

**THE XXth MEETING
OF
SENATE**

**NATIONAL INSTITUTE OF TECHNOLOGY
MEGHALAYA**

MINUTES

DAY : Monday

DATE: 16.12.2019

Time: 2:00 pm

*VENUE: The Conference Room
NIT Meghalaya
Shillong*

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

Minutes of Twentieth Meeting of the Senate held on 16.12.2019

The XXth Meeting of the Senate of NIT Meghalaya was held on 16th December 2019 at 02:00 p.m. in the Conference Room of the Institute at Bijni Complex, Shillong and the following members were present:

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|---|----------------|
| 1. Professor B.B. Biswal, Director, NIT Meghalaya | - Chairman |
| 2. Professor N. C. Shivprakash, Professor, IISC Bangalore | - Member |
| 3. Prof. G. Panda, Professor, NIT Meghalaya | - Member |
| 4. Prof. H. C. Das, Professor NIT Meghalaya | - Member |
| 5. Prof. A. Bhattacharjee, Professor, NIT Meghalaya | - Member |
| 6. Dr. D.K. Sarma, Dean (Planning & Development) | - Spl. Invitee |
| 7. Dr. S. Sharma, HoD (i/c), CE, NIT Meghalaya | - Spl. Invitee |
| 8. Dr. S. Das, HoD, EE, NIT Meghalaya | - Spl. Invitee |
| 9. Dr. R. N. Mahapatre, HoD, ME, NIT Meghalaya | - Spl. Invitee |
| 10. Dr. M. Saha, HoD, MA, NIT Meghalaya | - Spl. Invitee |
| 11. Dr. A. S. Roy, HoD, CY, NIT Meghalaya | - Spl. Invitee |
| 12. Dr. S. Mangang, HoD, HS, NIT Meghalaya | - Spl. Invitee |
| 13. Dr. A. Nath, HoD, PH, NIT Meghalaya | - Spl. Invitee |
| 14. Dr. Yogita, HoD, CSE, NIT Meghalaya | - Spl. Invitee |
| 15. Dr. Ch. V. Rama Rao, HoD (i/c), EC, NIT Meghalaya | - Spl. Invitee |
| 16. Dr. R. S. Das, Head of CCD, NIT Meghalaya | - Spl. Invitee |
| 17. Dr. V. Pal, PIC (UG) | - Spl. Invitee |
| 18. Mrs. Ambika Rai, Asst. Registrar (AA), NIT Meghalaya | - Spl. Invitee |
| 19. Mr. B. N. Choudhury, Registrar, NIT Meghalaya | - Secretary |

External Senate members, Professor R. K. Sahoo, NIT Rourkela, Professor M.K. Paswan, NIT Jamshedpur, Professor (Mrs.) N. Tripathy, IIM Shillong and Dr. A. Banerjee, Dean (Student Welfare), NIT Meghalaya could not attend the meeting due to prior commitments. Leave of absence was granted to them.

At the outset, the Chairman welcomed the members and the special invitees to the Eighteenth Meeting of the Senate and proceeded with the agenda of the meeting.

Item No. 1: Confirmation of the Minutes of the XIXth Meeting of the Senate of NIT Meghalaya held on 06.09.2019.

The Nineteenth meeting of the Senate of the Institute was held on 6th Sep 2019 in the Conference Room. The minutes of the meeting were circulated amongst the members of the Committee for their comments/ observations. Only one comment was received from HoD, HS Department, to include a line besides the course HS 702, "Statistics and Time Series Analysis", **i.e. (in lieu of the compulsory mathematics course for Ph.D scholars of HS Department)** which was proposed and accordingly discussed in the XIXth Senate Meeting. The same was incorporated in the final minutes.

R1/SENATE-XX/19: *The Senate Resolved to Confirm the minutes of the XIXth Meeting of the Senate as circulated.*

Item No. 2: Action Taken Report on the decisions of the XIXth Meeting of the Senate:

Actions taken on the decision of the Nineteenth Meeting of the Senate were presented to the Senate:

Sl. No.	Senate Resolution No.	Resolution
R3(d)/SENATE-XIX/19	<p>Proposal of Revised Research Methodology Course (HS 711) by HS Department:</p> <p>The Senate Recommended to incorporate few changes as suggested and to forward the updated Syllabi to IQAC for format checking. The final syllabi may be presented to Chairman, Senate for approval.</p>	<p>HoD, HSS presented the updated Syllabus of HS 711.</p> <p>R2/SENATE-XX/19: <i>The Senate Recommended reanalysing the syllabus and presenting in the next Senate Meeting.</i></p>

*The Senate **Noted** the actions taken on the resolutions of the XIXth Meeting of the Senate as presented.*

Items for Approval

Item No. 3: Modality for Postdoctoral Fellowship (PDF) Scheme

The draft modality for Post Doctoral Fellowship (PDF) Scheme at NIT Meghalaya was presented before the Senate.

The Senate noted the draft modality and suggested minor changes. The Senate also recommended constituting a Performance Review Committee comprising of the following members:

1)The HoD, Chairman 2) Mentor, Convener 3) Internal Quality Assurance Committee Chairman 4) One faculty from same research area 5) One faculty from other department.

The extension of Post-Doctoral Fellowship will be evaluated and recommended by the Performance Review Committee (PRC) at the end of the first year and then every six months. Based on the recommendations of the PRC, the tenure may be extended with the approval of the Competent Authority.

R3/SENATE-XX/19: *The Senate **Resolved to Approve** the modality for Postdoctoral Fellowship Scheme after incorporating the above mentioned suggestions/changes.*

Item No. 4: Amendment on M. Tech Sponsored (Part- Time) Programme

The amended modality on M. Tech Sponsored (Part- Time) Programme was presented before the Senate. The Senate recommended that the Senate Chairman may constitute a Committee to revise the modality for presenting in the next Senate Meeting. Few modifications suggested by the Senate include the following

Under M. Tech Part Time Programme: Sponsored Category & Institute Employee

i) The minimum duration of the course was recommended to be kept same for both the categories (Sponsored & Institute Employee) i.e. 3 years, of which, 2 years of course work should be compulsorily attended at the Institute. (Classes may be conducted preferably during the evening or weekends).

ii) The eligibility for Institute Employee to apply for the course should be employees who have completed 2 years of regular service at the Institute.

iii) Minimum number of students to start a batch may be fixed.

Under M. Tech Full Time Programme: Sponsored Category:

The Senate mentioned that the Institute may also opt to start full time M. Tech Programme for Sponsored Category after taking required approvals. The regular seats may be increased from existing 20 to 25 (5 seats for Sponsored Category).

Under M. Tech Sponsored (Full Time) Programme, the students must be granted one year leave by the organisation in order to attend regular classes during course work. The student may shift to the parent organization during the 2nd year for carrying out the project work. The students should be allotted a Supervisor from the Institute and a Co-Supervisor from the parent Organisation.

The Part Time and Full Time M. Tech students may follow the same curriculum but credit distribution may be different. It was further suggested that on similar grounds, the Institute may also make provision for **M. Sc. Part Time Programme**. In this case, one standard modality for Masters Programme (M. Tech & M. Sc) may be laid.

R4/SENATE-XX/19: *The Senate **Recommended** to incorporate the above mentioned suggestions as discussed in the meeting and to present the modality in the next Senate Meeting. The Senate also **Recommended** the Chairman, Senate to constitute a Committee for the same.*

Item No. 5: Modality for Institute Employees applying for Ph.D Sponsored (Part Time) Programme

In view of the Institute Employees applying for Ph.D (Part Time), Programmes of the Institute, a draft modality on the Criteria for Employees of the Institute was proposed as under:

1. The minimum qualification & experience required for applying into the programme shall be followed as per advertisement and norms of the Institute.
2. The minimum period that an employee is required to serve in the Institute after completion of the Ph.D Sponsored (Part Time) Programme shall not be less than the minimum duration of the Ph.D Sponsored (Part Time) programme. An employee has to submit an undertaking at the time of application.
3. The Institute shall not bear any kind of expenses / semester fees of the employee for pursuing higher study.
4. An employee who wants to pursue Ph.D degree under this category shall have to apply through proper channel. The concerned department/section shall forward his/her application to the Academic Section for necessary approval of the Competent Authority.
5. After successful completion of the Ph.D Sponsored (Part Time) programme, the employee cannot claim any additional financial benefits from the Institute with same cadre.

R5/SENATE-XX/19: *The Senate **Recommended** the Chairman, Senate to constitute a Committee to review the modality and to present the modified proposal in the next Senate Meeting.*

Item No. 6: Amendments in Ph.D Regulations

a) Amendment in Oral Defence Evaluation Committee of a Research Scholar:

Existing	Proposed
<p>1) Oral Defence Evaluation Committee of a research scholar shall evaluate the performance in the Viva-voce examination or oral defence of the research work carried out by him/ her.</p> <p>2) The committee shall consist of the internal examiner(s) and one of the external examiners of BET selected by the chairperson of the Senate. If none of the external examiner(s) of BET is available for evaluation of oral defence, an alternative examiner shall be selected by the chairperson of the Senate, preferably from the panel of examiners submitted by the supervisor(s).</p>	<p>1) The Oral Defence Evaluation Committee of a research scholar shall evaluate the performance in the Viva-voce examination or oral defence of the research work carried out by him/ her.</p> <p><u>2) The Committee shall consist of:</u></p> <p><u>a)DC Chairman- Chairman</u></p> <p><u>b) External examiner(s) of BET selected by the Chairperson of the Senate- Member</u></p> <p><u>c) All DC Members- Members</u></p> <p><u>d) Co-Supervisor- Member</u></p> <p><u>e) Supervisor: Convener</u></p> <p><u>Since it is an open defence, the Supervisor/HoD must invite all DC Members, faculties and research scholars.</u></p> <p>If none of the external examiner(s) of BET is available for evaluation of oral defence, an alternative examiner shall be selected by the Chairperson of the Senate, preferably from the panel of examiners submitted by the supervisor(s).</p> <p><u>R6(a)/SENATE-XX/19:</u> <i>The Senate Approved the amendment on Oral Defence Evaluation Committee (ODEC) after recommending to include all DC members also as members of the ODEC.</i></p>

b) Change of Supervisor:

Existing	Proposed
<p>a) In case a Supervisor or a co-supervisor</p>	<p><u>For Full Time Scholars (including Project Fellows) and Sponsored (Part Time) Scholars:</u></p> <p>1) In case a Supervisor or a Co-Supervisor</p>

is not in a position to continue supervision due to prolonged illness or other problems (in such a case she/he shall communicate her/ his inability to the DRC) or factors beyond his/her control the DRC/CRC may appoint a new supervisor or a co-supervisor on receiving an application (Form II-A) from the scholar concerned and

obtain approval of the RC. In case of a change of co-supervisor the application shall be endorsed by the Supervisor.

is not in a position to continue supervision due to prolonged illness or other problems (in such a case she/he shall communicate her/ his inability to the DRC) or factors beyond his/her control the **DRC** may recommend a new Supervisor or a Co-Supervisor on receiving an application (Form II-A) from the scholar concerned and **obtain approval of the Competent Authority.** In case of change of Co-Supervisor, the application shall be endorsed by the Supervisor.

2) If a faculty is leaving the Institute, the proposal for change of Supervisor/Co-Supervisor shall be as under:

(a) If the scholar under the faculty has not completed the Ph.D Registration or his/her research work is in the preliminary stage, then the DRC shall propose for the change of Supervisor and the leaving faculty may be opted for Co-Supervising.

(b) If the scholar under the faculty has completed the Ph.D Registration and his/her research work is in the final stage of submission, with sufficient number of Paper/Journal publications (as the first author), then the leaving faculty may continue supervising the scholar. However, a Co-Supervisor from the Institute must be recommended by the DRC.

In the above or similar cases, for change/appointment of Supervisor/Co-Supervisor, approval must be obtained from the Competent Authority through the DRC.

R6(b)/SENATE-XX/19: The Senate Approved the amendment on Change of Supervisors after recommending to follow the same procedure for Sponsored (Part Time) Ph. D Scholars as well.

c) Amendment in Grant of Medical Leave for Ph.D Scholars:

Existing	Proposed
<p>Ordinance VI- Ordinance On Award Of Scholarships:</p> <p>Medical Leave:</p> <p>Scholar can avail medical leave. Medical leave will be considered on case to case basis with the approval of the Head of the Institute on recommendations of the Supervisor/Faculty Advisor/HoD/Dean (AA). Form 1B (b) to be used for this purpose. A Scholar can avail maximum medical Leaves in a year is 15 days.</p>	<p>Ordinance VI- Ordinance On Award Of Scholarships:</p> <p>Medical Leave:</p> <p>Scholars can avail medical leave. Medical leave will be considered on case to case basis with the approval of the Head of the Institute on recommendations of the Supervisor/Faculty Advisor/HoD/Dean (AA). Form 1B (b) to be used for this purpose. A Scholar can avail maximum medical Leaves in a year is 15 days.</p> <p><u>a) If a scholar is prevented from attending classes owing to serious illness, the scholar or guardian shall intimate the Supervisor within 3 days from the date of his/ her falling ill either through email or an application.</u></p> <p><u>b) The scholar should be treated by the Institute Doctor or in any hospitals empanelled with NIT Meghalaya or Government Hospitals who will issue the medical certificate accordingly.</u></p> <p><u>c) The Medical Certificate must clearly state the period for which the student was advised treatment and rest.</u></p> <p><u>d) The student should submit the documents immediately upon joining the Institute.</u></p> <p><u>R6(c)/SENATE-XX/19: The Senate Approved the amendment on Ordinance on Award Of Scholarships as proposed.</u></p>

d) Allocation of Ph.D Scholars in Respect of Faculties:

Existing	Proposed
<p>1) A faculty member shall have maximum 2 PhD students under him/her as Principal Supervisor from the Institute scholarship grant.</p> <p>2) Additionally one will be allowed to take sponsored scholar, project fellow and QIP scholar.</p> <p>However, before deciding the number of scholars for each faculty, the DRC/CRC shall take into consideration the availability of infrastructure and the teaching/ administrative commitments of the supervisor.</p>	<p><u>1) Full Time Institute Scholars:</u> A faculty member shall have maximum 2 PhD students under him/her as Principal/<u>Sole</u> Supervisor from the Institute scholarship grant.</p> <p><u>2) Full Time Project Fellow/Sponsored Scholars:</u> Additionally, one will be allowed to take sponsored scholars <u>depending on the sponsored R&D projects.</u></p> <p><u>3) Sponsored (Part-Time) Scholars:</u> <u>A faculty can ideally supervise four (4) sponsored (Part-Time) scholars as a Principal/Sole Supervisor. However, on case to case basis, the number of scholars may be increased on approval of the Competent Authority.</u></p> <p>However, before deciding the number of scholars for each faculty, the DRC/CRC shall take into consideration the availability of infrastructure and the teaching/ administrative commitments of the supervisor.</p> <p><u>R6(d)/SENATE-XX/19:</u> <i>After deliberation, the Senate Approved the amendment as proposed.</i></p>

e) Similarity Index for Ph.D Thesis Submission:

Existing	Proposed
<p>“The plagiarism detection software Turnitin may be used and the maximum allowed similarity index will be 15%. In case the similarity index is above 15%, the Doctoral Committee will take a decision on the acceptability of the thesis based on the nature/context of similarity.”</p>	<p>“The plagiarism detection software Turnitin may be used and the maximum allowed similarity index will be 15%. In case the similarity index is above 15% <u>(excluding the content of self citation)</u>, the Doctoral Committee will take a decision on the acceptability of the thesis based on the nature/context of similarity.”</p> <p><u>R6(e)/SENATE-XX/19:</u> <i>The Senate Approved the amendment on Similarity</i></p>

	<p><i>Index for Ph.D Thesis Submission. It was further recommended to set the similarity index for Masters Programme at 25%.</i></p> <p><i>In addition, the Senate Recommended that for submission of thesis, the scholar should fulfill all the requisites as per the Ph.D regulations along with minimum (not preferably) two accepted/published papers in a referred journal (Scopus/SCI/ESCI/SSCI/AHCI) as a first author.</i></p>
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f) Early Submission:

Existing	Proposed
<p>If a research scholar desires to submit a Ph.D. thesis prior to the completion of minimum stipulated time as prescribed in clause 6.1 and 8, he/she should satisfy the following criteria:</p> <p>II Have recommendations of extended <u>DRC</u> (two other Dept. members/experts, nominated by Chairman, Senate).</p> <p>The Candidate should make request application through supervisor to DRC at least 1 month prior to pre-submission of thesis</p>	<p>If a research scholar desires to submit a Ph.D. thesis prior to the completion of minimum stipulated time as prescribed in clause 6.1 and 8, he/she should satisfy the following criteria:</p> <p>II. Have recommendations of extended DC (two other Dept. members/experts, nominated by Chairman, Senate).</p> <p>The Candidate should make request application through supervisor to DRC at least 1 month prior to pre-submission of thesis</p> <p>R6(f)/SENATE-XX/19: <i>The Senate Approved the amendment on Early Submission of Thesis as proposed.</i></p>

g) Admission Procedures for Ph.D Programme

Existing	Proposed
<p>2) Admission Procedures</p> <p>Sponsored candidates under category (b), and (e) {Sponsored and Sponsored (Part-time) categories} shall submit a sponsorship certificate from their employers in proper format (Form III).</p>	<p>2) Admission Procedures</p> <p>Sponsored candidates under category (b), and (e) {Sponsored and Sponsored (Part-time) categories} shall submit a sponsorship certificate / NoC from their employers in proper format (Form III).</p> <p>R6(g)/SENATE-XX/19: <i>The Senate Approved the amendment on Admission Procedure for Ph.D Programme as proposed.</i></p>

Item No. 7: Amendments in Academic Ordinance**a) Process for Refund of Caution Deposit:**

Existing	Proposed
<p>Refund of caution deposit:</p> <p>i) Refund of caution money shall be made to a student after his/ her release from the Institute.</p> <p>ii) The claim for refund of caution money shall not be entertained beyond a period of one year from the date of release of the student.</p> <p>iii) The caution money shall not be refunded if a student leaves the programme without permission and/or does not join and attend any class after admission. Refund of caution money shall be made against application in the prescribed form and on production of the Release Order.</p>	<p>Refund of caution deposit:</p> <p>i. Refund of caution money shall be made to a student <u>only after completion of his/ her programme and upon submission of prescribed forms. Refund of caution money shall be made against application in the prescribed form and on production of the Release Order.</u></p> <p>ii. The claim for refund of caution money shall not be entertained beyond a period of one year from the date of release of the student.</p> <p>iii. <u>The caution money shall not be refunded if a student leaves the programme prematurely or does not join or attend any class after admission.</u></p> <p>R7(a)/SENATE-XX/19: <i>The Senate Approved the amendment on Refund of Caution Deposit as proposed.</i></p>

b) Grant of Medical Leave for students other than Ph.D Scholars:

Existing	Proposed
<p>Serious illness: If a student is prevented from attending classes owing to serious illness, the student concerned/guardian shall submit an application along with a Medical Certificate from the District Medical Officer and recommendation from the Hostel Warden (in the case of hosteller) or from Registered Medical Practitioner (in the case of day scholar) within 3 days from the date of his/ her falling ill. The medical certificate must clearly state the period for which the student was advised treatment and rest. Such application shall be addressed to the DSW who may grant leave for those days of absence and inform the heads of the departments.</p>	<p>Serious illness:</p> <p>i) If a student is prevented from attending classes owing to serious illness, the student concerned/ guardian shall intimate the <u>HoD, Chief Warden, Warden and Dean (Students' Welfare) within 3 days from the date of his/ her falling ill either through email or an application.</u></p> <p><u>ii) The student should be treated by the Institute Doctor or at any hospitals empanelled with NIT Meghalaya or Government Hospitals who will issue the medical certificate accordingly.</u></p> <p><u>iii) Medical Records and the Medical Certificate must clearly state the period for which the student was advised treatment and rest.</u></p>

	<p><u>iv) The student should submit the documents immediately upon joining the Institute. Such an application shall be addressed to the DSW who may grant leave for those days of absence and inform the heads of the departments.</u></p> <p><u>R7(b)/SENATE-XX/19:</u> <i>The Senate Approved the amendment as proposed.</i></p>
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Item No. 8: Maximum Duration of Institute Scholarship to Ph.D Scholars

With reference to letter No.-F.NO.17-2/2014-TS.I, dated 18th February, 2015 received from MHRD related to the revision of Ph.D rates with a clarity on the approval of the Competent Authority to have a uniform duration of 5 years for payment of fellowship (JRF/SRF) to all research scholars irrespective of whether they are B. Tech/M. Tech/M. Sc degree holders of M. Tech degree holders, the Senate was requested to give its views on the same as two of the Institute's scholars will be completing 5 years in January 2020.

R8/SENATE-XX/19: *The Senate **Recommended** not to issue scholarship after the completion of 5 years in the Ph.D Programme.*

Item No. 9: Nominal Fee for Transcripts/Duplicate Grade cards/IDs, etc.

In view of the growing number of demands for issuing transcripts, duplicate grade cards, duplicate ID cards, etc, it was proposed to enhance the prevailing fees.

Sl. No.	Certificate	Existing Amount per unit (in Rs.)	Proposed Amount per unit (in Rs.)	Recommendation of Senate per unit (in Rs.)
1	Degree Certificates for those in absentia	Nil	3000/-	3,000/-
2	Duplicate Degree Certificate	1,000/-	2,000/-	4,000/-
3	Transcript	100/-	500/-	1,000/-
	Additional copy		100/-	
4	Duplicate Grade Card	100/-	500/-	1,000/-
5	Duplicate / Correction of Identity Card	100/-	500/-	1,000/-
6	Any other Certificates (Character, Transfer-Migration, Rank, Course Completion, etc.)	Nil	200/-	1,000/-

R9/SENATE-XX/19: The Senate **Recommended** to enhance the fees as suggested in the meeting.

Item No. 10: Minutes of XIVth APC Meeting

The XIVth APC Meeting was held on 25th Nov, 2019 at the Institute and the following matters were discussed:

	Item	Brief Details	Recommendation																			
a	<p>Course Evaluation Scheme</p>	<p>An Evaluation Scheme presented below was suggested by Chairman IQAC in a meeting held on 14th Nov 2019. The same was discussed in the APC meeting and it was proposed to amend the existing evaluation scheme which was notified vide NITMGH/AA-Notices/2017-18/1138, dated- 19/07/2017. The proposed evaluation scheme is as under:</p> <p>a) Theory Course:</p> <table border="1" data-bbox="454 1025 1137 1328"> <thead> <tr> <th colspan="3" data-bbox="454 1025 1137 1037">Total Marks: 200</th> </tr> </thead> <tbody> <tr> <td data-bbox="454 1037 719 1122">1) Internal Assessments*</td> <td data-bbox="719 1037 970 1122">a) Two Class Tests</td> <td data-bbox="970 1037 1137 1122">30 Marks</td> </tr> <tr> <td></td> <td data-bbox="719 1122 970 1211">b) Two Assignments</td> <td data-bbox="970 1122 1137 1211">20 Marks</td> </tr> <tr> <td colspan="2" data-bbox="454 1211 970 1267">2) Mid Term Exam</td> <td data-bbox="970 1211 1137 1267">50 Marks</td> </tr> <tr> <td colspan="2" data-bbox="454 1267 970 1328">3) End Term Exam</td> <td data-bbox="970 1267 1137 1328">100 Marks</td> </tr> </tbody> </table> <p>b) Lab Course:</p> <p>It was discussed that Lab Courses need continuous evaluation which should be proposed by the concerned instructor based on the number of experiments. However, one final lab exam shall be conducted at the end of the semester. The proposed evaluation scheme is as under:</p> <table border="1" data-bbox="432 1800 1137 1928"> <thead> <tr> <th colspan="2" data-bbox="432 1778 1137 1800">Total Marks: 100</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 1800 667 1928">Continuous Evaluation</td> <td data-bbox="667 1800 1137 1928">(Marks may be distributed based on the number of classes/experiments)</td> </tr> </tbody> </table>	Total Marks: 200			1) Internal Assessments*	a) Two Class Tests	30 Marks		b) Two Assignments	20 Marks	2) Mid Term Exam		50 Marks	3) End Term Exam		100 Marks	Total Marks: 100		Continuous Evaluation	(Marks may be distributed based on the number of classes/experiments)	<p>R1/APC-XIII/19:</p> <p>The APC recommended in placing the proposal before the Senate for approval.</p> <p>R10(a)/SENATE-XX/19: The Senate Approved the Course Evaluation Scheme after Recommending to make continuous evaluation of Lab Course for 100 marks instead of 70 marks.</p> <p>The Chairman, IQAC, was requested to share the template for project evaluation and rubrics for the projects along with the templates for theory and lab courses. The Senate also Recommended monitoring lab attendance of the students.</p>
Total Marks: 200																						
1) Internal Assessments*	a) Two Class Tests	30 Marks																				
	b) Two Assignments	20 Marks																				
2) Mid Term Exam		50 Marks																				
3) End Term Exam		100 Marks																				
Total Marks: 100																						
Continuous Evaluation	(Marks may be distributed based on the number of classes/experiments)																					

b	Display of Low Attendance Record	The low attendance record of the students is usually displayed few days before the End-Term exam. It is observed that many students submit their applications to consider their attendance with justification at the eleventh hour. To avoid such situation, it was discussed and suggested in the APC Meeting that the display of low attendance for the semester should be done at least 7 days before the commencement of the End-Term Exam.	R1/APC-XIII/19: The APC recommended in placing the proposal before the Senate for approval. R10(b)/SENATE-XX/19: <i>The Senate Recommended to publish attendance records every month.</i>
c	Proposal to float New Elective Course, EC 534.	The ECE Dept. has proposed to float an Elective Course related to UG, PG & Ph.D level, "Parallel Computing and HPC Systems", EC 534 (3-0-0:3). Enclosed as Annexure: V	R10(c)/SENATE-XX/19: <i>After deliberation, the Senate Approved to float EC 534 as an Elective Course.</i>

Item No. 11: Results, Autumn Semester-2019 (B.Tech, M.Tech, M.Sc and Ph.D)

The Autumn semester results of B.Tech, M.Tech, M.Sc and Ph.D was placed before the Senate for approval to declare the results.

R11/SENATE-XX/19: *After analysing the results of all the Programmes, the Senate Approved to declare the results of Autumn 2019. The Senate also Recommended to refine the grade distribution in future and to share the list of students in I and W grades with the Faculty Advisors.*

Item No. 12: Amendment in Backlog Courses/ Extra Course Registration

Existing	Proposed
<p>1. The student can register for backlog courses which are floated in the current semester. For these courses, continuous evaluation will be done during the semester. In such cases, contact hours may be relaxed on recommendation of the course instructor. If the student has already acquired internal assessment and midterm marks, the Faculty Advisor may guide him/her to appear only for the end-term exam. Otherwise he/she has to go for continuous evaluation depending on the marks obtained.</p>	<p><u>A) Backlog Courses (which the student had registered in the past) :</u></p> <p>1. The student can register for backlog courses which are floated in the current semester <u>under the following cases:</u></p> <p>i) <u>If the student has acquired mid-term and internal assessment marks for a backlog course(s) in the previous semesters but failed or could not appear the end term exam, he/she may register for the course and appear for end term exam only. The internal marks should be verified by the Course Instructor and Faculty Advisor and entered in the Course Registration Form. The student can register for such courses beyond the maximum limit of 25 credits per semester, upon approval of the Competent Authority.</u></p> <p>ii) <u>If the student has only internal assessment marks and does not have mid-term marks then this may be treated as extra course registration and point (B) below to be followed.</u></p> <p><u>B) Extra Courses (for which the student had never registered in the past):</u></p> <p><u>If the student is registering for an extra course which he/she had not registered previously due to pre-requisite not cleared or any other reason, then he/she must register for continuous evaluation and attend all the classes.</u></p> <p><u>In the above cases for Pt. A (ii) and Pt. B, the Faculty Advisor may allow the student to register for the courses only if Time Table permits. Preference may be given to clear extra courses.</u></p> <p><u>R12/SENATE-XX/19: The Senate Approved the amendment after <i>Recommending</i> to incorporate few points (as shaded above) in the proposal.</u></p>

Item No. 13: Collaborative Research & Joint Ph.D Programme with NIT Meghalaya

A proposal was received from TCG Lifesciences Pvt. Ltd, Kolkata for collaborative research and joint Ph.D Programme with NIT Meghalaya. Draft MoU for collaboration was presented before the Senate for discussion and suggestion.

R13/SENATE-XX/19: *The Senate **Appreciated** the proposal for collaborative research and joint Ph.D Programme with TCG Lifesciences Pvt. Ltd, Kolkata and **Recommended** that the MoU should be vetted by the Institute's Legal Advisor. The Senate **Authorized** the Chairman, Senate to approve the final MoU.*

Items for Ratification:**Item No. 14: Fee Enhancement for Students Enrolling through Study in India**

The In-charge of Centre of International Relations had proposed an enhancement of fee structure for international students admitting at the Institute from **2020 admissions onwards**. The enhanced fee structure approved by Chairman, Senate was presented before the Senate for ratification.

R14/SENATE-XX/19: *The Senate **Resolved to Ratify** the fee enhancement for students enrolling through Study in India from 2020 admission.*

Item No. 15: Guidelines for Conducting Examination

The Examination Guidelines prepared by the Committee and approved by Chairman, Senate was presented before the Senate for ratification.

R15/SENATE-XX/19: *The Senate **Resolved to Ratify** the guidelines for conducting examination as presented.*

Item No. 16: Removal of pre-requisite, MA 102 for EC 252.

The pre-requisites allotted by EC Department for EC 252 "Signals and Systems Lab", are MA 101 & MA 102. However, the Departmental Advisory Committee had proposed to retain only MA101 as the pre-requisite of EC 252 (0-1-2:2) as the content of MA 101 is sufficient for the course. The proposal was approved by Chairman, Senate.

R16/SENATE-XX/19: *The Senate **Resolved to Ratify** the removal of MA 102 as one of the pre-requisite courses for EC 252.*

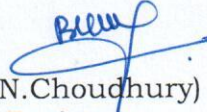
Reporting Items:**Item No. 17: Various Reporting Items**

Various reporting items like Signing of Service Level Agreement (SLA) with National Academic Depository (NAD) in April 2019, 6th Convocation of NIT Meghalaya and Conferences/Workshops, etc held during Sep to Nov, 2019 were presented before the Senate for information.

R17/SENATE-XX/19: *The Senate **Noted** the reporting items as presented*

Item No. 18: Any other Items with the Permission of the Chair

As there were no other items to discuss, the meeting concluded with thanks to and from the Chair.


(B.N.Choudhury)
Registrar