



MINUTES

15th ACADEMIC COUNCIL MEETING

DATE : 20 September 2019

TIME : 11:00 AM

VENUE : Conference Room
Academic Block 'B'
Amity University Campus
Maharajpura,
Gwalior (M.P.)

Registrar
Amity University Madhya Pradesh
Gwalior

**MINUTES OF THE 15th MEETING OF ACADEMIC COUNCIL OF AMITY UNIVERSITY
MADHYA PRADESH, HELD ON 20TH SEPTEMBER 2019**

1. 15th meeting of the Academic Council of Amity University Madhya Pradesh (AUMP) was held on 20th September 2019 at 1100 hours at the Amity University Campus, Maharajpura, Gwalior (M.P.). The meeting was held under the Chairmanship of Lt Gen V K Sharma, AVSM (Retd), the Vice Chancellor, AUMP, Gwalior.
2. The Agenda Points proposed to be discussed during the meeting, were earlier circulated to all members and are attached at **Appendix-A**. The list of Members of Academic Council of Amity University Madhya Pradesh present in the meeting is attached as **Appendix-B**. The Academic Council then proceeded to discuss the agenda points. The details of discussion are given in the succeeding paragraphs.
3. **Agenda No. 1: Welcome Address by Chairman**. The Vice-Chancellor of the University and Chairman of Academic Council welcomed the members. He informed members that the aim of the Academic Council Meeting is to plan for next semester commencing from Jan 2020. In his welcome address he thanked all the Hols for their day & night preparation to make Raising Day function of AUMP a great success.
4. **Agenda No. 2: Ratification of Minutes of Academic Council Meeting held on 15th March 2019**.
The Minutes of 14th Academic Council Meeting held on 15th March 2019 were put up before the members of the Academic Council for ratification. The same were ratified by the Academic Council members and are attached as **Appendix - C**.
5. **Agenda No. 3: Approval of Academic Calendar for Next Semester (Jan- June 2020)**. The Dean (Academics) put up the Academic Calendar for even semester (Jan - June 2020) for approval. Members of the Academic Council approved the Academic Calendar (Jan-June 2020). The same is attached as **Appendix- D**.
6. The Chairman requested all that no events will be planned during the mid semester examination scheduled from 17 Feb - 27 March 2020. He also requested Director CRC that no placement activities will be planned during the said period.
7. The Chairman requested Dean (Academics) to prepare yearly Academic Calendar instead of preparing semester (half yearly) wise from the next semester commencing from Jan 2020.
8. **Agenda No. 4: Approval of Calendar of Examination Activities for Next Semester (Jan -June 2020)** The Controller of Examinations (CoE) put up the



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Examination Calendar for the Next Semester (Jan-June 2020) before the Members of the Academic Council for approval. The Exam Calendar was approved and is attached as **Appendix - 'E'**.

9. CoE also put up the following points before the members of the Academic Council in r/o automation of examination for information:-
- (a) Exam forms will be filled on Amizone. Hard copy of the exam forms will not be accepted.
- (b) Internal Assessment Examination marks should be uploaded online on Amizone, by respective Hols.
10. **Agenda No. 5: Approval of requirement of Lab Equipments/consumables for Next Semester commencing from Jan 2020.** All Hols of various Institutes/Schools have proposed the requirement of Lab Equipment for the next semester commencing from Jan 2020. The Institute/School wise financial implications on procurement were put up before the members of the Academic Council for approval.
11. The Chairman directed Hol, Amity Institute of Pharmacy (AIP) to review the lab requirement by rechecking the cost of the required equipments and put up again.
12. The requirement of lab equipments of other institutes/schools except AIP was approved. The same is attached as **Appendix - 'F'**
13. The members of the Academic Council unanimously authorized the Chairman to approve the modified lab requirement to be put up by AIP as advised by the Chairman.
14. **Agenda No. 6: Approval of requirement of Library Books for Next Semester Commencing from Jan 2020.** Hols of various Institutes/Schools proposed the requirement of Books for the next semester commencing from Jan 2020. Subsequently, a meeting of Library Committee was conducted on 12 Sept 2019 for checking and to review the requirement. The library committee found that the requirement of books wrt AIP is very high and needs to be reviewed.
15. The requirement of Library books duly recommended by Library Committee was put up before the members of the Academic Council for approval. The same was approved and is attached as **Appendix-G.**
16. On the recommendation of Library Committee, the Chairman directed Hol, AIP to review the requirement of books proposed by AIP and re-submit.
17. The members of the Academic Council unanimously authorized the Chairman to approve the modified requirement of books to be put up by AIP after due modification as suggested by Library Committee.




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18. **Agenda No. 7: Approval for Conferment of Degrees to the Passed out students in the Academic Year 2019.** The list of total 610 passed out students of various disciplines of AUMP was placed before the members of Academic Council for approval of awarding the degree. The same was approved and is attached at **Appendix-H.**
19. The Chairman said that Provisional Degree Certificate will only be issued to those students who actually desire the same. For that the student has to submit an application to the Office of the Registrar duly forwarded by respective HoI.
20. **Agenda No. 8: : Approval of Visiting Faculties from the period of July 2019 to Dec 2019.** All Hols of various Institutes/Schools put up the requirement of visiting faculties for the period from July 2019 to Dec 2019. The same was approved and is attached at **Appendix -I.**
21. The Chairman requested HoI, ALS to review the teaching load of the existing faculty and re-submit the requirement after reviewing the load.
22. The members of the Academic Council unanimously authorized the Chairman to approve the modified list of visiting faculty to be put up by ALS.
23. It was decided that from the next semester the requirement of visiting faculty will be put up along with the detailed sheet consisting teaching load of existing faculty members.
24. **Agenda No. 9 Approval of Minutes of Meeting of University Research Council (URC) of AUMP.** The Controller of Examination, AUMP briefed the minutes of the University Research Council (URC) of AUMP held on 2nd August 2019 before the members of the Academic Council for approval. The same were approved by the Council and are attached as **Appendix-I.**
25. It was unanimously decided that if any member of Academic Council/University Research Council does not attend the meeting in three consecutive time, his/her name to be replaced with a new member.
26. The Chairman directed Registrar to constitute a committee comprising the following members to formulate extended regulations wrt the PhD Ordinance No. 12 pertaining to attendance of PhD Scholars, submission of progress report, detection of plagiarism etc:-

- | | | | |
|-----|---------------------------|---|----------|
| (a) | Pro Vice Chancellor, AUMP | - | Chairman |
| (b) | Dean (Academics), AUMP | - | Member |

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- (c) Dean (Research), AUMP - Member
(d) Director, ABS, AUMP - Member
(e) Director, ASET, AUMP - Member

27. The Committee will submit the draft regulation to the Vice Chancellor, AUMP by 15 October 2019 for his perusal and further approval.

28. **Agenda No. 10: Information about Research Projects Submitted by the various Institutes/Schools from March 2019 to August 2019.** Dean Research put up the list of research projects submitted by faculty members for information to the Academic Council Members. The same is attached as **Appendix - 'K'**.

26. The Chairman said that we should give more emphasize on the quality of the research projects submitted by AUMP. He said that only submission of project does not make any sense. We should work out on the regional aspects and the requirement of funding agencies before submitting the projects. Projects should be prepared as per the need of the funding agencies. He also said that faculty members should be motivated to publish their research papers in Scopus Indexed Journals to get good rankings.

29. **Agenda No. 11: Approval of Regulations for conduct of Examination, scheme of evaluation and discipline among students in examinations as amended.** CoE put up the amendments of regulations (R3-Apr 2019) for conduct of Examination, scheme of evaluation and discipline among students in examinations before the Academic Council members for approval. The same was approved and are attached as **"Appendix -L"**

30. **Agenda No. 12: Approval of Research Guides for PhD.** The list of PhD Supervisors was put up before the members of the Academic Council for approval by Dean (Research). The Chairman directed Dean (Research) to re-submit the list of PhD Supervisors along with the proper noting sheet and their resumes. He said that the Supervisors will be as per UGC norms.

31. The Chairman directed all HoIs to send the names of the Supervisors of their institute/school to Dean (Research) by 30 October 2019

32. **Agenda No. 13: Other Points with the Permission to the Chair.** The following instructions have also been issued by the Chairman during the meeting:-

- (a) **Participation of students in co-curricular/ extracurricular /NSS activities.** The Chairman said that "Good work must always be recognized". He said that credit should be given to the students who are sincerely engaged in the co-curricular/

extracurricular / NSS activities being organized by AUMP in terms of certificate, letter of appreciation on the University's letter head to encourage the students. HoIs will identify the students and give the letter of appreciation to them.


(b) **Discrepancies in attendance.** He said that the discrepancies in number of classes held showing in CDC data and mentioned in the time table, and in the attendance should not be found. He directed that HoIs must nominate one senior faculty member to check the accuracy of CDC data before onward submission.


(c) **Official Duty.** The Chairman said that granting of official duty to a student should not be more than 25% in total attendance for a semester. Official duties should only be considered for the genuine cases only.

(d) **Quality Improvements.** The Chairman said that we should work hard to ensure the improvement in number of admissions, in academic excellence, quality outcome, and proper documentation to get good score in NAAC and good rankings.

33. Since there was no other point to discuss, the meeting concluded at 1300 hrs with thanks to the chair.

Date : 24.09.2019
Place : Gwalior


(Rajesh Jain) 24/09/2019
Registrar &
Member Secretary -
Academic Council, AUMP


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Gwalior



AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

15th ACADEMIC COUNCIL MEETNG : 20th SEPT 2019

AGENDA POINTS

Item No.	Item
Item No. 1	Welcome address by the Chairman
Item No. 2	Ratification of Minutes of Academic Council Meeting held on 15 March 2019
Item No. 3	Approval for Academic Calendar for next even semester (Jan - June 2020)
Item No. 4	Approval of Calendar of Examination Activities for next even semester (Jan - June 2020)
Item No. 5	Approval of requirement of Lab Equipments for next even semester commencing from Jan 2020
Item No. 6	Approval of requirement of Books for next even semester commencing from Jan 2020
Item No. 7	Approval for Conferment of Degrees to the Students Passed out in the Academic year 2019
Item No. 8	Approval of Guest Faculties from July 2019 - Dec 2019
Item No. 9	Approval of Minutes of the Meeting of University Research Council (URC) held on 02.08.2019
Item No. 10	Information about Research Projects submitted by various institutes/schools from March 2019 to Aug 2019
Item No. 11	Approval of Regulations for conduct of Examination, scheme of evaluation and discipline among students in examinations as amended
Item No. 12	Approval of Research Guides for PhD
Item No. 13	Any other point with permission to the Chair

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Gwalior



MINUTES

ACADEMIC COUNCIL MEETING

DATE : 12 March 2020

TIME : 11:00 AM

VENUE : Conference Room
Academic Block 'B'
Amity University Campus
Maharajpura,
Gwalior (M.P.)

Registrar
Amity University Madhya Pradesh
Gwalior

**MINUTES OF THE MEETING OF ACADEMIC COUNCIL OF AMITY UNIVERSITY MADHYA
PRADESH, HELD ON 12TH MARCH 2020**

1. The 16th meeting of the Academic Council of Amity University Madhya Pradesh (AUMP) was held on 12th March 2020 at 1100 hours at the Amity University Campus, Maharajpura, Gwalior (M.P.). The meeting was held under the Chairmanship of Lt Gen V K Sharma, AVSM (Retd), the Vice Chancellor, AUMP, Gwalior.

2. The Agenda Points proposed to be discussed during the meeting, were earlier circulated to all members and are attached as **Appendix-A**. The list of Members of Academic Council of Amity University Madhya Pradesh present in the meeting is attached as **Appendix-B**. The Academic Council then proceeded to discuss the agenda points. The details of discussion are given in the succeeding paragraphs.

3. **Agenda No. 1: Welcome Address by Chairman.**

(a) The Vice-Chancellor of the University and Chairman of Academic Council welcomed all the members of Academic Council. He informed members that the aim of the Academic Council Meeting is to plan for next semester commencing from July 2020. During his address he informed the members about the UGC letter received in r/o taking precautionary measures against Corona Virus (COVID-19) and 'Say No To Drugs'. The Vice Chancellor informed the members that AUMP is strictly complying with the advisory issued by the UGC. He informed the members that he has already instructed Director (Admin) to take appropriate measures against COVID -19, and to Chief Proctor & Director (Hostel) to formulate an Action Plan for 'Say No to Drugs'.

(b) The Vice Chancellor issued the instructions to cancel all the upcoming events like, Seminar/Conference/Workshops/ Meetings etc. planned during the m/o March and April 2020.

(c) The Vice Chancellor informed all the Hols that IIQA of NAAC has already accepted by NAAC and we have to submit the Self Study Report (SSR) latest by 10th April 2020. He informed that as 10th March 2020 is a Holiday, we have to submit the SSR on 9th April 2020. He requested all Hols to prepare their departmental presentation and make their own departmental SSR, as Hon'ble Chancellor may visit to see the presentation/preparation any time. He also requested all Hols to include all research publications, projects, patents etc those are in pipelines also in the SSR so that research part of SSR can be made more marks oriented. He requested all Hols to ask the concerned


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faculty members to proactively liaison with the funding agencies and keep continue follow-up with them.

(d) The Vice Chancellor directed all to maintain the records of all the data pertaining to SSR and make it presentable for any of the inspection team.

(e) The Vice Chancellor said that the NAAC inspection will be carried out for all the programmes shown in the IIQA. All Hols must prepare and ensure the availability adequate facilities like infrastructure, labs, consumables, faculty and staff, books & journals etc.

(f) The Vice Chancellor directed Offg. HoI, AIBAS to prepare for inspection to be carried by RCI for starting new course i.e. PG Diploma in Rehabilitation Psychology and do mock rehearsal of the same.

4. **Agenda No. 2: Ratification of Minutes of Academic Council Meeting held on 20th September 2019 and Circular Resolution dated 17th December 2019.**

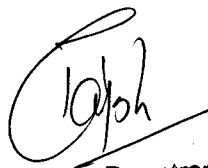
(a) The Minutes of the last Academic Council Meeting held on 20 September 2019 were briefed to the members. The minutes were ratified and are attached as **Appendix - C**.

(b) The members were also briefed about the Circular Resolution dated 17 December 2019 passed for approval of following new ordinances submitted to Madhya Pradesh Private University Regulatory Commission, Bhopal:-

1. Ordinance No. 47 - PG Diploma in Psychology and Rehabilitation Psychology
2. Ordinance No. 48 - Diploma Programmes to be offered in the area of Fashion Design and Technology.
3. Ordinance No. 49 - PG Diploma Programmes to be offered in the area of Journalism and Mass Communication
4. Ordinance No. 50 - Diploma Programmes to be offered in the area of Journalism and Mass Communication
5. Ordinance No. 51 - PG Diploma in Hospital Management
6. Ordinance No. 52 - PG Diploma in Supply Chain Management & Logistics
7. Ordinance No. 53 - BSc + MSc Biotechnology (Dual Degree)

(c) The Circular Resolution was ratified by the members and is attached as **Appendix - D'**

5. **Agenda No. 3: Approval of Minutes of Board of Studies Meetings held in Jan/Feb 2020 of various institutes/schools of AUMP.**


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(a) Minutes of Board of Studies (BoS) meetings of various Institutes/School held in Jan/Feb 2020 including all the amendments made in the syllabus, course structure, credits etc were briefed the members by all Hols for deliberation.

(b) The Minutes of BoS meeting of various institutes/schools were approved by the Academic Council. The institute wise minutes of meetings including summary of changes/modification in the Syllabus are attached as **Appendix- 'E'**.

(c) The Vice Chancellor directed all Hols to maintain a master copy in separate folder of programme, semester and module wise syllabus and put up before him latest by 23rd March 2020. He said that Hols should constitute a committee for checking of the same. He said that the same is also to be uploaded on Amizone.

(c) The Vice Chancellor directed all Hols to send the list of subjects of Main Papers wrt PhD Scholars to the CoE and the Dean (Academics).

(d) The Vice Chancellor said that all changes made in the syllabus, credits, course structure etc should be communicated to CoE and should also be uploaded on Amizone.

6. **Agenda No. 4: Approval of Academic Calendar for Next Academic Year (July 2020 - June 2021)**. Prof (Dr) Vikas Shrivastava, Professor, AIB on behalf of Dean (Academics) put up the Academic Calendar for next Academic Year 2020-21 before the Academic Council for its approval. The Members of the Academic Council approved the Academic Calendar subject to make a change in dates of Mid Semester Exams.


The revised Academic Calendar after making amendments as suggested by the Chairman is attached as **Appendix- 'F'**.

7. **Agenda No. 5: Approval of Examination Calendar for Next Academic Year (July 2020 - June 2021)** The Controller of Examinations put up the Examination Calendar for the Next Academic Year (July 2020 - June 2021) before the Members of the Academic Council for approval. The same was approved and is attached as **Appendix - 'G'**.

8. **Agenda No. 6: Approval of Calendar of Events for the period from July - Dec 2020**. On the basis of Academic Calendar, Examination Calendar and the details of planned events of various institutes/schools, an Event Calendar of AUMP for the upcoming semester July - Dec 2020 was prepared and put up before the Chairman. The Chairman discussed all the planned events with the respective Hols. In consultation with all Hols the Event Calendar was finalized and the same is attached as **Appendix - 'H'**.

9. **Agenda No. 7: Approval of requirement of Lab Equipments/consumables for Next Semester commencing from July 2020.**

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(a) Hols of various Institutes/Schools proposed the requirement of Lab Equipment/Consumables for the next odd semester commencing from July 2020. The Institute/School wise financial implications on procurement were put up before the members of the Academic Council for approval.

(b) The said requirement was approved by the members of the Academic Council and is attached as Appendix - I.

10. **Agenda No. 8: Approval of requirement of Library Books for Next Semester Commencing from July 2020.**

Hols of various Institutes/Schools have proposed the requirement of Books for the next semester commencing from July 2020. Subsequently, a meeting of Library Committee was conducted on 05 March 2020 for discussion about the requirement raised by the departments.

The requirement of Library books duly recommended by Library Committee was put up before the members of the Academic Council for approval. The same was approved and is attached as Appendix- J.

11. **Agenda No. 9: Approval of Courses, Intake and its fees for the Academic Session 2020-21.** The lists of under graduate and post graduate courses with the admission eligibility criteria, fees and intake for 2020-21 were put up before the members of Academic Council for approval. The same were approved and are attached as at Appendix- K.

12. **Agenda No. 10: : Approval of Guest Faculties from the period of Jan 2020 to June 2020.** Hols of various Institutes/Schools proposed the requirement of guest faculties for the period from Jan 2020 to June 2020 for approval. The same was approved and is attached as Appendix -L.

13. **Agenda No. 11 Approval of Minutes of Meeting of University Research Council (URC) of AUMP** The Controller of Examination, AUMP put up the minutes of the University Research Council (URC) of AUMP held on 3rd March 2020 before the members of the Academic Council for approval. The same were approved by the Council and are attached as Appendix- M.

14. **Agenda No. 12: Information about Research Projects Submitted by the various Institutes/Schools from Sept 2019 to Feb 2020.** Dr. Swapnil Rai, Associate Professor, EVS on behalf of Dean (Research), AUMP put up the list of ongoing and



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submitted research projects to the Academic Council Members for their information. The same is attached as Appendix - N.

15. **Agenda No. 13: MOOCs courses through SWAYAM platform.**

(a) In line with the letter dated 27 February 2020 of UGC regarding implementation of MOOCs Course, the Vice Chancellor informed all that AUMP has already adopted the MOOCs Courses and implemented the Credit Framework for Online Learning Courses through SWAYAM at AUMP.

(b) He requested all Hols to identify more CBCS courses and give it to Dean (Academics) after proper mapping with MOOCs Courses.

(c) The Vice Chancellor requested Dean (Academics) to put up the list of CBCS Course by 30th March 2020 before him, which was properly mapped with MOOCs Courses and permitted for students to opt.

(d) The letter of UGC in this regard is attached as Appendix - O.

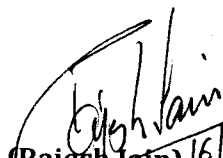
16. **Agenda No. 14: Approval of Procedures of Examinations of the programmes being offered through Open & Distance Learning Mode.** The Controller of Examination put up the procedure of examination of the programmes being offered through Open & Distance Learning Mode for approval. The same was approved by the members of the Academic Council and is attached as Appendix - P.

17. **Agenda No. 15: Any Other Points with the Permission of the Chair.** Since there was no other point to discuss, the meeting concluded at 1330 hrs with thanks to the chair.

Ref. No. AUMP/RO/2020/AC Meeting/134

Date : 16.03.2020


Place : Gwalior


(Rajesh Jain) 16/3/2020
Registrar &
Member Secretary -
Academic Council, AUMP

Circulation:

1. The Chairman of Academic Council
2. All Members of the Academic Council
3. Office Records




Registrar
Amity University Madhya Pradesh
Gwalior



AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Appendix -A
(Refer to Para 2)

ACADEMIC COUNCIL MEETING : 12 MARCH 2020

AGENDA POINTS

Item No.	Item
Item No. 1	Welcome address by the Vice-Chancellor, AUMP
Item No. 2	Ratification of Minutes of Academic Council Meeting held on 20 Sept 2019 and Circular Resolution dated 17 th Dec 2019
Item No. 3	Approval of Minutes of BoS Meetings held in Jan/Feb 2020 of various Institutes of AUMP
Item No. 4	Approval of Academic Calendar for Next Academic Year 2020-21
Item No. 5	Approval of Examination Calendar for Next Academic Year 2020-21
Item No. 6	Approval of Calendar of Events for the period from July - Dec 2020
Item No. 7	Approval of requirement of Lab Equipments/consumables for Next Semester commencing from July 2020
Item No. 8	Approval of requirement of Books and Journals for Next Semester commencing from July 2020
Item No. 9	Approval of Courses, Intake and its fees for the Academic Session 2020 -21
Item No. 10	Approval of Guest Faculties from the period of Jan 2020 to June 2020
Item No. 11	Approval of Minutes of the Meeting of University Research Council (URC) held on 03.03.2020
Item No. 12	Information about Research Projects submitted by various Institutes/Schools from Sept 2019 to Feb 2020
Item No. 13	Approval to adopt the MOOCs courses through SWAYAM platform
Item No. 14	Approval of Procedures of Examinations of the programmes being offered through Open & Distance Learning Mode
Item No. 15	Any other point with permission of the Chair

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