

# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to R.G.P.V., Bhopal, M.P.)

Date: 28/12/2021

## Minutes of the Academic Council Meeting

The meeting of Academic Council (AC) was held on **28<sup>th</sup> December, 2021 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**, Director of the Institute. **Er. Ramesh Agarwal**, Secretary, Scindia Engineering College Society (SECS) Gwalior, **Shri Prashant Mehta**, Member, Board of Governors (Nominee of Hon'ble Chairman, BoG) attended the meeting. **Dr. Saroj**

**Kaushik**, Former Professor, IIT Delhi and Special Invitee **Dr. Rommel Mehta**, Former Professor, School of Planning & Architecture, New Delhi attended the meeting. **Prof. Mohan Sen**, Joint

**Director DTE Bhopal** (Nominee of the Hon'ble Vice Chancellor, RGPV Bhopal) has also attended the meeting. While the nominees of BoG, Prof. Gajendra Dixit, Professor, MANIT Bhopal and Prof. R. K. Singh, Professor, University of Delhi could not attend the meeting.

Other nominee of the Hon'ble Vice Chancellor of RGPV Bhopal, Prof. R.S. Rajput, Registrar RGPV Bhopal could not attend the meeting.

### **The following internal members attended the meeting:**

S. No.	Name	Designation	Status in AC
1.	Dr. R. K. Pandit	Director	Chairperson
2.	Dr. Manjaree Pandit	Professor (Electrical Engineering) & Dean (Academics)	Member
3.	Dr. Laxmi Srivastava	Professor & Head, Electrical Engineering	Member
4.	Dr. M. K. Trivedi	Professor & Head, Civil Engineering	Member
5.	Dr. Anjali S Patil	Associate Professor & Head, Architecture	Member
6.	Dr. M. K. Gaur	Professor & Head, Mechanical Engineering	Member
7.	Dr. Akhilesh Tiwari	Professor & Head, Department of Information Technology	Member Secretary
8.	Dr. Manish Dixit	Professor & Head, Department of Computer Science & Engineering	Member
9.	Dr. Laxmi Shrivastava	Associate Professor & Head, Electronics Engineering	Member
10.	Dr. Abhay Mishra	Professor & Head, Applied Science	Member
11.	Dr. V. Shinde	Professor & Head, Engineering Mathematics and Computing	Member
12.	Dr. Sanjeev Khanna	I/C HoD, Humanities	Member
13.	Prof. Swati Gupta	Assistant Professor & Coordinator, Chemical Engineering	Member
14.	Dr. Trilok Pratap Singh	Assistant Professor & Coordinator, Management	Member

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15.	Prof. Archana Tiwari	Professor, Civil Engineering	Member
16.	Dr. R. S. Jadon	Professor, MCA	Member
17.	Prof. Anil Kumar Dwivedi	Associate Professor, Civil Engineering	Member
18.	Prof. Rajendra Prasad Kori	Assistant Professor, Mechanical Engineering	Member

Prof. Praveen Bansal, SWAYAM Manager, Dr. Sunita Sharma, Dy. Controller (Exams), Dr. Sulochana Wadhvani, Professor, Electrical Engineering & OBE Manager, Dr. Pratesh Jayaswal, Professor, Mechanical Engineering & Registrar, Dr. R. Kansal, Professor (Civil Engineering) & Dean (Students Welfare), Dr. P. K. Singhal, Professor, Electronics Engineering & Controller Examination attended the meeting as **special invitees**.

**The following deliberations took place in the meeting.**

Item: AC-1	<p>To confirm the minutes of the last Academic Council Meeting held on 28<sup>th</sup> June, 2021.</p> <p><b>The compliance status of the key aspects approved in the previous academic council was discussed and apprised, as per the following</b></p> <ul style="list-style-type: none"> <li>• Provisioning of Credits for “Novel Engaging Courses” (to promote Holistic Education and Informal Knowledge) in the scheme / curriculum, as per the recommendations of the National Education Policy (NEP) 2020.</li> </ul> <p><b>As per the approval of the Council, the “Novel Engaging Courses” (to promote Holistic Education and Informal Knowledge) are the part of curriculum. The same was implemented for the batch admitted 2020-21 onwards with the offering of 33 courses/practices addressing different dimensions such as Science &amp; Technology, Digital Technology, Societal context, Performing Arts, Physical Health, Health &amp; Hygiene, Arts &amp; Crafts, Language Skills, Home Science, Soft Skills and Application Software, under the mentorship of faculty members. The online registration process was conducted for registering the course under the supervision of Dean Students Welfare.</b></p> <ul style="list-style-type: none"> <li>• Provision for different modes of teaching’ (methodology for teaching) in the scheme/curriculum, as per the nature of course, effective from the batch admitted 2020-21 onwards.</li> </ul> <p><b>As approved by the house and in line with initiatives towards the implementation of National Education Policy 2020 in the institute, recommendation of UGC and to offer the choice and flexibility of “learning at their place with their own pace” by means of Learning &amp; Teaching with the blending of different modes and activities, the provision of ‘different modes of teaching’ (methodology for teaching) in the scheme/curriculum has been done, with effect from the batch admitted 2020-21 onwards.</b></p> <p><b>The facilitated modes of teaching include the provision of offline/Black Board Teaching (i.e. in class / face-to-face) / Online / Blended Learning (Learning through Experimentation/Learning through demonstration/ Group Based Learning/ Activity Based Learning/Learning through projects), as per the nature of the course.</b></p> <ul style="list-style-type: none"> <li>• Provision of “course proficiency” in the end semester examination to assess the skills /abilities</li> </ul>
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/competencies and knowledge attained on a continuous basis

The “course proficiency” component was inducted in the scheme/curriculum with effect from the batch 2020-21 onwards, wherein the objective is to assess the ability/ skill/ competence level /knowledge level /expertise attained etc. in that particular course/subject. At present Three activities are being conducted / considered under the course proficiency part, namely: (i) Course end seminar and (ii) One-minute paper writing (iii) Outcome based on development of prototype/ product/research/paper publication aligned with the course. This is going to further improve and strengthen the continuous assessment mechanism.

- Inclusion of the “concept of skill” in the scheme/ curriculum through the provisioning of ‘Skill Based Mini Project’ component (with effect from the batch admitted 2020-21 onwards)

To promote the “skill development and creativity”, to facilitate “Project based Learning (PBL)” and to improve the employability rate, the concept of skill has been inducted in the scheme/curriculum through the provisioning of ‘Skill Based Mini Project’ in the Continuous Evaluation part of the practical slot with effect from the batch admitted 2020-21 onwards.

- Inclusion of ‘Mandatory Value Added Courses’ for the admitted batch 2020-21 onwards

As per the approval of the house and to comply with therecommendations of AICTE, the following “Mandatory Value Added Courses” have been included and are being offered at the UG level for the batch admitted 2020-21 onwards

Semester	Course	Duration (in Hrs.)
3 <sup>rd</sup> / 4 <sup>th</sup>	Biology for Engineers	30
3 <sup>rd</sup> / 4 <sup>th</sup>	Indian Constitution and Traditional Knowledge	30
5 <sup>th</sup>	Disaster Management	30
6 <sup>th</sup>	Intellectual Property Rights (IPR)	30

These Courses are necessary to inculcate a connect between the society and learning.

- Eligibility criteria for the award of Honours degree at UG level

As per the approval, the criteria of minimum 6.5 CGPA (up to VIII semester) and the duration of degree completion within the stipulated time period (i.e. 04 years only)for the award of B. Tech degree with Honors, has been implemented.

- Eligibility criteria for the award of degree with minor specialization at UG level

As per the approval, the criterion of “degree completion in the stipulated time period of four years only”, for the award of B. Tech degree with Minor Specialization has been implemented.

- Review of Recommendations by different Board of Studies (BoS) regarding the scheme/curriculum/courses for July-Dec. 2021 Semester.

As per the approval of the house, the scheme/curriculum and relating courses were offered

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	<p>during the July-December 2021 Semester.</p> <p><u>The minutes of the previous Academic Council meeting held on 28<sup>th</sup> June, 2021 were confirmed and efforts made towards implementation of the same were appreciated</u></p>
Item:AC-2	<p>To consider the proposal for starting the courses - UG Mechanical/Civil/Chemical/ Engineering with Minor Specialization in Computer Science and Engineering.</p> <p><b>It was discussed and concluded that the provision to offer the Minor Specialization is already in place and the same will be continued as per prevailing practice of the institute, as per the earlier approval of the Academic Council.</b></p>
Item: AC-3	<p>To consider the proposal for authorization to the Registrar of the institute as one of the signatory, in place of the Director, on the Examination Tabulation Registers (TRs) and Mark sheets, as part of decentralization and empowerment.</p> <p><b>As a part of decentralization and empowerment process in the institute, it was proposed to transfer the powers/ authorize the Registrar of the institute, to be signatory on the Examination Tabulation Registers (TRs) and Mark sheets in place of the Director of the institute. However, the same will be preceded with the approval of the Director on the note sheet which is to be put up by the controller examinations.</b></p> <p><u>The house approved the proposal</u></p>
Item: AC-4	<p>To consider the proposal regarding “not conferring the gold medal” for the batches (appeared in online mode examination) graduated during Covid-19 Pandemic period.</p> <p><b>It was discussed that during the Covid-19 Pandemic period, the teaching learning and examinations were conducted in online mode. Although the examinations were conducted with proctored mode arrangement, but can't be considered as usual scenario of the offline mode of examinations. In view of this it was proposed that no gold medals will be awarded for the passing out batches, falling under the aforementioned Covid -19 pandemic period. However, the department can give the certification of merit/rank on the basis of TR sheet / mark sheet issued by the examination section duly signed by the authorized officials.</b></p> <p><u>The house approved the proposal</u></p>
Item: AC-5	<p>To consider the proposal for the inclusion of courses: (i) Universal Human Values &amp; Professional Ethics (HVPE) (ii) Economics, Entrepreneurship &amp; Management, at UG Engineering level for the batch admitted in 2020-21 onwards.</p> <p><b>As per the requirement of AICTE and other regulatory bodies, to make the engineering students aware about the major context relating to “Universal Human Values &amp; Professional Ethics (HVPE)” and “Economics, Entrepreneurship &amp; Management”, it was proposed to include these courses suitably in the curriculum under the “Mandatory Audit Courses (MAC)”.</b></p> <p><u>The house approved the proposal, with the authorization to the Academic Development Cell of the institute for determining the level (semester/year) at which the course to be offered for</u></p>

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UG Engineering, with effect from the Batch Admitted in the 2022-23.

Item: AC-6	<p>To consider the proposal for imposing qualifying criteria for Mandatory Audit Courses (MACs) at UG Engineering level for the batch admitted in 2020-21 onwards.</p> <p><b>It was discussed that, during the previous Academic Council meeting held on 28<sup>th</sup> June 2021, vide item no. AC-9, the Mandatory Audit Courses were approved with the arrangement that the end exam for such courses will be conducted by the examination section and grades will be shown on the mark sheet of the students.</b></p> <p><b>In this connection, it was proposed to impose a ‘mandatory to qualify’ criteria for the courses under the “Mandatory Audit Course” category, so that students can take up these courses with more sincerity. The semester/year promotion will not be affected if a student fails to qualify in the courses under the “Mandatory Audit Courses” category. However, unless such students qualify in these MACs, they will not be considered eligible to get the UG degree. The examination section will ensure to award the grades (up to grade “D”), which will clearly indicate that whether “qualified” or “not qualified”, as per the grading mechanism under practice in the institute.</b></p> <p><b><u>The house approved the proposal</u></b></p>
Item: AC-7	<p><b>To ratify the conduction of institute level examination for case specific matters for the courses being offered under Departmental Electives through SWAYAM/NPTEL platform.</b></p> <p>Considering the Covid -19 situation &amp; post pandemic impact and the request submitted by the students mentioning their family circumstances /problems and their inability regarding the failure to participate in the registration process for Departmental Electives through SWAYAM/NPTEL platform, they have been provisionally allowed (subject to the final decision regarding the consideration) to appear in the institute level examination, conducted in December 2021. In this context, it was proposed to grant the <u>one time permission</u> to consider their institute level examination, in the career benefit of students and their employment concern, as some of them have already been placed with good companies.</p> <p><b><u>The house has noted and approved</u></b></p>
Item: AC-8	<p><b>To discuss and propose complete processing of the Ph.D. programmes as per UGC norms, at the institute level under the academic autonomy granted by UGC and RGPV Bhopal.</b></p> <p>It was discussed that, at present the institute is conducting only the PhD Course work examinations for all the candidates registered under the Ph.D programmes offered in various departments of the institute. Further, considering the fact that Autonomy granted to a college is at the institutional level and is not partial. Therefore, it was proposed that the complete processing of the Ph.D. programmes, from admission till the submission &amp; evaluation of final thesis, viva-voce, can be conducted at the institute (MITS Research Centre) under the provisions of autonomy granted by the UGC and affiliating university (RGPV Bhopal)</p> <p><b><u>The house has noted and approved the proposal, with the recommendation to raise the matter at the university level for relating authorization/permission.</u></b></p>

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Item:AC-9

To consider the proposal regarding consideration of normalized marks of institute level examinations, against the SWAYAM / NPTEL examinations.

The provision of institute level examination was made only for those who could not qualify the examination conducted by the SWAYAM/NPTEL agency. In order to maintain parity between the two examinations, it was proposed that the results of courses should be declared after normalization of marks with the marks obtained in corresponding courses in the proctored examination conducted by the course offering agency, i.e SWAYAM / NPTEL.

This practice will motivate students to appear in the proctored examination conducted by SWAYAM/NPTEL agency and the good performers will not be demotivated on account of other students sometimes scoring higher marks in the institute level examinations for the same course.

**The house approved the proposal, with the directions that the suitable committee to be formed for the purpose**

Item:AC-10

To review the minutes of the meeting /proceedings of the Board of Studies (BoS) of various departments/disciplines, held in the month of December 2021 through video conferencing.

The deliberation of Board of Studies (BoS) were presented by the HoDs/Chairpersons of the following departments:

[Civil, Mechanical, Electrical, Electronics, Computer Science & Engineering, Information Technology, Engineering Mathematics and Computing, Chemical Engineering, Architecture, Applied Sciences, Humanities, Management Studies].

The presentation covered the following Agenda points of the respective BoS:

**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}

1. 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/subject 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

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

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**New Courses added\***

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

**Feedback on curriculum received from stakeholders: Analysis & ATR\***

Stakeholder	Student	Faculty	Alumni	Employer
No. of responses				
Link of Analysis				
ATR Link				
Link showing Excel sheet of Google Form details of stakeholders				

\* Separate page(s) for each of the above four 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 Academics.
3. Stakeholder feedback analysis must also contain an action taken report (ATR).  
The details/data of the stakeholder responded through GOOGLE form (such as Name, organization, mail id, phone no if available) must also be shared along with the feedback for the alumni/employer.
4. The following must be uploaded on the departmental web page and link for the same must be shared with the office of the Dean Academics.
  - (i) The Stakeholder feedback collected & analyzed to find the index out of five
  - (ii) Action taken report
  - (iii) Google form showing responses from alumni, employer, student, faculty etc.
5. Minutes should have a footer with department name and page number, the page number.
6. Each page should be signed by all faculty, scanned and then submitted to the Dean Academics office.

**BoS Agenda Items**

- Item 1** To propose the **scheme structure of VIII Semester** with the provision of Two Departmental Electives and one Open Category (OC) Course, **to be offered in online mode** with credit transfer for the batch admitted in 2018-19.

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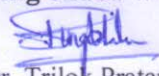


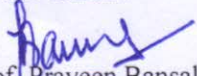


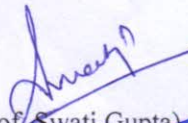
Item 17	To prepare and recommend the list of experiments and skill based mini projects of <i>II semester of the newly started B. Tech. programmes in the emerging areas (AI &amp; ML, AI &amp; DS, CSD) (started from 2021-22 Session) {Applicable for the concerned departments}</i>
Item 18	To review and finalize the <i>Scheme &amp; Syllabi (along with the Course Outcomes) of II semester B. Tech. programmes (batch admitted 2021-22 Session)</i>
Item 19	To review and finalize the <i>list of experiments and skill based mini projects of II semester B. Tech. programmes (batch admitted 2021-22 Session)</i>
Item 20	To propose the course “Economics Entrepreneurship & Management” and its syllabi along with the Course Outcomes (COs) for the V Semester B.Tech. (Batch admitted 2020-21 onwards).  <i>{to be proposed and recommended by Management Department}</i>
Item 21	To revise and recommend the course “Energy, Environment, Ecology & Society” and its syllabi along with the Course Outcomes (COs) for the III Semester B.Tech. (Batch admitted 2021-22 onwards).  <i>{inclusion of contents related to “Sustainability” is to be done}</i>  <i>{to be proposed and recommended by the Civil Engineering Department}</i>
Item 22	To propose a new course: Universal Human Values & Professional Ethics (HVPE)& its syllabi along with the Course Outcomes (COs), as Mandatory Course (MC) for the batch admitted in 2020-21 onwards  <i>{A portion on ‘gender sensitization’ also to be included in the syllabus of this course}</i>  <i>{to be proposed and recommended by Humanities Department}</i>
Item 23	To review the CO attainments, to identify gaps and to suggest corrective measures for the improvement in the CO attainment levels for (i) I year April–September 2021 Semester (ii) January-June 2021 Session for II to IV year students
Item 24	To review curricula feedback from various stakeholders, its analysis and impact  <i>{Stakeholder feedback analysis must also contain an action taken report (ATR) and the details/data of the stakeholder who have responded through GOOGLE form (such as Name, organization, mail id, phone no if available) must also be shared along with the feedback for the alumni/employer.}</i>
Item 25	To review Course Outcomes (COs) feedback of various courses, its analysis and impact
Item 26	Any other matter

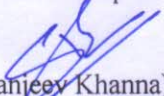
**The house approved the minutes and recommendations made by different Board of Studies (BoS)**

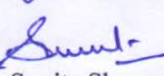
**The meeting ended with the vote of thanks to the Chair.**

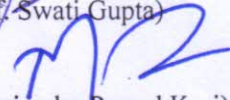
  
(Dr. Trilok Pratap Singh)

  
(Prof. Praveen Bansal)

  
(Prof. Swati Gupta)

  
(Dr. Sanjeev Khanna)

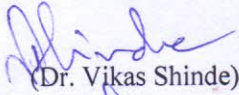
  
(Dr. Sunita Sharma)

  
(Prof. Rajendra Prasad Kori)



Present

(Dr. Anjali S. Patil)

  
(Dr. Vikas Shinde)

(Dr. M.K. Gaur)

(Dr. Abhay Mishra)

(Prof. Archana Tiwari)

(Dr. Laxmi Srivastava)

Present (Virtual mode)

(Dr. Saroj Kaushik)  
External Expert

(Shri. Prashant Mehta)  
Member, BoG

(Dr. R. K. Pandit)  
Director

(Dr. Laxmi Shrivastava)

(Dr. Manish Dixit)

(Dr. Pratesh Jayaswal)

(Dr. R.S. Jadon)

(Dr. M. K. Trivedi)

(Dr. Manjaree Pandit)  
Dean Academics

Present (virtual mode)

(Dr. Rommel Mehta)  
External Expert

(Er. Ramesh Agarwal)  
Member, BoG

(Prof. Anil Kumar Dwivedi)

(Dr. Akhilesh Tiwari)  
Member Secretary

(Dr. Sulochana Wadhvani)

(Dr. P.K. Singhal)

(Dr. R. Kansal)

Present (virtual mode)

(Prof. Mohan Sen)  
External Expert