

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR
(Deemed University)

ACADEMIC SECTION

Dated: 18-03-2005

**MEENUTES OF THE FOURTH MEETING OF THE SENATE HELD
ON FEBRUARY 27TH, 2005**

The Fourth Meeting of MNIT Senate was held on Sunday, the February 27th, 2005
at 10.00 A.M. in the Design Centre of MNIT, Jaipur. The following were present:

1. Prof. M. Raisinghani, Director	Chairman
2. Prof. S. Sancheti, Dean, Academic Affairs	Member
3. Dr. C. P. Srivastava	Member
4. Prof. Y. C. Bhatt, Dean, Research & Development	Member
5. Prof. Mool Singh, Dean, Students Affairs	Member
6. Prof. Alok Ranjan, Dean, Administration	Member
7. Prof. S. K. Jain, Head	Member
8. Prof. S. C. Pathak	Member
9. Prof. A. B. Gupta, Head	Member
10. Prof. Alok Gupta	Member
11. Dr. S. K. Sharma, Head	Member
12. Dr. (Mrs.) Vijay Laxmi, Head	Member
13. Dr. A. K. Rajvanshi, Head	Member
14. Sh. Ashok Agarwal, Head	Member
15. Sh. Sanjeev Agarwal, Head	Member
16. Dr. R. K. Vyas, Head	Member
17. Ms. Reena Surana, Head	Member
18. Dr. (Mrs.) Jyoti Joshi, Head	Member
19. Dr. V. S. Shekhawat, Head	Member
20. Dr. R. C. Gupta, Head	Member

Registrar could not attend since he was assigned important MHRD work.

At the very outset, Prof. M. Raisinghani, Director I/C and Chairman welcomed all
the members of the Senate.

The agenda items were taken up for discussion and decision taken.

Item No. 1. To confirm the minutes of the 3rd meeting of the Senate held on April 24th, 2004.

The letters received from members raising objections against the narration in first four paragraphs were perused by the House.

The minutes except for the first narration (four paragraphs) were approved. It was decided to drop these four paras and replace these with a paragraph as under:

“A few members of Senate were agitated over the issue of grant of academic leave to the faculty members. After lot of deliberations on this issue, it was decided by the house that the Director would provide a separate platform for discussing this problem and framing guidelines related to sanction of academic leave. Chairman of the Senate also proposed that a committee would be constituted to frame detailed guidelines for grant of all types of leaves. Thereafter the house started its deliberations on the scheduled agenda items”.

Item No. 2. To note the action taken on the decision made in III meeting of the Senate held on April 24th, 2004.

In 7th item against action of action taken report it was decided that MHRD will be approached to make a budget allocation of 22 lakhs for awarding merit scholarship to 20% of the actual strength of the students.

Item No. 3.1 To consider the recommendations of the committee constituted by the Director to look in to the matter pertaining to poor performance by the students in certain courses.

The House approved the recommendations of the committee.

In future the following interim recommendations have been suggested for similar type of cases.

- (i) In case of poor performance in a subject, students can be given the opportunity to appear for an additional test to improve the performance.
- (ii) The relative grades may be moderated by one step up-ward or down-ward, in the existing grading structure.
- (iii) The concerned subject faculty should regularly monitor the performance and progress of the students in the subject and if necessary may provide extra guidance to the students to show better performance. If required the matter may be discussed at the department level by DUGC.
- (iv) Dean, Academic Affair may monitor such cases on regular basis and request for emergent meeting of the Senate to discuss such issues, if any, before declaration of the result/s.
- (v) A committee has already been constituted by the Director I/C to see the possibility of converting the grading system based on relative performance of class in the particular subject.

Item No. 3.2 To consider admission of students of Old Yearly Scheme into New Semester Scheme in III & V Semester.

The admission were approved and the following committee of each Department was constituted to change the absolute marks of III and IV Semester in to grades of the above students (i) OC (PG) (Convenor) (ii) OC (UG) (Member) and HOD of the concerned Department (Member).

Item No. 3.3 To consider the proforma of Comprehensive Examination, approval of Research Plan and Application form for appointment of Supervisors for Ph.D. programme.

The proformas were approved with slight modification. Approved proformas are enclosed at Appendix 'A'.

Item No. 3.4 To consider the guidelines for the preparation of teaching and examination scheme for Part Time M. Tech. programme.

The guidelines were approved. The Institute Elective (interdepartmental/interdisciplinary) from the scheme of Part Time/Full Time programme was deleted. The change will be followed/effective from the session 2005-2006, as indicated in Agenda Item 3.6 also.

Item No. 3.5 To consider relaxation in minimum condition of 60% marks (up to 55%) for Polytechnic Teachers under admission to QIP (Poly) programme.

The agenda item was approved subject to the conditions that at the entry level (Lecturer's post) appointment in polytechnic, the minimum percentage required is 55%.

Item No. 3.6 To consider the interdepartmental elective course to be run in III and IV Semester M. Tech. programme.

The interdepartmental elective course will be deleted from the session 2005-2006.

The house approved the revised nomenclature of interdepartmental elective course as inter stream course also for the prevailing (2004-2005) M.Tech schemes.

Item No. 3.7 To consider the admission of a student after withdrawal from a Semester.

A student can withdraw from a semester only once in the entire duration of program. In fact when he does so, he loses one entire year. It was decided that a year so lost by him will not be counted towards the total period permissible to him to complete the course as per

regulation 2(b) of PG programme and regulation 2(3) of UG programme.

Item No. 3.8 **To consider the one time change in Academic Scheme of VI semester Architecture for 2004-05 only.**

Approved with extra 2 credits, over and above the normal credits prescribed for this semester and for the award of final degree also.

Item No. 3.9 **To consider the award of Ph. D. fellowship.**

The Institute may approach MHRD to start the Ph.D. fellowship and recommend two scholarships per program/department.

Item No. 3.10 **To consider and approve the new format of feedback form(s).**

The format was approved with minor modifications. Approved formats are enclosed at Appendix 'B'.

Item No. 3.11 **To consider the requirement of Comprehensive Examination before Ph.D. registration.**

The requirement of comprehensive Examination will remain the same as per the regulations of Ph.D.

Item No. 3.12 **To consider and modify the clause for Project requirement of B.Tech. assessment (Page 17 of regulations).**

The clause, " if E & F Grade is awarded to student in Project, he/she will not be eligible to repeat the same and will not be eligible for the award of degree", was dropped/deleted and approved to be replaced by "the students failing in the project will be eligible to repeat the same".

Item No: 3.13 **To consider the limit of Ph.D. candidate under one supervisor and transfer of candidates in case of non availability of the Supervisor.**

The limit of Ph.D. candidate under one supervisor will remain same i.e. "four" for registration of fresh candidates. However, in case supervisor of a Ph.D. scholar proceeds on long leave, the following guidelines were approved to take care of such scholars:

- (a) If the candidate/scholar gets transferred to a new supervisor, the faculty member can register 'two' extra scholars for supervision over and above 'four'.
- (b) If the candidate/scholar is unable to get a new supervisor, the original supervisor (who has proceeded on long leave) will continue to guide the candidate/s. In such a case a faculty member may be appointed as co-guide and such supervision will be considered equal to '1/2'. The allotment of co-supervisor to a candidate/scholar will be done by the DRC of the concerned department.

Item No. 3.14 Academic activity to encourage research at UG level at MNIT.

The proposal was approved.

Item No. 3.15 Academic networking through project based trainings for external students.

The proposal was withdrawn.

Item No. 3.16 Proportionate representation of each department in Senate.

The House decided to maintain the existing rules.

Item No. 3.17 To consider the recommendation made by Head of Computer Engg. Department in respect of following points.

(i) Scheduling of examination of VII and VIII Semester the DUGC be provided certain flexibility in announcing the date of examination or define range may be given in the academic calendar.

(ii) It is proposed that a committee including an expert from medical field be constituted to examine medical cases seeking re-examination on medical grounds. Also a provision of writer in case a student meets an accident be made.

(iii) Attendance mechanism for students appearing for placement talks and interviews need to be put in a framework.

(i) (a) Dean, SA/DUGC may slightly reschedule the examination of VII and VIII Semester keeping in view the date of campus interviews.

(b) A writer, in case, it is recommended by the Institute Doctor, may be allowed to a candidate. Such writer will be from at least one lower class.

(ii) The medical cases to be considered will be recommended by the Institute Doctor / Dean, Students Affairs.

(iii) The attendance to the students appearing in placement talks and interviews will be provided by the office of Training and Placement to the teacher through the concerned HODs.

Item No. 3.18 To consider the scheme of VI Semester Electronics & Communication.

Approved

Item No. 3.19 To consider the clarification of programme advisory/faculty advisor for UG/PG courses, respectively on yearly basis.

Approved. The nomenclature will be 'Program Advisor'

Item No. 3.20 To consider the constitution of DGC & DRC for Ph.D. programme and DRC for M. Tech. programme:

Approved as proposed.

Item No. 3.21 To consider the explanation of 'E' and 'F' Grade in the regulation.

The following committee was constituted: (i) Prof. Ashok Sharma (convener), (ii) Sh. Ashok Agarwal (member) (iii) Sh. V. S. Pareek (member) and (iv) Dr. Vijay Laxmi (member) to clarify the explanation of 'E' and 'F' grades.

Further it was decided as under:

1. A candidate failing in a subject and obtaining grade "E", would be required to appear only in the end term examination of the same subject at the next earliest opportunity. However, if a candidate opts to repeat his mid term tests also, he/she may be permitted to do so. In that case his/her earlier marks will automatically stand cancelled in the subject.
2. A candidate failing in a subject and obtaining grade "F", he/she will be required to repeat the entire course at the next earliest opportunity.
3. In case a student appears in end term examination and fails, he would be permitted to appear in the next examination without completing a minimum attendance requirement again.
4. In case a student has not been permitted to appear in the end term examination because of his shortage of attendance, he/she shall have to attend the course again and put minimum attendance required, in order to appear in the end term examination.

Item No. 3.22 To consider students having F grade, in other than Institute Core courses, to register in summer term.

It was approved to run summer term for core courses of Ist Year only.

Item No. 3.23 To consider the AICTE norms for faculty requirements for starting a new M. Tech. programme.

As per MHRD and AICTE norms, the House recommended that a maximum of one Professor and one Reader, subject to actual load of the entire department, may be asked for.

Item No. 3.24 To consider and pass the roll list of the eligible candidates for the award of degree.

The roll was passed.

Item No. 3.25 To consider the admission in I year B. Architecture for diploma holders of Polytechnics, who have completed their Undergraduate studies in Architecture from MREC/MNIT and have already been

awarded Bachelor of Architecture degree from University of Rajasthan/MNIT.

Approved as a special case for one time.

Item No. 3.26

To consider the conversion of status of Ph.D. candidates from Full Time to Part Time and vice-versa.

The House approved the change of status from Full Time to Part Time but did not approve change of the status from Part Time to Full Time candidate. Necessary guideline/rules to be framed for allowing a change from Full Time to Part Time Ph.D. programme.

Item No. 3.27

To consider giving special power to the Director for condoning of attendance requirements upto 10%.

Approved, condonation of attendance upto 10% only on Medical grounds.

Item No. 3.28

To consider and approve the scheme for MBA programme.

The programme was approved and will start only after the regular faculty is recruited. The programme will be a full time programme only.

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Item No. 3.29

To consider the problem of clash of examination schedule of previous year's due papers.

The house approved to fix time slots for examination on semester basis.

Item No. 3.30

To consider the proposal of Architecture department that Professor of Architecture Department, having experience of five year's but not possessing Ph.D., eligible to guide Ph.D. candidates/scholars.

The House advised to get the recommendations/opinion of Council of Architecture in this regard and put the same before the House in the next meeting.

Item No. 3.31

To consider the following recommendations made by the Head of Civil Engg. Dept.

- (i) Eligibility criteria for M. Tech. Environmental Engineering
- (ii) The Institute Elective 'Urban Planning Environmental & Human Health' should be replaced by 'Introduction to GIS & Remote Sensing'.

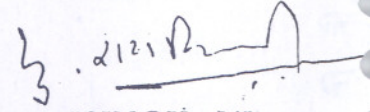
The proposal was approved.

4. REPORTING ITEMS

Reporting items 4.1 to 4.4 were noted.

4.5: The House approved the Degree format (one) with minor correction, which is enclosed at Appendix 'C'.

Meeting ended at 6.30 P.M. with a vote of thanks to the Chair.



(M. RAISINGHANI)
Director I/c & Chairman Senate