



## MINUTES

### ACADEMIC COUNCIL MEETING

DATE : 25 September 2017

TIME : 11:00 AM

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

**MINUTES OF THE MEETING OF ACADEMIC COUNCIL OF AMITY UNIVERSITY MADHYA  
PRADESH, HELD ON 25<sup>TH</sup> SEPTEMBER 2017**

1. A meeting of the Academic Council of Amity University Madhya Pradesh (AUMP) was held on 25<sup>th</sup> September 2017 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 2018. In his welcome address he said that last semester has gone off smoothly as per the planning done. He said that the planning for the next semester should also be done in such manner. He also said that this year AUMP will participate in India's Ranking 2018. He said that we should improve our quality in all areas so that we should achieve a good rank. He said that we should also concentrate to keep our all institutions/schools ready to participate in NIRF individually.

4. **Agenda No. 2: Confirmation of Minutes of Academic Council Meeting held on 3<sup>rd</sup> March 2017.**

(a) Minutes of the last Academic Council Meeting dated 3<sup>rd</sup> March 2017 put up before the members of the Academic Council and confirmed. The same are attached as **Appendix - C**.

(b) The Vice Chancellor emphasized on the following aspects to prepare the minutes of Board of Studies planned in the month of Jan/Feb 2018:-

(i) All industrial visits should be part of syllabus. The industrial visits may be planned e.g. 1<sup>st</sup> year it may be the places within 100 km, for 2<sup>nd</sup> year it may be within 150-200 km and for final year it may be more than 300 km. The places for industrial visits should be ratified by HoIs.

(ii) The VC requested Director, ASAP that the NASA visits of the students should be planned well in advance, in consult with faculty members. He also requested

Director, ASAP to prepare regulations on NASA activities and put up to him through Pro VC within 15 days i.e. by 10 Oct 2017.

(iii) To bring uniformity in the value added subjects' code the Controller of Examination, AUMP suggested the following aspect to set the subject code:-

***“First one digit shall be significantly used for particular semester and last two digits shall be allotted for respective value added subject”***

The last two digits which were allotted are as follows:-

41 shall be used for Communication Skills

42 shall be used for Environmental Studies

43 shall be used for Behavioural Science

44 shall be used for French

For Choice Based Credit System (CBCS) subjects the subject code shall be as follows:-

***“First two letters shall be alphabets pertaining to subject, then four numeric digits shall be allotted by the institute, then last digit shall indicate the particular semester”***

EM and EL alphabets have been allotted as the first two letters to Environmental Management and Environmental Law respectively.

(iv) The Chairman agreed with the suggestions and approved by the members of the Academic Council.

#### **5. Agenda No. 3: Approval of Academic Calendar for Next Semester (Jan- June 2018).**

(a) The Dean (Academics) put up the Academic Calendar for even semester (Jan – June 2018) for approval. Members of the Academic Council approved the Academic Calendar (Jan-June 2018). The same is attached as **Appendix- 'D'**.

(b) In respect of Summer Internship Programmes (SIPs) the following decisions have unanimously been taken:-

(i) It has been decided that the duration of SIPs shall include training period and preparation & submission of SIP report. Training and submission of report shall be the part of SIP.

(ii) For final year the ESE results will be declared on 15 July. Due to submission of SIPs report in the last week of June, exam department require 10-15 days to compile and declare the result, hence it was decided that the result of ESE for final year will be declared on 15 July.

(iii) It was also decided that the marks of SIPs being done at the end of IV and VI semesters, shall be included in V and VII semesters respectively.

6. **Agenda No. 4: Approval of Examination Calendar for Next Semester (Jan –June 2018)**

(a) The Controller of Examinations put up the Examination Calendar for the Next Semester (Jan-June 2018) before the Members of the Academic Council, which was approved, subject to revision of SIP dates. The revised Exam Calendar is attached as **Appendix - 'E'**.

(b) It was decided that three days preparatory leaves can be given to the students before commencement of End Semester Exams. The attendance will only be counted till the preparatory leave begins. i.e if ESE start from Monday, preparatory leave can be given for three days Wednesday, Thursday and Friday of preceding week, but the attendance will be counted till Tuesday.

(c) The Controller of Examination requested all to send the list of debarred students in a prescribed format. The Chairman agreed on the same and directed all to follow the same.

(d) The Chairman requested all HoIs to prepare a semester wise and module wise Question Bank for their respective institute/school. The Question bank will facilitate to prepare question papers. It is desirable that all HoIs should ensure that the questions are spread from full semester, syllabus and from all modules.

7. **Agenda No. 5: Approval of Calendar of Events for Next Semester (Jan –June 2018)**

(a) The Calendar of Events for next semester commencing from Jan 2018 was put up before the Academic Council Members. The Event Calendar was approved by the members subject to revision of dates of the following events as suggested by the Chairman:-

(i) The Workshop on Vedic Mathematics & Lateral Thinking to be organized by ASET has been shifted to 11 Jan 2018 from 12 Jan 2018.

(ii) Annual debate Competition for II semester students has been shifted to 22 March 2018 from 02 March 2018 due to Holi Holiday.

(iii) National Seminar to be organized by ASAP has been shifted to 28 March 2018 from 30 March 2018 due to Good Friday Holiday.

(iv) International Seminar to be organized by ASCO has been shifted to 9-10 April 2018 from 8-9 Feb 2018.

(v) To include Youth Festival "Aaroh" from 21-23 Feb 2018. And replacement of Management day planned on 21 Feb 2018, which will be the part of Youth Festival.

(vi) To include National Seminar of ALS on Saturday, 24 March 2018.

(vii) To include FDP from 6 to 12 June 2018.

(b) The revised Calendar of events is attached as **Appendix - 'F'**

8. **Agenda No. 6: Approval of requirement of Lab Equipments/consumables for Next Semester commencing from Jan 2018.** Heads of the Institutions of various Institutes/Schools have proposed the requirement of Lab Equipment for the next semester commencing from Jan 2018. The Institute/School wise financial implications on procurement were put up before the members of the Academic Council for approval. The same was approved and attached as **Appendix- G.**

9. **Agenda No. 7: Approval of requirement of Library Books for Next Semester Commencing from Jan 2018.** Heads of the Institutions of various Institutes/Schools have proposed the requirement of Books for the next semester commencing from Jan 2018. Institute/School wise details of required books were put up before the members of the Academic Council for approval. The same was approved and attached as **Appendix- H.**

10. **Agenda No. 8: Approval for Conferment of Degrees to the Passed out students in the Academic Year 2017.** The list of passed out students of various disciplines of AUMP was placed before the members of Academic Council for approval of awarding the degree, which was approved and the same is attached at **Appendix -'I'.**

11. **Agenda No. 9: Approval of Guest Faculties from the period of July 2017 to Dec 2017.** Heads of the Institutions of various Institutes/Schools have proposed the requirement of guest faculties for the period from July 2017 to Dec 2017. The same was approved and is attached at **Appendix-'J'.**

12. **Agenda No. 10: Approval of Establishment of New Institute Named Amity Institute of Pharmacy to Run 4 Years B. Pharm Course from the Academic Session 2018-19.** The resolution in accordance with the approval of Board of Management in its meeting held on 24th March 2017 to establish new Institution named Amity Institute of Pharmacy (AIP) in Amity University Madhya Pradesh to run 4 years Bachelor of Pharmacy (B.Pharm) Course from the Academic Session 2018-19 was put up before the Academic

Council Members for approval. The same was unanimously approved. The resolution is attached as Appendix - 'K'.

13. **Agenda No. 11: Approval of Ordinance No. 39 of Amity University Madhya Pradesh in r/o 4 Years B.Pharm Course.** In line with the norm of Pharmacy Council of India (PCI) an Ordinance has been prepared to run 4 years B.Pharm Course at Amity University Madhya Pradesh (AUMP) and given the continuation number 39 of first ordinance of AUMP and put up before the Academic Council for approval. The Ordinance No. 39 in respect of 4 years B.Pharm Course has been approved by the Academic Council. The same is attached as Appendix 'L'.

14. **Agenda No. 12: Approval of Incorporation of Ordinance No. 27 A of First Ordinances of Amity University Madhya Pradesh in respect of One Year LLM Course.** The Ordinance No. 27 A of first Ordinances of Amity University Madhya Pradesh in r/o LLM One Year Course was put up before the Academic Council for approval. The same is approved, subject to revision as suggested by the Chairman, Academic Council and attached as Appendix 'M'.

15. **Agenda No. 13: Information about Research Projects Submitted by the various Institutes/Schools from March 2017 to August 2017.** 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 - 'N'

16. **Agenda No. 14 Other Points with the Permission to the Chair.**

The following instruction have been issued by the Chairman during the meeting:-

- (a) Any leave for the day when an event is scheduled, will not be permitted except in an emergency.
- (b) It has been decided that Mentors will be responsible for placement of final year students whom they are mentoring. The efforts to get the mentees placed will reflect in PBAS forms of Mentors and will be considered for their increments, promotions etc. The nomination of mentors for final year students will be done by the respective Hols.

(c) The Chairman requested all HoIs to conduct a demo lecture for Method of Teaching for all the faculty members of their respective institutes/schools to improve teaching skills.

17. Since there was no other point to discuss, the meeting concluded at 1330 hrs with thanks to the chair.

Date : 27.09.2017  
Place : Gwalior



(Rajesh Jain)  
Registrar &  
Member Secretary -  
Academic Council, AUMP