

Shiksha Mandal's
Jankidevi Bajaj College of Science, Wardha
Autonomous College
MINUTES OF ACADEMIC COUNCIL MEETING

A meeting of Academic Council of Jankidevi Bajaj College of Science, Wardha was held in the Conference Room at 11.00 am on 02/01/2018. Following members were present for the meeting.

Dr. Om Mahodaya	Chairman
Mr. Jagdish Chandak	Member Nominated by Governing Body
Dr. D.B. Malpe	Member – RTM Nagpur University Nominee
Shri. V.B. Patil	Member - Head, Department of Chemistry
Dr. S.S. Zade	Member - Head, Department of Mathematics
Dr. V.V. Shinde	Member - Head, Department of Electronics
Dr. P.A. Saudagar	Member - Co-ordinator, Department of Computer Science
Dr. D.D. Naik	Member - Co-ordinator, Department of Biotechnology
Dr. M.R. Chandrakar	Member - Department of Zoology
Dr. P.D. Wankar	Member – Teacher - Department of Physics
Dr. V.M. Ghodki	Member – Teacher - Department of Electronics
Dr. P.F. Dhabarde	Member – Teacher - Department of Botany
Dr. U.A. Bidwai	Member – Teacher - Department of Microbiology
Dr. P.V. Tekade	Member Secretary

Dr. Rajendra Patrikar, Mrs. Aruna Jain, Dr. S.J. Chalarwar, Dr. Akhilesh Peshwe conveyed their inability to attend the meeting. However, Dr. Rajendra Patrikar and Dr. Akhilesh Peshwe send suggested some points with respect to the agenda of the meeting and these points were discussed in the meeting .

Prof. R.V. Chouguley, Head, Dept pf Physics and Dr. Mrs. S.S. Khandare, Head, Dept of Microbiology could not attend the meeting.

Following points were discussed and reviewed in the meeting:

- 1. Confirmation of the minutes of previous meeting held on 19th August 2017 :**
The minutes of the Academic Council Meeting held on 19th August 2017 were approved unanimously by the members.
- 2. Approval to the revision of course outline, exam pattern and curriculum :**
Principal Dr. Mahodaya narrated about the need and justification of the revision of course outline, exam pattern and curriculum regarding merging of two papers in one paper of each subject except Mathematics. The main reason to revise the exam pattern is to complete the total teaching of 90 days during a semester and to provide gap in two papers so that student could get extra time for learning at the time of examination. Dr. Malpe suggested that the period of diwali vacation may be split i.e. 1 week during Diwali period and 3 weeks during semester break in the month of December. It is also decided that the paper of failure students be conducted on every Saturday so that student would get ample time for study for both the examinations of supplementary subjects and regular subjects.

Council also discussed the need and justification of projects to the students. Dr. Mahodaya told that the research projects are necessary to develop scientific attitude amongst students and it helps the student to learn the topic in detail.

Meeting unanimously agreed for merging two papers into single paper and examination of failure students be conducted on every Saturday.

3. Approval to the panel of Question-paper-setters, answer-paper-evaluators and moderators appointed by Board of studies in the meeting held on 09/12/2017.

Council gave its approval to the panel of Question-paper-setters, answer-paper-evaluators and moderators appointed by Board of studies in the meeting held on 09/12/2017

4. Discussion on results of B.Sc. Sem I and M.Sc. Sem. I :

The result of B.Sc. Sem I and M.Sc. Sem I was discussed in detail.

As a part of continuous evaluation, the internal marks are already allotted to the eligible enrolled students. These marks are to be displayed on the grade card of student. So it is an anomaly whether to show the student absent or failure based on the absenteeism in theory paper. Finally it is decided that, even if the student remain absent in theory paper and if he/she is awarded internal marks he would be treated as appeared and not as absent student.

Council approved the draft format of gazette for UG and PG.

5. Approval to the revised Grade Card of UG and PG :

Council approved the revised grade card for UG and PG and gave its consent to forward the grade card to University for seeking its sanction.

Council gave its consent to distribute provisional grade card to the students for smooth conduction of upcoming examinations.

6. Any other point with the permission of chairman.

• **Approval to the policy of promotion of research.**

After the detail discussion on the policy of promotion of research, the council recommended to make a provision of the seed money to carry out research and incentives for the publications in reputed journals having good impact factors. Principal has approved it and asked to put the same in governing body meeting for the approval. The policy of promotion of research in institution was approved by the council.

• **Approval to the policy on consultancy including revenue sharing between the institution and the individual.**

Council approved the policy on consultancy including revenue sharing between the institution and the individual

• **Compilation of the points suggested by Dr. Akhilesh Peshve.**

Details given in Annexure 1.

• **Compilation of the points suggested by Dr. Rajendra Patrikar**

Details are given in Annexure 2.

(Dr. P.V. Tekade)
Member Secretary

(Dr. Om Mahodaya)
Principal

Annexure 1

Point suggested by Dr. Akhilesh Peshwe via email :

Sr. No / Agenda Item No	Details of the Agenda item as per the letter dated January 2,2018	Submissions/Documents required to be made before the Academic Council by the members of the respective Boards of Studies as mentioned in your above referred letter for approval of the agenda items.	Discussion in Academic Council
1	Confirmation of minutes of the earlier meeting	With corrections or suggestions if any by the members.	Minutes of last meeting were confirmed.
2	Approval to the revision of course outline, exam pattern and curriculum.	<p>Written submission by respective Boards of Studies (BOS) on the following points be obtained before passing the agenda item no 2:</p> <ol style="list-style-type: none"> <li data-bbox="569 792 1043 1115">1. Need and Justification of the changes made in the syllabus. (Why the changed/ revised component is essential? How is it different/better from the existing component? Etc.) <li data-bbox="569 1115 1043 1256">2. Need and justification of changes that are considered necessary in the examination pattern. <li data-bbox="569 1256 1043 1473">3. Details regarding the new changes in the examination pattern? <li data-bbox="569 1473 1043 1727">4. Rationale behind such changes. <li data-bbox="569 1727 1043 2105">5. Submission and recommendation from all the BOS members that the changes made are as per the university norms and guidelines and UGC standard norms (With signatures of all the BOS members) and that equivalence of the degree offered by the institution with the degree offered by RTMNU will be ensured. 	<p>Minutes of last meeting were confirmed.</p> <p>Syllabus is partially changed looking into skill oriented aspects which has been already passed in the previous meeting of academic council. However, the syllabus is as per UGC norms & guidelines and have the equivalence to that of RTM Nagpur University, Nagpur & SGB Amravati University, Amravati</p> <p>The merging of two papers in one (except mathematics) have been made in order to incorporate the timings for extra curricular /curricular activities and added additional subjects (Spoken English and Computer Awareness programme) adopted and moreover compliance of stipulated norms of 90 days teaching per semester.</p> <p>Administratively and academically the changes are feasible and for the betterment of the students as they will have more free time during summer an winter vacation for additional learning provided by the institution or outside agencies.</p> <p>All the BOS members have accepted the changes made in the syllabus. Regarding equivalence of curriculum Dr. Malpe suggested that as there are university nominee in every meeting of BOS, academic council and governing body so it is not mandatory to get the equivalence certificate from parent university.</p>

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		6. From which session all these changes will be implemented?	From current session 2017-18 (Including semester I)
3	Approval to the panel of Question Paper Setters, answer paper evaluators and moderators appointed by Board of Studies.	1. Undertaking from all the concerned vide Section 64 of Maharashtra Public Universities Act 2016	Appointments of the Question Paper Setters, answer paper evaluators and moderators are made as per section 64 of Maharashtra Public Universities Act 2016
4	Discussion on the results of B.Sc. Sem I and M.Sc. Sem. I.	<p>2. Written submission if the results have been considered by the respective Boards of Studies (BOS) for suggesting changes in curriculum, syllabus, and question paper pattern etc.</p> <p>3. BOS perspective on the positive impact the changes might create on the result.</p>	Results were discussed in the departmental meeting.
5	Approval to the revised Grade Card of UG and PG.	<p>Written submission by the respective Boards of Studies (BOS) on the following points:</p> <p>1. Need, Justification and necessity for the changes in the Grade Card.</p> <p>2. Submissions and recommendations from all the BOS members that the changes made are as per the university norms and UGC standard norms and guidelines. (With signatures of all the BOS members) and that equivalence of the degree offered by the institution with the degree offered by RTMNU will be ensured.</p> <p>3. From which session these changes will be effected?</p> <p>Note: Change in the grade card may create major problems in future for the students and the institution and so it is advised to take this step with extreme caution. I am sure that the institution must have taken all these possibility into consideration.</p>	As per the changes made in the pattern of examination, the revised grade cards have been sent to the RTM University for approval. These would be implemented from the examination of current session 2017-18 including semester I.

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		<p>Most Important: All the Boards of Studies must be absolutely certain that the students obtaining degree from the institution will be treated as equal (degrees equivalent to the degree offered by RTMNU or any other university or UGC) Unless this is done student might suffer in future. So a responsibility must be fixed with someone from the boards or any specific board to find concrete information regarding this. It is advisable to get equivalence certificate from UGC/University/ any competent committee or authority before the changes/new syllabus/new formats are introduced and implemented.</p>	<p>Issues related to equivalence of degree is not in question a the pattern of examination and grade card adopted by our institution is already been practiced in SGB Amravati University, Amravati.</p>

(Dr. Om Mahodaya)
Principal

Point suggested by Dr. Rajendra Patrikar via email :

- 1) Evaluation is our important task and it is also our interface with external world. If we grade the students with higher marks/points and if they do not perform to the expectation and vice versa then college automatically loses reputation. So this is very important and should be taken seriously by autonomous institutes.
- 2) At the same time teaching-learning is the major focus of our institute and not just the grading the students or fail them. We always need to remember that students learn through evaluation also if it is done carefully. In fact the aim of the examinations should be that.
- 3) In general continuous evaluation helps because this also involves students throughout the semester and they are also more focused if the portion for examination is recently taught and manageable. Board of studies always need to look at various methods to do evaluation with innovative methods. The innovations are also required because the way information is managed in the modern days is different than in old days. Students now a days are focusing and using digital media resources. In general they have the information we need to focus on wisdom part. .
- 4) Thus it is necessary to focus on these issues instead of sticking to traditional ways of evaluation and also we should also be prepared to change based on the feedback obtained at various levels.

(Dr. Om Mahodaya)
Principal

Research Promotion Policy

1. Introduction:

The research promotion policy of the college aims to create and nurture a research culture among teachers, research students and UG-PG students and leverage it for enhancing professional competence of the faculty members. The research promotion policy promote scientific temper of all teaching staff, build an institutional funds and plans for facilitating participation in research activities. It also aims to ensure the research activities of the college within all application rules and regulations as well as to establish standards relating to safe and ethical conduct of research. Taking these into considerations, following JBCS Research Promotion Policy is implemented.

2. Purpose:

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and students in JBCS. The policy shall serve as an overall framework within which research activities may be carried out.

3. Scope:

This is a College wide Research Policy. It is implementable in all Departments of JBCS and can serve as guideline.

4. Objectives:

- 4.1. To create an enabling environment within the College in order to foster a research culture as well as provide required support through research framework and guidelines.
- 4.2. To ensure high level of efficient and effective support system to facilitate faculty and students in their research activities.
- 4.3. Ensure publications in UGC recommended journals, indexed in PubMed/Scopus/Web of Science and/or with impact factor.
- 4.4. To nurture an environment of undertaking socially useful research with potential for commercialization.
- 4.5. Establish Research Centers.
- 4.6. Forge interdisciplinary collaborations within and outside College campus and build partnerships nationally and globally.

5. Policy and Guidelines

5.1 Undertaking Research

Faculty members of JBCS are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity.

5.2 Obligations of faculty (including Teachers on-contract basis)

Research output will be considered one of the criteria for faculty recruitment and promotion along with other academic responsibilities.

5.3 Recruitment and Promotion

JBCS shall recruit such faculty members who have demonstrable/demonstrated capability in research. Faculty promotion may significantly depend on research undertaken. The quality of research output, especially research publications, may be assessed on the established yardsticks such as Impact Factor (IF) and which will be revised from time-to-time as per UGC and Government norms and directions.

5.4 Academic Dishonesty and Disciplinary Committee

It is expected that each member involved in research – faculty, researchers and postgraduate researchers will adhere to highest ethical standards of conduct. Highest ethical standards of conduct include data integrity, adhering to ethical guidelines, given from time to time, for carrying out research. Each faculty member and researcher shall follow academic honesty in his/her research work. Faculty and researchers shall be careful not to fall prey to academic dishonesty.

5.5 Resources for research support

College may provide intramural funding through seed money based on the quality and impact or research after getting approval from the Governing Body.

5.6 Student Research

To enhance quality research output, student mentorship/internship during academic year and/or during vacations shall be facilitated to encourage undergraduate/postgraduate students to pursue research activities leading to tangible output.

5.7 Quality of Publications

The research carried out in JBCS should be of good quality adhering to highest standards of ethics. In order to recognize the research contribution, currently JBC considers Impact factor provided by Thomson Reuters. JBCS encourages publications in journals indexed in PubMed/Scopus/Web of Science. JBCS may revise such policy as deemed necessary in future.

5.8 Periodic Review of Research Output

Periodic review of research output shall be carried out by each Department (including teachers on contract basis) and provide such information to Research Promotion Committee, periodically for assessment and required corrective actions, if any.

(Dr. Om Mahodaya)
Principal

Consultancy Policy and Procedures

1. Introduction

- 1.1 JBCS recognizes the value of its staff undertaking consultancy for outside bodies. This work is an important channel through which knowledge and expertise can flow to and from businesses and therefore contributes to the development of productive relationships with these bodies. Consultancy activity within the Institution is often associated with other contractual relationships, including research, service contracts and in some cases the provision of funds to provide studentships. It is therefore the JBCS's policy to encourage staff to engage in consultancy wherever appropriate and in a manner that is consistent with their contractual responsibilities.
- 1.2 This policy is intended to provide the information required to undertake consultancy work in accordance with the JBCS's approved procedures.

2. Definitions and Scope of the Policy

- 2.1 Consultancy: The College uses a broad definition of what constitutes consultancy. Its essential features are:
 - 2.1.1 Consultancy is work of a professional nature, undertaken by College staff in their field of expertise, for clients outside the institution, for which some financial return is expected.
- 2.3 **Excluded from the above definitions:** This policy does not apply to those activities, paid or unpaid, which are in furtherance of scholarship or general dissemination of knowledge, such as:
 - 2.3.1 Authorship of, or royalties from, the publication of books
 - 2.3.2 Service on public sector or charitable committees
 - 2.3.3 External examiner duties
 - 2.3.4 Lecture tours and conference presentations or attendance
 - 2.3.5 Editorship of academic journals or the publication of academic articles

3. Permitted level of Consultancy

- 3.1 Staff should seek permission from the Principal regarding proposed work for consultancy services.
- 3.2 In some circumstances, College may authorize staff to undertake further consultancy work out with this limit, but this must be discussed and approved by the Head of College on a case-by-case basis.

4. Approval of Consultancy Activity

- 4.1 The decision process for whether an individual is permitted to undertake a piece of consultancy is handled at a local level. All consultancy proposals should be passed to the appropriate Head of College in the first instance. The Head of College will make the decision to accept or decline the proposal.

5. Income distribution:

Income raised from Consultancy	College	Department	Employee of the College
Above Rs. 50000	20%	60%	20%
Below Rs. 50000	10%	50%	40%

6. Recording activity

- 6.1 All staffs are required to record their consultancy activity with the Research Committee.
- 6.2 Original copies of the contracts must be forwarded to the Research Committee for the College records.

(Dr. Om Mahodaya)
Principal