# Gautam Buddha University Minutes of Eighteenth Academic Council Meeting

The Eighteenth Academic Council was held on 14 August, 2020 at 11:00 A.M. on online mode. The following members were present in the meeting.

1.	The following members were present in the meeting.  Prof. Bhagwati Prakash Sharma	Chairman
	Vice-Chancellor	
	Gautam Buddha University	
2.	Prof. Raj Kumar Mittal	Member
	Vice-Chancellor	
	Ch. Bansi Lal University, Bhiwani, Haryana.	
3.	Prof. P.K. Dashora	Member
	Ex. Vice Chancellor, Kota University, Kota, Rajasthan.	
4.	Prof. Hari Kumar Sharma	Member
	Allahabad University, Allahabad, UP.	
5.	Prof. Beerpal Singh	Member
50	Ch. Charan Singh University, Meerut, UP.	
6.	Prof. Shweta Anand	Member
	Dean Academics	
	Dean School of Management	
	Dean School of Biotechnology	
7.	Prof. S.K. Singh	Member
	Dean School of Law, Justice and Governance	
	Dean School of Buddhist Studies and Civilization	
8.	Prof. Pradeep Yadav	Member
	Dean Planning & Research	
	Dean (/c), School of Engineering	
9.	Prof. N. P. Malkania	Member
	Dean School of Vocational Studies and Applied Sciences.	
10.	Prof. Sanjay Sharma	
	Dean (I/c), School of ICT	
11.	Dr. Neeti Rana	Member
	Dean (I/c), School of Humanities and Social Sciences	
12.	Sh. Satish Narayan Tiwari	Secretary
	Registrar (Officiating)	,
	Special Invitees against provision of Clause no. 2(iii) o	f the ordinance
13.	Dr. Pradeep Tomar	Special Invitees
	Chairperson, Admission	
14.	Dr. Vikrant Nain	Special Invitees
• "	Chairperson, Examinations	
15,	Chairperson, Examinations Dr. Dinesh Sharma	Special Invitees

#### **Eighteenth Academic Council**

**Details of the Decisions Taken** 

18.01 Approval of Minutes of the Seventeen Academic Council Meeting held on 13th March 2019.

The Academic Council confirmed the minutes of the Seventeenth Academic Council Meeting held on 13<sup>th</sup> March, 2019 as circulated.

18.02 To inform the Academic Council about the action taken on the decisions of the Seventeen Academic Council Meeting held on 13th March 2019.

Academic Council was informed of the actions taken on the decisions of the Seventeenth Academic Council Meeting held on 13 March, 2019. The Council took note of Action Taken Report .

18.03 To apprise the Academic Council about the proceedings of Research Degree Committee (RDC) or School Review Committee (SRC) of the Schools of the University.

The Academic Council approved the proceeding of Research Degree Committee (RDC) or School Research Committee (SRC) of Schools as mentions below:

S.No.	Name of the University School	No. of Scholars approved by RDC/SRC academic
1.	University School of Management	session 2019-20
2.	University School of Management	07
	University School of Information and Communication Technology	
3.	University School of Law Justice & Governance	15
4.	University School of Vocational Studies and Applied Sciences	03
5.	University School of Biotechnology	02
6.	University School of Engineering	
7.	University School of Engineering	01
<i>'</i> ·	University School of Buddhist Studies and Civilization	19
3.	University School of Humanities & Social Sciences	-

18.04 To apprise the Academic Council about the Research Scholars of the University who have been declared eligible for the award of degree of Doctorate of Philosophy.

The Academic Council took Note and Approved the award of Ph.D. Degree to the Research Scholars (11<sup>th</sup> Notification No GBU-017/Exam/06/2019-11. No. of Students: Thirty Seven).

18.05 To apprise the Academic Council about the proceedings of 'Board of Studies' of the Schools of the University.

The Academic Council approved the Minutes of the Board of Studies of the Schools of the University.

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#### **Board of Studies Details:**

School Name	Date	No. of Meetings
School of Management	25/05/2019	04
- And Control of the	14/06/2019	
	21/08/2019	
	23/01/2020	
School of ICT	27.07.19	04
	21.12.19	
	15.01.20	
	24.07.20	
School of Vocational Studies and Applied	09.08.19	04
Sciences	29.01.20	1
	07.02.20	
	06.03.20	
School of Biotechnology	10.06.19	04
=	22.06.19	
	31.08.19	
	11.02.20	
School of Engineering	19.07.2019	04
- F	14.09.2019	
	10.01.2020	
	11.04.2020	
School of Humanities and Social Science	31.08.2019	08
	02.09.2019	
	05.09.2019	
×	14.09.2019	
	15.01.2020	
	16.01.2020	
	20.01.2020	
	24.01.2020	

## 18.06 To apprise the Academic Council about the letters received from various regulators other than UGC

- (i) Bar Council of India (BCI) regarding approval of affiliation to School of Law, Justice & Governance for the session starting 2019 and 2020 for BA LLB Programme for two sections of 60 students - approval received.
- (ii) The letter of approval from Rehabilitation Council of India (RCI) for running the programme in M.Phil (Clinical Psychology) and Masters in Disability & Administration (MDRA) for 2019.-20 was declined. Procedure for academic year 2020-21 onwards in progress.
- (iii) The letter received from CoA regarding approval B.Arch.(Intake 20) for the Academic Year 2019-20 and 2020-21 received.
- (iv) The onetime approval was received from NCTE regarding approval of one Unit (Intake 50) in B Ed program.
- (v) New: Approval received from DBT for 10 funded seats in MSc Biotechnology. Student scholarship and additional funding will also be received.

The Academic Council took Note above letters.

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18.07 To discuss and approve the updated list of External Subject Experts for Ph.D, Selection Committee etc.

> The Academic Council approved the new list of External Subject Experts as proposed.

18.08 To apprise the Academic Council regarding the of MoU's signed after the last meeting of the Academic Council:

The Academic Council appreciated the MoU's and give it approval of the same.

- 18.09 To discuss and approve the modifications in the Ordinances of the University.
  - 1. Admissions
  - 2. Examination
  - 3. Research (PhD Program)

18.09.01: Admissions

To approve the proposed eligibility for the following Programmes: 1.

Programme		Proposed Eligibility	Decision
Name			Taken
B.Tech. (Food Processing & Technology)	10+2 with Physics, Chemistry and Biology/ Mathematics securing minimum 50% marks (45% for SC/ST) or equivalent grade. Candidate must pass separately in Physics, Chemistry & Mathematics/Biology with minimum 40% marks.	grade. Candidate must pass separately in Physics, Chemistry & Mathematics/ Biology with minimum 40% marks.  Or  AICTE Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject.  Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together.  Or  ICAR 10+2 with Physics, Chemistry and Biology/ Mathematics securing aggregate score should be at least 50% (40% for SC / ST).	Approved as Proposed
B.Tech(CSE/I T/ECE/ME/EE /CE/AI)	10+2 with Physics, Chemistry and Biology/ Mathematics securing minimum 50% marks (45% for SC/ST) or	Passed 10+2 with Physics and Mathematics as compulsory subjects along with one of the Chemistry/Biotechnology/	as Proposed

	Chemistry & Mathematics/Biology	Obtained at least 45% marks	
B.Com.(Hons .) B.Sc.(Hons.)	10+2 in any stream securing minimum 50% marks in aggregate (45% for SC/ST category) or equivalent grade	minimum 45% marks in aggregate (40% for SC/ST category) or equivalent grade.	Approved as Proposed

2. \*To approve new programme:

Programme Name	Eligibility	No. of seats	Decision Taken
B.Tech. (CSE) Under Self Finance Mode*	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/Technical Vocational subject.  Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together.	60 Seats	Approved as Proposed

- To approve 10% seats in General category for Economically Weaker Section (EWS) students in each branch/programme.
- \*To approve 30 to 60 seats in B.A.(Applied Psychology) programme.
- \*To approve 30 to 60 seats in M.A./M.Sc..(Applied Psychology) programme.
- \*To approve 60 to 120 seats in B.Tech (CSE) & B.Tech. (ECE) in each programme.
- \*To approve 60 to 120 seats in B.Com. (Hons.) programme.
- 8. Concessions for the wards of Kashmiri Migrants:
  - A. Relaxation in cut-off percentage upto 10% subject to minimum eligibility requirement.
  - B. Course wise increase in intake capacity upto 5%.
  - C. Reservation of at least one seat in merit quota in technical/professional intuitions, over and above the exiting quota.
  - D. Waving off domicile requirements for Kashmiri Migrants only. Kashmiri Pandits/Kashmiri Hindu Families (Non-Migrants) living in the Kashmir Valley need domicile certificate.

Note: \* (after approval of the competent authority, above programme has been started from A.Y. 2019-20)

#### 18.09.02 Examination

Mid Semester rules:

Existing clause	Amendment	Decision Taken
As per clause 5.9 a (New guideline for marks distribution)	The following distribution of marks is proposed. Each theory paper will be of 100 marks with the following distribution Midterm Examination -15 marks Sessional marks (Continuous Evaluation)- 15 marks End Semester Examination -70 marks	Approved as Proposed

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2. Grace marks:

Existing clause	Amendment	Decision Taken
As per clause 5.9 XXVI approved on 17th Academic council meeting held on 13.03.2019, Upto 6 grace marks will be given to a candidate subject to following:  (1) Maximum in two courses during the entire duration of the programme, ensuring that the total marks (including the grace marks) for such courses do not exceed the minimum passing marks.  (2) The examinee shall be given the benefit of grace marks for promotion to the next year/award of degree only.  (3) In case a candidate passes particular course by grace marks, an asterisk will be suffixed to the letter grade in his/her mark-sheet.  (4) The examinee shall not be given the benefit of grace marks for getting higher grade or for getting distinction.  (5) Grace marks will be automatically applied by the Examination Section.  (Applicable to all batches of the University)	The following amendment is proposed  Upto 6 grace marks will be given to a candidate subject to following:  (1) Maximum in two courses during the entire duration of the programme, ensuring that the total marks (including the grace marks) for such courses do not exceed the minimum passing grade required for promotion to next academic year.  (2) The examinee shall be given the benefit of grace marks for promotion to the next year/award of degree only.  (3) In case a candidate passes particular course by grace marks, an asterisk will be suffixed to the letter grade in his/her mark-sheet.  (4) The examinee shall not be given the benefit of grace marks for getting higher grade or for getting distinction.  (5) Grace marks will be automatically applied by the Examination Section.  (Applicable to all batches of the University)	Approved as Proposed

3. Examination guidelines:

Existing rule	Amendment	Decision Taken
commencement of the examination and the late comers will be allowed after 15	be closed five minutes before the commencement of the examination and the late comers	Approved as Proposed

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Registrar Gautam Buddha University Re-Evaluation:

As per clause 5.9 (a)	(1) No third re-evaluation of	Approved
examination guidelines	the answer sheet	as
	<li>(2) In case there is more</li>	Proposed
	than 10% variation in the marks,	
	then the average of the two	
	evaluators may be taken	
	(3) No re-evaluation shall not	
	be permitted in case of practical	
	examination, viva-voce	1
	examination, seminar,	Í
	presentations, sessional marks,	
	mid term examinations, Back	
	Paper or any other that has	
	been evaluated in full by joint	
	examiners/Board of examiners.	

#### 5. SWAYAM/MOOC course credits:

Existing Rule	Proposed Clause	Decision Taken
New point	<ol> <li>Course credits will be added as per the recommendations of the BOS of the concerned School/Department, for all the result preparations and record purposes.</li> <li>Department will designate course coordinators for compilation of marks/grades and submit to examination section.</li> </ol>	Approved as Proposed

6. Weeding of answer sheets:

Existing Rule		Proposed Clause			
New point	Unive	Following rules and regulations for the from previous years. The following it rsity Examinations will be preserved at loned against each:	ems of record of	the	
	Sr. No.	Description of Record	Period Preservation	of	
	01.	Examination Forms for various examinations conducted by the University.	3 Years after to declaration Results	he of	
	02.	Result Sheets of the University Examinations.	Permanent		
	03.	Award Lists (Both Theory and Practical Examinations including Internal Assessment).		he of	
	04.	Re-evaluation Cases.	3 Years after to declaration Results.	he of	
	05.	Result Gazettes of Examinations of all the courses in the University including supplementary Notifications of Results of late Cases & Notifications of Unfair Means Cases (UMC) & Re-evaluation cases.	Permanent		

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06.	Application Forms for Issue of Degree, Marksheets and Certificates (DMCs), Duplicate DMCs / Merit Certificates, Provisional Degrees, etc.	*
07.	Examiners' Lists (Theory & Practical Examinations).	5 Years
08.	Files of Unfair Means Cases (UMC) Cases	2 Years or after the period of disqualification, whichever is later.
10.	Record of Examination Centers.	2 years
12.	Registers of dispatch /receipt of Answer Books to Examiners/ Re- evaluators	3 years after the Declaration of Results.
13.	Registers of Receipt of Answer books from the Examination Centers	2 years after the declaration of Results
14.	Theses/Dissertations/Project Reports, etcM.A., M.Sc., M.B.A., LL.M., M.Tech., (P.G. Courses) -U.G., PG Diploma Note: After the expiry of the prescribed period copies of the Dissertations/Project Reports are to be deposited in the Libraries.	5 years 3 years declaration
15.	Appointment Registers containing the names of Centre Supts./Dy. Supdts./Flying Squads, Coordinators & Cocoordinators etc.	2 years
16.	Marked Answer books of all the University Examinations.	1 Year after the declaration of results
17.	Record of Rechecking of Answer books	1 Year
18.	Registers of Accounts of fee paid by the students/institutions.	5 years
19.	Used Question Papers of University Examinations	3 Years
20.	Court Cases	Permanent
21.	Files containing Clarifications/Amendments to University Rules/Regulations/Ordinances, etc.	Permanent
22.	Sets of Calendars of University Rules & Regulations/Ordinances, etc.	Permanent

1.2. No record of the University will be disposed off without the specific approval of the competent authority.

1.3. Before allowing the record to be disposed off, the relevant record will be examined by a committee constituted by the Vice Chancellor.

1.4. Even, if the period specified for the preservation of record for any item as above has been over, No record including Registers, Files, Answer books, document, etc. related to any dispute or Court Case will be disposed off in any case until the case/dispute has finally been decided by the respective Court/Appellate Court/Authorities whichever is later.

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- 1.5. Similarly even if the period specified for the preservation of record for any item as above has been over, no Record relating to any financial transaction like receipt of fee or expenditure made will be disposed off until the Audit of the entire record has been got conducted and objections raised have been settled under the orders of the competent authority of the University.
- 1.6. More items of the office Record may be included in the above list with the approval of the competent authority of the University from time to time.
- Special provisions for Conducting Examinations under COVID-19 pandemic for Even Semester Examinations of Academic Session 2019-2020.

## The following was finalized and notified in light of guidelines received from UGC, MHRD and other competent authorities:

In view of prevailing COVID-19 pandemic situation, "UGC guidelines on Examinations and Academic calendar for Universities in view of COVID-19 pandemic and subsequent Lockdown" dated 29.04.2020 and approval of the competent authority, university has adopted the following guidelines for Even Semester Examinations of Academic Session 2019-2020.

#### 1. All passing out batches

#### Theory courses:

Evaluation of End semester theory courses (For 70 marks) will be done through online mode

Internal evaluation (for 30 marks) will be done by concerned course coordinator as a part of continuous evaluation

#### Practical

Evaluation of practical's will be done through online mode

#### Dissertation/field work/ major project/seminar courses

Evaluation Dissertation/major project/ seminar/field work/courses will be done through online mode

#### Back/repeat courses

Evaluation of Back/Repeat courses of theory courses will be done through online mode

(Online portal for submission on online application and fee payment will be available from the same)

\*Students who are unable to appear in online examinations due to unavailability of internet or any other technical reasons or disconnected during examination will have an opportunity to appear in examinations after the university re-opens and their results will be declared only after that, no fee will be charged for the same.

#### 2. All running batches

#### Theory courses

The evaluation scheme will be, Internal evaluation 50 marks (based on minimum five components of evaluation), 50% marks will be average of marks obtained in end semester theory examinations of odd semester examinations of December 2019.

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Dates: all Internal evaluation to be completed by 15th may 2020. However, where necessary faculty members may request for extension to chairperson examinations, with copy to concerned Dean of school and Dean academics. No extension for internal evaluation will be given beyond 25th may 2020.

#### Practical courses

Evaluation of practical courses will be in online mode. The components of evaluation will be 1. Viva-voce: 50 marks, 2. writing/ diagrammatic representation/ flow chart/ problem solving/other component suitable for particular practical: 30 marks, practical record (uploaded as PDF file): 20 marks.

#### Back/repeat courses

All back/repeat examinations of running batches are postponed till next semester (December 2020) examinations.

Students will also have an opportunity to appear in Improvement examinations that will be held with end semester examination of even semester in may 2021.

#### 3. All Pass out batches

Back/repeat courses

Evaluation of Back/Repeat courses of theory courses will be done through online mode

#### 4. Ph.D/M.Phil courses

Evaluation of End semester theory courses will be done through online mode Common points applicable to all students:

Every student of current academic year will be promoted to next semester/year

However, students will have to clear their back/repeat papers whenever notified by the university examination section

For attendance the period of lockdown will be treated as deemed to be attended by

### Detailed Guidelines issued for conducting examinations Under COVID-19 pandemic

In view of prevailing COVID-19 pandemic situation and "UGC guidelines on Examinations and Academic calendar for Universities in view of COVID-19 pandemic and subsequent Lockdown" dated 29.04.2020, following are suggested to conduct end semester examinations of all terminating batches/Ph.D course work/M.Phil course work.

1. The Theory paper Examinations for all terminating batches/Ph.D course work/M.Phil course work, including their back and repeat papers will be conducted on online mode. (As suggested by UGC, point no. 3)

2. The examination will be conducted on Google form platform. The question will be largely analytical/reasoning type. (As suggested by UGC, point no. 1)

3. The duration of examination will be of 2 hrs. (As suggested by UGC, point no. 2)

4. Students will be given 30 minutes extra time, for filling up credentials and for uploading hand written based answers.

5. If any student is found unable to appear/complete his/her examination due to unavailability of Internet or any other technical reasons, he/she will have to appear offline examination as per forthcoming notice in this regard.

6. All the current faculty (including guest faculty) will be responsible for setting question paper, opening of question paper on the day of examination and evaluation of answer

7. For Guest faculty, examination and evaluation of end semester answer sheets will be part of their duty for current academic year 2019-2020, irrespective of date of expiration of their current contract, without any extra honorarium.

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The examination of each course will be for 70 marks. Question paper will have two sections; Section A will have 10 compulsory questions of 3 marks each and Section B will have a total of 6 questions out of which student have to answer 4 question, each question will be of 10 marks each.

9. Examinations will be in two shifts 10AM-12 (noon) and 3PM-5PM.

10. Students have to mark their attendance through online video platform at the beginning of examination.

11. The modalities of examination will be applied uniformly to the students of all

programmes and all courses of the university.

12. If any student is found to be involved in uploading written material of any other student or found to be sharing examination links with any other student or found to use any other unfair means in the examination, his/her examination(s) for particular course/the complete semester may be cancelled. The above measures are proposed under the prevailing situation of pandemic COVID-

19 and the broad guidelines of the UGC. The Academic Council is apprised for the

13. In the event of any kind of technical error during the online evaluation process (wrong file uploaded, file not opening, file size too large for the program to open etc), the award list will be marked TE (technical error) and the candidate will be given another chance to appear in the examination without any additional cost

14. The process of answer sheet scrutiny, Re Evaluation and coding-decoding will not

be done in the online evaluation process

Academic Council Approved above modifications in the ordinance of the Examination.

#### 18.09.03:

Following points are being apprised to the Academic Council as related to the Ph.D. Programme:

- 1. In view of UGC Guidelines on Examinations and Academic Calendar in view of COVID-I9 Pandemic dated 29th April, 2020 (Notice No. D.O.No.F.1-1 /2020 (Secy.), and approval of competent authority, University has adopted the said guidelines to conduct Ph.D. viva voce, Pre submission departmental presentation, RDC, semester wise progress seminar, in online mode. "It is also imperative on the part of the university to maintain duly signed record of the same.
- 2. As per UGC Ph.D. rules 2016, point no. 9.7 under the evaluation and assessment methods and approved by the Hon'ble VC sir, Ph.D. thesis submitted by the research scholar admitted in 2016 onwards shall be evaluated by his/her supervisor/s and two external experts, who are not in the employment of the university, of whom one examiner may be from outside the country. Payment as per practice will be given to experts and supervisor/s.
- 3. To comply with the UGC rule 2016-point no. 6.2 and 6.4 and GBU rules point no. 6.4 an undertaking form has been created to be filled in case of co-supervisor requirement and taken approval from Hon'ble VC sir before implementation. This undertaken will be signed by supervisor, HoD and Dean of concerned school.
- 4. The University will follow UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 published on 23rd July, 2018 through letter no. F. 1-18/2010(CPP-II) and ensure compliance of the same.

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## Some highlights of the regulations:

Duties of "Higher Educational Institution" (HEI):

Every HEI should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

Levels of Plagiarism:

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities up to 10% Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. Level 0: Similarities upto 10% Minor Similarities, no penalty.
- ii. Level 1: Similarities above 10% to 40% Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. Level 2: Similarities above 40% to 60% Such student shall be debarred from submitting a revised script for a period of one year.
- iv. Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.
- As per UGC notification number N.F.I-112020(SECY) on 20<sup>th</sup> April,2020 regarding SELF-PLAGIARISM:

Reproduction, in part or whole, of one's own previously published work without adequate citation and proper acknowledgment and claiming the most recent work as new and original for any academic advantage amounts to 'text-recycling' (also known as 'self-plagiarism') and is not acceptable.

Academic Council Approved above modifications in the ordinance of the Research.

18.10 To apprise the Academic Council about the minutes of Fee review committee

The Academic Council approved the Fee Structure as mentioned.

18.11 Any other matter with the permission of the Chair.

The meeting ended with the vote of thanks proposed to the chair.

(S. N. Tiwari)

Secretary & Registrar (Offi.)

(Prof. Bhagwati Prakash Sharma)
Chairman & Vice-Chancellor

12