

Minutes of SENATE/2012-13/1st meeting held on September 8, 2012 from 11.00 am in the conference Hall of the Institute.

SENATE/2012-13/1st meeting of the Senate was held on September 8, 2012 from 11.00 am in the conference hall of the Institute. Following members were present.

1. Prof. Aparajita Ojha
2. Prof. Puneet Tandon
3. Prof. Tanuja Sheorey
4. Prof. Vijay Kumar Gupta
5. Prof. P.N. Kondekar
6. Dr. Pritee Khanna
7. Dr. Atul Gupta
8. Dr. Prabin Kumar Padhy
9. Dr. Prashant Kumar Jain
10. Dr. Asish Kumar Kundu
11. Dr. Dinesh Kumar Vishvakarma
12. Dr. Prabir Mukhopadhyay
13. Dr. Asutosh Shrivastava (joined the meeting at 12.00 noon)
14. Dr. Lokendra Kumar Balyan
15. Dr. Pavan Kumar Kankar
16. Mr. Santosh Mahobia (Actg. Secretary)

Following members expressed their inability to attend the meeting due to their prior commitments.

1. Prof. V.K. Jain
2. Prof. V.M. Gadre
3. Prof. Uday Khedkar
4. Dr. Sunil Agrawal

Dr. M. Amarnath was absent from the meeting.

The Chairperson, Senate and the Dean, Academic welcomed all the members and the secretary of the newly constituted Senate. The Chairperson also apprised the new members about the procedures of the Senate and requested the Dean, Academic to proceed with the agenda items.

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Senate/2012-13/1.01	Confirmation of minutes of the SENATE/2011-12/3 rd Meeting of the SENATE held on June 18, 2012
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No comments were received on the minutes of the meeting and therefore the minutes were confirmed. However, it was raised by one Senate members that the name of the awardee of Chairman's Gold Medal and Academic Proficiency Silver Medal (CSE) was to be changed later due to some errors. Accordingly, name of Ms. Komal Dhawan in place of Anand Kumar Rai must be kept in the record along with the minutes of the SENATE/2011-12/3rd meeting in order to avoid any confusion in future. Hence, it was decided that the minutes would be prefixed by an amendment to the same effect giving the details of change in the names for Chairman's gold medal and Academic proficiency silver medal.

Senate/2012-13/1.02	SACs recommendation for withholding the degree of a student
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Contents of Minutes have been removed for the benefits of students

Senate/2012-13/1.03	Absence of PG students from Institute without information
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Three PG students were reported to be absent from the Institute without any prior information to the Institute and without seeking any leave from the Institute. The cases were discussed in the PGCS (Post Graduate Committee of the Senate) meeting held on August 30, 2012 and recommendations of the PGCS were placed before the Senate.

Senate deliberated on each case in detail and took a serious note of casual approach of the students in seeking prior permission and leave to remain absent from the Institute in two cases and joining a company without taking prior permission by one student. Senate decided in each case separately that students would not be allowed to register in the current semester and the current semester would be treated as a semester drop. However, to complete their degree requirements, they will be required to register in the next semester (Semester II, 2012-13).

The PGCS had also recommended certain amendments in the Manual of Procedures and Guidelines for the Postgraduate Programmes in order to deal with cases in which a student does not complete residential degree requirements or other such requirements for submission of the thesis as partial fulfillment for the award of the Master's degree and to especially deal with the cases of absence of a student from the Institute without following proper procedure. Following amendments in the manual were approved.

- (1) "If a student fails to submit his thesis within the stipulated time in the last semester of his programme, he/she will be permitted to submit his/her thesis within one month from the commencement of the next semester without registering in the next semester. In this case, he/she would be required to intimate to the Academic office that his/her thesis would be submitted within the extended period and his intimation should be duly forwarded by his

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thesis supervisor/guide. In case the student fails to submit the thesis in the extended period, he/she will be required to register only in the subsequent semester”.

- (2) A Doctoral Research Progress Committee (DRPC) will be constituted for each Ph.D. student (proposed by thesis supervisor) to monitor his/her progress throughout the programme. The committee will be approved by the Dean Academic. This committee will also evaluate the progress seminar of the student.
- (3) All the Master's students will be grouped based on their broad area of research and a PG Progress Committee (PGPC) will be formed for each group (proposed by the discipline head) to monitor the progress of students throughout the programme. The committee will be approved by the Dean Academic. This committee will also evaluate the seminar(s) of the students.

Other amendments proposed by the PGCS were also deliberated. Senate suggested the PGCS to revise the document based on the discussions held. Therefore the decision on the approval of those amendments was deferred and the Chairperson, Senate was authorized to approve the amendments after the suggestions of the Senate members are incorporated. It was also suggested to educate the PG students about the procedures and guidelines for the postgraduate programmes.

Senate/2012-13/1.04	Fixing of M.Tech. thesis submission deadline as May 31 st each year
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In order to streamline the process of award of degree to students of master's programme, it was proposed to fix the deadline of submission of the thesis as May 31st in each year in order to obtain the degree in the convocation of that year. The inputs received by one of the members through email were also placed before the Senate. Since, only the deadline for submission of the thesis was proposed, some members suggested fixing the date of defense also for getting the degree in the convocation of that year. Accordingly, after discussions, following was approved by the Senate.

- (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.

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Senate/2012-13/1.05	List of experts as Senate nominees for selection committees of faculty positions
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Some observations were made on the list by some members related to change of affiliations of the experts due to their movement from their original place to another place. Members were requested to give their recommendations for addition of a few more names within one week time. Senate authorized the Chairperson, Senate to add/delete experts from the list. Senate also authorized Chairperson, senate to approve further names if needed, from time to time.

Senate/2012-13/1.06	Co-opting of senate members for their specialized knowledge (not member of teaching staff) under provision 6.a.1(j) of MOA.
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Under the provision 6.a.1 (j) of MOA the Senate co-opted the following experts in the category of non-teaching staff, for their specialized knowledge

- (1) Mr. S. Amare, Tata Motors, Pune,
- (2) Mr. Shobhan Choudhary, Indian Railways, New Delhi,
- (3) Mr. Parag Vyas, CEO, GrauBar Design, Indore.

Senate/2012-13/1.07	Recommendation of Senate nominee(s) in Board
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Under the provision 5.a.1 (j) of MOA the Senate nominated the following professors for membership of the Board of Governors.

- (1) Prof. Puneet Tandon, Dean (P&D) and Professor of Mechanical Engineering and Design.
- (2) Prof. Tanuja Sheorey, Dean (S) and Professor of Mechanical Engineering.

Senate/2012-13/1.08	Any other item with the permission of the Chair
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Senate/2012-13/1.08.01 –

One member of the Senate raised the requirement of counseling for faculty members. Same was approved in principle after deliberations for improving the academic performance of the faculty. The Senate advised the Institute administration to evolve a mechanism to work out the modalities.

Senate/2012-13/1.08.02 –

Mr. Mitesh Nirajan, a student of M.Tech. (ME) will complete his residential requirement for award of degree in the month of December, 2012. His thesis writing work is nearing completion. He has been offered a job by Mitsubishi Heavy Industry (MHI) Japan through the placement cell of the Institute under the Institute-Japan Collaboration programme. However, the company is asking him to join from October 1, 2012. Senate discussed the case and approved the proposal

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in principle to relax the minimum residential requirement as a special case, if the student submits the thesis. The Senate further suggested that the company be informed about the minimum residential requirement of his master's programme and limitations of the Institute in allowing the student to complete his Master's thesis before the completion of residence requirement and be requested to extend the date of joining of the student to December 1, 2012. Based on the response of the company, the Chairperson, Senate was authorized to take a decision.

Senate/2012-13/1.08.03 –

Name of Dr. Atul Gupta was unanimously approved as Convener, Students Prizes and Awards Committee of the Senate (SPACS).

Meeting ended with a vote of thanks to the Chair and all present.

Forwarded for approval please,

Sd/-
Santosh Mahobia
(Secretary, Senate)

Approved

Sd/-
Aparajita Ojha,
Chairperson, Senate

Date: September 10, 2012