

MINUTES OF THE MEETING OF ACADEMIC COUNCIL OF IEC UNIVERSITY HELD ON FRIDAY JUNE 27, 2014 AT 10.00 A.M. AT UNIVERSITY CAMPUS, BADDI

MEMBERS PRESENT:

Name	Position	Designation
Dr. Bhanu P. S. Sagar	Chairperson	Vice-Chancellor
Dr. Navin Gupta	Member	Pro-Chancellor
Dr. S. S. Bedi	Member	Dean Academic Affairs
Prof. P. Krishnamachar	Member	Dean Engineering
Mr. Vijay Aggarwal	Member	Dean Vedic Sciences, OSD
Dr. Preet Kawal Kaur	Member	HOD (Pharmacy)
Dr. K. R. Sharma	Member	HOD (Chemistry)
Mr. Vijay Kumar	Member	AP (MCA)
Mr. Deepak Makkar	Member	Asst Prof (EE)
Dr. Pankaj Thakur	Member	HOD (Maths)
Dr. Geetika Sood	Member	HOD (Law)
Mr. Kuldeep Bartariya	Member	HOD (Management)
Ms. Nadezeda Chadha	Member	HOD (Fashion Designing)
Ms. Kavita Jangra	Member	HOD (Arch.)
Mr. Gautam Kumar	Member	HOD (ME)
Ms. Navpreet Kaur	Member	HOD (JMC)
Mr. Dinesh Kothary	Member	HOD (ECE)
Ms. Deepa Singh	Member	HOD (ENGLISH)
Mr. Randeep Singh	Member	HOD(CSE)
Mr. Makhan Singh	Member	HOD(Commerce & Finance)
Ms. Manpreet Kaur	Member	HOD (Physiotherapy)
Mr. Rajesh Thuwal	Member	Librarian
Mrs Poonam Mehta	Member	Head - T&P
Mr. K. S. R. Murthy	Member Secretary	Registrar

The meeting was started with the welcome address by Prof. (Dr.) Bhanu P. S. Sagar, Vice-Chancellor, IEC University. He extended his warm welcome to Honourable Pro-Chancellor, IEC University. It was informed at the meeting that Governing Body vide its decision taken in its meeting held on March 31, 2014 has promoted Dr. Navin Gupta as Pro-Chancellor of the University. The Resulting vacancy of Vice Chancellor was filled by appointment of Dr. B.P.S. Sagar as Vice – Chancellor of the University by Governing Body decision taken in its meeting held on March 31, 2014. The Academic Council welcomed the new Vice- Chancellor of the University. Thereafter, Vice Chancellor took his Chair as Chairman of Academic Council. Vice-Chancellor then cordially welcomed all the AC Members and extended his sincere thanks for their consistent support and contributions to Academic Council. Further, he extended his heartiest welcome to the newly introduced members of Academic Council like Mr K S R Murthy - Registrar-IEC University, **Mr Rajesh Thuwal - Librarian-** IEC University, **Mrs Poonam Mehta – Head**

(T&P) and Dr Pankaj Thakur, HOD - Mathematics. He also informed the Academic Council that names of **Dr R. K. Lalwani – former Pro Vice Chancellor-IECU** and **Ms Leenu Narang – AP (EVS)** have been withdrawn from Academic Council as they have already left IEC University. After finding the quorum being present, he called the meeting was in order. As all the members were present no Leave of Absentee was observed. Following the welcome address, Vice-Chancellor has made a brief presentation about the progress made IEC University at various academic fronts since last Academic Council meeting held on March 31, 2014. Soon after the presentation, Vice-Chancellor has requested Mr K S R Murthy, Registrar-IECU and Member Secretary of AC to seek permission of the Council members to take up the agenda items one by one for deliberate discussion and approval:

Item no. 1

To take note of Minutes of previous Academic Council Meeting dated March 31, 2014.

Minutes of Previous Academic Council Meeting held on 31.03.2014 were tabled and read. After discussions members approved the same. **(Annexure 1)**

Item no. 2

To take note of Action Taken Report of Previous Academic Council Meeting held on March 31, 2014.

Action Taken Report of the last Meeting of Academic Council held on March 31, 2014 was tabled and taken as read. The members discussed the matter and took note of the same. **(Annexure 2)**

Item no. 3

To take note of Selection Committee Minutes for new Selections (Academics) made in the University.

A Schedule of all Academics Selections made in the University after March 31, 2014 to till date through relevant Selection Committee Meetings was placed for approval. After considering the proper documentation of minutes of Selection Committee, Members of the Council ratified the appointments of teaching and supporting staff which were put up for the same. **(Annexure 3).**

Item no. 4

To take note of Activity Report of IEC University for period April 01, 2014 till June 26, 2014.

The council was informed that Activity Report of IEC University for Period April 01, 2014 till June 26, 2014 has been prepared. Ms. Navpreet Kaur, placed activity report before the Council. The Council appraised the work of Ms. Navpreet in preparing Activity Report of the University. Draft of the report as placed before the Council was approved by the members. Brief Academic Activity / Progress Report of IEC University for the period April 01st, 2014 to June 27th, 2014 was then presented by the Member Secretary. Following inspections were conducted on the respective dates:

(Annexure 4).

DATES	INSPECTION
21st April, 2014	B. Arch
28th-29th April, 2014	PCI
19th-20th May, 2014	UGC

Item no. 5

To take note of status of IEC University Newsletter, 'Expression'.

Status of Bi-annual Newsletter of IEC University "Expression" was then presented by the Member Secretary. It was reported at the meeting that the work of publishing the Newsletter is in progress. Members discussed the contents to be included in the newsletter which comprised of various conducted events like Marathon "Bhaag Baddi Bhaag- 2014", No Tobacco Day, Women's Day cum Fashion Week; guest lectures by Aspiring Mind on Placement Enhancement Skills, by Achieving Marketing Skills and workshops/seminars and visits to different places/ industries like Hemma Pharmaceuticals, Kalka Railway Station. Also visit to Mega Lok Adalat and Punjab and Haryana High court along with pictures. Apart from extracurricular activities, academia details of faculty members have also been taken into account which includes awards and appreciations. Members took note of the same and Vice – Chancellor was advised to get the newsletter published and distributed for student's use.

Item no. 6

To discuss and approve recommendations of Examination committee.

The council was informed that minutes of meeting of Examination Committee has been prepared and put for approval. Brief report on Summer Examinations was then presented by the Member Secretary. Besides, New Examination reforms which were introduced and implemented at IEC University were also presented and discussed deliberately and are as follows:

- Coding of answer booklets
- Issuing of Ten digits Roll No to different Schools having distinguishable codes.
- New scheme/pattern for record keeping
- Consent/Student signature on the Internal Assessment
- Answer sheets got evaluated with in a prescribed time of 1 week
- Performas regarding –
 - Opening of Question Paper and closing of Answer booklets Packets
 - Admit cards
 - Multiple Flying Squads
 - 04 Invigilators in One Room
 - Remuneration Bill
 - Attendance Sheet
 - Roll No
 - Award List

It was also informed that Examination Committee has reviewed the decision of Unfair Means Committee which has cancelled the papers of students using unfair means at the Examination of the University. The Examination Committee in its decision, confirmed the decision of Unfair Means Committee. The Academic Council also stood by the decision of Examination Committee and confirmed the Minutes of Examination Committee. **(Annexure 5).**

Item no. 7

To take note of activity of Training and Placement cell for April 01, 2014 to till date.

Brief report on Training & Placement for the period April 01st 2014 to till date was then presented by the Member Secretary. Following activities were carried out during the specified abovementioned three months – **(Annexure-7).**

- **Seminars** – EE & ECE Students

- **Visit to - Railway Workshop Kalka** – ME Students
- **Hemma Herbs Pvt Ltd** – B. Sc., M. Sc. & Pharmacy Students
- **Guest Lecture** – BFD Students
- **Tie up with industry for placement** – MBA Students
- **Issuing of letters to students for industrial training for four to six weeks**
- **Plan for aptitude test of Basic Computer Internship of six students of Management School.**

After discussions members took note of the same. **(Annexure 7).**

It was suggested by the Pro- Chancellor, Dr. Navin Gupta that Training and Placement of the University is to be strengthened. It should be made well organized to cater all requirements of industrial visits, training and finally the placements of all the students of the different schools of the University.

Item no. 8

To approve minutes of Planning Board of the University to commence Vocational Courses.

Minutes of Planning Board of the University, at its Meeting held on 16.06.2014 proposing different vocational courses were placed. A brief report on proposed Vocational Courses to be started under different Schools of the IEC University was then presented by the Member Secretary Following are the proposed vocational courses –

- Bachelor degree in Secretarial Practice;
- Bachelor degree in Computer Hardware, Networking, Assembly and Server Maintenance;
- Bachelor degree in Rural Health;
- Bachelor degree in Web Designing, Mobile Applications & Digital Marketing;
- B.Sc in Cafeteria, Front Office & Restaurant Management;
- B.Sc in Food Processing & Preservation;
- Bachelor Degree in Electrical & Electronics Appliance Management
- Bachelor degree in Fashion Technology & Tailoring

Members discussed other vocational courses that can be started in the University, after much deliberations and taking into account the suggestions of all the Members, the list of **15 vocational courses**, to be commenced in the University was placed for approval. It was appraised at the meeting that UGC's guidelines on vocational Programs needs to be followed in order to commence these courses. After discussions members approved the same and advised the vice-Chancellor to complete the necessary requirements in accordance with UGC's guidelines. **(Annexure 7)**

Item no. 9

To approve all Board of Studies held from April 01, 2014 to till date.

Minutes of Board of Studies held after March 31, 2014 to till date were placed. It was appraised at the meeting that some revised BOS (as per list attached) have been held for some courses. The same were approved as provided in the **Annexure – 8.**

Item no. 10

To discuss and approve Student's Handbook

Draft Student's Handbook was place before the Council for approval. Members discussed the contents to be included in Student's Handbook. Some additions in terms of components of evaluation were advised to be included by Dean Academic Affairs. Members also suggested to include the lines '**Students**

are compulsorily required to pass Internals and Externals separately in all components of Evaluation (i.e. Theory & Practical) and securing atleast 40% in both.'

After discussions, members approved the same. **(Annexure - 9)**

Item no. 11

To discuss and approve minimum qualification required for admission under each course of the university.

A brief summary Basic qualification and other eligibility conditions for admission in each course of the University was placed before the council and after incorporation of certain modifications and satisfying itself to the eligibility as required by State Govt., the Council approved the same. **(Annexure 10)**

Item no. 12

To approve Migration of Students from Mongolia

The procedure adopted for the migration of Mongolian students from MUST Mongolia to IEC University was then presented by the Member Secretary and the same was approved by the Academic Council. The final year consists of 50 credits which are to be studied. Additionally, MUST students need to study Foundation English/Professional Communication before the commencement of final year Academic session. Also we need to identify faculty staff to teach MUST students. Further, separate time table for theory classes would be prepared to give them one to one attention.

The University has framed clear cut policy for intercollegiate, inter university and inter country migration of students. The primary norms for migration are as follows -

- (i) Inter- University migration shall not be allowed in normal circumstances. It can be allowed in special circumstances by the Vice – Chancellor, on the recommendations of a Sub- Committee, comprising of three members of Academic Council, constituted by the Vice – Chancellor.
- (ii) Migration (inter- se) from the Schools/institutions or colleges shall, however be considered as under :-
 - (a) No migration shall be allowed during first year of studies except on extreme compassionate grounds, with the prior approval of Academic Council.
 - (b) Migration from one School/ institution/ college to another School/ institution / college in the same programme / discipline in the second year / third semester can be considered in respect of following cases:-
 - (1) Mutual migration of the student (s) in the same programme / discipline may be allowed when 'No Objection' is conveyed by both the Deans/ Directors/ Principals of concerned School / institution / college, as applicable and the clear vacancy is available. Such migration shall be allowed with the approval of the Vice- Chancellor of the University.
 - (2) In case applicants seeking such migration indicated in para (1) are more than the vacancies available, migration will be allowed with the approval of the Vice – Chancellor on the basis of merit of students in 1 year of the programme.
 - (3) In case of migration of the student, the candidate is required to pay the fee as prescribed by the University.

- (iii) Under exceptional circumstances or in order to take care of unforeseen situations, the Academic Council may consider any relaxation in the Ordinance for reasons to be recorded in writing.

After deliberations, the council approved the Migrations.

Item no. 13

To take note of report on self assessment of Educational Institutions Proforma

Various documents issued by NAAC (UGC) regarding Self Assessment of Educational Institutions / University were then presented by the Member Secretary to Academic Council members. After discussions, members approved the same. **(Annexure 11)**

Item no. 14

To take note of tie up with hospital for courses under IEC School of Allied Health Sciences.

Academic Council members were informed about various paramedical courses which IEC University is going to start from next academic session and a mandatory requirement of tie-up with a Super Speciality Hospital is required and the same has been managed with Ivy Hospital, Mohali. Members noted the same

(Annexure 12)

Item no. 15

To take note of Academic Calendar of the University.

Dr. S.S. Bedi, Dean Academic Affairs, placed before the council Academic Calendar to be followed at the University for upcoming Academic session. Members took note of the same. **(Annexure 13)**

Item no 16

Any other matter with the permission of the chair.

1. **Regarding Grace Marks:** As in most of the Universities, V.C.'s grace of up to 5 marks to be added as 5 or parts of 5 to the best advantage of a candidate to pass in one or more subjects or to get a class, may be provided for. **NOT APPROVED**

2. Regarding Question Paper Pattern: Short answer questions in part "A" of question papers may be prescribed to be objective multiple choice questions only of UPSC pattern. This will give a good training to the student to attempt such questions which are given in many selection tests as well, apart from sharpening decision making capability. This is the objective of "objective" type of questions.

3. NET qualified faculty must be appointed. Faculty members who are already working and have not cleared NET must do so as early as possible.

4. It was decided that in future Candidates with net qualification should only be considered for Faculty positions at IEC University as it a mandatory requirement of UGC and State Government. For existing faculties, without UGC net qualifications, working at IEC University, it has been suggested that they need to get net qualifications as early as possible.

5. OTHER RECOMMENDATIONS / GENERAL SUGGESTIONS

The problem regarding taking common course classes of different subjects should be first discussed at the Deans / Heads of the School level. This should also be first cross verified that the curriculum and the credits should not get disturbed. After completely examining the syllabus and other factors like Course code, the issue should be then only taken over to the higher authority. Same way all issues pertaining to modification in ordinance should be first discussed at Deans / Heads level and necessary outcomes should only be forwarded to Academic Councils as Agenda Points.

Vote of thanks.

Meeting ended with vote of thanks to the chair and to all the members present.

(Prof P Krishnamachar)

(Dr S S Bedi)

(Shri Vijay Aggrawal)

(Dr Preet Kawal Kaur)

(Dr Geetika Sood)

(Dr K.R. Sharma)

(Dr Pankaj Thakur)

(Mr Vijay Kumar)

(Mr Randeep Singh)

(Mr Gautam Kumar)

(Ms Poonam Mehta)

(Mr Deepak Makkar)

(Mr Kuldeep Bartariya)

(Mr Dinesh Kotharay)

(Ms Kavita Jangra)

(Ms Nadezeda Chadha)

(Mr Makhan Singh)

(Mr Rajesh Thuwal)

(Ms Navpreet Kaur)

(Ms Manpreet Kaur)

(Ms Deepa Singh)

(Mr K S R Murthy)

(Shri Navin Gupta)

(Prof. Bhanu P. S. Sagar)

Date: 27-06-2014

Place: Baddi, Solan, Himachal Pradesh

