



**MINUTES**

**15<sup>th</sup> ACADEMIC COUNCIL MEETING**

DATE : 20 September 2019

TIME : 11:00 AM

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

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

1. 15<sup>th</sup> meeting of the Academic Council of Amity University Madhya Pradesh (AUMP) was held on 20<sup>th</sup> 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 HoIs 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 15<sup>th</sup> March 2019.**  
The Minutes of 14<sup>th</sup> Academic Council Meeting held on 15<sup>th</sup> 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

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 HoI, 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 HoI, 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.

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 2<sup>nd</sup> August 2019 before the members of the Academic Council for approval. The same were approved by the Council and are attached as **Appendix-'J'.**
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**

- (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