

PDPM

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING JABALPUR**

29th MEETING SENATE/2013-14/3rd MEETING
To be held on May 12, 2014 at 10:30 am in Conference Hall of the Institute

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Senate/29/01	Opening remarks by the Chairperson, Senate
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Opening remarks will be made by the Chairperson, Senate during the meeting.

Senate/29/02	Confirmation of the minutes of 28 th (SENATE/2013-14/2 nd) meeting of the Senate held on January 18, 2014
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Minutes of 28th Meeting of the Senate held on January 18, 2014 were circulated to the members. No comments have been received on the minutes.

Senate/29/03	Action taken report on the decision of the Senate vide 28 th Meeting of the Senate held on January 18, 2014
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A report on actions taken on the decision of the Senate vide 28th Meeting of the Senate held on January 18, 2014 will be presented in the meeting.

Senate/29/04	Proposal for Modification in the PBI evaluation scheme
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The Senate in its SENATE/2011-12/1st Meeting held on January 21, 2012 had approved the guidelines related to evaluation of project based internship (PBI) vide the agenda no. Senate/2011-12/1.07. Minor modification is proposed in the evaluation process as given in Annexure I and proposed modification is highlighted by green color. The Senate is requested to consider the same for approval.

Senate/29/05	Allowing students on academic break to register for forward (higher semester) courses
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The Senate in its meeting SENATE/2013-14/2nd held on January 18, 2014 had deliberated on the matter of permitting students on academic break to register in some of the forward courses. In the meeting a committee consisting of the Dean Academic and the members of UGCS was constituted to give its recommendation. Recommendations of the committee are attached as Annexure II. The Senate is requested to deliberate on the recommendation and approve the same.

Senate/29/06	Proposal for Amendments in the rule related to thesis submission deadline for award of a post graduate degree in the convocation in an year
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The Senate in its meeting Senate/2012-13/1.04 had decided to fix the thesis submission deadline of 31st May each year as one of the eligibility conditions for award of degree in the convocation of that year. Accordingly, the following conditions were laid down in the PG manual.

- (1) Last date of submission of thesis for award of degree in the year X, would be May 31, Year X.
- (2) Last date for defense for award of degree in the year X, would be 10 days prior to the Convocation of year X (excluding the date of Convocation).
- (3) If any of the above conditions is not satisfied, the student will not be eligible for award of degree in the convocation of the year X.
- (4) However, after qualifying for the award of degree, he would be issued a provisional degree certificate, with the approval of the Chairperson, Senate and will be awarded degree in the next Convocation

Following minor modification is proposed.

In order to become qualified for the award of degree in the convocation of the year X, following conditions should be satisfied in addition to the academic requirements and other conditions laid down in the related manuals approved by the Senate:

- (1) The student should have submitted the thesis by May 31, Year X OR the student should have defended the work of his/her thesis successfully 10 days prior to the convocation of the year X (excluding the date of convocation).
- (2) If the above condition is not satisfied, the student will not be eligible for award of degree in the convocation of the year X.
- (3) However, after qualifying for the award of degree, he would be issued a provisional degree certificate, with the approval of the Chairperson, Senate and will be awarded degree in the next Convocation.

Senate is requested to approve the proposed modification.

Senate/29/07	Proposal for amendments in the rule related to submission of thesis
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At present a student submits the thesis directly to the academic office. Following guidelines exists (Clause 4.13.1.3 and 4.13.1.10 of PG manual) for submission of thesis:

For Master's thesis:

4.13.1.3 The student shall be required to submit:

- i. Two hard copies of the Synopsis of approximately 250 words along with a soft copy of the same;

- ii. Unbound copies of the thesis report, one for each examiner of the Thesis Defense Board, in the Academic Section.

4.13.1.10 After the thesis has been accepted, the student shall be required to submit a soft copy of the thesis to library along with the abstract and hard copy of the same along with a report from the thesis supervisor(s)/ programme coordinator authenticating that all the suggestions of the Thesis Defense Board have been incorporated in the revised copy.

The Academic Section shall arrange so that the copies of the thesis reach to the respective members of the Board at least two weeks before the defense of the thesis

Following amendments are proposed in the thesis submission process for both masters' and doctoral students:

1. Thesis submission for evaluation

- a. It will be the duty of the student submitting the thesis to check the thesis against possible plagiarism.
- a. Student will forward the thesis to his/her supervisor and the supervisor will forward the soft copy of the thesis to office of the Dean (Academic).
- b. Date of thesis submission will be the date on which the thesis is received by the academic office through the supervisor.

2. Final Thesis submission

- c. After successful defense, the student will ensure that two hard bound copies and a soft copy of the final thesis are duly forwarded by his/her supervisor to the office of the Dean (Academic).
- d. Softcopy of the thesis will be forwarded to the office of the Dean (Academic) by the supervisor through email or in CD.
- e. Final thesis submission will be considered valid only after both the hard and soft copies of the thesis are received at the office of the Dean (Academic) duly forwarded through the thesis supervisor/guide.

Senate is requested to consider the proposal for approval please.

Senate/29/08	Proposal for amendments in the rules related to Thesis Examination board
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Existing rule for constitution of thesis examination board (Clause 4.13.1.2 and 4.13.2.14 of PG manual) are:

For Master's students:

4.13.1.2 The Thesis Defense Board shall comprise of

- i. The thesis supervisor(s)/ programme coordinator of the student;
- ii. At least one faculty member from the discipline of the candidate other than thesis supervisor(s)/ programme coordinator;
- iii. One faculty member of the Institute but not from the discipline of the candidate;

iv. One expert from outside the Institute but from within the country.

The thesis supervisor/programme coordinator shall act as the Convener of the Thesis Defense Board.

For Doctoral students:

4.13.2.14 The Thesis Defense Board, proposed by the thesis supervisor(s)/ programme coordinator through the Convener PGCS and approved by the Chairperson Senate, shall consist of

- i. The thesis supervisor(s)/ programme coordinator of the student;
- ii. One of the Indian members of the Thesis Evaluation Board.
- iii. At least one faculty member from the discipline of the candidate other than thesis supervisor(s)/ programme coordinator;
- iv. One faculty member of the Institute but not from the discipline of the candidate;

Following amendment is proposed for the formation of thesis evaluation board:

PGPC (for Masters' students) and RPC (for Doctoral students) assess the progress of a student throughout his/her academic programme. It is proposed that the same PGPC or RPC as the case may be, shall be part of the thesis defense examination board of a student with the addition of an external examiner.

Senate is requested to deliberate on the proposal and approve the same.

Senate/29/09	Ratification of the approvals given by the Chairperson, Senate
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From time to time different approvals are accorded by the Chairperson, Senate and being circulated to the members. The Senate is requested to ratify the same.

Senate/29/10	Any other item with the permission of the Chair
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Annexure I

Modified Guidelines of PBI

1. Each PBI will fall under one of the groups - ECE, ME, CSE and Interdisciplinary depending on the topic of the PBI.
2. The Internship Board (IB) will classify the PBI group before the mid semester evaluation. For PBI evaluation, four committees will be constituted by IB within a week after the first interim evaluation. Evaluation sub-committees will be constituted under the evaluation committee to grade the end semester evaluation (final presentation) and the recommendation will be sent to the respective evaluation committee. The PBI guide of a student will not be a member of the evaluation sub-committee. In case a student's PBI falls under a group which is going to be evaluated by a sub-committee having his PBI guide, the guide will be replaced by another faculty member/ external expert.
3. There will be four evaluations during the entire PBI period, first interim, mid semester, second interim and end semester. The guides will award interims and mid-term grades to the academic office as per the format with numeric value as follows:
 - Excellent (A): 10
 - Good (B): 8
 - Average(C): 6
 - Satisfactory (D): 4
 - Unsatisfactory (F): 2
4. The final grading will be awarded by the evaluation committees by averaging the interims, mid-term and end-term grades which will be the SPI for the PBI of 16 credits.
5. The final grade will be sent to academic office duly forwarded by the Chairman, IB. Chairman, IB will authorized to moderate the grades if need be.
6. The grades may be lowered in exceptional cases with reasons to be specified by the committee members. At this point members opined that the spirit of recognition to the work and encouragement be maintained while awarding the grades. The grades awarded by the committee will be final and will be binding on the students and the PBI guides. Also, it was suggested by the senate that the PBI reports would be archived.
7. The student is required to submit a progress report to supervisor(s) (internal and/or external) and to the academic office in 15 days interval after starting of project in addition to the reviews mentioned above.
8. Students will be required to submit a copy of the mid semester PBI Report to each member of the evaluation sub-committee before a week from the date of mid-semester evaluation and final project report before one week of the end semester evaluation.
9. The students will be required to submit a hard copy of the project report in the academic office with softcopies to each of the member of evaluation committee.

Annexure II

Recommendation of committee for "Allowing the students on academic break to take up forwarded courses (courses of higher semester)"

Members discussed the existing rules of academic break in its meeting held on February 28, 2014. It was pointed out that academic break is a chance given to the student to improve the academic performance and clear the backlogs. Committee made following recommendation to the Senate:

- a. A student can opt for maximum of four courses in a semester during the academic break.
- b. A student can register for the backlog courses at first among the courses being offered in that semester and in which there is no clashing for the timetable.
- c. In case she/ he is having less than 4 backlog courses, she/ he can opt for maximum two forward courses (courses of higher semester) with the permission of Dean Academic, provided he must have cleared the prerequisite courses. The decision of Dean Academic will be final and will be binding on the student."
- d. However, if a student has completed all courses up to six semesters, she/ he may be allowed only for PBI with the permission of Dean Academic. The decision of Dean Academic will be final and will be binding on the student.
- e. This will be effective from the coming semester and will not be applicable for the past cases.

K. N. Singh
Registrar / Secretary
06/5/2014
SENATE