Minutes of Meeting
IV Meeting (online + Offline) of Academic Council, University Departments, RTU, Kota
04 April, 2022, 3:30 pm

Ref. Number: 3025~ 3037

Date : 20-04-2022

IV Meeting of Academic Council, University Departments, RTU, KOTA was convened through online as well as offline mode on 04 April, 2022 at 3:30 pm using Google Meet under the Chairmanship of Prof. Anil K. Mathur, Dean, Faculty Affairs. Following members were present:

1. Prof. Rajiv Gupta
2. Prof. Dinesh Birla
3. Prof. A.K. Chaturvedi
4. Prof. Vivek Pandey
5. Prof. K.S. Grover
6. Dr. R.K.Banyal
7. Dr S. D. Purohit
8. Dr. Sanju Tanwar
9. Shri Manoj Vaishnav
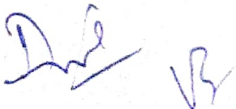10. Shri Ashok Patni
11. Dr. Vikas Bansal (Member Secretary)

Following agendas related to academic has been discussed and resolved into the meeting:

Agenda 1: To approve B. Tech. Curriculum applicable for students admitted in 2020-21 and onwards.

In pursuance of the CBCS Regulations (CBCSUG-2020), the teaching schemes have been revised from 2020-21 by the concerned BOS, these are placed for kind perusal of members (Annexure 1).

Members are requested to approve the same.

Resolution: The Agenda was discussed by the respected members. The following modifications/ provisions are decided regarding B. Tech. Curriculum applicable for students admitted in 2020-21 and onwards:

It is decided to modify the definition of 'Open Category Courses'. As per the definition available at Section 4.1 (d) in Open Category courses, electives can be taken outside or within the discipline. Now, it is resolved that in Open Category courses, electives can be taken only outside the discipline. The disciplines within which the B.Tech. programme will be considered, are shown in Table 1.

Table 1

S.No.	Discipline Under which Open Category Elective is floated	B.Tech. programme which will be considered within the discipline
1.	Computer Science Engineering	1. Computer Science Engineering 2. Information Technology
2.	Civil Engineering	Civil Engineering
3.	Electrical Engineering	Electrical Engineering
4.	Electronics and Communication Engineering	1. Electronics and Communication Engineering 2. Electronics Instrumentation & Control
5.	Mechanical Engineering	1. Mechanical Engineering 2. Production & Industrial Engineering 3. Aeronautical Engineering
6.	Petroleum Engineering	1. Petroleum Engineering, 2. Petro Chemical Engineering

It is decided to float at least one Open Category course by each department in each IV, V, VI and VII semester. It is resolved that the Open Category course of 3 credit will be floated in IV and V semester. It is also resolved that the Open Category course of 4 credit will be floated in VI and VII semester. It is also finalized that the open category course shall be run in a separate and same time slot available in the time table for all departments.

It is resolved by all the respected members unanimously that in B.Tech. programme, there shall be two options in the scheme viz. option-A and option-B. Similar option is prevalent in scheme of 2018-19 and 2019-20 for some of the B.Tech. programmes.

After the end of VII semester, students have to select between Option-A or Option-B. In Option-B, a full VIII semester internship of 10 credits shall be completed by the students in place of Project Part-2 in VIII semester (as done by the students opting for Option-A), which carries 6 credits.

For providing these options in the scheme, it shall be ensure that Departmental core and departmental electives courses shall not be floated in VIII semester i.e. departmental core and departmental electives courses shall be completed before the start of VIII semester. This shall be done to ensure that the students who are opting for option 'B' are to complete the credit of courses as they have to go for full VIII semester internship.

The students who are opting for option 'B' shall earn the credits of Institute core course 'Innovation and Entrepreneurship' through equivalent MOOC. Equivalent MOOC as decided by the concerned BOS i.e. HEAS.

The Board of Studies of each department that are floating departmental or minor specialization shall ensure that 20 credit requirement of the Minor and Departmental Specialization shall be completed/floated before the start of VIII semester.

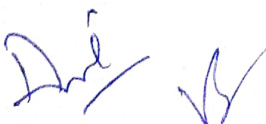The guidelines for internship is enclosed as Annexure-3

Agenda 2: To redefine the provisions of 'Pre-requisites' in CBCSUG-2020 at Section 2.4.

In Section 2.4 the provisions of 'Pre-requisites' has been written as 'A student who has not obtained a pass grade in the pre-requisite(s) specified or has not earned requisite number of credits will not be eligible to register for that course'. For example:

MEL372 Power Plant Technology
2 credits (2-0-0)
Pre-requisites: MEL221 / MEL222 and MEL231 / MEL232 and EC50

A student who has obtained a pass grade in TXL221 or TXL222, and in TXL231 or TXL232 and has also earned 50 credits will be eligible to register for this course.

The provision and example may be replaced as 'A student who has not registered in the pre-requisite(s) specified and appeared in the End Semester Examination of the pre-requisite(s) specified will not be eligible to register for that course. For example:

MEL372 Power Plant Technology
2 credits (2-0-0)
Pre-requisites: MEL221 / MEL222 and MEL231 / MEL232 and EC50
A student who has registered in the pre-requisite(s) specified and appeared in the End Semester Examination of TXL221 or TXL222, and in TXL231 or TXL232 will be eligible to register for this course.'

Members are requested to approve the same

Resolution: The Agenda was approved by the respected members.

Agenda 3: To approve the registration for the MOOC courses of VII semester also in VIII semester as mentioned in the scheme for the students admitted in 2018-19.

Some of the students admitted in 2018-19 could not register/ earned the credits in VII semester's MOOC course and therefore, if they are not allowed to appear for same credit MOOC courses in VIII semester, they may have to appear next year. This will cost them one more year to complete their B.Tech. degree. Therefore, it is proposed to allow them to register same credit MOOC course in VIII semester.

Members are requested to approve the same.

Resolution: The Agenda was approved by the respected members.

Agenda 4: To approve start of new programme of B.Tech. in Chemical Engineering.

Resolution: The Agenda was approved by the respected members.

Agenda 5: To approve policies and guidelines regarding academics and examination which are not in practice during pre COVID periods (Normal circumstances).

The extra ordinary situation has arisen due to COVID-19 and has forced the administration to adopt policies regarding academics and examination which are not in practice during pre COVID periods. Govt. of Rajasthan, Office of HVC and COE have been issuing guidelines for the academics and examination process.

Members are requested to approve the same for University Departments, RTU, Kota..

Resolution: The Agenda was approved by the respected members.

Table Agenda 1: To consider the feedback received from the Stakeholders about design and review of syllabus.

Institute has been collecting feedback from time to time from its stakeholders about their feedback for design and review of syllabus. URL of a recent feedback and response analysis of few of them are enclosed in Annexure -2 for kind perusal of members. Action taken report based upon the analysis is also enclosed in the Annexure-2.

Members are requested to approve the same.

Resolution: The Agenda was approved by the respected members.

Table Agenda 2: All students, in the second semester, are required to participate in club activity based on their choice and available seats on first come first serve basis. The activity is to promote their hobby and broaden their vision towards life. The participation would enable students to look beyond academics and promote extra-curricular activities.

It is proposed that Institute level clubs may be run by the Chief Proctor office in place of T&P Cell. Each club will have one faculty coordinator where students will register. The faculty co-coordinator will be appointed by The Chief Proctor office. The evaluation process for S, V, G and Z grade may be carried out by Faculty Coordinator of the respective Club under the control of The Chief Proctor office.

In CBCSUG-2020, it was approved at Section 6.2 that Institute level clubs will be run by T&P Cell. Each club will have one faculty coordinator where students will register. The evaluation process for S, V, G and Z grade will be carried out by Faculty Coordinator of the respective Club under the control of T&P Cell.

Members are requested to approve the same

Resolution: The Agenda was approved by the respected members.

It was resolved that Institute level clubs shall be run by the Chief Proctor office in place of T&P Cell. Each club will have one faculty coordinator where students will register. The faculty co-coordinator will be appointed by The Chief Proctor office. The evaluation process for S, V, G and Z grade may be carried out by Faculty Coordinator of the respective Club under the control of The Chief Proctor office.

Table Agenda 3: All students, in the third and fourth semesters, are required to participate in the soft skill development classes/ program/ activities. Activities like group discussion, team working, time management, stress management, body language, communication skill, work ethics etc. may help students to develop right attitude. This program is required to master the art of expressing their feelings and thoughts in desired manner and to start their preparation so that students can be JOB READY. The participation would groom students in

reducing worries and help students to develop positive attitude at future work places.

It is proposed that Course coordinator of soft skill development classes TPN102 and TPN103 may be identified by the concerned Head of Department in place of Chairman, T&P Cell. The activities will be conducted by respective Head of Department in coordination with T&P Cell. The evaluation process for S, V, G and Z grade will be carried out by the course coordinator.

In CBCSUG-2020, it was approved at Section 6.4 that Course coordinator of soft skill development classes TPN102 and TPN103 would be identified by the Chairman, T&P Cell. The activities will be conducted by T&P Cell in coordination with respective Head of Department. The evaluation process for S, V, G and Z grade will be carried out by T&P Cell.

Members are requested to approve the same.

Resolution: The Agenda was approved by the respected members with the modification that the activities will be conducted by respective Head of Department. The Course coordinator of soft skill development classes TPN102 and TPN103 shall be identified by the concerned Head of Department in place of Chairman, T&P Cell. The activities will be conducted by respective Head of Department in coordination with T&P Cell. The evaluation process for S, V, G and Z grade will be carried out by the course coordinator.

Table Agenda 4: It is proposed to make a provision of upto Rs50000 for each club at inception stage and provision for actual expenditure occur at recurring basis.

Members are requested to approve the same.

Resolution: The Agenda was approved by the respected members. Since it is a financial matter, therefore, the proposal shall be placed in Financial Committee, RTU, Kota for approval.

The meeting ended with a vote of thanks to The Chair

Dr Vikas Bansal
Member Secretary, UDAC)

Prof Anil K Mathur
Chairman, UDAC

Copy to:

1. **PS to HVC for Approval in BOM**
2. **Members of UDAC**

Dr Vikas Bansal
Member Secretary, UDAC)

Prof Anil K Mathur
Chairman, UDAC

Analysis of Feedback Received from Stakeholders for
Design and Revision of Curriculum/Syllabus

1. URL of the Feedback/responses collected:

   (i)   Institute level
         https://forms.gle/g15GZZBunSKH39kJ9

         https://docs.google.com/spreadsheets/d/1OzeJfmjxY4qYUEi1-a6TyvKre63Iz8x6Xnr6O7GpBrs/edit#gid=1014703446

         https://docs.google.com/spreadsheets/d/17s3vuPcB2esXOJYygykTUUpezdUoTQ0jSiSTw5ffF-o/edit#gid=1724883705

   (ii) Departmental level – 2019-2020
         Computer Science & Engg :course end survey:
         https://www.google.com/url?q=https://drive.google.com/file/d/196QZo2Nyn8ifE7KICPIwhSxbCbIbR2Jg/view?usp%3Dsharing&sa=D&source=editors&ust=1649214011685185&usg=AOvVaw1AYA1CLiljJTHD5Oieeho8

         https://www.google.com/url?q=https://drive.google.com/file/d/1NnLKG-PdFQFWz38sKUCrhiQfIiibViL8/view?usp%3Dsharing&sa=D&source=editors&ust=1649214011685546&usg=AOvVaw0xgM3u_Ot26HHu0uwfVfdw

         Electrical Department:**2015-2018: Revision of Syllabus, with analysis of feedback and action taken report**

         https://www.google.com/url?q=https://drive.google.com/file/d/1GVbTvS8nUZqScKVjvPQzQ51hWI5HJLZM/view?usp%3Dsharing&sa=D&source=editors&ust=1649214011684773&usg=AOvVaw1EFCYiAL4Isbq6nStY01h0

         Mechanical Engineering Department

         HEAS Department: Course end survey

         https://www.google.com/url?q=https://drive.google.com/file/d/1AyZQfD1THP8huQar35rUPsYnWmtMH_o4/view?usp%3Dsharing&sa=D&source=editors&ust=1649214011686010&usg=AOvVaw0RlL0y-N4NJgykBiMDA2FQ

         Civil Engineering
         From Employers-

https://docs.google.com/spreadsheets/d/1C4r1C8u3gOCgojtZ6_xagV5nkx6-fLxqHEyGkXD0-QM/edit#gid=528279741

From passout batches
https://docs.google.com/spreadsheets/d/1m3hHDkj8dCFyF0Ikbg45m62uCdV_Xao-3mIDRAcTIkA/edit#gid=482170727

https://docs.google.com/spreadsheets/d/1EcO_kJuuE8PaSdsH7-0AgC9QY17PHNDNVktMD8Ok650/edit#gid=1193634108

https://docs.google.com/spreadsheets/d/1ihtHpjU4LA8-d9MzqYOfPWhY0BJluR2OadXmtCz6_OM/edit#gid=1270836974

https://docs.google.com/forms/d/1OMJOxlbGslrjSYLdezVJn10zqNNX-fM9kETSim0Y2Wo/edit#responses

2. Analysis of Feedback received regarding design and review of curriculum/syllabus

Feedback collected from diverse batches of alumni during 2014-2022 and current students
mainly suggested following:

(i)   More than 65 % responses -B Tech final year project should start in 7th Semester.
(ii)   MOOC courses advised to be included in all course programmes. Responses vary regarding its proportion in credit requirements of total course programme between 3 % to more than 10 %.
(iii)   OPEN elective insertion is advised in curriculum.
(iv)   Inclusion of Audit courses in PG curriculum advised.
(v)   Inclusion of non- credit courses related to Humanities etc are advised to be included in design of curriculum.
(vi)   More case studies are required are required to be inculcated in teaching- learning process.
(vii)   Six-month internship in the 8th Semester of B Tech- advised in most of the B Tech branches.
(viii) For Civil Engg students-softwares must be taught.
(ix)   Fire Safety may be taught

3. Action Taken Report on Analysis of Feedback
Following actions have been taken during revision of design and review of syllabus of the course programmes run in the campus:
(i)   Audit courses introduced.
(ii)   Six- month internship provision added in few branches of B Tech.
(iii)   OPEN electives added.

(iv)   In drafting syllabii- at many places across the programmes- teaching with field examples/case studies emphasized.

(v)   B Tech Final year project t start in 7th sem.

(vi)   For Civil Engg students- a lab course for use of softwares added.

(vii)   Fire safety subject has been added.

Guidelines for Semester-long Internship Project

(A) Duration

- The duration of internship should be between 16 to 24 weeks.
- The external mentor should ensure that the attendance record of the student is maintained daily and the record along with total number of permitted/ unpermitted leaves be handed to the department at the end of approved internship duration.

(B) Nature of Internship

- Guiding principle behind internship would be improvement in knowledge/skills and employability of the students and emphasis would be on core companies and practical work on any project.
- Students would be allowed internships in research institutes if they indicate profound interest in academics/research.
- For non-core companies, the department would frame a policy by constituting a department level committee. For each student choosing to go to such an organization, the department level committee would review each case on its merit after receiving the justification from the student.
- The special opportunity for whole semester internship is optional, subject to the student getting a suitable and justifiable project work to replace the course work and project in the college. The permission shall be granted only on merit of the problem statement and the proposed organisation, not for general training similar to mandatory summer training after third year, in which information on some aspects may be provided without a well-defined project objective.

(C) Approval of Internship Request

- A student who wishes to undertake semester long internship outside the college should present the approval letter from his proposed mentor as per the format given in Appendix A by the end of November to the project coordinator along with a cover letter.
- The project coordinator would forward the application with his specific comments to HOD, or in case of non-core companies to the departmental committee, which will then give its recommendation to HOD.
- Head of Department would be the final authority to sanction the request for outstation internship of any student.

(D) Monitoring

- Students whose outstation internship request is approved have to ensure that their joining reports as given in Appendix A are received by the department within 15 days of joining in the format as given in Appendix B, failing which the approval for internship may deemed to be cancelled.
- The concerned department should try to identify and request Adjunct Faculty/ Experts/ RTU Alumni to guide and monitor the work of the students working nearby their location.

- The students need to mail the monthly progress report signed by the official mentor to the project coordinator with a copy to HoD.
- The project coordinator should try to remain in touch with the students' project mentors via email/ phone to keep a watch on the progress of project work.

(E) Preparation of Report

- Each student needs to prepare a comprehensive report of the work as per guidelines given in Appendix C.
- A copy of the final report should be submitted to the internship organization at the end of project work and another copy signed by the project mentor to the project coordinator before the final external practical exam at the department.

(F) Feedback

- The project external mentor should fill an online feedback form at the end of the duration of internship as given in Appendix D using a link provided by project coordinator.
- The student should also fill a feedback form regarding his/ her experience during the internship, as given in Appendix E, for future reference of the department.

(G) Grading

- A total of 975 marks have been allotted to project, out of which 650 marks are for internal evaluation and 375 for external examiners.
- External evaluation would be done by a panel of faculty members appointed by HoD based on presentation given by student and viva at the end of project duration.
- 250 marks in the internal evaluation should be given by external mentor to the project coordinator confidentially as given in the feedback form by email.
- The remaining internal marks would be assigned by project coordinator based on final report, regular submission of progress report, feedback from mentor and viva.

(H) Certification

- After successful completion of internship, a certificate should be provided by the host institute to the student with specific comment about his/ her performance.
- The department will also provide a certificate to the student mentioning the project topic and place of internship.

Internship Proposal Form

1. Name of the student:

2. Name of the organization (attach company Profile):

3. Turnover of the company (for private companies):

4. Duration for which allowed: ....../........./20..... to ..../........./20.....

5. Paid/unpaid: If paid, then monthly stipend: ₹ ....

6. Assigned Department/ Division/ Unit:

7. Name & Designation of Project Mentor:

8. Brief work profile of student during internship

9. Work targets/objectives to be achieved during internship

It will be ensured that the attendance record of the student would be maintained and be submitted to the University at the end of internship duration.

Signature of Project mentor with seal

Joining Report

1. Student name: _____

2. Roll number: _____

3. Project title: _____

4. Name & address of the organization: _____

_____

Telephone No.: _____   Email: _____

5. Residential address of the student _____

_____

Telephone No. _____ Email: _____

I hereby inform that I have joined the organization on _____ for the semester project in the above stated organization.

Signature of the Student

Certificate by the Co-Ordinator in the Industry

Certified that the above-mentioned student has joined our organization for the semester project in the organisation.

Dated: Signature of Project Mentor (With Seal)

Name of the Coordinator:
Designation:
Email:
Phone No.: