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Fifth Academic Council Minutes of the Meeting

Minutes of the Fifth Academic Council Meeting held on February 07, 2023⁴ at 11:00 AM at DSEU HQ, Chaired by Vice Chancellor. ✓

The following members were present,

1. Prof. Ashok Kumar Nagawat, VC. (In Chair)
2. Mr. Bala Subramanian V N
3. Prof. Girish Kumar Sharma
4. Prof. Shruti Tripathi
5. Prof. Kamna Sachdeva
6. Prof. Sangeeta Passey
7. Prof. N. Jena
8. Dr. Pankaj Lathar
9. Dr. Zehra Zulfikar
10. Dr. Aman Borkar
11. Ms Chavvi Kaushik
12. Mr. Utkarsh Jha
13. Prof. Gagan Dhawan, Member Secretary

The Following members could not attend the meeting for various reasons:

1. Prof. Sasmita Palo
2. Prof. Vinay Swarup Mehrotra
3. Prof. Mayank Vatsa
4. Prof. Rishiksha T. Krishnan
5. Dr. Neetu Bhagat

Meeting began with Vice-Chancellor extending a hearty welcome to all the members of the Academic Council. He expressed gratitude to all the members for agreeing to attend the meeting on a short notice. Afterward, the agenda was taken up, deliberated and discussed in length and resolved keeping in the academic and general interests of the university in focus.

Item No. 5.1.0: Opening remarks by the Hon'ble Vice Chancellor.

The Vice-Chancellor briefed the council, providing a concise overview of the philosophy or guiding principles underlying the agenda for the meeting.

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Item No. 5.2.0: Confirmation of the minutes of the 4th meeting of the academic council

The Meeting of the 4th Academic Council was held on February 10, 2023 in the blended mode. The draft minutes of the meeting were shared with all members digitally and no objection was received, therefore, said minutes were taken on record as confirmed.

Resolution: The minutes of the 4th Academic Council were confirmed.

Item No. 5.3.0: ITEMS FOR INFORMATION

Item No. 5.3.1 Appointment of Prof. Ashok Kumar Nagawat as the Vice Chancellor of Delhi Skill and Entrepreneurship University (DSEU)

It is to be put on record and council has been informed that as per the order F.1/1337/E-1/DTTE/Pt.file-1/1525-1534, dated 06/07/2023 issued by the DTTE stating that the Hon'ble Lt. Governor has appointed Prof. Ashok Kumar Nagawat as the Vice Chancellor of Delhi Skill and Entrepreneurship University (DSEU) and he has resumed the charge of the Vice Chancellor w.e.f. 07/07/2023 A/N.

Resolution: Noted

Item No. 5.3.2: Information to nominate "Professors of the University" in the Academic Council

The council was informed about the new nomination under the category of Professors of the University. Following three Professor have been nominated by Vice Chancellor to Academic Council of the University.

1. Prof. Kamna Sachdeva
2. Prof. N. Jena
3. Prof. Shruti Tripathi

Their appointment will be for a period of three years w.e.f. the date of the issue of notification/order

Resolution: Noted

Item No. 5.3.3: Information about the inclusion of students' under the category of "students' representatives as nominated by the Vice-Chancellor".

The Vice Chancellor has nominated the following two students to be members of the Academic Council of the University.

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1. Ms. Chhavi (Roll No. 10121009)
2. Mr. Utkarsh (Roll No. 41821072)

Resolution: Noted

Item No. 5.3.4: Information about the appointment of Dean (Research)

By exercising the power vested in Section-6 of the statutes Vice Chancellor appointed Prof. Girish Kumar Sharma, Professor of Computer Applications as Dean (Research) for a period of three years or till further orders whichever is earlier. Accordingly, Prof. Girish Kumar Sharma joined duties w.e.f. 14/09/2023.

Resolution: Noted

Item No. 5.3.5: Information about the constitution of departmental research committees (DRC)

The competent authority constituted the following Departmental Research Committees:

Computer Science Engineering and Computer Applications

1. Prof. Girish Kumar Sharma, Convener
2. Dr. Pramod Kumar Goyal, Member
3. Dr. Pankaj Lather, Member
4. Mr. Shrikant Patel, Member
5. Prof. R. K. Agrawal, JNU – Expert

Electronics and Communication Engineering

1. Prof. Vibhakar Shrimali, Convener
2. Dr. Krishna Singh, Member
3. Dr. Rohit Anand, Member
4. Dr. Dipankar Mishra, Member
5. Prof. Neeta Pandey, ECE, DTU – External Expert

Mechanical Engineering

1. Prof. Arindam Kumar Chanda, Convener
2. Prof. Ajay Kumar Singholi, Member
3. Dr. Rajat Parida, Member
4. Dr. A.K. Ahluwalia, Member
5. Prof. D.S. Nagesh, ME, DTU – External Expert

Resolution: Noted

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Item No. 5.3.6: Information about the disbursement of scholarships under different categories

(A) Disbursement of Jackson Scholarship

Jai Kishan Scholarship has been disbursed to 17 students for the year 2022-23.

(B) Disbursement of Jai Krishna Scholarship by the Chetak Foundation

Student Bhawna Sharma (Roll No. 41021054, course: BMS (E-Commerce) was selected by the Chetak Foundation for the Jai Krishna Scholarship. Her full fee will for the course (all three years) will be paid by the Chetak Foundation.

(C) Disbursement of ISS Scholarship

A committee under the Convenorship of Dr. Kavita Khanna was constituted by the competent authority to recommend the names for the scholarship as per the MOU. List of students attached, as recommended by the committee for the ISS Scholarship.

(D) Disbursement of Surya Kiran Scholarship

The Surya Kiran Scholarship has been disbursed to 19 students (list attached) for the academic year 2021-22. This scholarship is offered by the SUN Foundation.

Resolution: Academic Council noted and appreciated the same.

Item No. 5.3.7: Information about the committee to frame the guidelines of branch upgradation of BTech students

A committee under the Convenership of Prof. Girish Sharma was constituted to frame the guidelines for the BTech students of DSEU after semester-2. The committee submitted its recommendations which will be implemented from the academic session 2024-25. No such provision is required under new ordinance 2-A.

Resolution: Academic Council noted and approved the same for the students admitted in the academic session 2023-24.

Item No. 5.3.8: Information about the project/dissertation guidelines framed by the academic branch

The Academic Branch, put on file that the students in the various programs being run at DSEU undergo Internship/Project work in their respective semester(s) as per the curriculum. No proper guidelines/ evaluation guidelines are available for these papers.

The Academic Branch suggested the Dissertation/ Project/internship broad Guidelines for both Diploma and Degree Programs being run at DSEU

After obtaining the approval of the competent authority, the same was communicated to all campuses for compliance. The guidelines have been discussed and approved by the council.

Resolution: Noted and ratified the guidelines.

Item No. 5.3.9: Information about the removal of "Human Values" and "Indian Constitution" MOOC paper from common papers list

It is placed on records that after getting the approval of the competent authority, the papers on "Human Values" (MOOC paper) and "Indian Constitution" (MOOC Paper) were removed from the category of common papers. The decision is taken due to the unavailability of MOOC agency/platform which offers papers according of timeline of DSEU semesters.

Resolution: Noted and ratified.

Item No. 5.3.10: Information about the framing of maternity leave norms for female students except PhD scholars

A committee under the Convenership of Prof. Girish Sharma was constituted for granting Maternity Leave to the women students of Diploma/UG/PG students. The Committee submitted its recommendation and the same has been approved.

Resolution: Noted and ratified with a modification that these Guidelines will be named as "Leave Rules for the Pregnant Women Students" because Maternity Leave cannot be granted/sanctioned to Diploma/UG/PG students. These rules/guidelines will also be applicable to the female students who have undergone MTP.

Item No. 5.3.11: Information about the attendance policy for NCC students

A committee under the Convenership of Prof. N Jena was constituted for drafting the attendance norms for the NCC students. The Recommendations of the committee are placed and approved.

Resolution: Noted and ratified with modification that these recommendations will also be applicable to the NSS/ECA/Sports category students, subject to the

condition that they had also represented the University at National/State/district level.

Item No. 5.3.12: Information of MOOC papers evaluation guidelines

A committee under the Convenership of Dr. Kavita Khanna was constituted to promote the MOOC courses and recommend the evaluation/assessment criteria for MOOC paper and same has been approved by the committee.
It is put on records that MOOC papers evaluation will be done by the MOOC paper offering agency and equivalent credit will be transferred to the candidate as per the result given by the agency.

Resolution: Noted and ratified.

Item No. 5.4.0: ITEMS FOR RATIFICATION

Item No. 5.4.1: For ratification and consideration of credit scheme and syllabus of various program of DSEU

Credit Scheme and Syllabus for the various programs being run at DSEU are placed before the Academic Council for approval and consideration.

Approval of the Competent Authority was sought to implement the syllabus for the smooth running of courses without disturbing the academic environment of the University.

Resolution: All the scheme and syllabuses placed were ratified and endorsed by the council.

Item No. 5.4.2: For the ratification of decision of appointment of examiners for AY 2023-24 for the conduct of end semester examinations for odd semesters, AY 2023-24

The University conducted the end semester examinations for odd semesters, AY 2023-24 in December 2023 – January 2024. The examiners for these examinations were appointed by Vice Chancellor on the recommendations of the committees constituted for various programs and Controller of Examinations.

The matter is placed before Academic Council for Ratification of Examiners Appointed for conduct of End Term Examinations, Odd Semesters, AY 2023-24. In addition, the Academic Council is requested to authorize Vice Chancellor for appointment of Examiners for End Term examinations for forthcoming examinations of the university.

Resolution: The council approved the proposed list of examiners and delegated authority to the VC to appoint examiners for End Term examinations now onwards and names be placed before Academic Council for ratification.

Item No.5.4.3: For the ratification of decision taken for remuneration rates for examination activities AY 2023-24 and onwards

This agenda item concerns the Vice-Chancellor's approval of remuneration rates for various examination tasks. With examinations approaching and the urgent need for exam administration, the Vice-Chancellor has authorized these rates for the Academic Year 2023-24 and beyond, adopting them from the GGSIPU rates.

Resolution: The rates have been ratified.

Item No. 5.4.4: Information about the constitution of committee of courses for syllabus formulation of even semester

In order to draft the syllabus for the even semester, matter was put up before the competent authority and requested to constitute "Committee of Courses (CoC)" for drafting/framing/modifications of the Curriculum for the programs. The CoC's for all degree and diploma programs were constituted and the syllabus was framed by them within stipulated timelines. In addition to the above, permission from the competent authority was sought to remove the existing anomalies in the Full Time Diploma programs for the year 2023-24 for the following programs:

- (a) Diploma in Architecture
- (b) Diploma in Civil Engineering
- (c) Diploma in Electrical Engineering
- (d) Diploma in Mechanical Engineering

After obtaining the approval of the competent authority O/O in this regard was issued and all concerned were informed. CoC submitted the syllabus for the even semester.

Resolution: Academic Council noted and ratified the orders of the Vice Chancellor constituting the CoC.

Item No. 5.4.5: Information about the academic calendars framed for all the semesters

To streamline the process of teaching as all semesters clashed with each other, revised academic calendar was proposed by the Academic Branch and the same was tentatively approved by the Competent Authority subject to the approval of the Academic Council.

Resolution: Academic Council noted and ratified the orders of the Vice Chancellor.

Item No. 5.4.6: Information about constitution and dissolution of board of studies (BoS)

The then competent authority constituted 10 Board of Studies in the month of March 2023.

However, before the constitution of Faculties and subsequently departments, BOS cannot be constituted. Hence, the BOS constituted in the month of March 2023 was put on hold and new BoS will be constituted after the approval of new Ordinance 1.

Resolution: Academic Council noted and ratified the orders of the Vice Chancellor.

Item No. 5.4.7: Information about new promotion policy

As per the NEP students can be promoted to the next semester/year irrespective of their grade/backlog in previous semester. As per the previous policy of DSEU, students who have a backlog in more than 2 subjects will not be promoted to the next semester. Students were representing to change this promotion policy. After deliberations at different levels and with the examination team, it was decided to introduce a supplementary/new Promotion Policy in the interest of the students, overruling the previous policy.

Resolution: Noted with a condition that this promotion policy will be applicable for the 2021, 2022 and 2023 batch of students only.

Item No. 5.5.0: ITEMS FOR CONSIDERATION

Item No. 5.5.1: To approve and consider ordinance-1 of DSEU

A committee has been formed to oversee the academic organization of DSEU and to determine the names for faculties and departments under the convenership of Prof. Gagan Dhawan. The committee submitted its recommendations attached herewith as Ordinance-1 (1) was presented before the members.

Resolution: After thorough deliberations and a few modifications as suggested by the members, the Ordinance-1(1) (regarding creation of Faculties and furthermore departments at DSEU academic infrastructure) attached as Annexure-23 was unanimously passed and much appreciated by the Academic

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Council. Ordinance-1(1) passed above must be placed before the BOM for its approval/ ratification/information.

Item No. 5.5.2: To approve and consider ordinance 2(A) of DSEU

To fully implement the NEP and CBCS system at DSEU, ordinance 2 (A) has been submitted for review and approval. The ordinance is for the adoption of the Choice Based Credit System (CBCS), Semester System, Multiple Entry and Exit, Continuous Assessment, Evaluation Criteria and Grading System aligned with the National Education Policy 2020 and will be implemented at Delhi Skill and Entrepreneurship University starting from the Academic Session 2024-25 onwards.

Resolution: The council considered and approved the proposal presented in ordinance 2 (A) with a commendation stating that it promises significant benefits for the students.

Item No. 5.5.3: Information about the “co-option” of “Prof. R K Agrawal, Professor, School of Computer & Systems Sciences; Jawahar Lal Nehru University, under the category of “persons, who are not employees of the university”

It is to be noted that Prof. Amita Dev was earlier co-opted as Member, under the category of “Person not Employee of the University” on the recommendations of the Vice Chancellor. However, she ceases to be a member in that category when she assumes the Additional Charge of Vice Chancellor. It is also a fact that her service file is with the University because she was a faculty member of an erstwhile institution now merged into the University.

To fill the vacancy Vice- Chancellor recommended the name of “Prof. R K Agrawal, Professor, School of Computer & Systems Sciences; Jawahar Lal Nehru University”. His appointment will be for a period of three years from the date of issue of this notification/order.

Resolution: Prof. R K Agrawal, Professor, School of Computer & Systems Sciences; Jawahar Lal Nehru University is Coopted as Member under the category of “Persons, who are not employees of the University” as specified in the section-24 (3) (c) of University Act. His appointment will be for a period of three years from the date of issue of this notification/order.

Item No. 5.5.4: To approve and consider engagement of guest faculty norms

A committee under the Convenership of Prof. Gagan Dhawan was constituted by the Competent Authority to draft the guidelines/norms for hiring the guest faculty at different campuses of DSEU and the committee recommended guidelines which were placed before the Competent Authority for approval. (Annexure-19)

The competent authority exercising his powers under Section-12 Clause-16 of the Act, approved the guidelines subject to the ratification of the same by the Academic Council.

Resolution: *The academic council approved the proposed guidelines, including the amendment of financial norms. Clause-13 of the guidelines issued 10(188)/DSEU/Acad/2023/178 dated 06/09/2023 is amended as below:*

"Type A, B and D will receive remuneration of Rs.1500/- per hour for theory classes and Rs.750/- per hour for practical classes (both for degree and diploma programs) upto Rs.50,000/-per month across the University campuses".

Candidates engaged under category E or with the special permission of the competent authority the remuneration norms will be as follows:

"Remuneration of Rs.1500/- per hour for theory classes and Rs.750/- per hour for practical classes (for degree programs) up to Rs.50,000/-per month and Remuneration of Rs.1000/- per hour for theory classes and Rs.500/- per hour for practical classes (for diploma programs) up to Rs.37,500/-per month across the University campuses". However, teachers having UGC qualifications will be paid @Rs.1500/- per hour (theory) and Rs.750/- (practical) per hour with a ceiling of Rs.50000/- even if they engaged for diploma programs.

A line in the Type-E category sentence "similar to Type-D condition" has also been withdrawn.

Item No. 5.5.5: Engagement of technical staff on part time basis

A committee under the Convenership of Prof. Gagan Dhawan was constituted for framing the guidelines for the engagement of Technical Staff on a Part-Time basis.

Resolution: *The Council Approve and consider guidelines for engagement of technical staff on part time basis with proposed revision of remuneration. The council has revised the remuneration standards for part-time technical staff. For Technical/Lab Assistants, the rate per hour will be set at Rs. 150, with a maximum ceiling of Rs. 1200,*

while for Laboratory/Workshop Attendants, the rate per hour will be Rs. 100, with a maximum ceiling of Rs. 800 per day.

Item No. 5.5.6: To approve and consider guidelines for the promotion of the faculty under Career Advancement Scheme (CAS) as prescribed by UGC guidelines 2018

A committee under the Convenorship of Prof. R K Aggarwal was constituted for framing the guidelines for promotion of the Faculty of DSEU Under UGC prescribed guidelines 2018

Resolution: The Academic Council approved the Career Advancement Scheme (CAS) guidelines.

Item No. 5.5.7: To approve and consider standard operating procedure (sop) for conduct of examination and spot evaluation under the power vested vide sub-clause x of clause 25 of delhi skill and entrepreneurship university act.

The Standard Operating Procedure (SOP) and required proforma's were designed for the systematic and effective conduct of examinations and spot evaluations. The SOP's aims to provide a structured framework ensuring fairness, integrity, and efficiency in the examination process.

Resolution: The academic council approved the same.

Item No. 5.5.8 To approve and consider authorization of Vice Chancellor for committee appointment for declaration and review of examination results and adoption of procedures for degree, diploma, and certificate courses

The university has successfully conducted end-semester examinations for five semesters (semester I, II, III, IV and V) in AY 2021-22, AY 2022-23 and AY 2023-24, and the students of batch AY 2021 for three-year programs will be graduating in the next six months.

Also, the students of 2-year programs i.e. B. Lib, M. Tech, MCA and Diploma in Pharmacy programs of batch 2021- 23 have passed out in July 2023. Furthermore, provisional certificates are being provided to Diploma of Pharmacy students required for their registration in Delhi Pharmacy Council/ Other state Pharmacy Council.



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The Academic Council is requested to authorize the Vice Chancellor to appoint committees or officers for reviewing and declaring results; issuance of mark sheets, provisional certificates and degrees.

Resolution: *The council has authorized the Vice Chancellor for the same.*

Item No. 5.5.9 **To approve and consider authorization of vice chancellor for constitution of committee for transcript, manuscript, degree, and diploma marksheet formats**

The students of AY 2021-22, AY 2022-23, AY 2023-24 and of further academic years have to be issued mark sheets, provisional certificates, and degrees in a standardized format.

The Academic Council is requested to authorize Vice Chancellor to recommend the committee of Deans for review and approve the formats of Transcripts, Manuscripts, degrees or any related document.

Resolution: *The Academic Council has authorized the Vice Chancellor to do the same.*

Item No. 5.6.0: **Any Other Matter with the permission of the Chair**

Item No. 5.6.1: **For approval and review the nomenclature of the BA/B.Sc. degree in aesthetics and beauty therapy.**

Upon admission, students in the Bachelors of Aesthetics and Beauty Therapy program were assured that those with a science stream in their higher secondary education would receive a BSc degree, while others would be awarded a BA degree. Following student representations, this matter has been brought before the council for further guidance.

Resolution: *The council has resolved that students should receive the degree as indicated at the time of admission. However, the nomenclature for this program will be revised starting from the new academic year admissions in accordance with Ordinance 2 (A) and will be B.Voc. It was also resolved that the Bachelor in Optometry to be renamed as B.Sc.(Optometry) as the name is nowhere in the list. (U9C) ✓*

Item No. 5.6.2: **For approval and consideration of admission of diploma students in available seats of relevant B. Tech program via the lateral entry mode in accordance with available seats**

Final year diploma students are seeking admission to the B. Tech program at DSEU through the lateral entry mode, as promised in previously published information

brochure. However, there are no proper guidelines have been framed for such admissions. This matter has been presented before the council for suggestions and approval, considering the availability of seats in the relevant program.

Resolution: Students will be admitted under the category of Lateral entry and will be offered B.Tech only in those specialization which are being available at DSEU. Admissions can be granted on the basis of availability of seats in the relevant program. However, before proceeding, proper guidelines need to be formulated. The Vice Chancellor is authorized to establish a committee for this purpose.

Item No. 5.6.3 On-the-Job training toponent in BBA Retail Management

There was a component of On-Job-Training (OJT) in BBA Retail Management Program, wherein students underwent training in the industries. DSEU had signed MOU with RASCI in this regard. Due to some administrative reason, OJT payment to RASCI couldn't be released in the year 2022-23 and students couldn't go on OJT. Therefore, the faculty had to adopt the alternative arrangement for the students and they were given projects. This component was replaced from "Log Book Entries", "On-Job-Training" and On-Job-Training-2 to Project Presentation and Viva-Examination.

Resolution: Noted and Approved

Item No. 5.6.4 Diploma in computer engineering and Diploma in computer science.

As per the Information Bulletin 2021-22 and 2022-23, DSEU was offering Full Time Diploma in Computer Engineering. However, as per the Information Bulletin 2023-24, the course name was updated to Full-time-Diploma in Computer Science.

Resolution: Noted and directed to issue necessary instructions for the stakeholders informing them about the nomenclature of the degree.

Item No. 5.7.0 Vote of thanks

The meeting ended with a vote of thanks to the chair.


Member Secretary