JIIT NOIDA

MINUTES OF THE ACADEMIC COUNCIL MEETING OF JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, HELD ONLINE AT 11.00 AM ON 11 NOVEMBER 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	xii	Prof. R.K. Misra	JBS
ii	Prof. Indira P Sarethy	Biotech	xiii	Prof. R.C. Mittal	Maths
iii	Prof. Neeraj Wadhwa	Biotech	xiv	Prof. A.K. Aggarwal	Maths
iv	Prof. Reema Gabrani	Biotech	xv	Prof. B.P. Chamola	Maths
v	Prof. S. Krishna Sundari	Biotech	xvi	Prof. Sanjeev Sharma	Maths
vi	Prof. Sudha Srivastava	Biotech	xvii	Prof. Anirban Pathak	PMSE
vii	Prof. Sujata Mohanty	Biotech	xviii	Prof. N.K. Sharma	PMSE
viii	Prof. Vibha Rani	Biotech	xix	Prof. R.K Dwivedi	PMSE
ix	Prof. Krishna Asawa	CSE/IT	xx	Prof. S.P. Purohit	PMSE
x	Prof. G.K. Agarwal	JBS			
xi	Prof. Govinda Gopal Mitra	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)   Shri Subhash Verma, Managing Director & VP Engineering, Agnity India
      (iii)   Prof. Brahmjeet Singh, NIT, Kurukshetra
      (iv)   Shri 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
   (ii)   Shri SB Pant - CFO

9. **The Registrar, 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 and especially conveyed his gratitude to the external members.

He appreciated the work put in by various members during the last few months in ensuring an effective implementation of the online academic activities.

The chairman informed the members about the omni-present curtain of pollution in the Delhi-NCR region and its ill effects on health. In the current situation where-in COVID-19 cases are increasing and this increase being contributed to pollution, he advised caution and precautions by all the members. He also informed that JIIT has had a few cases of COVID-19 infection including few cases in which all members of a family were infected. However, by the Grace of God, they have recovered. JIIT provided all possible support in such cases.

ITEM 2:   LEAVE OF ABSENCE

Leave of absence was granted to Prof. S.K. Biswas, JBS.

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

(a)   The Council considered and approved the Minutes of the last Academic Council Meeting held on 10 July 2020.

(b)   It also reviewed the Actions Taken Report and noted the same.

ITEM 4:   TEACHING AND LEARNING DURING COVID-19 PANDEMIC

4.1   The members were informed that the academic activities got disrupted due to the COVID-19 pandemic. However, all academic activities of teaching, learning, evaluations and examinations at JIIT have been carried out as per the UGC guidelines. The following points were highlighted:

(a)   All the students were promoted to the current semester based on partial consideration of their performance in the Odd Sem 2019.

(b)   The conduct of JEE was impacted. The institute admitted students based on two modes; merit list based on marks scored in 10+2 examination and JEE Mains Jan 2020 score.

(c)   The classes for regular batches of existing students were commenced wef 17 Aug 2020.

(d) For students of new admissions, the classes commenced after the orientation program which was held from 01 to 07 Sep for PG students and 01-08 Sep 20 for UG students. However for students who were admitted after 01 Oct 20, new batches were created and their academic classes started wef 23 Oct 20.

(e) The placements are also going on in online mode.

4.2 The Chairman appreciated the efforts of the faculty members who have not only successfully conducted their classes in online mode but also conducted Test-1 and Test-2 for the students of the current Semester. The efforts of the faculty were also visible in the completion of academic requirements of last academic year 2019-20.

ITEM 5: MINUTES OF MEETING OF BOARD OF STUDIES OF ALL DEPARTMENTS

The Academic Council considered and approved the Minutes of Meetings of Board of Studies for all the departments. The major issues discussed in the BOM were informed to the members and are listed under each Department:-

(a) Dept. of Biotechnology

(i) Curriculum and the POs, PSO and PEOs for newly introduced Environmental Biotechnology Program for MSc students.

(ii) Modifications in syllabi of BTech courses, elective subject 'Bioeconomics' (16B1NBT631) & core subject 'Genetics and Developmental Biology' (15B11BT313).

(iii) Awarding of Proficiency certificate in BTech program of Biotechnology.

(b) Dept. of CSE/IT

(i) Awarding of proficiency certificate in 08 areas (IOT and IOT security, block chain technologies, big data technologies, kubernetes, DevOps & microservices, AI & ML, cyber security, data science & analytics, cloud-edge & fog computing) of BTech (CSE) & BTech (IT) Programs.

(ii) Replacement of core course 'Empherical Research and Performance Evaluation' of MTech (CSE-DA) 2nd Semester with new core course 'Essential Statistics for Data Science'.

(iii) Curriculum structure, descriptions of courses and PSOs of two new specializations of MTech CSE programs, viz., MTech (CSE with Specialization in AI & ML) & MTech (CSE with Specialization in IOT).

(iv) Syllabus of core courses of 5th / 6th semester, CN & IOT (for BTech CSE) & CN & Security (for BTech IT).

(c) Dept. of ECE

(i) Course curriculum & POs of MTech (ECE) with specialization in Wireless Communication.

(ii) Course curriculum & POs of MTech (ECE) with specialization in Microelectronic Systems and IoT and its POs.

(iii) Course curriculum of MTech (ECE) with specialization in Machine Learning and Signal Processing and its POs.

(iv) Syllabi of new elective courses on offer for the AY 2020-21 for MTech Program.

(d) Dept. of PMSE

   (i) Course curriculum, COs, and CO-PO-PSO mapping for 3rd semester courses of MSc Physics program introduced in AY 2019-20.

   (ii) Detailed syllabi and COs for PhD Physics program introduced during Even Sem 2019-20.

   (iii) New elective course for semester V (Science Elective) to be introduced during Odd Sem 2020-21

(e) Dept. of Mathematics

   (i) Courses offered by the Dept to BTech & Integrated MTech programs for Odd Sem 2020 with CO-PO-PSO mappings.

   (ii) Courses offered by the Dept to MTech programs for Odd Sem 2020 with CO-PO-PSO mappings.

   (iii) Courses offered by the Dept to MSc & PhD programs for Odd Sem 2020.

   (iv) Courses offered by the Dept to MSc mathematics for Odd Sem 2020 with CO-PO-PSO mappings.

(f) Dept. of HSS

   (i) POs and PSOs for the Odd Sem of AY 2019-20.

   (ii) Curriculum and its Syllabus for MSc in Quantitative Economics program.

(g) Dept. of Management

   (i) Changes / Modification in MBA curriculum for batch 2020-22.

   (ii) Modification in curriculum for BBA 2019-22 and BBA 2020-23.

ITEM 6:   CONSTITUTION OF MODERATION COMMITTEES FOR ALL THE DEPARTMENTS FOR ODD SEMESTER 2020-21

The Academic Council considered and approved the earlier approved committees by the Chairman, Academic Council, as were proposed by the Department for the Odd Semester of Academic Year 2020-21 of all the programmes.

ITEM 7:   MODIFICATION IN THE STUDENT ADMISSION CRITERIA FOR MBA:

7.1   The Chairman informed the members that AICTE, taking cognizance of the restrictions imposed by COVID-19 on the conduct of various All India Tests to qualify for admission to MBA in various States in the country, issued a circular dated 19 August 2020, allowing the admission of students in MBA on the basis of marks obtained in qualifying examinations.

7.2   The same was implemented in JIIT as applicable. The above mentioned criterion is applicable for the AY 2020-21 **(Annexure-1).**

ITEM 8:   ADMISSION STATUS FOR ACADEMIC YEAR 2020-21

8.1   The Chairman informed all present that due to the COVID-19 pandemic there was uncertainty in the conduct of JEE mains in the month of July/Aug 2020. Hence for academic year 2020-21, JIIT admitted students to BTech and Integrated MTech programs by two modes; one merit list based on 10+2 marks taking Maths, Physics and one more subject as per AICTE norms and other merit list based on the score in

JEE Mains January 2020. These two merit lists had separate seats for allocation. The Last date of applications was 31 July 2020. However, under various circulars of UGC and AICTE, admission process continued upto 31 October 2020.

8.2   As on 07 November 2020 the total admissions (UG+PG+PHD) were **1386**. The Chairman informed that approved number of qualified candidates for PhD program had been admitted, however, admission in MTech, MSc and MBA has been a matter of concern.

8.3   The Chairman also stated that BBA admission was a great success this year. The BBA program which was started last year with strength of approx 70 students, saw an admission of over 160 students this year. The MBA admissions have remained in the range of 50-60 for a few years now. This year 55 students took admission in MBA.

8.4   Shri Ranjit Sinha stated that JBS is not as branded as JIIT. He recommended that the students should be offered electives courses outside the MBA curriculum which will help them to get better placements. Shri Sinha offered to help the JBS in improvement of its MBA curriculum. The Chairman advised Vice Provost JBS to organize a meeting between the Ericsson team and JBS faculty, to take valuable inputs for the improvement of curricula for MBA students.

ITEM 9:   REVIEW OF RESULTS OF EVEN SEMESTER 2020

The Academic Council noted the results of the last examinations (Even Semester 2020-21).

ITEM 10:   CONDUCT OF EXAMINATION (T1, T2 & MAKE-UP) THROUGH GOOGLE PLATFORM G-SUITE DUE TO COVID19 IN CURRENT SEMESTER (ODD SEMESTER 2020-21):

10.1   The Chairman informed the members that to overcome the restrictions imposed by the COVID-19 pandemic, teaching was being done online through Google platform G-suite during the current semester.

10.2   The Academic Council approved the conduct of various examinations in online mode, as follows ;

(a)   Open book examination through G-suite Platform.

(b)   The T1, T2, Midterm and Make-up test of one hour duration with maximum marks as per the academic system.

(c)   Questions evenly distributed across all difficulty levels within COs of the subject in each examination.

(d)   The question paper of T1 comprising of 10 objective questions of 1 mark each and 3 to 5 subjective questions of 2 to 3 marks each (max 10 marks). Writing of solutions of objective and subjective questions on paper in the own handwriting and uploading of scanned copy of solution by students.

(e)   Additional 10 minutes time in T1 and 15 minutes time in T2, Midterm and Makeup tests over and above the exam duration for scanning and uploading the solution.

10.3   (a)   The Chairman mentioned that after the conduct of the Test-1, the IAMC modified the pattern of questions as only MCQ type questions were not meeting the set objectives. The pattern was modified to short and long answer types. To benefit

the students the scanned answer scripts were also accepted via whatsApp or email within the required time

(b) Question paper of T2, midterm and makeup tests comprising of short answer questions (10 marks) and long answer questions (10 marks). Writing solutions on the paper scanned and uploaded by the students. Proctored exams through Google meet.

ITEM 11:   AWARD OF INTEGRATED M.TECH DEGREE WITH MINOR SPECIALIZATION IN AN ENGINEERING DISCIPLINE:

11.1   The Chairman told the Council members that similar to BTech students, the students pursuing Integrated MTech at JIIT, for the batches 2019-20 onwards, were eligible for award of Integrated MTech degree with minor specialization, on meeting the required criteria.

11.2   The Chairman added that as per the T&P Cell, students with a minor in CSE/IT had opportunities during the campus placement drives in previous years.

11.3   The procedure for registering in courses for minor specialization was as specified for BTech 4 year program. The conditions required to be fulfilled by the students of Integrated MTech were as follows:-

(a) Earns 20 credits in the minor discipline in addition to the minimum credits required for award of Integrated MTech degrees as specified in the academic system (as per AICTE guidelines).
(b) Additional 20 credits in a minor discipline could also be earned through MOOCs.
(c) Successfully completing the Industrial Internship within first 4 years of the degree requirement.
(d) Completing all the requirements of the degree in the minimum period of 5 years.
(e) Completing all the courses of minor specialization in the first 4 years of the academic program.

11.4   The Academic Council considered and approved the proposal.

ITEM 12:   EVALUATION SCHEME FOR RESEARCH AND PUBLICATION ETHICS COURSE FOR PHD PROGRAM:

12.1   The members were informed that as per the directions of the UGC, the course 'Research Publication Ethics' has been included in the course work of PhD program from January 2020.

12.2   The Academic Council approved the under-mentioned evaluation scheme for the course of PhD program for Even Semester 2019-20:

(a) 65 marks through continuous assessment which will include tutorials, assignments, quizzes, and group discussion.
(b) 35 marks through End Semester Examination.

ITEM 13:   RESEARCH AND DEVELOPMENT PROJECT SCHEME (RDPS) OF THE INSTITUTE FOR FACULTY

13.1   The Chairman informed the Council members that though a brief concept note was communicated in the Academic Council meeting on 22 May 2020, however, now a detailed note on RDPS had been prepared.

13.2   There is a positive correlation between the research and development and ranking of universities/ institutions. UGC, AICTE and regulatory, accreditation and ranking bodies 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 a must for a teacher to be effective in the outcome based education. We, being a leading Deemed to be a University in the private sector, plan to introduce internally funded R & D projects to encourage and motivate the young teachers. This will also train them to write good R & D projects for external funding in long run. The details of scheme are attached as **Annexure-2**.

13.3   The Academic Council considered and approved the policy on RDPS for JIIT.

ITEM 14:   CONSULTANCY POLICY OF THE INSTITUTE

14.1   The Chairman highlighted the Institute belief that the involvement of faculty members in research and consultancy activities plays an important role in sharpening their teaching, research skills and profession development. As a result, doctoral research supervision, publication of research papers in reputed journals and patenting are given a significant weightage in faculty member's appraisal process. In order to further broaden the experience base of its teachers, the Institute as a policy encourages its teachers to undertake sponsored research and consultancy works of outside organizations. In doing that, it is expected that faculty member will develop professional skills about industrial problems and their solutions. It will also help them to keep updated in their respective areas of research work and teaching. The details of the policy are attached as **Annexure-3**.

14.2   The Academic Council considered and approved the rules and guidelines for Industrial Consultancy.

ITEM 15:   INSTITUTE IT POLICY

15.1   The Chairman said that JIIT has been an IT centric University since its formulation in 2001.

15.2   Use of the Internet is a responsibility and noteworthy privilege and right. Internet access is an essential resource for an academic Institution. Members of JIIT family (employees and students) have access to Internet through the campus network. All users of the Internet are expected to use it in a responsible, efficient, ethical and legal manner. JIIT has formulated an Internet Usage Policy or IT Policy to ensure effective Internet access by all members. The details of the Institute IT policy are attached as **Annexure-4**.

15.2   The Academic Council considered and approved the guidelines for use of IT facilities of the Institute.

ITEM 16:   CODE OF CONDUCT RULES FOR EMPLOYEES AND STUDENTS

16.1   All employees and students of JIIT are required to conduct themselves with discipline, décor and dignity both at the work place and outside.

16.2   The Academic Council considered and approved the following code of conduct:

(a)   Code of Conduct Rules for Teachers & Staff and Administrators. All employees shall familiarize themselves with the service rules and regulations of the institute with respect to code of conduct and discipline and abide by the same. The details of the code of conduct rules are attached as **Annexure-5**.

(b)   Code of Conduct Rules for Students. All students shall abide by the rules and regulations of the Institute and should act in a way that highlights the discipline and esteem of JIIT. The details of the code of conduct rules for students are attached as **Annexure-6**

ITEM 17:   POLICY FOR FINANCIAL SUPPORT TO FACULTY FOR ATTENDING CONFERENCES/ WORKSHOPS/ FDPS/ MEMBERSHIP FEE WITHIN AND OUTSIDE INDIA

17.1   The Chairman stated that JIIT encourages faculty members to participate in conferences, seminars, symposia, FDPs, workshops, training programs etc. The Institute also provides seed money to organize conferences, workshops, training programs etc. to all academic departments. For availing the same, the Institute provides the following guidelines and norms for associated support and paid leave for official purposes within or outside the country. Approval of competent authority is required to undertake any national/ International travel for attending conferences/ workshops. The policy details are attached as **Annexure-7.**

17.2   The Academic Council considered and approved the policy.

ITEM 18:   INCENTIVE FOR TEACHERS WHO RECEIVE STATE, NATIONAL AND INT. RECOGNITIONS/ AWARDS

18.1   The members were informed by the Chairman that to encourage and motivate faculty, research scholars and students to publish quality research/innovative work and participate in various professional and social activities, JIIT provides incentives to those who receive State, National and International awards. The certificates and incentive will be awarded to the selected candidates during a special event at JIIT. The details of the scheme are attached as **Annexure-8.**

18.2   The Academic Council considered and approved the policy.

ITEM 19:   E-GOVERNANCE POLICY

19.1   E-Governance is the use of Information and Communication Technology (ICT) to provide various services to the members. The Chairman informed the members that JIIT has adopted e-governance as part of its architecture to enable provision of services to employees and students in a speedy, convenient, efficient and transparent manner. The details of E-Governance policy are attached as **Annexure-9.**

19.2   The Academic Council approved the E-governance policy of the Institute.

ITEM 20:   CONSTITUTION OF PROGRAMME ASSESSMENT COMMITTEE (PAC) OF DIFFERENT DEPARTMENTS.

The Academic Council approved the Departmental Programmes Assessment Committees (PAC) for the effective implementation of OBE system at JIIT.

ITEM 21:   OUTCOME BASED EDUCATION FOR UG AND PG PROGRAMS.

21.1   The Chairman informed the members about the preparation of the document on Outcome Based Education (OBE) incorporating the Vision, Mission, Program Educational Objectives (PEOs), Program Outcomes (PO), Course Outcomes (CO) of UG

and PG programs of the Institute. Hard and soft copies of this document will be maintained at respective places.

21.2   The Academic Council appreciated the effort of the Departments and OBE Committee in preparing the detailed document and approved the same.

ITEM 22:   INSTITUTE ENVIRONMENT & ENERGY POLICY

JIIT has pledged to have an eco-friendly campus of education by minimising the impact of its activities on the environment and endeavors to empower students with knowledge and awareness on conserving energy as a resource. The Chairman informed the members about the Institute Environment and Energy Policy. The details of the policy are attached as **Annexure-10.**

ITEM 23:   REPORT ON CURRENT PLACEMENT STATUS

23.1   Placement position for the batch passing out in 2021 along with the comparative placement details for batches passing out in 2018-19, 2019-20 & 2020-21 were noted and appreciated by the members of Academic Council.

ITEM 24:   CONSTITUTION OF VARIOUS COMMITTEES AFTER LAST ACADEMIC COUNCIL MEETING

The Academic Council considered and approved the following committees:

(a) CIQAC 2020:
(b) International Students Cell (ISC)
(c) Committee for monitoring the code of conduct of teaching and non-teaching staff.
(d) Committee for monitoring the code of conduct of students.
(e) Committee for preparing the documents, to form the guidelines for the committee monitoring the code of conduct of all teaching. Non-teaching staff and students.

ITEM-25:   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: 16 Nov 2020