Member

However, as the Director Technical Education & IT is a serving IAS officer and has a very busy schedule and therefore is not able to spare time for this committee (Annexure-II, Page No.20).

In the light of this fact, the UMC committee is proposed to be reconstituted as under:

- 1. A Retired Judge/Eminent Advocate : Chairman
- 2. An eminent Academician : Member
- 3. An Administrator : Member
- 4. Registrar/Nominee of IKGPTU* : Member
- 5. Registrar/Nominee of MRSSTU : Member

In addition, any subject expert from the institute may be invited as member by the committee as per the specific requirement of the case.

For holding the meeting minimum 3 members must be present in the meeting.

The item is placed before Academic Council for consideration and approval please.

*till all the batches affiliated to IKGPTU passed out

Item No. 5.4 Remuneration for the Members of UMC committee

The remuneration per day for the UMC committee is proposed as under:

Designation	Remuneration
Chairman	5000/-
Members	5000/-
Invited Subject Experts	500/-

TA/DA will be paid to the Committee members as per the rules of the Institute.

The item is placed before Academic Council for consideration and approval please.

Item No. 5.5 Ratification of appointment of Head Examiners for different subjects in the Department of Applied Sciences and Humanities.

As per the decision of the 3rd meeting of Academic Council of the institute, the HOD will act as the head examiner for the respective department. However, in case of Applied Sciences Department, different subject streams are involved namely Applied Chemistry, Applied Physics, Applied Mathematics and Humanities. Therefore, keeping in view the diverse nature of subjects, separate head examiners had been appointed for these subjects during evaluation of answer sheets of Nov-Dec 2015 Examinations (Annexure-III, Page No. 21 & 22).

The item is put up for ratification of the decision for appointing different Head Examiners for the subjects of Physics, Chemistry, Mathematics and Humanities.

Item No. 5.6 Remuneration of various examination activities-regarding

The remuneration for various activities related to examinations had been approved in the 3rd and 4th meeting of Academic Council vide item numbers 3.6 and 4.6. In continuation, additionally, the following rates of remuneration are proposed:

(A) For the conduct of practical examination, the end semester practical examinations may be conducted by a faculty member other than that who has taught the subject as far as possible. The subject teacher will also countersign the awards and other documents. It is proposed that the examiner may be paid @ Rs 15 per candidate examined and the relevant laboratory staff may be paid Rs 7 per candidate examined.

(B) For the conduct of Project and Six month/ semester Training, the internal examiner has to coordinate all the activities related to Project and Six month/ semester Training. Therefore, it is proposed that the internal examiner may also be paid Rs 20 per candidate examined.

The above proposed remunerations may be paid subject to the availability of funds in examination cell.

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

Item No. 5.7 Ratification of the proceedings of 1st meeting of Internal Quality Assurance Committee (IQAC)-regarding

The 1st Meeting of Internal Quality Assurance Committee (IQAC) of the Institute was held on 13-01-2016 under the Chairmanship of Hon'ble Director, Shaheed Bhagat Singh State Technical Campus, Ferozpur. The approved proceedings are placed as Annexure-IV, Page No. 23-27.

The proceedings of the 1st Meeting of Internal Quality Assurance Committee (IQAC) are placed before the Academic Council for consideration and approval please.

Item No. 5.8 Ratification of decisions regarding ‘Semester Grace’ taken in HODs meeting held on 28-01-2016

The IKG Punjab Technical University Jalandhar in its 4th Academic Council Meeting Vide Item No. 4.1 has decided as below:

“The Academic Council (of PTU) agreed to give 1 percent grace marks to be calculated on the total of theory papers and the rounded off grace marks would be distributed in not more than two subjects for the purpose of clearing the theory papers by the students in that semester. The theory marks to be considered for the purpose would be worked out on the basis of the credits allotted to each course in the teaching scheme.” [Minutes attached as Annexure-V, Page 28]

In the HOD meeting held on 28-01-2016 [Minutes attached as Annexure-VI, Page 29] the above provisions of PTU has been decided to be adopted for declaring results in this Institute for all the students (including the students admitted in the year 2015 onwards and prior to 2015).

The item is placed before the Academic Council for consideration and ratification please.

Supplementary Agenda Items

Item No. 5.9 Modification of Course Code of the Academic Scheme adopted in the year 2015.

The Academic scheme for the students admitted in the 1st year during session 2015-16 was approved in the 2nd meeting of Board of Studies of the department of Applied Science and Humanities vide agenda no. 4.8. The approved academic scheme is placed at Annexure VII, on page no. 36.

It is observed that subsequently scheme can be reviewed and amended from time to time. Therefore there must be a distinction of the scheme approved for the students admitted in 2015-16 and the scheme which may be approved subsequently. Therefore it is proposed to add “A” at the end of the course code of each subject for the scheme being approved for the students admitted in the year 2015-16. Subsequently whenever the scheme is amended the letter “B” can be placed at the end of the subject code of the new scheme and so on.

Complete item is put up before Academic Council meeting for consideration and approval please.

Item No. 5.10 Ratification of proceedings of the 2nd meeting of Board of Studies of School of Architecture.

The second meeting of School of Architecture was held on 17/02/2016 in the committee room. The minutes of 2nd meeting of School of Architecture are placed at Annexure-VIII, Page 37-38.

‘Proceedings of 2nd meeting of Board of Studies of School of Architecture’ is put up before Academic Council meeting for ratification please.

Item No. 5.11 Declaration of result regarding

The institute has conducted the examinations for the semester (July –Dec. 2015), in the Academic year 2015-16 and, subsequently, the results (Regular and Reappear) of all the semesters has been declared by the institute. As per the “ UGC Guidelines for autonomous colleges during the 12th plan period (2012-17)”, the parent university will award degrees to the students evaluated and recommended by the autonomous college. Therefore, the Detail Marks Cards (DMC's) can be issued by the Autonomous Institutes itself. However, as per the practice followed by IKGPTU, Jalandhar for its three autonomous colleges, DMC's are issued by the university by charging part of the exam fees paid by students.

Therefore, complete item is put up before the Academic Council meeting to take up appropriate decision for issuing DMC's to students please.

Item No. 5.12 Honorarium and TA/DA for various Academic Activities

The institute was paying the honorarium and TA/DA for various academic activities as per IKGPTU Kapurthala norms. Now the Institute is affiliated to MRSSTU Bathinda. Accordingly it is proposed to follow the norms of MRSSTU Bathinda for paying honorarium and TA/DA for different Academic Activities such as Academic Council Meetings, Board of Studies Meetings, Viva-voce exam etc.

The item is placed before Academic Council for consideration and approval please.