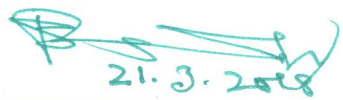# MINUTES OF 21ST MEETING OF THE
ACADEMIC COUNCIL HELD ON 15.3.2018 AT 11:00 AM AT NITTTR, CHANDIGARH

The following were present:

1. Prof SS Pattnaik, Director and Chairman, Academic Council,
   NITTTR, Sector 26, Chandigarh

2. Prof MM Malhotra
   H. No. 647, Sector-8, Panchkula-134 109 (Haryana)

3. Dr. HK Sardana, Chief Scientist, CSIR-CSIO,
   Sector 30-C, Chandigarh-160030

4. Dr. P.K. Tulsi, Professor,
   EMGT Department

5. Dr. BS Pabla, Dean, Extension Service & Consultancy and Professor,
   Mechanical Engineering Deptt

6. Dr. S.K. Dhameja, Dean, Academics & International Affairs and Professor, EDIC Dept.

7. Dr. SS Banwait, Dean, Research & Development and Professor, Mech. Engg. Department

8. Dr. AB Gupta, Professor & Head, CDC

9. Dr. Sanjay Kumar Sharma, Professor, Civil Engineering Department

10. Dr. Hemant Sood, Professor & Head, Civil Engineering Department

11. Dr. Sunil Dutt, Professor & Head, EMGT Department

12. Dr. BC Choudhary, Professor & Head, Applied Science Department

13. Dr. Rakesh Wats, Professor & Head, Media Centre

14. Dr. (Mrs.) Maitreyee Dutta, Professor and Head, ETV

15. Dr. SS Dhami, Professor & Head, Mechanical Engineering Department

16. Dr. C Rama Krishna, Professor & Head, Computer Science & Engineering Department

17. Er. Ajay K Duggal, Faculty Incharge, IMCO

18. Dr. (Mrs.) Lini Mathew, Faculty Incharge, Electrical Engineering Department

19. Dr. Rajesh Mehra, Faculty Incharge, Electronics & Communication Engineering Deptt.

20. Sh. Manmohan Singh, Sr. Librarian, (Officiating Chief Librarian)

21. Er. Vinod Kumar, Associate Professor, Civil Engineering Department

22. Dr. Ritula Thakur, Assistant Professor, Electrical Engineering Department

Leave of above absence granted to following members:

1. Dr N Sathyamurthy, Former Director Indian Institute of Science Education & Research, Mohali

2. Dr IK Bhat, Professor, Department of Applied Mechanics, Motilal Nehru National Institute of Technology, Allahabad

3. Col Guljeet Singh Chadha, Registrar, Panjab University, Sector-14, Chandigarh

4. Dr UN Roy, Professor & Head, Rural Development Department

5. Er Amit Goyal, Assistant Professor, Rural Development Department

Prof SS Pattnaik, Director and Chairman, Academic Council extended welcome to the honourable members of the 21st meeting of the Academic Council. In his welcome address, he highlighted the importance of technical teachers training and how to integrate the institute activities on the defined five mandates to enhance the quality. He also emphasized on taking up of some case studies as part of action research to facilitate the Ministry in getting updated information and feedback on some of the initiatives under National Mission having a close coupling with technical education system.

After the welcome address, the Member Secretary, Prof JS Saini proceeded with the agenda item wise:

PREVIOUS MEETING

ITEM NO. A.21.1: **TO CONFIRM THE MINUTES OF THE TWENTIETH MEETING OF THE ACADEMIC COUNCIL HELD ON 25.02.2017**

As no comments were received, the Hon'ble Members confirmed the minutes of the Twentieth meeting of the Academic Council held on 25.02.2017.

[Action: Dean [A&IA]/FIA/IMCO]

ITEM NO. A.21.2: **TO NOTE THE ACTION TAKEN ON THE DECISIONS MADE IN THE TWENTIETH MEETING OF THE ACADEMIC COUNCIL HELD ON 25.02.2017**

The members were apprised of the actions taken on various items of the 20th meeting of the Academic Council as per the recommendations/ suggestions of the members. Prof MM Malhotra suggested that Institute should stay focused on the main mandate/mission of the institute ensuring to enhance quality. Hon'ble Members were also apprised of Research Studies undertaken by the institute pertaining to findings of effectiveness of institute's short-term training programmes during the year 2016-17. It was suggested to get a report from Prof UN Roy, which he will submit against Item No. A.19.8 on his return.

[Action: Prof UN Roy]

ITEM NO. A.21.3:   **TO REPORT ABOUT THE ACADEMIC CALENDAR IN RESPECT OF MTECH/ME PROGRAMMES (BOTH REGULAR AND MODULAR) FOR THE SESSION 2018-19**

Members of the Academic Council were informed that the Academic Calendar in respect of ME Programmes (both Regular and Modular) for the Session 2018-19 has been sent to the Panjab University vide institute's letter No. 16602-16603 dated 15.02.2018 for approval. It was resolved that the entire process of evaluating the answer sheets, showing answers to students and final submission of marks to Academic Cell must get completed within two months from the date of last examination of the regular batch. In case of any default, action as per rules shall be initiated.

[Action: FIA/All concerned HODs/Dean-A&IA]

ITEM NO. A.21.4:   **TO CONSIDER THE PROPOSAL FOR ENHANCEMENT OF FEE FOR ME/M.TECH AND Ph.D PROGRAMMES OF NITTTR, CHANDIGARH**

With a view to provide better platform for professional growth to ME/MTech students and PhD Scholars and also to invite experts from premier institutes of the country like IITs/NITs etc. for thesis evaluation of the students, the Academic Council recommended raise in the fee for ME/MTech and PhD programmes. Existing and recommended fee is indicated below. This will help to conduct national level competition, expert talks in highly emerging areas and collaborative learning.

(A) Programme fee for ME/MTech Programmes

Fee Details		For ME Regular Programmes		For ME Modular Programme	
		Existing (₹)	Proposed (₹)	Existing (₹)	Proposed (₹)
Admission fee (one time)		1000/-	2000/-	1000/-	2000/-
Programme Fee:					
(i)	Sponsored Teachers of Technical Institutes, Officials of State DTEs/ BTEs etc	17000/- Per Semester	20,000/- Per Semester	12,500/- Per Spell	15,000/- Per Spell
(ii)	Fresh Engg Graduates	17000/- Per Semester	25,000/- Per Semester	-	-
(iii)	Industry Sponsored Candidates	22,000/- Per Semester	25,000/- Per Semester	14,000/- Per Spell	17,000/- Per Spell
Continuation Fee		1500/- Per Year (After 4th Semester)	5000/- Per Year (After 4 Semester) To be paid to NITTTR in addition to University Continuation fee	1000/- Per Year (After 7th Spell)	5000/- Per Year (After 7th Spell) To be paid to NITTTR in addition to University Continuation fee

Fee Details	For ME Regular Programmes		For ME Modular Programme	
	Existing (₹)	Proposed (₹)	Existing (₹)	Proposed (₹)
Pre-Thesis Exam and Final Thesis Exam	500/- Each Exam	₹ 2000/- each exam. [This is for per examiner]	500/- Each Exam	₹ 2000/- each exam.
Security (Refundable)	5000/- (One Time)	7000/- (One Time)	5000/- (One Time)	7000/- (One Time)

The following funds (Non-Refundable) are also payable by the students during each Semester/Spell

Item	For ME Regular Programmes		For ME Modular Programme	
	Existing (₹)	Proposed (₹)	Existing (₹)	Proposed (₹)
Campus Development Fee	650/- per semester	800/- per semester	475/- per year	600/- per year
Students Activities Fee	400/- per semester	600/- per semester	300/- per year	600/- per year
Medical Fee	300/- per semester	400/- per semester	225/- per year	300/- per year
Student Welfare Fund	350/- per semester	500/- per semester	275/- per year	500/- per year
Internal Examination Fee	400/- per semester	500/- per semester	225/- per year	300/- per year
Library Fee	400/- per semester	500/- per semester	300/- per year	500/- per year

(B)   In addition Panjab University, Chandigarh (Affiliating University) has raised certain fee (given below) which will also be depicted in the revised prospectus

Particulars	Existing ₹	Revised ₹
University Examination Fee	3080/- Per Semester for ME Regular Programme	3000/- Per Semester for ME Regular Programmes
University Examination Fee	1760/- Per Spell for ME Modular Programmes	3000/- Per Spell for ME Modular Programmes
University Sports Fee	130/-	170/-
University Sports Development Fee	30/-	80/-

(C) Programme Fee for PhD

Item	Existing ₹	Revised ₹
Admission Fee (one time at admission only)	1000/-	5000/-
Tuition Fee (per semester)	5000/-	7500/-
Other Facilities/Services [Library/Internet/Welfare Development etc) [Annual]	2500/-	4000/-
Security (Refundable)	7000/-	7000/-
Synopsis Presentation and Final Viva-Voce Exam (one time)	2000/- per activity (Not charged separately)	5000/- per activity (to be charged separately)
Continuation Fee (After 3 years from date of admission)	Nil	10,000/- Per Annum

Note: Students will deposit University's Enrolment/Registration, migration fee (if any), annual charges and Thesis Submission fee etc as per university's norms separately to the concerned University.
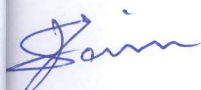
[Action: Dean-A&IA]

ITEM NO. A.21.5: **TO CONSIDER THE PROPOSAL FOR ENHANCEMENT OF EXPERTS' HONORARIUM FOR PRELIMINARY THESIS EXAMINATIONS AND FINAL THESIS EXAMINATION FOR ME/MTECH AND Ph.D SYNOPSIS PRESENTATION AND FINAL THESIS EXAMINATION OF PHD PROGRAMMES OF NITTTR, CHANDIGARH.**

The honorarium which is being paid by NITTTR, Chandigarh to external experts in connection with the above-mentioned activities is quite low and as a result the institute is unable to attract experts from premier technical institutions like IITs, NITs, etc. With a view to ensuring quality and to get good feedback from experts of these premier technical institutions, the Academic Council recommended that the norms for payment of honorarium for thesis evaluation and examination be revised as under.

Rates of honorarium being followed at some of the premier institutions are given below:

Institution	Honorarium to External Experts for ME/MTech Programme		Honorarium to External Experts for PhD Programme	
	Thesis Evaluation	Final Thesis Examination	Thesis Evaluation	Final Thesis Examination
IIT Roorkee	No External Expert Invited (Managed by Internal Board)		₹ 10,000/- each for three evaluators	₹ 3000/- in addition to thesis evaluation
NIT Kurukshetra	₹ 2500/- (both evaluation and viva-voce exam)		₹ 6000/- for Indian Expert and US$ 500 for one international expert	₹ 4000/- additional
NIT Jalandhar	Rs.3000/- (Both Evaluation & Viva-Voce Exam)		₹ 4000/- per expert	Rs.4000/- additional

Present and Recommended norms for payment of honorarium to experts from IITs/NITs etc. for NITTTR, Chandigarh are given below:

Institution	ME/MTech Programme		PhD Programme		
	Preliminary Thesis Exam	Final Thesis Evaluation and Viva-Voce	Synopsis Presentation	Thesis Evaluation	Final Thesis Exams
NITTTR Chandigarh	₹ 500/- By NITTTR, Chandigarh	₹500/- By NITTTR, Chandigarh	Rs.2000/- By NITTTR, Chandigarh plus TA/DA as per norms	Payment made by Panjab University, Chandigarh	₹ 2000/- By NITTTR, Chandigarh. TA/DA expenses borne by PU Chandigarh

Proposed Norms for Honorarium to External Experts

Institution	ME/MTech Programme		PhD Programme		
	Preliminary Thesis Exam	Final Thesis Evaluation and Viva-Voce	Synopsis Presentation	Thesis Evaluation	Final Thesis Exams
NITTTR, Chandigarh	➢ 01 candidate ₹ 2000/-per day	➢ 01 candidate ₹ 2000/- per day	₹ 5000/- by NITTTR, Chandigarh plus TA/DA as per norms per 2 candidates/ day	Payment made by Panjab University, Chandigarh	₹ 5000/- By NITTTR, Chandigarh. TA/DA expenses shall be borne by Panjab University, Chandigarh as per practice [per candidate]
	➢ 02 candidates ₹ 3000/- per day	➢ 02 candidates ₹ 3000/- per day			
	➢ 03 candidates ₹ 4500/- per day	➢ 03 candidates ₹ 4500/- per day			
	➢ Maximum 04 candidates ₹ 6000/- per day	➢ Maximum 04 candidates ₹ 6000/- per day	Maximum 3 candidates in a day limited to ₹ 7500/- per day		

The recommended norms shall be made applicable for fresh admissions after approval of BOGs.

[Action: Dean-A&IA]

ITEM NO. A.21.6: **TO CONSIDER THE PROPOSAL FOR CONDUCT AND FUNDING OF STUDENTS RELATED PROFESSIONAL ACTIVITIES**

NITTTR Chandigarh charges at present ₹ 1500/- and ₹ 575/- per annum from ME/MTech students on account of students welfare fund and student activity fee and approximately ₹ 2,50,000 get collected annually. This amount is likely to go up to approximately ₹ 4,50,000/- after implementation of revised norms. The Academic Council recommends that following activities be conducted by the engineering departments from this fund.

I. Organisation of National Tech Fest in the Institute. One of the engineering departments by rotation may coordinate this activity every year. Both ME/MTech & PhD students of our Institute and other Institutes will participate in this activity.

21.3.2018

II. Setting up of student chapter of professional bodies by all the five engineering departments. These chapters may organize activities like project competition, collaborative seminars etc. The Dept. will be paid ₹ 20,000/- per annum from the above fund. Both ME/MTech and PhD students of NITTTR, Chandigarh will be beneficiary of this activity. A committee of Dean, A&IA and Dean, R&D along with two more faculty members to be nominated by the Director would evolve mechanism for operationalising the above activities.
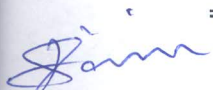
[Action: Dean-A&IA]

ITEM NO. A.21.7: **REVISION OF RENT CHARGES FOR INSTITUTE HOSTELS**

Recommendation of the committee constituted by Director for revision of rent charges in the institute hostel were deliberated during the meeting. After deliberations, the Academic Council recommended the following for approval from the BOGs. This will facilitate the institute to engage manpower like sweeper, mali, security and attendant in the hostel on self-financing mode for which there are no sufficient sanctioned posts.

Existing and Proposed Rental Charges of the Institute Hostels

Sr. No.	Category	Existing Rates ₹	Proposed Rates ₹
1.	ME/PhD Students (for eligible period)(ME Reg. 2 years) (ME Modular 7 spells) (PhD 3 years)	5500/- per semester 1300/- per month 75/- per day	10000/- per semester [six months] 2000/- for per month 150/- per day
2.	STC/Workshop/ Seminar/Conference/ any other activity (participants of paid programme)	50/- per day per person	No Change
3.	a) Govt. Official on official duty other than NITTTR work b) Consultancy Programs c) Guests of ME/PhD Students	150/- per day per person 75/- per day for additional person	250/- per day per person 100/- per day for additional person
4.	ME/PhD Students in hostel during Thesis work beyond the eligible period ME Reg. beyond 2 years ME Modular beyond 7th spells PhD beyond 3 years		₹ 4000/- per month (Maximum for period of 1 year) ₹ 300/- per day
5.	ME (Modular) Students	1950/- per spell	3000/- per spell
6.	Project Fellow / Associates	900/- per month per person	i. HRA allocated by funding agency. ii. In case HRA is not allocated by the funding agency, then ₹ 1800/- p.m
7.	Any other visitor	200/- per day per person 150/- per day for additional person	250/- per day per person 200/- per day for additional person.

Sr. No.	Category	Existing Rates ₹	Proposed Rates ₹
8.	Institute employee for their guests for 15 days in a Calendar year	50/- per day per person and 50/- per day for additional person	75/- per day per person and 50/- per day for additional person
9.	Institute employee for their guests beyond 15 days		200/- per day per person and 100/- per day for additional person. For long stay, ₹ 4000/- p.m.
10.	STC participants with his/her spouse	150/- per day per person	200/- per day per person excluding the charges for participant.

[Action: FIA & Dean-A&IA]

ITEM NO. A.21.8:   **CREATION OF A FUND FOR SUPPORTING PHD SCHOLARS**

A need is felt in the institute to have regular PhD Scholars. This dedicated team of PhD Scholars can be provided scholarship from institute funds for a maximum period of two years per scholar subject to qualifying in performance evaluation in every semester. These scholars, in addition to pursuing their PhD work under the faculty of the Institute, will also assist their respective departments in conduct of their programmes and projects. It is recommended to have eight PhD Scholars per year under this scheme (one each from five engineering departments and three from inter-disciplinary areas of Management/Entrepreneurship, Education, and ETV, one each for the present moment). This may be increased in future depending upon availability of the budget. For the subsequent year, the guide and the student will write project and submit to any funding agency for financial support.

Every PhD Scholar under the scheme will be given a monthly scholarship of ₹ 10,000/- and contingency expenses of upto the ₹ 5,000 per annum (Total expenses per PhD Scholar ₹ 1.25 Lakhs per annum). Following is the annual expenditure on account of these eight PhD Scholar to be admitted every year.

Year-I	Year-II Onwards
₹ 10 Lakhs	₹ 20 Lakhs

With a view to meet the above expenditure, it is proposed that a corpus be created. This corpus can be funded by allocating 30% of funds of the overhead expenditure deducted from each consultancy projects/proceeds of the institute every year. Each beneficiary shall execute a bond to stay

with the institute for three years, else the total amount disbursed will be recovered from him/her. The head already created under TEQIP-II funds shall also be used for the said purpose. The criteria shall be decided by the Committee consisting of all Deans and two experts nominated by the Director

Members of the Academic Council recommended the proposal for approval from the Board of Governors.

[Action: Dean-R&D]

ITEM NO. A.21.9: **ESTABLISHING A BUSINESS INCUBATION CENTRE AT NITTTR, CHANDIGARH**

Entrepreneurship Development and Industrial Coordination Department was established at the institute in 1982. One of the major objectives of establishing this department was to promote entrepreneurship through technical institutions. Over the past 36 years the Department has done considerable work in promoting entrepreneurship in technical institutions across the northern region of the country. Keeping in view the government's thrust on entrepreneurship and start-ups, the institute proposes to establish a Business Incubation Centre in collaboration with one of the leading Chamber of Commerce & Industry at Chandigarh as an extended activity of EDIC Department of the institute. The proposed Business Incubation Centre will have an annual intake of 5 incubatee. The peak number of incubatees is proposed to be restricted to 10. The maximum period of stay of an incubatee would be 2 years. A dedicated team comprising an Incubation Manager, a Field Officer, a Secretarial Support and a Category 'D' Support is proposed to be created at the institute for operationalising the Incubator. The proposed incubator shall have a separate Advisory Body, a Selecting Jury and a Pool of Mentors. The recurring overheads including the salary of the dedicated team are proposed to be borne by the Partnering Chamber. NITTTR's share of recurring expenses would be met from the regular grant received from the MHRD, GOI. The Ministry has already directed the institute to initiate activities pertaining to start-ups wide its email dated 23 October 2017 (Copy enclosed). A brief proposal highlighting the need for Incubation Centre, Objectives, Operational Mechanism of the Centre, Organisational Chart, Activity Spectrum, Mobilisation of Funds and Projected outcome is enclosed as Annexure-I.

The Academic Council recommended the proposal for approval from the BOG.

[Action: HOD-EDIC & FIA]

ITEM NO. A.21.10: **LAUNCHING OF NEW COURSES BY ETV DEPARTMENT**

The ETV department proposes to launch certificate courses of 3 months, 6 months and also advance diploma for one year in different specialization of video production under self-financing mode. The eligibility for these courses

will be 10+2/Graduation in any discipline. Fee for these courses are ₹ 8,000, ₹ 12,000 and Rs.20,000 for 3 months, 6 months and 1 year courses respectively. Details of these proposed courses are attached as Annexure-II. This is to optimally use the available facilities.

Members of the Academic Council recommended the proposal for approval from the Board of Governors.

[Action: HOD-ETV & FIA]

ITEM NO. A.21.11: **TO REPORT ON THE ACHIEVEMENTS OF THE INSTITUTE FOR THE PERIOD FROM APRIL 2017 TO 8 MARCH 2018.**

The achievements of the institute with respect to admission in long-term programmes, short-term programmes offered through contact mode and ICT mode, student training, workshop and seminars. curriculum design and development, instructional material development, research & development. extension and consultancy. Golden Jubilee activities and other significant achievements for the period from April 2017 to 8 March 2018 were presented by the Member Secretary. The institute was advised to set target for individual faculty members and for the institute as a whole for the upcoming three years as recommended in one of the Review Committee Reports.
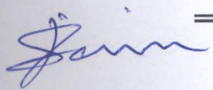
[Action: Prof I/C-IMCO]

ITEM NO. A.21.12: **TO APPROVE THE OPERATIONAL PLAN OF THE INSTITUTE FOR THE YEAR 2018-19**

The Operational Plan of the institute for the year 2018-19 was deliberated and recommended for approval by the BOG. O.Plan for 2018-19 is enclosed as Annexure-III. The Members praised the three-category approach of conducting STCs. The members also appreciated the concept of creating and utilizing the Training Hubs in Resourceful Institutes of Higher Learning. The target set for each faculty is 200 participants in contact mode and 350 participants in ICT mode i.e. total 550 participants. However, HODs/Deans and faculty involved in ME/MTech Classes and having sponsored projects of more than 10 lakhs have been given a relaxation of 50 participants in each mode.

It was decided to create quarterly profile of each individual faculty member stating the target set and achievement. The faculty annual performance report shall reflect the grading based on the performance against the set target. Authority is advised to prepare the grading pattern target-wise and circulate to each individual faculty member by 1st week of April every year.

Dr HK Sardana suggested to explore the possibilities to use the facilities of Chandigarh Region Innovation and Knowledge Cluster (CRIKC) for collaborative research. Prof MM Malhotra advised the institute to take up action research on the burning issues of technical education system and submit duly evaluated report to the Ministry.

[Action: Prof I/C-IMCO & FIA]

ITEM NO. A.21.13: **TO SEEK GUIDANCE AND DIRECTIONS FROM THE MEMBERS OF THE ACADEMIC COUNCIL AS PER VARIOUS SCHEMES AND PERSPECTIVE PLANS OF MINISTRY**

Suggestions provided by the members shall be kept in mind while implementing institute programmes and activities.

ITEM NO. A.21.14: **ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR**

Director of the institute Prof SS Pattnaik informed the house that for the first time, the institute got an INAE Vising Professor sponsored by INAE. Dr AL Das, Director of SAMEER, Powai, Mumbai has been selected who is likely to report in June 2018.

The meeting ended with a vote of thanks to the Chair.

(Dr JS SAINI)
Member-Secretary

(Dr SS PATTNAIK) 21.3.2018
Chairman