MINUTES OF THE 13ᵀᴴ MEETING OF THE SENATE OF NATIONAL INSTITUTE OF TECHNOLOGY, ARUNACHAL PRADESH HELD AT IIT KHARAGPUR EXTENSION CENTRE, SALT LAKE GUEST HOUSE, KOLKATA ON 17/11/2017 (FRIDAY) AT 10:00AM.

The following members were present in the meeting:

1. Prof. (Dr.) Sarungbam Birendra Singh, Chairperson Senate & Director In charge, NIT Arunachal Pradesh
2. Prof. Parongama Sen, Professor, Physics, CU – Member
3. Prof. Surabhi Banerjee, Former Vice-Chancellor, Central University of Orissa- Member
4. Prof. Sukumar Nandi Professor, CSE, IIT, Guwahati – Member
5. Dr. M. K. Shome, HoD, Management-Member
6. Dr. Mainak Mallik, DIC (P & D) – Member
7. Dr. R. S. Goswami, DIC (E & A) – Invitee
8. Dr. S K Chakraborty, DIC (F & A) –Invitee
9. Dr. P.K Swain, DIC (R & D) – Invitee
10. Dr. Manjula Das Ghatak, Asst. Dean I/C (Acad.) -Invitee
11. Shri Mohit Kr. De, Asst. Librarian – Invitee
12. Dr. P.K Bandopadhyay, Registrar – Non-member Secretary
13. Shri Taba Tadhe Goyang, Assistant Registrar (Academic) – Invitee (Special)

Agenda Item: 13.01: Confirmation of the Minutes of 12ᵗʰ Meeting of the Senate held on 02/06/2017 and Action Taken Report.

Agenda Item: 13.01: Confirmation of the Minutes of 12ᵗʰ Meeting of the Senate held on 03/06/2017 and Action Taken Report.

Decision: Confirmed and duly approved.

Agenda Item No.13.02: Accorded approval for UG, PG and Ph.D ordinances.

As per approval of the Director **(ANNEX- 13.01)**, various committees were formed for preparation of UG & PG as well as Ph.D ordinances & regulations **(ANNEX-13.02)**.

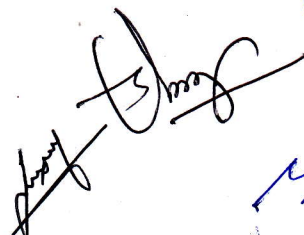Ordinance & regulations of UG & PG **(ANNEX-13.03)** as well as Ph.D is placed **(ANNEX-13.04)**.

The Senate may like to accord approval.

Decision:

(a) Duly approved as proposed along with the followings:
- Ordinance on Scholarship and assistantship
- Ordinance for the award of medals to graduating students
- Ordinance on code of conduct.

(b) Ordinance of MS, online MBA and M.Phil should be prepared by July 2018.

Agenda Item No.13.03: Reporting of Ph.D viva-voce examination of five Ph.D scholar held on 1/11/2017.

On recommendation from Doctoral Committe and with due approval of the Director **(ANNEX-13.05)** following scholars appeared for Ph.D defense/ Viva-voce examination on 01/11/2017. The notification and e-mail communication is regarding this Ph.D defense/ Viva-voce examination is placed at **ANNEX-13.06.**

1. YakaBulo
2. Yang saring
3. ManasPratim Dutta
4. Sahadev Roy
5. Koj Sambyo

All reports (Indian, foreign thesis report as well as viva-voce reports) of Yang Saring, YakaBulo, Sahadev Roy, Manas Pratim Dutta, Koj Sambyo, Assistant Professor, department of Electronics & Communication Engineering and Computer science & Engineering, National Institute of Technology Arunachal Pradesh, respectively are placed in a confidential envelope for considerations of the award 0f Ph.D (Engg.) degree **[ANNEX 13.07]**.

The Senate may like to note the same.

Decision: Noted.

Agenda Item No.13.04: Accorded approval for awarding degree of Ph.D, Master of Technology, Master of Science and Bachelor of Technology.

4th convocation of NIT Arunachal Pradesh is going to be held on 18/12/2017.

(i) Lists of Ph.D. degree awardees are placed in **ANNEX-13.08**
(ii) Lists of M.Tech. degree awardees are placed in **ANNEX-13.09**
(iii)Lists of M.S. degree awardees are placed in **ANNEX-13.10**
(iv)Lists of B.Tech. degree awardees are placed in **ANNEX-13.11**

The draft copy of the certificate of the Ph.D, M.Tech, M.S. and B.Tech are placed in **(ANNEX-13.12)**.

The senate may like to accord approval for the same.

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Decision: Approved. Date of Defense Examination is to be incorporated in the final Ph.D certificate.

It was decided by the senate that the list of Ph.D scholar is to be prepared as per the tabular format shown below:

Name	Registration No.	Department	Title of the Thesis	Name of the Supervisor (s)	Date of Defense
Anish Kumar Saha	00004/B/CSE/2013	Computer Science Engineering	Green Computer Networking Architecture: Design and Analysis	Prof. Chandan Tilak Bhunia	30/10/2016
Subhasish Banerjee	00008/B/CSE/2014	Computer Science Engineering	Study and Development of Various Schemes to Achieve the Perfect Security over Insecure Communication Networks	Prof. Chandan Tilak Bhunia	30/10/2016
Manash Pratim Dutta	00007/B/CSE/2014	Computer Science Engineering	An Approach to Develop Protocols for Automatic Variable Key (AVK) to Get High Security and Wide Flexibility in Cryptosystem	Prof. Chandan Tilak Bhunia	01/11/2017
Koj Sambyo	00003/B/CSE/2013	Computer Science Engineering	Study on Reducing Latency in Cloud Computing Architecture	Prof. Chandan Tilak Bhunia	01/11/2017
Yang Saring	00009/B/ECE/2014	Electronics & Communication Engineering	Investigation on New and Modified Packet Combining and Aggressive Packet Combining Schemes for Reliable Error Correction with Higher Throughput	Prof. Chandan Tilak Bhunia	01/11/2017
Yaka Bulo	00006/B/ECE/2013	Electronics & Communication Engineering	Studies on Various Schemes of Aggressive Packet Combining And Packet Combining Scheme to Achieve Higher Reliability and Throughput	Prof. Chandan Tilak Bhunia	01/11/2017
Sahadev Roy	00005/B/ECE/2013	Electronics & Communication Engineering	Development and Design of Efficient Minimization Technique for Combinational/ Sequential Logic Systems	Prof. Chandan Tilak Bhunia	01/11/2017

For M.Tech students, the following format is to be followed from next time as shown below.

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Name of the student	Roll No.	Title of the Dissertation	Date of viva-voce	CGPA
xxxx				
yyyy				

No tabular format is required for B.Tech students.

As a normal practice, NIT Arunachal Pradesh used to pay remuneration to the expert based on number of sitting. Hereby it is proposed to pay remuneration to the experts based on number of candidate(s) appeared for the Ph.D viva-voce examination.

The senate may consider the proposal & like to accord approval as deem fit for.

Decision: Approved as per new ordinance.

Agenda Item No.13.06: Seeking approval for Advertisement of full time (Institute Fellowship)/Part time Ph.D. programme in all the Departments for winter session.

Many requisitions are received from various departments of NIT Arunachal Pradesh for full time (under Institute fellowship)/part time Ph.D programme for the upcoming winter session **(ANNEX-13.13)**

Following are the requirements for full time (Institute Fellowship)/Part time Ph.D. programme in all the Departments for the upcoming winter sessions which need to be advertised in due time.

Departments	Full Time scholar (Institute Fellowship)	Part time scholar
Electronics &Communication Engineering	07	0
Computer Science & Engineering	06	0
Electrical Engineering	05	0
Mechanical Engineering	04	02
Biotechnology	01	01
Basic and Applied Science	08	06
Management and Humanities	07	0
Civil Engineering	04	03

The Senate may consider the proposal & like to accord approval.

Decision:

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a. The proposal is discussed and asked to prepare a comprehensive report for full time research scholar by January 2018.

b. Part time Ph.D scholar can be admitted as per existing rule.

Agenda Item No.13.07: Seeking approval for supervisor to take responsibility of arranging the transportation, ILP, accommodation etc. for the experts of their respective scholars.

Doctoral programme of NIT Arunachal Pradesh was introduced in the year 2013. That time less number of students/scholars were there, hence DIC (acad.) used to take care of all the arrangement of transportation, ILP, accommodation etc. of the experts coming for evaluation of Ph.D viva-voce examination. But, today there are more than 100 research scholars in the Institute, so it is not possible for the DIC (acad.) to continue with the same.

Hence, it is proposed that supervisor along with the DPPC should take responsibility of the experts for their respective students.

The Senate may consider the proposal & like to accord approval.

Decision: It is not a matter to be discussed in Senate.
Same thing can be put up on a note sheet and get it approved by the Director.

Agenda Item No.13.08: Proposal for reducing institute fees for Ph.D students.

As compared to the other technical institute in the north east region of India, Institute fees of Ph.D students in NIT Arunachal Pradesh is found to be much higher. A comparison is placed in **(ANNEX-13.14)**.

Hence, it is proposed that institute fees of Ph.D students may be reduced for the best interest of the Institute.

The Senate may consider the proposal & like to accord approval.

Decision: Recommended and asked to place it before Financial Committee (FC).

Agenda Item No.13.09: Reporting of Gold Medal winners (Batch: 2013-2017).

National Institute of Technology Arunachal Pradesh is offering Gold Medals for under mentioned categories to its UG Students every year. This year following students are adjudged the Gold Medal winners for different categories (Batch: 2013-2017):

Sl. No.	Name	Roll No.	Branch	Name of the Medal	Scope
1	Rakesh Kumar	ME/13/21	ME	Visvesvaraya Gold	Highest Scorer in

				Medal	Technical Subjects
2	Swapnil Kar	ME/13/22	ME	S. N. Bose Gold Medal	Highest Scorer in Science Subjects
3	Roshan Thomas	ECE/13/03	ECE	Tagore Gold Medal	Highest Scorer in Humanities Subjects

External experts recommended the best hardware projects for B. Tech students (Batch: 2013-2017), from EEE department. Recommendations of the committee are as under (**ANNEX-13.15**)

Sl. No.	Name	Roll No.	Branch	Title of the best Hardware Projects	Name of the Medal
1	Avinash Nair	EEE/13/01	EEE	Design and implementation of ELC for micro hydro power plants	J C Bose Gold Medal
2	Pothabathula Sai Kiran	EEE/13/20			
3	S. Prashanth Reddy	EEE/13/05			
4	Om Kesharwani	EEE/13/17			
5	PapumoniGogoi	EEE/13/06			

The Senate may consider the proposal & like to approve.

Decision:

a) **Asked to recheck the list of Gold medalist, whether they have any "F" grade in any subject or any disciplinary action taken against them through their four year studentship and prepare a report accordingly by the committee member. Based on the report approval for the award of Gold medal may be approved.**

b) **From next session onwards, new ordinance for the award of Gold medal to be followed.**

Agenda Item No.13.10: Seeking approval for Engagement of Regular/Contractual /Ad-hoc Faculty Members instead of Guest Faculty Members.

In reference to the 12th senate, NIT Arunachal Pradesh under **Item number 12.06**, dated 03/06/2017, 27 guest faculties were being approved and thereafter recruited accordingly for the session July-Dec'2017. In the recent revolt of the first year students, one of the main demand was that they should be taught by regular faculty instead of Guest Faculty.

The institute is in need of the same number of faculties for conducting classes in the next semester. Hence, senate may like to approve to recruit regular faculties or contractual/ad-hoc faculties under open advertisement.

Decision:

a) **All the HoDs are asked to furnish the load distribution and form a committee with the chairmanship of Dean (Academics) to rationalize the need.**

b) Advertisement for Regular or Part time or Contractual advertisement need to be published in the institute website one month before, stating all the condition related to academic duty and recruitment will be done based on the recommendation of the selection committee.

Agenda Item 13.11: Accorded Approval for 4th Convocation at Yupia Campus NIT-Arunachal Pradesh:

It is proposed that 4th Convocation may be held on 18th December'2017 at Yupia campus. His Excellency, Governor, Arunachal Pradesh and Prof. Mibang, Vice Chancellor, Rajib Gandhi University, Arunachal Pradesh, may be the Chief Guest to deliver the convocation address and Guest of Honour, respectively.

Senate may like to approve the same.

Decision: Approved as per proposed.

Agenda Item 13.12: Accorded approval of Change of End Semester Question Paper pattern

As per the decision of 12th Senate under item number 12C, dated 03/06/2017, Dr. Mainak Mallik prepared the draft question paper which is placed at **(ANNEX-13.16)**

Senate may like to approve the same.

Decision: approved as proposed.

Agenda Item 13.13: Seeking approval of using same subject code for Ph.D and PG students.

It is proposed that if a Ph.D student wants to take a subject approved for PG programme, in that case subject code for that particular student should remain the same.
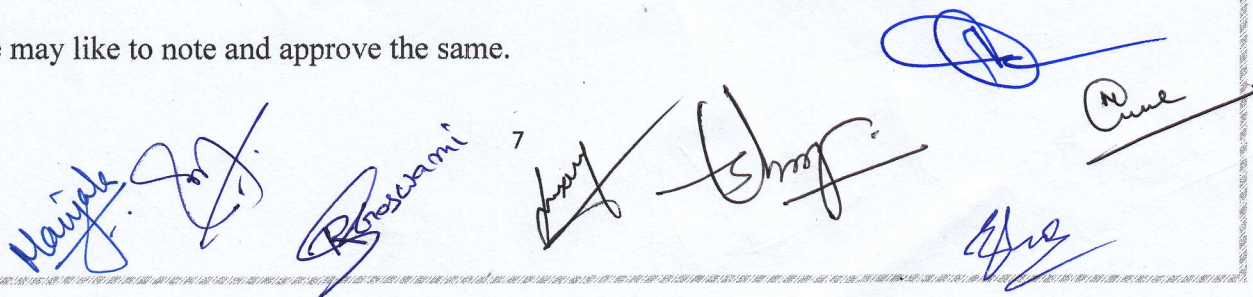
Senate may like to approve the same.

Decision: approved as proposed.

Agenda Item 13.14: Reporting of mandatory incorporation of AICTE approved Induction programme.

A communication received from **National Project Implementation Unit** through email dated Sep 14, 2017 regarding mandatory incorporation of AICTE approved Induction programme **(ANNEX-13.17).**

Senate may like to note and approve the same.

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Decision: Induction program should be carried out along with regular classes for first two weeks. Regular classes should be held in the morning session and induction program should be carried out in the afternoon session.

Academic calendar for the session January'2018 to January, 2019 is placed below:

Academic Calendar for the session January, 2018 to January, 2019

Even Semester (Jan-Jun, 2018)	
Semester Registration of 4th and 2nd Semester	Jan, 02 (Tue), 2018
Semester Registration of 6th and 8th Semester	Jan, 03 (Wed), 2018
Classes begin	Jan, 04 (Thur), 2018
Induction Programme	Jan, 03 (Wed), 2018 to Jan, 06 (Sat), 2018
Last date of Registration with late fee of Rs. 200 per day from due date	Jan, 12 (Fri), 2016
Supplementary Examination	Jan, 15 (Mon) to Jan, 19(Fri), 2018
Athletic Meet	Jan, 22 (Mon) to Jan, 25 (Thur), 2018
Mid Semester Examination	Mar, 12 (Mon) to Mar, 21 (Wed), 2018
Last date for publication of Mid Semester Examination Result	April 4 (Wed), 2018
Teaching ends	April 27 (Fri), 2018
End Semester Examination	May 07 (Mon) to May 18 (Fri), 2018
Answer script showing	May 28 (Mon), 2018
Summer vacation for students	June 01 (Mon) to July, 16 (Mon), 2018
Internship Programme	June, 01 (Mon) to July, 16 (Mon), 2018
Declaration of Provisional Result	June 06 (Wed), 2018
Summer vacation for faculty	June, 07 (Thur) to July, 15 (Sun)
Odd Semester (July-Dec, 2018)	
Registration of 5th and 7th Semester	July, 16 (Mon), 2018
Registration of 3 Semester	July, 17 (Tue), 2018
Registration of 1st Semester	As per NIT admission counseling
Classes begin from (for 3rd , 5th& 7thSemester)	July, 18 (Wed), 2018
Classes begin for all MS Programme (1st Semester)	Aug, 01 (Wed), 2018
Classes begin for all M. Tech Programme (1st Semester)	Aug, 01 (Wed), 2018

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Classes begin for all B. Tech Programme (1st Semester	Aug, 01 (Wed), 2018
Induction programme	Aug 1st (Wed) to 17th (Fri) 2018
Last date of Registration with late fee of Rs. 200 per day from due date	July, 27 (Fri), 2018
Supplementary Examination	Aug, 06 (Mon) to Aug, 10 (Fri), 2018
Mid Semester Examination	Oct, 01 (Mon) to Oct, 11 (Thur), 2018
Innovative and Cultural Activities	Oct, 12 (Fri) to Oct, 13 (Sat), 2018
Mid-semester break	Oct, 15 (Mon) to Oct, 19 (Fri), 2018
Last date for publication of Mid Semester Examination Result	Oct, 30 (Tue), 2018
Teaching ends	Nov, 16 (Fri), 2018
End Semester Examination	Nov, 21 (Wed) to Nov, 30 (Fri), 2018
Winter break for students	Dec, 3 (Mon), 2018 to Jan, 01 (Tue), 2018
Declaration of Provisional Result	Dec, 13 (Thur), 2018
Winter break for faculty	Dec, 14 (Fri), 2018 to Jan, 01 (Tue), 2018
Semester Registration of 4th and 2nd Semester	Jan, 02 (Wed), 2019
Semester Registration of 6th and 8th Semester	Jan, 03 (Thur), 2019

Senate may like to approve the same.

Decision: Once the holiday list is finalized, the proposed academic calendar will be approved.

Holiday lists for the session January'2018 to December, 2018 is placed below:

NATIONAL INSTITUTE OF TECHNOLOGY

(Established by Ministry of Human Resources Development, Govt. Of India) Yupia, District Papum Pare, Arunachal Pradesh – 791112

HOLIDAY LIST FOR 2018

S/No.	Occasion / Festival	Month & date	Day
1.	Republic Day	26th January	Friday
2.	Statehood Day	20th February	Tuesday
3.	Nyokum	26th February	Monday
4.	Holi	2nd March	Friday
5.	Mahavir Jayanti	29th March	Thursday
6	Good Friday	30th March	Friday
7.	Buddha Purnima	22nd May	Tuesday
8.	Eid-ul-Fitr	15th June	Friday
9.	Independence Day	15th August	Wednesday
10.	Id-Ul-Zuha (Bakrid)	2nd September	Sunday
11.	Muharram	11th September	Tuesday
12.	Mahatma Gandhi Jayanthi	02nd October	Tuesday
13.	Dussehra	19th October	Friday
14.	Diwali (Deepavali)	07th November	Wednesday
15.	Id-E-Milad	21st November	Wednesday
16.	Guru Nanak Birthday	23rd November	Friday
17.	Christmas-day	25th December	Tuesday
Note: Director's Discretion: Any Two days			

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NATIONAL INSTITUTE OF TECHNOLOGY

**(Established by Ministry of Human Resources Development, Govt. Of India) Yupia,
District Papum Pare, Arunachal Pradesh - 791112**

RESTRICTED HOLIDAY LIST FOR 2018

S/No.	Occasion / Festival	Month & date	Day
1.	New Year's Day	01st January	Monday
2.	Guru Gobind Singh's Birthday	05th January	Friday
3.	Pongal	14th January	Sunday
4.	Makar Sankranti	14th January	Sunday
5.	Basant Panchami / Sri Panchami	22nd January	Monday
6.	Guru Ravidas' Birthday	31st January	Wednesday
7.	Swami Dayananda Saraswati Jayanti	10th February	Saturday
8.	Maha Shivratri	13th February	Tuesday
9.	Shivaji Jayanti	19th February	Monday
10.	Holika Dahan	01st March	Thursday
11.	Chitra Sukladi/Gudi Padava/ Ugadi/Cheti Chand	18th March	Sunday
12.	Ram Navami	25th March	Sunday
13.	Hazarath Ali's Birthday	30th March	Friday
14.	Easter Sunday	01st April	Sunday
15.	Vaisakhi/Vishu/Masadi	13th April	Friday
16.	Vaisakhadi(Bengal)/Bahag Bihu (Assam)	15th April	Sunday
17.	Guru Rabindranath Birthday	07th May	Monday
18.	Rath Yatra	14th July	Saturday
19.	Jamat-Ul-Vida	15th June	Friday
19.	Parsi New Year Day	17th August	Friday
20.	Onam	25th August	Saturday
21.	Raksha Bandhan	26th August	Sunday
22.	Vinayaka Chaturtri/Ganesh Chaturthi	13th September	Thursday
23.	Dussehra (Maha Saptami) (Additional)	16th October	Tuesday
24.	Dussehra (Maha Navmi)	17th October	Wednesday
25.	Dussehra (Maha Asahtami) (Additional)	19th October	Friday
26.	Maharishi Valmiki's Birthday	24th October	Wednesday
27.	Karaka Chaturthi (Karva Chouth)	27th October	Saturday
28.	Naraka Chaturdasi	06th November	Tuesday
29.	Deepavali (South India)	07th November	Wenesday
30.	Govardhan Puja	08th November	Thursday
31.	Bhai Duj	09th November	Friday
32.	Pratihar Sashthi or Surya Sashthi (Chhat Puja)	13th November	Tuesday
33.	Guru Teg Bahadur's Martyrdom Day	24th November	Saturday
34.	Christmas Eve	24th December	Monday
35.	Lossar	16 February	Friday
36.	Si-Donyi (Tagin)		
37.	Dree		
38.	Solung		

Senate may like to approve the same.

Decision: It is decided that Registrar will put up the file to the Chairman Senate regarding Holiday list and get it approved. Based on that approved list, academic calendar will be prepared.

Agenda Item 13.17: Accorded approval of E-resources for the year 2018

As per the meeting of Library committee, NIT Arunachal held on 23rd October, 2017 at 2:00 PM at the Central Library and the approval of Director the following e-resources are recommended for the year 2018. After getting the approval of Director the online portal of ESS has been filled up by the Assistant Librarian of NIT, AP and total amount has come out to be of Rs. 14,472,032/-. It may increase after negotiation with the publisher by the ESS (E-Shodh Sindhu).

i) Science Direct (Five Subject Collection) - (Renew)
ii) IEL Growth Plan (IEEE/IEE) - (Renew)
iii) ASCE - (Renew)
iv) ASME - (Renew)
v) SciFinder - (Renew)
vi) Nature - (Renew)
vii) Turnitin - (Renew)
viii) Springer 1400+ e-journals - (New Subscription)
ix) ACM Digital Library - (New Subscription)
x) Taylor & Francis e-journals - (New Subscription)

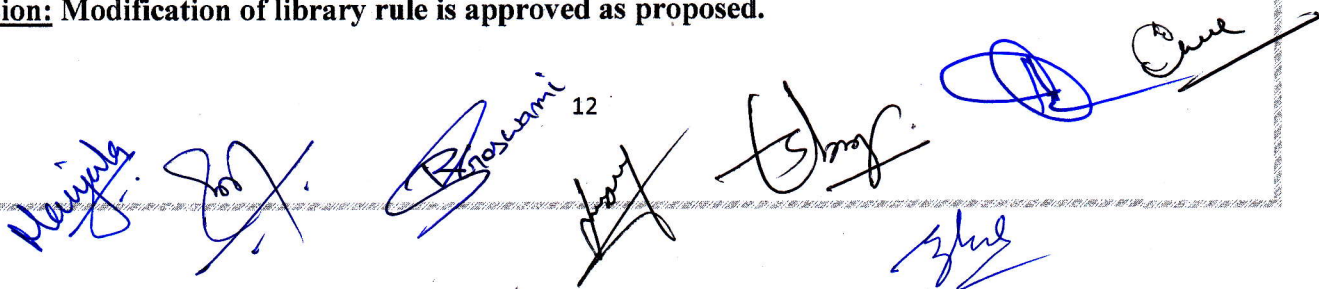For Books and Print Journals Procurement status:

Sl. No.	Items of Procurement	Supplier	Amount Spend (Rs.)	Present Status
1.	Requirement of books for the session of January to June, 2018, As per the list submitted by the HoDs total estimated cost (approx) is Rs. 10,00,000/- (Rupees Ten lakh) only except Foreign Publishers books.	M. R. Books, Guwahati	NIL	Under process
3.	Renewal of Print Journals for 2018	Indian Academy of Science, NISCAIR & IETE	Rs. 28,975/-	Under process

Partial Modification of Library Rule:
As per the previous library rule approved by the Senate and BOG is placed at **(ANNEX-13.18)**
Modified library rule (Library fines and timing) is placed at **(ANNEX-13.19)**

Decision: Modification of library rule is approved as proposed.

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A draft copy of the thesis submission certificate to the Ph.D scholar is placed at **ANNEX-13.20.**

Senate may like to approve the same.

Decision: Approved as proposed.

Agenda Item 13.19: Full time Ph.D registration of Research Associate and JRF working under CSIR Project and DST project, respectively.

As per recommendation of the DPPC of department of Mechanical Engineering, the following Research Associate and JRF working under various projects are eligible to register for full time Ph.D for the Academic session, Jan-May, 2018 as per rule **(ANNEX-13. 21).**

Sl No.	Name of the Scholar	Department	Sponsoring Agency	Area of Research	Supervisor(s)
1	Raushan Krishanan	Mechanical Engineering	CSIR	Thin film coating	1. Dr. Susanta Maity (Dept. of Basic & Applied Science) 2. Dr. Dipak Sen (Mechanical Engineering)
2	Priya Ranjan Biswal	Mechanical Engineering	DST	Robotics	Dr. Prases Kumar Mohanty

Senate may like to approve the same.

Decision: Direct conversion of JRF/Research Associate to full time Ph.D scholar is not approved. Selection of full time Ph.D scholar under sponsored project will be done through open advertisement. Enrolment process of Ph.D may be proceed through interview for NET/ GATE qualified students and for without NET/GATE qualified candidates under sponsored project, written test is to be carried out at Departmental level (DRC).

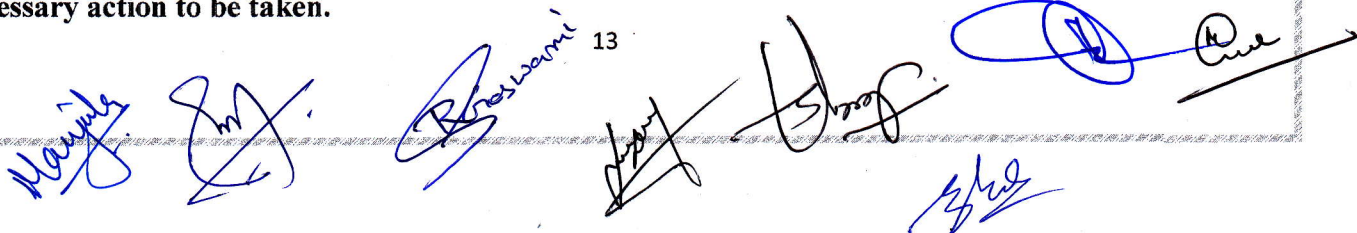**Agenda Item 13.20: Implementation of National Academic Depository (NAD) As per MHRD guideline**

As per directive of the MHRD for the digitization of all academic awards viz. certificates, degrees, diplomas and mark sheets, the institute has to join National Academic Depository (NAD) through NSDL or CSDL. Communications received from MHRD and others is placed at **ANNEX-13.22.**
In this connection, some moderation and correction can be made to the certificate and mark sheet copy as per the recommendation from all HoDs, Deans and Registrar I/C **(ANNEX-13.23).**

Senate may like to approve and put their views over it.

Decision: it is decided that format given in Annex-13.23 need to be adopted and in this regard necessary action to be taken.

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During preparation of UG & PG regulations, it has come to the notice of the Experts that there are some error in the credit points in the UG as well as PG mark sheet. Sample attached in **ANNEX-13.24**.

Senate may like to do the necessary correction as deem fit for.

Decision: **Based on the course structure, credit points to be updated by DPPC and DUPC on or before 15th December, 2017.**

Agenda Item 13.22: Misc. if any with permission of Chair.

A. Mandatory attendance for students for appearing end semester examination
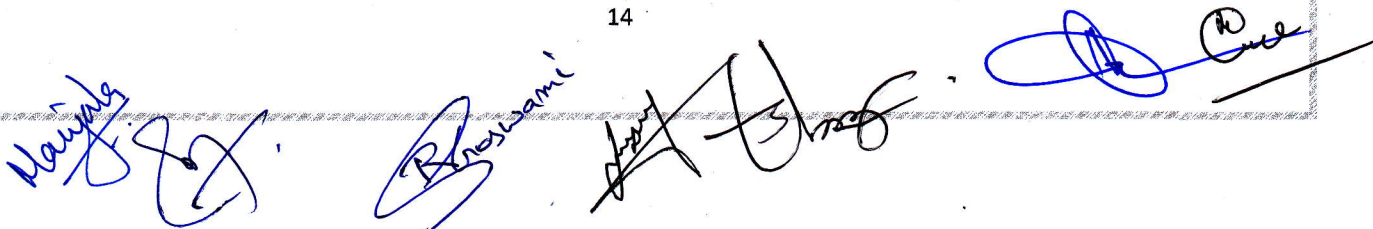
As per rules & regulations:

a) Attendance in all classes (lectures, tutorials, laboratories, workshops, etc.) is compulsory. A student may be debarred from appearing on examination, based on the unsatisfactory attendance which is less than 80% of number of class held.

b) Absence from classes without prior permission will be considered as an act of indiscipline. Such cases will be dealt with in accordance with clause **3.d**. ("The Institute reserves the right to cancel the admission of any student, and ask him/her to discontinue his/her studies at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.")

Detailed rules regarding attendance in classes etc., are given below:

RULES REGARDING ATTENDANCE

Following are the rules relating to attendance at classes:

a) Attendance in all classes (lectures, tutorials, laboratories, workshops, EAA including its related camps and other publicised activities etc.) is compulsory. A student may be debarred from appearing at an examination on the ground of unsatisfactory attendance.

b) The teacher concerned may condone absence from classes for a very short period due to unavoidable reasons provided he/she is satisfied with the explanation.

c) If the period of absence is for a short duration (of not more than two weeks) application for leave shall have to be submitted to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting document(s). The Head of the Department will grant such leave.

d) Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reason for which prior application could not be made may be condoned by the Head of the Department provided he is satisfied with the explanation.

e) If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department to the Dean, Academic Affairs, with the supporting documents. The decision to grant or condone such leave shall be taken by the Dean (Academic Affairs) after considering the recommendation of the Head of the Department.

f) It will be the responsibility of the student to get his absence from classes condoned by the appropriate authority.

g) A student must intimate his/her absence to the Warden of the Hall in which he/she is residing, before availing of any leave.

In a meeting it is decided that, those students who have less than 80% attendance as per rule will be debarred from appearing end semester examination on the ground of unsatisfactory attendance. (Minutes of the meeting placed at (ANNEX).

Senate may like to give a proper direction/ decision to resolve this issue.

<u>Decision:</u> **It is decided by the senate that,**
a) **Students having less than 50% attendance will not be allowed to appear in the end semester examination.**
b) **Students having attendance between 50-69% in any subject will have to pay Rs.4000/- as penalty.**
c) **Students having attendance between 70-79% in any subject will have to pay Rs. 2000/- as penalty.**
d) **In no cases, medical certificate will be entertained.**

B. Commencement of M.Tech in Civil Engineering (Structural Engineering and Water Resource Engineering):

As per approval of DPR (Detailed Project Report) M. Tech in Structural Engineering and Water Resource Engineering is needed to be commenced from July' 2018.

Hence Senate may like to approve the same.

<u>Decision:</u> **After faculty recruitment, HoD, CE is asked to put it in the next senate.**

C. Formation of Board of Studies (BOS) for various department.

Board of Studies BOS for every department needed to be formed for Revision of Syllabus.

Hence Senate may like to approve the same.

<u>Decision:</u> **It is decided that, in this regard DUPC will take necessary action.**

D. Change of course name from 'M.S.' to 'M.Sc.'

It is proposed that the course name should be changed from 'M.S.' to 'M.Sc.

<u>Decision:</u> **It is decided that, in this regard M.S. coordinator should submit a proposal with proper explanations.**

The Meeting ended with Vote of thanks to the Chair