

**PANDIT DWARKA PRASHAD MISHRA
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING JABALPUR**

**Minutes of the 29th Meeting of the Senate
held on May 12, 2014 at 10:30 am in the Conference Hall of the Institute**

Members present:

Prof. Aparajita Ojha	Chairperson
Prof. V. M. Gadre (Through video conferencing)	Member
Prof. Vijay Kumar Gupta	Member
Prof. V. K. Jain (Through video conferencing)	Member
Prof. Uday Khedkar (Through video conferencing)	Member
Prof. P. N. Kondekar	Member
Prof. Tanuja Sheorey	Member
Prof. Puneet Tandon	Member
Dr. Parag Vyas	Member
Dr. Sunil Agarwal	Member
Dr. Pritee Khanna	Member
Dr. Asish Kumar Kundu	Member
Dr. Prabin Kumar Padhy	Member
Dr. Dinesh Kumar Vishwakarma	Member
Dr. Lokendra Kumar Balyan	Member
Dr. Sraban Kumar Mohanty	Member
Dr. Prabir Mukhopadhyay	Member
Shri R. P. Dwivedi	Secretary

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

Mr. S. Amane
Dr. Atul Gupta
Dr. Prashant Kumar Jain
Dr. M. Amarnath
Dr. Pavan Kumar Kankar



The Chairperson, Senate welcomed all the members present in person and over video conferencing. She expressed her satisfaction over the achievements of faculty and students and their active participation in organizing different conferences and workshops. She specifically mentioned the following in her opening remarks.

Conferences / Workshops Organized

Like last few years, this year has also witnessed several important initiatives and achievements of IIITDMJ faculty and students. Particularly in this year, faculty members have organized several workshops/ conferences and training programmes. These activities and events have attracted many participants from India and abroad. Recently, Sixteenth annual conference of International Academy of Physical Sciences was hosted at the Institute during March 20-22, 2014. More than 150 scholars and scientists from India, Poland, Sweden, Thailand, France and USA participated in the conference. Another workshop was organized for awareness on IPR on February 08, 2014, where the main resource persons were Professor Uday S Racherla from IIT Kanpur and his collaborator Mr. Amit Shukla. With these two events in the past two months, total number of events organized by the faculty in this session has become nine including an international conference on Control, automation, robotics and embedded systems (CARE, 2013). From May 19-22, 2014 we are also organizing a workshop on “complex networks” which is being coordinated by Dr. Anurag Singh.

Faculty Achievement and Recognition at National /International Levels

1. Profesor Puneet Tandon has been invited to chair a session and deliver keynote address at an International Conference on “Mechanical Engineering: Emerging Trends for Sustainability” (IC MEETS), MANIT Bhopal, January 29-31, 2014 on “Capturing Knowledge In Design Development Process”. He is also the Conference Chair for 2014 International Conference on Mechatronics and Mechanical Engineering (ICMME 2014), Chengdu, China, September 6-8, 2014 (<http://www.icmme.org>). Further, he conducted a National Workshop on CAD/CAM/CAE during March 24-25, 2014 at MCTE Institute of Engineering, Nasik.
2. A paper titled “Cuckoo search algorithm and wind driven optimization based study of satellite image segmentation for multilevel thresholding using Kapur's entropy” jointly written by Dr Anil Kumar, his Ph.D. scholar Mr. Ashish Bhandari and Prof. G. K Singh of IIT Roorkee has been viewed /downloaded more than 900 times ever

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since it came online in November 2013. The paper has appeared in Volume 41 of the journal Expert Systems with Applications.

3. Dr. P. K. Jain has been awarded a project from DST on “Development on Additive-Subtractive Integrated RP System for Improved Part Quality”. His Co-PIs for the project are Prof. Tandon and Dr. P.M. Pandey from IIT Delhi.
4. A research proposal of Dr. Amresh Mishra titled “Electro-deposition of Magnetic film in the presence of External Magnetic Field” has also been approved (in principle) by Science & Engineering Research Board, DST under the First Track scheme.
5. Dr. NR Jena has returned after 10 months of Indo-Australian post-doctoral research award. He has collaborated with Prof. Alan E. Mark, School of Chemistry and Molecular Bioscience, University of Queensland, Australia on molecular dynamics.

Students Experience and Achievements

1. From Semester II, 2013-14, first year batch was divided into three sections to improve students - teacher interaction. Students’ feedback has been quite positive, in general. With the cooperation of faculty members, teaching, learning and evaluation was managed very well.
2. Many multinational companies and PSUs have offered project based internship to students. These include Oracle, DRDO, BARC, Canon, Wise Cells etc.
3. Due to the efforts of our placement team led by Dr. Prashant Kumar Jain there has been 100% placement of eligible CSE and ECE students. However, it is still a challenge to attract core mechanical and electronics companies for campus placement. Nonetheless, students have taken GATE and some of them are seeking admissions for higher studies in India/Abroad.
4. Mr. Robin Singh Nanda (ECE, GATE rank 148) has secured admission in IISc Bangalore, M. Tech. programme. Mr. Vijay Singh Thakur (CSE) is admitted to our M. Des. Programme. Mr. Vineet Singh has secured admission at Trinity College Dublin, Mr. Ankit Awasthi (ME) has also secured admission with full scholarship in University of Texas at Dallas. These and other students are looking for more suitable options as well.
5. Counselling services unit has recently identified new student coordinators. The newly constituted team is working on growing the network to serve those who need counseling on various fronts.
6. Students’ technical festival Abhikalpan was held during March 07-09, 2014 and was well attended by students of surrounding colleges as well. Apart from this, students have also organized a few other events.

Amr Singh 3

Senate/29/02	Confirmation of the minutes of 28th meeting of the Senate (SENATE/2013-14/2nd Meeting) held on January 18, 2014
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Minutes of 28th (SENATE/2013-14/2nd) Senate meeting held on January 18, 2014 were confirmed.

Senate/29/03	Action taken report on the decision of the Senate vide 28th Meeting of the Senate held on January 18, 2014
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Action taken report on the decision of the Senate in its 28th meeting was presented during the meeting. (Note: Copy of same is attached as Annexure I).

Senate/29/04	Proposal for Modification in the PBI evaluation scheme
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Based on the experience of the past few years about the evaluation process of sixteen credits project based internship (PBI), a proposal for minor modification in its evaluation scheme was presented before the members. Members deliberated on the evaluation scheme for PBI. It was informed to the members that present evaluation scheme does not have any numerical equivalence of the letter grades. **The Senate approved the proposal to assign numerical values to letter grades.**

It was sought by some of the members as to why the letter grades for PBI are not aligned with the grading schema followed by the Institute for undergraduate programme i.e. 9 point scale (A+, A, etc.) It was clarified to the members that many students carry out external PBI (mostly in industries) and industry personnel are not accustomed to grade students on the nine point scale. Members expressed their satisfaction on the clarification.

Members also opined that there should be differential weightage for the various evaluations (two interim evaluations, a mid-term and an end-semester evaluation). Senate accepted the proposal for having differential weightage for various evaluations. After some discussion, a joint committee of UGCS and IB was constituted to propose a formula for the weighted average of numeric values of grades awarded by the guide and the sub-committee. The Senate authorized the Chairperson Senate to approve the same.

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After detailed discussion the Senate approved following amendments in the PBI evaluation guidelines.

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 each PBI in a 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 to evaluate the end semester performance (including final presentation) of students and their recommendations will be submitted 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 interim, mid-term and end-term grades to the student as per the format with numeric value as follows.
 - Excellent (A): 10
 - Good (B): 8
 - Average(C): 6
 - Satisfactory (D): 4
 - Unsatisfactory (F): 2

The grades awarded by the guide will be forwarded to the academic section of the Institute, in the format as decided by the IB from time to time.

4. The evaluation committees will assign an SPI for the PBI of 16 credits by taking into consideration the weighted average of numeric values of the interim, mid-term and end-term grades. Formula of weighted average will be as approved by the Chairperson Senate.
5. The final grade will be sent to the academic office duly forwarded by the Chairman, IB.
6. For any discrepancy/ review etc. on PBI grading, Chairman, IB will be authorized to take a decision. He/she may consult the evaluation committees or may have an independent review.

Chairman IB

7. The student is required to submit a progress report to supervisor(s) (internal and /or external) and to the academic office in every interval of 15 days after starting the project in addition to the reviews mentioned above. The submission process will be as specified by the IB from time to time.
8. Students is required to submit a copy of the mid semester PBI Report to each member of the evaluation sub-committee atleast a week before the date of mid-semester evaluation and final project report atleast a week before the date of end semester evaluation.
9. The students will be required to submit a hard copy of the final project report in the academic office with softcopies to each of the members of evaluation sub-committee.

Senate/29/05	Allowing students on academic break to register for forward (higher semester) courses
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Recommendations of the committee consisting of the Dean Academic and UGCS on the proposal for allowing forward (higher semester) courses were placed before the Senate for approval. Members suggested defining the term ‘forward or higher semester courses’ for the sake of clarity. Accordingly, following definition was approved by the Senate.

Forward (higher semester) courses: If a student’s degree programme is placed on ‘academic break’ at the end of semester P, then any course of semester P +1 onward will be termed as forward (higher semester) course including project based internship.

Senate deliberated on the proposal of the committee and approved the same with minor modification. Accordingly, following was approved –

- a. A student can register for maximum of four courses in a semester during the period of academic break (of her/his degree programme).
- b. A student is required to first register for backlog courses offered in that semester.
- c. Registration will be permitted only in those courses which are floated / offered in that semester for which the student is applying for registration and in which there is no clashing of the timetable.
- d. In case she/he is having less than 4 backlog courses, she/he can opt for maximum two forward courses (courses of higher semester), provided she/he

Alimul Haq 6

has cleared the prerequisite courses of the forward courses that she/he is opting for registration.

- e. A student will be eligible to apply for registration in a forward course of Semester P+1 or P+2 as the case may be, depending on odd or even semester.
- f. Application of a student to register in a forward course will be duly recommended and forwarded by the Convener UGCS for approval of the Dean, Academic. Decision of the Dean, Academic will be final and binding on the student.
- g. If a student has cleared all courses up to six semesters but is still on academic break, she/he may be permitted to register only for PBI. Decision of the Dean Academic on the recommendation of Convener UGCS for registration in PBI will be final and binding on the student.

The Senate further approved that the above rules shall be applicable from Semester I, 2014-15.

Senate/29/06	Proposal for amendment in the rule related to thesis submission deadline for award of postgraduate degree in the convocation in an year
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Proposal for modified guidelines related to submission of thesis was placed before the Senate. Some members were of the view that all those students who successfully defend their thesis before the scheduled convocation in a year should not be deprived of obtaining degree in the convocation. However, the deadline for thesis submission of PG programmes should remain as May 31, every year.

Senate discussed the proposal and decided not to change the rule related to thesis submission deadline. However, to deal with specific cases, the Chairperson Senate was authorised to recommend name of a student for award of degree to the Board of Governors, if the student successfully defends her/his thesis well before the Convocation.

Senate/29/07	Proposal for amendment in the rules related to submission of the Thesis
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Dean Academic presented the proposal for amending the rules related to process of thesis submission. He briefed the members that in the current guidelines there is no role of thesis supervisor in the submission process of the thesis by a PG student.

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After deliberations, the following modified rules were approved by the Senate.

Thesis submission for evaluation:

1. It will be duty of the student submitting the thesis to check the thesis against possible plagiarism.
2. Student will forward the thesis to supervisor and supervisor will forward the soft copy of the thesis to the academic section. Date of thesis submission will be considered the date on which thesis is received by the academic office through the supervisor.

Final thesis submission:

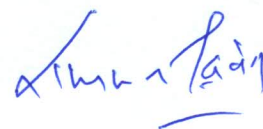
1. After successful defense, the student will submit one hard bound copy (for library) and a soft copy of the final thesis duly forwarded by her/his thesis supervisor to the office of the Dean (Academic) after incorporating changes suggested by the committee, if any.
2. Hard copy should be forwarded by the supervisor and student will be submitting it to the academic section.
3. Soft copy of the final thesis to be forwarded by the supervisor to AR (Academic) by email / CD.
4. Final thesis submission process will be complete only when both the hard copy and the soft copy of the final thesis are received by the academic section.

A member raised the issue that it may happen that student's supervisor is not available at the time of thesis submission. Senate discussed the issue and suggested that the student can submit advance copy of the thesis to the academic office directly. However, date of final thesis submission will be considered as the date on which the thesis is received by the academic office through supervisor.

Senate/29/08	Proposal for amendment in rule related to Thesis Examination board
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Members were informed about the existing rules related to formulation of thesis examination board for master's and doctoral students. It was also informed to the members that PGPC (Postgraduate Progress Committee for Masters' students) and RPC (Research Progress Committee for Doctoral students) are evaluating the progress of a student throughout their programme. Following amendments in the rule were approved.

The Thesis Defense Board shall comprise of:



1. The PGPC (Postgraduate Progress Committee in case of master's student) or RPC (Research Progress Committee in case of Doctoral students).
2. One external expert (from outside the Institute).
3. The thesis supervisor/ programme coordinator shall act as the Convener of the Thesis Defense Board.
4. In exceptional cases, if one or more members of PGPC or RPC are on leave, thesis supervisor/ programme coordinator may propose change of member through Convener PGCS and the Chairperson Senate may take final decision on the proposal.

Senate/29/09	Ratification of the approvals given by the Chairperson Senate
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List and details of approval accorded by the Chairperson, Senate were not placed in the meeting. However, members were of the view that no discussion was needed on ratification of the items approved by the Chairperson, Senate.

The Secretary Senate submitted that the details of approvals accorded by the Chairperson will be circulated to members later.

Senate/29/10	Any other item with the permission of the Chair
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Senate/29/10.1 M.Tech. program in ECE(Micro-nano electronics):

Proposal for the M.Tech. programme in ECE (Micro-nano electronics) was placed before the Senate for approval. Members discussed the proposal and following suggestions were made.

1. As micro and nano are having large dimensional difference, it is impossible to cover the whole field from micro to nano. In place of it, "Micro Electronics and Nano Electronics" or "Micro and Nano Electronics" may be suitable.
2. Elective on 'Nano technology intellectual Property rights and innovation' is too general and may not be suitable in the programme.

Senate approved the proposal in principle. It was further suggested that the proposal may be thoroughly reviewed and details be placed in the next Senate meeting.

Alimuddin 9

Senate/29/10.2 Allowing Mr. Hem Chand Meena (2009061) for PBI:

In view of the decision of the Senate for allowing students who are on academic break to take up forward courses/PBI, the Dean academic proposed that Mr. Hem Chand Meena (2009061) be permitted to register for the PBI in the session starting from May 19, 2014 as a special case as he was having only one backlog on Effective Communication (HS101). Senate accepted the proposal to allow Mr. Hem Chand Meena to register for PBI as a special case.

Senate/29/10.3 Proposal to allow the student Mr. Suyash Mishra (Roll No. 2012236) to drop the semester on medical grounds

A proposal was placed before the Senate that Mr. Suyash Mishra (Roll No. 2012236) could not join the Institute after mid semester due to medical reasons. He had applied for drop of semester on medical ground. The Senate opined that it is routine matter and Convener, UGCS and Dean Academic may take the decision as per the UG manual.

Senate/29/10.4 Modification in UG and PG manual:

One of the members deliberated on the need of revision of the UG and PG manuals. He informed the members that UG and PG manuals were framed and approved when the post of Dean Academic did not exist. In order to avoid any possible overlaps in the responsibilities of the Dean Academic, Convener UGCS and Convener PGCS, UG and PG manuals need to be reviewed and revised if necessary. It was suggested to the Conveners UGCS and PGCS to propose necessary revisions in a subsequent meeting of the Senate.

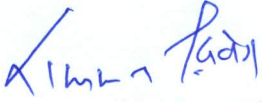
The Chairperson Senate suggested keeping the next meeting in the 3rd week of June, 2014 before the next Convocation takes place.

Meeting ended with vote of thanks to the Chair.

Minutes submitted for approval please.

Approved
Prof. (Ms.) Aparajita Ojha
Chairperson, Senate

27-5-2014


(Ram Phal Dwivedi) 27-05-2014
Registrar/Secretary, Senate

Annexure I

Action taken report on the decisions of the 29th Meeting of the Senate held on January 18, 2014

Agenda No.	Agenda Items	Status
Senate/2013-14/2.05.01	Appeal of student on Academic Drop	Implemented. Appeal of following appellants have been considered: (i) Hem Chand Meena (ii) Saurabh Sain (iii) Vinod Maloth (iv) Abhay Kushwaha Appeal of following appellants has not been considered: (i) Keshav Meena (ii) Deepak Panwar (iii) D.H.S. Bhargava (iv) Kuldeep
Senate/2013-14/2.05.02	Study and analysis of the existing rules of Academic Improvement, Academic Break and Academic Drop.	In process
Senate/2013-14/2.06	Recommendation for name(s) of persons as Chief Guest for the Sixth Convocation, 2014.	Recommendation sent to the Board of Governors
Senate/2013-14/2.07	Conferment of Honorary Degree (honoris causa) of Doctor of Letters/Science to persons in recognition of their outstanding contribution	Recommendation sent to the Board of Governors
Senate/2013-14/2.08	Presentation by PBI students	No action required
Senate/2013-14/2.09	New Conveners for UGCS, PGCS, SACS, SPACS, LCS	Implemented
Senate/2013-14/2.10	Inclusion of SACS manual clause 1.1 in UG/PG Rules	Implemented
Senate/2013-14/2.11	Moderation of grades	Implemented
Senate/2013-14/2.12	Maintaining Academic Records by the Instructor-in-Charge for courses	Implemented
Senate/2013-14/2.13	Modification in rules related to Warning and Termination for PG students	Implemented

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