



SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS

MOGA ROAD, FEROZEPUR - 152004

Proceedings of the 3rd Meeting of Academic Council of Shaheed Bhagat Singh State Technical Campus, Ferozepur, held on 28.08.2015 at 10.30 AM in the Conference Room, Block-D of the Institute under the Chairmanship of Dr. T.S. Sidhu, Director, SBSSTC Ferozepur.

The following were present:

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| 1. | Dr T S Sidhu, Director, SBSSTC Ferozepur | Chairman |
| 2. | Dr Nirmal Singh, Ex-Principal, MIMIT Malout | Member |
| 3. | Dr. Vandhana Naithani, representative of Dean (RIC), PTU Jalandhar | Member |
| 4. | Dr. A.K. Tyagi, Associate Director (EW) | Ex-Officio |
| 5. | Mr. Anil Bansal, Associate Director and HOD(MCA) | Ex-Officio |
| 6. | Dr. R.P. Singh, Associate Director and HOD (MBA) | Ex-Officio |
| 7. | Dr Rakesh Kumar, Head ME, SBSSTC Ferozepur | Ex-Officio |
| 8. | Dr Rajiv Arora, Head CHE, SBSSTC Ferozepur | Ex-Officio |
| 9. | Dr Lalit Sharma, Head DASH, SBSSTC Ferozepur | Ex-Officio |
| 10. | Dr Kultardeep Singh, Head EE, SBSSTC Ferozepur | Ex-Officio |
| 11. | Dr Satvir Singh, Head ECE, SBSSTC Ferozepur | Ex-Officio |
| 12. | Mr Japinder Singh, Head CSE, SBSSTC Ferozepur | Ex-Officio |
| 13. | Mr Bohar Singh, Head CE, SBSSTC Ferozepur | Ex-Officio |
| 14. | Dr N K Grover, Dean PG & R | Ex-Officio |
| 15. | Dr. M.K. Kushwaha, Dean Academics | Ex-Officio |
| 16. | Dr. Krishan Saluja, Registrar | Ex-Officio |
| 17. | Dr. Arun Kumar Asati, Ex-Dean Academics | Invited Member |
| 18. | Dr. Rajiv Garg, COE | Invited Member |
| 19. | Dr Rakesh Kumar, Associate Professor, ME | Member Secretary |

At the outset, Dr. Rakesh Sharma, Member Secretary welcomed the Hon'ble Chairman and other members to the 3rd meeting of Academic Council of the Institute. Thereafter, with the permission of the Hon'ble Chairman, the agenda items were deliberated upon and the following decisions were taken unanimously:

- Item No. 3.1** Confirmation of the proceedings of 2nd meeting of Academic Council
- Decision:** The proceedings of the 2nd meetings of Academic Council were confirmed as no comments have been received from any member of Academic Council.



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Item No. 3.2 To report action taken on the decisions of the 2nd meeting of the Academic Council
Decision: The action taken report was approved by Academic Council (AC).

Item No. 3.3 Ratification of the decisions taken in the meeting of HODs held on 21-08-2015 under the chairmanship of Chairman, Academic Council (Campus Director)

Decision: Item was ratified as proposed subject to the following:

- (i) The pattern of Question Papers of MSTs and End Term Examination shall be same as per the existing scheme of PTU Jalandhar. Controller of Examination must ensure that all question papers must have uniform template.
- (ii) Two Sets of Question papers shall be set for each subject for the End Term Examinations by internal examiners. Additionally, about 20% Question Papers shall be got set by external examiners preferably from institutes having NBA Accreditations. Thereafter, about 10% question papers set by external examiners shall be used. However, all re-appear question papers shall be set by internal examiners only.
- (iii) At Least 40% numerical questions shall be set in each question paper, if possible.
- (iv) Paper setters must provide solution to all numerical problems as well as short answer type questions.
- (v) Every time paper setters should be different as far as possible for each subject, but he/she should be specialized in the areas of that particular field.
- (vi) Practical examiners should be different, as far as possible, than the faculties who have taught the subject.
- (vii) For the students admitted in the academic year 2015-16 onwards, combined results shall be prepared for continuous evaluation during the semester and end term examination of students i.e. there shall be no separate reappear for continuous evaluation and end term exams. However, the students are required to earn the credits as lay down in the Ordinances of respective programs. In case a student fails earn minimum credits, he/she has to repeat the complete course.
- (viii) For the students admitted under PTU scheme prior to 2015-16, existing scheme of PTU shall continue as such.
- (ix) For judicious evaluation of students in Projects and Training, not more than 60 to 80 students be allotted to a single external examiner on a single day.
- (x) Students should be evaluated three times during 6 months industrial training (02 times during training plus one end term evaluation)



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- (xi) To keep the sanctity of the examination system, there must be an exemplary punishment for the employee whosoever is found to be involved in any kind of undesirable academic activities or leakage of question paper/examination related activities.

Item No. 3.4
Decision:

Approval of Examination Process

Item was approved as proposed subject to the following grievance redressal mechanism:

- (i) The faculty must show the evaluated answer sheets to the students within 03 days of completing evaluation (i.e. within 10 days of conduct of that examination).
- (ii) In case any student is not satisfied with the evaluation of his/her answer sheets, he/she can approach the concerned teacher. If he is still not satisfied, he can approach the Head Examiner (HOD of the concerned Department) and, thereafter, Controller of Examination.
- (iii) If student is still not satisfied with the evaluation of his/her sheets, then he can approach to the Campus Director. Campus Director is the final authority, who can get his/her sheets evaluated from any other teacher.
- (iv) No students can claim revision of his/her results after 07 days of declaration of provisional results by COE.
- (v) A student can get a Photostat copy of his/her answer sheet under RTI Act after paying requisite charges. However, only the evaluation done by the designated evaluator (as specified by the institute authorities) will be accepted for compilation of results. No other evaluation, by any other person, will be honoured. In case of any dispute in this regards, the decision of campus Director shall be final and binding to all concerned.
- (vi) In case it is found that teacher has intentionally failed the students, then case should be referred to IQAC for taking action against the concerned teacher.

Item No. 3.5 **Approval of Unfair Means Case investigation Committee and Flying Squad**

Decision: Item was approved as proposed. Further it was decided that punishment rules for UMC shall be same as being followed at PTU Jalandhar.

Item No. 3.6 **Approval of examination fees and late fees for examination form filling**

Decision: Item was approved as proposed. Further it was decided that after locking of examination form, in case any student wants to revise the examination form for wrong subject name, code etc.; correction fees shall be charged as per detail below:



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- a) Correction fees for 1 week after the cutoff date of form filling: Rs 500 per semester per student.
- b) Correction fees for 2 weeks after the cutoff date of form filling: Rs 1000 per semester per student.
- c) Correction fees for form filling till 01 day before commencement of examination: Rs 2000 per semester per student.

Item No. 3.7

Restructuring of Academic Council

Decision:

Item was approved as proposed.

Item No. 3.8

Approval of Internal Quality Assurance Committee (IQAC) and Departmental Quality Assurance Committee (DQAC)

Decision:

Item was approved as proposed. Further it was decided that

- (i) IQAC, DQAC and Director must also check the quality of Lab Manuals for each experiment.
- (ii) DQAC must ensure that each lab manual has a set of about 20 short question-answers related to each experiment/lab work.
- (iii) HOD and DQAC must also ensure that each student/group of two to five students must perform separate experiments during practical period every week.

Item No. 3.9

Ratification of Board of Studies of School of Architecture.

Decision:

Item was ratified as proposed.

Item No. 3.10

Ratification for inclusion of additional members in Board of Studies of Civil Engineering Department

Decision:

Item was ratified as proposed. However, the members already approved in Academic Council meeting for the BOS of Civil Engineering shall continue to exist as such.

Item No. 3.11

Ratification of Board of Studies for Departments of Management and Computer Applications.

Decision:

Item was ratified as proposed.

Item No. 3.12

Ratification of minutes of 1st Meeting of Board of Studies of various departments.

Decision:

Item was ratified as proposed.

Item No. 3.13

Approval of Committee for framing Ordinances for various degree programmes.

Decision:

It was decided that instead of a single committee proposed under this item, there shall be separate "Ordinance Framing Committees" for BCA, BSc (IT), B.Tech, B.Arch, M.Tech, MBA, and MCA Programmes.



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The Academic Council has authorized the Chairman of Academic Council to approve the constitution of "Ordinance Framing Committees" for BCA, BSc (IT), B.Tech, B.Arch, M.Tech, MBA, and MCA Programmes. The "Ordinances" so prepared by these committees shall be put up in next meeting of AC for approval.

Further it was decided to add HODs of MBA, MCA and Architecture as members in the "Scheme Planning Committee (SPC)" already approved in the 2nd meeting of Academic Council vide Agenda Item No. 2.1. This Committee is required to submit its report to the Chairman Academic Council by 15th September 2015.

The scheme plan thus finalized will be put in the meeting of respective board of studies for scheme development. This work must be completed by 25th September 2015. Simultaneous to it, the work of Ordinance Framing Committee will also start and the final draft of ordinances will be put up to the Academic Council of the institute for approval.

Item No. 3.14 **Ratification of the decisions taken in minutes of the meeting of HODs held on 24-08-2015 under the chairmanship of Chairman, Academic Council (Campus Director)**

Decision: It was decided to add all members of "Scheme Planning Committee" to the committee proposed under this item for effective implementation of Grade System in the institute w.e.f. current academic session.

Supplementary Agenda:

With the approval of Chairman, following supplementary agenda were taken up:

Item No. 3.15 (i) Authorization to the Chairman of Academic Council

Decision: Academic Council has authorized the Chairman of Academic Council to take decisions on behalf of Academic Council for the smooth and efficient functioning of the institute and such decisions taken by the Chairman Academic Council shall be reported in the next meeting of Academic Council for ratification.

Item No. 3.15 (ii) Grace marks/Rationalization of marks

Decision:

It was decided that:

- a) The internal marks for all the regular subjects shall be rationalized for better evaluation. A committee consisting of all ADs and HODs shall rationalize the internal marks. The rationalization should be accompanied with proper written comments about the reason for such rationalization. After rationalization, the updated internal marks will be submitted by the faculty members through department heads to the examination cell (COA).



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- b) In case of any part of the question paper being out of syllabus in the end semester examination, students may submit a representation to Controller of examination, with comments from the concerned faculty through respective HOD. The said representation shall be referred to Internal Quality Assessment Committee. The committee will decide the case and may recommend grace marks for that subject's external marks. The recommendations of IQAC shall be forwarded by its Chairman to controller of examination, after approval from the director.

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

Dated: 28.08.2015

Prakash Kumar
28/8/15
Member Secretary of Academic Council,
Shaheed Bhagat Singh State Technical Campus,
Ferozepur (Formerly SBSCET, Ferozepur)

~~Approved/Not-Approved~~

~~Hon'ble Director-cum-Chairman Academic Council
Shaheed Bhagat Singh State Technical Campus, Ferozepur~~

M. Malik
31/8/2015

Member Secretary

Copy to Associate Directors, HODs, DA, DPG & COE for compliance & to chairman for information.

Prakash Kumar
7/9/15