Ref. No. _RK24/182/186-195_   Dated _30.6.2020_

All the members of Academic Council

Sub: Minutes of 12th Academic Council Meeting held on 27.06.2020.

Dear Sir/Madam,

Kindly find enclosed herewith a copy of the minutes of 12th Academic Council Meeting held on 27.06.2020 for necessary action at your end. You are requested to send your comments (if any) via E-mail on the minutes within 15 days from the date of dispatch of these minutes.

Yours sincerely,

30/06/20

Member Secretary,
Academic Council

Encl: Minutes of the Academic Council

GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA

(ACADEMIC SECTION)

NO.SS/12th ACM/ 344

DATED: 27/07/2020

NOTIFICATION

Executive Director (STEP)

In 12th Academic Council Meeting held on 27.06.2020 (online), it is informed that two certificate courses **(1) Fashion Design and (2) E-Vehicle Mechanics** under Autonomous Status and two new courses **(1) Bachelor of Computer Application and (2) B.Sc. (Fashion Technology)** under IKGPTU from the session 2020-21 as proposed have been approved.

Member Secretary
Academic Council

Copy to:
Principal
R.K./Office copy

GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA

(ACADEMIC SECTION)

NO.SS/12th ACM/ ЗЧЗ   DATED: 27/07/2020

NOTIFICATION

Controller of Examinations

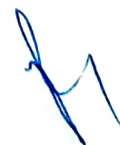**In 12th Academic Council Meeting held on 27.06.2020 (online), following agenda items has been approved:**

1) Administrative procedure to conduct external viva-voce and issue of final Thesis notification for M.Tech. will be done by Examination Branch with effect from July,2020.
2) Eligibility criteria of question paper setter.
3) Improvement in grade after completion of degree for students covered under absolute grading.
4) Amendment in policy regarding make up examinations.
5) Template of M.Tech. final thesis result notification.
6) Revision of the remuneration for question paper setting.
7) Remuneration to the external expert for reviewing the question paper.
8) Rate of remuneration of **"Mentoring and Professional Development"** mid semester examination.

Member Secretary
Academic Council

Copy to:
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R.K./Office copy

COE -

GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA

(ACADEMIC SECTION)

NO.SS/12th ACM/ 342   DATED: 27/07/2020

NOTIFICATION

All HOD's

In 12th Academic Council Meeting held on 27.06.2020 (online), following agenda items has been approved:

1) Backlog Certificate issued to the student will contain only those attempts in which student has filled reappear examination form.
2) Head of Department may allow a student for detention clearance by opting a subject in the upcoming semester in the same/other department with syllabus content minimum 80% similar, if particular subject is not being offered due to change of scheme.
3) The study scheme and syllabus of various courses offered by department as proposed.
4) For readmission of student the case will be provisionally approved by Principal as per IKGPTU norms. Student has to deposit Rs.2,500/- as re-admission charges over and above the college full fee as applicable.
5) Certificate Course and PG Diploma courses from the session 2020-21 under autonomous status as proposed.
6) In M.Tech. External Thesis evaluation form, the "UGC-approved Journal" term has been replaced by "UGC-CARE Journal". Department BOS may also suggest equally reputed Journals.
7) Last date of M.Tech. Thesis submission batch 2018(FT) and 2017(PT) has been extended upto 26.12.2020 without late fee.

Member Secretary
Academic Council

Copy to:
Principal
R.K./Office copy

AGENDA

12th ACADEMIC COUNCIL MEETING

on

27th June, 2020

at 10:00 AM

Guru Nanak Dev Engineering College, Ludhiana

An Autonomous College under UGC Act-1956 [2(f) and 12(B)]
AICTE Approved, Punjab Govt. Aided Status,
Affiliated to I.K. Gujral Punjab Tech. University, Jalandhar

Index

Agenda of 12ᵗʰ Academic Council Meeting of Guru Nanak Dev Engineering College, Ludhiana to be held on 27.06.2020 at 10:00 AM (Online)

Item No. 12.01   **To confirm the minutes of meeting of 11ᵗʰ Academic Council**

The 11ᵗʰ Academic Council meeting was held on 10ᵗʰ August, 2019 and the proceedings were circulated to all members for information and comments, if any (copy is enclosed at **Annexure – 1**).

No comments have been received.

The approved proceedings of the 11ᵗʰ Academic Council are placed before the Academic Council for confirmation please.

Item No. 12.02   **Action Taken Report (ATR) on decisions of the 11ᵗʰ Academic Council meeting**

The status of Action Taken Report (ATR) on the decisions of the 11ᵗʰ Academic Council meeting held on 10ᵗʰ August, 2019 is placed at **Annexure-2.**

The item is placed before the Academic Council for information and approval.

Item No. 12.03   **Referring of 'UGC-CARE Reference List' (UGC-CARE List) instead of 'UGC Approved List of Journals' for awarding marks for external M.Tech. Thesis Evaluation**

'UGC Approved List of Journals' has been replaced by 'UGC-CARE Reference List' (UGC-CARE List) vide public notice no.F.1-1/2018 (Journal/CARE) dated 16.09.2019 as per **ANNEXURE-3**. Keeping in view this, 'UGC Approved List of Journals' may be replaced with 'UGC-CARE Reference List' (UGC-CARE List) in M.Tech. External Examiner Report**.**

The item is placed before the Academic Council for approval.

Item No. 12.04   **Declaration of attempts in Backlog Certificate**

Currently, the backlog certificate is issued to the students containing the total number of semesters crossed/elapsed between the regular examination and final reappear cleared examination by the student against a single subject. Keeping in view the student interest, only those attempts in which they have filled their reappear examination forms may be allowed.

The item is placed before the Academic Council for approval.

Item No. 12.05   Clearance of Detention

Students detained, due to shortage of attendance, in any course(s), are allowed to repeat the course(s) and can appear in the concerned course(s), whenever it/these is/are offered as a regular course(s). It is proposed that in case:

a. Any particular course(s) is/are not being offered in the upcoming semesters (due to change of scheme) in the same/other departments, and

b. Similar course(s) is/are also not being offered (syllabus content should be minimum 80% similar) in the upcoming semesters in same/other departments, then

Head of Department may allow the student(s) to study the detained course(s) in the upcoming semester.

The item is placed before the Academic Council for approval.

Item No. 12.06   Re-admission of Students

As per IKGPTU norms, "The Principal is authorized to do the readmission of the student/s after a gap in their course but it must be as per the University norms. The approval of all such candidates will be taken from the University prior to the next examination session in one go."

For such cases, following procedure is proposed:-

- Student has to submit an application for readmission in his/her concerned department; along with the application, a gap certificate (in original) duly attested by the Notary Public and all the result notifications have to be enclosed.

- The case may be reviewed and recommended by a committee approved by the Principal.

- Finally, after the case has been provisionally approved by the Principal, the student will have to deposit Rs. 2500/- as readmission charges and full fee of the applicable semester of readmission.

The item is placed before the Academic Council for approval.

Item No. 12.07   Study schemes and syllabus of various courses offered by departments

The detailed proceedings related to the finalization of study schemes and syllabus of various courses offered by Applied Science, CE, CSE, EE, ECE, IT, ME, PE, STEP, and MBA departments are placed at **Annexure-4**.

The item is placed before the Academic Council for approval.

Item No. 12.08   **Amendment in administrative procedure to conduct external viva-voce and issue of final notification for M.Tech. Thesis**

In the 7th Academic Council, procedure to conduct external viva-voce and issue of final notification for M.Tech. Thesis has been approved as per **Annexure-5**; in this regard it is proposed that with effect from July, 2020, work done by Academic Branch may be done by Examination Branch. External nominee from the college (not from the parent department) for final evaluation may also be appointed by the Controller of Examinations.

The item is placed before the Academic Council for approval.

Item No. 12.09   **Administrative Audit**

Administrative Audit was conducted on 30.10.2019. A copy of the same is placed at **Annexure-6** for information.

The item is placed before the Academic Council for information.

Item No. 12.10   **Admission in Ph.D. under Autonomous status and regulations**

The details of Ph.D. candidates admitted in September-2019 is as follows:

Sr. No.	University Registration	University Roll No.	College Roll No.	Name of Student	Department in which Candidate is Registered	Name of Supervisor (Guide)
1	1902002	1935211	1981001	Kiranjeet Kaur	Civil Engineering	Dr. Harvinder Singh
2	1902003	1935250	1981002	Manpreet Singh Bedi	Civil Engineering	Dr. Puneet Pal Singh Cheema
3	1903009	1935251	1982001	Ritu	Computer Science and Engineering	Dr. Sumeet Kaur Sehra
4	1905008	1935215	1984001	Pankaj Palta	Electronics and Communication Engineering	Dr. Munish Rattan
5	1905007	1935214	1984002	Shivmanmeet Singh	Electronics and Communication Engineering	Dr. Narwant Singh Grewal
6	1906005	1935216	1986001	Chandan Takhi	Mechanical Engineering	Dr. Sehijpal Singh

The college will follow the regulations of IKGPTU as per **Annexure-7**

The item is placed before the Academic Council for approval.

Item No. 12.11   Start of New Courses under autonomous status from 2020-2021.

Institute proposes to start following new courses in various emerging areas:

Name of Course	Duration	Approved Intake	Offering Department	Eligibility
Certificate Course in Fashion Design	6 months	30	Science and Technology Entrepreneurs' Park (STEP)	10th/10+2 in any stream.
Certificate Course in E-Vehicle Mechanics	4-6 weeks	25	Science and Technology Entrepreneurs' Park (STEP)	10th/10+2 passed with Mathematics
Certificate Course in Analysis & Design of RC Buildings	6 months	18	Civil Engineering	B.Tech. Civil Engineering with 2 years Professional Experience Preferably of Design Office
PG Diploma in Machine Learning and Artificial Intelligence	1 Year	18	Computer Science & Engineering	B.Tech./B.E./MCA/M.Sc. (CS/IT/Mathematics)
PG Diploma in E Mobility	1 Year	18	Electrical Engineering	BE / B.Tech. or equivalent in domains such as: Electrical Engineering / Industrial Engineering/ Electrical & Electronics Engineering/ Electronics & Electrical Engineering/ Electronics & Communication Engineering/ Electronics & Instrumentation Engineering/ Electrical & Instrumentation Engineering/ Instrumentation & Control Engineering/ Instrumentation Engineering/ Automobile Engineering/ Automobile & Robotics Engineering/ Robotics Engineering/ Automotive Engineering/ Mechanical Engineering/ Mechatronics Engineering/ Industrial & Management Engineering/ Production Engineering/ Aerospace Engineering/ Aerospace & Automotive Engineering/ Petroleum Engineering/Transportation Engineering/ Power Engineering or other related domains which comes in the preview of above
PG Diploma in Data Science and Analytics	1 Year	18	Information Technology	BE / B.Tech. / BCA /MCA/B.sc./M.sc. (with mathematics) Students from backgrounds other than B.Tech CSE, IT and BCA & MCA will have one bridge course (30 hours Theory & 20 hours Practical) on Database Management System before the start of PG Diploma.
PG Diploma in Project Management	1 Year	18	Production Engineering	A candidate who has secured more than 55% or CGPA of 3.5 in the UGC Seven Point scale [36% or Pass marks for SC/ST/Non-creamy layer OBC/SBC] or equivalent in the Bachelor degree in Science or Engineering or Technology or Medicine or Pharmaceutical Science shall be eligible for admission to First Semester of PG Diploma in Project Management.
PG Diploma in Industrial Safety	1 Year	18	Production Engineering	A candidate who has secured more than 55% or CGPA of 3.5 in the UGC Seven Point scale [36% or Pass marks for SC/ST/Non-creamy layer OBC/SBC] or equivalent in the Bachelor degree in Science or Engineering or Technology or Medicine or Pharmaceutical Science shall be eligible for admission to First Semester of PG Diploma in Industrial Safety.
PG Diploma in Advanced Manufacturing and Robotics	1 Year	18	Production Engineering	A candidate who has secured more than 55% or CGPA of 3.5 in the UGC Seven Point scale [36% or Pass marks for SC/ST/Non-creamy layer OBC/SBC] or equivalent in the Bachelor degree in Science or Engineering or Technology or Medicine or Pharmaceutical Science shall be eligible for admission to First Semester of PG Diploma in Advanced Manufacturing and Robotics.

The details of eligibility and syllabus are attached at Annexure-8

The item is placed before the Academic Council for approval.

Item No. 12.12   Academic Calendar of odd semester (2020-2021)

The proposed academic calendar for upcoming odd semester is as under:

Sr. No.	Description	Dates
1.	**Commencement of Classes** (i) All programs - 2nd, 3rd , 4th year (ii) Fresh batch of all programs (First Semester)	03rd August, 2020 01st September, 2020
2.	**First Mid Semester Examination** (i) All programs - 2nd, 3rd , 4th year (ii) Fresh batch of all programs (First Semester)	28th September, 2020 to 03rd October, 2020 26th October, 2020 to 31st October, 2020
3.	**Second Mid Semester Examination** (i) All programs - 2nd, 3rd , 4th year (ii) Fresh batch of all programs (First Semester)	14th December, 2020 to 19th December, 2020 21st December, 2020 to 26th December, 2020
4.	**Preparatory Holidays** (i) All programs - 2nd, 3rd, 4th year (ii) Fresh batch of all programs (First Semester)	25th December, 2020 to 3rd January, 2021 02nd January, 2021 to 8th January, 2021
5.	**Start of End Semester Examination** i) All programs - 2nd, 3rd, 4th year ii) Fresh batch of all programs (First Semester)	04th January, 2021 09th January, 2021
6.	End Semester Practical Examination	Dates will be given by Examination Branch

Note:

1. There must be a minimum 12 weeks of classroom teaching.
2. Tests of Mentoring and Professional Development (for B.Tech. Scheme 2018 - 3rd and 5th Semester) will be held after the mid semester examinations

The item is placed before the Academic Council for approval.

Item No. 12.13   **Amendment in policy regarding third evaluation**

Following are the rules for third evaluation of answer sheet at present:-

In case the variation of obtained marks after re-evaluation is more than 35%, the same answer sheet may be referred for third evaluation subject to the condition that either the marks obtained in first evaluation or in the second evaluation (i.e. first re-evaluation) is more than 30%. In case third evaluation is done, then average of best two obtained marks shall be awarded.

It is proposed that:

1. Third evaluation will not be undertaken, in case applicant does not pass (marks are less than 40%) in any of the two evaluations.
2. Third evaluator will be external, with 10 years of teaching experience or Associate Professor or higher rank.
3. Marks will be calculated on following basis:

- Identify outlier, if there is any. [Outlier: Find average of marks of all three evaluations (A), average of top two marks (T), and average of bottom two marks (B). If B and T lies within 20% of A, then there is no outlier.
- If there is no outlier, then result will be average of three obtained marks.
- If any one (T or B) is more than 20% of A, then reject that, and result will be non-rejected value.
- If both T and B vary more than 20% of A, then reject T or B with more variation, and result will be non-rejected value.

The item is placed before the Academic Council for approval.

Item No. 12.14   Amendment in eligibility criteria of question paper setter

Currently, the experience of a teacher to become eligible for setting up of question paper is 3 years for teaching in the same subject.

It may be allowed that teacher must have at least two years of teaching experience (including on-going semester) in total and he / she must have taught the concerned subject (or its contents) at least for two semesters (including on-going semester). Moreover, if a teacher has teaching experience of greater than or equal to five years, then he/she may be allowed to set the question paper of any subject of his/her field at UG level.

The item is placed before the Academic Council for approval.

Item No. 12.15   Improvement in grade after completion of degree for students covered under absolute grading

(i) Any student having grade "P" or above upto "B+" (as per table below) can be considered eligible to apply:

S. No.	Grade	Qualitative Meaning	Grade Point
1	O	Outstanding	10
2	A+	Excellent	9
3	A	Very Good	8
4	B+	Good	7
5	B	Above Average	6
6	C	Average	5
7	P	Marginal/Pass	4
8	F(Int.)	Failed in Internal Examination	0
9	F(Ext.)	Failed in External Examination	0
10	F	Failed in both Internal and External Examination	0
11	I	Incomplete	--
12	Ab	Absent	--
13	E	Detained	0
14	UMC	Unfair Means Case	--
15	S/US	Satisfactory/Not-Satisfactory	--

(ii) Such students can appear in maximum 10 theory and practical (both external only) examinations in two end semester examinations and may opt for maximum 5 papers in one session of examination.

(iii) Fee of Rs. 5000/- per paper shall be charged.

(iv) Single opportunity shall be given to a student for exercising the option of improvement in grade.

Result shall be declared only if the attempt of student if sufficient enough for change in his/ her already awarded grade. A student shall be awarded maximum upto "A" grade only and in "O" grade shall not be awarded in any circumstances.

The item is placed before the Academic Council for approval.

Item No. 12.16   Amendments in policy regarding Makeup Examination

Reference is made to point no. 7 related to Makeup exam policy as approved in 10th Academic Council Meeting held on 2nd of March 2019 vide Agenda no. 10.10 as per **Annexure-9**, it is proposed that the entire process of conduct may be handled by examination branch instead of concerned department.

The item is placed before the Academic Council for approval.

Item No. 12.17   To ratify decisions by Chairman Academic Council in anticipation to the approval of the Academic Council

12.17.1   Academic Calendars

Following academic calendars have been approved by Chairman Academic Council in anticipation to the approval of the Academic Council

(i) July-December,2019 (Revised) (ii) January-June, 2020 (iii) January-June, 2020 (Revised)

(i)   July-December,2019 (Revised)

Sr. No.	Description	Session
1	<u>Session</u> a) 2nd, 3rd & 4th year classes b) 1st year classes(B.Tech.) c) M.Tech.(FT), MBA & MCA d) M.Tech.(PT) Classes	15th July, 2019 to 18th November, 2019 22nd August, 2019 to 18th November, 2019 15th July, 2019 to 18th November, 2019 20th July, 2019 to 17th November, 2019
2	First Mid Semester Examination	16th September, 2019 to 20th September, 2019
3	Second Mid Semester Examination	13th November, 2019 to 18th November, 2019
4	Preparatory Holidays	19th November, 2019 to 26th November, 2019
5	<u>End Semester Examination</u> a) B.Tech.(2nd year & Onwards), MBA, MCA, M.Tech. b) 1st year classes(B.Tech.)	27th November, 2019 onwards 30th November, 2019 onwards
6	*End Semester Practical Examination	Dates will be given by Exam. Branch
7	Winter Vacations	23rd December, 2019 to 2nd January, 2020

Note: 1) *Practical Examinations for all the branches will start immediately after the end of regular examinations.

(ii) January-June, 2020

Start of Session	06.01.2020(Monday)
Athletic Meet	13.02.2020(Thursday) and 14.02.2020(Friday)
1st Mid Semester Examination	17.02.2020(Monday) to 22.02.2020(Saturday)
Cultural Function (Anand Utsav)	27.02.2020(Thursday) and 28.02.2020(Friday)
Hackathon	05.03.2020(Thursday) and 06.03.2020(Friday)
Convocation	13.03.2020(Friday)
Foundation Day	08.04.2020(Wednesday)
2nd Mid Semester Examination	27.04.2020(Monday) to 02.05.2020(Saturday)
End of Session	08.05.2020(Friday)
End Semester Examination (Practical's)	09.05.2020(Saturday) to 13.05.2020(Wednesday)
Project Exhibition	11.05.2020(Monday)
Preparatory Holidays	14.05.2020(Thursday) to 19.05.2020(Tuesday)
End Examinations (Theory)Semester - Reappear (Ex-Students) - Regular	12.05.2020(Tuesday) 20.05.2020(Wednesday) to 12.06.2020(Friday)
Four Week Training	15.06.2020(Monday) to 14.07.2020(Tuesday)
Summer Vacations	08.06.2020(Monday) to 17.07.2020(Friday)
Start of Next Session	20.07.2020(Monday)
Note:	
- There must be a minimum 12 weeks of classroom teaching.	
- Tests of Mentoring and Professional Development (for B.Tech. Batch 2018, 4th semester) will be held after the mid semester examinations on Monday (24.02.2020 and 04.05.2020)	
- Industry Oriented Training (Orientation program) for students those who will be going for one semester industrial training (Industrial Training-II) will be conducted before the start of next semester	

(iii) January-June, 2020 (Revised)

S. No.	Activity	From Date	To Date
1	Start of Even Semester	06.01.2020(Monday	
2	Suspension of Classes	13.03.2020 (Friday)	
3	Continuation of Teaching-Learning through https://guru.gndec.ac.in (Note: Internal assessment of theory and practical courses will also be completed in this duration.	16.03.2020 (Monday)	29.05.2020 (Friday)
4	Summer Vacation	30.05.2020 (Saturday)	21.06.2020 (Sunday)
5	Practical Examinations of Industrial Training-II(B.Tech.) and Industrial Training (MCA) of Final Semester	15.06.2020 (Monday)	03.07.2020 (Friday)
6	External Practical Examinations of Final Semester of all Programs	22.06.2020 (Monday)	26.06.2020 (Friday)
7	End Semester Examination of Final Semester of all Programs	02.07.2020 (Thursday) onwards	
8	End Semester Examination for all other semesters	These will be announced 15 days before the start of examinations.	
9	B.Tech. Training-I after 2nd semester, B.Tech. Training-II after 4th semester and any other, will be conducted via online mode.	Schedule to be decided by department.	

The item is placed before the Academic Council for ratification.

12.17.2   **Template of M.Tech. final thesis result notification**

Template of M.Tech. final thesis notification has been amended as per the suggestions informed by IKGPTU as per **Annexure-10**. It has been approved by Chairman Academic Council in anticipation to the approval of the Academic Council.

The item is placed before the Academic Council for ratification.

12.17.3   **Revision of the remuneration for question paper setting**

Remuneration of Rs. 1,500/- to set Question Paper is proposed, from which, an amount of Rs. 750/- is for providing the solution of the question paper.

If paper setter supplies question paper without solution, then paper setter will be paid only Rs. 750/- and other Rs. 750/- will be given to faculty members who will provide a solution on the request of the Office of Controller of Examination.

The above proposal has been approved by Chairman Academic Council in anticipation to the approval of the Academic Council as per **Annexure-11**.

The item is placed before the Academic Council for ratification.

12.17.4   **Remuneration to the external expert for reviewing the question paper**

During every End Semester Examination, the Examination Branch receives complaints about questions of some Question Papers (like wrong / incomplete statements, missing data, out of syllabus etc.). To check the genuineness of the complaints, against Question Papers, these cases are sent to external experts.

Remuneration of Rs. 500/- per question paper may be allowed for the external expert for reviewing and giving comments on complaint.
The above proposal has been approved by Chairman Academic Council in anticipation to the approval of the Academic Council as per **Annexure-12**.

The item is placed before the Academic Council for ratification.

12.17.5 **Rates of remuneration of "Mentoring and Professional Development" mid semester examination**

The rates of remuneration for various staff involved in work related to mid semester examination in the subject "Mentoring and Professional Development" was proposed.

The above proposal has been approved by Chairman Academic Council in anticipation to the approval of the Academic Council as per **Annexure-13**

The item is placed before the Academic Council for ratification.

12.17.6 **Start of New courses under IKGPTU from 2020-2021**

The details are as given below:-

Name of Course	Duration	Approved Intake (Seats)	Offering Department	Eligibility
Bachelor of Computer Application	3 Years	30	Science and Technology Entrepreneurs' Park (STEP)	As per IKGPTU Norms
B.Sc. (Fashion Technology)	3 Years	30	Science and Technology Entrepreneurs' Park (STEP)	As per IKGPTU Norms

The item is placed before the Academic Council for ratification.

12.17.7   **Decisions taken after the Lockdown due to COVID-19**

To ratify the following decisions taken after the Lockdown due to COVID-19 as per **Annexure-14:**

- ▪ Online conduct of:
    - ● Classes
    - ● Second Mid Semester Examination (MSE)
    - ● Summer training, research internship for students after 2nd semester and 4th semester as per the study scheme.
    - ● Practical examinations of B.Tech., MBA and MCA final year programs
    - ● Evaluation of M.Tech. Thesis (internal as well as external)
- ▪ For B.Tech. 7th semester students, during the upcoming training semester
    - ● Online conduct of Orientation programme
    - ● Mandatory one online course/MOOCs (Preferably through SWAYAM Portal), minimum of 40 hours of duration. The list of courses shall be decided by the respective departments.
- ▪ Regarding the requirement of minimum percentage of attendance for the students/ research scholars, the period of lockdown will be treated as 'deemed to be attended' by all the students/ research scholars.
- ▪ Extension of last date of submission of M.Tech. Thesis by three months.

The item is placed before the Academic Council for ratification and approval.

Member Secretary,
Academic Council