

SENATE MANUAL 2005

Punjab Engineering College (Deemed University) Chandigarh

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1. Membership, Officers and Meetings

- 1.1 The composition, powers and functions of the Senate are defined in Bye-Law 6 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 & Special committees in the Senate
 - iii) The academic departments
- The responsibilities of the first two are specified in this Manual.
- 1.3 The Director shall be the Ex-officio Chairman of the Senate and shall preside over all 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 but not less than three times during an academic year. [Bye-law 6(B)(1)]
- 1.6 The meetings of the Senate shall be convened by the Chairman of the Senate at his own 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 Chairman.

2. Committees of the Senate

- 2.1 The business of the Senate shall be conducted essentially through its Standing Committees or through 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 The Standing Committees of the Senate are:
 - i) Nominations Committee
 - ii) Curriculum Design and Monitoring Committee
 - iii) UG Committee
 - iv) PG Committee
 - v) Scholarships & Prizes Committee
 - vi) Students Affairs Committee
 - vii) Election Committee
- 2.2 The Standing Committees shall be composed of the members of the Senate and may include other members of the faculty and duly registered students, except in the case of the Nominations Committee. Members of the Standing Committees, except in case of the Nominations Committee, shall serve for one year from the first day of September, or in the case of replacement from the date of appointment, until the last day of August.
- 2.3 The Chairman of the Standing Committees, elected according to the procedure prescribed in Appendix-II, shall convene and preside over the meetings for which one half the members of the Committee shall constitute the quorum. The Chairman, Standing Committee shall submit to the Senate a terminal report by the last week of August.
- 2.4 A standing committee, wherever necessary, may appoint standing sub-committees or ad-hoc committees to deal with specific areas of responsibilities, or special problems. The members of the sub-committees shall be chosen from the members of the standing 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 standing committee that appointed it.

3. Standing Committees of the Senate

3.1 Nominations Committee

- 3.1.1 The Nominations Committee shall recommend to the Senate the names of the faculty members and the registered students for appointment as Senate Nominees to the various standing committees as provided for in this manual. See guidelines in Appendix III.
- 3.1.2 The committee shall consist of four Senate members elected for a two-year term. Not more than two members will belong to one academic department.
- 3.1.3 The election shall be completed before the last date of November and the committee shall take charge for the year from the first day of January.
- 3.1.4 Amongst the above said four members, two members from different departments shall be chosen to serve for 2 years, and the remaining for one year. At the next election the two one-year members shall be replaced and, thereafter, an election shall be held every year to replace the two outgoing member who have served for two years.
The first meeting of incoming members after the election shall be convened by one of the continuing member and chosen for the purpose by the outgoing committee. The Chairman should be selected by the committee from amongst its own members.

3.2 Curriculum Design and Monitoring Committee (CDMC)

- 3.2.1 CDMC shall have jurisdiction in the following matters concerning the academic programmes of the Institute:
Design of the academic policies of the Institute as they relate to the undergraduate and postgraduate academic programmes; design of the structures of the academic programmes; monitoring of the implementation of the academic programmes including student reaction surveys; obtaining and collating industry inputs for the design of academic programmes.
- 3.2.2 CDMC will have groups of members, one group consisting of two faculty members each from the departments of Mechanical stream (Aeronautical Engineering, Civil Engineering, Mechanical Engineering, Metallurgical Engineering, and Production Engineering), and the other group consisting of two faculty members each from the departments of Electrical stream (Computer Science and Engineering, Electrical Engineering, Electronics and Electrical Communications Engineering, and Information Technology). Each group will also have one member each from the four disciplines of the Applied Sciences. Of the two members from each department, one will be the HOD and the other will be nominated by the Senate.