



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Sub Post Office, Katra-182320, Jammu & Kashmir
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956
registrar@smvdu.ac.in

MINUTES OF THE 20TH MEETING OF THE EXECUTIVE COUNCIL OF SMVDU HELD ON 27TH SEPTEMBER 2013, AT INDIA INTERNATIONAL CENTRE, NEW DELHI

1. The 20th meeting of the Executive Council of Shri Mata Vaishno Devi University (SMVDU) was held at India International Centre, New Delhi, at 10:00 A.M. on 27th September 2013, under the Chairmanship of Shri. N. N. Vohra, Hon'ble Chancellor, SMVDU (Governor of J&K State).

2. The following participated in the meeting:

- i) Prof. Sudhir K JainVice Chancellor, SMVDU
Vice Chancellor, SMVDU
- ii) Prof. Mohan Paul Singh Ishar(Member Ex-Officio)
Vice Chancellor, University of Jammu
- iii) Prof. Talat Ahmad(Member Ex-Officio)
Vice Chancellor, University of Kashmir
- iv) Shri R. S. Pawar(Member)
Chairman, NIIT limited
- v) Prof. Vinayshil Gautam(Member)
Chairman, D.K International foundation
'O' 27, South City 1,
Gurgaon, Haryana-122001.
- vi) Shri R.P.Agrawal, IAS (Retd)(Member)
Former Secretary to Govt. of India,
Ministry of Human Resource Development.
- vii) Shri Navin K. Choudhary, IAS(Permanent Special Invitee)
Chief Executive Officer, SMVDSB
- viii) Prof. V. Verma(Member)
Dean, College of Engineering, SMVDU
- ix) Prof. Dinabandhu Mukhopadhyay(Member)
Dean, College of Management, SMVDU
- x) Prof. V.K. Bhat(Member)
Director, School of Mathematics, SMVDU
- xi) Dr. Yugal Khajuria(Member Ex-Officio)
I/c Dean of Students, SMVDU
- xii) Ms. Roop Avtar Kaur, IFS(Secretary)
Registrar, SMVDU

Roop A. Kaur



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3. Chancellor released the monthly e-Newsletter 'Times@SMVDU' which will be available on the University website www.smvdu.net.in/www.smvdu.ac.in. The e-Newsletter will contain a brief and news about the activities on the campus and the achievements of the faculty/students/staff during the period. Chancellor also released the 9th Annual Report of SMVDU for the Academic Session 2012-13 which highlights the major events organized during the period, other achievements of the faculty and the students etc.
4. Vice Chancellor brought up the Agenda Items, ad-seriatum and the deliberations/decisions/resolutions in regard thereto are recorded hereunder:

Item No. 20.1 Confirmation of the minutes of the 19th Meeting of the Executive Council held on 27th May 2013.

- 4.1 The Council confirmed the Minutes of the 19th Meeting of the Executive Council held on 27th May, 2013.

ACTION TAKEN REPORT

Item No. 20.2 Action Taken Report on the decisions taken in the 19th Executive Council Meeting held on 27th May, 2013.

Chancellor

Asst. Secy



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4.2 While noting the reported position, the following observations were made in regard to certain issues listed in the Action Taken Report:

- i) Application of UGC 2010 Guidelines with regard to re-designation / CAS norms. [Item No: 19.3 sub para (i)].

VC informed the Executive Council (EC) that the re-designations and CAS promotions have been carried out in all the Schools except School of Architecture & Landscape Design wherein the UGC norms are being aligned with Council of Architecture norms as well.

- ii) Construction of Roads, Drainage, Culverts, etc. in the Rehabilitation Colony. [Item No: 19.3 sub para (ii)]

CEO, SMVDSB (henceforth referred to as CEO) explained that the Finance Committee had, at its meeting, held on 17/08/2013, recommended the works in Rehabilitation Colony to be taken up by Shri Mata Vaishno Devi Shrine Board as the commitments for the same were given by the Shrine Board at the time of land acquisition process initiated by the Board and the University was not even in existence. Therefore, these commitments need to be fulfilled by the Shrine Board. While the proposal was approved Chancellor desired the CEO to bring up this matter in the next meeting of SMVDSB.

- iii) Periodic review of the achievements of the various objectives



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envisaged in the MoU between SMVDU & IIIM. [Item No: 19.3 sub para (iii)]

Chancellor desired that the achievements be highlighted in the next EC meeting.

iv) Proposal to setup Kiosks en-route to Shrine. [Item No: 19.3 sub para (iv)]

It was resolved that the proposal for putting up aesthetically designed hoardings en-route the Shrine be taken up instead of the earlier proposed Kiosks.

v) Proposal for Teachers' Training Programme. [Item No: 19.3 sub para (v)]

Shri R.P.Agrawal suggested that the University could approach UGC for the funding for the establishment of Staff College.

vi) Proposal for UGC XII Five Year Plan Projections 2012-17. [Item No: 19.3 sub para (vii)]

VC explained that unutilized UGC grants under the XI Plan had to be returned to UGC, as SMVDU had to furnish Utilization Certificate for works done in the XI Plan. EC desired that the funds returned to UGC be

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again requested for the works projected in XII Plan. VC explained that funds allocated under Code 31 of the XII Plan cannot be spent on capital works as only maintenance/renovation works are covered under this Code. Chancellor desired that the progress related to construction/non-construction of approved/initiated projects be informed to the EC in every meeting. Shri R.P. Agrawal suggested that the University may approach AICTE for funding for construction of hostel, which has now become possible under new schemes of AICTE.

vii) SMVDU Proposed Plan (2014-15 to 2018-19). [Item No: 19.3 (B)]

- a. VC informed the EC that the University's School of Architecture & Landscape Design (SALD) has been entrusted with the task of preparing the Revised Master Plan. Shri R.S. Pawar observed that preparation and revision of Master Plan is a highly specialized job and the School may not be able to handle this task, as Master Planning and Architecture are two entirely different domains. It is, therefore, considered worth investing in Master Planning by giving this task to/or suitably involving some reputed firm(s) in this regard. It was informed that IIT Gandhinagar and other such new government institutions have done a similar exercise. Vice Chancellor, University of Kashmir, informed that similar planning has also been done for their Zakoora Campus and also for the Leh & Kargil Campuses.
- b. Shri Pawar observed that since the University has completed ten years of existence, it is a good opportunity for stock-taking and suitable relook

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at the original Master Plan, for its revision as necessary. Chancellor observed that the Original Master Plan should be the basis while carrying out the proposed revision and desired that the exercise be completed preferably before the next meeting of the Executive Council.

- c. CEO stated that the observations of the Finance Committee on the report of the Task Force (set up to rationalise the Accounts of the University) have not been taken care of, particularly the remarks given by Shri Ravi Magotra. The same should be done and brought up at the next meeting of the Finance Committee.

viii) Proposal for Introduction of NRI Seats at UG and PG Level in Each Degree Programme of the Schools. [Item No: 19.4.5]

Vice Chancellor, University of Jammu informed that 5% of the seats are reserved for NRIs in University of Jammu and the fee charged is much higher. He also informed that in his University, foreign students are also being taken as part of cultural exchange through Indian Council of Cultural Relations (ICCR). Prof. Gautam observed that all such existing models be studied and compared before arriving at any decision. Chancellor emphasized that the Universities in the State would do well to have a common approach in this regard. EC decided that the fee structure be reviewed and presented to the Finance Committee within the next two months.

ix) Grant of Extra Ordinary Leave & Study Leave to the Faculty of SMVD



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University. [Item No:19.4.9]

Chancellor observed that UGC Guidelines should be taken as the base and the Leave Rules be suitably framed and kept largely common among the three Universities viz SMVD University, University of Kashmir & University of Jammu.

- x) **Considering Minutes of the meeting of the Board of Studies of School of Languages & Literature regarding Certificate Course in Foreign Languages (French/Spanish). [Item No:19.4.17]**

EC emphasized that Mandarin (Chinese) may also be included in the list of Certificate Courses to be offered.

- xi) **Considering minutes of the meeting of the Board of Studies of School of Philosophy & Culture and Institution of "Chair in Religious Philosophy" in the School of Philosophy & Culture. [Item No:19.4.18]**

- a. Shri Pawar observed that presently employers are concerned about the weakening of ethos amongst the student community and, therefore, value education should be incorporated in various study programmes of SMVDU. The VC endorsed the view about the importance of value system and value education.
- b. Chancellor observed that informal workshops in this respect could be organized and value-oriented eminent speakers could be invited for

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the same. It was further highlighted that the members of the EC may also provide names of the suitable experts.

xii) Accord of approval by AICTE for Extension of Approval (EOA) for Existing Courses and approval of New courses for the Academic year 2013-14. [Item No: 19.14.6]

VC informed that approval for M.Tech. (Energy Management) from AICTE is yet to be taken and would be done this year. Chancellor, however, observed that the bench mark of our aspirations should be higher than what is asked for by UGC/AICTE and we should not get limited by the minimum standards prescribed by these statutory bodies. Chancellor emphasized that the quality of the M.Tech. programme be maintained at high level.

xiii) Setting up of Technology & Business Incubation Centre at SMVDU. [Item No: 19.16.6]

Vice Chancellor informed that the proposal in this regard is being prepared for submission to the Department of Science & Technology for funding support. Prof. Gautam suggested that Centre for Policy Research, DST, may also be approached in the matter.

xiv) IPR policy. [Item No: 19.17.1]

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- a. Vice Chancellor informed that Draft Policy in IIT Delhi is near completion and the same may be adopted in SMVDU after required suitable modifications. It was observed that the Policy should encourage and incentivize the faculty and should be subject to regular review.
- b. Sh. R.P. Agrawal observed that the University should inform about all active foreign collaborations to UGC and be informed by UGC and AICTE about possibility and opportunities for effective new foreign collaborations.

AGENDA ITEMS

Item No.20.3 Recommendations of the Academic Council in its 19th Meeting held on 14/09/2013.

Item No.20.3.1 Modifications in Academic System, Rules & Regulations of SMVDU

4.3.1.1 The EC deliberated on the proposals at length and approved the following modifications in Academic System, Rules and Regulations of SMVDU:

i. Academic Structure of University

It was explained that the term "College" as in current practice in the University is a misnomer as it conveys that the University has different affiliated Colleges such as

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'College of Engineering', 'College of Sciences', etc. which connote the institutions of undergraduate studies affiliated to the University. However, as almost all Schools in SMVD University offer postgraduate and Ph.D. programmes and are research focused, it would be more appropriate to change the nomenclature for the conglomeration of Schools in such a way that the Schools become sub-sets of "Faculty of Engineering" or "Faculty of Sciences" or "Faculty of Management" or "Faculty of Humanities & Social Sciences" as appropriate. The EC agreed with the proposal and, henceforth, the Academic Constituents of the SMVD University will be as under:

a) **Faculty of Engineering will consist of the following Schools:**

- i. School of Computer Science & Engineering
- ii. School of Electronics & Communication Engineering
- iii. School of Biotechnology* (for engineering programs)
- iv. School of Mechanical Engineering
- v. School of Architecture & Landscape Design
- vi. School of Energy Management

b) **Faculty of Management will consist of the following Schools:**

- i. School of Business
- ii. School of Innovation and Community Development

c) **Faculty of Sciences will consist of the following Schools:**

- i. School of Physics
- ii. School of Mathematics
- iii. School of Biotechnology* (for science programs)

d) **Faculty of Humanities & Social Sciences will consist of the following Schools:**

- i. School of Languages & Literature
- ii. School of Philosophy & Culture

* Administratively one school

Accordingly, the present Deans of various "Colleges" will be termed as the Deans of respective "Faculties".

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This would be got published in Official Gazette.

ii. Definition of Academic Session & Semester

The Academic Session is defined as period from July-June e.g. Academic Session 2013-14 will be from July 2013 till June 2014.

*Each Academic Session will consist of two regular Semesters identified as **First Semester** (Aug-Dec) & **Second Semester** (Jan-May). e.g. Academic Session 2013-14 **First Semester** (Aug-Dec 2013) & Academic Session 2013-14 **Second Semester** (Jan-May 2014). The semester grade sheets as well the transcript at completion of degree will indicate the semester and sessions accordingly.*

*There **may also be a Summer Semester** of 8 weeks duration during the summer break period for offering various degree program or other courses as may be required, and/or feasible, in the interest of the students, including providing opportunity to students with backlog of courses to register in the Summer Semester and utilize the vacation period for clearing such courses and/or for some advance courses as permissible. The summer semester will be held during the summer break period i.e. June-July and will be considered as a part of the previous academic session. There may be an additional fee for registering for the courses in the Summer Semester.*

iii. Summer Semester

*The **maximum number** of credits that a student would be able to register for, in the Summer Semester will be limited to 12 credits. The syllabus of the courses registered for will not be diluted in any manner and the requisite number of classes will be conducted within the time-frame of the summer semester. The Minor & Major Exams will be conducted during the course of the Summer Semester as per the Schedule.*

Amended

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In case there is a significant number of students having backlog in a particular course, the school may consider offering such course in the Summer Semester and students having obtained 'E' or 'F' grade in the previous semester(s) may register for the course. Attendance requirement in these courses will be applicable as in the regular semester.

In case of passing out students, deficient in total credit requirements up to 12 credits, they may be allowed to register in the Summer Semester upto 12 credits for the backlog courses or other eligible courses in lieu thereof. These courses may be offered on Self-Study basis also, if the number of registered students is small (upto five).

Any Student, in addition to backlog Courses, if any, will be eligible to register for a maximum of 02 new (fresh) courses during summer semester (subject to upper limit of 12 Credits overall), so as to enable him/her to have more options for taking courses in the subsequent semesters. Attendance requirement will be applicable for all courses except for those on self-study basis.

Self Study Basis

Only a passing out student will be eligible for registering for a course on Self-Study basis and will be required to submit all the assignments and appear in the Minor & Major Exam and complete all other course related requirements as communicated by the course coordinator. A passing out student, in this context, will be defined as one who is deficient by not more than 12 credits for completion of the degree.

iv. Credit System

All programs of study are defined in terms of their credit requirements. Each course taken by a student as a part of the program of study helps to accumulate credits and once the minimum credit requirement of the program of study is completed, the degree



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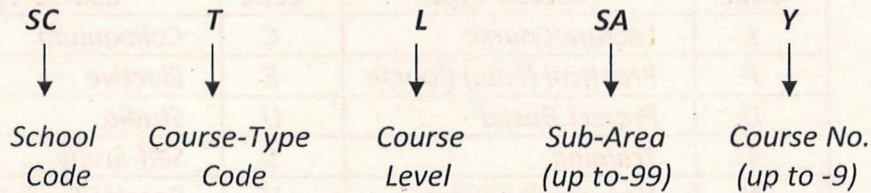
can be awarded to the candidate, subject to fulfillment of all other relevant conditions.

There may be some Audit (Non-credit) Courses; however, securing the Pass Grade (NP) in these courses will be required. Some such courses are:

ECSN 103P: Computer Applications for Managers (2-0-2)

MBUN 201P: Basics of French Language (2-0-0)

v. Course Numbering Scheme



Example: MBA 1st Year Course titled "Introduction to Management" will be numbered as BUL6012, where BUL6012 indicates the following:

BU : School of Business,
L : Lecture-based Course
6 : Post-Graduate, 1st year Level Course
01 : General Management [Sub Area]
02: Human Resource
03: Marketing Management
04: Finance
2 : Course Number

Schools Codes

Code	Name of School
CS	School of Computer Science & Engineering
ME	School of Mechanical Engineering
AL	School of Architecture & Landscape Design
BU	School of Business
PH	School of Physics
MT	School of Mathematics
EC	School of Electronics & Comm. Engineering



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EM	School of Energy Management
BT	School of Biotechnology
LN	School of Languages & Literature
PC	School of Philosophy & Culture
XX	New Schools (new codes)

Course-Type Codes

Code	Course-Type	Code	Course-Type
L	Lecture Course	C	Colloquium
P	Practical (Lab.) Course	E	Elective
D	Project Based	U	Studio
T	Training	S	Self-Study
N	Non-credit Course	V	Special Topic Lecture

Course Level Code

Code	Level of Course
1	Under-graduate 1st Year Level Course
2	Under-graduate 2nd Year Level Course
3	Under-graduate 3rd Year Level Course
4	Under-graduate 4th Year Level Course
5	Under-graduate 5th Year Level Course
6	Post-graduate 1st Year Level Course
7	Post-graduate 2nd Year Level Course
8	Pre-Ph.D. Level Course

vi. Core Courses, Elective Courses & Open Elective Courses

Each School will have a list of approved **Core Courses & Elective Courses** which will be offered in different semesters as per Program requirements.

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*In addition to the core courses and elective courses, a student will be required to register for some courses of his/her interest as **Open Elective** courses, which could also be prescribed as core or elective courses for students of any other program.*

vii. Definition of Pre-requisite Courses

Some Courses may have a pre-requisite course or courses associated with them. It shall be mandatory for a student to have obtained a pass grade in the pre-requisite courses failing which the student will not be eligible for registration for this course.

*However, **as an exception**, only in the last two semesters of the degree program, **simultaneous registration of a course along with its pre-requisite course(s) may be allowed** in order not to extend the degree program by an additional semester.*

Pre-requisites are defined in only those cases where the lack of having passed the previous course will have a direct impact on the student's ability to understand the next course.

viii. Program Structure

The Program structure will contain the semester-wise list of Core & Elective Courses as well as the credit requirements for the Open Elective Courses to be registered and passed by the student of a program for becoming eligible for award of the degree after completing all other requirements.

The program course structure will clearly enlist the Core Courses, Elective Courses and Open Elective Courses in the Program structure. School Elective courses may include courses from other Schools as specified & may be considered relevant to the program.

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Under the **Open Elective Course** category, a student will be eligible to register for any core or elective course offered by any School other than his/her own School or an additional elective course of own School. Under Open Elective Category:

- PG students will not be eligible to opt for UG courses offered by their own School
- UG students, after having earned 100 credits, will be eligible to register for the PG courses

Passing the core-courses of a program will be mandatory while in case of an elective course a student will have to register for same or an alternate elective course being offered by the same School.

ix. Methodology for Assigning Entry Number to UG/PG Students & Ph.D. Scholars

Each UG & PG student will be assigned a unique Entry Number (8 characters) at the time of joining a program of study and this will remain the main mode of identification of each student. The new entry number codes will be applicable from next session 2014-15.

13	X	XX ^{\$} / YY [£]	002
Year of Joining	Degree Code	Program / School Code Code	Student's Distinctive Number

\$ For all UG & PG students XX (Program Code) will be used in the Entry Number,

£ For doctoral students YY (School Code) will be used instead of XX (Program Code).

Degree Codes (X)

Code	Name of School
B	Bachelor's Degree
M	Master's Degree
D	Doctoral Degree
I	Integrated Dual-Degree

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Program Codes (XX)

Code	Program of Study
CS	B.Tech. (Computer Science & Engineering)
ME	B.Tech. (Mechanical Engineering)
IB	B. Tech. (Industrial Biotechnology)
EC	B.Tech. (Electronics & Comm. Engineering)
AR	B.Arch.
MS	M.Tech. (Computer Science & Engineering)
MC	M.Tech. (Electronics & Comm. Engineering)
MA	M.Tech. (Manufacturing & Automation)
EM	M.Tech. (Energy Management)
MM	M.Sc. (Mathematics)
BT	M.Sc. (Biotechnology)
PY	M.Sc. (Physics)
MB	M.B.A.
MP	M.A.(Philosophy)
EN	M.A.(English)
DP	Ph.D.

Schools Codes (YY)

Code	Name of School
CS	School of Computer Science & Engineering
ME	School of Mechanical Engineering
AL	School of Architecture & Landscape Design
BU	School of Business
PH	School of Physics
MT	School of Mathematics
EC	School of Electronics & Comm. Engineering
EM	School of Energy Management
BT	School of Biotechnology
LN	School of Languages & Literature
PC	School of Philosophy & Culture

x. Re-definition of Grading System

1. The range of the Marks for assignment of grades has been changed and brought at par with the national standard.
2. 'E' grade has been introduced for the Marks range 26-35
3. S & U grades have been introduced
4. The description of performance has also been changed as follows:

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Grade	Points	Description of Performance	Marks Assigned
A+	10	Outstanding	> 90
A	9	Excellent	> 80 to 90
B+	8	Very Good	>70 to 80
B	7	Good	>60 to 70
C+	6	Fair	>50 to 60
C	5	Poor	>40 to 50
D	4	Marginal	>35 to 40
E	3	Fail	>25 to 35
F	0	Fail	0-25
I	-	Incomplete	
NP	-	Audit Pass	
NF	-	Audit Fail	
W	-	Withdrawal	
X	-	Continued	
S	-	Satisfactory	
U	-	Unsatisfactory	

As the University is following Absolute Grading System, the CGPA to percentage equivalence is obtained by multiplying CGPA by ten (10.0)

Appearing in Major examination is a mandatory requirement for award of any pass grade in any course.

4.3.1.2 The EC approved the Grading system after detailed deliberations. The Vice Chancellor explained that the new system is aimed at further rationalization of the old one and is based on Absolute Grading System (being presently followed in SMVDU). The change in grades from A to A+, A(-) to A, B to B+, B(-) to B, C to C+, C(-) to C would be applied to the 2013-entry students and not to earlier batches in order to avoid confusion in their transcripts (all semester's consolidated Grade Sheet). However, the rest of the grading system about range of marks and

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corresponding grades would be applicable to all the students, as decided finally.

- 4.3.1.3** The approved system of Grading is, however, to be applied to new students only as the new Grading Pattern cannot be applied to existing students as they have already been issued Grade sheets for the courses already cleared by them in the previous semesters.

- **E & F Grades**

The 'E' & 'F' grades indicate failing in a course. A student has to repeat all core courses in which she/he obtains E or F grade, until a passing grade is obtained. In case of elective courses in which E or F grade has been obtained, the student may take the same course or any other course from the same category.

In case of 'E' grade, a student will have to complete all requirements, except for attendance requirement, with respect to the course when registered again, as applicable to all other fresh students. However, in case of 'F' grade awardees, the attendance requirement will also apply.

In case the proposed system is applied to 2nd year and older students, the attendance requirement for the previous backlog courses (on account of having received 'F' grade earlier up to the 2nd semester of Session 2012-13), will not apply.

Further 'E' or 'F' grade obtained in any course will be recorded permanently on the Semester Grade Sheet as well as the Transcript. This grade is not counted in the calculation of the CGPA; however, this is counted in the calculation of the SGPA.

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In case a core course ceases to exist in the process of revision of the curriculum, the nearest substitute course will have to be done by a student having backlog in the old course.

In case there are significant number of students having backlog in a particular course, the School may offer such course in the Summer semester and students having obtained 'E' or 'F' grade may register for the course during the Summer Semester.

- **S & U Grades**

The 'S' grade denotes satisfactory performance in Ph.D. thesis work whereas 'U' denotes unsatisfactory performance in Ph.D. thesis work. 'S' grade will also be assigned for satisfactory completion of NSS.

- **I Grade**

An 'I' grade denotes incomplete requirements in any L (lecture), P (practical), V (Special Module) category course. It may be awarded to a student if he/she has not fulfilled all the requirements of the course due to absence on medical grounds or exceptional circumstances. In case of absence on medical grounds or other exceptional circumstances, before or during the major examination period, the student can apply for I-grade. 75% attendance in a course is necessary for being eligible for request of I-Grade in that course. An Application requesting 'I' grade should be made at the earliest but not later than the last day of major tests. The application should be made to the Director of the School of the student's program who will recommend the same to the Dean of the College/Faculty for grant of approval depending on the merit of the case. The Dean will further process the request through AR(A&E) for grant of approval from the competent authority. Once approved, the information will be passed on to the course coordinators

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also. The student should complete all course requirements within 10 days of the last date of Major Tests. The 'I' grade will then be converted to a regular grade.

4.3.1.4 The EC, after interacting with the Deans, emphasized that the failure rate of the students should be reduced by organizing remedial classes. VC undertook to take further action in this regard.

xi. Requirements for Continuation and Conditions for Termination of Admission in all Programs

At the completion of the first two semesters attended by a student (excluding Semester Withdrawal), the student is required to earn 60% of the total credits as per Course Structure, failing which his/her admission in the program will stand terminated and his/her name struck from the rolls of the program. However, if the same student has earned at least 80% of the Credits (as per Course Structure) in either of the first two semesters attended by him/her then his/her admission will not be terminated.

The provisions pertaining to stopping the student with excess backlogs for one year and treating them as backlog students have been dropped.

The students can register in the forthcoming semester for courses based on the Time-Table constraints and pre-requisite requirements. Attendance requirement will be applicable as specified in Attendance rules.

xii. Requirements for Award of Degree

1. Earned Credits

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The earned credit requirements for award of degree are equal to the credits of all courses as defined in the program structure. It is mandatory to pass all courses mentioned as a part of the course structure of that particular program including non-credit courses, if any, for award of degree.

In case of passing out students deficient in total credit requirements up to 12 credits, they may be allowed to register in the Summer Semester upto 12 credits for the backlog courses or other eligible courses in lieu of these courses. These courses could be registered and studied on Self-Study basis also. In case there are significant number of students having backlogs in a particular course, the School may decide to offer the course in the Summer Semester for which attending the classes will be a requirement. This will also apply to students who are not on the verge of passing out.

2. Maximum Period for Completion of Degree

The maximum period for completion of degree is as below:

Program	Max. Period for Completion of Degree *
B.Tech.	6 Years
B.Arch.	7 Years
Full Time Master's Degree Programs (M.Sc., M.A., M.B.A., M.Tech. etc.)	3 Years
Part Time Master's Degree Programs [e.g. M.Tech.(EM)]	4 Years

* The period of Semester Withdrawal is not to be counted towards the maximum time limit for completion of degree.

3. Cumulative Grade Point Average (CGPA) Requirement

A student must obtain a minimum Cumulative Grade Point Average (CGPA) of 5.0 at end of the Program for being eligible for award of any UG or PG degree.

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Students not meeting the above conditions after completion of required credits in the degree programme may be permitted to register for additional elective courses under any category to improve the CGPA within the maximum time limit for completion of that programme.

4. Practical Training

A student of the 4-year B.Tech. program and 5-year B. Arch. program must complete the prescribed number of days of practical training to the satisfaction of the concerned School. This training will be normally undertaken in the summer vacation following the 6th semester for B.Tech. and during 7th semester for B. Arch. program. Practical training duration is **a minimum of 8 weeks for B.Tech. & 100 working days for B.Arch.** Training should be carried out preferably in industry or R&D institutions in India or recognized architectural offices for B.Arch. course. Practical training may also be taken in any academic institution of national importance.

5. NSS

All undergraduate students are required to enroll for NSS in the first year. This requirement should be completed in one year. If, however, a student is not able to complete this requirement in the first year, he/she must complete it by the end of the 2nd year (4th semester). **An S or X grade will be awarded to each student for NSS which requires 40 hours per semester of time devoted to NSS activities.** Concerned students will have to register for NSS as a Non-credit Course. The grade obtained will be displayed on the grade sheet. (Reference: UGC Note)

6. Minimum Number of Academic Semesters

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A student is required to register for at-least 8 semesters for B.Tech., 10 Semester for B.Arch., 4 Semesters for Full-Time PG Courses and 6 Semesters for Part-Time PG courses such as M.Tech.(EM)-Part Time to be eligible for award of degree. Withdrawal Semester & Summer Semester do not count towards this.

*It is mandatory for the student to complete successfully each of the criterion mentioned at **Point 1-6** above for award of degree. Failure to complete any one of the above requirements will make the student in-eligible for award of Degree and his/her admission will be terminated.*

xiii. Semester Registration

*Registration in each semester is a mandatory requirement, **failing which the name of the students will be struck off the rolls of the university.** The Registration procedure ensures that the students name is on the roll list of each course that he/she wants to study in a semester. No credit is given if the student attends a course for which he/she has not registered. Registration for courses to be taken in a particular semester will be done according to a specified schedule as indicated in Academic Calendar. During registration each student is required to indicate clearly the courses he is registering for. **Registration after due date or in absentia will be allowed only in rare cases at the discretion of Dean of the Faculty, subject to the approval of the Vice Chancellor.** In case of illness or absence during registration, a student should intimate the same to his/her course advisor and the Dean. On-line Registration System is used to keep track of the courses chosen by each student besides providing information to the student regarding his/her backlog courses. Registration is done twice every Academic Session at the beginning of the semester in August/January.*

Semester Registration will be mandatory for the Summer Semester for all PhD scholars and students of full-time M.Tech. program. Students from any other program wishing



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to stay back during the Summer Semester are also required to register for the Summer Semester.

Registration of the students from external institutions, who come to the university for Project/Summer Training, will be done in a different mode.

The Registration for Summer Semester will be done in the last week of May.

xiv. Pre-registration for each Semester

In addition to the Semester Registration at the beginning of each semester (August/January), a Pre-registration for the forthcoming semester is also required to be done by each student during the preceding semester in March/October.

This is beneficial to the students since they are aware of the courses being offered by the Schools in the forthcoming semester.

This also facilitates the School administration to know in advance the courses for which the students wish to register in the forthcoming semester and the number of students registering for each course.

xv. Registration Limits in a Semester

A student may be allowed to register for as many mandated and/or backlog courses as he/she can attend or register for as per the Time-Table constraints during each regular semester. However, each student will have to register for a minimum of 12 credits in a regular semester unless the number of credits required for the award of degree is less than 12 and/or it is due to constraints of Time Table or courses offering.

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A student will not be allowed to register for more than 12 credits in the Summer Semester.

xvi. Slot System for Time Table

A slot based centralized Time Table will be devised in every semester of every academic session. The objective is to enable the students to have the flexibility to opt for elective courses being offered by Schools other than their own and enable the Schools to design the Time-Table based on Pre-Registration information submitted by students.

xvii. Attendance Rule

All the students are expected to attend every lecture, tutorial and practical class. However, to account for late registration, sickness or other contingencies, the minimum attendance requirement will be 75% of the classes actually held. For the purpose of attendance calculation, every scheduled practical class will count as one unit irrespective of the number of contact hours. Attendance record will be maintained by the concerned faculty for all lectures, tutorials and practicals held.

A student with less than 75% attendance but more than 60% attendance in any course during the semester shall be allowed to sit for the Major Exam, however he will be awarded a grade one lower than the grade actually earned by him/her based on the marks obtained.

A student with less than 60% attendance will not be allowed to appear in the Major Exam and will be awarded Fail grade ('E' or 'F' as per the total marks obtained). The student will be required to re-take the course i.e. register for the course and attend all classes. In case of audit / non-credit courses NP grade will be changed to NF if attendance is less than 60%.

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Asst. Prof. Dr. L. K. Lather



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4.3.1.5 The EC desired that attendance be improved through administrative means and if a student is not attending classes regularly then the parents of such students may be informed by the Director of the concerned School; it was also observed that the Massachusetts Institute of Technology's (MIT) available course-ware should be used by the faculty to promote students' interest.

xviii. Semester Withdrawal

If a student is absent for more than 20 teaching days in a semester on medical grounds, then he/she may apply for withdrawal from that semester, i.e. withdrawal from all courses registered in that semester. A student can also choose to withdraw from a semester for the following reasons:

- 1) Industrial internship
- 2) Disciplinary action
- 3) Extra-ordinary situation which renders the student unable to continue studies in the immediate future on any genuine and justifiable ground, and if recommended by BUGS /BPGS & approved by the Vice-Chancellor.

Application for semester withdrawal must be made as early as possible and latest before the start of the major tests. No applications for semester withdrawal will be considered after the major tests have commenced.

The application for withdrawal on Medical Grounds must be supported by a Medical Certificate issued by a duly registered Medical practitioner along with copies of relevant

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prescriptions, Medical Test reports etc. The opinion of the Medical Officer of the University will be obtained in this case.

The application for withdrawal will be considered for approval by the Vice-Chancellor if recommended by the Director of the School & Dean of the Faculty.

In case a student seeks Semester Withdrawal then this will result in withdrawal for a semester only and the student may be allowed to register in the subsequent semester. However the student may be allowed to register for only those courses in the subsequent semester, besides backlog courses, for which the pre-requisite condition is met. However, in either case, this period of withdrawal will not be counted towards the maximum time limit for completion of degree. The period of withdrawal can't be more than one year after which the student's admission will be cancelled.

xix. Re-conduct of Minor Exams

In case a student fails to appear in any Minor Exam due to exceptional circumstances then re-conduct of the missed Minor Exam may be allowed by the Dean of the College/Faculty on the recommendation of the Course Coordinator and the Director of the School offering the course. However, the application for re-conduct of Minor Exam must be received within 07 working days after the end of Minor Exams.

The Minor Exam should usually be re-conducted before the next Minor or Major Exam whichever is earlier.

4.3.1.6 Chancellor stressed that statistics should be maintained to further study the system and review it periodically.

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XX. Evaluation Methodology for Courses with Theory & Lab Component

For courses which consist of both theory & Lab component e.g. "ECSL 208B Introduction to Data Structures (2-0-2)" the evaluation methodology will consist of evaluation of Theory component and Lab component separately out of 100 marks each initially. After this, the marks obtained in the two components will be merged together (out of 100 marks) in the ratio of the credits of the theory and lab component.

From among the above-mentioned modifications in Academic System, Rules and Regulations, those directly concerning the students will be applicable to 2013-entry and subsequent students, whereas these may also be applied to 2nd year and older students (with 2012-entry and older students) after due consent of the Council of Students Affairs.

Item No.20.3.2 Consideration of approval to the recommendations of Academic Council for admission of Non-NET qualified candidates to the full time Ph.D. program in Non-Engineering Schools at SMVDU.

4.3.2 The EC approved the proposal. However, it was emphasized that written test and interview should be organized for such candidates who are not NET-qualified.

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Item No.20.3.3 Consideration of approval to the recommendations of Academic Council for Award of Ph.D. degree to one Research Scholar and

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to the students of B.Tech. (Electronics & Communication Engineering), B.Tech. (Mechanical Engineering), B.Tech. (Computer Science & Engineering, B.Tech. (Industrial Biotechnology), B.Arch., MBA, MBA (BE), M.Tech. (CSE), M.Tech. (ECE), M.Tech. (M&A), M.Sc. (Mathematics), M.Sc. (Physics), M.Sc. (Biotechnology), M.A. (English) and M.A. (Philosophy) who have qualified for the award of respective degrees, during the Academic Session ending 2012-13.

4.3.3 The EC approved the award of proposed degrees during the next Convocation.

Item No.20.3.4 Considering approval to the recommendations of Academic Council for re-constitution of the Board of Studies of various Schools at SMVDU.

4.3.4.1 The EC approved the reconstitution of Board of Studies of School of Biotechnology, School of Business, School of Mechanical Engineering, School of Physics, School of Languages & Literature, School of Computer Science & Engineering, School of Mathematics, School of Philosophy & Culture, School of Energy Management and School of Electronics & Communication Engineering.

4.3.4.2 Vice Chancellor explained that two faculty members have been taken from outside the University in each Board of Studies (BOS).



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However, four faculty members from outside the University have been taken for those Schools which have been merged recently.

- 4.3.4.3 Chancellor observed that there should be sustained effort to strengthen the non-engineering streams to especially build up Liberal Arts, Social Sciences and Humanities. Accordingly, the Academic Council should also have suitable representation from these streams. In view of this, it was agreed that new Members may be added to the Academic Council.

Item No.20.4 Adoption of second amendment of UGC Regulations (on minimum Qualification for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education) , 2010, as notified by UGC vide No.F.1-2/2009(EC/PS)V(i) Vol dated 13.6.2013.

- 4.4 Vice Chancellors of University of Jammu and University of Kashmir pointed out that UGC has still not circulated the proposed Second Amendment of UGC Regulations and it is not published in the Gazette as yet. Therefore, the Amendment may not be adopted at this stage. The EC decided to defer the proposal for the time being and take it up at its next meeting.

Item No.20.5 : Recommendations of Building and Works Committee.



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4.5.1 The EC approved the allocation of works of two Residential Blocks (G+2) and construction of Basohli Boys Hostel (one L-shaped Block) to J&K Police Housing Corporation for which Administrative Approvals have already been granted.

4.5.2 Chancellor observed that the pace of execution of works is very slow and requires regular monitoring. Further, the UGC funds must be utilized in a time bound manner for eligible capital works. It was also desired that clarification from UGC regarding utilization under different heads may be taken, very early.

4.5.3 The EC highlighted that, at the time of admissions, Performa may be circulated amongst the students indicating whether they belong to General Category/SC/ST/OBC and the number of beneficiaries be accordingly worked out to expend UGC funds as per their Guidelines. The EC observed that certain welfare measures like Scholarships and Remedial Classes may be introduced for the SC/ST/OBC Categories to help them to rise against handicaps. VC conveyed that an Equal Opportunity Cell has already been created under UGC which is headed by Prof. V.K. Bhat. The Cell organizes remedial & coaching classes for the minorities and also SC/ST/OBC categories.

4.5.4 The EC also observed that non-performing engineers of the University's Works Section be weeded out of the system after following legal procedures. The Vice Chancellor should also

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personally monitor the execution of works including those taken up by Police Housing Corporation.

4.5.5 The EC also suggested third party monitoring of the works being executed by the Police Housing Corporation, through agencies empanelled by the State Government Planning Department.

Item No. 20.6 : Recommendations of the Finance Committee in its 15th Meeting held on 17th August 2013.

Item 20.6.1 : Budget Estimates of Capital Expenditure for Financial Year 2013-14.

4.6.1.1 The EC approved the proposed allocation to different capital works and enhancement in the revenue budget for advertisement and publicity.

4.6.1.2 Chancellor observed that the location of the proposed Capital Works be decided viz-a-viz the original Master Plan. The physical progress of the works be shown in the form of a bar chart and funds needed, if any, be requested from the Shrine Board at least a month in advance.

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Item No. 20.6.2: Report of the Task Force constituted for examination of records related to income and expenditure under the capital and revenue heads in SMVDU.

4.6.2.1 Chancellor observed that the proposed action on the findings of the Task Force is unsatisfactory. In this context, CEO should ensure that a special meeting of the Finance Committee is convened within next two months, no later than end November, to finalise the proposed actions.

4.6.2.2 The EC observed that the Auditors should clearly bring out the anomalies every year and the present Auditors may be changed as they have failed to highlight the noticed deficiencies.

4.6.2.3 The utilization of funds in other Heads should also be examined by the VC and put up before the next meeting of the Finance Committee.

4.6.2.4 The format of the Balance Sheets, if needed, may be changed to remove the anomalies pointed out by the Task Force.

4.6.2.5 A Financial Consultant may be hired by the University for the purpose and the past balance sheets may be re-casted correctly.

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4.6.2.6 It was decided that the Registrar, SMVDU, shall personally ensure timely submission of the Minutes of the Finance Committee meetings.

Item No. 20.6.3 Implementation of SRO-42 issued by the Finance Department J&K Govt. under endorsement No. A/87(09)-138 dated 02.02.2011 in SMVDU

4.6.3.1 The EC approved the implementation of SRO 42 issued by the Finance Department, J&K Govt. under endorsement No. A/87(09)-138 dated 02.02.2011 in SMVDU. The revision in Grade Pay shall be effective notionally w.e.f. 1st January, 2006 and monetarily w.e.f. 01.01.2011.

ITEMS FOR RATIFICATION

Item No. 20.7 Re-constitution of Academic Council of SMVDU

4.7.1 The EC ratified the reconstitution of the Academic Council. However, it was observed that the Academic Council should have one member from non engineering streams especially Liberal Arts, Social Sciences and Humanities.

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4.7.2 The Chancellor observed that sustained effort should be made to strengthen the non-engineering streams especially Liberal Arts, Social Sciences and Humanities; the Academic Council should also have representation from the above mentioned streams and in the view of this, new member(s) may be added in the Academic Council of the SMVDU.

Item No. 20.8 Ratification of the recommendations of Screening Cum Evaluation Committee for re-designation and CAS promotions of the Lecturers to Assistant Professors in School of Biotechnology, College of Management, School of Computer Science & Engineering at SMVD University.

4.8.1 The EC ratified the approval accorded by the Chancellor, on the recommendations of Screening Cum Evaluation Committee, for re-designation and CAS promotions of the Lecturers to Assistant Professors in School of Biotechnology, College of Management, School of Computer Science & Engineering at SMVD University. It was emphasized that the Faculty positions should be filled through direct recruitment to bring in fresh talent with enhanced qualifications.

Item No.20.9 Re-appointment of Professor V. Verma as Professor at School of Biotechnology, SMVDU w.e.f. 01-06-2013.

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4.9.1 The EC ratified the approval accorded by the Chancellor.

Item No.20.10 Ratification of approval for re-allocation of posts of Office Assistants /Assistant and Junior Assistant.

4.10.1 The EC ratified the re-allocation of posts of Office Assistants /Assistants and Junior Assistants, subject to the condition that the total sanctioned strength of the posts against the three categories of cadre posts shall not be exceeded. Shri Pawar suggested that proportion of Non Teaching Staff viz-a-viz Teaching Faculty be brought down through automation and out sourcing.

REPORTING ITEMS

Item No. 20.11 Status of Admissions to various UG & PG courses, for the Academic Year 2013-14.

4.11.1 Chancellor observed that the data showing the status of admissions to various Under-graduate and Post-graduate courses for the last five years be presented at the next EC and, further, the data needs to be studied minutely to arrive at conclusions for introduction of new courses or closing old ones.

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4.11.2 The EC emphasized that the fee revision should be done keeping in view the marketability of certain courses for which higher fee may be charged. The Courses which are less in demand but still essential, like Philosophy and Biotechnology, be promoted through Scholarship/Fellowship schemes.

4.11.3 It was resolved that M.Tech. (M&A) may be renamed as M.Tech. (Mechanical), after internal deliberations on the issue.

Item No.20.12 Appointment of New faculty members at SMVDU since May,2013 to till date.

S. No.	Name of the Faculty member	Designation	Academic Discipline	Date of Joining
1.	Mir Irfan Ul Haq	Assistant Professor	Mechanical Engineering	19 th May, 2013
2.	Mr. Kapil Chopra	Assistant Professor	Mechanical Engineering	21 st May, 2013
3.	Dr. Narendra K. Bairwa	Assistant Professor	Biology & Chemistry	25 th June, 2013

4.12.1 The Council noted the information.

Item No.20.13 Resignation of faculty Member since May, 2013 to till date.

S. No.	Name of the Faculty member	Designation	Academic Discipline	Date of Relieving
1.	Dr. Rajesh -Kumar Bhushan	Assistant Professor	Mechanical Engineering	12 th July,2013

4.13.1 The Council noted the information.

SUPPLEMENTARY AGENDA



श्री माता वैष्णो देवी विश्वविद्यालय

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Item No. 20.14 Findings of the Task Force to study Annual Accounts of SMVDU and Proposed Action

4.14.1 EC's observations are elaborated under Item no. 20.6.

Item No.20.15 To receive interpretation on Sub-Clause 3.2 (e) of University Ordinance governing Recruitment Procedures and Conditions of Services of University Employees as contained in Chapter-29.

4.15.1 The EC approved the proposed interpretation meaning thereby that the experience required for the appointment to Middle Level Management position in the lowest scale within this category be interpreted as "*minimum of five years experience in the immediately lower position in the University i.e. lower Middle Level Management Category*".

Item No.20.16 Proposal for creating "Scholarship Donation Fund Account" for receiving Tied- Donations.

4.16.1 The EC approved the proposal in principle. However, it was emphasized that the guidelines for the maintenance of the proposed Fund Account be made, which should also include the criteria for selection of the donor. The relevant laws in this respect be also checked including whether this would involve any exemption from Tax under Income Tax Laws. Vice Chancellor, University of Kashmir, informed that they have in

Amal

Kaop S. Lauer



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existence a similar scheme which may be seen for possible adoption.

Item No. 20.17 : Constitution of the Administrative Affairs Committee of SMVDU.

4.17.1 The EC noted the constitution of the Administrative Affairs Committee.

Item No. 20.18 Release of Dearness Allowance from the existing rate of 80% to 90% w.e.f. 1st July 2013.

4.18.1 The EC approved the enhancement and release of Dearness Allowance from the existing rate of 80% to 90% w.e.f. 1st July 2013 as per Notification issued under OM No.1-8/2013-EII (B) dated 25/09/2013 by Government of India.

The Meeting ended with a Vote of Thanks to the Chair.

Roop S. Lall
14/11/12

Registrar

Ammal

NO: SMVDU/A&E/13/20th EC/Min/ 1219

Dated: 14/11/2013

Copy to:

1. All members of the Executive Council for information please
2. PS to VC for Information of the Hon'ble Vice Chancellor
3. Concerned file