

Proceeding of Ninth Academic Council Meeting of Guru Nanak Dev Engineering College, Ludhiana to be held on 4.6.2018 at 10.30 AM in Committee Room

Item No.9.1 To confirm the minutes of meeting of Eighth Academic Council, GNDEC held on 7.3.2018

Confirmed

Item No.9.2 Action Taken Report of Eighth meeting of Academic Council, GNDEC held on 7.3.2018

Noted

Item No. 9.3 Annual Convocation

Noted

Item No.9.4 Approval of Board of Studies proceedings

Approved

Item No. 9.5 Approval of Examination related matters

Approved except point no.1 (Grading System) wherein it was recommended that results of B.Tech. which were declared in relative grading be revised using absolute grading subject to approval of IKGPTU.

Item No. 9.6 Changes in BOS of Department of Information Technology

Deferred

Item No. 9.7 Clearance of detention

Approved

Item No. 9.8 Academic Governance

Approved

Item No. 9.9 Change of Subject Experts of Board of studies

Approved

Item No. 9.10 Review of Evaluation Procedure of Answer sheets

Approved

SUPPLEMENTARY AGENDA

S. 9.1 Evaluation Scheme for PG Diploma/Certificate Course in VLSI Design

Approved

S 9.2 Start 6 Months Specialized certificate course

Approved

S 9.3 Approval of procedure for courses at STEP, GNDEC, Ludhiana

Approved

The meeting ended with vote of thanks.

Member Secretary

AGENDA

NINTH ACADEMIC COUNCIL MEETING



on

4.6.2018

at 10.30 AM

GURU NANAK DEV ENGINEERING COLLEGE

An Autonomous College u/s 2(f) and 12 (B) of UGC Act 1956

IEI Accredited UG Programmes, 'A' Grade NAAC Accredited, TCS Accredited
AICTE Approved, Punjab Govt. Aided Status, Affiliated to I.K.Gujral Punjab Tech. University, ISO : 9001:2008 Certified

Gill Park, Gill Road, Ludhiana-141006

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Agenda of Ninth Academic Council Meeting of Guru Nanak Dev Engineering College, Ludhiana to be held on 4.6.2018 at 10.30 AM in Committee Room

Item No.9.1 To confirm the minutes of meeting of Eighth Academic Council, GNDEC held on 7.3.2018

The proceedings were circulated among all the members. No comments have been received till date. The minutes are placed at **Annexure-I**

The item is placed before the Academic Council for its confirmation.

Item No.9.2 Action Taken Report of Eighth meeting of Academic Council, GNDEC held on 7.3.2018

The action taken report on the 8th meeting of the Academic council is placed at **Annexure – II**

The item is placed before the Academic Council for information.

Item No. 9.3 Annual Convocation

Annual Convocation is to be held on 15.03.2019.

The item is placed before the Academic Council for information.

Item No.9.4 Approval of Board of Studies proceedings

The proceedings of various BOS meetings held are placed at..... **Annexure-III**

The item is placed before the Academic Council for approval.

Item No. 9.5 Approval of Examination related matters

For making the examination system more effective, some recommendations have been received. The same is put up before Academic Council for approval. The detailed item is placed at..... **Annexure-IV**

Item No. 9.6 Changes in BOS of Department of Information Technology

Following changes are proposed in BOS of Information Technology Department:-

Dr. Pardeep Kumar Jasswal(AP) instead of Dr. Ajay Shiv Sharma (who has been relieved on 05.04.2018)

Er. Sandeep Kumar Singla (AP) instead of Dr. Manpreet Singh (who will be relieved on 25.6.2018)

Submitted for ratification..... **Annexure-V**

Item No. 9.7 Clearance of detention

Students having a backlog detention of previous semesters after clearing the final semester of the degree course shall be allowed to clear the detention by attending classes in the next subsequent semester irrespective of even/odd criteria.....**Annexure-VI**

In case any particular course is not being offered in the revised study scheme in any department, the students shall be allowed to study the similar course (syllabus content should be minimum 80% similar) in any other department. The max limited to clear the detention is five theory subjects and three practical subjects

Submitted for decision, please

Item No. 9.8 Academic Governance

- 1) Being an autonomous institute, it is proposed that DMC's (Detailed Marks Certificates) shall be printed by the institution itself from the 2018 admissions batch onwards.
- 2) Being an autonomous institute college will issue the migration certificate and transcripts at its own.
- 3) It is proposed to start Ph.D programmes in all engineering disciplines, Applied Sc., MCA and, Management under autonomous status.
- 4) It is also proposed that to introduced Credit Transfer Policy of online courses. Total 20 credits shall be offered during four year degree course, which shall be applicable from 2018 admission batch onwards..... **Annexure-VII**
- 5) It is also proposed that students of UG and PG should be given a chance to improve their division after completion of degree subject to the following conditions:
 - a) UG pass out students shall be allowed to appear in 10 theory papers (external) out of the total number of theory papers studied during the course. Students can appear in theory papers in two exam sessions dividing 5 subjects in each exam session.
 - b) Similarly PG students are allowed to appear in 5 theory papers (external) out of the total subjects studied in that course. Student can appear in all the five subjects in one exam session.
 - c) Examination fee for the above shall be Rs.5000/- per subject.
 - d) These papers shall not be conducted separately; students have to appear along with routine examination of that particular semester.
 - e) In case the student failed to improve the division, the benefit of increased marks shall not be considered.
 - f) Any student shall be eligible to avail this chance only one time.

Item No. 9.9 Change of Subject Experts of Board of studies

As per request of Chairman, BOS (Applied Sc.) the existing subject experts of Chemistry, English, Humanities etc. have been replaced with approval of Chairman in anticipation of its approval by Academic Council
.....**Annexure-VIII**

Submitted for ratification

Item No. 9.10 Review of Evaluation Procedure of Answer sheets

For smooth and timely evaluation of answer sheets, it is proposed to have evaluation of B.Tech. (Ist Year, Scheme 2017) answer sheets from a single evaluator only.

Item No.9.11 Any other item with the permission of Chair

Member Secretary,
Academic Council

SUPPLEMENTARY AGENDA

S. 9.1 Evaluation Scheme for PG Diploma/Certificate Course in VLSI Design

The Department of ECE has proposed to start six months PG Diploma course in VLSI Design and Three months Certificate course in VLSI Design, which was duly approved by the Academic Council of the College in its meeting dated 2.4.2016 (**Annexure-1**). The course curriculum was designed with the support of SCL, Mohali. Details of the course contents are attached in **Annexure-II**. Evaluation Criteria has been proposed for this course, after qualifying which the candidates shall be eligible for Certificate Course/PG Diploma in VLSI Design.

Submitted for approval, please

S 9.2 Start 6 Months Specialized certificate course

The CE has proposed to start 6 months specialized course in Structural Designing of RC buildings from the academic session 2018-19 for the students passing out from the college/PG students/practicing engineers, who want to polish their academic knowledge and develop the skill set for offering a best possible structural advice to their clients.

Adopt some construction site for giving a live exposure/experience to the students getting their 6 month/one month industrial training in the department/Testing & Consultancy Cell of the college.

Submitted for approval, please.

ITEM NO. 9.1

ANNEXURE-1

Proceeding of Eighth Academic Council Meeting of Guru Nanak Dev Engineering College, Ludhiana held on 7.3.2018 at 11 AM in Committee Room

Item No.8.1 To confirm the minutes of meeting of Seventh Academic Council, GNDEC held on 12.08.2017

Confirmed

Item No.8.2 Action Taken Report of Seventh meeting of Academic Council, GNDEC held on 12.08.2017

Noted

Item No. 8.3 Approval of Institutional Academic Calendars

Approved

Item No. 8.4 Annual Convocation

Noted

Item No.8.5 Approval of Board of Studies proceedings

Approved

Item No. 8.6 Approval of Academic Governance related matters both UG and PG

Approved except point no. V (g-iii).

Co-guide for M.Tech. Thesis should be replaced with Guide-1 and Guide-2

Item No. 8.7 Approval of Examination related matters

Approved. For reviewing of evaluation process, a committee of following members is constituted:-

Dean (Academics)

HOD(PE)

HOD(ECE)

Dr. Akshay Girdhar, COE

Dean (Academics) was authorised to constitute moderation committee for rationalization of evaluation. Uniform nomenclature for Mid Semester Examination (MSEs) be followed.

Item No.8.8 Content design of the subject Mentoring and Professional Development

Approved

Item No.8.9 Changes in BOS of Department of Management

Approved

Item No.8.10 Approval of MoM of Chairmen of BOS, GNDEC held on 20.2.2018

Approved

Item No. 8.11 To mark Outcome Based Education more effective

Approved

Item No.8.12 Any other item with the permission of Chair

1. Detention fee in respect of passed-out students will be Rs. 2000/- per subject.
2. Need based PG Diplomas be started after thorough deliberation at Institute level. The nomenclature of Diploma courses must be as per UGC's guidelines

Member Secretary,
Academic Council

**ACTION TAKEN REPORT OF EIGHT ACADEMIC COUNCIL MEETING HELD ON
8.3.2018**

Item No.	Item	Decision taken	Action Taken
8.1	To confirm the minutes of meeting of Seventh academic council held on 12.8.2017	The proceeding was taken as confirmed	Noted
8.2	Action taken report of Seventh academic Council Meeting held on 12.8.2017	The members were apprised with action taken report.	Noted
8.3	Approval of Institutional Academic calendars	Approved	Implemented
8.4	Annual Convocation	Held on 1.5.2018	Noted
8.5	Approval of Board of Studies Proceedings	Approved	Noted
8.6	Approval of Academic Governance related matters both UG and PG	Approved with some exceptions	Implemented
8.7	Approval of Examination related matters	Approved	Implemented
8.8	Content design of the subject mentoring and Professional development	Approved	Implemented
8.9	Changes in BOS of Department of Management	Approved	Implemented
8.10	Approval of MOM of Chairmen of BOS, GNDEC, held on 20.2.2018	Approved	Implemented
8.11	To mark Outcome Based Education more effective	Approved	Implemented
8.12	Any other item with permission of Chair	1. Detention fee in r/o passed out students will be Rs. 2000/- per subject 2. Need based PG Diplomas be started after deliberation at Institute level. The nomenclature of Diploma courses must be as per UGC's guidelines	1. Implemented 2. Action being initiated.

MINUTES OF MEETING OF BOARD OF STUDIES

Examination Branch

Following items are proposed for approval in Academic Council meeting to be held in the last week of May, 2018-

1. Grading system-

- It is submitted that from Nov. 2015 exam session onwards, relative grading was applicable as per guidelines of affiliating university. From May, 2017 exam sessions as per university instructions, results were declared by following absolute grading. Most of the students of B.Tech. are at a disadvantage in sessions for which results have been declared using relative grading (B.Tech. Batch – 2015, results of 3 exam sessions were declared using relative grading, for B.Tech. Batch 2016, results of 2 exam sessions were declared using relative grading). In this regards, representation requesting the change of results to absolute grading system of students of B.Tech. was also received. A three member committee was constituted, to carry out analysis (copy of analysis is attached). Committee has proposed that results of B.Tech. which were declared in relative grading be revised using absolute grading . The results may be declared after giving one time special grace to respective courses so that there should be no disadvantage to the student in any way.

2. Extra time if writer is allowed and Fees for separate seating of candidate

- If any examinee is provided with a writer on account of physical disability or injury/high fever etc.then he/she may be allowed an extra time of 30 minutes for writing the examination, provided he/she seeks permission from Dean Academics. Dean Academics shall verify the medical certificate issued by Medical Practitioner/Civil Surgeon to this effect, and give a permission letter to the examinee for extra time. Dean Academics shall then forward such cases to COE.
- In case a special invigilator is deputed for examinee in external theory examination, Rs.200 will be charged per course from the examinee.

3. Grace Marks

- One percent of the total maximum marks of external theory examination of respective semester in which a candidate has appeared (i.e. his attendance has been marked Present') in a exam session may be given as grace for passing external theory course(s) in that exam session from May, 2018 onwards.

4. Regarding UMC

- If in case any electronic device such as mobile or bluetooth is found during examination from any examinee then the same property will belong to examination branch and examinee will have no claim for the same.

- UMC punishments may be reviewed as under-

Review of Guidelines for imposing punishment on the examinees caught copying/involved in any type of misconduct during or after Examination

Sr. No	Nature of Malpractice	Quantum of Punishment	Review of Punishment
1	Examinee found communicating or talking with other examinees during examination	Cancellation of examination of examinee in that course	Cancellation of end semester examination of that subject
2	Examinee found with copying material related to the paper but having not used the material	Cancellation of performance of examinee in that course	Cancellation of end semester examination of that subject
3	Revealing identity in any form in the answer written or in any other part of the answer book by the examinee with clear intent of getting illegal benefits	Cancellation of performance of entire examination of that semester(1)	Cancellation of end semester examination of all external theory subjects of that exam session
4	Examinee found marking an appeal to the examiner revealing both i.e.name and address	Cancellation of performance of entire examination of that semester(1)	Cancellation of end semester examination of all external theory subjects of that exam session
5	Examinee found writing provocation, abusive or threatening language in the answer book	Cancellation of performance of entire examination of that semester(1)	Cancellation of end semester examination of all external theory subjects of that exam session
6	Examinee found having written on palm or on his/her body or on clothing in the examination	Cancellation of performance of entire examination of that semester(1)	Cancellation of end semester examination of all external theory subjects of that exam session
7	Cases of mass copying/individual copying reported in assessment center reported during the examination	Cancellation of performance of entire examination of the examinee/s(1)	Cancellation of end semester examination of all external theory subjects of that exam session
8	Examinee caught copying from the copying material, whether examinee accepts or denies of the same	Cancellation of performance of entire examination of that semester and debarring from one additional subsequent examination (1+1)	Cancellation of end semester examination of all the external theory subjects of that exam session and debarring in the external theory of the same subject for next exam session

9	Examinee found exchanging answer books/slip of papers without her examinees/ writing from others answer book/allowing other examinee to copy from his/her answer book.	Cancellation of performance of entire examination of that semester and debarring from one additional subsequent semester examination(1+1)	Cancellation of end semester examination of all the external theory subjects of that exam session and debarring in the external theory of the same subject for next exam session
10	Examinee found influencing the examiner/ any other person connected with the examination	Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations (1+2)	Cancellation of end semester examination of all external theory subjects of that exam session and can appear in only regular subjects for next exam session, debarring from appearing in any external theory reappear exams
11	Examinee possessing copying material and having copied from the same, but denial of its use, refusal to give statement to that effect. Misbehavior with invigilator and officers related to examination	Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations (1+2)	Cancellation of end semester examination of all external theory subjects of that exam session and can appear in only regular subjects for next exam session, debarring from appearing in any external theory reappear exams
12	Examinee found smuggling in or smuggling out answer book as copying material	Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations (1+2)	Cancellation of end semester examination of all external theory subjects of that exam session and can appear in only regular subjects for next exam session, debarring from appearing in any external theory reappear exams
13	Examinee found destroying his own answer book/ taking away his own answer book and/or removing blank/ written pages from the main answer book	Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations (1+2)	Cancellation of end semester examination of all external theory subjects of that exam session and can appear in only regular subjects for next exam session, debarring from appearing in any external theory reappear exams
14	Examinee possessing copying material and attempts to destroy the evidence/runs away with copying material. Misbehavior with invigilator and officers related to exam	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examination(1+3)	Cancellation of end semester examination of all external theory subjects of that exam session and debarring from all external theory exams (regular/reappear examination) for next exam session

15	Examinee found smuggling in previously written answer book and inserting it in present answer book	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examination (1+3)	Cancellation of end semester examination of all external theory subjects of that exam session and debarring from all external theory exams (regular/reappear examination) for next exam session
16	Examinee found (i) impersonating (ii) for whom impersonation is noticed	(i) Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examinations (1+3), plus he/she shall be handed to police authorities	Cancellation of end semester examination of all external theory subjects of that exam session and debarring from all external theory exams (regular/reappear examination) for next exam session plus he/she shall be handed to police authorities
17	Insertion of currency note to bribe or attempting to bribe any of the person/s connected with examination	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examination(1+3) and currency to be forfeited to Non-Government account of College.	Cancellation of end semester examination of all external theory subjects of that exam session and debarring from all external theory exams (regular/reappear examination) for next exam session and currency to be forfeited and deposit in accounts branch of college.
18	Examinee found sending out or taking in question paper from outside	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examination(1+3)	Cancellation of end semester examination of all external theory subjects of that exam session and debarring from all external theory exams (regular/reappear examination) for next exam session

19	Examinee found tempering with mark sheet/certificate issued by the institute	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examination(1+3)	Cancellation of end semester examination of all external theory subjects of that exam session and debarring from all external theory exams (regular/reappear examination) for next exam session
20	Attempt to forge the signature of the invigilator on the answer book	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examination(1+3)	Cancellation of end semester examination of all external theory subjects of that exam session and debarring from all external theory exams (regular/reappear examination) for next exam session
21	Examinee found bringing or in possession of any weapon in examination room/hall and making any kind of violence among examinees/staff of examination	Cancellation of performance of entire examination of that semester and debarring from five additional subsequent examinations (1+5), plus handing over the examinee to police authorities.	Cancellation of end semester examination of all external theory subjects of current exam session and debarring for three additional subsequent exam sessions in all external theory subjects
22	Cases of mass copying reported during the examination	Result shall be held up. Punishment shall be based upon the actual investigation report.	Result shall be held up. Punishment shall be based upon the actual investigation report.
23	If on previous occasion a disciplinary action was taken against a examinee for malpractice used at exam and he/she caught second time for malpractice used at examination	Enhanced punishment can be imposed on the examinee. This enhanced punishment may extend to double the punishment provided for the punishment for the earlier offence of malpractice.	Enhanced punishment can be imposed on the examinee. This enhanced punishment may extend to double the punishment provided for the punishment for the earlier offence of malpractice.
24	Examinee involved in malpractices at Practical/dissertation/ project report examination	Case shall be dealt with by appropriate inquiry committee and recommend the punishment to competent authority	Case shall be dealt with by appropriate inquiry committee and recommend the punishment to competent authority
25	All other cases not covered above	Punishment shall be decided by inquiry committee based on abovementioned punishment	Punishment shall be decided by inquiry committee based on above mentioned criteria

Note: Complaint Redressal Committee may reduce/increase the punishment depending on the severity of the malpractice.

Annexure-VI

Proposal for credit transfer policy of online courses

In light of Gazette of India (Extraordinary) Pat-III, Section-4 No. 295, dated 19/07/2016; it is proposed to introduce the credit transfer policy in academic curriculum for the Massive Open Online Courses (MOOC's).

A student will be eligible to get under graduate degree with Honours or Minor Engineering if he/she completes an additional 20 credits through MOOC's. (AICTE Model Curriculum, Chapter-1 (B).

Student can opt for 12-16 weeks course equivalent to 4-6 credits under mentorship of faculty (MHRD MOOC'S guidelines 11.1 (J).

Following pattern is proposed for distribution of credits from 2018 admission batch:-

Semester	Credit
1	2
2	2
3	4
4	2
5	4
6	2
7	2
8	2
Total credits	20

Following points may be considered while implementing policy:-

1. Importance of online learning and credit transfer policy must be shared with the students at entry level of undergraduate program. Same may be incorporated during induction program for newly admitted students.
2. Credits earned through mooc's should be displayed on DMC's of students and considered during calculating overall score of student.
3. List of online courses will be issued by each department prior to registration of every semester on basis of requirement.
4. Faculty can be engaged in online education by assigning the duties of mentors to each faculty member with 2 hours per week contribution.
5. Since we are technical institute, NPTEL online courses may be proffered (MHRD MOOC'S guidelines 2.1)

6. Credit distribution may be changed depending upon the availability of online course floated in that particular semester.
7. Transfer of credit will be evaluated by a centralized committee constituted by principal.

For batch 2017 and advanced to it, where model curriculum of AICTE is not applicable, following points are may be considered:-

1. In every course, the faculty members may be advised to identify the relevant course in SWAYAM-NPTEL. Then, the concerned faculty has to insist the students in the class to register for that particular course.
2. Once the student registers for course, same may be recorded in the register of faculty/mentor.
3. Mentor has to make proper counseling to encourage the students for online courses.
4. Elite and golden certified students may be honored to motivate them.
5. The score may be considered in mentoring marks and general fitness.

In case of any assistance, faculty and students may approach Coordinator, SWAYAM-NPTEL Local Chapter.