

## Minutes of the Meeting of Academic Council

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**Date:** 22<sup>nd</sup> September, 2020.

**Time:** 04:00 PM

**Mode:** Google Meet – Online.

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A meeting of the Members of Academic Council was held on 22<sup>nd</sup> September, 2020 at 04:00 PM through online mode (Google Meet). The meeting was chaired by Dr. Y P Kosta, Provost Marwadi University.

Mr. Naresh Jadeja - Registrar, welcomed the Chairperson Dr. Y P Kosta and all the distinguished members of Academic Council.

Following members were present in the meeting;

1. Dr. Y P Kosta – Chairperson
2. Mr. Naresh Jadeja – Member Secretary
3. Dr. Anil Roy
4. Mr. Deepak Mathur
5. Dr. Deepak Garg
6. Dr. Rajendrasinh Jadeja
7. Dr. Ramdevsinh Jhala
8. Dr. Sarang Pande
9. Dr. R. Sridaran
10. Dr. Sunil Jakhoria
11. Dr. Rajesh Patel
12. Dr. Rhishikesh Dave
13. Dr. Jayesh Parmar
14. Dr. Lalji Baldaniya
15. Dr. Vicky Jain
16. Prof. Bijoy Bordoloi

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The Agenda for the meeting was taken up as below:

**Item No. 1** – Confirmation of Minutes of the Meeting of Academic Council held on 9<sup>th</sup> April, 2020.

The Minutes of the Meeting of Academic Council of Marwadi University held on 9<sup>th</sup> April, 2020 was circulated amongst the members present, for their comments/observations. No comments/observations were received from any of the members.

The Council was requested to consider the same and confirm the minutes.

Members agreed to confirm the Minutes and resolved as below;

**Resolution:**

**RESOLVED** that, Minutes of the Meeting held on 9<sup>th</sup> April, 2020 be **CONFIRMED**

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**Item No. 2** – Action Taken Report on meeting of Academic Council held on 9<sup>th</sup> April, 2020.

The Action taken Report on the resolution of the said Academic Council meeting was placed before the members for consideration and the members were requested to accept.

The members present considered the same and resolved as below;

**Resolution:**

**RESOLVED** that the actions taken on the decisions of the Meeting of Academic Council of Marwadi University held on 9<sup>th</sup> April, 2020 be **ACCEPTED** as reported.

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**Item No. 3** – Application to GUJCOST – DST, Govt. of Gujarat for Establishment of Super Computer facility at Marwadi University.

It was shared that GUJCOST – DST, Govt. of Gujarat has invited applications from engineering institutions intending to establish supercomputer facility managed by Government, local bodies or private trust/society. GUJCOST will provide one time fund for the establishment.

It was also updated to the members present, that during 2017-18, GUJCOST has supplied 6 supercomputers in six different engineering and research institutions in the state with an aim to provide computational resource with advanced technologies to perform high-end computations for scientific, engineering and academic programs to address and catalyze the research using modeling, simulation and data analysis.

A detailed report along with application form has been submitted to GUJCOST on 19<sup>th</sup> May, 2020 by Faculty of Engineering & Technology.

Information regarding the same was shared with the members present in the meeting.

**Resolution:**

Details shared were noted by members present in the meeting.

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**Item No. 4** – Academic Quality Improvement Process: Implementation at Faculty of Engineering and Science through online system.

Dr. Rajendrasinh Jadeja, Dean – Faculty of Engineering & Technology was requested to present the measures adopted at the branches for Academic Quality Improvement.

The quality improvement measures aimed to determine that the internal control, governance process, as designed and operated by management, is adequate and functions in manner to ensure that consistent, conscious and catalytic action to improve the academic and administrative performance of the Institution. It also promotes measures for institutional functioning towards quality enhancement through quality culture and best practices.

Audit timelines for academic audit for the Academic Year 2020-21 has been defined and was shared among the members for information. Timelines stated, identifying and formation of audit teams, trainings for auditors, methodologies for review, documentation and improvement activities. Further, audit items for faculty & course audit was shared which focused on below points;

- Designing teaching and learning strategy.
- Developing and using student assessment.
- Implementing quality education.
- Defining intended learning outcomes.

**Suggestions & recommendations noted from members;**

- Dr. Deepak Garg was happy to note the practices adopted and suggested that Outreach of every course should be increased.
- Dr. Deepak Garg also suggested that, while auditing courses and faculties, Research component may also be included with 4-5 questions pertaining to publications, patents etc.
- At least one lecture of industry practitioner must be organized for every course.
- Dr. Jadeja, welcomed the suggestions of questions related to research component and informed members as it is part of phase 2 and will surely ensure its inclusion.

**Resolution:**

**RESOLVED** that, the Academic Audit process should continue and an execution report shall be presented to Academic Council for review after its implementation for one semester.

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**Item No. 5** – Online class observation system and action taken.

Online Class Observation System provides constructive suggestions to enhance the quality of lectures. The objective of online class observation is to allow a faculty member to get feedback from an objective, experienced observer and to involve in context-specific discussions about teaching with adviser.

System developed actively involves below stakeholders from the Institute;

- Dean of the Faculty – as Admin
- Senior Faculty / HoD – as Observer
- Faculty Member – as Observe

The detailed process note is presented as an annexure. Members present in the meeting were requested to share suggestions, if any and were requested to consider and approve Online Class Observation detail.

**Resolution:**

Details shared were noted by members present in the meeting.

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**Item No. 6** – Appointment of committees to make recommendations based on NEP 2020.

The members of Academic Council present in the meeting were informed that, Committee members are appointed at Department/Branch by Dean of the Faculties to make recommendations in Academic Planning of Marwadi University based upon National Education Policy 2020. Committee members will discuss and refer the provisions of NEP and make recommendations based on what can be done with reference to changes in syllabus, framework, offer electives or new courses.

Dr. Deepak Garg, observed and commented that, it has been planned and timely initiated.

A consolidated report of University shall be shared with the members for information.

**Resolution:**

Members present in the meeting noted the details & information shared.

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**Item No. 7** – Code of Conduct: Online Lectures & It's Record.

In accordance to new norms guided by regulatory authorities along with the changing times of pandemic situation due to COVID-19, Marwadi University has shifted itself from face-to-face interaction to virtual interaction amongst teachers and students. To enhance quality of online lectures and facilitate students to relearn the topics taught, a need for defining guidelines for conducting online lectures & its record was felt. The code of conduct acts as a guide to attain the stated objectives of Teaching-Learning practices and to fulfill the academic standards set-in by the statutory bodies of Marwadi University.

Information about the drafted guidelines were shared among the members which stated the Purpose, Scope, Expectations from the Faculty members, Mandates, Path and Flow for uploading videos online. It also mentioned the details about copyrights of digital/material content & software of Marwadi University. Copyright guidelines were in accordance to the Intellectual Property Rights Policy of Marwadi University.

**Objection-Suggestions observed & noted by members;**

- Dr. Deepak Garg, suggested that an interval server space may be created within Marwadi University for storing the contents.
- Dr. Anil Roy, recommended that YouTube API may be used, which shall also allow uploading the contents batch wise.
- Dr. Anil Roy highlighted that a probable copyright issue may be faced in future if due credit is not given to original creator of content/material. It was suggested that, a Disclaimer may be broadcasted stating "Solely for Academic Purpose" at the beginning of each recorded video lectures.

**Resolution:**

**RESOLVED** that, a Disclaimer shall be displayed at the beginning of each online lecture. Suggestions from Dean-Faculty of Law shall be obtained for drafting the same.

Further, the Code of Conduct: Online lectures & it's record, post incorporation of suggestions & recommendations shall be presented to Board of Governance – Marwadi University for its approval and implementation.

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**Item No. 8** – Revised IPR Policy.

Changes and amendments in Intellectual Property Rights policy of Marwadi University was presented among the members present in the meeting for information. The amendments were in reference to the Copyrights: Digital Content/Material & Software and is as below;

**Ownership of the copyright:**

MU shall be the owner of all copyright works including software and all connected teaching materials designed and developed by employees of MU. ***\*\*This shall also be applicable for sessions/lectures delivered & recorded through online modes such as Google Meet, Zoom, Canvas and such other related tools.***

Members discussed and resolved as below;

**Resolution:**

**RESOLVED** that, the revised IPR policy shall be presented to Board of Governance – Marwadi University for its approval and implementation.

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**Item No. 9** – Results – Summer 2020.

Institute wise and Branch wise results for examinations conducted in Summer – 2020 was presented to the members of Academic Council for information.

It was shared and observed that the overall pass percentage has increased due to Merit Based Progression recommended by Education Department, Government of Gujarat and online MCQ examinations conducted because of COVID-19 pandemic situation.

**Resolution:**

Members present in the meeting noted the information shared.

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**Item No. 10** – Graduation Data - 2020.

The details of Graduating Students and candidates for Gold Medal for the Year 2020 were shared with the members of Academic Council for information.

The data presented was as below;

<b>Marwadi University</b>	
<b>Graduate Students Data - 2020</b>	
<b>Institute Name</b>	<b>Total</b>
FACULTY OF TECHNOLOGY	304
FACULTY OF SCIENCE	443
FACULTY OF LIBERAL STUDIES	282
DIPLOMA STUDIES	115
FACULTY OF BUSINESS MANAGEMENT	90
FACULTY OF COMPUTER APPLICATIONS	80
FACULTY OF LAW	2
FACULTY OF ARTS	2
<b>Grand Total</b>	<b>1318</b>

Members were requested to consider and recommend for further presenting to the Board of Governance – Marwadi University for its approval.

**Item No. 11** – Graduation Ceremony Discussion: Planning & Mode of Conduct.

The Annual Convocation Ceremony of Marwadi University is proposed to be held in upcoming months. Suggestions were requested from the members with regard to conduct of Convocation – 2020, due to the ongoing pandemic situation of COVID-19. Further, Universities and Institutes are opting for online mode for conducting convocation ceremony. It was suggested and shared that, below options may be discussed by the members;

1. Option I – Conducting online.
2. Option II – Ceremony may be delayed for some time.
3. Option III – Selected student may be called to attend i.e. the Gold medalist.

**Suggestions & recommendations shared by members;**

- It was suggested that many renowned institutes are opting for online convocation ceremony. Dr. Deepak Garg shared that it may be created in a more creative manner and may be conducted on time without delay.
- Mr. Deepak Mathur also gave an opinion that Convocation this year should be held online and the same was supported by Deans of the University.
- It was also suggested by Dr. Anil Roy, that degree should be awarded on time and whenever the situation normalizes, reunion of students may be organized in order to have a gathering among their friends.

**Resolution:**

**RESOLVED** that, in order to issue Degree on time, the Convocation-2020 of Marwadi University shall be held through Online mode.

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**Item No. 12** – Academic Calendar – Odd Semester – 2020-21.

The Academic Calendar for Odd Semester 2020-21 was shared and presented among the members for information and knowledge. The calendar stated, starting date and the term end date for the semester for each of the Institutes and its branches. Registrar informed members about possible extension in last date of semester due to ongoing lock down and effect of new unlock guidelines on starting academics on campus.

**RESOLVED:**

**RESOLVED** that the Academic Calendar as presented stands approved and any changes such as extending semester in view of the current situation can be done with the permission of Provost. Any changes can be put up for information in next Academic Council meeting.

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**Item No. 13** – Approval to conduct complete first semester online for the SII students as per Ministry of Education instructions.

As per the directives received from Ministry of Education, the first semester of current academic year 2020-21 will be online for all foreign students.

As a partner institute of EdCIL in Study in India program, consent was requested from Marwadi University with regard to availability of adequate resources and infrastructure capabilities to conduct online classes for foreign students.

The University has given its consent with regard to the same through online google link shared with us.

This information was shared with the members present in the meeting for their knowledge.

**Resolution:**

Members present in the meeting noted the information shared.

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**Item No. 14** – Faculty of Science: Introduction of New Course – Post Graduate Diploma in Medical Lab Technology.

Looking upon the advancements in medical studies among aspiring students, need for introducing new course – Post Graduate Diploma in Medical Lab Technology has been felt in the region.

The detailed Teaching & Evaluation scheme was presented to the Academic Council member for consideration and approval.

Dr. Deepak Garg suggested that, the Institute shall ensure to have industry collaboration to strengthen the interface and thus enrich teaching-learning practice.

**Resolution:**

**RESOLVED** that the proposed new course “Post Graduate Diploma in Medical Lab Technology” shall be recommended for introduction by Faculty of Science with effect from Academic Year 2020-21.

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**Item No. 15** – Faculty of Business Management.

- Approval: Minutes of the Meetings – Board of Studies, held on 4<sup>th</sup> September, 2020.
- Approval: Recommendations as shared by the Board of Studies.

Dr. Sunil Jakhoria, Dean – Faculty of Business Management shared the proceedings and recommendations of Board of Studies meeting held at the Department on 4<sup>th</sup> September, 2020.

The recommendations & approvals requested from Academic Council were as below;

- Revision in course content of the course - Statistics for Management (03BM0109) Semester-1.
- Replacement of textbook: Course - Quantitative Techniques for Decision Making (03BM0213) (Semester-2).
- Addition of one textbook: Course - Behavioral Finance (03BM0329) (Semester-3).
- Change in teaching/evaluation scheme of the following courses: **a)** Financial Analytics (03BM0331) (Semester-3) **b)** HR Analytics (03BM0336) (Semester-3) **c)** Marketing Analytics (03BM0334) (Semester -3).
- Reallocation of sessions allotted to the five modules to bring about more consistency and addition of one more course outcome for the course Economics for Decision Making (03BM0152) (Semester -1).
- Revision in course content of the course – Data Science Using R (03BM0255) (Semester-2) and its teaching scheme.
- Revision in course content of the course – Project Appraisal & Finance (03BM0454) (Semester-4).
- Change in teaching/evaluation scheme of the following courses: **a)** Financial Modelling and Analytics (03BM0353) (Semester-3) **b)** Marketing Analytics (03BM0355) (Semester-3) **c)** Descriptive and Prescriptive Analytics using R (03BM0354) (Semester-3) **d)** Data Science Using R (03BM0255) (Semester-2) **e)** Python Programming (03BM0360) (Semester-3) **f)** Predictive Analytics using R (03BM0453) (Semester-4) **g)** Human Resource Metric and Analytics (03BM0455) (Semester-4) **h)** Big Data Analytics (03BM0452) (Semester -4) **i)** Hadoop & Apache Spark (03BM0460) (Semester-4)
- Reallocation of sessions allotted to module I and module III, 10 sessions to be allocated to module I and 7 sessions to module III for course Quantitative Techniques for Decision Making (03BM0213) (Semester-2).

The members present in the meeting discussed and resolved as below;

**Resolution:**

**RESOLVED** that, the recommendations as suggested by the Board of Studies – Faculty of Business Management, shall be accepted and approved for implementation.

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**Item No. 16** – Faculty of Computer Applications.

- Approval: Minutes of the Meeting – Board of Studies held on 7<sup>th</sup> April, 2020.
- Revised Teaching Schemes:
  - BCA Semester – 3 & 4.
  - M.Sc (CS) Semester – 3 & 4.
  - M.Sc (Software Technologies)
  - M.Sc (Data Science & Data Analytics)
- Introduction of MCA Program.
- Revised eligibility criteria for M.Sc Programs.

Dr. R. Sridaran, Dean – Faculty of Computer Applications shared the proceedings and recommendations of Board of Studies meeting held at the Department on 7<sup>th</sup> April, 2020.

The approvals requested from Academic Council were as below;

- Changes in the existing subjects as against proposed new subjects, with suggestion and recommendation to introduce reference books of latest edition in BCA Semester – 3 & 4.
- Recommendation of new elective tracks for BCA Semester – 5 & 6.
- Improving effectiveness of Operations Workout by introducing external mentors from the industry, interdisciplinary approach by combining students of Computer Applications and Management Department and also encouraging students to publish at least one research paper in a reputed conference or journal.
- As recommended by the Board of Studies – Faculty of Computer Applications, the revised teaching and evaluation scheme for each of the subjects in BCA (Sem. 3 & 4) and M.Sc courses were presented for information and approval from Academic Council.
- It was proposed that the MCA Program shall be introduced under Faculty of Computer Applications - Marwadi University. The detailed teaching & evaluation scheme for each of the subjects were presented for information and approval from Academic Council.
- It was proposed to revise eligibility criteria for M.Sc. (Cyber Security and Cyber Law), M.Sc. (Data Science and Data Analytics) and M.Sc. (Software Technologies) programs. The revised eligibility criteria are based upon revised criteria announced by AICTE for MCA programs.

*Observations & Suggestions Noted: Dr. Deepak Garg was happy to note that practical component is being emphasized in the department.*

The members present in the meeting discussed and resolved as below;

**Resolution:**

**RESOLVED** that, the recommendations as suggested by the Board of Studies – Faculty of Computer Applications, shall be accepted and approved for implementation.

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**Item No. 17** – Faculty of Liberal Studies.

- Approval: Minutes of the Meeting – Board of Studies, held on 5<sup>th</sup> September, 2020.
- Approval: Recommendations as shared by the Board of Studies.

Dr. Sunil Jakhoria, Dean – Faculty of Business Management shared the proceedings and recommendations of Board of Studies meeting held at the Department on 5<sup>th</sup> September, 2020.

The recommendations and approvals requested from Academic Council were as below;

- Re-allocation of the sessions in course titled “Management of Services” (04BB0406) in Semester-4 of BBA and BBA(H) program.
- An additional text book in course titled “Management of Services” (04BB0406) in semester-4 of BBA and BBA (H) program.
- Change in evaluation scheme for course titled “Applications of Spreadsheet” course code (04LS0212) Semester-2 BBA and BBA (H).
- Removal of topic Value-Credit- Analysis in Unit -5 of the course titled “Financial statement Analysis” course code 04BF0205 semester-2 of BBA (FM).
- Approve a typing error in unit 5 of the course titled Modern Banking Operations And Services” subject code (04BB0404) of BBA(FM) Global Packet Radio Services to General Packet Radio Services.
- An additional text book in course titled “Business Environment” (04BC0208) in semester-2 of B.Com program.
- Removal of topic Intermediary financial institutions and non-intermediary financial institutions from unit-2 of the course titled “Indian Financial System” (04BC0306) semester-2 of B.Com.

The members present in the meeting discussed and resolved as below;

**Resolution:**

**RESOLVED** that, the recommendations as suggested by the Board of Studies – Faculty of Liberal Studies, shall be accepted and approved for implementation.

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**Item No. 18** – Faculty of Pharmacy.

- Making 100 activity points mandatory as an additional requirement to earn a B. Pharmacy Degree.
- Introduction of Virtual Laboratory for conducting a demonstration type of simulated experiments into feasible subjects of Pharmacy.

Dr. Lalji Baldaniya, Principal – Faculty of Pharmacy presented 100 activity points which a student undergoing 4 years Pharmacy program from the academic year 2020-21 onwards, is required to earn 100 Points Activities in addition to the required academic grades, for getting MU B. Pharm degree. The 100 Activity points has been proposed to prepare the student's mindset to match these multifarious requirements of Industry & the society and to create opportunities for the students to inculcate attributes, which are not restricted only to pharmacy knowledge and acumen.

List of Major Activity Heads and Sub – Activity Heads for earning ACTIVITY POINTS were shared among the members present in the meeting for information and suggestions.

Further, Dr. Baldaniya shared that Virtual Laboratory has been introduced for conducting a demonstration type of simulated experiments in the subjects of Pharmacy.

The source of these virtual laboratories are as below;

- Virtual Labs – an initiative of MHRD, Govt. of India.
- Amrita Vishwa Vidyapeetham Virtual Lab.

**Suggestions & recommendations shared by members;**

- Members suggested that, instead of making 100 activity points as mandatory to receive degree, students may be encouraged to take it up as a regular activity along with the academics.

**Resolution:**

The members noted the information shared and approved to implement 100 activity points in Faculty of Pharmacy without making it mandatory to complete in order to receive degree.

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**Item No. 19** – Academic Collaboration Proposal – Sombridge University, Somalia.

Registrar informed members that this proposal requires little more information and hence it is being deleted as an agenda from this Academic Council meeting.

**Resolution:**

The members noted the information shared.

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**Item No. 20** – IQAC approval and minutes of the meeting.

A meeting of the members of Internal Quality Assurance Cell of Marwadi University was held on 10<sup>th</sup> September, 2020. Minutes of the meeting were presented to the members of Academic Council for information. Below were the suggestions and recommendations noted.

- Faculty members may be encouraged and motivated to increase research papers.
- Renowned journals may be identified and specified to faculty members for publications.
- Dr. Anil Roy, suggested that incentive structure may be designed to motivate faculty members for good quality research.
- Members requested to learn more about the Co-cubes proposal which is being implemented at Marwadi University for the last three years in order to prepare MU students for placements. Detailed proposal will be shared with all the members for information.

**Resolution:**

The members noted the information shared.

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