No. PEC/RG/ **5382**

Dated: **12 MAY 2020**

<u>**CIRCULATION OF MINUTES**</u>

Subject: **Minutes of Emergency online meeting (85th meeting) of Senate.**

A copy of minutes of Emergency online meeting (85th meeting) of Senate of Punjab Engineering College (Deemed to be University), Chandigarh held on 08.05.2020 (Friday) is enclosed herewith for your information and necessary action.

REGISTRAR (Ad-Interim)

Copy to the following for information & necessary action please:

1. All Senate Members
2. Dr. Sushant Samir, Associate Dean Ph.D., Special Invitee
3. Dr. Rintu Khanna, Associate Dean PG, Special Invitee
4. Dr. Sucheta, Associate Dean UG, Special Invitee
5. Head, CoE (Industrial & Product Design)
6. Head, CSRC
7. Head, Centre for Mgmt. & Humanities
8. PA to Director

Minutes of Emergency online meeting (85th meeting) of the Senate of Punjab Engineering College (Deemed to be University), Chandigarh

A   **Brief of meeting and participants:**

Date	08.05.2020 (Friday)
Time	11.00 am
Venue	Online
In-Chair	Prof. Dheeraj Sanghi, Director, PEC
List of Participants	Placed at *Flag 'A'*

B.   **The brief of proceedings is as follows:**

Item	Decision
To evolve an alternative plan of evaluation for final year B. Tech students.	The Senate felt that in view of the prevailing situation, it will not be possible to have any regular evaluation of the students. At the same time, a large number of B. Tech final year students have job offers and it is desirable to provide them Provisional Degree by 15th June 2020. The various options that the different institutions are considering, were discussed in detail by the Senate and it was decided that a special evaluation criteria will be followed only for the final year B. Tech students for the semester 19202. The detailed process of evaluation as approved by the Senate is attached as Annexure-I. The salient aspects of the evaluation process are given below:- 1. There will be two options for evaluation (for B. Tech final year students for 19202 semester only), either a student can opt for Pass/ Fail/ Incomplete grade right now or he/she can opt for regular evaluation which will happen when it is safe to conduct the end-term exam at the institute. The default option will be Pass/ Fail/ Incomplete grade. 2. If a student exercises the first option, only Pass/ Fail/ Incomplete grade will be assigned for all the courses of the semester 19202 for which the final year B. tech students have registered (including backlog courses, if any). The instructor of the courses will follow the procedure given in the attachment and will submit the award lists having Pass/ Fail/ Incomplete grade only in the office of DAA as per the prescribed timeline. 3. The Pass/ Fail/ Incomplete grades will also be given in the same way for Departmental Honours/ Minor Specialization courses. CGPA will not be mentioned for Departmental Honours/ Minor Specialization Courses in any certificate.

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	4. The B. Tech major project will be evaluated as per the procedure given in the attachment. 5. The timeline for the various activities will be prepared by Academic Section and circulated to all HODs/HOCs.
Table Agenda: **To consider revised M. Tech seat matrix.** The M. Tech seat matrix was submitted to CCMT 2020 but they have advised some changes in the branch wise distribution of various categories. There is no change in the overall seats of the various categories or the total numbers of seats. The revised seat Matrix is attached for approval please.	Approved as proposed. Senate also decided that in view of the expected high response to M. Tech admissions this year, the notional increase in the number of seats (as approved earlier) is deferred for this academic year (2020-21) only.

Meeting ended with the vote of thanks to Chair.

Minutes of Emergency meeting (85th meeting) of Senate of PEC held on 08.05.2020.

Attendance sheet

Emergency meeting (85th meeting) of the Senate on 08.05.2020

S.NO.	NAME	Present/ Absent
1	Dr. Dheeraj Sanghi, Director	Chaired
2	Dr. Siby John, Deputy Director	Present
3	Prof. Kunal Nandwani, CEO uTrade Solutions	Present
4	Dr. M Rajiv Lochan, Panjab University	-
5	Dr. Harminder Kaur, HOD Applied Sc.	-
6	Dr. T K Jindal, HOD Aerospace Engg	Present
7	Dr. R R Singh, HOD Civil Engg	Present
8	Dr. Shailendra Singh, HOD CSE	Present
9	Dr. Tilak Thakur, HOD Electrical Engg	Present
10	Dr. Neelu Jain, HOD ECE	Present
11	Dr. S K Mangal, HOD Mechanical Engg	Present
12	Dr. Uma Batra, HOD MME	Present
13	Dr. M M Goud, HOD P& IE	Present
14	Dr. Asha Gupta, Applied Sc.	-
15	Prof. S K Sharma, Civil Engg.	-
16	Dr. Arun K Singh, ECE	Present
17	Er. R. K. Mahajan, MME	-
18	Er. Tejinder Singh Saggu, Elect. Engg.	Present
19	Dr. Seema Vasishta, Library	Present
20	Sh. Sushil Kumar, Computer Centre	Present
21	Dr. Sanjeev Kumar, Mechanical Engg., DAA	Present
22	Dr. Sanjeev Kumar, Applied Sc., DSA	Present
23	Dr. Sushant Samir, Registrar (Secretary)	Present
24	Dr. Rintu Khanna ADPG	-
25	Dr. Sucheta, ADUG	Present
26	Dr. Parveen Kalra, Head CoE	Present
27	Dr. Sharda Kaushik, Head CMH	Present
28	Dr. Divya Bansal, Head, CSRC	Present
29	Dr. J D Sharma (Special Invitee)	Present
30	Dr. R M Belokar (Special Invitee)	Present
31	Akshat, B. Tech Final Year student (special Invitee)	Present
32	Rishabh Dev, M. Tech Final Year student (special Invitee)	Present
33	Piyush Sharma, B. Tech Final Year student (special Invitee)	Present

Revised Academic Calendar
Even Semester 19202 (January-June 2020)
For B. Tech Final Year students only

(in compliance with the decision taken in 85th Senate meeting held on 08.05.2020)

S.No.	Description	Dates
1	Finalization of Coursera Courses by the Instructor (This information will be sent to DAA office and students online)	May 18, 2020 ((Mon)
2	Last date for display of pre-total marks till 13th March 2020 (except for course project work, if any)	May 20, 2020 (Wed)
3	Last date for students to point-out errors (if any)in pre-total marks to concerned instructor	May 22,2020 (Fri)
4	Last date for display of course project marks (if any)	May 26, 2020 (Tue)
5	Moderation Committee meeting for requirement of Coursera Courses	May 27, 2020 (Wed)
6	Last date for informing the students about Coursera Courses requirement	May 28, 2020 (Thu)
7	Formation of Major Project evaluation Committee by the departments and last date for submission of Major Project reports	June 01, 2020 (Mon)
8	Last date for submitting complete certificate for Coursera Courses by the students to the concerned instructor	June 5, 2020 (Fri)
9	Moderation Committee meeting	June 08, 2020 (Mon)
10	Last date for display and submission of grades to DAA office	June 10, 2020 (Wed)
11	Publication of Draft Result Gazette	June 15, 2020 (Mon)

Process to be followed for 4th year B.Tech. students evaluation:

1. Interaction with students: Director will send an email to 4th year students explaining the decision, and explaining the option for pass/fail/incomplete versus normal grading.

2. Options by students: Students can opt for normal grading between 11th and 17th May, 2020. The default option will be Pass/Fail/Incomplete grading. So only those who wish to opt for normal grading should submit a request.

3. The faculty is advised as follows:

   a. The evaluation for B.Tech. 4th year students would be based on all the marks the students received till 13th March, 2020. This process will be followed for all the courses registered by the students in 19202 semester.

   b. If there was any component that was submitted by then and not graded, should be graded quickly and marks shown to students.

   c. In parallel to grading, they should all search through Coursera courses and decide on courses which have a significant overlap with the second half of the course that they are teaching. Such course(s) should be informed to all students of their respective courses since some of those students may have to complete such a course. This may be done by 18th May, 2020, so that students can start them right away. If there are no relevant courses, the issue may be discussed with Dean, Associate Dean and Chairman, Senate, along with Head.

   d. If there was any project component in the course, the students be given a deadline to complete the project and submit report. Past this deadline, the instructor should complete the evaluation through an online presentation/viva. The instructor may decide whether to assign same marks to all group members (in case of group projects), or different marks to different members based on their work.

   e. Faculty members must share all marks of all students in their course by 20th May, 2020 and students should be given a couple of days to point out any errors.

   f. After that, they should divide the students in three groups. Those who have done well in the evaluation till now, those who are on borderline, and those who have performed poorly. One guideline could be to keep about 75% students in the first group, 20% in the second group and 5% students in the third group. But this will depend on exact distribution of marks, gaps, etc.

   g. The moderation committees of the department should look at this division submitted by the instructors and may suggest changes. The committee should also look at the list of Coursera courses that have been advised by the instructor for the second group.

   h. The revised division should be submitted to DAA's office (Chairman, Senate would like to see this). The instructor should also submit the list of Coursera courses that has been advised to students. Also, the middle group of students should be informed by the instructor to complete a course on Coursera by 27th May, 2020. The students should submit the completion certificate for the

Coursera courses by 5th June, 2020. Reminders may be sent to those who have not submitted the certificate a couple of days before the deadline.

   i. After the deadline for submission of Coursera certificate is over, the instructor should verify the certificates submitted from the Coursera website.

   j. After the deadline, each instructor should submit the grades as follows: An 'S' grade (Satisfactory) for all students in first group, An 'S' grade for all students in the second group who have submitted the Coursera certificate of an appropriate course approved by the instructor. An 'I' grade (Incomplete) for the remaining students.

   k. Those who have been assigned an 'I' grade due to lack of submission of a Coursera course, could submit such a certificate, and their grade can then be changed.

   l. Whenever the campus is able to hold small examinations, all remaining 'I' grade students will be intimated and examined on campus at that time, and a final grade of 'S' or 'X' (Satisfactory/Unsatisfactory) would be assigned by the instructor at that time.

4. For B. Tech Project evaluation, the following process will be applicable:

   a. Each department would form appropriate committees for evaluation.

   b. Each student should be given a deadline to complete as much work as is possible while working from home under the guidance of their supervisors, and submit a report.

   c. The evaluation will be through an online presentation/viva at a time mutually convenient to all committee members and students in the project group.

   d. If the committee is satisfied with the amount of work done, the students should be assigned an 'S' grade in the project. And if the committee wants them to do more work, they should spell out the expectations, and assign them an 'I' grade in the project.

   e. Students who have been assigned an 'I' grade can request a re-evaluation after completing additional work, and the committee will evaluate them for the same.

5. Dean of Academic Affairs Office will receive grades for all courses registered by 4th year B. Tech students (or earlier batches) by 10th June, 2020. They should have verified all other requirements for these students by then.

6. A simple system for no-dues should be implemented for 4th year BTech students. Perhaps all units can inform students of any dues by specified date, and inform the Dean Academic Office of any dues remaining after this date. Lack of information on dues may be treated as no-dues by Dean's office. This needs to be planned properly.

7. Academic Office will start issuing provisional degree certificates on 15th June, 2020. Those who are able to take such a certificate in person (depending on the circumstances at that time), can do so. Others may download a scanned copy, or may be sent through an email. The issuing of certificates will be prioritized in the order of joining dates of students.