

PDPM
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING JABALPUR

Minutes of 2009-10/1st Meeting of the SENATE
held on February 20, 2010 from 10.30 am in Conference Hall of the Institute.

The 2009-10/1st meeting of the Senate was held on 20.02.2010 from 10.30 a.m. in the Conference Hall of the PDPM IIITDM Jabalpur. Following members were present.

1. Prof. Aparajita Ojha (PDPM IIITDM Jabalpur)	Chairperson
2. Prof. Amit Ray (PDPM IIITDM Jabalpur)	Member
3. Prof. Laxman Pandey (R.D. University, Jabalpur)	Member
4. Prof. B. L. Mishra (R.D. University, Jabalpur)	Member
5. Prof. Krishna Reddy (IIIT Hyderabad)	Member
6. Prof. Puneet Tandon (PDPM IIITDM Jabalpur)	Member
7. Prof. Uday Khedkar (IIT Bombay)	Member
8. Dr. Sameer Khandekar (IIT Kanpur)	Member
9. Dr. Tanuja Sheorey (PDPM IIITDM Jabalpur)	Member
10. Dr. V. K. Gupta (PDPM IIITDM Jabalpur)	Member
11. Dr. Pritee Khanna (PDPM IIITDM Jabalpur)	Member
12. Dr. Subir Singh Lamba (PDPM IIITDM Jabalpur)	Member
13. Dr. Mukesh Kumar Roy (PDPM IIITDM Jabalpur)	Member
14. Dr. M. Ravibabu (PDPM IIITDM Jabalpur)	Member
15. Dr. Bhupendra Gupta (PDPM IIITDM Jabalpur)	Member
16. Mr. Ram Shankar (PDPM IIITDM Jabalpur)	Acting Secretary

Following special invitees from among the members of academic staff of PDPM IIITDM Jabalpur were also present.

1. Dr. P. N. Kondekar
2. Dr. Prabin Kumar Padhy
3. Dr. Sunil Agrawal
4. Dr. Amarnath M.
5. Dr. Prashant Kumar Jain
6. Dr. Asish K. Kundu
7. Dr. Asutosh Srivastava
8. Mr. Rajib Kumar Jha
9. Mr. Manish Srivastava
10. Mr. Hari Kumar V.
11. Mr. D. S. Ramteke
12. Mr. Bishwajeet Mukherjee
13. Mr. Saket Saurav

After the initial welcome remarks by the Chairperson, Senate the agenda items were taken up one by one.

Senate/2009-10/1.01 Overview Report of the Chairperson

The Chairperson, Senate presented a report on the progress of the Institute and the developments that took place after the 2008-09/2nd meeting of the Senate. Members noted the progress / development / initiatives of the Institute with satisfaction. However, over



the placement issues, members were concerned and advised the Institute to take certain steps as mentioned in the minutes of item Senate/2009-10/1.17.

Senate/2009-10/1.02 Confirmation of the minutes of the 2nd meeting of Senate held on July 10, 2009

Minutes of the 2008-09/ 2nd Meeting of the Senate held on July 10, 2009 were confirmed (Please see **Senate/2009-10/01/Annexure I**).

Senate/2009-10/1.03 Restructuring UG Curriculum, new course contents and modified course contents

The Chairperson highlighted the importance of project based practical training especially for engineering graduates. Education of an engineer without actually obtaining industrial experience is not complete. In Indian technical education system, programmes are more oriented towards theoretic understanding and analysis of the problems. This ofcourse is needed for conceptualization of the engineering problems and their solutions. However, in the absence of a real training component, most of the engineering students do not feel confident to solve real life problems and hence are not employable. Keeping this in view, more emphasis needs to be given to project based learning, especially in an Institute with focus on IT, design and manufacturing. After teaching the courses for about 3-4 years, faculty also has given the feedback that the present curriculum structure is having a significant number of courses that are common to all streams and taught even in the last semester of the undergraduate programme. Further, some of the courses are not essential for all the streams. This makes the system rigid leaving hardly any room for floating electives. As a result, the student cannot think of specializing and excelling in one area of IT / design / manufacturing. Therefore, some restructuring / rescheduling is required and contents of some courses need to be modified as per the need of the programme. Members also expressed their view in support of the following observations.

Some of the members observed that the academic load on students was quite high compared to other technical education Institutes. One of the members suggested that student should not be engaged for more than 180 working hours per month in classroom teaching, self study to comprehend the course contents and assignment completion. Further it was also suggested that the number of context switches should be reduced as far as possible. This would give students free time to think and become more creative. For the all round development of students, such free time is very essential. Some of the members also suggested making certain modifications in the present formula for computing academic load.

Members deliberated on the proposal of the Institute to provide opportunities to interested students to opt for project based internship of 6-7 months duration starting from May of every year to the middle of November approximately. All members in principle agreed with the proposal. It was finally resolved to work out the modalities in implementing such an internship programme in the seventh semester. One of the members suggested that for internship of students, efforts should be made to have MOU with industries /research labs /IITs /Universities etc. Further, the students may also be engaged in In-House projects to boost the research and development activities in the Institute.



Decision: Members of the Senate discussed the matter at length and decided that students will be required to take up atleast six months project based internships in industries/reputed R& D labs /IITs/other Universities, Institutes, organizations recognized by the Institute. The project may start in the summer vacation immediately after the sixth semester. Students will be selected on CPI basis, if there are more applications than the available external industrial internships or similar internships. Rest of the students will be required to take up In-House projects offered by the faculty/academic staff. These internships will be having certain credits and its evaluation will be in terms of 'Satisfactory' (S) and 'Unsatisfactory' (X).

Following committee was constituted to constitute the structure of the UG Curriculum and to give its recommendation about the implementation of project based internship. The Committee will also give its recommendation on core courses and technical courses.

1. Prof. Puneet Tandon, PDPM IIITDM Jabalpur	Convener
2. Prof. Laxman Pandey, R.D. University, Jabalpur	Member
3. Prof. Uday Khedkar, IIT Bombay	Member
4. Dr. Sameer Khandekar, IIT Kanpur	Member
5. Dr. P. N. Kondekar, PDPM IIITDM Jabalpur	Member

Senate/2009-10/1.04 Collaboration with Japan

The Chairperson requested the Senate to guide on the future collaboration aspects. Members observed that short term visits may be utilized to pave the way for future research collaboration. However to initiate research collaboration exchange of students and faculty for longer duration is essential. Members also deliberated on the possibilities for long term visits of Institute faculty to Japanese universities and industries. Senate members suggested inviting Japanese experts for research collaboration rather than merely for teaching programme. The Chairperson informed the members that the mentorship programme as suggested by Professor Ito will be started on trial basis initially with three students to be identified for such mentorship. One of the members suggested requesting the Japanese Government to sponsor long term visit of Japanese language teacher. This will help both sides have better interaction level. It was decided that Japanese Language classes should be introduced as evening programme/activity in the campus.

Senate/2009-10/1.05 M.Des. Curriculum restructuring

The proposed restructuring of the M.Des. programme was approved by the Senate. It was decided that the 2 credit requirement of summer internship will be evaluated on the basis of students' Satisfactory (S) / Unsatisfactory (X) performance (Please see **Senate/2009-10/01/Annexure IV**).

Senate/2009-10/1.06 Proposed Modifications in the Manual of Procedures and Guidelines for the Postgraduate Programme

Modifications in the Manual of Procedures and Guidelines for the PG programme in light of the restructuring of M.Des. Programme and changes in credit requirement due to introduction of Electives in Modular Form (EMF: Short term



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The term of these coordinators will be of one year. However, they will continue to serve on the Committee until new conveners are nominated. Senate noted with satisfaction the newly proposed names for various affairs.

Senate/2009-10/1.09 Academic positions: Future Requirements

The Senate approved the proposal of the Institute to create following academic positions and recommended to the Board the same.

S. No.	Name of Post	Number proposed	Remarks
1	Professor	03	To conform with the students faculty ratio and cadre ratio
2	Associate Professor	08	
3	Assistant Professor	12	
4	Network cum System Administrator	01	To manage and maintain the computer centre and the campus network
4	Design Engineer	05	For Mechanical Product Design Lab, Manufacturing Lab, Design Lab, VLSI Lab, Software Design Lab, Mechatronics and Robotics Lab
5	Research Scientist	01	For R & D Work related to Central Facilities such as SEM, AFM, XRD, IR Imaging
	Total	30	

Senate/2009-10/1.10 Course requirement for Ms. Anamika Verma admitted in the second semester of UG programme as per the orders of Hon'ble High Court of AP

Since the student has completed her first semester from NIT Raipur and there is some overlap in the courses taught at NIT Raipur and that taught in the Institute in the first semester, following decisions were taken.

Decisions:

1. Student is allowed to register in all the courses of the current semester.
2. Student is required to clear all the courses of the B.Tech. first semester.
3. Condition of minimum requirement of CPI for taking overload will not be relaxed for the student.

Senate/2009-10/1.11 Implementation of performance appraisal report for the faculty

The Senate approved the proposal of the Institute to introduce the performance appraisal system for the members of academic staff with the modification that the report should be submitted annually. The form proposed for the purpose was also



capsule courses) were approved by the Senate. Details are placed at **Senate/2009-10/01/Annexure V**.

Further, the Coordinator, Academic Affairs requested the members to deliberate on the implementation aspect of the 2 credits requirement for PG students through teaching work. In view of the difficulties arising in implementing this part, it was decided to introduce it initially with Ph.D. programme spreading these four credits in four semesters (1 credit each). Once it is streamlined, the same may be adapted for M.Tech. / M.Des. Programme. Until then the 2 credit requirement earned through teaching work will not be implemented for M.Tech. / M.Des.

Senate/2009-10/1.07 Rules and Guidelines for utilization of Contingency Grants to PG students

Members of the Senate were of the view that enough flexibility should be given to the students for utilization of the contingency grant. However, some guidelines must be provided to the students to understand the spirit of the contingency grant and its possible usage. The Senate approved the proposed draft of the rules and guidelines for proper utilization of contingency grants and resolved that it should be termed as guidelines. Details are placed at **Senate/2009-10/01/Annexure VI**.

Senate/2009-10/1.08 New Conveners of the Standing Committees of Senate

Dr. Pritee Khanna, Dr. Tanuja Sheorey, Dr. Bhupendra Gupta, Dr. Mukesh Kumar Roy presented reports respectively of Undergraduate and Postgraduate Committees of the Senate, Library Committee of the Senate, Students Advisory Committee of the Senate and Students' Prizes and Awards Committee of the Senate. Following names were approved as conveners of the Committees shown against their names.

- a) **Dr. Prabin Kumar Padhy:** Undergraduate Committee of the Senate
- b) **Dr. Prabin Kumar Padhy:** Postgraduate Committee of the Senate
- c) **Dr. Mukesh Kumar Roy :** Library Committee of the Senate
- d) **Dr. Sunil Agrawal:** Students' Prizes and Awards Committee of the Senate
- e) **Dr. Prashant Jain:** Students Advisory Committee of the Senate

It was decided that the conveners will co-opt other members and student members for each of the committees. Further, the Chairperson informed the members that for sharing of responsibilities and for de-centralizing the administrative work, positions of Coordinators of following affairs were also created (i) Academic Affairs (ii) Faculty Affairs (iii) Students Affairs (iv) Library Affairs. Presently Dr. Pritee Khanna, Dr. Vijay K. Gupta, Dr. Bhupendra Gupta and Dr. Tanuja Sheorey respectively are looking after the affairs as Coordinators since last one year. The Chairperson nominated the following new names for coordinators.

- 1. Academic Affairs: **Dr. Prabin Kumar Padhy**
- 2. Student Affairs: **Dr. Prashant Jain**
- 3. Library Affairs: **Dr. Mukesh Kumar Roy**
- 4. Faculty Affairs: to be nominate later by the Chairperson



approved with appropriate modification (as per the change suggested above).
(Please see **Senate/2009-10/01/Annexure VIII**).

Senate/2009-10/1.12 Rules and Guidelines for Consultancy and Sponsored Projects

The Senate recommended the draft proposed by the Institute on Rules and Guidelines for Consultancy and Sponsored Projects to the Board of Governors with following modification in the draft of section A clause 3 (Please see **Senate/2009-10/1/Annexure IX**).

“For site visit and field trips, daily allowance (DA) will be admissible on reimbursement basis to the consultants and non academic staff at the rate of two times of the DA admissible to them.”

Senate/2009-10/1.13 Rules and Guidelines for conduct of examinations

The report submitted by the UGC experts group, that visited the Institute in December 2008, highlighted the need to define the examination system and evaluation method. In light of this observation, a draft of the rules and guidelines for the conduct of examinations as per the details placed at **Senate/2009-10/1/Annexure X** was proposed by the Institute. The Senate approved the proposal with following modifications in the rules.

- The evaluation of the students in a course will be a continuous process and shall be based on their performance in end semester written examination (three hours duration), one mid semester written examination (one hour duration) and a minimum of two assessments in the form of quizzes / short test/ assignments / seminars.
- Course based on EMF (Electives in Modular Form) shall be evaluated on the basis of marks obtained in the final examination and atleast one of the assessments in the form of assignments/quizzes/tests/seminars.

Further the Senate resolved to make it mandatory for every academic staff to maintain a course web page for each course that she/he is teaching in that semester. Course web page must have the following contents – (i) Course outline and contents, text and reference books (ii) Grading pattern/ assessment pattern including number of quizzes/ assessments / tests / projects and the weightage attached to each along with the weightage to mid semester and end semester examination (iii) lecture notes / lecture slides / links to the course text books reference books, if possible (iv) upload assignments / project titles and details / quizzes / mid semester question paper / end semester question paper as and when these are over and also examination papers of previous years, sample or practice problems. At the end of the semester a course file comprising of the course outline and contents, lecture schedule and questions papers/ assignments/ quizzes etc. must be submitted to the office of the academic affairs.



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Senate/2009-10/1.14 Equivalence of Institute's Grading system with that of the other Universities and Institutes of Repute

Senate approved the formula proposed by the Institute to multiply the CPI by a factor of 10 (notionally) in order to obtain the numerical percentage.

Senate/2009-10/1.15 Regarding preparations for Convocation 2010 and suggestions of names for the Chief Guest of the occasion

The matter was discussed at length and following names were proposed for the Chief Guest of the Convocation 2010.

1. Mr. Narayana Murthy
2. Mr. Elattuvalapil Sreedharan
3. Nobel Laureate Prof. Richard Ernst
4. Mr. Rahul Bajaj
5. Mr. Sam Pitroda

Senate recommended to the Board for approval of the above names as possible Chief Guest for the Convocation 2010. The Senate resolved that the Convocation should preferably be held in the first week of June every year to have the participation of most of the graduating students.

Senate/2009-10/1.16 For admission of students through JEE in the B.Tech. programmes of the Institute

The Institute is presently admitting students in its B.Tech. programmes through CCB based on the AIEEE score. Every year, the Institute faces problems since the admission procedure of CCB takes several rounds to admit students. Last year also the admission procedure took exceptionally longer time and a significant number of students got admitted either just before the mid semester examination or even after mid semester examination. In such a situation, it becomes difficult for teachers to keep the pace of the teaching and training. Further, the performance of late admitted students also gets affected leading to their low SPI, resulting in mental stress and depression for such students.

In view of this, the Institute proposed to admit students through JEE where admission process is completed well in time and in line with the academic calendar of the Institute. The Senate member also agreed with the proposal and recommended the same to the Board for approval.

Senate/2009-10/1.17 Advice of the Senate on Students' placement activities

In spite of the efforts from Institute's placement cell, faculty and other related people, the Institute has not been able to attract companies to visit the campus for possible recruitments. Since the second batch of undergraduate students will be passing out very soon, it has become a serious concern for the Institute. Suggestions were sought from the members of the Senate so that campus placement activities could be improved. Following suggestions were given by the members to improve the Industry – Institute relationship which will play a crucial role in improving job opportunities for the students.



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- (i) Institute should organize some workshops/seminars and invite top HR professionals and other Industrialists to enhance the relationship between the Institute and Industry
- (ii) Renowned companies such as IBM, Infosys, TCS and Infineon have University Relations Managers. To initiate a dialogue with such Industries, these managers should be contacted and some events should be held in the Institute inviting such people to interact with the students.
- (iii) Institute must allocate some amount for wide publicity and advertisement of the Institute at the national level news papers.

Senate/2009-10/1.18 Ratifications of the decisions of the Chairperson, Senate

The Senate ratified the decisions taken by the Chairperson, Senate during the period July 2009 to January 2010.

Senate/2009-10/1.19 Any other item with the permission of the Chair

With the permission of the chair, Prof. Puneet Tandon presented a document on Institute's policy on Intellectual Property Right.

Decision: It was decided to take the legal opinion before the matter is brought to the Senate.

The meeting ended with a vote of thanks to the Chair and other members/special invitees present.

Ram Shankar, Acting Secretary

AOjha
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Aparajita Ojha
Chairperson, Senate