

Dr. Hari Singh Gour University, Sagar (M.P.)

June 15, 2012

**Minutes of the 6th meeting of Academic Programme Committee (APC)
held on 22-05-2012.**

Members Present:

1.	Prof. M S Tiwari, Dean, Academic Affairs	Chairman
2.	Prof. K C Sahoo, Dean AIS	Member
3.	Prof. S J Singh, Dean, HSS	Member
4.	Prof. Ram Prasad, Dean, MPS & COE	Member
5.	Prof. J K Jain, Dean, SCS	Member
6.	Prof. Virendra Mohan, Dean, SAL & Law	Member
7.	Prof. O P Srivastava, Dean, BCS	Member
8.	Prof. A K Singhai, Dean, EAT	Member
9.	Prof. Santosh Shukla, Dean, SAS	Member & Convener

Special Invitees:

1. Prof. N S Gajbhiye, Hon'ble Vice Chancellor
2. Prof. K S Pitre, Dean Faculty Affairs
3. Prof. N K Jain, Registrar and Dean (R&D) and (RPG)
4. Prof. J K Jain, Finance Officer and Dean SCS
5. Prof. U S Gupta, Dean Students Affairs

Prof. Tiwari welcomed and greeted Hon'ble Vice Chancellor, Special Invitees and members of APC. At the outset, he introduced Prof. S J Singh, who has been inducted to the APC as Dean HSS. APC placed on record the exemplary services rendered and contribution made by Prof. K C Jain who superannuated on 31-03-2012.

Prof. Tiwari requested the Hon'ble Vice Chancellor to Chair the meeting. Hon'ble Vice Chancellor agreed to that and welcoming the members and expressed his thankfulness to invite him to this forum and permitted to take up the agenda.

Item No.1 : Approval of Academic Calendar for the year 2012-13.

- a) DOAA presented the Academic Calendar for the academic session 2012-2013, which was in principle approved by the Hon'ble VC. He expressed satisfaction that last year by and large Calendar was followed. He mentioned that still there is a need to follow the same in its spirit. Chairman emphasised that time table must be prepared at School level for UG and PG separately. He emphasised that we should follow the CBCS in letter and spirit and should overcome from the old pattern. How to prepare time table, Chairman gave various examples like every student should get 24 credits. He mentioned that usually the academic time table remains intact for years, except very few marginal changes due to holidays. Hence, it should be prepared with full seriousness and deliberations. Examination should be completed at the most in 10 days and more time be given for studies. Semester-

wise courses are compulsory. Core courses are fixed and there should be any elective. Name of teacher (instructor in-charge) should be decided in advance according to the time table and prominently be displaced on notice boards as well as on the University website. Assignments to the teachers should be allotted at School level rather than department-wise. Gradually the concept of Department has to be phased out in line with the spirit of Statues. On daily basis one hour must be assigned by the instructor in-charge to the quarries of students. There is only one complete course and not paper one and 2 which has to be taught by the instructor in-charge, as per time table.

- b) After detailed deliberations, the Calendar was approved with modifications, as annexed herewith. Chairman expressed that a good looking calendar containing all information related to the students be planned and a copy of the same be made available to each student on the day of registration along with the copy of the course.
- c) Chairman emphasised that Registration of Ph.D. should also go hand in hand with UG and PG strictly as per the dates mentioned in the Academic Calendar, so that classes of all courses should commence on the same date. He reiterated that **in no case registration be made or entertained in any course after the last date for registration.** Gradually admission process to Ph.D. has to be made more stringent to ensure quality researches. HODs should be counselled about the whole process of admission, registration, preparation of time table for classes and examinations.
- d) It was resolved that backlog/make up UG/PG examinations only for outgoing students in their last examinations i.e. sixth/fourth semester, as per provisions (maximum three chance) be conducted on top priority so that student can get degree without any administrative delay.
- e) Chairman mentioned that there is no summer vacation, whereas it is summer period and, hence, all teachers are on duty throughout the year. Teachers will have to apply in writing for availing vacation leave through the concerned HOD and School Dean. Those who will not avail the vacation leave in lieu of summer period, the leave will be credited in their account, as per rules of the UGC/GOI. To avail leave of any kind by a teacher invariably must be routed through the concerned School Dean, failing which that period shall be deemed as without pay. Notification to this effect shall be issued by the DOFA immediately. To protect the safeguards of the students, it was desired by the Chairman that teachers be counselled that they should avoid to avail leave during semester period, so that classes do not suffer. He reiterated that in any case classes should not be left unattended by the instructor in-charge, except in very rare case. In case of emergent situation, adhoc arrangement must be made. No guest faculty shall be engaged during vacations, except for examination related work.
- f) Chairman mentioned that before the commencement of next semester he will take a meeting of HODs.

- g) Chairman reiterated that as per Act, Deans are the academic officers and hence, they play vital role. Chairman further reiterated that Deans have greater responsibilities and he is dependant on them. In order to develop their school academically and infrastructure, he will not leave any stone unturned provided Deans project their requirements with full justification and along with supporting documents to enable him to consider the same. He reminded them about the powers already delegated to them. He requested the members to suggest feasible ideas with full rationale.

Item No.-2: Approval of Syllabus related to the CBCS Programme for various courses.

Resolution: There will be a School Committee at School level for UG/PG/M.Phil/Ph.D courses. All syllabus shall be prepared by DUGC/DPGC and be got approved by this Committee. New Syllabus received, if any be sent back to the respective department with a direction to discuss the same at School level.

Item No.-3: To consider Ph.D. registration in Botany Department and Pharmacy Department.

Resolution: Registration to Ph.D. strictly be made through the Entrance Test and as per the Academic Calendar. Cases of Botany were approved. However, cases of Pharmacy were sent back for routing through the respective Committee and Dean concerned.

Item No.4: To consider the information Bulletin of M.Phil and Ph.D. Entrance Test.

Resolution: NET (JRF) is eligible for Ph.D. Those who are NET (Lecturership) are not eligible and be registered through University entrance test only. GATE pass are also not eligible for Ph.D., since it is the eligibility to get admission to PG courses only. Bulletin was approved in principle with modifications and DOAA was authorized for modifications.

The issue of age relaxation was discussed at length and it was resolved that the same should explicitly be mentioned in the Bulletin. Committee authorised the DOAA to do the needful.

It has been brought to the notice of the members that certain departments from whom information about various issues i.e. courses, no. of vacancies either for M.Phil or Ph.D. have not been provided, due to which it became difficult to prepare a comprehensive picture at the University level. It was viewed seriously by the Chairman. He warned that every such department should furnish complete justification for not doing so. In any case, it should not be a single line reply. If there is any practical difficulty that should be brought to his notice for needful action. There is no automatic closer of any course. It has to be approved by the Competent Authority.

Item No.5: Approval of New Course of M.Sc. in Petroleum Geology from Next Academic Session 2012-13 or 2013-14 proposed by the Department of Applied Geology.

Resolution: Proposal referred back to the School Committee.

Item No.6: To consider for incorporating "GPAT" in the information Bulletin of M.Phil and Ph.D. Entrance Test.

Resolution: GPAT pass are not eligible for Ph.D., since it is the eligibility to get admission to PG courses only.

Matters with the permission of the Chair:

1. After discussing the report of the Committee to suggest remuneration for the evaluation of Ph.D. thesis, Chairman approved honorarium of Rs.3000/- for evaluating the Ph.D. thesis and Rs.2000/- for conducting Ph.D. viva-voce as well as an amount of \$200 too was approved for evaluating the Ph.D. by the Foreign Examiner. Chairman mentioned that Ph.D. thesis should atleast be evaluated by one foreign examiner in each subject.
2. DOFA shared his concerns about the tardy process of short-listing of applications by the departments. He mentioned that reminders have been given with no results. Addressing the concerns raised by the DOFA, Chairman asked the Deans to take immediate action and ask the HODs to do the screening on top priority. He mentioned that any time University can get the list of Visitor's nominee. Shortlisted candidate shall have to be presented before the Selection Committee by the concerned School Dean. While short-listing the candidate, proper care must be taken and needful remarks be made at appropriate places to make the selection process fair and transparent.

On a query from DOFA that there are no teacher in Linguistic Department. Chairman mentioned that possibility be explored to engage retired teacher on fixed remuneration basis. Similarly, Chairman also agreed to engage seasoned teachers in case of Distance Education.

On behalf of the Committee, Prof. Shukla thanked the Chair and the members.

Approved by Vice-Chancellor dated 15/6/2012

Indira

Chairman, APC and DOAA

(Signature)

(Prof. Santosh Shukla)
Convener APC and Dean, SAS