

Minutes of 37th Senate Meeting

Date: 27th April 2016, 3:00 pm onward

Venue : Mini Auditorium

Agenda:

| Item. No. | Item |
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| 1 | Confirmation of <u>Minutes of 36th Senate meeting</u> dated 15th Dec. 2015 & 29th Feb. 2016. |
| 2 | <u>Actions taken Report (ATR)</u> on the Resolutions/Decisions of the 36 th Senate meeting held on 15th Dec. 2015 & 29th Feb. 2016. |
| 3 | Appreciation/Felicitation of Students for their Academic Accomplishments in GATE/CAT/GMAT examinations and PhD admissions in reputed Universities. |
| 4 | Presentation and Deliberations on <u>Academic Calendar of the AY 2016-17.</u> |
| 5 | Presentation on the Report of Senate-Sub-Committee on " <u>Honors and Minor Certification Schemes at COEP (UG): Implementation Details</u> ". |
| 6 | Presentations by Heads of the Departments on "Curriculum Structure and Syllabus draft of SY-B.Tech", (to be implemented from AY 2016-17), in light of Reduced Credits for UG Programs. |
| 7 | Any Other Point with Permission of the Chair |



Prof. M. S. Sutaone, Dean Academics welcomed the Chairman, Prof. B. B. Ahuja and all other members of the Senate and requested the chairman to declare the meeting open. The chairman welcomed all and announced the commencement of the meeting to discuss various points as per the agenda. He also congratulated all faculty, staff and students, Program coordinators for following two major achievements of COEP.

1. COEP being ranked 21st amongst top 100 institutes in India as per the NIRF.
2. NBA Award of FIVE Years Accreditation for all Six PG Programs of the Department of E&TC, Electrical and Computer Engineering.

Attendance of all the members present was recorded in the proceeding book.

Sen-01: Confirmation of Minutes of 36th Senate meeting dated 15th Dec. 2015 & 29th Feb. 2016.

The Minutes of meeting of 36th Senate meeting held on **15th Dec. 2015 & 29th Feb. 2016** were already circulated to all the members a priori by Dean Academics which were once again discussed and after due deliberation the members unanimously confirmed the minutes.

Resolution R-37-01: The Senate confirmed the minutes of meeting of 36th Senate meeting unanimously.

Sen-02: Actions taken Report (ATR) on the Resolutions/Decisions of the 36th Senate meeting held on 15th Dec. 2015 & 29th Feb. 2016.

1: Item Confirmation of Minutes of 35th Senate meeting dated 9th July 2015.

Resolution-R-36-01: The Senate confirmed the minutes of meeting of 35th Senate meeting unanimously.

Action Taken: Confirmed and Signed Document Uploaded on Institute's Website.

2: Item Actions taken on the decisions of the 35th Senate meeting held on 9th July 2015.

Resolution-R-36-02: Appreciating the Result analysis on the lines OBA guidelines, it was resolved that departments and the institute will initiate some corrective measures to improve the current results. Also the Exam cell team



would undertake a more detailed Result Analysis for inferential inputs to academic system as a whole

Action Taken: Attached as Annexure with MoM of 35th Senate Meeting.

3: Item Minor Changes in Academic Calendar of the AY 2015-16.

Resolution-R-36-03: It was resolved by the senate that:

a: The slotted dates of T1/T2 exams will be declared by the exam cell. However, the exams will be conducted and managed by the individual department/ faculty.

b: Dean QA will update the present feedback questionnaire towards inclusion of questions on evaluation techniques & quality, OBE based CO attainment etc.

Action Taken: Changes announced, approved and executed for Centralized slot for T1 & T2, new dates for Annual Regatta and Social Gathering.

4:Item Review of B.Tech and M.Tech Academic Rules & Regulations towards inclusion of articles on:

i. Honors Degree and Minor Degree schemes (UG)

Resolution-R-36-04:

a. It was resolved to include the information about Honors/Minor scheme in the Institute's 'BTech Academic Rules and Regulations'. Also a senate sub-committee be formed comprising of members viz. Prof. D.N. Malkhede, Prof. B.G. Birajdar, Prof. Ms. N.R. Rajhans, Dr. Ms. S.N. Madhekar and Dr. MS. S.R. Kurode with Dean-Academics as Convener, to spell out implementation and logistic details to be deployed w.e.f. AY 2016-17.

Action Taken:

i. Senate Sub-committee constituted, its Report being submitted for deliberations in 37th Senate meeting.

ii. Guidelines for Evaluation of Audit courses (UG & PG)

Resolution R-36-04:

b: It was resolved to approve the guidelines given by Dean-Academics towards evaluation of Audit courses with immediate effect from even term of



AY 2015-16.

Action Taken: Guidelines Approved and will be executed from AY 2016-17 Term-I.

iii. Effective Implementation of CGPA improvement scheme (UG & PG)

Resolution-R-36-04

c: It was resolved to undertake aggressive dissemination of the CGPA Improvement scheme/facility at Institute/Department level, with the conditions therein highlighted, amongst the Students towards end effect of improvement in API.

Action Taken: iii. Heads, faculty advisors, Dean-SA/Acad., are requested to promote the facility amongst poor performers.

iv. Conversion Table for Grades to Marks (UG)

Resolution-R-36-04

d: The senate approved the conversion expressions of CGPA to percentage of marks [(CGPA - 05 X 10)], presented by Dean Academics. However, on request of Student representative and Dean-Students Affairs, the conversion formula was decided to be printed on the back side of the grade sheet for the batch admitted in AY 2015-16. For students on roll and thus passing out in year 2015-16, 2016-17, and 2017-18, the letter will be issued by Controller of Examinations on demand from recruiter or by the student or otherwise, stating that "The Institute does not express the conversion between grades and % marks and does not declare the CLASS based on acquired CGPA. The recruiter or the agencies requesting declaration on such conversion may refer to the AICTE or appropriate guidelines in this regard".

Action Taken: iv. Conversion Formula proposed by Dean Academics was Approved by the Senate, however its implementation was deferred until the batch passing out in 2018-19.

v. Short-term Gap in the Program (PG)

Resolution-R-36-04

e: The senate partially agreed with the guidelines proposed by Dean



Academics, in this regard and resolved that the concerned student be asked to produce the GAP certificate when he/she resumes program and be permitted towards completion of program, provided the GAP and REPORTING fall in FOUR Years period of the program. However such candidates will not be entitled for any scholarship/stipend during the remaining is period of his program.

- 5:Item **Action Taken:** v. The Heads and faculty advisors are appealed to keep the resolution, in mind while dealing with such cases.

PhD Rules and Regulations at COEP: A New In-house Circular.

Resolution-R-36-05:

The senate approved the internal circular for Ph. D rules and Guidelines and appealed Heads of the Departments to accomplish the task of preparing the list of standard journals and conferences as guidelines to this effect.

6:Item

Action Taken: Approved. The Process Handbook is under preparation; will be submitted in Next Senate meeting.

Academically Weaker Students: A Special Case from Metallurgy department.

Resolution-R-36-06:

The senate approved the committee of DeanQA-Prof. R.R. Joshi, Prof. Dhokey, Prof. Ms. Rege, Prof. Dambhare and Dr. Vahida Attar, to investigate the issue of academically weaker students in general and that of Metallurgy department in particular, to suggest inclusive solution towards improvement in overall results.

7:Item

Action Taken: Senate sub-committee constituted; Issue to be discussed with Certain Solutions in 37th Senate meeting.

Rethinking on Structure/Composition of DUPC, DPPC, Industry Advisory Board.

Resolution-R-36-07:

The senate approved the guidelines given by Dean Academics on composition of IAB, DPPC and DUPC, their concurrent term with Head of the Department and appealed the Heads to reorganize these academic bodies with immediate effect seeking approval from Dean-Academics.



Action Taken: Heads were requested to re-constitute these Academic Bodies; Accomplished in all the Departments. Heads presented the constituted committees. [Lists Annexed].

8:Item A report on Analysis of "COEP Admissions at UG/PG/PhD programs: AY 2015-16" by Dean-QA.

Deferred until Next Senate Meeting.

9:Item A report on MoUs with Academic Institutions by Dean-Academics and MoUs with Industries by Dean-R & D.

Resolution-R-36-08:

The senate noted and appreciated the spectrum of organizations and industries with whom COEP has signed MoUs for mutual benefits and resolved to continue the practice with emphasis on accomplishment of objectives/deliverables.

Action Taken: The updated List of ALL Live MoUs with Academia and Institutes will be uploaded on our website under "Information -> Collaborations" link, before next Senate meeting.

10:Item Appreciation of Faculty Colleagues for "Best In-Sem Evaluation Practice" and "Best End-Sem Question Paper" (TWO each).

Resolution-R-36-09:

The Senate appreciated the Best In-Sem Evaluation practice exerted by Mr. Abhijit, Dr. Shilpa and Ms. Rashmika and resolved that the task related to scrutiny of end-sem question papers will be coordinated by Dean-QA towards declaration of Best question paper/s, in Senate meeting.

Action Taken: The faculty colleagues following Best In-Sem Evaluation Practice were felicitated by the Senate Chairman-Director, Prof. Ahuja, after a brief narration on the practice.



11:Item Institution of New PG programs/Change in Nomenclature of Existing PG programs.

Resolution-R-36-10:

The Senate approved the changes in titles of the programs & institution of new programs and resolved to proceed with applications to AICTE, DTE and SPPU authorities immediately, so that the effects are implemented from AY 2016-17. that the respective heads can submit their proposals to AICTE for the change in proposals except for M. Tech Town and Country Planning.

New Programs:

MTech-Power Electronics, Machines & Drives at Dept. of Electrical Engg.
MTech- Information Security at Dept. of Electrical Engg.

Changes in Nomenclature:

MTech-Power Systems as MTech Power Electronics & Power Systems
MTech -Control Systems as MTech- Embedded Control Systems
BTech Planning as B.Planning

Action Taken: Communication with regulatory authorities such as AICTE, DTE, SPPU are initiated with follow up.

12:Item A cursory presentation by Heads on "Detailed syllabus draft of SY-B.Tech", (to be implemented from AY 2016-17) and "Course Dependency/Prerequisite Chart" for the New UG Structure.

Resolution-R-36-11:

The senate resolved to defer the HODs' presentations on SY B.Tech syllabi and 'Course Dependency Chart' until extended meeting of the 36th Senate, to be scheduled soon.

Resolution-R-36-12:

- a. The Senate approved the titles and contents of the Courses in SY B.Tech curriculum, department-wise, and instructed the Heads of the Departments to provide the curriculum/syllabus, as a whole, in Institute's standard template, in ready-to-print format.
- b. The Senate decided that Dean-Academics would provide the template for 'Course Dependency Chart' to the Heads towards inclusion in



Curriculum draft.

- c. While consenting on shifting the 'Applied Biology' course to the desired semester for Computer & IT department, the Senate turned down the proposal of verbatim same curriculum for Computer & Information Technology as TWO distinct streams of studies.
- d. The Senate decided to consider the possibility of adding one more 'Mathematics' course at TY odd term, after studying its implications with stakeholders. The course could be on "Probability & Statistics", to be floated by Mathematics department OR engineering departments can float domain specific Maths courses relevant to them and a choice may be given to Students to choose between such options.

Action Taken: All the HoDs presented the Structure and Syllabi drafts of SY BTech, to be implemented from AY 2016-17.

13:Item Any other point with the permission of the Chair.

Suggestion by Prof. Ahuja to introduce and accommodate the one credit courses on "Innovation" and "Entrepreneurship" at SY BTech level.

Resolution-R-36-13:

The senate resolved to introduce the one credit courses on "Innovation and "Entrepreneurship" and respectively accommodating them at even/odd semesters of SY on swapping basis for [E] and [M] group of branches. Also it was decided to continue with present intake capacity of 18 for all our PG programs for the time being.

Action Taken: Heads are requested to make a suitable room in modified SY BTech curriculum structure to accommodate the single credit courses on "Innovation" and "Entrepreneurship", as per need of time and aspirations of learners.

Resolution R-37-02: Actions taken on various academic resolutions, suggestions, issues, concerns, best practices & initiatives for students and teachers were all noted by the Senate, with expression of recognition and appreciation.



Sen-03: Appreciation/ Felicitation of Students for their Academic Accomplishments in GATE/CAT/GMAT examinations and PhD admissions in reputed Universities.

A new initiative of acknowledging and felicitating the students who performed extraordinarily on their career track, gaining higher all India ranks in the competitive examinations, is started from the 37th senate meeting by the institute which will be continued every year. (List of students who were felicitated for their extra ordinary achievements is enclosed as Annexure-2). The college has signed an MOU with TCS which was renewed and signed in the meeting in presence of the Senate members and TCS officials. The MoU signing ceremony was followed by distribution of the TCS Best Students and Best Project awards.

Resolution R-37-03: The senate appreciated the new initiative and resolved to continue the practice in future too.

Sen-04: Presentation and Deliberations on Academic Calendar of the AY 2016-17.

Dean-Academics presented the new Academic Calendar for AY 2016-17 before the Senate. He mentioned that the academic calendar is exhaustive with all dates of all major and minor curricular/ non curricular activities mentioned in the same. He also added that having uniform slot for T1/T2 on institute level has worked successfully lowering the rate of mass bunking and absentee of the students and the institute will therefore follow the same practice in future too. Dean-Academics informed that it is for the first time that, in Academic calendar, there is proposed mention of compensation of lost academics due to public holidays on working days. In 14 weeks of anticipated availability for conducting teaching learning process, it is expected to get 14 working Mondays- through-Fridays, and loss due to public holidays falling on any such day, has been proposed to be compensated on few Saturdays. Prof. C.Y. Patil-HoD-Instrumentation suggested to have a separate mention of the dates of "Instruction Begins" for FY-B.Tech and FY M.Tech, in accordance with notification by DTE on admission process completion for both of these programs. The suggestion was accepted.

Dean-Academics expressed his deep concern on the observation that, the status of students' feedback on courses is not satisfactory and only 40% of the students have submitted their feedbacks and considering the importance of students feedback in the attainment of PO's and CO's it is high time that the institute should take some corrective measures for encouraging the students to give feedback. It was suggested by the senate members to also have specific days for respective classes for giving feedback and the process should be conducted twice a year during end of the Midterm and End



semester. Both the student as well as faculty members of the Senate felt the need of having some kind of disciplinary actions taken against the students failing to participate in this activity. Dr. Ahuja added that one of the most important reason for the lack of students participation in the feedback activity is because the departments fails to make the students feel that their feedbacks are valuable and are taken into considerations. Also necessary measures for improvements are initiated by the departments. He also suggested that every head to visit the classes and interact with the students making them understand the importance of the feedbacks, assuring them about the confidentiality of their identity, thanking them after the feedbacks are received and assuring the necessary improvements based on their suggestions/ feedbacks. To improve the feedback status for even term of AY 2015-16, it was decided to announce class-wise time slots on stipulated days (by Dean-Academics) and Heads to instruct their respective faculty advisors to actually look into the activity responsibly.

Resolution R-37-04: It was resolved that-

a: The day-wise slots for rendering the course feedback, program and class-wise, would be declared by the Dean Academics.

b: Minor disciplinary actions will be taken against students failing to register their feedbacks.

Sen-05: Presentation on the Report of Senate-Sub-Committee on "Honors and Minor Certification Schemes at COEP (UG): Implementation Details" .

The Schemes were proposed in 34th Senate Meeting held on 7th March 2015 and were in principle, 'APPROVED'. In 36th Senate meeting (14th Dec. 2015), it was resolved to constitute a Sub-committee of Professors: Dr. Malkhede, Dr. Mrs. Rajhans, Birajdar, Dr. Mrs. Madhekar, Dr. Mrs. Kurode, with Prof. B. N. Chaudhari as special invitee and Dean-Acad. as Convener towards Exploration of Implementation issues. The first meeting of Senate subcommittee was held on 22nd March 2016 to discuss various issues, concerns, limitations, benefits, pros/cons related to the Schemes. The conclusive proposal was presented by Prof. Sutaone on behalf of the committee towards Senate's approval. The salient features of the proposal are as follows:

- Aspiring student has to register for additional FOUR THEORY courses and acquire a additional (minimum) 12 credits (3 credits/course) for any ONE of BOTH the Schemes.
- Honors Certificate for Vertical in his/her OWN Branch for Research orientation; Minor in any OTHER Branch for Improving Employability.



- **For MINOR scheme:**
 - Every Department to develop and submit 'Minor-Courses-List' of 5-6 Theory courses with Titles and detailed syllabi, separately.
 - e.g. E & TC dept.: Linear & Digital ICs, DSP, Embedded Processors, Digital Communication, Communication Networks.
 - Student from ANY department is ELIGIBLE to apply for Minor from ANY OTHER DEPARTMENT.
 - The Scheme would start from 5th Semester of UG program and applicant must have a minimum CGPA of 6.0 (up to 4th Sem).
 - Host Department to float a SINGLE course from Minor-List, ONE in EVERY Semester starting from 5th Semester (Four courses in Four Semesters viz. 5, 6, 7, 8).
 - NO Lab course/Internship/Mini-project/MOOC permitted in Minor Scheme.
 - All Minor Courses to be designed and delivered by Departments only.

- **For HONORS Scheme:**
 - Every Department to develop and submit a 'Honors-Courses-List' of 5-6 Theory courses with Titles and detailed syllabi. MOOCs are permitted to be part of the list, so also a few PG courses. Multiple Verticals are encouraged. (e.g. Digital Communication/Signal Processing/Communication Networks/VLSI Design/Embedded Systems/ etc.)
 - Student from Host Department to undertake the Honors scheme for his/her own branch.
 - Scheme would begin from 5th Semester of UG program.
 - Applicant should have CGPA score of 6.0 (up to 4th Semester)
 - Host Department to float the courses from Honors-List as ONE in each Semester (viz. 5th, 6th, 7th, 8th Sem, of which preferably the SECOND course could be a MOOC from NPTEL/edX/Coursera/Udacity//PurdueNext/Khan Academy/QEEE etc. with examination given by the Department.

- **Implementation:**
 - 01 Minor & 01 Honors each = 02 Courses in every Semester beginning from 5th Sem. upto 8th Sem. Total: 08 Courses.
 - A Student opting for 'Honors' will NOT be ENTITLED to register for 'Minor'.
 - Allotment of SLOT in Time table on the line of ILOE (e.g. Mon-Wed: 9 to 10 am).
 - Department to identify and appoint a faculty member as 'Honors/Minor Coordinator' for guiding the aspirants.

- **Concluding Remarks:**
 - Our UG program needs to be made of **reduced credits, (Proposed: 170 credits across Eight semesters).**
 - Advantage: Mediocre learner would find it bit easier to complete the program with good scores, with such reduced credits.

- So, for Brighter Students opting Honors/Minor scheme, the UG program would be of $170 + 12 = 182$ credits.
- Average learners can receive B.Tech degree with normal 170 credits.
- The remedial assessment schemes such as Re-examination or Summer term will NOT be applicable for Minor or Honors schemes. Student failing in any of the Minor or Honors courses, at any stage will be discontinued from the Scheme.
- The schemes shall also be open for Second Year Direct Admitted Diploma Students, with CGPA of Second Year at COEP exceeding 6.0.
- Our MIS would need to accommodate the schemes, for Registrations & marks entry and Exam-cell to provide additional (9th) Grade sheet.
- The schemes are to be floated in right spirit, as an 'Academic Experiment' and aggressive Dissemination to be initiated amongst the students.
- AICTE/DTE/SPPU need to be informed ONLY, since its CERTIFICATION and NOT the DEGREE.

Senate members appreciated the proposal and approved the same with remark that more intricate studies need to be undertaken with regards to implementation, availability of common time slot, classrooms and faculty to exercise the experiment. Director suggested to remove the CGPA criterion for eligibility to enroll for both schemes so that any aspiring learner independent of his/her scores can avail the opportunity Also it was decided that the schemes be percolated/propagated to end-beneficiaries i.e. students by the functionaries such as Dean-Academics, Dean-Student Affairs and Heads of the Departments, before the execution starts next academic year (AY 2017-18).

Resolution R-37-05: The proposal on the Implementation details of Honors/Minor Schemes, (with $170 + 12 = 182$ credits) was appreciated and approved by the Senate with the remark to explore intricate execution issues and need to disseminate the schemes aggressively among the students, both normal and second year direct admitted diploma ones.

Sen-06: Presentations by Heads of the Departments on "Curriculum Structure and Syllabus draft of SY-B.Tech", (to be implemented from AY 2016-17), in light of Reduced Credits for UG Programs.

In view of reduced credits for all UG programs to 170, Dean Academics emphasized on reorganization of Curriculum structure of department-wise UG programs considering the suggested and approved introduction of one credit course on 'Innovation' at SY BTech. He then invited Heads of the departments in a sequence and requested them to present incrementally changed curriculum structure of SY BTech. (to be implemented from AY 2016-17).

Honoring the vision of Dr. Kohli- BoG Chairman, on emphasizing inclusion of Mathematics courses, in number and content, in the curriculum structure, and as appealed by the Director in previous Senate meeting, it had already been decided to introduce FOUR Mathematics course in first four semesters of UG program with a compulsory tutorial, in each of them. Accordingly Head of Mathematics re-iterated the titles of Maths courses at SY BTech as at Sem-III: Ordinary Differential Equations & Multivariate Calculus, and at Sem IV- Vector Calculus and Partial Differential Equations. He also apprised about titles and contents of Maths courses for directly admitted Diploma students at SY as at Sem.III: Linear Algebra & Univariate Calculus, and at Sem-IV: Multivariate Calculus and Differential Equations. Also a one credit course on "Innovation" was seen to be introduced at 3rd or 4th Semester, alternately, by each of the department in SY curriculum, swapped with ONE credit course on "LLC", between [M] & [E] groups. Prof. Rajiv, Head of Production department, reminded of the change in title of the course on Applied Biology as "Science of Living Systems". Dean-Academics appealed the faculty of Biology to take a note of the change and accordingly submit & share the updated syllabus of the course at the earliest. He also assured the Heads about sharing the Curriculum template of SY BTech, so that all the syllabi can be uploaded on Institute's website before start of the semester, also for drawing some print copies as well.

Resolution R-37-06: The Senate approved the incrementally changed SY BTech curriculum structures, in light of reduced credits to 170, department-wise, and noted the minor but important changes.

Sen-7: Any other point with the permission of the Chair.

1. Mentioning the Conversion Table for Grades to Marks (UG) on the Grade report given to the students:

Dean Academics, in the previous Senate meeting, had expressed the necessity of having the Institute's policy on Conversion table between Grades (CGPA) and Marks and announcement of Class based thereupon, for the B. Tech passed outs, aspiring to make their careers in public sector. Accordingly a formula was evolved based on studies of similar practice at other elite institutes, AICTE norms, and our own students' performance across years and branches. The same was presented, deliberated and approved in previous Senate meeting, which is repeated here for convenience:

- % of Marks scored by Students = $[\text{His/her CGPA} - 0.5] \times 10$
- CGPA of 6.5 and above be considered as First Class since $[6.5 - 0.5] \times 10 = 60\%$

- We will NOT declare PASS class for the students scoring CGPA =< 6.5

However, the student representatives on the Senate and the Students' General Secretary, Mr Chinmay Tadwalkar expressed their deep concern on applying the policy for the batch passing out in AY 2015-16. They argued that the equivalence as per AICTE norm in this regard, has been shared with many industries/corporate who have offered internships to COEP students this year, and requested to apply the policy from the batch admitted in AY 2015-16, giving them the intimation in advance. The students further requested that the passed out students of AY 2015-16 and previous batches should be applied with Institute's earlier policy of "Not Announcing and Printing the Conversion scheme on the Grade sheet " and respond to the demands on case basis. Various functionaries such as Director, Dean-Student Affairs, Dean-Quality Assurance, Controller of Examinations had counter arguments on the same.

After a deliberated discussion and considering the resistance from the student senate members the conversion formula was decided to be printed on the back side of the grade sheet for the batch admitted in AY 2015-16. For students on roll and thus passing out in year 2015-16, 2016-17, and 2017-18, the letter will be issued by Controller of Examinations on demand from recruiter or by the student or otherwise, stating that "The Institute does not express the conversion between grades and % marks and does not declare the CLASS based on acquired CGPA. The recruiter or the agencies requesting declaration on such conversion may refer to the AICTE or appropriate guidelines in this regard".

Resolution R-37-07:

a: The Senate resolved that a note of such provision on "Conversion between Grades and Marks" be mentioned in the Minutes of Meeting of the Senate and the approved copy be made available on the college website. The needy student would download the copy for his/her own use for the career purpose.

2. Presentation by Mr. Mandar Karanjkar on offering an open elective course on Digital Marketing & Business Laws For Engineers

Mr. Mandar Karanjkar, COEP alumnus (B. Tech Mechanical, 2012 batch) and Co-Founder and Partner, Seed Shower proposed to offer an open elective course on Digital Marketing & Business Laws for Engineers for COEP students and gave a short presentation on the course contents.



Resolution R-37-07:

b: It was resolved that students will be informed about the course and considering the interest/ response of the students or the number of students opting for the subjects the institute may float the open elective.

3. Discussion on Teaching assignment/Workload to be undertaken by COEP faculty in an academic term.

Faculty is the most important human resource in an education system, and the allotment of academic assignment to the individual is the activity to be executed most religiously at the department level, at the beginning of every academic term. Along with this assignment, a faculty member is also expected to engage himself/herself in into cutting edge research, with his/her students with targeted outcomes. Also, many senior teachers are bestowed with administrative port folios at Institute level, thus required to give more time for raising up the new systems.

With this background, Prof. Ahuja opened the topic of allotment of teaching assignment to a teacher and issues involved therein across various departments in the Institute. Latest AICTE guidelines in this regard must be followed, in general, he remarked. A younger teacher who doesnot have any other responsibility than teaching, must engage the stipulated load (16 hours/week for Assistant Professor, 12 for Associate Professor and 08 for Professor), as per AICTE norms, with TWO theory courses (preferably 01 UG and 01 PG, as per convenience of the department). A senior teacher, with designation of Associate Professor and Professor should engage courses for junior UG classes and those with Institute level port folio, such as Dean, Head of the Department or Section In-charge be given upto 50% exemption in teaching load. The Director and Deputy Director as leaders of the Institute should also academically exemplify by taking at least ONE course of UG or PG class, in a semester. Prof. Chaudhari shared the practice at IIM Udaipur of NOT engaging the Young faculty members into any administrative activities at the beginning of their career. The new recruits in the initial phase of their career should only focus on teaching and research and should develop their expertise and brand in the domain of their interest, he further added on the philosophy of IIM Udaipur's leadership. The younger teachers must also keep them aloof from external attractions and outreach in terms of consultancy, FDPs etc., before they build their adorable image in teaching, in perception of learners.

Prof. Ahuja further added that the empowerment scheme for faculty colleagues pursuing PhD, of relaxation in workload in initial and submission phase of their research be continued as an encouragement and motivation. Though semester-wise workload



allotment is the purview of the Department, an implicit uniformity and rationale be followed in this activity, he said.

Resolution R-37-07:

c: It was resolved that the teaching workload allotment to the faculty members across various departments of the Institute be executed as per guidelines of the regulatory authorities, understanding the demands/constraints of a particular department, with an implicit uniformity and rationale.

Prof. Sutaone thanked all the members for attending the meeting and declared conclusion of the same.

