MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
(A Govt. Aided UGC Autonomous Institute Affiliated to R.G.P.V., Bhopal, M.P.)

Date: 26th April, 2018

Minutes of the Academic Council Meeting

The meeting of the **Academic Council (AC)** was held on **26th April, 2018** at 11.30 A.M. in the Autonomy Cell of the institute.

The meeting was chaired by **Dr. R. K. Pandit**, Director of the Institute. **Shri Prashant Mehta**, IAS, Member, Board of Governors was present in the meeting as nominee of the Chairman, Board of Governors of the Institute, **Er. Ramesh Agarwal** as the Secretary, Scindia Engineering College Society, Gwalior and **Dr. Mohan Sen, as Special Invitee from RGPV Bhopal**.

Out of the four members nominated by the Board of Governors, **Dr. S. G. Deshmukh**, **Director, ABV-IIITM Gwalior, Dr. Rommel Mehta**, **Professor School of Planning and Architecture (SPA), New Delhi and Dr. D. D. Agrawal, Professor, Jiwaji University, Gwalior** attended the meeting while **Dr. Dharmendra Kumar, Professor, Computer Science and Engineering, G.J. University Hisar**, could not attend the meeting.

All the three nominees of the honourable Vice Chancellor of RGPV, **Dr. S. K. Jain, Registrar**, **RGPV, Dr. R. S. Rajput, Director, UIT Bhopal and Dr. Rajesh Bhargava, Dy. Registrar (Acad.), RGPV, Bhopal** could not attend the meeting.

The Director, Directorate of Technical Education (DTE), M.P., Bhopal or nominee did not attend the meeting.

The following internal members attended the meeting:

S. No.	Name	Designation	Status in AC
1.	Dr. R. K. Pandit	Director	Chairperson
2.	Dr. Manjaree Pandit	Professor (Electrical Engineering) & Dean (Academics)	Member
3.	Prof. L.K. Jain	Professor, Architecture	Member
4.	Dr. Laxmi Srivastava	Professor & Head, Electrical Engineering	Member
5.	Prof Archana Tiwari	Professor & Head, Civil Engineering	Member
6.	Dr. P. K. Singhal	Professor & Head, Electronics Engineering	Member
7.	Dr. R.S. Jadon	Professor & Head, Computer Applications	Member
8.	Dr. Abhay Mishra	Professor & Head, Applied Sciences	Member
9.	Dr. Alok Sharma	Professor & Head, Architecture	Member
10.	Dr. Pratesh Jayaswal	Professor, Mechanical Engineering	Member Secretary
11.	Dr. Manish Kumar Sagar	Professor & Head, Mechanical	Member

		Engineering	
12.	Dr. Akhilesh Tiwari	Professor & Head, CSE & IT	Member
13.	Dr. Shriram Prasad	Associate Professor & I/C Head, Chemical Engineering	Member
14.	Dr. Sunita Sharma	Coordinator, Biotechnology	Member
15.	Prof. Deepak Rastogi	Associate Professor, Civil Engineering	Member
16.	Dr. Sanjeev Khanna	Coordinator, Humanities	Member
17.	Prof. Prabhakar Sharma	Assistant Professor, Computer Applications & In-charge, Central Computer Center	Member

The following deliberations took place in the meeting.

- The minutes of the previous Academic Council meeting held of 23rd September, 2017 were confirmed and efforts made towards its compliance were appreciated.

- The **Minutes of Boards of Studies** (BoS) were presented by the Chairpersons and approved by the House for the following Departments:
  Civil, Mechanical, Electrical, Electronics, Computer Science & Engineering and Information Technology, Chemical Engineering, Bio-technology, Automobile Engineering, Electronics and Telecommunication, Architecture, Computer Applications, Applied Sciences & Humanities.

Discussion on Flexible Scheme Structure (to be implemented w.e.f. Academic Year 2018-19)

- The **Flexible Scheme** for First Year to Final Year of all B.Tech & B. Architecture Programmes was discussed and approved for implementation w.e.f. Academic Year 2018-19.

- **Syllabi of First Year (I & II Semester) and Second Year (III & IV Sem.) of all UG programmes was discussed, finalized and approved. This will be effective from Academic Year 2018-19.**

- **For students admitted in Academic Session 2017-18, this curriculum will be implemented from 3rd Semester onwards and for students admitted in academic session 2018-19, this will be effective from 1st semester itself.**

- In order to be eligible for the award of **Under Graduate Degree in Engineering / Technology & Architecture**, it is required to earn minimum **170 & 260 Credits respectively**. Moreover, students will only be eligible to get Under Graduate Degree with **Honours** or **Minor Specialization** (relating to other fields of **Engineering, Technology, Applied Science, Management** etc.), if they **earn 20 & 24 extra credits** in addition to the compulsory credits required to obtain the B.Tech & B.Architecture degree respectively.

- The total credits required for the students admitted in **Academic Session 2017-18** for obtaining **B.Tech & B.Architecture degree** are **189 & 251** respectively. Therefore, the B.Tech & B.Architecture students of 2017-18 admitted batch are required to earn **209 (189+20) & 275 (251+24) credits** respectively to get **Honours or Minor Specialization.**

  The total credits required for students admitted in **Academic Session 2018-19** for the award of **B.Tech & B.Architecture degree** are 170 & 260 respectively. Therefore the B.Tech/B.Architecture students of 2018-19 admitted batch are required to earn **190**(170+20) & **284**(260+24) **Credits** respectively to get **Honours or Minor Specialization**.

- **These additional credits may be acquired through SWAYAM /NPTEL / MOOC platform based learning**. There is a provision from 5th semester onwards for the students who desire to opt for additional courses in order to earn the 20 additional credits required for honours or minor specialization. However, no student will be permitted to register for honours or minor specialization after completion of the bachelors degree.

- It is decided to create different **Tracks of Specialization** to orient the students according to their interest & career focus so that they can proceed for additional courses in the desired field for the fulfilment of requirement of Honours or Minor Specialization.

- It is decided to offer the mandate provision of **Three (03)** Internship Programmes, as per the following and credits to be added at the time of evaluation in the appropriate semester.

S.No.	Detail	*Minimum Hours	Year (in which Internship to be offered)	Evaluation
1.	Summer Internship Project-I (Institute Level)	60 Hours	First Year	III Semester (02 Credits)
2.	Summer Internship Project-II (Soft Skills)	90 Hours	Second Year	V Semester (03 Credits)
3.	Summer Internship Project -III (On Job Training)	150 Hours	Third Year	VII Semester (02 Credits)

Required Hours can be accomplished by dividing the time duration in possible slots during vacations (summer/winter).

- As per the mandate of UGC/AICTE, it is decided to include **Ethics, Environmental Science, Disaster Management, Intellectual Property Rights (IPR) and Cyber Security as Mandatory Courses (MC)** at appropriate places in the scheme. The credit distribution for these Mandatory Courses will range from two to three Credits and will be counted within **170 Credits for B.Tech & 260 Credits for B. Architecture Pogramme**.

- The maximum number of credits that can be earned through SWAYAM /NPTEL / MOOC platform based learning (for DE and OC Courses) will be sixteen (16).

- It is also decided to possibly maintain the uniform credit distribution pattern across all the UG disciplines/programmes. Moreover, maximum number of credits that can be allotted to a course (including Lecture, Tutorial, Practical) should not exceed four (4) credits. There can be maximum five courses in one semester (An exception can be permitted when MC courses are to be accommodated).

- Beginning with academic year 2018-19, there will be an **Induction Programme of three (03) weeks** duration for the **First Year Students** before the beginning of regular teaching schedule. The induction programme will include- **Physical activity, Creative Arts, Universal Human Values, Literary, Proficiency Modules, Lectures by Eminent People, Visits to local Areas, Familiarization to Department/Branch & Innovations, Foundation Courses** etc. The schedule for this activity will be prepared according to the AICTE mandate

issued in January 2018. In view of the three weeks time required for this activity, the credits of 1st & 2nd Semester have been kept as 21 & 20 respectively.

- It is decided to keep **'Biology for Engineers'** and '**Indian Constitution & Traditional Knowledge'** as *Audit Courses* **in second year and third year respectively**. It is compulsory for a student to acquire the specified credits in these courses by securing the minimum pass marks. However, these credits will not be counted in the total credits.

- It is decided to make the provision of **Departmental Elective (DE) Courses** (in the form of pool of courses) from 3rd year onwards. Care will be taken that there is no repetition of content in **Departmental Core (DC)** and DE courses. The list of DE courses will be dynamic and will be finalized by the BoS keeping in view the latest developments and trends. The same will be discussed and finalized in the next meeting.

- It is decided to make a provision for **Inter-departmental Electives / Open Category (OC) Courses from third year onwards**. These Courses will be divided in Groups (at least four Groups); Group A, Group B, Group C, Group D, Group E, etc. Moreover, Open Category (OC) Groups will be formed by consolidating Open Category Courses from each department and making them available with labels, such as Group A, Group B and so on.
  It is further discussed that these courses must be offered by each department on the same day/time slot so that students from any department can opt for Open Category (OC) Course offered by any other disciplines/programmes.
  It is recommended to offer five (05) Open Category (OC) Courses to give the students enough scope and choice to opt for inter-departmental courses as per their interest/ emerging trends pertaining to different disciplines while retaining the essence & flavor of Departmental Core (DC) courses.
  It was also decided that the **pre-requisite for the courses offered under the OC category should be clearly mentioned by the offering department** to facilitate the students of other departments to opt for these electives according to their aptitude, interests and career aspirations.

- The list of OC courses to be offered from 6th Semester onwards will be decided at the institute level after discussion among different BoS and will be put for approval of the house in the next meeting.

- It is decided that there should be a provision of Virtual Lab to be conducted along with the traditional labs.

- **It is decided to make the 8th semester of B.Tech programme completely flexible by keeping provision for all courses to be taught through SWAYAM/ NPTEL/ MOOC platform.**
  In addition, student will be given the **flexibility to opt either for Internship or for Major Project**. It is also recommended that initially the mode of examination for the courses taught through SWAYAM/ NPTEL/ MOOC platform will be as per the current examination practice of the institute (i. e. through end term examination, till all modalities of credit transfer are finalized at university / AICTE level).

- **Shri Prashant Mehta, IAS, Member, Board of Governors** has suggested offering the mandatory course- Cyber Security at the 2nd Year level. He also suggested making a

provision for a **Management Track**, so that students can opt for minor specialization in the management discipline.

- **Special Invitee from RGPV Bhopal Dr. Mohan Sen**, apprised that RGPV Bhopal is commencing the development of Sixteen MOOC courses and MITS Gwalior will be given the opportunity to develop minimum one or two MOOC courses. Financial assistance of up to Rupees 1.5 Lac will be extended by RGPV Bhopal to meet out the related requirements (in terms of recording facility infrastructure/ other resources).

- **Dr. S. G. Deshmukh, Director ABV-IIITM Gwalior** suggested renaming '**Idea Generation'** as '**Creative Problem Solving'**, wherein students will be asked to deal with current problems of society by proposing innovative solution approaches. The detailed guidelines for conducting this course and its evaluation will be prepared and presented in the next meeting.
    Dr. Deshmukh also suggested allotting credits to the participation of students in different National/International technical competitions/events such as Baja SAE, ROBOCOM, NASA etc., thereby making the participation mandatory.

    The House accepted this suggestion and it was decided to make a provision of 'One Credit' at the 8th semester for '**Innovative Technical Contribution**'. **The evaluation for this will be based on participation/laurels brought by the students to the institution at National/ International level technical events during the entire tenure of the UG programme**. The detailed guidelines for evaluation will be prepared in due course of time and will be presented in the next meeting.

Discussion on Schemes & Syllabi of B.E. VII & VIII Semester & B.Architecture
(New Grading System)

- There was a discussion on the recommended scheme & syllabus of 7th & 8th Semester UG programmes offered by all the departments, under the new grading system (applicable for the students who were admitted in Academic Sessions 2015-16 & 2016-17 under the then existing CBCS scheme).
    The proposed schemes & syllabi for Civil, Mechanical, Electrical, Electronics, Computer Science & Engineering, Information Technology, Chemical Engineering, Bio-Technology, Automobile Engineering, Electronics & Telecommunication and Architecture, have been approved by the Academic Council.

Consideration of M.E./M.Tech/M.Arch/MUP Schemes for approval of new course codes

- As per the recommendation of respective BoS, schemes of M.E./ M.Tech/M.Arch/MUP (3rd & 4th Semester) with new course codes have been approved.

Discussion regarding the Ordinance of Masters in Urban Planning (MUP)

- As no specific ordinance is available for Masters in Urban Planning (MUP), it is decided to govern the MUP programme by the ordinance available for M.E./M.Tech/M.Architecture programmes till the framing of separate ordinance by the RGPV Bhopal.

Constitution of Board of Studies of Newly Approved PG Programme in Product Design

- It is decided to constitute an acting Board of Studies for newly approved PG Programme in Product Design, as per the following proposed constitution

  1. Dr. R. K. Pandit (Chairman)
  2. Dr. Manjaree Pandit (Dean, Academics)
  3. Dr. Alok Sharma (Professor & Head, Architecture)
  4. Dr. Pratesh Jayaswal (Professor, Mechanical Engineering)
  External Experts

  5. Prof. Ravi Hazra, Professor, Industrial Design Centre (IDC), IIT Bombay
  6. Prof. B. K. Chakravarthy, Professor, Industrial Design Centre (IDC), IIT Bombay
  7. Prof. L. K. Das, Former Professor, IIT Delhi

  This BoS is empowered to frame the scheme and syllabi of the new PG Programme in Product Design for implementation w.e.f. Academic Session 2018-19. The same will be presented before the House for ratification in the next meeting.

Any other matter

- As per the guidelines of University Grants Commission (UGC) New Delhi, published in January 2018, the tenure of nominated members/experts of BoS and Academic Council will be for Three Years duration.
- In connection with the proposed Induction Programme for First Year students, Director of the institute apprised that eleven faculty members including Dean, Student Welfare have been trained for the effective conduction of the Induction Programme. From the coming academic session, the same will be arranged in the way suggested by the training house.
- Director of the institute also apprised regarding the progress of examination cell digitization work. As per the target, from the current examination i.e. April-May 2018, partial evaluation of answer sheets will be done in the digital mode on pilot basis.
- Institute is going to make a practice of publishing / displaying model answer scripts from the current examination (i.e. April-May 2018). Moreover, the model answer scripts will be made available after the conduction of examination, on the same day.
- Any amendments or guidelines issued by the affiliating university R.G.P.V. Bhopal/Competent Authority hereafter in connection with the regulations pertaining to the Flexible Curriculum will be deemed to be the part of this document.

Meeting ended with vote of thanks to the Chair.

Prof. Prabhakar Sharma	Dr. Sanjeev Khanna	Prof. Deepak Rastogi
(Member)	(Member)	(Member)

Dr. Sunita Sharma	Dr. Shriram Prasad	Dr. Akhilesh Tiwari
(Member)	(Member)	(Member)

Dr. Manish Kumar Sagar (Member)	Dr. Pratesh Jayaswal (Member Secretary)	Dr. Alok Sharma (Member)
Dr. Abhay Mishra (Member)	Dr. R.S. Jadon (Member)	Dr. P. K. Singhal (Member)
Prof. Archana Tiwari (Member)	Dr. Laxmi Srivastava (Member)	Prof. L.K. Jain (Member)
Dr. Manjaree Pandit (Dean Academics)	Dr. Mohan Sen, Special Invitee, RGPV Bhopal	Dr. D. D. Agrawal, Professor (Jiwaji University, Gwalior)
Dr. S. G. Deshmukh, Director, ABV-IIITM Gwalior (BoG Nominee)	Dr. Rommel Mehta Professor, SPA, New Delhi (BoG Nominee)	
Er. Ramesh Agarwal (Secretary, S.E.C.S., Gwalior)	Shri Prashant Mehta (Member, Board of Governors)	Dr. R. K. Pandit (DIRECTOR)

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous Institute Affiliated to R.G.P.V., Bhopal, M.P.)

Date: 23rd September, 2017

Minutes of the Academic Council Meeting

The first meeting of the academic Council (AC) after receiving autonomy from UGC was held on 23rd September, 2017 at 11.30 am in the autonomy cell of the institute.

The meeting was chaired by **Dr. R.K. Pandit**, Director of the Institute. **Mr. Prashant Mehta**, IAS, Member, Board of Governors was present in the meeting as nominee of the Chairman, Board of Governors of the Institute and, **Er. Ramesh Agarwal** as the Secretary, Scindia Engineering College Society, Gwalior.

Out of the four members nominated by the Board of Governors, **Dr. S.G. Deshmukh**, **Director, ABV-IIITM Gwalior** and **Dr. Rommel Mehta**, **Professor School of Planning and Architecture (SPA), New Delhi** attended the meeting while Dr. Dharmendra Kumar, Professor, Computer Science and Engineering, G.J. University Hisar, and Dr. D.D. Agrawal, Professor, Jiwaji University, Gwalior could not attend the meeting.

Out of the three nominees of the honourable Vice Chancellor of RGPV, **Dr. S.K. Jain, Registrar**, **RGPV** and **Dr. R.S. Rajput, Director, UIT Bhopal** attended the meeting while Dr. Rajesh Bhargav, Dy. Registrar, RGPV could not attend the meeting.

The Director, DTE or DTE nominee did not attend the meeting.

The following internal members attended the meeting:

S. no.	Name	Designation	Status in AC
1.	Dr R.K.Pandit	Director	Chairperson
2.	Prof Archana Tiwari	HoD, Civil Engg	Member
3.	Dr. Manoj Gaud	HoD, Mech.&Automobile Engg	Member
4.	Dr. Laxmi Srivastava	HoD, Electrical Engg	Member
5.	Dr. R.K.Gupta	HoD,CSE &IT	Member
6.	Dr. Shriram Prasad	I/C HoD, Chemical Engg	Member
7.	Dr. Alok Sharma	HoD, Architecture	Member
8.	Dr. R.S. Jadon	HoD, MCA	Member
9.	Dr. Abhay Mishra	HoD, Applied Science	Member
10.	Dr. Sunita Sharma	Coordinator, Biotechnology	Member
11.	Prof. L.K. Jain	Professor	Member
12.	Dr. Manjaree Pandit	Professor	Member
13.	Prof. Deepak Rastogi	Associate Professor	Member
14.	Prof.Prabhakar Sharma	Asstt. Professor	Member
15.	Dr. Pratesh Jayswal	Associate Professor	Member Secretary

The following internal members could not attend the meeting:

1	Dr. Sarita S. Bhadauria	HoD, Electronics & ETE	Member
2	Dr. Sanjeev Khanna	HoD, Humanities	Member
3	Dr. S.K. Jain	Controller Examination	Special Invitee

Dr. Bimal Garg, I/c HoD, Electronics Engineering attended the meeting in place of Dr. Sarita S. Bhadauria.

The following deliberations took place in the meeting.

- The minutes of the previous Academic Council meeting held of 11th November 2016 were confirmed.

- The **minutes of Boards of Studies** (BoS) were presented by the Chairpersons of following Departments:
  Civil, Mechanical, Electrical, Electronics, Computer Science & Engineering, Information Technology, Chemical Engineering, Bio-technology, Automobile Engineering, Electronics and Telecommunication, Architecture, Computer Applications, Applied Sciences & Humanities.
  It was suggested that the changes in syllabi should be quantified and specific changes/innovative subjects and topics introduced should be briefly mentioned.
  It was suggested that the reference books should mention edition and year of publication also. The relevant web links can also be provided.

- The schemes and syllabi of **I & II Semester B.E and B.Arch** under **Grading System** were approved as proposed.

- The schemes and syllabi of **V & VI Semester B.E and B.Arch** under **Grading System** as proposed by the following Board of Studies were approved:
  Civil, Mechanical, Electrical, Electronics, Computer Science & Engineering, Information Technology, Chemical Engineering, Bio-technology, Automobile Engineering, Electronics and Telecommunication, Architecture, Humanities.

- **To consider the recommendations of Internal Quality Assurance Cell (IQAC)-**

  - **Regarding carrying out moderation of question papers by external and internal members:**
    The house approved the practice of moderation in principle. However, it was suggested that a committee should be constituted at the Institute level to decide the mechanism/modalities based on the fulfilment of the following parameters:
    - i.   *Course objectives*
    - ii. *Course content*
    - iii. *Time limit*
    - iv. *Distribution of marks*
    - v.   *Difficulty level*
    In addition to this it was suggested that a faculty sensitization workshop on question paper setting may be organised.
    It was suggested that to begin with random moderation can be started.

  - **Regarding showing answer books of end-term examination to the students:**
    The suggestion was accepted as the Institute is shortly going for digitization of answer books. After discussion it was also decided that a committee may be constituted to finalise the mechanism/modalities for conducting this activity. It was also decided that a nominal fee should be charged from the students who are interested in seeing their answer books.

  - **Regarding scrapping the practice of Coding of answer books for valuation**
    The suggestion was not accepted by the house.

- ➤ **Providing opportunities of self learning** (Implementation of on-line learning platforms such as SWAYAM (Study Web of Active learning by Young and Aspiring Minds), Induction of audit courses from other professions, foreign languages, open elective courses/industry crediting etc.)/ **Regarding implementation of the AICTE guidelines of credit transfer through MOOCs:**

  The House accepted the proposal to implement flexible academic curriculum with introduction of Open Elective courses, audit courses, etc. through online learning resources. The House directed the various BoS to frame the curriculum well in advance so that the flexible curriculum can be started from the next academic year.

  In each department SWAYAM Coordinators should be appointed for proper and effective implementation of the scheme.

  It was decided that from the session beginning January, 2018 the SWAYAM courses should be made compulsory (against the self learning courses) on a trial basis.

  The credit transfer through SWAYAM/MOOCs as per the AICTE guidelines from next academic year (July 2018) was approved.

- ➤ **Regarding revising the honorarium for paper setting/checking/conducting practical examinations etc in MITS Autonomy structure:**

  The House approved this proposal with following suggestions:
    - i. *To constitute a committee to review the existing honorarium and propose a revised structure*
    - ii. *To implement the recommendations of the committee after the approval of the finance committee & BoG.*

- ➤ **Regarding starting Full time Ph.D. fellowship in the institute:**

  The House approved this proposal with following suggestions:

  The Research Committee in consultation with TEQIP-III committee is directed to frame guidelines for selection of candidates, amount to be paid as fellowship and guidelines for continuation of fellowship, etc

- **To discuss mandatory provision of three industrial internships /Industry crediting** (*during III Semester, V Semester & VII Semester as mandated by the AICTE):*

  The House approved this proposal to be implemented as per the AICTE guidelines.

  It was suggested that the first internship can be under taken in areas related to societal needs under social organizations/NGOs while the other two internships can be taken in course/subject relevant industry/organization/Research Institute.

- **To consider competence test for concepts & skills of respective programmes after programme completion**

  The house approved this proposal and advised to follow the AICTE/MHRD guidelines in this regard.

- **To frame guidelines for nominating members for constituting the Examination Committee**

  It was decided that the BoS will propose the names of examination committee of four internal members consisting of :
    1. The HoD/Chairperson of BoS,
    2. One Professor
    3. One Associate Professor
    4. One Assistant Professor
    (*by rotation for a period of two years on the basis of seniority of service in the Institute*)
    5. The fifth member will be from other department of the institute nominated by the Director.

- **To nominate two subject experts from outside the parent university to each of the Board of Studies:**
  The House nominated two experts from the panel recommended by the various departments for two years; names of some experts were also proposed by the house in addition to the panel.
  The house decided that in future the Director of the institute will nominate the experts after receiving recommendations from the respective BoS members.

- **Any other matter:**
  The House approved the change in nomenclature from B.E. to B.Tech. and M.E. to M.Tech. in view of RGPV notification in this regard for the undergraduate programs for the batch admitted in academic year 2017.

Dr. Sunita Sharma (Member)	Prof. Prabhakar Sharma (Member)	Prof. Deepak Rastogi (Member)
Dr. Bimal Garg (Member)	Dr. Manoj Gaud (Member)	Dr. Shriram Prasad (Member)
Dr. Alok Sharma (Member)	Dr. Abhay Mishra (Member)	Dr. R.S. Jadon (Member)
Prof Archana Tiwari (Member)	Dr. R.K.Gupta (Member)	Dr. Laxmi Srivastava (Member)
Prof. L.K. Jain (Member)	Dr. Pratesh Jayaswal (Member Secretary)	Dr. Manjaree Pandit (Dean Academics)
Dr. S.K. Jain, Registrar, RGPV (RGPV Nominee)		Dr. R.S. Rajput, Director, UIT Bhopal (RGPV Nominee)
Dr. S.G. Deshmukh, Director, ABV-IIITM Gwalior (BoG Nominee)		Dr. Rommel Mehta Professor, SPA, New Delhi (BoG Nominee)
Er. Ramesh Agarwal (Secretary, S.E.C.S., Gwalior)	Mr. Prashant Mehta (Member, Board of Governors)	Dr R.K.Pandit (DIRECTOR)

MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE: GWALIOR

(An Autonomous Institution under Rajiv Gandhi Proudyogiki Vishwavidyalaya (RGPV), Bhopal)

Date: 11th November, 2016

Minutes of the Academic Council Meeting

The academic Council (AC) meeting was held on 11th November, 2016 at 3:00 pm in the autonomy cell of the institute.

The meeting was chaired by **Dr. R.K. Pandit**, Director of the Institute. **Mr. Prashant Mehta**, IAS, Member, Board of Governors was present in the meeting as nominee of the Chairman, Board of Governors of the Institute. The Secretary, Scindia Engineering College Society, Gwalior, **Er. Ramesh Agarwal** attended the meeting.

The nominees of the honourable Vice Chancellor of RGPV, **Dr. A.K.Singh** and **Dr. Rakesh Singhai** attended the meeting, while Dr. S.C. Choube could not make it. The following internal members from the institute were present in the meeting.

S.No.	Name	Designation	
1	Dr R.K.Pandit	Director	Chairman
2	Dr. Manjaree Pandit	Dean (Academics)	Member
3	Prof Archana Tiwari	HOD, Civil Engg.	Member
4	Dr. Manoj Gaur	HOD, Mech.& Automobile Engg.	Member
5	Dr. Laxmi Srivastava	HOD, Electrical Engg.	Member
6	Dr. P.K.Singhal	HOD, Electronics & ETE	Member
7	Dr. R.K.Gupta	HOD,CSE &IT	Member
8	Dr. Shriram Prasad	I/C HOD, Chemical Engg.	Member
9	Dr. Alok Sharma	HOD, Architecture	Member
10	Dr. R.S. Jadon	HOD, Computer Application	Member
11	Dr. Abhay Mishra	HOD, Applied Sciences	Member
12	Dr. Sanjeev Khanna	HOD, Humanities	Member
13	Dr. M.K.Trivedi	Professor, Civil Engg.	Member
14	Dr. A.K. Wadhwani	Professor, Electrical Engg.	Member
15	Dr. Sarita S. Bhadauria	Professor, Electronics & ETE	Member
16	Dr. S.S. Jadon	Professor, Architecture	Member
17	Dr. Sanjay Tiwari	Professor, Civil Engg.	Member
18	Dr. C.S. Malvi	Assoc. Professor, Mech.& Automobile	Member
19	Dr.Sulochana Wadhwani	Assoc.Professor, Electrical Engg.	Member
20	Dr. Rekha Gupta	Professor, Electronics & ETE	Member

21	Prof. Manish Dixit	Assoc. Professor, CSE &IT	Member
22	Dr. Anshu Chaturvedi	Assoc. Professor, MCA	Member
23	Prof. L.K.Jain	Dean Administration	Invited member
24	Dr. Sarvesh Kumar Jain	Controller (Examinations)	Invited member
25	Dr. Sunita Sharma	Coordinator, Biotechnology	Invited member

- The minutes of the previous Academic Council meeting held of 02nd April, 2016 were confirmed.

- The members were briefed about the objectives of autonomy and constitution of Academic Council as per the statute 37 of RGPV, Bhopal.

- The actions taken on deliberations of the previous AC meeting were briefly discussed and were found satisfactory by members.

- The schemes and syllabi of III & IV semester B.E and I-IV semester of B.Arch. effective w.e.f. July 2016 as proposed by the following Boards of Studies (BOS) in their meetings held on 23.7.2016 were presented before the house and were subsequently approved.

  i. Civil Engineering
  ii. Mechanical Engineering
  iii. Electrical Engineering
  iv. Electronics Engineering
  v. Computer Science & Engineering
  vi. Information Technology
  vii. Chemical Engineering
  viii. Biotechnology
  ix. Automobile Engineering
  x. Electronics and Telecommunication
  xi. Architecture
  xii. Applied Sciences and
  xiii. Humanities

- The minutes of meeting of all the above BOS and the BOS of Master of Computer Applications (MCA) held on 23.7.2016 were presented by the respective Chairpersons and were approved by the house.

- A slight change in the credit distribution (L-T-P-C) of 6 courses (without changing the total credits of I Yr. B.E. CBCS was needed for the sake of uniformity in different disciplines or to match with the prescribed theory & practical components. The proposed change was approved by the house as listed in annexure. **(Annexure I)**

- The issue of backlog papers of II year B.E and B. Arch CBCS students was discussed. It was resolved that the students admitted under the CBCS in July 2015 who are promoted to second year, but have backlog of first semester papers have to register themselves for these papers and appear in the November-December 2016 Examination.

- Also that the mid-semester examination and quiz/assignment of these students will be scheduled on the day of their respective end semester theory examinations. The students who are failing in practical have to reappear in the end sem. practical exam. A student also has to reappear in Lab work and assignment/quiz of practical block if he has not scored at least 'D' Grade.

- **However, these students have to give an undertaking of this effect that in case the result of CBCS First semester examination conducted in May-June 2016 is declared by the university then that result will be binding.** Total number of credits for registered subjects during a semester should not exceed the limit prescribed by RGPV, Bhopal **(Annexure-II)**

- The issue of some mistakes being noticed in result declaration (prior to December 2015 examination) was discussed. In these errors few students failing in some subjects at the lower level and have been declared passed in higher classes/awarded degree. Few more students failing in some subjects at various levels were promoted to higher levels against the rules and ordinances of the University.

- After detailed discussions on the above points, the house was of the opinion that in favour of the career and future of students, the errors which have occurred in results should be rectified immediately by making the students re-appear in the subjects where they are failing as per records available in exam section or where there is doubt/dispute. A letter will also be written to the university seeking permission for this.

  However, such students have to give an undertaking (enclosed notarized affidavit) of the effect that their examination will be valid only if it is approved by the university. **(Annexure III)**

- The issue of branch transfer of students in second year was discussed and it was resolved that at the time of branch transfer an undertaking should be taken from the students that they will have to clear their branch specific core subjects of first year in subsequent semesters during their degree programme for the award of final degree.

- The meeting ended with thanks to the chair.

(Dr. Sunita Sharma)   (Dr. Anshu Chaturvedi)   (Prof. Manish Dixit)

(Dr. Rekha Gupta)   (Dr. Sulochana Wadhwani)   (Dr. C.S. Malvi)

(Dr. Sanjay Tiwari)   (Dr. S.S. Jadon)   (Dr.P.K.Singhal)   (Dr. Sarita S. Bhadauria)

(Dr. A.K. Wadhwani)   (Dr. M.K. Trivedi)   (Dr. Sanjeev Khanna)

(Dr. Abhay Mishra)   (Dr. R.S. Jadon)   (Dr. Alok Sharma)

(Dr. Shriram Prasad)   (Dr. R.K. Gupta)   (Dr. Laxmi Srivastava)

(Dr. Manoj Gaur)   ` (Prof. Archana Tiwari)   (Dr. S.K. Jain)

(Prof. L.K. Jain)   (Dr. Manjaree Pandit)   (Dr.A.K.Singh)   (Dr. Rakesh Singhai)

(Er. Ramesh Agarwal)   (Mr. Prashant Mehta, IAS)   (Dr. R.K.Pandit)

I Yr. B.E. CBCS which need slight modification in their credit distribution (L-T-P-C)

Passed in previous AC on 02/04/16

S.No.	Subject Code	Subject Name	L	T	P	C
1.	BCEL/BMEL/BBTL105	Basic Computer Programming	2	0	4	4
2.	BCES/BMES/BBTS/206; BEES/BELS/BETS/BCHS/BAUS106	Manufacturing Practices	1	0	2	2
3.	BCES/BMES/BCSS/BITS/BBTS106; BEES/BELS/BETS/BCHS/BAUS206	Environmental Sciences	1	0	2	2
4.	BEES/BELS/BETS/BCHS/BAUS208	Computer programming	0	0	6	3
5.	BCES/BMES/BCSS/BITS/BBTS/BEES/ BELS/BETS/BCHS/BAUS108	Communication	0	2	0	2
6.	BBTS208	Biochemical calculations	0	3	0	3

Modified and passed in AC on 11.11.2016

S.No.	Subject Code	Subject Name	L	T	P	C
1.	BCEL/BMEL//BBTL105	Basic Computer Programming	2	1	2	4
2.	BCES/BMES/BBTS/206; BEES/BELS/BETS/BCHS/BAUS106	Manufacturing Practices	0	0	4	2
3.	BCES/BMES/BCSS/BITS/BBTS106; BEES/BELS/BETS/BCHS/BAUS206	Environmental Sciences	0	0	4	2
4.	BEES/BELS/BETS/BCHS/BAUS208	Computer programming	0	0	6	3
5.	BCES/BMES/BCSS/BITS/BBTS/BEES/ BELS/BETS/BCHS/BAUS108	Communication	0	0	4	2
6.	BBTS208	Biochemical calculations	0	0	6	3

Result

Name of Student: **Enrolment No.**

S.No.	I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem	VII Sem	Remarks
Result								

Undertaking

As per tabulation detailed above I **___(Name of student)___** understand that at present I am not eligible for promotion to the __(V/VII)__ semester as I was failing in _(Subject Codes/Names)_ in __(Month & Year)__ exam conduction, and accordingly my _(year & sem)_ is still not clear (which is essential for promotion to _(III/IV)_ year).

The case is under scrutiny and is to be cleared by the competent authority. In the meanwhile I may please be allowed to appear in B.E. __(Year & Semester)___   exams at my own risk which are due to be held in November December 2016, declaration of result of which shall be withheld until the case is cleared by the competent authority.

The decision of the competent authority shall be final and binding. If the authority does not clear my case my full __(semester & year)__ exams will be cancelled and its result shall not be declared and will become null and void. I further undertake in case my case is not cleared by the competent authority I shall not be entitled to claim any compensation against the Institute on this account.

Signatures

Name
(in block letters)

Enrolment No.

Address

<u>UNDERTAKING</u>

<u>CBCS Students</u>

I appeared in back paper(s) [Title & subject code] of I semester as EX student during May-June 2016 conduction.

S.No.	Subject Code	Paper Title	Theory/Practical
1			
2			
3			
4			
5			
6			
7			
8			

Later I came to know that RGPV has not approved the result so far on the pretext that in CBCS scheme, it may not be accepted to permit a student appear as EX student. RGPV have not yet decided whether to approve the result or not. In case RGPV approve the result, it shall be final and binding. Further, as per present rules, maximum number of credits a student can opt for is 26 per semester which is likely to get increased by the university. In this anticipation I want to appear in the NOV-DEC 2016 examination for my back papers also. If the maximum limit for credit is not increased by the university, my examination of NOV-DEC 2016 for subjects as detailed below in the table may be treated as null & void.

S.No.	Subject Code	Paper Title	Theory/Practical
1			
2			
3			
4			
5			
6			
7			
8			

I shall not be entitled to claim any compensation against the Institute on this account.

Dated:

          Signature
          Name
          (in block letters)

          Enrolment No.
          Address

MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE: GWALIOR

(An Autonomous Institution under Rajiv Gandhi Proudyogiki Vishwavidyalaya (RGPV), Bhopal)

Date: 2nd April, 2016

Minutes of the Academic Council Meeting

The academic Council meeting was held on 2nd April, 2016 at 3:00 pm in the autonomy cell.

The meeting was chaired by Dr. R.K. Pandit, Director of the Institute. Mr. Prashant Mehta, IAS, Member, Board of Governors was present in the meeting as nominee of the Chairman, Board of Governors of the Institute. The Secretary, Scindia Engineering College Society, Gwalior, Er. Ramesh Agarwal and nominee of Vice Chancellor, Dr. A.K.Singh attended the meeting. The following members from institute faculty were present in the meeting.

S.No.	Name	Designation	
1	Dr R.K.Pandit	Director	Chairman
2	Dr. Manjaree Pandit	Dean (Academics)	Member
3	Prof Archana Tiwari	HOD, Civil Engg.	Member
4	Dr. Manoj Gaur	HOD, Mech.& Automobile Engg.	Member
5	Dr. Laxmi Srivastava	HOD, Electrical Engg.	Member
6	Dr. R.K.Gupta	HOD,CSE &IT	Member
7	Dr. Shriram Prasad	I/C HOD, Chemical Engg.	Member
8	Dr. Alok Sharma	HOD, Architecture	Member
9	Dr. R.S. Jadon	HOD, Computer Application	Member
10	Dr. Abhay Mishra	HOD, Applied Sciences	Member
11	Dr. Sanjeev Khanna	HOD, Humanities	Member
12	Dr. M.K.Trivedi	Professor, Civil Engg.	Member
13	Dr. A.K. Wadhwani	Professor, Electrical Engg.	Member
14	Dr. Sarita S. Bhadauria	Professor, Electronics & ETE	Member
15	Dr. S.S. Jadon	Professor, Architecture	Member
16	Dr. Sanjay Tiwari	Associate Professor, Civil Engg.	Member
17	Dr. C.S. Malvi	Assoc. Professor, Mech.& Automobile	Member
18	Dr.Sulochana Wadhwani	Assoc.Professor, Electrical Engg.	Member
19	Dr. Rekha Gupta	Assoc. Professor, Electronics & ETE	Member
20	Prof. Manish Dixit	Assoc. Professor, CSE &IT	Member
21	Dr. Anshu Chaturvedi	Assoc. Professor, MCA	Member
22	Prof. L.K.Jain	Dean Administration	Invited member
23	Dr. Sarvesh Kumar Jain	Controller (Examinations)	Invited member
24	Dr. Sunita Sharma	Coordinator, Biotechnology	Invited member

- The minutes of the previous Academic Council meeting held of 26th April, 2014 were confirmed.
- The members were briefed about the objectives of autonomy and constitution of Academic Council as per the statute 37 of RGPV, Bhopal.

- The guidelines of Choice Based Credit System (CBCS) proposed by RGPV, Bhopal were presented before the council.
- The schemes and syllabi of I & II semester B.E and B.Arch. and M.Tech. Cyber Security III & IV semester running with effect from July 2015 as proposed in the minutes of the following Boards of Studies (BOS) were approved.
    i. Civil Engineering
    ii. Mechanical Engineering
    iii. Electrical Engineering
    iv. Electronics Engineering
    v. Computer Science & Engineering
    vi. Information Technology
    vii. Chemical Engineering
    viii. Biotechnology
    ix. Automobile Engineering
    x. Electronics and Telecommunication
    xi. Architecture
    xii. Applied Sciences and
    xiii. Humanities
- The minutes of meeting of all the above BOS and BOS of Master of Computer Applications (MCA) held on 1.4.2016 were presented and approved.
- After discussions the following points were approved for implementation from the next academic session, starting July 2016.

[1]   Uniform policies for PG dissertation evaluation
   ❖ Monthly progress report to be submitted by the guide along with a eight point grading (Poor/Below average/Average/Above average/Good/Very good/Excellent/Outstanding)
   ❖ There should be one mid-term evaluation and a final internal presentation before committee constituted by the HOD in consultation with the respective guides. Evaluation should be based on technical content, work done and presentation.
   ❖ Award of internal marks should be based on the above two points.
   ❖ Before final submission of dissertation, publication of at least one paper in journal or presenting one paper in international

conference or filing a patent (which has cleared the first stage of acceptance) is mandatory.

[2] Conduction of quiz at UG level
- ❖ To evaluate the quiz/assignment of theory block, one quiz must be conducted along with the second mid-semester examination.
- ❖ To evaluate the internal assessment of practical block, at least one quiz must be conducted during the semester. The evaluation of term-work should be based on attendance and lab records of the student.

[3] Evaluation of Mid-semester tests for UG and PG students
- ❖ Each student will appear in two mid-semester tests compulsorily. The evaluation will be based on average performance.
- ❖ There will be a third make–up test also for those who want to improve their performance or those who could not appear in one of the two mid-semester tests.

[4] Interdisciplinary projects by UG students
- ❖ Final year UG students who are interested in doing interdisciplinary projects, should be permitted to undertake major project under one main guide from parent department and one co-guide from other related department after taking due permissions from respective HODs. However, the evaluation will be done by the parent department.
- ❖ A project batch should normally not be more than 5 students for engineering students. However, in exceptional cases permission from Dean Academic can be taken after recommendation from guide and HOD.
- ❖ For thesis work of final year architecture students, the batch size will not be more than of 2 students.
- ❖ Possibility of display/exhibition of students' project work and their assessment by an interdisciplinary jury was discussed to encourage and motivate students for taking up innovative projects.

[5] Conduction of PG dissertation work in a relevant industry/research organization/academic institution of repute under additional external supervisor

- ❖ PG students who are interested in conducting their dissertation on practical industrial problems should be permitted to do so after ensuring the standard of the industry/research/academic organization and approving topic & synopsis by guide and HOD and after receiving a written consent from an external co-guide from industry.
- ❖ In such cases, the attendance, bi-monthly progress report and monthly evaluation will be submitted by the external co-guide.
- ❖ However, the mid-term and final internal evaluation of dissertation work will be done according to the institute norms.

[6] Industrial visits for UG students

- ❖ The departments must arrange visits and study tours of students to nearby industrial places at least once in a semester to expose them to practical environments so that they get a realistic perspective

[7] Eligibility for award of medals to meritorious students

- ❖ The institute confers many medals to meritorious students in various categories every year. For these awards, only those students will be considered who have completed their terms/courses within the stipulated time in a single attempt during the programme.
- ❖ Only PG students who have submitted their dissertations on or before 31st August may be considered for merit awards.

[8] Bringing clarity to the existing credit based grading system of RGPV for UG and PG

- ❖ The following revision is proposed to be done in the credit based grading system to bring more clarity and to remove ambiguity for border line cases, e.g. if % marks fall between 40 and 41 or 50 and 51 etc. (please refer enclosed ordinances of UG and PG)

Credit based grading system (UG)

Grade	% Marks range (based on absolute marks system)	Grade Point	Description of performance
A+	Greater than 90-100	10	Outstanding
A	Greater than 80-90	9	Excellent
B+	Greater than 70-80	8	Very Good
B	Greater than 60-70	7	Good
C+	Greater than 50-60	6	Average
C	Greater than 40-50	5	Satisfactory
D	Greater than 30-40	4	Marginal
F	30 and below	0	Fail
I		0	Incomplete
W		0	Withdrawal

Credit based grading system (PG)

Grade	% Marks range (based on absolute marks system)	Grade Point	Description of performance
A+	Greater than 90-100	10	Outstanding
A	Greater than 80-90	9	Excellent
B+	Greater than 70-80	8	Very Good
B	Greater than 60-70	7	Good
C+	Greater than 50-60	6	Average
C	Greater than 40-50	5	Satisfactory
D	40 Only	4	Marginal
F	Below 40	0	Fail
I		0	Incomplete
W		0	Withdrawal

Credit based grading system (Bachelor of Architecture)

Grade	% Marks range (based on absolute marks system)	Grade Point	Description of performance
A+	Greater than 90-100	10	Outstanding
A	Greater than 80-90	9	Excellent
B+	Greater than 70-80	8	Very Good
B	Greater than 60-70	7	Good
C+	Greater than 50-60	6	Average
C	Greater than 45-50	5	Satisfactory
D	Only 45	4.5	Marginal
F	Below 45	0	Fail
I		0	Incomplete
W		0	Withdrawal

- Looking at the inclination of engineering students towards Master of Business Administration (MBA) degree, the possibility of starting a

programme on MBA was discussed. This would also enable engineering students to take elective courses from the MBA programme to increase their employability. Interested students may also go for a minor specialization in MBA by taking additional credits.

- The meeting ended with thanks to the chair.

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