

**Draft Minutes of 54<sup>th</sup> meeting of Senate of PEC University of Technology, held on 17.09.2013 at 3.30 P.M. in the Conference Hall of PEC University of Technology, Chandigarh.**

**The following attended the meeting:**

1. Prof. Manoj K Arora
2. Prof. (Ms) Uma Batra
3. Prof. Sanjeev Sofat
4. Prof. Parveen Kalra
5. Prof. Ashwani Kumar
6. Prof. (Ms) N R Prakash
7. Prof. S K Verma
8. Prof. Balwinder Singh
9. Prof. R R Singh
10. Sh. Sanjay Batish
11. Prof. P J Singh
12. Dr. Jagtar Singh Gill
13. Sh. Kamal Kumar

**In attendance (Special Invitee):**

1. Prof. (Ms) Uma Batra, DRPD
2. Prof. Parveen Kalra, DSW
3. Prof. Sanjeev Sofat, DAA
4. Dr. (Ms) Neelu Jain, Chairperson SUGC
5. Prof. (Ms) Neena Gupta, Coordinator, IQAC
6. Dr. (Ms.) Sucheta, ADAA
7. Prof. Sanjeev Kumar
8. Prof. Kishori Lal

**Under leave of absence:**

1. Prof. A K Lall
2. Prof. A M Kalra
3. Prof. Siby John
4. Ms. Maninder Kaur
5. Prof. P S Satsangi
6. Prof. R Sehmi

**Decisions taken on various Agenda Items are as follows:**

<b>Item No.</b>	<b>Particulars</b>	<b>Decision taken</b>
54.1	To confirm the minutes of 51 <sup>st</sup> , 52 <sup>nd</sup> , 53 <sup>rd</sup> meetings held	Minutes of the meetings were

	<p>on 8.01.2013 continued on 9.01.2013, 18.06.2013, 26.06.2013, and emergent meetings held on 16.05.2013 and 07.08.2013 respectively.</p>	<p>confirmed.</p>
<p>54.2</p>	<p>Follow up actions on the minutes of previous Senate meetings.</p>	<p>It was noted that action in respect of some items is pending. In such cases, the item-wise decision is as follows:</p> <p><b>50.2:</b> There are 6 Audit Courses (3 in each semester) out of which a student of BE 1<sup>st</sup> years has to opt for 2 (1 in each semester). There are no specific rules as to whether a student could choose Audit Courses of different Schemes (NSS/NCC/Physical Education) in the 2 semesters. To avoid any arbitrariness, the Dean Academic Affairs was requested to get the rules for Audit courses framed. This may be done within two weeks.</p> <p><b>51.4:</b></p> <p>(i) It was decided that the committee constituted to look into the grading system should also submit its report in about 15 days time.</p> <p>The committee must look into various aspects – Broad-band grading system Vs. narrower band system, fixing up of minimum %age of marks for awarding a particular grade, relative %age of students to be awarded various grades,</p>

		<p>conversion of CGPA to percentage of marks etc.</p> <p>ii) The Heads of Departments will depute faculty members as mentors for 2<sup>nd</sup> year, 3<sup>rd</sup> year and 4<sup>th</sup> year students within one week of the notification of these minutes.</p> <p>iii) DAA office shall circulate the list of unfair means cases detected during end term exams and decisions taken so far regarding these cases. The same should also be presented to the Senate in its next meeting, as a practice.</p> <p><b>51.7:</b> It was decided that a committee consisting of O/I BE Admissions, O/I ME Admissions and O/I Ph.D. Admissions as chairperson shall obtain feedback from departments with regard to Admission of hearing disabled students and then frame recommendations regarding establishment of a department of Indian Sign Languages.</p> <p>The Committee may also look into the issue of suitability of admission of students with various kinds of physical disabilities in different streams after getting feedback in this regard from</p>
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		<p>HODs and propose guidelines.</p> <p><b>52.6:</b> The Senate desired in that revised recommendations for direct admission of BE/ B.Tech. degree holders in Ph.D. programme may be submitted by the committee constituted this purpose in about 10 days of the notification of these minutes.</p>
54.3	<p>Items for information.</p> <ul style="list-style-type: none"> <li>• Status of Admission for BE Programmes.</li> <li>• Status of Admission for ME Programmes.</li> <li>• Status of Admission for Ph.D. Programmes.</li> </ul>	<p>The status of admission for various BE / ME programmes was presented. Since O/I Ph.D. admissions could not attend the meeting, it was desired that status of Ph.D admissions be presented to the Senate in its next meeting.</p> <p>On certain issues arising out of these presentations, the following was also decided;</p> <ul style="list-style-type: none"> <li>i) The Senate requested HoD Civil Engg. to analyse why the admission in ME Environmental Engg. programme has gone down and to suggest measures to keep the programme running.</li> <li>ii) All faculty members should report to the DAA office the names of such students who are regularly abstaining from classes. The DAA office may send a circular to all departments in this regard.</li> </ul>

54.4	Committee to formulate the time table for classes and examination	Approved as proposed. <b>(Annexure 54.4.1)</b>
54.5	Admission to Ph.D. for the newly recruited faculty.	<p>As per Rule 4.3 of the present Rules and Procedures for Ph.D. Programmes, a candidate for being eligible to be admitted to Part-time Ph.D. programme must have continued to serve his present organization for a minimum of 2 years.</p> <p>The Senate decided to waive off this condition for the faculty recruited in PEC on regular basis so that they can pursue their Ph.D. programme without delay. Thus the faculty recruited in PEC on regular basis can be admitted to Ph.D. programme on part-time basis immediately without having served for two years. All other conditions for admission remain unchanged.</p>
54.6	Change of registration process.	Approved as proposed <b>(Annexure 54.6.1)</b>
54.7	Inclusion of certain items in the Academic Calendar.	The suggested changes in the Academic Calendar were approved. It was further decided to have independent dates for TECH-Fest and Sports Meet. The sports meet will be of two days duration on Saturday & Sunday. In view of this and the

		decision on item 54.6, revised academic calendar for 2013-14 shall be notified by the DAA Office.
54.8	Question paper moderation.	Approved as proposed ( <b>Annexure 54.8.1</b> ) with the modification that a faculty member will also bring the solutions for numerical problems alongwith the Question paper at the time of moderation.
54.9	Modification in the Constitution of Academic Bodies.	The proposal for re-structuring of Academic Committees ( <b>Annexure 54.9.1</b> ) approved with the amendment that there will be no student member in the Department Academic Programme Committee.
54.10	Students to be awarded B E degree (to be tabled)	The award of BE degrees to the students as per <b>Annexure 54.10.1</b> . was approved. On a suggestion from the members it was decided to form the following committee to review the design of degree and grade sheet to be awarded to students from next academic cession (i.e. Students passing out in 2013-14) year onwards. Chairman : Dr. P J Singh Members : Dr. Neena Gupta : Dr. Kamal Kumar
54.11	Students to be awarded M E degrees (to be tabled.)	The list of students for the award of ME degrees as per <b>Annexure 54.11.1</b> was approved. It was further decided that

		the names of those students whose thesis viva is completed by 23 <sup>rd</sup> September 2013 may also be included in the list of awardees with the approval of Chairman Senate.
54.12	Students to be awarded Ph.D. degree.	The list of students for the award of Ph.D. degrees as per <b>Annexure 54.12.1</b> was approved. It was further decided that the names of those students whose thesis viva is completed by 23 <sup>rd</sup> September 2013 may also be included in the list of awardees with the approval of Chairman Senate.
54.13.1	<b>Any other item:</b> Special Chance to complete the UG/PG programmes for students admitted when the institute was affiliated to the Panjab University.	It was decided that only the students transferred from Panjab University duly recommended by them shall be considered for giving a special chance to complete their degree. The case of each student will be reviewed by an institute level committee which shall look into the feasibility of the student completing the requirement by Dec., 2014, the dead line set by the Punjab University.
54.13.2	<b>Any other item:</b> Centralization of PG admissions (ME/Ph.D.)	On a desire expressed by Chairman Senate and some members it was decided that from next year onward, the ME and Ph.D. admissions would also be centralized. The following committee

		<p>is formed to suggest modalities for the same.</p> <p>Chairperson : Associate Dean Academic Affairs</p> <p>Members : O/I UG Admissions : O/I PG Admissions</p> <p>The committee shall submit the proposal in one month's time.</p>
54.13.3	<p><b>Any other item:</b></p> <p>Allowing students of NITs to join PEC for their summer training</p>	<p>It was also brought to the notice of the Senate that some students of other good institutes like NITs have expressed a desire to do Summer Training in PEC but presently there is no provision / norms for the same. The same committee as constituted in respect of item 54.10, shall frame guidelines for this purpose keeping in mind the fee chargeable, hostel accommodation and number of students a faculty member/department can have etc., for training to be imparted to outside students.</p>

Meeting ended with a vote of thanks to the Chair.

#### **Annexure - 54.4.1**

**Subject: Committee to formulate the time table for classes and examination.**

Presently, there is only one officer incharge and one joint officer incharge for the time table for courses and the examinations. There are O/I time table for the respective departments who prepare the time table for their own departments. However, there is lack of coordination between O/I time table central and O/I time table of respective departments.

To take care of the problem faced in formulating the time table and examination schedule, it is proposed that the following committee may be constituted for coordinating the time table.

1. Officer Incharge Time Table, Chairman
2. O/I Time Table of the respective departments.
3. Joint O/I Central Time Table, Convener of the Committee

This committee will prepare the time table for the courses as well as the schedule of the examination.

## **Annexure 54.6.1**

### **Subject:- Change of registration process.**

In the present academic system, every student has to register for all the courses which he wants to study in a particular semester. The student registers for the courses in the first two days of the beginning of the semester. This is causing delay in the preparation of list of students who have opted for a course and the faculty member is not able to figure out whether right student is attending his classes or not. Further, it takes long time in resolving the conflicts arising in the time table, which affects overall academic process of the class.

Keeping in view the difficulties faced in the registration process, it is proposed that the registration process should be completed before the end of current academic semester. This will help in streamlining the registration process.

## **Annexure 54.8.1**

### **Subject:- Question paper moderation.**

In the present academic system a faculty member sets the question paper for the final examination based on the contents he has taught during the semester. Further, the quality of the question paper set by the faculty is not debated at any level. There are instances where the quality of question paper has been debated by the students and other stake holders. The experts of NBA have also suggested that the institute should be able to check quality of question papers set by the faculty members.

Keeping all the observations in view, it is proposed that every department shall formulate a committee of faculty members to review all question papers set by the faculty before the examination. The committee will check the quality of questions set by its faculty along with the coverage of the entire syllabus in setting of the question paper. The following is the proposed committee for the moderation of the question paper to be set up by the HOD.

1. HOD, Chairman
2. Two faculty members of relevant specialisation

The committee will have the power to moderate the question papers.

## Annexure 54.9.1

### **Subject:- Modification in the Constitution of Academic Bodies.**

Presently, the following are the academic bodies who manage the academic processes at the institute level and department level.

- a. Senate Undergraduate Committee (SUGC)
- b. Senate Post Graduate Committee (SPGC)
- c. Senate Research Degree Committee (SRDC)
- d. Department Under Graduate Committee (DUGC)
- e. Department Post Graduate Committee (DPGC)
- f. Departmental RDC.

These are the Senate sub committees. In the first two committees, HOD and the Dean Academic Affairs are not members whereas the departmental committees are chaired by Head of the department. The departmental Research Degree Committee is chaired by the Chairman RDC of the respective department. In this whole process, the academic monitoring at the department level and the institute level becomes difficult as the HODs and Dean Academic Affairs have no direct link in all these committees. SUGC and SPGC directly report to Senate and Chairman Senate whereas DUGC and DPGC report to the HODs.

Keeping in view the difficulties faced in monitoring and coordinating various academic activities, it is proposed that these committees may be re-structured. The following committees are proposed for monitoring the UG & PG programmes at the institute level and department level:

1. Institute Academic Programme Committee (IAPC)
2. Department Academic Programme Committee (DAPC)

The following will be the constitution of these committees:

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

1. Dean Academic Affairs, Chairman
2. All HODs, Members
3. Workshop Supdt., Member
4. O/I Time Table, Member
5. Coordinator IQAC, Member
6. Associate Dean Academic Affairs, Convener

7. Three student representatives (Two UG & one PG)

The committee will monitor and make recommendations regarding the academic processes and students' issues related to BE and ME programmes.

#### **Department Academic Programme Committee (DAPC)**

1. Head of Department, Chairman
2. Faculty Coordinator for each of the ME Programmes, Member
3. Faculty Coordinator BE 2<sup>nd</sup> year, Member
4. Faculty Coordinator BE 3<sup>rd</sup> year, Member
5. Faculty Coordinator BE 4<sup>th</sup> year, Member
6. Faculty Convener to be nominated by HOD
7. Three Student representatives (Two UG & one PG)

The committee will monitor and make recommendations regarding the academic processes and students' issues of the concerned department related to BE and ME programmes.

**Annexure - 54.10.1**

**Annexure - 54.11.1**

**Annexure - 54.12.1**