

MINUTES OF THE ACADEMIC COUNCIL MEETING OF JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, HELD ONLINE AT 11.00 AM ON 10 JULY 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) Sh. Subhash Verma, Managing Director & Vice President Engineering, Agnity

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 appreciated the efforts of the JIIT members in overcoming the unprecedented restrictions imposed by the CoVID-19 Pandemic. He informed the members that the coming semester (odd sem 2020) would be conducted in online mode.

The Chairman stated that JIIT would endeavour to maintain the same standard of teaching in online mode as was being done during the normal classes in the campus.

He said that the situation during COVID-19 pandemic would continue to be dynamic and the institute must prepare a strategy for conduct of academic activities which should be modified as per the prevailing situation.

ITEM 2: LEAVE OF ABSENCE

Leave of absence was granted to the following:

- (i) Shri Ranjit Sinha, Ericsson India Global
- (ii) Prof. Manoj Mishra, IIT Roorkee

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 22 May 2020.
- (ii) It also reviewed the Action Taken Report and approved the same.

ITEM 4: ODD SEMESTER (2020-21):

- 4.1 The chairman informed the members that the registration for all batches and programs for the Odd Sem 2020 was being planned in online mode. The registration was tentatively scheduled from 20 July 2020. The HoDs & VP, JBS should complete the teaching load distribution of their Deptt/School by week ending 11 July 2020.
- 4.2 The chairman stated that the Institute considered the options available for conducting Odd Sem 2020 in online or offline or blended mode as per the UGC guidelines issued on 29 Apr and 06 Jul 2020 (based on the report of the UGC Committee on Examinations and Academic Calendar) . On weighing the operational issues keeping COVID-19 in view, the institute decided to conduct the complete odd semester 2020 in online mode.
- 4.3 He informed the members that the efforts will be made to conduct Lab classes in virtual mode (Virtual labs) as far as possible. Prof. Vikas Saxena, HOD-CSE was nominated as the overall coordinator for conduction of virtual labs. He further stated that Labs, in which physical presence of students is required, will be carried forward to the next semesters when JIIT reopens and students are permitted for on-campus studies by the Central / State Govt.

- 4.4 Lecture and tutorial classes will be of one hour duration each. Tutorial classes will be conducted in smaller group of students (max. 30). The chairman stated that increased interaction between teachers and students is desirable to make it more interesting and effective. To ensure that the session is interactive inspite of the curriculum, for 3-0-0 courses, delivery will be made in 3-1-0 contact hour mode. One additional discussion / tutorial class will be held in interactive mode for removing the doubts of the students without any change in the credit of the course. In this session, problems asked / issues raised by the students will be addressed as well as assignments etc will be given to them.
- 4.5 As it will be difficult to procure printed books and make them available to MBA students, the chairman stated that the study material amount will not be charged from MBA students at the time of admission. The JBS students should refer to e-books, procure books themselves or refer to the ones available through JIIT / JBS resources.
- 4.6 The members were informed that the academic calendar of the Odd Semester-2020 is being prepared including all above points and will be communicated shortly.
- 4.7 The Chairman informed the members about the following:
- The forthcoming End Sem Exam for passing out batch BTech batch 2016 were organized in online proctored mode through Mettle.
 - The classrooms for conducting online teaching for Odd Sem 2020 are being created faculty wise using Google Suite.

ITEM 5: FACULTY MEMBERS PROFESSIONAL DEVELOPMENT:

- 5.1 The Chairman informed the members that all faculty members will train themselves for conducting virtual labs. Each teaching member should conduct at least one virtual lab class complete in all respects by oneself. Faculty members may identify courses particularly on SWAYAM/ NPTEL/other online portals which would be recommended to students as study / reference material for the course being taught. Prof. Vikas Saxena, HOD-CSE was nominated to conduct a webinar on conduction of virtual labs.
- 5.2 The academic council noted the AICTE notification regarding the courses being conducted by NITTR.

ITEM 6: ACTIVITIES BY FACULTY MEMBERS IN ODD SEMESTER (2020-21):

- 6.1 The Chairman informed that there was a need to have enhanced efficacy in delivery of online content by the faculty to ensure the effectiveness of our teaching methods. The details of the activities expected to be conducted / undertaken by the teachers are given in following paragraphs. The Chairman added that webinars on relevant, useful, concerned areas should be attended and organized by the Departments/School/Institute.
- 6.2 The activities which can be undertaken by the faculty members are grouped in the following three categories:
- Teaching, Training & Evaluation (50% weightage). For effective teaching, training and evaluation in online mode, following guidelines are recommended:
 - Power point presentation will be mandatory for each course.
 - At least 8 – 10 slides are mandatorily to be prepared for each lecture class of one hour duration by each faculty member.

- (iii) First few PPTs in first online class should contain the details of the course description including course outcomes.
- (iv) After each lecture, a minimum of 5 MCQs are to be prepared and a question bank is to be created by each faculty member for the course.
- (v) One Tutorial sheet is to be given for every three lectures covered.
- (vi) PPTs prepared during the semester will be reviewed and the best PPT at the end of the semester will be recognized and awarded. Director-128 will formulate the guidelines for the same and communicate to the VC.

(b) Research, Development & IPR (25% weightage)

- (i) Every faculty member will publish at least one SCOPUS/SCI Indexed research paper in a quality journal in a semester.
- (ii) Ph.D. students will be guided in online mode. Faculty members (guides) will be in continuous touch with their Ph.D scholar and a weekly report will be prepared on the work being carried out by the research scholar.
- (iii) Patent are to be filed as per Institute rules.
- (iv) R&D projects are to be submitted by the eligible faculty members.
- (v) Faculty members of JBS are required to develop at least one Case Study compulsorily.

(c) Professional Development. (25% weightage). Following activities are to be carried out under the professional development head:

- (i) Conduction, participation and/ or coordination of online FDPs.
- (ii) Book writing/ Chapter writing in a quality book of reputed publishers.
- (iii) One course of SWAYAM/NPTEL/ or any other such source to be completed by each faculty member in a semester. The course is to be in the area of teaching & training pedagogy or in the area of specialization. Prior approval of the Dean (A&R) in this regards is to be taken before undertaking such course.
- (iv) Delivery/ conduction/ attending of Webinar of concerned areas.
- (v) New courses in the emerging areas of Departmental specialization are to be developed and prior approval is to be taken from Dean (A&R).
- (vi) Prof. Hariom Gupta & Prof. Alka Sarma will conduct a webinar on teaching and evaluation of online courses including preparation of quality PPTs.

6.2 The online conduct of teaching will be critically reviewed and monitored by Director-128 for sector-128, Vice-Provost for JBS and by Dean (A&R) for Sector-62. A daily report is to be prepared by respective HODs and to be sent to Director-128, VPV and Dean (A&R).

ITEM 7: PROMOTION OF STUDENTS OF INTERMEDIATE SEMESTERS TO THE NEXT SEMESTER

7.1 The academic council was informed about the UGC guidelines notified on 29 April 2020 and 06 July, 2020, regarding promotion of students of intermediate semesters to the next semester. The procedure is being adopted for promotion of students of intermediate semesters of JIIT, to the next semester, is explained in paragraphs below.

7.2 For intermediate semesters, evaluations of 65 marks have already been carried out through Test-1 (20 marks), Test-2 (20 marks) and TA (25 marks)) in B Tech, M Tech, BBA and M Sc programs, and of 60 marks in MBA program, and Value added courses of B Tech program. For remaining evaluations and preparations of complete result, the following scheme is proposed:

- (a) In B Tech, M Tech, BBA and M Sc programs: Marks out of 65 (already evaluated) + 35% marks on the basis of SGPA of the preceding semester. Accordingly, marks of end semester are recommended to be calculated as: $SGPA \times 10 \times 0.35$. In Lab courses or any other course with different scheme of evaluation, marks for the remaining component will be awarded following the above mentioned scheme.
- (b) For intermediate semesters of MBA Program and Value added courses of B Tech program: Marks out of 60 (already evaluated) + 40% marks on the basis of SGPA of the preceding trimester. Accordingly, marks of end semester are recommended to be calculated as: $SGPA \times 10 \times 0.40$.
- (c) In the case of Ph D students, for whom previous semester marks are not available: 100% evaluation is recommended to be done on the basis of internal assessments.
- (d) Student willing to improve grades of this semester subjects may be allowed as per university rules.
- (e) All students will be promoted to next semester, however, such students will be required to clear the examination for the course in which they have failed or have been absent, whenever the examination is held next as per Institute rules. This will be applicable for the current academic year only.

ITEM 8: SEMESTER WISE CREDIT LIMITS FOR STUDENTS

8.1 As per existing Ordinance for students admitted from 2018-19 onwards, students can register in the courses in a semester with credits between 10 to 22. This limit is in contradiction with the permitted credits in a semester as per curricula and also this is not helping the students to accommodate backlog subjects and also to those students who are interested in specialization in a minor area.

The academic council concurred with the recommendations and approved that credit range for registration including backlog subjects be modified to 12-27 credits. Beyond 27 credits, a student may be permitted upto 31 credits as a special case with Dean (A&R) / VC's approval.

ITEM 09: 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.

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ITEM 10: RESEARCH ASSISTANTSHIP PROVIDED TO PHD SCHOLARS AND TEACHING ASSISTANTSHIP TO MTECH STUDENTS

10.1 JIIT awards Research Assistantship to full time PhD Scholars. However, in view of the closure of the Institute due to lockdown for precautions against COVID-19, a review of the RA-ship was necessitated. The details are given in following paragraphs.

The Research Assistantship is provided to a PhD Scholar in two components i.e. one Research component and other Teaching Assistantship component. The Teaching Assistantship component is awarded as per the allocated / assigned academic engagement/ activity during the month. As the Institute was closed since 14 March 2020 and there were no students in the campus, the Teaching Assistantship activities were not there.

The weightage of components of Research Assistantship for award of RA has been made as follows; Teaching Assistant-ship component - 40% and Research component - 60%. As only the Research component activities are being performed, the complete amount equivalent to the Research component is to be released to the PhD scholars.

For the period of closure of the Institute due to the precautions against COVID19, the scholars were being given the benefit of Research Work from Home.

10.2 Similarly, for the MTech Students, the weightage of components of Teaching Assistantship for award of TA has been made as follows; Assistance in Teaching - 25% and participation in the academic activities of their own program - 75%. As only the component of academic activities of their own program is being performed, the complete 75% amount equivalent to this component is to be released to the MTech Students.

10.3 The academic council approved the proposal for awarding the research component of Research Assistantship for PhD Scholars and the 'academic activities of their own program' component of Teaching Assistantship to M.Tech students till the commencement of the classes in the campus.

ITEM 11: 10+2 BASED ADMISSION IN BTECH AND INTEGRATED MTECH FOR AY 2020-21:

11.1 The Chairman informed the members that in view of the COVID-19 pandemic and the uncertainty in the conduct of JEE mains in the month of July/Aug 2020, the students will be admitted to BTech and Integrated MTech programs by two merit lists; one based on 10+2 marks taking Maths, Physics and one more subject as per AICTE norms and the other one based on the score in JEE Mains January 2020, for academic year 2020-21. These two merit lists would have separate seats for allocation.

11.2 The chairman said that the admission forms, for merit based on 10+2 marks and JEE Mains January 2020 score, are available for applying online. The students who have filled the JEE based admission forms will not be charged any application fee for the 10+2 forms.

11.3 The following schedule will be followed for admissions of merit based on 10+2 marks;

- (a) Round-1: Last date of applications - 20 July 2020
- (b) Round-2: Last date of applications - 31 July 2020
- (c) Upgradation – On occurrence of vacancy.

11.4 The following schedule will be followed for admissions of merit based on JEE Mains January 2020 score;

- (a) Round-1: Last date of applications - 31 July 2020
- (b) Upgradation – On occurrence of vacancy.

11.5 The Chairman informed the members about the following guidelines:

- (a) Due consideration is to be given for candidates of SC/ST category in both the merit lists. 10 seats to be reserved for J&K students under Prime Minister's Special Scholarship Scheme (PMSSS) and reservation for wards of Kashmiri Migrants as per MHRD letter dated October 2019.
- (b) Initially 80% students will be admitted based on 10+2 marks and 20% students will be admitted based on score obtained in JEE Mains Jan 2020.
- (c) All vacant seats in any one of above two categories will be inter-transferable in either category i.e. JEE Main-January 2020 to 10+2 marks merit basis and vice-versa.
- (d) The cut-off percentage / percentile of each round would be decided by the admission committee and displayed on the website.

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

The council considered and approved the constitution of COVID-19 Response Committee (CRC).

ITEM-13 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: 25 July 2020