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# 1. MEMBERSHIP, OFFICERS AND MEETINGS

1.1 The composition, powers and functions of the Senate are defined in Bye-Laws of the PEC-Society. The relevant sections are shown in Appendix-I

The Senate is primarily concerned with the academic matters of the Institute encompassing faculty, students, instructional and evaluation matters.

1.2 The duties and responsibilities of the Senate are exercised through;

- I) The Senate
- II) The Standing Committee
- III) The other sub- committees of the Senate
- IV) The Academic Departments/ Centres

The responsibilities of the first three are specified in this Manual.

1.3 The Director shall be the Ex-officio Chairman of the Senate and shall preside over all the meetings of the Senate. In his absence the Deputy Director shall preside, and in the absence of both the Director and the Deputy Director, the senior most of all the Deans present shall preside at the meeting. [Bye-law (9) (A) (3)]

1.4 The registrar will be the ex-officio Secretary of the Senate but shall not be deemed to be a member of it. [Bye-law 11(B)]

1.5 The Senate shall meet as often as necessary as but not less than three times during an academic year. [Bye-law 6(B)(I)]

1.6 The meetings of the Senate shall be convened by the Chairman of the Senate at his initiative or on a written requisition signed by not less than one third of the strength of the members of the Senate. A requisitioned meeting shall be a special meeting to discuss only those items of the agenda for which the requisition is made. The Chairman shall convene the requisitioned meeting within 15 days of receiving the notice.

1.7 The copies of the agenda of every meeting of the Senate shall be sent to every member of the Senate by the Secretary at least a week before the meeting. The Chairman may, however, permit inclusion of any items for discussion without prior information to members.

1.8 One third of the total members of the Senate shall constitute the quorum for the meeting of the Senate [Bye-law 6(B) (2)]

1.9 The minutes of the meetings of the Senate shall be drawn up by the Secretary and sent to all members of the Senate within two weeks unless otherwise ruled by the Senate. The minutes shall be placed for confirmation at the next meeting of the Senate, and upon confirmation shall be signed by the **Secretary**.

## **2. COMMITTEES OF THE SENATE**

2.1 The business of the Senate shall be conducted essentially through the Standing committees & other sub-committees appointed specifically for a task.

2.2 The Senate shall define the responsibilities of its committees and shall hold them responsible for the performance of their duties and exercise of their powers.

2.3 Sub- Committees of the Senate are:

- i) Standing Committee of Senate
- ii) Department/Centre Academic Programme Committee (DAPC/ CAPC)
- iii) Institute Academic Programme Committee (IAPC)
- iv) Department/Centre Research Committee (DRC/CRC) and Student Research Committee (SRC)
- v) Scholarship & Prizes Committee
- vi) Student Affairs Committee
- vii) Election Committee

2.4 The Committee shall be composed of the members of the Senate and may include other members of the faculty and duly registered students.

2.5 The Chairman of the Committees shall convene and preside over the meetings for which one half the members of the Committee shall constitute the quorum. The Chairman of Committees shall submit to the Senate a terminal report by the last week of August.

2.6 The committees mentioned above in clause 2.3, wherever necessary, may appoint ad-hoc committee to deal with specific areas of responsibilities, or special problems. The members of the ad-hoc committee shall be chosen from the members of the committee and may include other members of the faculty and duly registered students. In discharge of its duties, a sub-committee shall be responsible to the committee that appointed it.

### **3. SUB-COMMITTEES OF THE SENATE**

#### **3.1 Standing Committee of Senate:**

The composition of this committee would be as follows:

- a. Chairperson: Member of Rank of Professor as nominated by Chairman Senate
- b. Members: DAA, Registrar, One Head of the Department/ Centre, One outside Senate Member (as per availability) & Two experts to be associated (as per requirement) by the Chairperson of the Standing committee of the Senate.

#### **Terms of Reference:**

The collective wisdom of Standing Committee can be taken on emergent issues in situations wherein it is not possible to hold the meeting of the Senate.

Recommendations of this committee would be approved by the Chairman Senate and placed for the ratification of the Senate.

#### **3.2 Department/ Centre Academic Programme Committee (DAPC/ CAPC)**

The following will be the constitution of this committee:

1. Head of Department/ Centre, Chairperson
2. Faculty Coordinator for each of the M.Tech Programmes, Member
3. Faculty Coordinator B. Tech 2<sup>nd</sup> year, Member
4. Faculty Coordinator B. Tech 3<sup>rd</sup> year, Member
5. Faculty Coordinator B. Tech 4<sup>th</sup> year, Member
6. Faculty Convener to be nominated by HOD/ HOC

#### **Terms of Reference:**

The committee will monitor and make recommendations regarding the academic processes and students issues of the concerned Department/ Centre related to B. Tech and M.Tech Programmes.

#### **3.3. Institute Academic Programme Committee (IAPC)**

The following will be the constitution of this committee:

1. Dean Academic Affairs, Chairperson
2. All HOD/ HOC, Members
3. Workshop Supdt., Member
4. O/I Time Table, Member
5. Coordinator IQAC, Member
6. Associate Dean(s) Academic Affairs, Convener
7. Three Student Representatives (Two UG & one PG) to be proposed by the Student Affairs Council.

**Terms of Reference:**

The committee will monitor and make recommendations regarding the academic processes and students issues related to B. Tech and M.Tech Programmes.

**3.4 Department / Centre Research Committee and Student Research Committee**

**1. The Department/ Centre Research Committee (DRC/ CRC)** will be constituted with the following members:

- i) Head of the Department/ Centre, Chairman
- ii) One member each from various specializations in the Department/ Centre (maximum 4-6 members) on rotation basis for two years.

**2. The Student Research Committee (SRC)** will be constituted with the following members as proposed by the supervisor(s) and approved by the Head of the Department/ Centre:

- i) One member from DRC, as Chairman
- ii) One internal expert in the field from within the Department/ Centre
- iii) One external expert, preferably in the synergy area, who may be a faculty member from outside the Department/ Centre to which the student belongs or may be from any educational institute/research laboratory within the tricity
- iv) Supervisor(s), Convener

**Terms of Reference:**

**DRC/ CRC:** The DRC/CRC would deal with all administrative matters related to Ph.D. in the Department/ Centre. All policy matters related to Ph.D. research would be taken up by this Committee. The members of DRC would be the members of Ph.D. Admission Committee of the concerned Department/ Centre. Further, all decisions taken by SRC of the students would be routed through Chairman DRC/ CRC.

**SRC:** Every Ph.D. student would work under a SRC which would be constituted, on the recommendations of supervisor, by Chairman DRC/ CRC. The SRC would monitor research work and take all administrative decisions related to Ph.D. students. This would include, but not be limited to, selection of courses, finalization of thesis topic, review of progress, enhancement & continuation of assistantship, review of research work at time of pre-submission, finalization of thesis readers, oral defence board etc.

**3.5 Scholarship & Prizes Committee**

1. Associate Dean, UG, Chairman of the Committee
2. Associate Dean Student Affairs
3. Faculty Coordinator, Student Counseling Cell
4. Two Faculty Members nominated by Chairman Senate on the recommendations of DAA.
5. Three registered Students nominated by Dean Students Affairs (DSA) on the recommendations of Student Council amongst the Class Seniors.

**Terms of Reference:**

1. The Committee shall recommend the general policy regarding different type of scholarships, stipends, medals & prizes.
2. It shall co-ordinate and review the applications of such policy.

**3.6 Student Affairs Committee**

1. Dean Students Affairs as Ex Officio Chairman
2. Any two Associate Dean Students Affairs
3. Two Faculty Members nominated by Chairman Senate on recommendations of DSA.
4. Four Students nominated by Dean Students Affairs (DSA) on the recommendation of Student Council amongst the Class Seniors

**Terms of Reference:**

1. The committee will deal with the matters relating to the discipline and conduct of the students.
2. The Committee will formulate policies for enforcing student discipline and will investigate complaints against students. The Committee shall make recommendations to the Chairman, Senate-who shall have the powers to accept or modify the recommendations of the Committee. Only in the case the recommendations of this committee are modified by the Chairman, would the matter be reported to the Senate. The extreme punishment of termination of the academic programme of a defaulting student will normally be referred to the Senate for final decision.

**3.7 Election Committee**

- 1 This committee shall have three members. The responsibilities shall be to schedule, where required & conduct elections and announce the results of the elections.
- 2 The procedure of the elections is given in Appendix II.

## 4. PROCEDURES

4.1 Order of business: The order of business in normal meetings shall be:

- i) The approval of minutes.
- ii) Announcement of minutes by the Chairman
- iii) Follow-up action of previous decisions.
- iv) Matters following from the Standing Committees and other sub-committees.
- v) Matters following from the Special committees
- vi) Petition of students admitted by the Chairman.
- vii) Unfinished business
- viii) New business.

4.2 The Senate shall formulate the ordinances of the Institute and submit them to the BOG for approval. The ordinances may provide for all or any of the following matters:

- i) Academic Programmes
- ii) Academic Calendars
- iii) Admission of students to the academic programme
- iv) Registration of the students
- v) Teaching and Instructions
- vi) Attendance
- vii) Evaluation and conduct of examination
- viii) Graduation requirements
- ix) Conduct of discipline among students
- x) Evaluation of thesis and projects
- xi) Scholarships & Prizes

The ordinance will provide for the general framework of the above matters. The Senate shall frame rules and regulations as provided for in these ordinances.

4.3 The senate may recommend to BOG the changes, repeat or additions in the ordinances, a written notice of the proposed action is sent to each member of the Senate at least two weeks prior to the meeting in which the proposed modification is sought. Any such recommendation for the changes in ordinances will require consent of two thirds of the strength of the members of the Senate and voting.

## **APPENDIX I: BYE-LAWS**

### **6) SENATE**

#### **(A) Composition of the Senate**

- (1) The Senate shall consist of the following persons, namely:
  - (a) Director of the Institute, ex-officio Chairman,
  - (b) Deputy Director (Administration), ex-officio.
  - (c) Dean of Faculties, if any, ex-officio.
  - (d) Heads of the Departments of the Institute, ex-officio.
  - (e) Two of the Professors, other than the Deans/Heads of the Departments, by rotation.
  - (f) Two Associate Professors/Assistant Professors, from the Departments, to be elected from amongst the Associate Professors/Assistant Professors.
  - (g) Two Assistant Professors, from the Departments, to be elected from amongst the Assistant Professors.
  - (h) Two persons from amongst educationists of repute or persons from any other field related to the activities of the Institute who are not in the service of the Institute, nominated by the Chairman of the Board of Governors.
  - (i) Two persons who are not members of the teaching staff, co-opted by the Senate for their specialized knowledge.
- (2) The term of members other than ex-officio members shall be two members, shall be eligible for a maximum of two terms, consecutively.

#### **(B) Meeting of the Senate**

- (1) The Senate shall meet as often as may be necessary but not less than three times during the academic year.
- (2) One third of the total members of the Senate shall constitute the quorum for the meeting of the Senate.
- (3) The provisions in these Bye-Laws regarding notice or meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, in so far as applicable, may be followed in' connection with meeting of the Senate.
- (4) Any business which may be necessary for the Senate to conduct, except such as may be placed before its meeting, may be carried out by circulation through a resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Senate, provided that at least one half of the total number of the members of the Senate, have recorded their views on the resolution.



**(C) Powers and Functions of the Senate:**

The Senate shall be the principal, academic body of the Institute and shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Bye-Laws and Rules. It shall have the following specific powers and duties:

- (1) To exercise general supervision over the academic work of the Institute and to give direction regarding methods of instruction, evaluation or research or improvements in academic standards.
- (2) To promote research within the Institute, acquire reports on such research from time to time.
- (3) To consider matters of academic interest either on its own initiative or at the instance of the Board of Governors and to take proper action thereon.
- (4) To make arrangements for the conduct of examinations in conformity with the Rules.
- (5) To recognize diplomas and degrees of other University and institutes and to determine equivalence with the diplomas and degrees of the Institute.
- (6) To prescribe courses of study leading to degrees and diplomas of the Institute.
- (7) To appoint examiners, moderators, tabulators and such other personnel for different examinations.
- (8) To suggest measures for departmental co-ordination.
- (9) To make major recommendations to the Board of Governors on:
  - (a) Measures for improvement of standards of teaching, training and research.
  - (b) Institution of chairs, fellowships, scholarships, studentships, free-ships, medals and prizes etc.
  - (c) Establishment or abolition of departments / centers, and
  - (d) Rules covering the academic functioning of the Institute, discipline, residence, admissions, examinations, award of fellowships and studentships, free-ships, concessions and attendance etc.
- (10) To appoint sub-committees to advice on such specific matters as may be referred to it by the Board of Governors.

(11) To consider the recommendations of the sub-committees and to take such action (Including making of recommendations to the Board of Governors) as the circumstances in each case may require.

(12) To take periodical review of the activities of the Departments/ Centers and to take appropriate action (including making of recommendations to the Board of Governors) with a view to maintaining and improving the standards of instruction.

(13) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Bye-laws and Rules.

(14) To recommend creation of all academic; posts to the Board of Governors.

### **Appendix-II: Election Procedure**

#### **Election of Senate Members as specified in Bye Law 6(A) 1-(f & g).**

The Election shall be conducted by the Chairman of the Election Committee or one of its members nominated by him not later than the third Saturday of August. A clear notice of seven days shall be given in writing to all members of the Committee. The election shall be conducted by iterations wherein by elimination, if necessary, one faculty member getting more than 50% votes of those present and voting shall get elected. In every round each member shall vote for one name only.