

# SHIV NADAR UNIVERSITY

Minutes of the 21<sup>st</sup> Meeting of the Academic Council held on 20<sup>th</sup> August 2016

The following members and special invitees were present:

Sr. No.	Name	Designation
1	Dr. Rupamanjari Ghosh	Vice Chancellor-Chairperson, Director-School of Natural Sciences (SoNS) & Dean of Research & Graduate Studies
2	Dr. Ajay Dandekar	Director - School of Humanities and Social Sciences (SoHSS)
3	Dr. Shubhro Sen	Director-School of Extended Education and Professional Development (SoEEDP) and School of Management and Entrepreneurship (SoME)
4	Dr. Girish Agrawal	Associate Director (Strategy and Planning), School of Engineering (SoE), Professor & Head, Civil Engineering, (SoE)
5	Dr. Dinkar Prasad	Associate Director (Academics), School of Engineering (SoE), Professor & Head, Electrical Engineering (SoE)
6	Dr. Amber Habib	Dean of Undergraduate Studies, Professor and Head, Department of Mathematics, School of Natural Sciences (SoNS); Director, Institute for Innovations and Inventions with Mathematics & IT (IIIMIT)
7	Dr. Tulika Chandra	Dean of Students' Welfare, Associate Professor, Department of English, School of Humanities & Social Sciences (SoHSS)
8	Dr. Sankar Dhar	Professor & Head, Department of Physics, School of Natural Sciences (SoNS)
9	Dr. Deepak Sehgal	Professor & Head, Department of Life Sciences, School of Natural Sciences (SoNS)
10	Dr. Subhabrata Sen	Head, Department of Chemistry, School of Natural Sciences (SoNS)
11	Prof. Sumantra Sengupta	Professor & Head, Department of Art Design and Performing Art, School of Humanities and Social Sciences, (SoHSS)
12	Prof. Jaya Menon	Professor & Head, Department of History, School of Humanities and Social Sciences (SoHSS)
13	Dr. Sambudha Sen	Professor & Head, Department of English, School of Humanities and Social Sciences (SoHSS)
14	Dr. Deepak Mehta	Professor & Head, Department of Sociology, School of Humanities and Social Sciences (SoHSS)
15	Dr. Debopam Acharya	Associate Professor & Head, Department of Computer Science & Engineering, School of Engineering (SoE)

# SHIV NADAR UNIVERSITY

Minutes of the 21<sup>st</sup> Meeting of the Academic Council held on 20<sup>th</sup> August 2016

16	Dr. Partha Chatterjee	Associate Professor & Head, Department of Economics, School of Humanities and Social Sciences (SoHSS)
17	Dr. Santanu Mitra	Associate Professor & Head, Department of Mechanical Engineering, School of Engineering (SoE)
18	Mr. Sudhir Naudiyal	Registrar - Non- Member Secretary
19	Dr. Jyoti Sharma	Head, Center for Environmental Sciences Engineering, School of Natural Sciences (SoNS)
<b>Special Invitees</b>		
20	Dr. N. Sukumar	Director, Centre for Informatics SoNS, Professor of Chemistry & UG Advisor, Department of Chemistry
21	Mr. Atul Bhalla	Associate Professor, Department of Art, Design and Performing Art, School of Humanities and Social Sciences (SoHSS)
22	Dr. Divya Srivastava	Assistant Professor, Department of Mechanical Engineering, School of Engineering (SoE)
23	Dr. Vikram Kapur	Associate Professor, Department of English, School of Humanities and Social Sciences (SoHSS)
24	Dr. Aniket Jaaware	Professor, Department of English, School of Humanities and Social Sciences (SoHSS)
25	Dr. Divya Lohani	Assistant Professor, Department of Computer Sciences & Engineering, School of Engineering (SoE)
26	Dr. Gopal Das Singhal	Assistant Professor, Department of Civil Engineering, School of Engineering (SoE)
27	Dr. Madhur Deo Upadhyay	Assistant Professor, Department of Electrical Engineering, School of Engineering (SoE)
28	Dr. Meera Visvanathan	Assistant Professor, Department of History, School of Humanities & Social Sciences (SoHSS)
29	Dr. Ram Sharma	Head, International office , Associate Dean UG Studies
30	Dr. Karthik Krishnan	Assistant Dean, Research and Graduate Studies
31	Mr. Rajeev Kumar Singh	Assistant Dean (UG Studies), Assistant Professor, Department of Computer Science and Engineering, School of Engineering (SoE)
32	Dr. Sudepto Bhattacharya	Controller of Examinations, Associate Professor, Department of Mathematics, School of Natural Sciences (SoNS)
33	Mr. Bhaskar Mishra	Head, Administration
34	Mr. Ankit Yaduvanshi	Program Co-coordinator , VC's office



# SHIV NADAR UNIVERSITY

Minutes of the 21<sup>st</sup> Meeting of the Academic Council held on 20<sup>th</sup> August 2016

**Item No. 1 Welcome address by the Chairperson, Academic Council**

Dr. Rupamanjari Ghosh, Chairperson Academic Council welcomed all the members and invitees to the Academic Council meeting. The Chairperson directed Registrar to take up the agenda item-wise. The meeting was called to session.

**Item No. 2 Confirmation of the minutes of the 19th & 20th meetings of the Academic Council held on 10th March & 2nd April 2016, respectively**

The minutes of the 19th and 20<sup>th</sup> Academic Council meeting held on 10<sup>th</sup> March & 2<sup>nd</sup> April, 2016 were approved by the Council, with the correction pointed out by Dr. Sankar Dhar, HOD, Dept. of Physics and Dr. Amber Habib, Dean UG. The revised minutes as approved by the AC are enclosed at Annexure-1.

**Item No. 3 To report results of Spring and Summer Semesters 2016**

Dr. Sudeepto Bhattacharya, Controller of Examinations briefed the Council about the report on results for Spring and Summer semesters 2016. The report as attached at Annexure-2 was taken on record.

**Item No. 4 To report the second Convocation of the University**

The Registrar informed about the statutory provisions of the Statutes and Ordinances of the University regarding prior approval of the AC for the list of students to be awarded degrees in the convocation every year. However, no meeting of AC was convened between last AC meeting and the date of convocation, hence the list was presented before the council for post facto approval. The list of students awarded degrees in the second convocation is attached at Annexure -3

**Item No. 5 To report revised CCC/UWE requirements as approved by the Academic Council by circulation on 1<sup>st</sup> August 2016**

Registrar briefed the Council members that approval for the modification to the existing policies on CCC/UWE requirements was sought from the members AC, by circulation on 1<sup>st</sup> August 2016, and a resolution adopted in this regard w.e.f. 3<sup>rd</sup> August 2016.

The Chairperson expressed her concern about the present availability of courses under CCC topics and suggested to the Dean UG, to review the CCC courses in consultation with CCC committee for further expansion of the CCC courses, with relevant inputs from the HoDS and faculty members. The proposed changes in the CCC/UWE requirement as approved by the Council will be published in the UG handbook by the Dean UG office.

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# SHIV NADAR UNIVERSITY

Minutes of the 21<sup>st</sup> Meeting of the Academic Council held on 20<sup>th</sup> August 2016

- Item No. 6** To report modification to Policies on Termination and Academic probation, as per clause no. C2 of the UG Handbook, as approved by the Academic Council by circulation on 9<sup>th</sup> August 2016

Registrar briefed the Council members about the changes brought through approval by circulation of the AC members on 9<sup>th</sup> August 2016, in the existing policies of Termination and Academic Probation as per the clause no. C-2 of the UG handbook. However after detailed discussion, since a UG degree is awarded when a student completes the credit requirements with a minimum final CGPA of 5.0, it was agreed that the minimum criterion to continue at the university be reduced to a CGPA of 4.0 from the current requirement of 5.0. It was further decided that this criterion shall be applicable throughout the duration of the program than just in the first year. Please refer Item no. 12.2 for detailed criteria regarding termination.

- Item No. 7** To discuss and approve an exit policy for the Ph.D. students as suggested by SoE

Dr. Girish Agrawal, Associate Director (Strategy & Planning), SoE briefed the Council on the minimum standards for continuation of PhD students in Engineering program and exit policy for the Ph.D. Students at SoE who do not meet the minimum standards. After the detailed discussion the Council accorded in- principle approval to the proposal with effect from the current Academic Year i.e. 2016. The policy as approved by the Council is attached at Annexure-4.

- Item No. 8** To discuss and approve proposal for integrated Masters-Ph. D. program

Dr. Karthik Krishnan, Assistant Dean (Research & Graduate Studies) briefed the Council on the proposal of integrated Masters- Ph.D. program. The Chairperson advised Dr. Krishnan to ensure that the terms and conditions of the proposed program are in consonance with the University regulations for Ph. D. programs. The proposal as discussed and approved in-principle is attached at Annexure-5

- Item No. 9** To discuss and approve the draft proposal for Ph.D. program in Management by SoME

Dr. Jaideep Ghosh, Associate professor, SoME briefed the Academic Council on the Ph.D. program in management. The Council after a brief discussion accorded in-principle approval to start Ph. D program in the management discipline in accordance with the University's Ph. D. regulations in this regard. The proposal as approved by the AC is attached at Annexure-6

- Item No. 10** To discuss and approve the Change in the Undergraduate Credit Requirement for Engineering

Dr. Dinkar Prasad, Associate Director (Academics) briefed the Council on the minimum requirements of the credits, i.e. 160 as per the AICTE to complete the UG degree requirements at SNU. The Chairperson suggested to Dr. Prasad to ensure that the proposed changes are made only to suffice the Credit requirement as per the AICTE recommendations and should



# SHIV NADAR UNIVERSITY

Minutes of the 21<sup>st</sup> Meeting of the Academic Council held on 20<sup>th</sup> August 2016

not construe as **curriculum** change, which is pending to be done since long time. She further advised that the Board of Studies (**BoS**) for all Schools should be constituted at the earliest so as to initiate periodical review of curriculum through BoS at School level, as per the matrix provided below.



The proposed credit requirement schedule as discussed and approved by the AC, subject to afore-mentioned suggestions in the meeting is attached at **Annexure-7**.

## Item No. 11

**To discuss and approve the procedure to be adopted for the Grade Submission and Revision**

Dr. Sudepto Bhattacharya, Controller of Examinations (**CoE**) briefed the Council on the procedure for grade submission which was discussed in various meeting earlier with all stakeholders and implemented from summer 2016. It was pointed out by Prof Sankar Dhar that whenever the grades are changed by the faculty, an email should be sent to the HoD for information. Dr. Ram Sharma suggested that a feature of system generated email may be developed for this purpose. The COE assured that the same will be discussed with the ERP team, if it could be implemented. The Chairperson suggested that the grade change should be done in consultation with the faculty concerned. The Controller of Examination (**CoE**) suggested that an "I" grade should be assigned to a student with the concurrence of Dean UG and PG Studies. The grade change schedule as discussed and approved by the Council is attached at **Annexure-8**

## Item No. 12

**To discuss and approve rationalization of some undergraduate policies**

Dr. Amber Habib, Dean Undergraduate Studies, briefed the Council on the rationalization of the following UG polices as elucidated below :

### 1.Attendance:

The attendance requirements for 2015 and later admissions (UG) are to be reworded as:

"It is mandatory for the students to attend 75% of all contact hours of all courses in which they are registered for credit in a semester. Students whose overall attendance is less than 75% will not be allowed to sit for the final exams of those courses in which their attendance is less than 75%."

# SHIV NADAR UNIVERSITY

Minutes of the 21<sup>st</sup> Meeting of the Academic Council held on 20<sup>th</sup> August 2016

## Comments:

- The condonement rules are unchanged.
- The change comes into effect, for the 2015 and 2016 admissions, from Monsoon 2016 semester.
- The attendance rules for 2014 and earlier admissions are unchanged. Timely submission of attendance records by faculty members is essential. The modalities will be worked out soon, but preferably attendance records should be updated at least every two weeks so they can be used in mentoring. Final records must be submitted one week before the last day of classes to Dean UG. 100% attendance by students will be assumed for the remaining week.

## 2. Termination Criteria:

All earlier termination and academic probation criteria are dropped and are replaced by the following, for all batches:

- a. An undergraduate student's registration at SNU would be terminated on academic grounds if his/her CGPA at the end of any regular semester, from the second semester onwards, is below 4.00.
- b. Students will enter academic probation if their CGPA is below 5.00, and will stay on probation until their CGPA reaches 5.00 again. During academic probation the student will be under a special mentorship program and must register for assistance in LASC.
- c. The course registrations of a student on academic probation will need approval by the UG advisor, in consultation with the student's faculty mentor.

These come into effect from Monsoon 2016 semester, except for (c) which will be implemented from Spring 2017.

## 3. The attendance rules for students retaking a course to clear an F or improve a passing grade are modified as follows:

“A student who is repeating a course to clear an F or improve a passing grade may be excused fully or partially from attendance requirements, with the following conditions:

- a. The student should have met the attendance requirements in his/her previous attempt at the course
- b. The student shall have to participate in all the graded components for the course
- c. The attendance waiver shall require the permission of the course instructor”

## 4. The rule about having registration in a Major terminated on twice failing a core course is **revoked**. No limitation on number of attempts.

# SHIV NADAR UNIVERSITY

Minutes of the 21<sup>st</sup> Meeting of the Academic Council held on 20<sup>th</sup> August 2016

5. The following rule is **revoked**: If a student gets an F while attempting to improve a passing grade, the maximum grade during a third attempt is D.

The above mentioned changes in the existing policies were approved by the AC. The same will be incorporated in the UG Handbook

**Item No. 13 To report the UG Mentorship program**

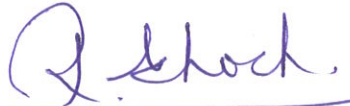
It was reported by the Registrar that Dean UG office circulated draft document on 21<sup>st</sup> July 2016 to all faculty members on the introduction of a system of student advising and mentoring on academic matters. The same was reviewed in the meeting and the Council took a note of it. The document so reviewed by the Council is attached at **Annexure-9**

**Item No. 14 To discuss and approve the new M.F.A. course structure with 60 credits**

This item was deferred as per the suggestions from Prof. Ajay Dandekar to bring it before the Council after seeking approval of BOS in the next meeting

**Any other item with the permission of the Chair**

As there was no other item to be discussed, the meeting ended with a vote of thanks to the Chair.

  
Dr. Rupamanjari Ghosh  
Chairperson