



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(Deemed University)

(Declared Under Distinct Category by Ministry of Education, Government of India)

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Minutes of the Academic Council Meeting

The meeting of the Academic Council (AC) was held on 11th December 2024 at 11.30 A.M. onwards in the Convention Hall of the institute. The external members have attended the meeting through Video Conferencing.

The meeting was chaired by **Dr. R. K. Pandit**, Vice-Chancellor of the Madhav Institute of Technology & Science- Deemed University. **Shri Prashant Mehta**, Former IAS & Member of the Scindia Engineering College Society (SECS) Gwalior, attended the meeting as Special Invitee.

Prof. Lalit Kumar Awasthi, Vice Chancellor, Sardar Patel University, Mandi, Himachal Pradesh, **Prof. Mahesh Chandra Govil**, Director NIT Sikkim, **Prof. I. K. Bhat**, Former Director, MNIT Jaipur and **Dr. Rommel Mehta**, Former Professor, Department of Landscape Architecture, School of Planning and Architecture (SPA), New Delhi, attended the meeting; while the other member of the Council, **Prof. Mohan Sen**, Registrar, RGPV, Bhopal could not attend the meeting.

Internal members Dr. C. S. Malvi, Professor & Head, Mechanical Engineering Professor & Head, Mechanical Engineering could not attend the meeting.

The following internal members attended the meeting:

S. No.	Name	Designation	Status in AC
1.	Dr. R. K. Pandit	Vice-Chancellor	Chairperson
2.	Dr. Manjaree Pandit	Professor & Dean, Faculty of Engineering & Technology	Member
3.	Dr. Sanjay Tiwari	Professor & Head, Civil Engineering	Member
4.	Dr. Sulochana Wadhwani	Professor & Head, Electrical Engineering	Member
5.	Dr. Pratesh Jayaswal	Professor, Mechanical Engineering & Registrar	Member
6.	Dr. M.K. Gaur	Professor & Head, Chemical Engineering	Member
7.	Dr. Akhilesh Tiwari	Professor & Head, Computer Science and Business Systems	Member
8.	Dr. Manish Dixit	Professor & Head, Computer Science & Engineering	Member
9.	Dr. D. K. Jain	Professor & Head, Engineering Mathematics and Computing	Member
10.	Dr. Vandana Vikas Thakare	Professor & Head, Electronics Engineering	Member
11.	Dr. Anjali S Patil	Professor & Head, Architecture & Planning	Member
12.	Dr. Sanjeev Khanna	Associate Professor, Humanities	Member
13.	Dr. Sanjiv Sharma	Associate Professor & Head, Information Technology	Member
14.	Dr. R. R. Singh Makwana	Associate Professor & Head, Artificial Intelligence	Member



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S. No.	Name	Designation	Status in AC
15.	Dr. Anjula Gaur	Assistant Professor, Applied Sciences	Member
16.	Prof. Anish P Jacob	Assistant Professor, Chemical Engineering	Member
17.	Dr. Praveen Bansal	Assistant Professor, Internet of Things	Member
18.	Dr. Saumil Maheshwari	Assistant Professor, Computer Science and Business Systems	Member Secretary
19.	Dr. Nikhil Paliwal	Assistant Professor, Electrical Engineering	Member

The following deliberations took place in the meeting:

ITEM: AC-1	<p>To confirm the minutes of the last Academic Council Meeting held on 22nd July 2024</p> <p>The compliance status of the key aspects approved in the previous academic council was discussed and apprised, as per the following</p> <ul style="list-style-type: none">The ordinances and scheme structures for all the programmes at Under Graduate, Post Graduate and Ph.D. level were approved by the Council. <p>As approved by the Academic Council, the ordinances & scheme structures were subsequently presented and approved by the Executive Council during its meeting on July 24, 2024. These ordinances & scheme structures have been in effect for the batches admitted in the 2024-2025 session under the Deemed University structure.</p> <p><u>The minutes of the previous Academic Council meeting, held on July 22, 2024, were approved, and the efforts made toward their implementation were acknowledged and appreciated.</u></p>
ITEM: AC-2	<p>To honor the decision of Research Degree Committee (RDC) of RGPV, Bhopal with research centre at MITS for continuation of Ph.D. research work at MITS-Deemed University, Gwalior</p> <p>In continuation to the earlier decision taken in the last academic council meeting regarding the Ph.D. research work continuation at Madhav Institute of Technology & Science- Deemed University (MITS-DU), it was proposed to allow the interested candidates to continue their Ph.D. work at MITS-DU, Gwalior. The proposal was for the candidates registered at the MITS research centre with the supervisor(s) from MITS at the time of RDC of the research scholar. In order to have this provision, it is required to honor the coursework (under credit transfer system) and RDC requirements of RGPV, Bhopal. The candidate is required to submit his/her migration certificate from RGPV, Bhopal and willingness with undertaking that he/she will abide by the Ph.D. ordinances of MITS-DU. Said provisions shall remain applicable till June-2025 and the degree will be awarded by MITS-DU as per the MITS-DU ordinances.</p> <p><u>The house noted and approved the proposal</u></p>



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ITEM: AC-3	<p>To consider and approve the minor amendments in the ordinance of the Ph.D. Programme under the Deemed University structure</p> <p>It was proposed to allow the following amendments in the ordinance, applicable to the candidates registered for the Ph.D. Programme under the MITS-DU:</p> <ul style="list-style-type: none">• Educational Qualifications for Admission: Under section 2.2 of the Ph.D. Ordinance for the requirement of Educational Qualifications for Admission to the applicants having only B.Tech./B. Architecture and Planning degree, the requirement for valid UGC-NET/UGC-CSIR NET/GATE/CEED or similar National level tests score can be exempted for the applicants having B.Tech. or Equivalent degree from Centrally Funded Technical Institutions (CFTIs)/ Higher Education Institutions (HEIs) / Reputed Institutions/Universities accredited with minimum NAAC grade 'A', and CGPA 7.5 or above at B.Tech. level.• Residential Period of PhD Programme: Under Section 9 of the Ph.D. Ordinance for the requirement of Residential Period of PhD Programme, the interested Ph.D. candidates can also apply for the conversion from part-time to full-time PhD Programme.• Research Advisory Committee (RAC): Under section 12.2 of the RAC Constitution, the RAC of a candidate will constitute of:<ul style="list-style-type: none">• Head of the concerned department– Chairperson. ii. Faculty PhD Coordinator-Member iii. One representative from the concerned department/domain, possessing doctoral Degree-Member. iv. Research supervisor of the scholar – Convener v. Co-supervisor (if any) of the scholar. vi. One representative from interdisciplinary department/domain, possessing doctoral degree- Member. <p>Under section 12.10 of the RAC, the requirement for paper publication:</p> <ul style="list-style-type: none">• In the case of publication requirement, the number of co-authors are limited to the number of supervisors/co-supervisors and additional one collaborating author in connection with the supervisor/co-supervisor/research scholar from CFTIs/HEIs/Industry persons/Research Labs can be added (only in one paper). In all cases, the research scholar should be the first author. <p>The amended ordinance and provisions therein will be applicable to the candidates registered for the Ph.D. Programme under the MITS-DU. The detailed ordinance is annexed as ANNEXURE-1.</p> <p><u>The house noted and approved the ^{amendments in the} ordinance of Ph.D. Programme.</u></p>
ITEM: AC-4	<p>To consider and approve the period for Retention and Disposal of Examination Answer Scripts, Papers and Records</p>



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	<p>It was proposed to retain the Examination Answer Scripts, attendance sheet, question paper, evaluation reports, evaluation reports, examination applications etc. for a minimum period of 12 months (Twelve months) from the day of declaration of the result. However, in case of any dispute/pending matter related to any, should be preserved till the matter is over. Further, digitized copy for attendance and other related to be maintained after 12 months.</p> <p><i>It was also proposed that a suitable committee may be constituted by the competent authority for the same to prepare the Standard Operating Procedures for Retention and Disposal of Examination Answer Booklets, Papers and Records.</i></p> <p><u>The house approved the proposal</u></p>
ITEM: AC-5	<p>To consider the proposal for implementing “dynamic syllabi” of the courses, w.e.f. July-December 2025 session, under MITS-DU structure</p> <p>In order to accommodate the fast technological changes in the curriculum, the concept of dynamic syllabi development will be implemented w.e.f. July-December 2025 session. Under the said provision, 20% of contents (One unit) will remain dynamic (activity based wherever required) and decided on the basis of inputs from the course committee and other stake holders meeting the industrial demands.</p> <p><u>The house noted and approved the proposal.</u></p>
ITEM: AC-6	<p>To review and approve the Novel Engaging Courses being offered in the July-December 2024 session</p> <p>The house was informed that, as a part of Holistic Education initiative under NEP 2020, the institute has concluded a list of 110 Novel Engaging Courses along with the course contents, focusing on many areas for the students admitted under Deemed University structure. In addition, 27 new courses added in the list are also offered during the July-December 2024 semester.</p> <p><i>The complete list of Novel Engaging Courses is annexed as ANNEXURE-2(a)&2(b)</i></p> <p><u>The house has noted and appreciated</u></p>
ITEM: AC-7	<p>To review and approve the revised scheme structure for the core B.Tech. programmes and B.Tech. programmes in the CSE/IT domain and emerging area programmes applicable w.e.f. batch admitted in 2024-2025</p> <p>Following minor changes were proposed in the scheme structure of B.Tech. programmes:</p> <ul style="list-style-type: none">• Skill Enhancement Program/Research Internship/On Job Training for Four weeks duration at the end of VI semester will be mandatory now. The



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	<p>credit (01) for the same will be awarded in the scheme of 7th semester in place of semester proficiency.</p> <ul style="list-style-type: none">In the VII semester Departmental Elective-3 & Specialization Course-3 will be offered through MITS-MOOC in blended mode and Departmental Elective-4 & Open Category-2 will be offered through SWAYAM/NPTEL/MOOC platform. <p>The scheme structure will apply to the candidates registering in the core and the CSE/IT domain B.Tech. programmes under the MITS-DU. The detailed scheme structure is annexed as ANNEXURE-3(a)&3(b)</p> <p><u>The house noted and approved the proposal.</u></p>
ITEM: AC-8	<p>To ratify the scheme and syllabus of first semester of the students admitted under MITS-DU in the session 2024-25 of various programmes (recommended in the Board of Studies held in the month of September 2024)</p> <p>The deliberation of Board of Studies was presented by the HoDs / Chairpersons / Coordinators of the following departments/Centres: [Civil, Mechanical, Electrical, Electronics, Computer Science & Engineering, Information Technology, Engineering Mathematics and Computing, Chemical Engineering, Centre for Artificial Intelligence, Centre for IoT, Centre for Computer Science and Business Management, Architecture, Applied Sciences, Humanities].</p> <p>The presentation covered the agenda items of the respective BoS, as per the ANNEXURE-4</p> <p><i>The house approved the minutes and recommendations made by different Board of studies (BoS)</i></p>
ITEM: AC-9	<p>To review and approve the minutes of the Board of Studies (BoS) held in the month of December 2024</p> <p>The deliberation of Board of Studies was presented by the HoDs / Chairpersons / Coordinators of the following departments/Centres: [Civil, Mechanical, Electrical, Electronics, Computer Science & Engineering, Information Technology, Engineering Mathematics and Computing, Chemical Engineering, Centre for Artificial Intelligence, Centre for IoT, Centre for Computer Science and Business Management, Architecture, Applied Sciences, Humanities].</p> <p>The presentation covered the agenda items of the respective BoS, as per the ANNEXURE-5</p> <p><i>The house approved the minutes and recommendations made by different Board of studies (BoS)</i></p>
ITEM: AC-10	Any other matter



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	<ul style="list-style-type: none">Provisions for the integration of the Accelerated Degree Programme (ADP) and Extended Degree Programme (EDP) as per the regulations of UGC to be implemented under Deemed University structure once the detailed guidelines and requirements are carefully prepared and drafted.Provisioning of the Mandatory workshop on Public Speaking to the UG students
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The meeting ended with the vote of thanks to the chair.

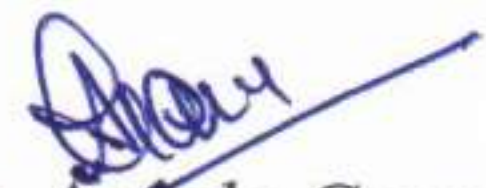

Dr. Nikhil Paliwal


Dr. Saumil Maheshwari



Dr. Praveen Bansal


Prof. Anish P Jacob



Dr. R. R. Singh Makwana


Dr. Anjula Gaur

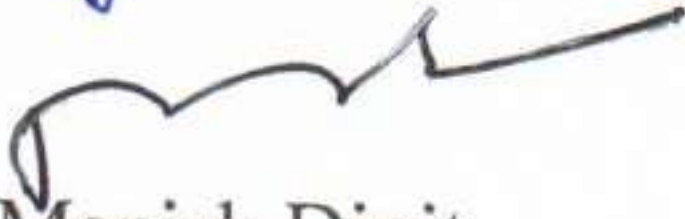

Dr. Sanjiv Sharma



Dr. Sanjeev Khanna



Dr. Anjali S Patil


Dr. Vandana Vikas Thakare

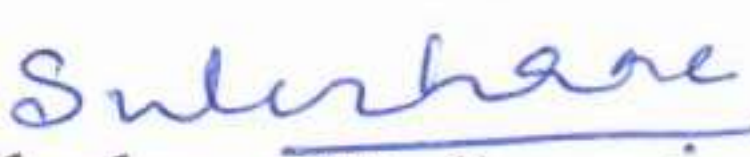

Dr. D. K. Jain



Dr. Manish Dixit



Dr. Akhilesh Tiwari

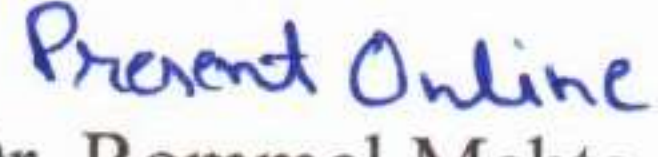

Dr. Manish Kumar Sagar

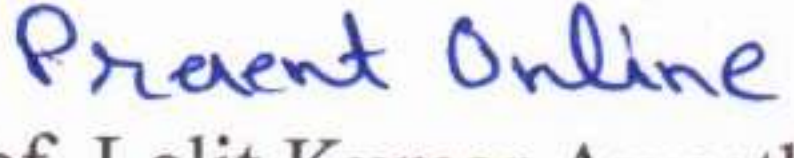

Dr. Pratesh Jayaswal

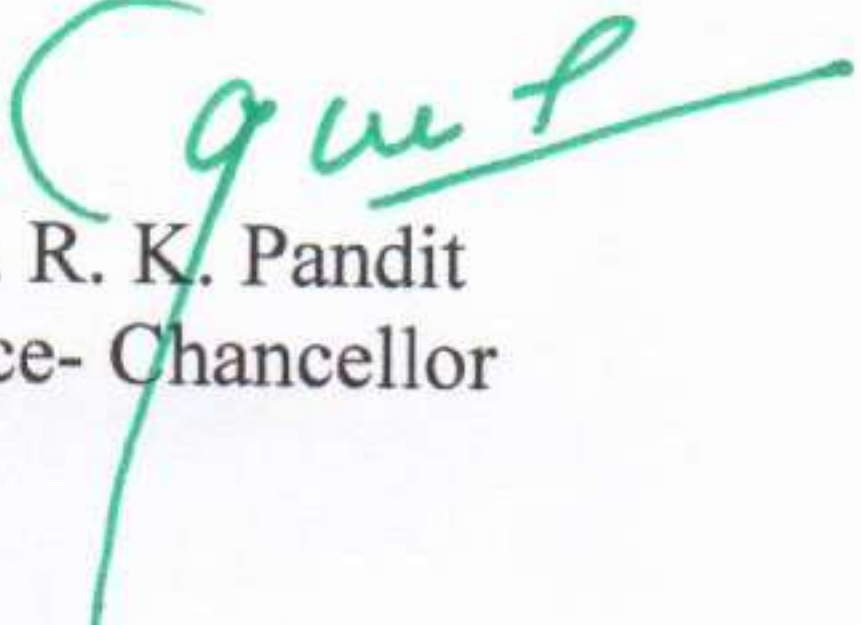

Dr. Sulochana Wadhwani

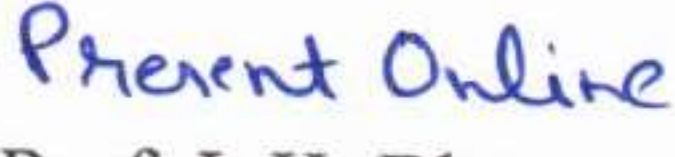

Dr. Sanjay Tiwari

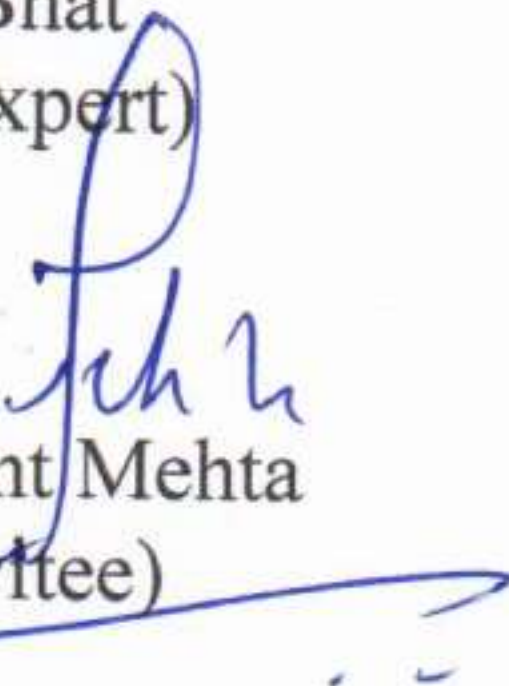

Dr. Manjaree Pandit
(Dean, Faculty of Engineering and Technology)



Dr. Rommel Mehta
(External Expert)


Prof. Lalit Kumar Awasthi
(External Expert)


Dr. R. K. Pandit
Vice-Chancellor


Prof. I. K. Bhat
(External Expert)


Shri Prashant Mehta
(Special Invitee)


Prof. Mahesh Chandra Govil
(External Expert)



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Annexure-2(a)

List of Novel Engaging Courses

S. No.	Course Id.	Course Name	Mentor Name	Mentor_Dept
1	NEC00001/2000013	Environment Protection* - I	Aditya K. Agarwal	CE
2	NEC00003/2000016	National Service Scheme** - I	Manish Sagar	NSS
3	NEC00007/2000020	National Cadet Corps** - I	B.P.S. Bhadoria	NCC
4	NEC00011/2000032	Games & Sports** - I	B.P.S. Bhadoria	Sports
5	NEC00015/2000042	Holistic Health* - I	Vishal Chaudhary	EE
6	NEC00017/2000052	Food and Nutrition	Anjula Gaur	Applied Science
7	NEC00018/2000088	Gender Sensitization	Anshu Chaturvedi	CSE
8	NEC00019/2000127	Craft practices in India	Gautam Bhadoriya	CE
9	NEC00020/2000130	Study of Historical Monuments of Gwalior	Jaimala Jha	CSE
10	NEC00021/2000139	Smart Home Technologies	Vikas Shejwar	IT
11	NEC00022/2000141	Electrical Safety	Vijay Bhuria	EE
12	NEC00023/2000143	Know your Country: History, Culture & Traditions	Neha Bhardwaj	IT
13	NEC00024/2000151	Innovation: From Creativity to Entrepreneurship**-I	Ankit Tiwari	EE
14	NEC00028/2000157	Bhagwad Gita- An Introduction	C.S. Malvi	ME
15	NEC00029/2000162	Electrical Home Appliances	Sunil Kumar Shukla	C-AI
16	NEC00030/2000167	Internet as Social Media	Shubha Mishra	C-AI
17	NEC00031/2000180	Umpiring of Sports	B.P.S. Bhadoria	Sports
18	NEC00032/2000195	Capture & Create Digital Photography	Shourabh Raghuwanshi	CM
19	NEC00033/2000202	Global Democratic Systems	Arun Kumar	C-AI
20	NEC00034/2000205	Lessons of life and times from the Mahabharata	Arzoo Choubey	Humanities
21	NEC00035/2000010	Digital Learning* - I	Punit Kumar Johari	IT
22	NEC00037/2000048	English Literary Skills	Sanjeev Khanna	Humanities
23	NEC00038/2000050	Preliminary Journalism Skills	Anish P. Jacob	CM
24	NEC00039/2000074	Basic and Advanced Excel	Abhilash Shukla	CE
25	NEC00040/2000142	Microsoft Office-Excel Skills	Abhilash Sonker	IT
26	NEC00041/2000170	Microsoft word and PowerPoint for Beginners	Pooja Sahoo	EC
27	NEC00042/2000198	The Art of Mandala Meditation	Vibha Tiwari	C-AI
28	2000001	3D Printing	Gavendra Norkey	ME
29	2000004	Data Analysis Skills	B.K. Jain Dr. Divya	MAC
30	2000007	Robotics	Karuna Markam	EC
31	2000009	Animation	Amit Manjhvar	CSE
32	2000018	National Service Scheme (NSS) - III	Manish Sagar	NSS
33	2000022	National Cadet Corps (NCC) - III	B.P.S. Bhadoria	NCC
34	2000034	Games & Sports - III	B.P.S. Bhadoria	Sports
35	2000066	Software Development - I	Atul Chauhan	Data Resource
36	2000068	Software Development - III	Atul Chauhan	Data Resource
37	2000078	SPSS For Data Analysis	Prachi Singh	CE
38	2000083	Cloud Computing: Techniques & Tools	Mir Shah Nawaz Ahmad	C-AIR
39	2000089	IT Tools	Abhishek Dixit	CSBS
40	2000090	Understanding Financial Markets	Saamil Maheshwari	CSBS
41	2000095	Imbalance Learning	Bhagat Singh Raghuwanshi	C-AIR
42	2000099	Basics and Applications of Mathematica	Atul Kumar Ray	MAC
43	2000100	Technical Report Writing for Engineers	Minakshi	MAC
44	2000110	LT Spice Tutorial for Circuit Simulation	Vikas Mahor	EC
45	2000115	MATLAB Simulink	Deepak Batham	EC
46	2000119	Computational Methods for Engineers using MATLAB	Nitin Upadhyay	ME
47	2000124	Basics of Campus Recruitment Training	Trilok Pratap Singh	MBA

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48	2000126	Professional Networking & CSR	Monica Chauhan Bhadoriya	MBA
49	2000134	Practical Electronics for Inventors	Madhav Singh	EC
50	2000136	Basics of Control Systems for Engineers	R. P. Narwaria	EC
51	2000137	Computational Thinking for Problem Solving	Sanjiv Sharma	IT
52	2000144	Technical writing	Nidhi Saxena	IT
53	2000147	Digital Image Enhancement Techniques	Shubhi Kansal	EC
54	2000149	Software Model and Project Management Life Cycle	Parul Saxena	CSE
55	2000150	Statistical data analysis through programming	Dhananjay Bisen	C-IOT
56	2000153	Innovation: From Creativity to Entrepreneurship-III	Varun Sharma	EC
57	2000158	Arduino: Getting Started with IoT	Bhavna Rathore	C-IOT
58	2000159	Control System Design using MATLAB	Vikram Saini	EE
59	2000165	High Frequency Structure Simulator	Priyanka Garg	C-IOT
60	2000168	JIRA Agile Project Management	Gagandeep Kaur	CSE
61	2000169	Materials Characterization Techniques	Surendra Kumar Chourasiya	ME
62	2000174	Scientific Research Writing	Divya Chaturvedi	MAC
63	2000177	Solving Problems Using Modelling and Simulation	Kuldeep Narayan Tripathi	CSE
64	2000179	The Art of Technical Analysis: Decoding Market Patterns	Gaurav Khare	C-IOT
65	2000181	Probability and Statistics	Rohit Agrawal	CSE
66	2000182	Mastering Report Design: A Comprehensive Guide to Microsoft Office Visio	Praveen Bansal	C-IOT
67	2000183	Block Chain Technology	Vikram Rajpoot	IT
68	2000184	Internet of Things	Nookala Venu	C-IOT
69	2000185	Computer Vision AR/VR	Pawan Dubey	C-AIR
70	2000186	Workshop Practice	Vaibhav Shivhare	ME
71	2000187	Graphic Techniques	Vedansh Chaturvedi	ME
72	2000188	Real Time Model Making	Hemant Shrivastava	CE
73	2000189	Competency in Microsoft Excel	Nikhil Paliwal	EE
74	2000190	An overview of Hadoop Ecosystem	Devesh Kumar Lal	CSD
75	2000191	Designing Digital Circuits a Modern Approach	Kuldeep Kumar Swarnkar	EE
76	2000192	Data Analytics for Renewable Energy	Saurabh Rajput	C-IoT
77	2000194	Basics of AutoCAD and Ansys Software	Sharad Agrawal	ME
78	2000196	Managerial Aspect in Engineering	Jyoti Vimal	ME
79	2000197	Indian Knowledge System	Smita Parte	CSE
80	2000199	An Insight of Indian Thinker: Ancient to Modern	Tej Singh	C-AIR
81	2000200	Designing of Compensators and Controllers	Rahul Dubey	EC
82	2000201	Basic Image Processing of Python using Google Colab	Hemant Choubey	EC
83	2000203	Programming Skills - I	Rajni Ranjan Singh	C-AI

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Annexure-2(b)

List of Newly added Novel Engaging Courses

S. No.	Course Id.	Course Name	Mentor Name	Mentor Dept
1	NEC00044	Competitive Reasoning Practices	Aditya Dubey	C-IoT
2	NEC00045	Electroal Dynamics: Understading the Indian Election System	Aftab Ahmed Ansari	C-IoT
3	NEC00046	Scientific Temperament of Indian Thoughts and Traditions	Ashok Sharma	Applied Science
4	NEC00047	Plasmonic Sensors: Surface Plasmon Resonance Based Applications	Baljinder Kaur	Applied Science
5	NEC00048	TechWell Health	Devanshu Tiwari	CSBS
6	NEC00049	Tableau Hands-on Training for Data Science	Dheeraj Kumar Dixit	CSE
7	NEC00050	Competency and Skills of Sustainability Goals	Deep Kishore Parsediya	EC
8	NEC00051	Smart Device-Smart Use	Nishant Jain	CSE
9	NEC00052	Power of Motivation	Geetam Shukla	C-IoT
10	NEC00053	Microsoft Power BI: Data Visualization for Beginners	Himanshu Singh	EC
11	NEC00054	Mindfulness, Meditation & Stress Management	Mahesh Parmar	CSE
12	NEC00055	Engineering for Social Reform	Mukesh Kumar Mishra	EC
13	NEC00056	Personality Development in various dimensions	Namita Arya	C-IoT
14	NEC00057	Static Web Development	Rahul Dubey	CSE
15	NEC00058	Digital Detox and Wellness	Rahul Kumar	C-AI
16	NEC00059	Hindi language Poem and Songs writing	Rakesh Narvey	EE
17	NEC00060	Contribution of Indian Scientists in Scientific Development	Shailendra Kumar Dwivedi	Applied Science
18	NEC00061	Glorious Tradition of Science in India: From Ancient to Modern Times	Vaibhav Shivhare	ME
19	NEC00062	Mastering Traditional Warli Art	Shweta Chauhan	C-AI
20	NEC00063	Smart Meter- A gift to Sustainable Modern Society	Soumyajit Ghosh	C-IoT
21	NEC00064	Sculpture Making	Pranshi Jain	Architecture
22	NEC00065	Photo Editing Software: Adobe Photoshop	Versha Sinha	Architecture
23	NEC00066	Sustainable Materials for a Green Future	Khusbhoo Punia	Applied Science
24	NEC00067	Electronics Workshop: PCB Design & Fabrication	Dablu Kumar	EC
25	NEC00068	Mastering LaTeX: Typesetting for Scientific Writing	Hardev Singh Pal	C-AI
26	NEC00069	Analytical Modeling of Semiconductor Devices	Varun Mishra	EC

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BoS Agenda Items	
Item 1	To propose the scheme structure for the Batch admitted in 2024-25 academic session under the Madhav Institute of Technology & Science-Deemed University (MITS-DU) (The total credits from I-VIII semester should not be less than 160 for this batch).
Item 2	To review & finalize the syllabi for all courses of B. Tech I Semester (for batch admitted in 2024-25) under the flexible curriculum along with their COs.
Item 3	To review and finalize the Experiment list/ Lab manual for all the Laboratory Courses and Micro Project-I to be offered in B.Tech. I semester along with their COs.
Item 4	To discuss and recommend the scheme structure for the Batch admitted in 2024-25 academic session & syllabi of I semester PG Programme under the Madhav Institute of Technology & Science-Deemed University (MITS-DU) (M.E./M.Tech./MCA/MBA/MUP) along with their Course Outcomes (COs)
Item 5	To review and finalize the syllabus/module of Classified Novel Engaging Course to be offered in I semester of PG programme.
Item 6	To review and finalize the scheme structure for the Batch admitted in 2024-25 academic session and syllabi of Research Methodology and Ethics for Ph.D. Programme under the Madhav Institute of Technology & Science-Deemed University (MITS-DU)
Item 7	Any other matter.



Agenda of the BoS Meeting

(BoS Meeting Scheduled to be held 1st Week of December 2024)

Instructions for preparing BoS Proceedings

{All information is to be uploaded on the webpage under suitable heading (such as Board of Studies) and separate links to be provided for each category mentioned below}

Minutes should have a summary/cover page mentioning all the significant changes made in the following given format :

Courses where revision was carried out*

(Course name)	Course Code	Year/Date of introduction	Year/Date of revision	Percentage of content added or replaced	Agenda Item No.	Page No.	Link of relevant documents/minutes

1.

New Courses added*

(Course name)	Course Code	Activities/contents which have a bearing on increasing skill and employability	Agenda Item No.	Page No.	Link of relevant documents/minutes

* Separate page(s) for each of the above points; Agenda point wise minutes to be appended with each point and a separate link to be given in the appropriate column for each point

2. The BoS minutes along with the cover/summary page (under point number 1, above) must be uploaded on the departmental web page and **link for the same must be shared with the office of the Dean, Faculty of Engg. & Technology.**

3. Minutes should have footer with department/centre name, page number, and date of the meeting:
"Recommended in the Board of Studies Meeting of <department/centre name> held on <date>

4. Each page should be signed by all faculty, scanned and then submitted to the **Dean, Faculty of Engg & Technology.**

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