



SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS

MOGA ROAD, FEROZEPUR - 152004

Subject: Minutes of 2nd Academic Council Meeting

Following members of the council attended the meeting held on 27.05.2015, 10:30am in the Conference Hall, Block-D, SBS State Technical Campus, Ferozepur under the Chairmanship of Professor Anand K Tyagi, Officiating Director.

S. No.	Name of Persons	Designation
1.	Dr Anand K Tyagi, Officiating Director, SBSSTC Ferozepur	Chairman
2.	Dr Tejeet Singh, Head ME, SBSSTC Ferozepur	Ex-Officio
3.	Dr Rajeev Garg, Head CHE, SBSSTC Ferozepur	Ex-Officio
4.	Dr Lalit Sharma, Head DASH, SBSSTC Ferozepur	Ex-Officio
5.	Dr Kultardeep Singh, Head EE, SBSSTC Ferozepur	Ex-Officio
6.	Dr Sanjeev Dewra, Head ECE, SBSSTC Ferozepur	Ex-Officio
7.	Mr Japinder Singh, Head CSE, SBSSTC Ferozepur	Ex-Officio
8.	Mr Bohar Singh, Head CE, SBSSTC Ferozepur	Ex-Officio
9.	Dr N K Grover, Associate Professor, ME	Member
10.	Dr Satvir Singh, Associate Professor, ECE	Member
11.	Dr Rakesh Kumar, Dean Approvals, ME	Member Secretary

At the outset, Member Secretary welcomed the attendees and presented the agenda items one by one for deliberation and following decision were taken unanimously.

Item No. 2.1

Syllabus and Scheme

For the current academic session Credit System and Evaluation Scheme of affiliated university (PTU Jalandhar/MRS STU Bathinda) will be adopted as it is, however, the internal contents of courses will be altered with approval of BOS wherever required, so as to plan and achieve Course Outcomes (COs) effectively.

Further, Academic Council constituted following committee to frame guidelines for planning of revised curricula for various UG degree programmes:

i.	Dr Anand K Tyagi	Chairman
ii.	Dr Krishan Saluja	Member, CSE
iii.	Dr Satvir Singh	Member, ECE
iv.	Dr Tejeet Singh	Member, ME
v.	Dr Rajeev Garg	Member, CHE
vi.	Dr Bohar Singh	Member, CE
vii.	Dr Kultardeep Singh	Member, EE
viii.	Dr Lalit Sharma	Member, ASH

Item No. 2.2

Examination System

Academic Council deliberated on the agenda item and finalizes following examination criteria for evaluation of the students:

i.	Mid-Semester-Tests (MSTs)	02
ii.	Home Assignments (HAs)	02
iii.	Class/Tutorial/Quiz Tests	02
iv.	End Semester Examination (ESE)	01

Marks distribution for a theory course will be as follows:

S. No.	Assessment Tool	Marks	Total
1.	02 MSTs	15 each	30
2.	02 HAs	4 each	08
3.	02 CTs/TTs/QTs	4 each	06



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4.	Attendance	6 for >90%	06
5.	ESE	50	50

Item No. 2.3

Management of Examination & Secrecy Cells

Following hierarchy and responsibilities are approved to handle academic autonomous status:

(A) Controller of Examination (Responsibilities)

- (a) Director will appoint Controller of Examination for a period of three (03) years.
- (b) Controller of Examination will constitute full time Examination Cell Team with the approval of Director. The responsibilities will include:
 - i) Paper Setting
 - ii) Issue of Admit Cards
 - iii) Mid-Sem-Tests
 - iv) End-Sem-Exam
 - v) Evaluation & Result Declaration

(B) Dean Accreditation (Responsibilities)

- (a) Accreditation
- (b) Outcome Assessment
- (b) Framing academic plans
- (c) Conducting Academic Council Meetings

(C) Dean Academics (Responsibilities)

- (a) Admissions and Upgradations
- (b) Fee and Registration
- (c) University-Students Matters
- (d) AICTE, UGC, PTU, COA, etc. affiliations & Approvals

Item No. 2.4 End Semester Examination Policy

For fair and transparent assessment mechanism Academic Council approved following points as proposed:

- (a) Contents of each course will be divided into two sections (A and B). External paper setter will set four sets of question papers (Two from section A and two from section B). Similarly, internal regular teacher who has taught the same course at least twice in the past will also set four question papers.
- (b) Director/COE will select/tick which question paper (section A and section B) given to the students during End-Semester-Examination.
- (c) CGPA assessment system will be followed as prescribed by the PTU Jalandhar.

Item No. 2.5

Planning & Budgetary provisions for handling Academic Autonomous status

Our institute has been selected under TEQIP project, for which one of key performance indicators is acquiring of Autonomous status from UGC. In the 13th meeting of BOG, Academic Council (AC) has been approved and two meetings of AC has already been held in preparation of Autonomous status, in which Board of Studies (BOS), Evaluation System and Scheme, organization structure etc. has been approved. Accordingly we have identified three basic ingredients of the roadmap for attainment of Autonomous Status, namely *Curriculum, Examination System and Financial Aspects*.



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The institute already has Governing Body (Board of Governors), Academic Council, Board of Studies and Finance Committee to ensure proper management of academic, financial and general administrative affairs of autonomous institute.

The faculty and staff of the institute have already been involved in the thinking and planning processes from the very day the idea of attaining Autonomy emerged. It is proposed to organize more seminars, workshops and consultations to make the staff more familiar with the concept, objectives and rationale of autonomy.

S. No.	Details	Funds (In Lacs)
1	Awareness programs for institute faculty, administrative staff and students on the concept, objectives and rationale of autonomy	3.0
2	Interaction of institute faculty with successful autonomous institutions within and outside the state.	1.0
3	Workshops, seminars, symposia for faculty on designing suitable courses, introducing new courses of study, updating existing courses to match the current state-of-the-art in each discipline and preparing course materials and work related to BoS and Academic Council.	10.0
4	Equipping Laboratories with apparatus of state-of-the-art technology, laboratory chemicals and consumables, water supply and other laboratory facilities. Setting up of Language lab, Media hall and Sports gym. Equipping Auditorium with furniture, Projector, Audio system/digital Lectern	20.0
5	Strengthening library reference section and reading room with adequate furniture and cabins. Bettering library services through automation and providing reprographic facility.	5.0
6	Strengthening of institute IQAC to coordinate to process of switching of institute into autonomous status by preparing proposals and documentation.	5.0
7	Setting up of examination section with independent accommodation consisting of a strong room, Hall for valuation (internal and external valuation), an exclusive office and proper security by formation of partitions and installing furniture	25.0
8	Installing Display boards, Notice Boards, Digital Display system and related infrastructure.	1.0
TOTAL		70.0

At the end of the meeting, the council decided that to maintain the academic atmosphere in the institute after acquiring autonomous status only faculty members should be appointed as heads of all non-academic activities, such as Account Section, Establishment Section, and Maintenance Department, etc.

Dr. Anand K Tyagi
Professor & Associate Director
(Officiating Director)