

No. 11-58(3160)
30.10.12

**MINUTES OF MEETING OF FIRST ACADEMIC COUNCIL HELD ON 19.10.2012 AT
3 PM IN COMMITTEE ROOM**

Following members were present:

1	Dr. M.S.Saini, Director	Chairman
2	Dr. Harpal Singh, Professor (CE)	
3	Dr. Y.S.Brar, Professor (EE)	
4	Dr. Sehijpal Singh, HOD(ME)	
5	Dr. J.N.Jha, HOD(CE)	
6	Prof. Jaswinder Singh, HOD(EE)	
7	Prof. Nirmal Singh Grewal, HOD(ECE)	
8	Prof. Amanpreet Singh Brar, HOD(CSE)	
9	Dr. R.P.Singh, HOD(Applied Sc.)	
10	Dr. Sukhdev Singh, HOD(MBA)	
11	Prof. Akshay Girdhar, HOD(IT)	
12	Prof. Jasmaninder Singh Grewal, HOD(Prod.)	
13	Prof. J.S.Saini, Member (MCA)	
14	Dr.S.S.Gill, Dean (Admin.)	
15	Dr. B.S.Walia, Dean (PG&R)	
16	Dr. P.S.Bilga, COE	Special Invitee
17	Dr. Rupinder Singh, Dean (Academics)	Secretary (Academic Council)

Following decisions were taken unanimously:-

Agenda

a) Approval of Academic Calendar

Approved with amendments

There will be following changes in the already circulated Academic Calendar.

- Start of new session 7th January, 2013
- Fee to be deposited for new session by students from 21 Dec. to 4th January, 2013 (without fine).
- Registration from 7th to 10th January, 2013.
- Result declaration date is to be included in Academic Calendar.

Amended Academic calendar is as under:

Session 2012-2013		
S. No. -	Description	Period
Odd Semester		
1	Session	1-8-12 to 2-11-12
2	First mid semester examination	29-8-12 to 31-8-12
3	Second mid semester examination	25-9-12 to 27-9-12, 29-9-12, 01-10-12
4.	Third mid semester examination	5-11-12 to 7-11-12
5.	End semester practical examination	8-11-12 to 11-11-12
6.	Preparatory Holidays	12-11-12 to 18-11-12
7	End semester examination	19-11-12 to 7-12-12
8.	Result declaration	21-12-12
9.	Winter vacation	22-12-12 to 6-1-13
New session start (Even semester)		7-1-2013

- COE will notify separately about Evaluation/Revaluation, schedule for showing answer sheets to students etc.

b) Approval of answer sheets sample

Approved

c) Approval of date-sheet

Approved. The proposed date sheet will be uploaded on College Web Site by Computer Centre. Any discrepancy can be brought into the notice of COE by HOD

d) M.Tech. AICTE Thesis Exam. Panel

Panel of M.Tech. AICTE Thesis Exam will be **approved** by Director, GNDEC.

e) External Viva-voce

For Project and Industrial training, the experts will be called from outside institutions and industries. For all other subjects/labs of Undergraduate and Post Graduate courses, the Head of Department will appoint externals from their own department or allied department but seniority must be kept in mind while appointing external.

f) Provision approval for adopting PTU Syllabus for current semester/batch

Approved

g) Policy of Question paper setting

Approved. The Question papers will be opened one day prior to examination by the Examination Committee at its own, to ensure that the question paper is on prescribed format and duly typed. Mechanism will be decided by Controller of Examination.

h) Policy of printing of answer sheets

Printing of answer sheets is in process. The answer sheet will be comprising of 32 pages.

i) Present status of examination form filling

This time PTU system is being used.

j) Special supplementary examination for current semester/future semester

Three member committee comprising of following staff members will apprise Director, GNDEC on this matter for appropriate decision.

- Dr. J.N.Jha, HOD(CE)
- Dr. S.S.Gill, Dean (Admin.)
- Prof. Akshay Girdhar, HOD(IT)

k) Policy regarding maximum number of reappear/supplementary examination to be allowed in a semester.

As per PTU's guidelines, a student can apply for 10 regular/reappear theory examination in a semester.

l) Appointment of class toppers for Student Council

Deferred.

m) Preparation of Convocation 2012

The members were apprised that tentative registration will be up to 500 students. Rehearsal will be on 2nd November/ 3rd November, 2012 depending upon the time allotted by chief guest. Degree will be awarded to only those students on 3rd November, 2012, who will attend rehearsal.

n) Attendance shortage/detention case policy after completion of regular course duration

Registration will be subject based. Special arrangement will be made by HOD for this. A candidate can appear for 10 papers in totality. For detention cases, Rs. 5000/- will be charged as fee per subject.

o) **Setting of supplementary examination frequency**
Deferred.

p) **Approval of Board of Studies (various disciplines)**

Approved

q) **Remuneration for Paper-Setters, conduct of examination, retention of answer sheets**

PTU norms will be followed. Retention period for answer sheets will be six months from the date of result declared as per PTU norms.

The meeting ended with a vote of thanks


Secretary
Academic Council

Copy to:

1 All members of Academic Council

GURUNANAK DEV ENGINEERING COLLEGE, LUDHIANA

No. SS/24/341


Dated: 18-10-12

HODs
Professor
Deans
COE –Special Invitee

First Academic Council Meeting is scheduled on 19.10.2012 (Friday) at 3 PM. All concerned are requested to make it convenient to attend the same.

Agenda Items :

- a) Approval of Academic calendar
- b) Approval of answer sheets sample
- c) Approval of date-sheet
- d) M.Tech. AICTE Thesis Exam. Panel
- e) External Viva-voce including Project and all sort of training by External Element from Academia and Industry
- f) Provisional approval for adopting PTU Syllabus for current semester/batch
- g) Policy of Question paper setting
- h) Policy of Printing of Answer sheets
- i) Present status of examination form filling
- j) Special supplementary examination for current semester
- k) Policy regarding maximum number of reappear/supplementary examination to be allowed in a semester.
- l) Appointment of Class toppers for Student Council
- m) Preparation of Convocation 2012
- n) Attendance shortage/detention case policy after completion of regular course duration
- o) Setting of Supplementary examination frequency (targets for coming year)
- p) Approval of Board of Studies (various disciplines)
- q) Any other point with permission of Chair


Dean (Academics)

Copy to:

- 1 Director, GNDEC
- 2 All concerned