

**AGENDA NOTES**

15<sup>TH</sup> SENATE MEETING

VENUE : SENATE ROOM

DATE :19<sup>th</sup> FEBRUARY, 2009

TIME : 11.15 am

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# AGENDA FOR 15<sup>th</sup> MEETING OF THE SENATE

## Item no. 15.1

The 14<sup>th</sup> Senate Meeting held on 19<sup>th</sup> September, 2008 at 10.00 am in the Senate Room of the Institute and the minutes of the said meeting was mailed amongst all the senate members as well as invitee members for their comments. As no comments were received from any of the members the same be confirmed.

## Item No. 15.2 Action Taken Report on the minutes of the 14<sup>th</sup> Meeting.

<b>Item No.</b>	<b>Subject</b>	<b>Action Taken</b>
14.2	Action Taken Report	Noted
14.3	Consider the faculty strength of the institute till 2009-10 due to increased students intake as per MHRD guidelines.	Noted
14.4	Consider the requirement of a “Scientific Officer in CIF”.	Discussed in 15.3
14.5	Consider award of Ph.D degree to Sri Amitava Sarkar of Physics Department.	Noted.
14.6	Consider the issues related to Fourth Convocation to be held on November 8 <sup>th</sup> , 2008.	Action Taken.
14.7	Consider the guidelines for conducting M.Tech examination by the departments from the session 2008-09.	Action Taken.
14.8	Consider the revised detention duty done during summer vacation 2008 (16/05/2008 to 30/06/2008).	Action Taken.
14.9	Consider the resolutions of the meeting of DAC, MCA department chaired by Director on 27/08/2008.	Noted.
14.10	Any Other Item.	
14.10.1	Consider the modified calendar of the institute.	Action Taken.
14.10.2	Consider sliding and allotment of branch against the drop out seats after second semester of B.Tech Course.	Action Taken.
14.10.3	Ratify the resolutions of the UGAC meeting held on 15 <sup>th</sup> May and 15 <sup>th</sup> July, 2008.	Noted.
14.10.4	Consider the dispute in vacation for the year, 2006.	Noted.
14.10.5	Consider honorarium for external examiners/experts.	Action Taken.
14.10.6	Consider letter no. F.21-46.2008-TS-III of Govt. of India, MHRD, sent by Fax on 04/09/2008 at 10.00 am.	Noted.
14.10.7	Consider granting of medical aid to Mr. Bimlesh Kumar Singh bearing roll no. 07/MBA/19	Noted
14.10.8	Consider students feed back and faculty appraisal	Discussed in Item

	form.	No. 15.4
14.10.9	Consider the panel of Ph.D examiners.	Noted.
14.10.10	Consider change of subject name for EM251 from Engineering Mechanics Sessional to “Graphical Analysis using CAD”	Noted.

**Item No. 15.3 To consider the requirement of a “Scientific Officer in CIF”.**

The resolutions of the meeting of “Task Force for Central Instrumentation Facility” are as under:

“Task Force(CIF) feels that an appointment of Technical personnel in suitable grade to maintain, handle and supervise the day to day operation of the instruments of CIF is necessary.

Qualification (Minimum) : M.Sc/BE/B.Tech in Physics, Electronics/Materials Science/Materials and Material Engineering.

Working Experience(Essential): Minimum one year working experience on XRD/SEM/TEM and others sophisticated instruments. Aptitude of handling of sophisticated instruments is necessary.

Salary : Commensurate with qualification and experience, in the appropriate grade.”

The Senate may discuss and decide over the issue.

**Item No. 15.4 : To consider students feed back and faculty appraisal form.**

The Senate may discuss and approve the students feedback and faculty appraisal forms as given below:

**Student Feedback Format**

*( Academic Session : 2007 – 08 : Even Semester )*

1. Title of the subject :
2. Code of the paper :
3. Department of the student :
4. Name of the faculty member :
5. Code of the faculty member :

***Document your evaluation for the faculty member in the context of this subject for this session against each of the following points in a linear scale of 0 – 9 with 0 as the minimum preferred and 9 as the maximum preferred.***

1. Coverage of the subject :
2. Depth of knowledge :
3. Breadth of knowledge including related areas :
4. Relevance of the subject :
5. Sufficiency of the syllabus for coverage of the subject :
6. Communication skill in the classroom :
7. Command over English as medium of instruction :
8. Usage of ppt slides during the course :
9. Organization of slides :
10. Level of interaction in the classroom :
11. Accessibility outside classroom :
12. Dissemination of lesson plan well in advance :
13. Organization of class tests :
14. Punctuality in taking classes :
15. Coverage of the subject in the final examination :
16. Scope for expressing originality in evaluation process :
17. Sufficiency in providing references for reading materials :
18. Usage of examples / case studies in teaching :
19. Originality in approaches towards teaching :
20. Overall personality in carrying the entire class :

**Do not write your name, roll no. or any kind of identity.**

### **Self Appraisal for Faculties**

**Period (July 01, 2008 - June 30, 2009)**

1. **Name of Faculty:**
2. **Present Designation & Department:**
3. **Employee Identification No.:**
4. **Details of Teaching Assignments performed during the period:**

(a) Subjects taught:

<u>Sl. No.</u>	<u>Name of Subject with Code No.</u>	<u>UG/PG</u>	<u>Semester</u>	<u>No. of students</u>	<u>Contact Hrs. / week</u>
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(b) Project & Thesis guided / guiding:

<u>Sl. No.</u>	<u>Title of Project</u>	<u>UG/PG</u>	<u>Semester</u>	<u>No. of students</u>	<u>Contact Hrs. / week</u>	<u>Status of Project</u>
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(c) Ph.D Thesis guided / guiding:

Name of

Status of Ph.D Thesis

Sl. No.   Name of Scholar   Title of Ph.D Thesis   Co-guide, if any   (If awarded, date of award)

(d) *Acted as Examiner for other Institute / University, if any:*

a.      UG/PG Subject Script Examination:

Sl. No.   Name of Subject   UG/PG   No. of Scripts   Name of Institute / University   Period

b.      UG / PG Project & Thesis Examination:

Sl. No.   Title of Project   UG / PG   No. of Thesis   Name of Institute / University   Period

(iii)   Ph.D Thesis Examination:

Sl. No.   Name of Scholar   Title of Ph.D Thesis   Name of Institute / University   Date of Report

**5. Publication of Book(s), if any during the period:**

Sl. No.   Name of Author(s)   Name of Book   Name of Publisher   Date of Publication

**6. Details of Research activities performed / performing during the period:**

(a) *Sponsored Project(s):*

Sl. No.   Name of the Project   Name of Sponsoring Agency   Project Value (Rs.)   Status of the Project

(b) *Publication(s) in Peer-reviewed Journals (International & National):*

Sl. No.   Name of Author(s) with Title   Name of Journal with No., Vol. & Year of Publication

(c) *Presentation, if any & Publication in Conference Proceedings (International & National):*

Sl. No.   Name of Author(s) with Title   Name of Conference   Duration of Conference

(d) *Brief description of research activities, if any under Faculty Development Program of TEQIP in India / Abroad:*

**7. Details of Award received, if any for Academic Excellence during the period:**

**8. Details of Administrative Work(s), if any during the period:**

(a) Additional responsibility (as Dean):

(b) Head of the Department / Section:

(c) Chairman / Coordinator / Convener / Member of Committee(s):

(d) Warden:

(e) Chairman / Convener / Member of Enquiry Committee(s):

(f) Other Administrative Work(s), if any:

9. **Details of activities as Chairman / Member of Accreditation team, if any during the period:**

10. **Details of contribution to Corporate Life, if any during the period:**

11. **Major strengths:**

12. **Major weaknesses:**

**Signature of Faculty**

**Date**

**Item No. 15.5 : To consider the award of Ph.D degree to (i) Ranjit Roy and (ii) Vivekananda Mukherjee.**

Sri Ranjit Roy (Reg. No. NIT/Ph.D/EE/04/00046 and Sri Vivekananda Mukherjee (Reg No. NIT/Ph.D/EE/04/00034) were part time Research Scholars in the department of Electrical Engineering, have successfully completed all the requirements of Ph.D degree under the guidance of Dr S P Ghoshal, Professor, Electrical Engineering Department, NIT, Durgapur, and be awarded Ph.D Degree.

**Item No. 15.6 : To consider the resolution of the 12<sup>th</sup> PGAC meeting held on 6<sup>th</sup> February, 2009 at 4 pm in the Board Room of the Academic Section.**

The Senate may ratify the resolutions of 12<sup>th</sup> PGAC meeting held on 6<sup>th</sup> February, 2009.

### **RESOLUTIONS**

**1. To introduce PG courses (M.Sc. in Physics & Chemistry, M.Tech. in Environmental Science & Technology)**

Members discussed on the modalities to start new regular programme M.Sc. in Chemistry/Physics and M.Tech. in Env. Sc. and Tech. The following points were resolved:

- i) Duration: 2 years (4 semester)
- ii) Credit points: 25 per semester
- iii) Intake: 20 (Seat matrix as per M.Tech. programme)
- iv) Tuition & other fees: As per M.Tech. (regular) programme
- v) Eligibility:

**For M.Sc. in Physics/Chemistry**

- B.Sc. (Honours) with 55% marks in respective discipline

**For M.Tech. in Env. Sc. & Tech.**

- B.Tech./B.E. in Chemical/Civil/Mechanical/Metallurgical/  
Biotechnology/Leather Tech./Food Tech./Env.Engg./Pharmacy/  
Agricultural Engg./Mining/Biochemical Engg. with 60% marks
- M.Sc. in Env. Sc./Chemistry/Physics//Geology/  
Biosciences/Agricultural Sc. with 55% marks (With mathematics  
as a subject at least up to Higher Secondary)

vi) Admission procedure: Written test followed by viva-voce

**For M.Sc. in Physics/Chemistry**

**Weightage : Written test- 50%**

**Honours marks-30%**

**Viva-Voce- 20%**

**For M.Tech. in Env. Sc. & Tech.**

Weightage on written test and viva-voce will be the same as  
Regular M.Tech. programme.

vii) Subject code/number:

- For M.Sc. in Physics and Chemistry, Subject code will be PHM and CHM respectively while subject number will be followed as per M.Tech. programme.
- For M.Tech. in Env. Sc. & Tech. Subject code will be EST while subject number will be followed as per M.Tech. programme.

viii) It was discussed to start the new PG programme with the existing sanctioned faculty strength and infrastructure.

It was also resolved that syllabus of the course of Env. Sc. And Tech. should be specifically divided in parts or groups with lecture hour mentioning the department concerned so that teaching load of said department can be accounted for.

Senate may approve the proposal to start new PG programmes from academic session 2009-10.

**2. To start M.Tech. in Biotechnology**

Course curricula and Syllabus of M.Tech. in Biotechnology has already been approved by earlier Senate. Therefore, it may be permitted by Senate to start from academic session 2009-10.

**3. Restructuring of existing M.Tech. programme:**

Existing M.Tech. programmes need to be restructured for flexible pace of learning. It was therefore resolved that GATE category students will have to complete the course (100 credit) within 4 semester while other category students will get flexibility to complete 100 credits within a period of maximum 8 semester. However, registration fee per semester for all category students will



have same. Non-GATE category students will require registering for each semester till the completion of 100 credit points otherwise registration for the course will be cancelled. Students will have option to choose number of subjects in a particular semester keeping in mind about the pre-requisites of those particular subjects chosen. All sponsored/part-time/self – sponsored candidates will be treated as Non-GATE category.

Therefore, Departments are requested to provide the required revision in this regard within 27<sup>th</sup> February, 2009.

**Item No.. 15.7 : To consider the request of Institute Research Scholars.**

Institute Research Scholars requested the Director for extra financial assistance, because of their involvement in teaching theoretical subjects, tutorial classes, practical classes for undergraduate and postgraduate students, maintenance of central facilities (CIF) and project work. The request letter is given in Annexure I.(PDF File)

The Senate may discuss and decide on the issue.

**Item No. 15.8 : To consider the resolutions of the UGAC meeting held at 4.30 pm on 24/12/2008 in the Academic Board Room of the institute.**

The Senate may ratify the resolutions of the UGAC meetings held on 24/12/2008:

RESOLUTION NO. I. “UGAC considered and approved the results of all B.Tech Odd Semester Examinations, 2008-09 for the ratification by the Senate.

RESOLUTION NO.II: FIR be filed against the missing of the answerscript of Dibya Sekhar, Ist Semester student bearing Roll Number 08/251 for the paper EM 101 as per report of the Examination Hall Invigilator”.

**Item No. 15.9 : To consider the resolutions of the UGAC meeting held on 04<sup>th</sup> February, 2009 in the Board Room of the Academic Section.**

The Senate may ratify the resolutions of the UGAC meeting held on 04<sup>th</sup> February, 2009.

The resolutions are as under :

**RESOLUTIONS**

**Item # 1 Confirmation of the minutes of the meeting of UGAC held on 24.12.2008**

The minutes of the meeting of UGAC held on 24.12.2008 was read out and confirmed.

**Item No # 2. To consider and approve the revised Curricula and syllabi for B.Tech Courses after restructuring of AM & DR Department**

Based on resolution (following restructuring of AM & DR Dept. and subsequent shifting of HU-301 from 3<sup>rd</sup> Semester to 2<sup>nd</sup> Semester as HU201) on item No 2 of UGAC meeting held on 07.05.08 the revised curricula & Syllabi as recommended by respective DAC of different B.Tech courses were discussed and approved.

**Item No # 3 To consider open elective s for 7<sup>th</sup> & 8<sup>th</sup> Semester B.Tech. courses.**

Resolved that all HODs be requested to submit the list of Open Elective Papers (duly recommended by the respective DACs) to be offered for the VII and VIII Semester of B.Tech. Courses from 2009-2010 session by 16<sup>th</sup> March, 2009 to the Member Secretary UGAC.

**Item No # 4. Any other Items**

**(a) To conduct B.Tech. Supplementary Examinations**

UGAC recommended that from 2009-2010 session, all supplementary examinations of B.Tech Courses be conducted by the respective departments of corresponding paper code in the same manner as the examinations for M.Tech courses are being conducted currently. The matter may be referred to senate for its Approval.

(b) The Syllabus as recommended by DAC for CH432 (Green Chemistry ) offered by the Department of Chemistry as open elective for B.Tech. courses is approved.

(c) The proposal for introduction of elective paper Bioprocess Equipment Design, BT-716 as recommended by DAC of Bio Technology Department be approved.

(d) The students with Roll no 08/124 and 08/359 whose results of B.Tech. 1<sup>st</sup> Semester Examination remain incomplete due to absence on medical ground in WS-151 and PH-151 respectively may be allowed to complete the sessional

before publication of result of B.Tech.odd semester supplementary Examination, 2008-2009.

(d) Resolved that a Central class routine committee be constituted with one representative faculty member from each academic department and Mr. Amiya Sarder, Assistant Registrar, Academic as Co-ordinator . HODs are requested to submit the names of the concerned faculty members to Mr. Amiya Sarder latest by 16<sup>th</sup> March, 2009.

(e) Resolved that an Open Elective allotment committee be formed for B.Tech. courses with one faculty representative from each department under the Chairmanship of Dr. A.K.Meikap of the Department of Physics. HODs are requested to submit the name of the representative faculty member to the Chairman latest by 16<sup>th</sup> March, 2008 .

**Item No. 15.10: To consider the eligibility criteria to be a member of PGAC and UGAC.**

The Senate may discuss and decide regarding a letter written by an honourable Senate Member for the eligibility criteria to be a member of PGAC and UGAC. The letter is as under:

“As an old member of our Senate (since its formation), it is my observation that many a times some important academic decision / resolutions of PGAC and UGAC placed to the Senate for its approval / ratification where there is normally no scope of going through the relevant papers in detail during the extremely busy Senate meeting.

In PGAC and UGAC all major academic decisions are taken where there is normally only one representative from each department. For more effective functioning of PGAC and UGAC, it is my humble request that senate members of all academic departments may be considered as members of PGAC and UGAC. In that case the huge size of the body may need more spacious venue and PGAC / UGAC meetings may be convened in senate room.”

**Prof M C Majumder**  
**Member Secretary - Senate**