

**MINUTES OF THE MEETING OF ACADEMIC COUNCIL OF IEC UNIVERSITY HELD ON WEDNESDAY JANUARY 29, 2014 AT 1.00 P.M. AT UNIVERSITY CAMPUS, BADDI**

**MEMBERS PRESENT:**

**Ex-officio members:-**

<b>Dr .Navin Gupta</b>	<b>Vice-Chancellor (Chairperson)</b>
<b>Dr. R.K. Lalwani</b>	<b>Pro VC, Member</b>
<b>Dr .S.S Bedi</b>	<b>Dean of Academic Affairs, Member</b>
<b>Prof. P. Krishnamachar</b>	<b>Member</b>
<b>Dr. K.R. Sharma</b>	<b>AP (Chemistry), Member</b>
<b>Dr. Preet Kawal Kaur</b>	<b>AP(Pharmacy), Member</b>
<b>Mr. Vijay Kumar</b>	<b>AP (MCA), Member</b>
<b>Mr. Deepak Makkar</b>	<b>AP (EE), Member</b>
<b>Mr. Manoj Dhiman</b>	<b>Asst Prof (Maths), Member</b>
<b>Ms. Geetika Sood</b>	<b>Asst Prof (Law), Member</b>
<b>Mr. Kuldeep Bartariya</b>	<b>AP (Management), Member</b>
<b>Mr. Lalit Kumar</b>	<b>Asst. Librarian, Member</b>
<b>Ms. Leenu Narang</b>	<b>AP (EVST &amp; Exam Cell), Member</b>
<b>Ms. Nadezda Chadha</b>	<b>AP. (FD), Member</b>
<b>Ms. Kavita Jangra</b>	<b>AP (Arch.), Member</b>
<b>Mr.Gautam Kumar</b>	<b>AP (ME), Member</b>
<b>Ms. Navpreet Kaur</b>	<b>AP. (BJMC), Member</b>
<b>Mr. Dinesh Kothary</b>	<b>AP (ECE), Member</b>
<b>Ms. Deepa Singh</b>	<b>AP (English), Member</b>
<b>Er. Randeep Singh</b>	<b>AP (CSE), Member</b>
<b>Mr. Vijay Aggrawal</b>	<b>Member Secretary, Deputy Registrar, OSD.</b>

**Co-opted Members :-**

<b>Mr. Rupesh Anand</b>	<b>DGM Finance IEC Group</b>
<b>Dr. Kulneet Suri</b>	<b>HOD International Cooperation</b>
<b>Mr. Sharad Maheshwari</b>	<b>Professor, IT – IEC CET</b>

The Chairman presided over the meeting. As all the members were present, no Leave of Absence was granted. On finding the quorum being present he announced the meeting as commenced. It was reported to the Council that Mr. A.S. Hundal, Registrar of the University has resigned w.e.f. 18<sup>th</sup> December, 2013 and consequent upon the resignation of Mr. A.S. Hundal, Mr. Vijay Aggarwal shall act

as Deputy Registrar of the University till new Registrar is appointed in terms of the Provisions as contained in the 'Act'.

Chairman then welcomed all the members present at the Meeting. He then briefed the Council about the Progress made by the University on various Academic Prospects and took the matter in the circulated Agenda one by one for discussion and approval of the Committee.

**Item No. 1.01**

**To adopt minutes of the previous Academic Council meeting held on November 28, 2013.**

Minutes of previous Academic Council meeting held on November 28, 2013 were table, read and approved by all the members. *(Annexure i)*

**Item no. 1.02**

**To adopt Action Taken Report of Previous Academic Council Meetings held on October 11, 2013 and November 28, 2013.**

Action Taken Report of the last Meeting of Academic Council held on October 11, 2013 and November 28, 2013 was tabled and taken as read. The members discussed the matter at Length and approved the same. *(Annexure ii)*

**Item no. 1.03**

**To discuss and approve proposal and mechanism for Academic Audit of Teaching Staff.**

An Academic Audit of Teaching Staff in the University was proposed o improve the teaching, learning, evaluation process and exam results in the 2014-15. Dean Academics placed before the Council draft proposal and mechanism for Academic Audit of Teaching Staff. He then envisaged the need and purpose of the Audit as a system of verification of the programmes in comparison with the guidelines prescribed by the university, the Government and also the UGC. It was also envisioned that monitoring of the functioning of the University in creating academic atmosphere and the steps being taken, are helping to improve the facilities to the students. The suggestions of incorporating benchmarks for Alumni Status, Stock verification, interdisciplinary activities between the departments and Students feedback were made and incorporated in draft academic audit performa. Thus hereby members agreed and approved the performa for Academic Audit of Teaching Staff and ordered compliance thereto with immediate effect. *(Annexure iii)*

**Item no. 1.04**

**To take note of Quarterly Report by Faculties.**

Pro Vice Chancellor, Dr. Lalwani applauded the efforts of the all the faculties of the University towards there sincere efforts in preparation of quarterly report of Teaching Staff. He then commended all the members present with brief objective of this report acclaiming that such kind of initiative increases

transparency in Teaching and better benefits to Students by a system of self evaluation of a faculty and submission thereof to Pro Vice Chancellor of the University. As per decision taken, these reports are to be filled by each faculty member and HOD will compile the same and submit the through DAA to Pro VC. These reports are also to be forwarded to the Chairman for his observations. Members suggested that in the last column the name and address of Alumni should also be added. After deliberations the report received from all the faculties were approved by the members. (*Annexure iv*)

**Item no. 1.05**

**To approve Board of Studies of new courses proposed for Academic Year 2014 - 15**

Minutes of Board of Studies of new courses held on January 25, 2014 were placed and discussed. Thereafter the Council discussed the Course Structure and syllabus of All Semesters of all the New Courses as Approved and as prepared by Board of Studies, the same were approved as given in the *Annexure v*. The Council also discussed the Constitution of various Board of Studies prepared for the Programs / courses of the University, the same were taken note of as annexed. After deliberations council approved the same.

**Item no 1.06**

**To Approve Board of Studies of Existing Courses of the University.**

It was reported to the Council that Board of Studies of some existing courses of the University has been conducted. Amendments made in existing course structure as proposed by faculties were tabled and discussed. After deliberations, the Council Approved the same. (*Annexure vi*)

It was further discussed Dean Academic Affairs (DAA) then presented the proposal to grant power to Dean Academics for reshuffling of some courses from one semester to another and merger of some courses. After brief discussion it is suggested to hold the Examination on the same day for the merged courses/classes. The proposal put forward by DAA was approved by the AC. DAA was by authorized by AC for reshuffling of the courses after ensuring to take note of the time table for smooth running of the classes.

**Item no 1.07**

**To take note of Activity Report of the University (from October 1st, 2013 to December 31, 2014)**

The Council was apprised with Activity Report of the University which includes the details of all the activities held in the University, major information, changes and Upgradation in the University, since last publication. A draft of the newsletter was placed before the Council as per (*Annexure vii*). After discussions, members approved the same.

**Item no. 1.08****To take note of Selection Committee Minutes.**

The council took note of the various vacancies and procedure adopted to fill up the same by adopting a clear and transparent mechanism. All the new appointments which have taken place from 8 October, 2013 till December 31, 2014 were put up for approval. It was also discussed that proper documentation shall also be maintained while making selections including :

- a) List of candidates applied (post wise).
- b) Preparation of screening file.
- c) Interview calling file.
- d) Interview date, selection committee members including outside experts.
- e) Approval from competent authority.
- f) Issuing of Appointment letters and joining report.

after brief discussions the members The council ratified thirty two appointments of teaching and supporting staff which were put up for the same. A copy of the same was placed on record

***(Annexure-viii)***

**Item no. 1.09****To take note of new labs established and library items purchased.**

The Chairman was apprised that keeping in view the wide gamut of courses being run by the University, new labs have been established under IEC School of Engineering, IEC School of Pharmacy and various other schools. A brief list of all the equipments purchased for running these laboratories was placed.

HODs were advised by the AC to prepare a brief note about the new labs established and equipments purchased which can also be used by sister departments The Council also took note of the books purchased by Library Committee under various Schools established by the University.

Prof. P. Krishnamachar suggested that librarian should collect the catalogue of various publishing houses so that faculty can give proper list of books required for various courses. It was also pointed out by members that publishing houses/booksellers be asked to display their books at IEC Campus so that students as well as faculty members can see the books and then recommend for purchase.

HoD's were further asked to prepare inventory list and mail the same to Prof. Aggarwal, Dean Academics and Pro VC

After deliberations, the Council took note of the same and directed compliance with the decisions taken.

***(Annexure ix)***

**Item no. 1.10****To discuss and recommend to Board of Management to establish IEC School of Distance Learning.**

It was apprised that IEC University is going to apply to Distance Education Council for approval of courses being offered under proposed IEC School of Distance Learning. Handbook for recognition process for Distance Education Institutions as recommended by Distance Education Council was placed and discussed. After detailed deliberations and discussions about the viability of IEC School of Distance

Learning. Chairman presented 37 listed programs to be started under distance education from the coming session for the approval of AC and it was brought to the notice of AC that study material is already been got prepared by Dr. Bhanu P. Sagar for all courses. The approved recommendations were sent to Board of Management for further directions and necessary actions thereupon. **(Annexure x)**

**Item no. 1.11**

**To discuss and approve draft list of courses of IEC School of Distance Learning.**

The Chairman was apprised with draft list of 37 courses as proposed to be commenced from Academic Year 2014 – 15 under Proposed IEC School of Distance Learning. After thoughtful discussions, the Council approved all the courses as placed before the Council along with draft Board of Studies of the Same. **(annexure xi)**

**Item no. 1.12**

**To take note of activity of Training and Placement Cell of the University.**

The Members apprised the Chairman that, IEC University has an active Training & Placement division. Ms. Poonam apprised the AC about the work done by placement cell in the last semester including industrial visits, guest lectures, personality development classes, workshops organized by Aspiring minds etc. She also brought to the notice of AC few planned activities for the current semester.

It was further reported to the Council that, two students of MBA have been selected at the Placements held at the University. The Council expressed heartfelt appreciations to both of the candidates consequent upon their selection.

The Council took note of the activities of Training & Placement division. **(Annexure xii)**

**Item no 1.13**

**To take note of recommendation of Examination cell.**

- a) Result of the Current semester i.e. odd semester was discussed. Ms. Leenu (Co-ordinator Exam Cell) presented the entire result and brought to the notice of AC regarding the practice being followed and Ordinance regulations.
- b) The result of the current semester was discussed and it was decided that same pattern i.e. 75% theory and 25 % practical will be followed for the students admitted during the session 2012-13, 2013-14 except for courses under IEC School of Pharmacy for which the following pattern shall be followed:

<b>S.No.</b>	<b>Subject</b>	<b>Marks</b>	<b>Internal Evaluation</b>	<b>External Evaluation</b>
1	Theory	100	40	60
2	Practical	100	40	60

**Marks break up will be as follows for internal:**

1. **Internal 40 Marks**

Mid Sem Exam	30 marks (15 + 15)
Teachers Assesement	05
Attendance	05
- c) The decision of Academic Council regarding the change in above pattern (i.e. 100% theory and 50% practical) will be implemented from the next Academic Session i.e. 2014-15.
- d) It was further decided the result should be prepared immediately latest by next week and should be forwarded to Head Office for grading and calculation of SGPA & CGPA.
- e) The Academic Calendar for the current semester must be followed in letter & spirit and all dates mentioned therein should be adhered. The question papers should be got prepared from outside Universities well in time (end of March). Display of attendance, examination form filling and all other activities must be as per Academic Calendar already circulated.
- f) **The policy for Grace Marks** was finalized. 1% of the total marks of all the courses offered in that particular semester can be given as grace marks, subject to the condition that he clears that course/ courses with the award of grace marks. The grace marks can be given in any number of subjects with the condition that total should not exceed 1%.
- g) 13 cases of UFM (unfair means cases) were reported in the ESE. Out of which papers of 9 students were sent to Prof. Y.S Yadav, Greater Noida for evaluation. The cases of remaining for students were discussed by UFM committee at IEC University. 12 out of 13 Students were declared as **Fail** and one Student was given Benefit of Doubt and no Unfair Means Proceedings have been initiated against that Student. The decision taken by UFM was approved by AC.
- h) It was also suggested by the AC that the students caught using unfair means be issued show cause notice and also an undertaking be taken from students as well as from their parents for good behavior in future.
- i) Remuneration shall be paid to all the people involved in the examination, only if they are from outside the University.
- j) It was decided that summer semester would be conducted for all the courses of all programs at the end of the session. If the number of students appearing in any particular course is less than 10 then the students will appear with the junior batch or whenever the courses next offered in the university.

- k) As per the discussion, the statistical method will not be followed instead absolute grading system will be followed as follows:

<b>Marks Obtained in a Course out of 100 (M)</b>	<b>Letter Grade</b>
85 <= M <= 100	A
75 <= M <= 84	AB
65 <= M <= 74	B
55 <= M <= 64	BC
50 <= M <= 54	C
40 <= M <= 49	D
M <= 39	F
Incomplete	I

All the recommendations of Examination Committee were approved

**Item no 1.14**

**To discuss and recommend Board of Management to Establish IEC School of Vedic Sciences.**

Members of the Council were pleased to inform the chairman that the University is going to constitute IEC School of Vedic Sciences, adding two more courses in existing stream of courses constituting B.A. (Astrology) and M.A. (Astrology). It was also brought to notice that the draft Course Structure has also been prepared by Mr. Vijay Aggarwal. After deliberations, the matter was referred to Board of Management for necessary approvals and further directions thereof.

**Item no 1.15**

**To discuss and approve recommendations of Meeting of Planning Board of IEC University held on January 15, 2014.**

Detailed Project report (DPR) of IEC School of Distance Learning and DPR of all the new courses to be commenced from Academic Session 2014 – 15 were laid before the Council. The Council appreciated the DPR as presented by Planning Board of the University.

After discussions, Members approved the two Detailed Project Reports of IEC University. **(Annexure xiii)**

**Item no 1.14**

**Any other matter with the permission of the chair.**

At the end of the meeting Chairman informed members about the National Conference on “Natural calamities & Mitigating strategies: option for better tomorrow.” Being organized by IEC Group of institutions, Greater Noida on 29/03/2014. Members were told to inform their faculty members to contribute Research Papers/Articles for National Conference as the Papers will be published in the proceedings of the Conference. The best papers will be published in the IEC Journal having ISSN No. Gyanodaya-2014 will receive very high publicity and acquire very high reputation. This National Conference covers all areas viz. Computer Science, Information Technology, Electronics Engineering,

Civil Engineering, Electrical Engineering, Electronics and Instrumentation Engineering, Mechanical Engineering, Managements and many more.

**Vote of Thanks,**

Meeting ended with vote of thanks to the Chair.

**Date: 29.01.2014**

**Chairman**

**Place: Baddi**

**Secretary**