

MINUTES OF TENTH MEETING OF ACADEMIC COUNCIL OF GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA HELD ON 02-03-2019 IN THE COMMITTEE ROOM OF THE COLLEGE

First of all, the members were apprised about the sad demise of Hon'ble member of Academic Council i.e Late Dr.M.A.Zahir, Director (Ex-Dean, CO BS&H, PAU, Ludhiana), Synthetic Business School, Rampur, Ludhiana. Condolence was paid by keeping silence for 2 minutes.

The Member Secretary took permission for starting the meeting.

Item No.10.1 To confirm the minutes of meeting of Nineth Academic Council, GNDEC held on 4.6.2018

Since no comments have been received, as such proceeding stand confirmed

Item No.10.2 Action Taken Report of Nineth meeting of Academic Council, GNDEC held on 4.6.2018

Noted

Item No. 10.3 Approval of Institutional Academic Calendars

Approved

Item No. 10.4 Ratification of approval of Proceeding of Standing Committee meeting held on 13.9.2018.

Ratified

Item No.10.5 Changes in BOS of Department of Information Technology

Approved

Item No.10.6 Approval of Board of Studies proceedings of STEP

Approved but it was advised that eligibility should be reconsidered by respective BOS.

Item No.10.7 B.Tech. with Minor Engg. and B.Tech. with Honors or both w.e.f 2018-19 batch onwards

Approved but for Minor Engg. it was decided that students may be given option to select two courses from MOOCs with same number of credits, department's internal members of BOS will notify the list of such subjects. For Minor Engg., there will not be any course on minor project, seminar, training and project.

For Honors degree, choice of one course will be allowed from other than parent branch, department's internal BOS members will notify the list of such subjects.

Item No. 10.8 Disposal of Internal MSE sheets and practical files other than Project, Training and Thesis reports

Approved in case of Internal MSE Sheets, Practical Files and Training reports but copies of Project, Thesis reports must be retained.

Item No. 10.9 Award of one credit every year for Mentoring and Professional Development course (UG only)

Approved

Item No. 10.10 Examination related matters

Approved

Result notifications of makeup exams will be issued separately.

Completion of degree under declaration of P-Grade at par with 40% scheme of affiliating university will be applicable to students covered under absolute grading and marks based schemes and not for relative grading. This will also be applicable to students admitted in the institute from year 2012 onwards.

Item No. 10.11 Approval of BOS proceedings of various programmes

Approved.

Item No. 10.12 New Academic Proposals submitted to IKGPTU and AICTE from year 2019-20 onwards

Approved

Item No. 10.13 Approval of Formats used by Academic Branch for students purposes

Approved

Item No.10.14 Any other item with the permission of Chair

- It was advised that some value added courses like foreign languages like French, Chinese, German etc. may be started.
- Promotion of student from lower semester to next semester will be subject to the condition that student must have completed attendance requirement of at least one subject and also he/she must have filled the examination form. However if examination form has not filled due to valid reasons, such student will have to submit an application in the office of respective department and after recommendations of HOD only, the case will be processed by the office of Dean Academics and final permission will be given by Principal. For such cases, student needs to pay Rs. 10,000/- fine (if allowed by Principal).

sd/
Member Secretary,
Academic Council
Guru Nanak Dev Engg. College
Ludhiana

AGENDA

TENTH ACADEMIC COUNCIL MEETING



on

2.3.2019

at 11 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 Tenth Academic Council Meeting of Guru Nanak Dev Engineering College, Ludhiana to be held on 2.3.2019 at 11 AM in Committee Room

Item No.10.1 To confirm the minutes of meeting of Nineth Academic Council, GNDEC held on 4.6.2018

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.10.2 Action Taken Report of Nineth meeting of Academic Council, GNDEC held on 4.6.2018

The action taken report on the 9th meeting of the Academic council is placed at **Annex. II**
The item is placed before the Academic Council for information.

Item No. 10.3 Approval of Institutional Academic Calendars

The Institutional Academic Calendars are placed at..... **Annexure-III**
The item is placed before the Academic Council for information & approval.

Item No. 10.4 Ratification of approval of Proceeding of Standing Committee meeting held on 13.9.2018.

Item	<u>Approval of Board of Studies proceedings</u>
1.1	The proceedings of various BOS meetings held are placed at Annexure-IV
1.2	<u>Approval of Examination related matters:</u> B.Tech. Examination pattern for 2017 scheme is applicable for 1 st and 2 nd semester only and the same question paper pattern shall be applicable for 2018 scheme onwards.
1.3	<u>Exclusion of credits of Environmental Science in B.Tech.2017 study scheme</u> It has been proposed to include 2 (two) credits of Environmental Science subject (EVSC 17301) in 3 rd semester of B.Tech.2017 study scheme.
1.4	Approval of syllabus of the subject of Simulation & Modelling (PhDOE-17002) for Ph.D. coursework students----- Annexure-V.

Item No.10.5 Changes in BOS of Department of Information Technology

Following changes are proposed in BOS of Information Technology Department :
Er. Rohit Nabh, Manager Oracle Corporation, Gurugram instead of Er. Kshitiz Adlakh ,
Founder Secugenius Pvt.Ltd., Noida
Dr. Pankaj Bhambri, Assistant Professor , IT instead of Dr. Manpreet Singh, Assistant Professor, IT

Item No.10.6 Approval of Board of Studies proceedings of STEP

The proceedings of various BOS meeting held on 21.2.2019 pertaining to Certificate Courses Fashion Designing under autonomous status**Annexure-VI**
The item is placed before the Academic Council for approval.

Item No.10.7 B.Tech. with Minor Engg. and B.Tech. with Honours or both w.e.f 2018-19 batch onwards

The guidelines are placed for approval.....**Annexure-VII**

Item No. 10.8 Disposal of Internal MSE sheets and practical files other than project, training and thesis reports

It is proposed that MSE sheets and practical files may be allowed to be disposed off after one year. Ten percent sheets and practical files should be retained for each course. However, project, training, thesis reports should not be disposed off.

Item No. 10.9 Award of one credit every year for Mentoring and Professional Development course (UG only)

For admission batch 2018 onwards, it was decided in the meeting of Chairmen, BOS to award one credit every year for Mentoring and Professional Development course of UG courses in even semester with only internal evaluation of 100 marks. These four credits will be over and above the scheme credits. Submitted for approval, please.

Item No. 10.10 Examination related matters

The item is put up at **Annexure-VIII** for approval please.

Item No. 10.11 Approval of BOS proceedings of various programmes

The proceedings are placed at **Annexure-IX** for approval, please.

Item No. 10.12 New Academic Proposals submitted to IKGPTU and AICTE from year 2019-20 onwards

Following new academic proposals have been submitted to IKGPTU as well as AICTE from Academic year 2019-20 onwards.

- Reduction in intake of MCA course from 60 to 30
- Increase in intake of B.Tech. Information Technology from 90 to 120
- Change of Shifts of B.Tech. courses: Civil Engg., Mechanical Engg. from Second to First
- Introduction of NRI Seats in B.Tech. (First Shift) all branches
- Introduction of M.Tech. (IT) Full-Time with intake of 30 intake

Submitted for information and ratification, please

Item No. 10.13 Approval of Formats used by Academic Branch for students purposes

Different formats are placed at **Annexure-X** for approval purposes.

Item No.10.14 Any other item with the permission of Chair

Member Secretary,
Academic Council

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

Action Taken Report

Item No.	Description	Decision	Action Taken
9.1	To confirm the minutes of meeting of Eighth academic council meeting of GNDEC held on 7.3.2018	Confirmed	Implemented
9.2	Action taken report of Eighth meeting of Academic Council Meeting held on 7.3.2018	Noted	Implemented
9.3	Annual Convocation	Noted	Implemented
9.4	Approval of Board of Studies proceedings	Approved	Implemented
9.5	Approval of Examination related matters	Approved except point no.1	Implemented as per decision
9.6	Changes in BOS of Department of Information Technology	Deferred	Deleted
9.7	Clearance of detention	Approved	Implemented
9.8	Academic Governance	Approved	Implemented
9.9	Change of Subject Expert of Board of Studies	Approved	Implemented
9.10	Review of Evaluation Procedure of Answer sheets	Approved	Implemented
S 9.1	Evaluation Scheme for PG Diploma/Certificate Course in VLSI Design	Approved	Implemented
S 9.2	Start 6 Months Specialized Certificate Course	Approved	Implemented
S 9.3	Approval of procedure for courses at STEP, GNDEC, Ludhiana	Approved	Implemented

ACADEMIC CALENDARSESSION: 2018-19

<u>Even Semester</u>		
Sr.No.	Description	Session
1	Session	02 nd January, 2019 to 26 th April, 2019
2	Athletic Meet	11 th February, 2019 to 12 th February, 2019
3	Cultural Fest (Genesis)	14 th February, 2019 to 15 th February, 2019
4	First Mid Semester Examination	18 th February, 2019 to 22 nd February, 2019
5	Annual Convocation-2019	11 th March, 2019
6	Foundation Day	08 th April, 2019
7	Second Mid Semester Examination	22 nd April, 2019 to 26 th April, 2019
8	Preparatory Holidays	27 th April, 2019 to 02 nd May, 2019
9	End Semester Examination	03 rd May, 2019 to _____
10	End Semester Practical Examination	Dates will be given by Exam. Branch
11	Training (TR-14301)	03 June, 2019 to 03 July, 2019
12	Summer Vacations	04 th June, 2019 to 15 th July, 2019

SESSION: 2019-20

<u>Odd Semester</u>		
Sr.No.	Description	Session
1	<u>Session</u> a) 2 nd , 3 rd & 4 th year classes b) 1 st year classes (B.Tech.)	15 th July, 2019 to 15 th November, 2019 01 st August, 2019 to 29 th November, 2019
2	First Mid Semester Examination	16 th September, 2019 to 20 th September, 2019
3	Second Mid Semester Examination	11 th November, 2019 to 15 th November, 2019
4	Preparatory Holidays a) 2 nd , 3 rd & 4 th year classes b) 1 st year classes (B.Tech.)	16 th November, 2019 to 26 th November, 2019 30 th November, 2019 to 03 rd December, 2019
5	<u>End Semester Examination</u> a) 2 nd , 3 rd & 4 th year classes b) 1 st year classes (B.Tech.)	27 th November, 2019 onwards 04 th December, 2019 onwards
6	End Semester Practical Examination	Dates will be given by Exam. Branch
7	Winter Vacations	23 rd December, 2019 to 2 nd January, 2020

Note:

1. Number of days falling short of 90 should be compensated by making Saturday/Holidays Working.

B.Tech. with Minor Engg. and B.Tech. with Honours or both w.e.f 2018-19 batch onwards

Sr. No.	Nomenclature	Description	Guidelines
1.	Minor Engineering of B.Tech. students only from Batch 2018-19 onwards	<p>Student may get minor engineering in any non-parent branch if he/she earns 18 to 20 credits through class room study in the branch opted for minor degree.</p> <p>For Example Mechanical Engineering student can get minor engineering in Computer Science & Engg. if he/she earns 18 to 20 credits.</p>	<ol style="list-style-type: none"> 1. The student shall be eligible for enrollment for minor degree after successfully clearing 1st and 2nd semester (for non-lateral entry student). In case of lateral entry student, they can enroll from 3rd semester onwards. The students have to give this option at the start of 3rd semester. 2. The respective BOS of the programme will provide the list of subjects for 18 to 20 credits in minor degree. 3. The students may be allowed to register for max. two subjects per semester pertaining to minor degree, as offered by the department. 4. Maximum number of seats for minor degree shall be 75 in each discipline. 5. Minor degree will be offered in the following branches: Computer Science & Engineering, Information Technology, Mechanical Engg, Production Engineering, Civil Engineering, Electrical Engineering, Electronics & Communication Engineering. 6. Their examination will be held along with regular/reappear exams. 7. The college fee for theory course will be Rs. 5000/- (including examination fee of Rs. 500/-), Rs. 2500/-for practical course (including examination fee of Rs. 250/-) Reappear exam fee will be Rs. 500/-per theory course and Rs. 250/- for practical course. 8. Separate result notification will be issued in respect of these students. 9. Single DMC will be issued for minor Engg. after completion of Degree.
2.	Degree with Honor (B.Tech. only) Batch 2018-19 onwards	Student may get Bachelor Degree with Honour if he/she earns 18 to 20 credits through MOOC's .	<ol style="list-style-type: none"> 1. The student shall be eligible for enrollment for honors degree immediately after joining the institution. 2. The candidate has to earn 18 to 20 credits through MOOC's platform i.e SWAYAM by appearing for courses other than the regular classes courses. 3. These subjects should pertain to the parent branch.

			<ol style="list-style-type: none"> 4. The department will notify the list of available suitable courses (from the list of courses offered by NPTEL) before the commencement of every semester. 5. No. of credits recommended by MOOC's platform i.e. NPTEL/SWAYAM may be considered & transferred. In case no recommendation is made on the certificate, members of internal BOS will be authorized to review the matter. 6. The student has to clear the examination of the service provider (NPTEL).
3.	Credit Transfer for award of Honor Degree	Student will apply for transfer of credits earned after completion of all the courses along with Certificates (verified through respective Department) and office of Dean (Academics) to COE	<ol style="list-style-type: none"> 1. Single DMC will be issued for the MOOCs courses. 2. Duration of completion of Honor degree will be 4 Years (for non-Lateral entry student) and 3 Years (for Lateral entry students). No further extension will be provided.

Note: The above degrees are optional for students and if a student is interested for both, he/she can opt for same.

Annexure- VIII

Item No.1: Policy regarding Makeup exam

It is proposed that the **Makeup exam** may be conducted for both UG and PG courses (for 2018 batch onwards) to reduce the burden on the students. The term 'Makeup exam' refers to the re-exam in case of failure in regular theory exam. The following guidelines may be approved:-

1. Makeup exam facility may be available only for the on-roll students by paying the applicable fee of Rs. 1000/- per subject.
2. Makeup exam facility may be available one time for respective semester to the students having Continuous Internal Evaluation (CIE) rating $\geq 60\%$ in a course for following two cases only:
 - a). Those who have obtained marks $< 40\%$ in the theory in ESE.
 - b) Those who remained absent from ESE for valid and convincing reasons like Accident or severe illness, with the prior permission from the Dean Academics.

In the case of absence from the ESE, it is the responsibility of the student/ parent/ guardian to inform the college authorities immediately and need to submit all the relevant evidences (hospital reports, police reports, certificates from competent authorities, etc.). Prior intimation and confirmation of permission from office of Dean Academics is mandatory. **Any intimation after the conduct of examination shall not be entertained.**

3. Makeup exam may be taken after every End Semester Examination (ESE), for maximum two regular subjects for UG courses and one regular subject for PG courses offered in the respective semester.
4. The standard and other norms (like remuneration etc.) of the Makeup exam shall be the same as that of the regular ESE for the courses.
5. Dates of Makeup exam will be notified by Controller of Examinations.
6. Makeup exam may be completed within a week.
7. It may be the responsibility of the concerned department to prepare the datesheet and to plan in advance the faculty and non-teaching staff to be deputed to conduct makeup exam. In addition, some senior faculty or Head of the department may be deputed as Superintendent and Exam coordinator may be deputed as Deputy Superintendent. Dates of exam will be issued by Examination Branch. Datesheet will be countersigned by Deputy Controller- Conduct of Examination and will be issued at least one week before the start of the makeup exam.
8. Student falling under 2(a) category may be awarded transitional grade 'X' in the provisional result and the students falling under 2(b) category may be awarded transitional grade 'I' in the provisional result.
9. During the time of makeup exam, rest of the students (those who will not be appearing in makeup exam) may be engaged in some type of program specific workshop, Industrial tour, Project exhibition, other activities etc.
10. The student who are either dropped or detained or involved in any kind of UMC in the course/s during regular semester may not be allowed to appear for the Makeup exam of the specific subject.
11. The process of Display of answer sheets and Re-evaluation of answer sheet may be the same as that of regular ESE.
12. DMC may be issued as per the template attached.

Grade Card: The students will be assessed as per absolute grading system. All the students may be issued session wise Grade sheet (i.e. July to November for odd semester or January to June for even semester). The eligible students may be provided an opportunity in the makeup exam and only after that grade card may be issued. The Grade earned by the student in Makeup exam will be awarded the next lower passing Grade (that is: grades ('O' to 'C') will be reduced to the next lower grade, while the Grade 'P' will remain unchanged) as per the following:

S. No.	Percentage	Grade Computed	Grade Awarded
1	≥90 & ≤100	O	A+
2	≥80 & <90	A+	A
3	≥70 & <80	A	B+
4	≥60 & <70	B+	B
5	≥50 & <60	B	C
6	≥45 & <50	C	P
7	≥40 & <45	P	P

13 Eligible students for filling Makeup Exam Form are mentioned below:

AICTE Program	Admission Year
B.Tech.- All branches	2018 onwards
B.Tech. (LEET/Lateral Entry)- All branches	2019 onwards
MBA	2018 onwards
MCA	2019 onwards
M.Tech. Full Time (All branches)	2018 onwards
M.Tech. Part Time (All branches)	2018 onwards

Item No.2: Ratification of policy regarding 3rd Evaluation

Certain cases are reported during re-evaluation when there are only 3 examiners/teachers available for Physics, Chemistry and English (including Head examiner).

In such cases it is requested to allow Head Examiner to act as 3rd evaluator and exempt him/her to cross check the evaluation done by 2nd evaluator.

The above scenario was discussed and approved by the Principal cum Chairman- Academic council.

Item No.3: Ratification regarding External Examiner for Practical Examination

It is submitted that the external examiner to conduct practical examination may be decided by the respective Head of the Department. However, the dates for the practical examination may be notified by the Examination Branch only as per practice.

The above point was discussed with Dean Academics cum Member Secretary-Academic council and approved by the Principal cum Chairman- Academic council.

Item No.4: Ratification policy regarding Special Chance Examination

As per the guidelines from IKGPTU, examination branch of Guru Nanak Dev Engineering College will be conducting special chance examination for the students who couldn't pass their degree within stipulated period. The following guidelines may be approved to conduct the above stated examinations:-

- 1) Students should submit only one examination form for all semesters.
- 2) Duly filled Examination form along with examination fee Rs. 10,000/-(Non- Refundable) per subject.
- 3) Fee should be submitted only in the form of DD in favor of Principal, GNDEC payable at Ludhiana.
- 4) Attested copy of Photo ID proof should be submitted along with examination form.
- 5) Only failed subjects with complete attendance requirement for the study should be filled in the form.
- 6) Students, who fill Thesis as subject in special chance examination, must ensure to submit their thesis within 5 months form the last date of submission of examination form.
- 7) Students should fill Thesis as subject in special chance examination only if all subjects of the course are cleared successfully.

The above policy was discussed and approved by the Principal cum Chairman- Academic council.

Item No.5: Regarding Over attempt policy

In case of over attempt questions, the maximum marks awarded for a question (among the choice based questions) may be considered for final awards.

Item No.6: Regarding rounding of decimal marks

In case of 0.5 marks awarded in the total marks computed during evaluation of End Semester Examination, it may be rounded off to 1 mark, for example- 23.5 marks may be considered as 24.

Item No.7: Completion of Degree under Declaration of P-Grade at par with 40% Scheme of Affiliating University

i.e IKGPTU.

Henceforth, the exercise done by Affiliating University in above case will be done by College at its own being an Autonomous Institution with same guidelines. The applicable fee of Rs. 5000/- will retained by the Institution only and no transfer of fee will be made to University.