

YMCA UNIVERSITY OF SCIENCE & TECHNOLOGY, FARIDABAD

**MINUTES OF THE 5TH MEETING OF ACADENIC COUNCIL HELD ON
10.7.2012 AT 11.00 A.M. IN THE MULTI-MEDIA CENTRE, YMCA
UNIVERSITY OF SCIENCE & TECHNOLOGY, FARIDABAD.**

The following were present:-

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| 1. | Lt. Gen (Retd.)Karan Singh Yadava
PVSM,AVSM,SM,VSM
Hon'ble Vice Chancellor
YMCAUST, Faridabad | Chairman |
| 2. | Shri Ram Pal Keshver
The Director,
Technical Education Haryana
Panchkula | Member |
| 3. | Dr. A.K. Sharma,
Dean of Faculty (E&T)
YMCAUST, Faridabad | Ex-Officio Member |
| 4. | Dr. S.K. Aggarwal,
Dean, Faculty of Mgt. Studies
YMCAUST, Faridabad | Ex-Officio Member |
| 5. | Dr. Tilak Raj,
Dean(HAS) & COE
YMCAUST, Faridabad | Ex-Officio Member |
| 6. | Shri Rajesh Ahuja,
COF
YMCAUST, Faridabad | Ex-Officio Member |
| 7. | Shri P.N. Bajpai,
Librarian
YMCAUST, Faridabad | Ex-Officio Member |
| 8. | Dr. J.P. Gupta,
Vice-Chancellor,
Sharda University,
Greater Noida | Member |
| 9. | Dr. Ashok De,
Principal,
Ambedkar Instt. Of Engg.
Delhi Administration, Delhi | Member |

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| 10. | Dr. Sandeep Grover,
Professor (Mech.)
(Engg. & Tech. faculty)
YMCAUST, Faridabad | Member |
| 11. | Dr. Rachna Aggarwal,
Associate Prof. in MBA
(Mgt. Faculty)
YMCAUST, Faridabad | Member |
| 12. | Dr. Anuradha Sharma,
Asstt.Prof. in Physics
HAS Faculty
YMCAUST, Faridabad | Member |
| 13. | Ms. Poonam Singhal,
Associate Prof. in Elect.
YMCAUST, Faridabad | Member |
| 14. | Dr. Manisha Goel,
Associate Prof.(Mgt.)
YMCAUST, Faridabad | Member |
| 15. | Ms. Neetu Gupta,
Asstt.Prof.(Maths.)
YMCAUST, Faridabad | Member |
| 16. | Ms.Divya Jyoti,
Asstt.Prof.(English)
YMCAUST, Faridabad | Member |
| 17. | Ms.Rupali Madan,
Asstt.Prof.(Mgt.)
YMCAUST, Faridabad | Member |
| 18. | Dr. M.L. Aggarwal,
Dean, Academic Affairs,
YMCAUST, Faridabad | Special Invitee |
| 19. | Ms. Shimla,
Registrar
YMCAUST, Faridabad | Member/
Secretary |

At the outset, Lt. Gen.(Retd.) Karan Singh Yadava, Vice Chancellor of the University and Chairman of the Academic Council warmly welcomed all members and

introduced himself with all of them as it was his first meeting. He also appreciated the interest shown by outside members who took pain to attend this meeting for the healthy discussion on the development of the University.

After deliberations on each item, the following decisions were taken:

Item No. AC/05/01 : To confirm the minutes of 4th meeting of the Academic Council held on 12.3.2012.

Since no member pointed out any modification in the minutes of 4th meeting of the Academic Council held on 12.3.2012, its minutes were confirmed as circulated vide YMCAUST/AC/04/7509-13 dated 21.3.2012.

Item No. AC/05/02 : Action taken on the minutes of 4th Academic Council meeting held on 12.3.2012.

The action taken report, as contained in Annexure `A` was placed before the Academic Council. The Member/Secretary informed about the action/ decisions taken on each item as decided by Academic Council on 12.3.2012. Accordingly, the Academic Council expressed its satisfaction on the process of implementation and reporting.

Item No. AC/05/03 : AICTE approval for all UG & PG Technical & Professional Courses of University for 2012-13

The Academic Council noted with satisfaction, as reported in the agenda that the AICTE has granted extension of approval for all UG/PG technical/professional courses for the year 2012.13.

Item No. AC/05/04 : To start part time UG/PG Courses from 2013-14 at the University campus.

The Hon'ble Vice Chancellor explained the idea of starting part time B.Tech. and MBA courses in the University from the next session and sought views of all members on this agenda. After detailed deliberations, the Academic Council approved in principle to start the proposed courses from the session 2013-14 on the condition of minimum 20 students in each class to run the concerned course.

Item No. AC/05/05 : Remuneration rates for faculty & other staff involved in running B.Tech. part time courses.

The Council also deliberated on the proposal prepared by the Dean, Academic as placed before it in Annexure `B' regarding remuneration to be paid to the staff involved in running of B.Tech. & MBA part time courses. After deliberation, the Academic Council approved the proposed rates from Sr.No. 1 to 8. However, regarding Sr.No.9, it was decided that Hon'ble Vice Chancellor may appoint a committee to consider the remuneration for all non teaching sections/offices and staff of workshop (if workshops used) out of the funds generated from part time courses so that a uniform policy is framed for running the courses smoothly.

Item No. AC/05/06 : Remuneration rate for entrance examination for admission to MCA & Ph.D course conducted by the University.

It was informed to the Academic Council that the admission to MCA Course with the intake of 30 is being made by the University through entrance test. Similarly, admission to Ph.D course will also be made after holding an entrance test. Therefore, the Academic Council approved the proposal of remuneration with some modification as under:

1. Supdt. Of examination	Rs. 500/-per day
2. Remuneration for invigilators	Rs. 350/- per day
3. Centre Clerk	Rs. 180/- per day
4. Peon/Chowkidar	Rs. 100/- per day
5. Electrician (added)	Rs. 200/- per day

Note: All other rates as proposed in this agenda (Annexure 'C') were also approved.

Item No. AC/05/07 : Amendment in the ordinance of Ph.D as per UGC Guidelines.

The Academic Council after deliberation in detail approved that the entrance test for admission to Ph.D shall be compulsory for internal employees of the University also from the session 2013-14 as per guidelines of the UGC. The other proposal given in Annexure `D' regarding eligibility criteria for becoming Supervisors and Co-Supervisors

has been approved by the Academic Council to be followed with immediate effect. It was also decided to follow other guidelines of UGC issued from time to time regarding number of scholars to be admitted under each concerned faculty member and like wise.

The Academic Council further decided that all scholars admitted in this University for grant of Ph.D degree may be asked to submit soft copy and hard copy of their papers/thesis in the University Library.

* **Note:** The notice regarding the final decision in this matter is attached at the end.

Item No. AC/05/08 : Proposal for affiliation of various colleges to the YMCA University of Science & Technology, Faridabad

Regarding this agenda item, Hon'ble Vice Chancellor drew the attention of all members that the University wished to act as affiliating University in the near future because it is already envisaged in the opening para of the University Act that it is teaching cum affiliating university. The Academic Council appreciated the idea and authorized the Hon'ble Vice Chancellor to take up the matter with the State Govt. for making it practically an affiliating university from next session i.e. 2013-14 to affiliate colleges of 2 Districts i.e. Faridabad & Palwal for which necessary space, equipments, furniture and required staff may be demanded from the State Govt.

Item No. AC/05/09 : To approve the procedure of filling up forms to re-appear in improvement examination in internal/ sessional tests.

The Academic Council deliberated in detail on the above mentioned subject. It was decided after deep discussion to defer the item for the present. However, the Council decided that a committee may be constituted to examine the matter in detail after taking examples/ practice from other universities on the issue. However, it was decided to continue the present system till any decision is taken by the Academic Council after receipt of the report of the said committee.

Item No. AC/05/10 : To consider the request of 27 B.Tech. final year students who passed in May, 2012 to allow them to take exam. In July, 2012 in re-appear papers as Mercy chance.

The Academic Council took a very sympathetic view on the request of 27 B.Tech. students of 8th semester for grant of mercy chance to arrange their re-appear exam. in July, 2012. After deliberation it was decided that special mercy chance, as requested by the students of 8th semester (B.Tech.) may be granted to all such concerned students who appeared in their final semester examination held in May, 2012 and got re-appears as their career was affected. It was also decided that such mercy chance may be granted to final semester students of other courses also. Such examination must be conducted within a month from the date of display of the result and subsequently the result of special exam. should be prepared and displayed within 15 days of holding of such exam.

Item No. AC/05/11 : To approve the rules governing various fees Viva-Voce and for getting certain documents/ duplicate copies of DMC/Degrees etc.

The Academic Council considered the proposal of charging fees for various documents and other facilities for the students, as contained in Annexure `E' attached with the agenda and approved all the proposed rates.

Item No. AC/05/12 : To consider the decision of Academic Council taken at its 1st meeting held on 1.2.2010 for grant of University Medals.

The Academic Council discussed the above mentioned matter in detail as to whether the earlier decision taken by the Academic Council in its 1st meeting held on 1.2.2010 need to be reviewed. After expression of views by all respected members, the council decided to continue with the policy decided by it in its 1st meeting for grant of both the awards to a girl student who tops among all B.Tech. final students (boys and girls) as well as list of all girls (B.Tech. students). However, Dr. J.P.Gupta, suggested that it would be better if the students are granted real gold medals of 20 gms each instead of a cash payment of Rs. 51,000/- plus coated gold medal.

Therefore, the council recommended that a committee may be constituted by Hon'ble Vice Chancellor to examine the suggestion of Dr. J.P. Gupta and submit a report to him for consideration. Other members representing MBA / HAS faculties also suggested that such medals/awards may be granted to toppers of all other courses also. It was agreed by the council that this suggestion may also be examined and considered by the same committee.

Item No. AC/05/13 : To note and approve the action taken by Hon'ble Vice Chancellor on bifurcation of Electronics/ electrical Engg. Department into two separate departments i.e. (1) Electrical Engg. Deptt. (2) Electronics Engg. Deptt.

As reported in the agenda, the Academic Council noted that the Electronics/Electrical Engg. Department has been bifurcated into two departments i.e. (i) Electrical Engg. Department headed by Dr. P.R. Sharma, Prof. & Chairman & (ii) Electronics Engg. Deptt. headed by Dr. S.K. Aggarwal, Prof. & Chairman.

Item No. AC/05/14 : To consider the rules of Migration and provision to issue Migration Certificate.

The Academic Council had a detailed discussion on the issue of migration from other universities to this university in 3rd semester of B.Tech. or in any other class but felt that it is not worth while to allow such practice in this university. Therefore, it was decided not to approve this issue. However, the migration certificates should be issued to passing out students as they apply, as per present practice and the fee may be charged only Rs. 100/- from such a student on this account, instead of proposed fee of Rs. 600/-.

Item No. AC/05/15 : To report the action taken by Hon'ble Vice-Chancellor to implement Haryana Govt. Reservation Policy in admission to M.Tech. courses from session 2012-13.

The Academic Council considered the matter and noted that the State Govt. Reservation Policy for the admission to M.Tech. courses has been implemented by this university from this session i.e. 2012-13 with the permission of Hon'ble Vice Chancellor. The Academic Council accorded its concurrence to it.

Item No. AC/05/16 : To consider the examination ordinance of this University.

The Academic Council discussed the matter of examination ordinance, prepared and proposed by Controller of Examination as contained in Annexure 'G' attached with agenda. It was also informed to the Academic Council that the draft of examination ordinance was circulated to all departments seeking their comments 3 weeks ago, if any, but except Mech. Engg. Deptt., none replied. Therefore, it is presumed that a draft has approval of all the departments and the amendment given by Mech. Engg. Deptt. has been incorporated in the final examination ordinance.

In view of the above, the Council accorded its approval on the proposed examination ordinance contained in Annexure 'G'.

Item No. AC/05/17 : To discuss and approve the terms and conditions of Non disclosure agreement between YMCAUST, Faridabad and Perfect color digital prints Pvt.Ltd.,Gurgaon regarding printing.

The Controller of Examination explained the necessity to sign an agreement by this University with Perfect Color Digital Prints Pvt. Ltd. Gurgaon in order to maintain the secrecy of result and other details. After deliberations, the Academic Council approved the proposal to sign the agreement mentioned in Annexure 'H' subject to the condition that it must be shown to the University Advocate and get it vetted from him before final signatures.

Item No. AC/05/18 : To review the decision taken by the Academic Council on 12.3.2012 regarding showing answer sheets to students on payment of Rs. 1000/-.

It was submitted by the Controller of Examination that prior to 12.3.2012, the University used to show the answer sheets to the students without charging any fee but it was decided in the 4th Academic Council meeting held on 12.3.2012 to charge Rs. 1000/- per subject from the student for showing the answer sheets. The COE pleaded that the decision was harsh and it may be reviewed because such practice did not prevail in any University.

Therefore, all members agreed to the views expressed by COE. After deliberation, the Academic Council approved the proposal contained in this item.

Item No. AC/05/19 : To create conduct, secrecy and result branches with posting of Dy.Suptd. and other staff under COE immediately.

It was appreciated by Hon'ble Vice Chancellor that various branches are necessary to be created for smooth and efficient working of the University but there is shortage of staff at present who could be posted in these branches. The proposal of additional staff required by the University is under consideration of the State Govt. As

and when sanction of posts is received, the staff will be provided to COE and other sections. However, the Academic Council approved in principle to create the conduct, secrecy and result branches in the university which may be working at present under name of Examination Branch headed by COE.

Item No. AC/05/20 : To consider the following cases to be included in new rates of remuneration already approved by the academic council of the University.

It was informed by COE that remuneration of Accounts Branch and COF were left when remuneration for conduct of examination were revised for all teachers by the Academic Council in its last meeting held on 12.3.2012. The revised rates were to be made applicable from May, 2011. Therefore, he has proposed to enhance the rates of remuneration for Accounts Section staff and COF from Rs. 2000/- to Rs. 3000/- and Rs. 1000/- to Rs. 1500/- respectively alongwith remuneration for teachers from May, 2011. The Academic Council deliberated on the issue and approved the same.

On the recommendation of the COE, the following expenditure limit has also been approved by the Academic Council for serving tea/snacks/lunch etc.

- i) Rs. 30/- for tea and snacks per member of BOS and BOF during their meetings.
- ii) Rs. 50/- per member/per day for tea and snacks for staff members put on duty of result preparation in the office of COE.
- iii) Rs. 150/- per person for providing lunch in the meetings of BOS and BOF for outside experts and all the members.

Item No. AC/05/21 : To report regarding visit of UGC Team on 4th & 5th June, 2012.

Hon'ble Vice Chancellor informed all the members of the Academic Council regarding recent visit of UGC Team in the University on 4th & 5th June, 2012 to take a stock of its buildings, labs and workshops for granting its recognition under Section 12(b). He also recorded his appreciation for all the employees of the University who exhibited a very disciplined and sincere culture and also showed team spirit. Therefore,

the visit was very fruitful and appreciable. The Member/Secretary further also briefed the Council saying that this type of progressive move was possible under the dynamic leadership of Lt. Gen.(Retd.)Karan Singh Yadava, Hon'ble Vice Chancellor and due to his keen interest. The Academic Council appreciated the move and noted it gratefully.

Item No. AC/05/22 : To consider, draw and approve the panel of subject experts as per clause 23 (2) of the Schedule attached with YMCA University of Science & Technology Act 2009 to be called for attending the meeting of Senior Staff Selection Committee.

The Academic Council considered the agenda item on the above mentioned subject and approved the proposal for preparation of a panel of experts. It further authorized Hon'ble Vice Chancellor to take a decision for selecting the experts out of names forwarded by all Chairpersons who could be invited to act as Expert in selection committee meetings.

Item No. AC/05/23 : To grant PG Scholarship to M.Tech. Gate Scorer students.

The Academic Council noted with great satisfaction that an amount of Rs. 1,35,36,000/- has been sanctioned by the AICTE as PG scholarship to be paid to the M.Tech. students who are GATE scorers and fulfill other conditions for the years 2010-11 and 2012-13. The Hon'ble Vice chancellor has desired that all formalities must be completed by all Chairpersons regarding attendance etc immediately, so that the above amount of scholarship could be disbursed to the eligible students as early as possible.

Item No. AC/05/24 : To allow the faculty members to attend Seminars/Conferences in a year.

After deliberation on this item, the Academic Council approved the proposal contained in the agenda and authorized Hon'ble Vice Chancellor to constitute a committee who would prepare the rules/ procedures governing the members of the faculty/workshop/library/other offices etc. to allow them for attending seminars/training/conferences etc.

Item No. AC/05/25 : To bifurcate the Academic Branch into 2 different branches, apart from conduct & secrecy branches already proposed by COE.

Keeping in view the efficiency in the work and catering service to the students, the Academic Council approved in principle to bifurcate the Academic Branch into 2 branches as per detail given below:

(i) **Academic Branch** - To frame policies, create courses, arrange and conduct Academic Council meetings, handle AICTE, UGC and Technical Education Deptt. on day to day correspondence and other communication.

(ii) **Admission,Registration & Students Welfare Branch**- To conduct admissions to all courses and make registration of each student in each course, issue bonafide certificates and handling of day to day problems of the students like issue of bus passes, identity cards, insurance, all kinds of scholarships, fees etc.

The Member/Secretary conveyed her gratitude to all the members of the Academic Council for their constructive and fruitful discussions. Dr. J.P. Gupta proposed a vote of thanks to the Chair.

The meeting ended with a vote of thanks to the Chair.

Member/Secretary

***The notice regarding the final decision in 'Item No. AC/05/07' is below.**

No. Acd/Ph.D/2012

Dated 07.08.2012

Notice

Subject: Amendment in the ordinance of Ph.D as per UGC Guidelines.

The Academic Council had approved the proposal regarding eligible criteria for becoming Supervisors / Co-Supervisors with 3 year experience.

The Hon'ble Vice-Chancellor has kindly approved that above decision will be implemented from the next session .e. 2013-14.

This is for kind information of all Chairpersons.

Dy Supdt. (Acd)

CC To:-

- 1) P.A to Hon'ble Vice-Chancellor for kind information of Hon'ble Vice-Chancellor.**
- 2) P.A to Registrar for kind information of Registrar.**