

MINUTES OF THE ACADEMIC COUNCIL MEETING OF JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, HELD ONLINE AT 11.00 AM ON 22 MAY 2020 AT JIIT, NOIDA

Following were present for the online meeting (on Google Meet platform):

1. The Vice Chancellor - Chairperson

Prof. S.C. Saxena

2. Director(s) / Dean(s) of Faculties

- (i) Prof. Hari Om Gupta, Director Sector 128
- (ii) Prof. Renu Luthra, Vice-Provost
- (iii) Prof D K Rai, Dean (A&R)
- (iv) Prof. Alka Sharma, Dean (HSS)

3. Head of the Departments

- (i) Prof. S C Katyal
- (ii) Prof. Alka Tripathi
- (iii) Prof. Shweta Srivastava
- (iv) Prof Vikas Saxena
- (v) Prof. Pammi Gauba

4. All Professors other than the Heads of Departments

S.No	Employee Name	Dept	S.No	Employee Name	Dept
i	Prof. Rajiv Saxena	Adjunct Prof	xi	Prof. R.C. Mittal	Maths
ii	Prof. Indira P Sarethy	Biotech	xii	Prof. A.K. Aggarwal	Maths
iii	Prof. Neeraj Wadhwa	Biotech	xiii	Prof. B.P. Chamola	Maths
iv	Prof. Reema Gabrani	Biotech	xiv	Prof. Sanjeev Sharma	Maths
v	Prof. S. Krishna Sundari	Biotech	xv	Prof. Anirban Pathak	PMSE
vi	Prof. Sudha Srivastava	Biotech	xvi	Prof. N.K. Sharma	PMSE
vii	Prof. Sujata Mohanty	Biotech	xvii	Prof. S.P. Purohit	PMSE
viii	Prof. Vibha Rani	Biotech	xviii	Prof. S.K. Biswas	JBS
ix	Prof. Krishna Asawa	CSE/IT	xix	Prof. G.K. Aggarwal	JBS
x	Prof. R.B. Mishra	CSE/IT	xx	Prof. R.K. Misra	JBS

5. Two Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority

- (i) Dr. Ashish Goel
- (ii) Dr. Tribhuwan Tewari

6. Two Assistant Professors from the Departments by rotation of seniority

- (i) Dr. Shriram Purankar
- (ii) Dr. Badri Bajaj

7. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution deemed to be University who are not in the service of the Institution deemed to be University, nominated by the Vice-Chancellor

- (i) Prof. Manoj Mishra, IIT Roorkee.
- (ii) Sh. Subhash Verma, Managing Director & Vice President Engineering, Agnity
- (iii) Sh. Ranjit Sinha, Director Campus Program, Ericsson India Global

8. **Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge**
 - (i) Brig Sanjay Dawar (Retd) – Head Placements & Dean Students Welfare
9. **The Registrar, who shall be the Secretary of the Academic Council (Ex-officio)**
Col Sharad Rastogi (Retd)
10. **Special Invitee**
Mr. Mihir Kumar Jha

ITEM 1: WELCOME AND OPENING REMARKS BY THE CHAIRMAN

The Chairman welcomed all the members of the Academic Council. He stated that this was an unprecedented situation and further highlighted the necessity and importance of online meetings in view of the precautions necessary against the threat of CoVID-19 Pandemic.

The Chairman stated that JIIT has been closed wef 16 March 2020 on the directions of the Central /State Govt. The students proceeded on Holi-vacations wef 08 March 2020. There was no academic activity from 08 – 29 March 2020. Only essential services like housekeeping, maintenance etc. were permitted. The concerned staff stayed and dined inside the campus.

Online delivery of academic course content started wef 30 March 2020 with the same time table as prepared for the on-campus classes. Over 75% students have connected on the online platform, given assignments and have been evaluated online. More than 85% of the course content for all programmes has been successfully delivered. The balance will be covered by 23 May 2020, the last day for completing the semester.

All norms mandated by MHRD / UGC / AICTE and Central / State Govt. are being implemented.

ITEM 2: LEAVE OF ABSENCE

Leave of absence was granted to the following:

- (i) Prof. Brahmjeet Singh, NIT, Kurukshetra
- (ii) Prof. Govinda Gopal Mitra
- (iii) Prof. R.K Dwivedi

ITEM 3: MINUTES OF THE LAST MEETING OF THE ACADEMIC COUNCIL AND REVIEW OF THE ACTION TAKEN REPORT

- (i) The Council considered and approved the Minutes of the last Academic Council Meeting held on 28 January 2020.
- (ii) It also reviewed the Action Taken Report and approved the same.

ITEM 4: PHD PROGRAM – GUIDELINES FOR ONLINE PROCESSES

- (i) Due to COVID-19, in addition to the existing PhD regulations, following online modes have been included for teaching, progress monitoring and evaluation of PhD Thesis. In future, some of the online processes will be included in the existing PhD regulations after review.
- (ii) The Academic Council approved the following:
- (a) All existing PhD scholars will submit their end semester reports in the standard format along with the soft copy of publications to their supervisors through electronic mode by 30 May 2020. Based on these reports, recommendation for extension of PhD registration will be sent by supervisor(s) through HOD to Dean (A&R) for approval of VC.
- (b) Next semester registrations for all PhD scholars will be done online on 01 & 02 July 2020.
- (c) Henceforth, all mandatory courses for PhD scholars will be taught and evaluated in online mode, even when they are on the campus. The remaining courses recommended by the DPMAC may be taught and evaluated in online/offline mode.
- **PhD Thesis submission and evaluation:** Plagiarism check and submission of the thesis to COE will be done in the usual manner by Librarian. Supervisors will send the panel of examiners online to Dean (A&R) in the prescribed format for the approval of VC. Thesis examination process will be carried out by COE as per regulations. On receipt of the reports, the COE will organize online PhD Defence. The following panel will conduct the PhD defence:
 - Dean (A&R) – Chairman
 - Dean (RID)/ Representative of Dean (RID)
 - Controller of Examinations (COE)
 - Concerned HOD/ Vice-Provost
 - Supervisor(s)
 - DPMAC members
 - Examiner
 - **Participants.** A Google form, designed to check the willingness of individuals to participate in the open defence, will be floated by COE. Dean (A&R) will screen the Google forms and forward invite to the suitable participants.
- (d) All members of the PhD defence panel may send their recommendations through mail to COE. Reasonable video recording of the deliberations will be done and preserved with the office of Registrar.
- (e) After incorporating the suggestions given by PhD defence panel, final soft copy of the thesis will be sent by the scholar to COE through the supervisor. Thereafter, recommendations for the

award of degree will be sent through Dean (A&R) to the VC for approval.

- (f) The final hard copy of the thesis will be submitted by the scholar to COE after incorporating all the suggestions of the defence panel in the thesis.

ITEM 5: FINAL YEAR M.TECH BATCH 2018-19 & INTEGRATED M.TECH BATCH 2015-16

The Academic Council considered and ratified the academic schedule for the above batches for Even Sem 2020. The academic schedule for the batches had already been uploaded on the JIIT website.

ITEM 6: INTEGRATED M.TECH BATCH 2016-17 (9TH SEM)

The Academic Council considered and approved the following proposed guidelines for the 9th semester of Integrated M.Tech Program:-

- (i) The 9th semester for current integrated M.Tech batch admitted in AY 2016-17 will be conducted online from 1st to 30th June 2020. End sem examination of 9th Sem will be conducted after re-opening of the Institute (01-14 Jul 2020).
- (ii) The subject registration for 9th semester will be done online.
- (iii) Dean (A&R) in consultation with HODs of CSE & IT, ECE and Biotechnology will finalize the online evaluation process for this semester.
- (iv) The breakup of marks for the 9th semester will remain same as in the existing ordinance.
- (v) In future also, 9th Semester of Integrated M.Tech program is proposed to be conducted in online mode.

ITEM 7: ALL PROJECTS (MINOR / MAJOR / INDUSTRIAL/DISSERTATION) AND SUMMER INTERNSHIP

The Academic Council considered and approved the following :

- (i) Projects/ Dissertations. All projects of even semester 2020 will be evaluated online. HODs to formulate a panel for conduct of online viva-voce/presentation. The process of evaluation will be completed by first week of June 2020. Marks distribution for different components of the projects will remain same as in the existing regulations.
- (ii) Summer internship. Summer Internship for the students of 6th semester has been allowed to be carried out in online mode either with the faculty or in the industry as per the guideline issued by UGC and AICTE during lockdown period due to COVID-19. However, this mode of online internship is proposed to be continued in future, along with the other modes of internship prevalent in the existing system.

ITEM 8: ACADEMIC ACTIVITIES

The Chairman informed the members about the commencement of online/ on-campus academic activities for the current and the next semesters in the Institute, as per the guidelines/ direction issued by AICTE/UGC/ Central and State Govt.

(i) Final Year B.Tech Batch 2016-17.

a) The Industry/ Organizations have communicated their requirement of availability of the placed students of B.Tech passing out batch 2016, latest by 14 July 2020.

(b) To meet the Industry requirement, the examination and evaluation process for final year B.Tech batch 2016-17 will be completed in time.

(c) A Steering Committee for Examination and Evaluation Process for B.Tech passing out batch has been constituted as under:

- | | |
|-----------------------------|------------|
| • Director, Sector-128 | - Chairman |
| • Vice Provost/ HoDs | - Member |
| • Controller of Examination | - Member |
| • Registrar | - Member |
| • Dy Registrar | - Member |

(d) The Academic content of final year B.Tech programme comprises of three electives and one major project. The schedule for the examination and evaluation is proposed to be as under:

- **Major project:** Online viva-voce and presentation by the concerned supervisors/ HoD by 07 June 2020.
- **Test-2:** The test would comprise of two components; MCQ based test and a write-up on the topic assigned by the concerned faculty. The MCQ test would be of 10 marks and 30 minutes duration. The write up would be of 10 marks and two hours duration.
- **End Semester Examination:** The End Sem Exam would be conducted online. It will be of one hour duration in MCQ mode.

(e) Final Year B.Tech students, who do not opt for the online mode of examinations, will be given an opportunity for the exam on campus from 01-13 July 2020. However, the exam would still be conducted in online mode only.

(ii) Common Academic Activities applicable for all programs:

(a) Online teaching of theory classes for all batches to be completed by 23 May 2020.

(b) The still remaining Test-2 of the even semester 2020 to be conducted online in MCQ mode before institute re-opens.

- (c) The balance academic activity for students of current 1st and 4th year of B.Tech & Integrated M.Tech programs will be conducted from 01-13 July 2020.
- (d) Students of 1st and 4th year of B.Tech and Integrated M.Tech programs of current semester will vacate the campus by 14 July 2020.
- (e) The balance academic activities for students of current 2nd and 3rd year of B.Tech and Integrated M.Tech program and batch 2019-20 of BBA/ MBA/M. Sc & M.Tech programs will be conducted from 16 July, 2020 onwards.
- (f) Marks distribution of different tests conducted in online/ offline mode in the current semesters will remain same as per the existing regulations.
- (g) The academic schedule for Odd Sem 2020 is proposed as under:
- Odd semester (2020-21) for currently enrolled students begins w.e.f. 01 August, 2020
 - For B.Tech & Integrated M.Tech batch 2017-18 & 2018-19
 - On campus classes from 01 August to 09 October 2020.
 - Vacate campus by 11 October 2020.
 - Online class w.e.f. 11 October 2020 onwards till the end of semester.
 - For B.Tech & Integrated M.Tech batch 2019-20 & 2020-21 (new admissions)
 - Online classes from 01 August to 09 October 2020 for 2019-20 batch and 01 Sept to 09 October 2020 for 2020-21 batch.
 - Report to campus by 12 October, 2020
 - On campus classes w.e.f. 12 October 2020 till the end of semester.
- (h) BBA/ MBA/M. Sc & M.Tech:
- For 2019-20 batch:
 - On campus classes from 01 August to 09 October, 2020.
 - Vacate campus by 11 October 2020.
 - Online class w.e.f. 11 October 2020 till the end of semester
 - For Batch 2020-21 (new admissions)
 - Online classes from 01 Sept to 09 October 2020.
 - Report to campus w.e.f. 12 October 2020
 - On campus classes w.e.f. 12 October 2020 till the end of semester.
- (i) The courses of each semester will be divided into two sets. One set for the on-campus study and other set for the online study. When teaching and examination in one set will be on-campus then in other set, teaching and examination will be online.
- (iii) The Academic Council approved the proposed academic schedule.

ITEM 9: LATERAL ENTRY ADMISSION FOR AY 2020-21:

The Chairman informed the members about the admissions through lateral entry for academic year 2020-21 in different branches of B.Tech Program, proposed to be filled as per the guidelines of AICTE. The total seats in each branch will be: the existing vacant seats + 10% of approved intake. The details of the admission process explained are as given below.

(i) Admission Committee for Lateral Entry Admissions will be as under:

- Dean (A&R) - Chairman
- Associate Dean (SDAR) - Member
- Controller of Examination - Member
- Registrar - Member
- Dy Registrar - Member

(ii) **Eligibility Criteria**

- (a) Diploma/ 1st Year B.Tech in respective branch of admission (e.g. Diploma/ 1st year B.Tech in CSE for admission to B.Tech CSE).
- (b) Completed 1st semester of B.Tech / 5th sem of diploma and no backlog or supplementary in any paper.
- (c) Students of Jaypee Universities will not be eligible to apply.

(iii) **Procedure of admission**

- (a) An entrance test to be conducted online.
- (b) Merit will be drawn based on the weightage given to 12th, B.Tech first Semester Marks/Grades and online entrance test for B.Tech students and 10th, Diploma Marks/Grades upto fifth Semester and Entrance Test for diploma students.

Distribution of Marks	For B.Tech candidates	For Diploma Candidates
Class 10 th	-	20%
Class 12 th	20%	-
1 st Sem / 1 st Year B.Tech	50%	-
5 th Sem / 3 Year Diploma	-	50%
Online Entrance Test	30%	30%
Total	100%	100%

(iv) The equivalence committee of JIIT will identify and decide on the additional essential equivalent core courses of first year required to be completed in the respective programmes by the students taking admissions.

(v) The candidates will have to submit final results of B.Tech 1st yr or final result of the diploma by 30 Sept, 2020.

The Academic Council approved the lateral entry direct admission to second year B.Tech for the AY 2020-21.

ITEM 10: MENTORING OF WEAK LEARNERS – PROCESS TO BE FOLLOWED

The Chairman told members about the mentoring process being proposed at JIIT for weak learners, to be followed during the on-campus mode of academic activity. The process followed would be:-

- (i) Weak learners will be identified on the basis of Test-1 marks in each subject immediately after locking of the marks.
- (ii) Cut-off marks for identifying weak learners will be the maximum score of bottom 10% students in Test-1.
- (iii) Identification of weak learners and preparation of their list will be done by Course Coordinators.
- (iv) Course Co-ordinators will send the list of students identified as weak learners to the HoD with a copy to Dean (A&R) along with marks scored by them within 3 days of locking of marks.
- (v) HoDs will put up notices regarding requirement of student mentors from amongst senior students in the subjects of their departments in which weak learners have been identified.
- (vi) Only those students will be accepted for mentoring who have scored 'A' or higher grade in the subject.
- (vii) Maximum 20 students will be assigned to one student mentor in a subject. A student can be mentor in only one subject.
- (viii) Nomination of mentors will be completed within 10 days of locking of marks.
- (ix) The identified student mentors will be provided the list of weak learners by Course Coordinators.
- (x) Mentors will provide a schedule of their engagement of maximum 2 hours / week to the Course coordinator and take attendance of students in the mentoring class.
- (xi) Mentoring classes will be scheduled only beyond normal teaching schedule. Mentors will normally focus on problem solving in mentoring session.
- (xii) Course coordinators will prepare record of marks of weak learners after each exam and put up the analysis of the progress made by the students undergoing peer mentoring to the HoD within 3 days of locking of marks.
- (xiii) The consolidated progress report of each department will be put up before IAMC for consideration.
- (xiv) All student mentors will be provided a certificate of appreciation.

The Academic council approved the same.

ITEM 11: REPORT ON CURRENT PLACEMENT STATUS

Placement position for the batch passing out in 2020 along with the comparative placement details for batches 2018, 2019 & 2020 were noted and appreciated by the members of Academic Council.

ITEM 12: CONSTITUTION OF VARIOUS COMMITTEES AFTER LAST ACADEMIC COUNCIL MEETING

The council considered and approved the constitution of following committees:

- (i) Redressal of Grievances Arising Due To Covid-19 Pandemic
- (ii) Gender And Extension Committees

ITEM 13: RESEARCH AND DEVELOPMENT PROJECT SCHEME (RDPS)

The Chairman informed the members about RDPS, an initiative by JIIT to motivate teaching faculty and promote Research. The details of are given in succeeding paragraphs.

- (i) There is a positive correlation between the research and development and ranking of universities/ institutions. UGC and AICTE give considerable weightage for research and development projects to be carried out in universities and institutions. Research brings out the creativity in the teaching staff and motivates them to remain updated in their field; which is must for a teacher to be effective in the outcome based education and also contributes to nation building. We being a leading university in the private sector plan to introduce internally funded R & D projects to encourage and motivate the young faculty. They will also prepare them to write good R & D projects for external funding.
- (ii) Research and Development Project Scheme (RDPS), of Jaypee Institute of Information Technology, Noida, will normally support different areas of research and development for the faculty joining the Institute and who have completed PhD in last five years. The funding under this scheme is to be used to initiate/continue the research work of the teachers. The objective of the scheme is to accelerate the possibility to receive the financial support from external agencies in future. The applicant must clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to generate external funding. Funding under this scheme will be limited to 5 Lac and duration of the project will be two years. A budgetary provision of Rs 50 Lac per year will be made for this purpose.
- (iii) The project under RDPS will be considered as Minor Project and relevant API score will be credited as per the norms of JIIT, Noida. Every submitted project proposal will be evaluated by a three member committee consisting of experts from the area and having at least one external member. Faculties applying for funding under this scheme are required to serve the Institute till completion of the project. The progress of the project will be monitored by an internal committee of the institute.

The Academic Council considered and approved the RDPS.

ITEM 14: ADMISSION COMMITTEE FOR ACADEMIC YEAR 2020-21

The council considered and approved the constitution of admission committee for AY 2020-21 for JEE based admissions as under:

- Dean (A&R) - Chairman
- Controller of Examination
- Registrar
- Dy Registrar

ITEM 15: SUMMER SEMESTER 2020

The Council was informed that due to COVID -19, there would be no Summer Semester for backlog subjects in June 2020.

ITEM-16 ANY OTHER ITEM WITH PERMISSION OF THE CHAIR

The meeting ended with vote thanks to the chair.

sd/-

**Registrar
Member Secretary**

Confirmed

sd/-

**Prof S C Saxena
Chairman**

Dated: 29 May 2020

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