

THE KAZIRANGA UNIVERSITY

ACADEMIC COUNCIL

14 JANUARY 2013

MINUTES

PRESENT:

1. Prof. (Dr.) Vilas M. Salokhe (Chairman)
 2. Dr. Sudhanshu Verma
 3. Dr. Sanjeev Kumar
 4. Mr. Gautam Sharma
 5. Ms. Reshma Tiwari
 6. Ms. Upama Das
 7. Mr. Anil K. Bhatia (Secretary)
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AC13.1.01 Welcome and apologies

The Vice Chancellor and the Chairman of the Academic Council (AC) welcomed the members present in the meeting. The constitution of membership of Academic Council as per the Statutes was disclosed.

AC13.1.02 Acceptance of the agenda

The proposed agenda for the Academic Council was explained.

Resolution: *Resolved to accept the proposed agenda of the Academic Council.*

AC13.1.03 Approval of the minutes of the Academic Council of 6 July 2012

Resolution: *Resolved to approve the minutes of the Academic Council meeting held of 6 July 2012.*

No issues from the minutes of this meeting were raised.

AC13.1.04 Results of 1st Semester

The chairman of the meeting displayed the results of the 1st semester final examination held in December 2012 of the 1st batch of students. The results tabulated showed program wise grades obtained in various courses.

Resolution: *Resolved to approve the 1st Semester final examination results of B.Tech, BBA, B.Com & MBA students of KU.*

AC13.1.05 Revised Academic Rules for KU Bachelor and Masters Program

The Chairman informed that as per the comments received during the 1st Governing Body meeting there was a need to prepare the generic regulations for various Bachelor and Master Programs at KU. The modifications made were discussed.

Resolution: *Resolved to accept the revisions made in Regulations of Bachelor and Masters program at KU and approve it for submission to the Governing Body.*

AC13.1.06 The Academic Calendar for the 1st & 2nd Semester of 2013 was presented.

Resolution: *The proposed academic calendar for the year 2013 was approved.*

Finally, Chairman of AC thanked all the members for their active participation in the deliberations.
AC meeting was adjourned at 4.00 pm.

KAZIRANGA UNIVERSITY

ACADEMIC COUNCIL

30 MAY 2012

MINUTES

(Unconfirmed)

PRESENT:

1. Prof. (Dr.) Vilas M. Salokhe (Chairman)
2. Dr. Sukhendu Samajdar
3. Prof. P. C. Bhattacharyya
4. Dr. D. Das
5. Dr. Sanjeev Kumar
6. Dr. Sudhanshu Verma
7. Dr. Sankar Thappa
8. Dr. Jayanta K Sarmah
9. Dr. Amarjyoti Goswami
10. Dr. Surobhi Deka
11. Mr. Gautam Sharma
12. Er. Karthik Tamvada
13. Er. Akash Agarwal
14. Ms. Reshma Tiwari

APOLOGIES:

None

Secretary: Ms. Dorothy Buragohain

AC1201.01 WELCOME AND APOLOGIES

The Vice Chancellor and Chairman of the Academic Council (AC) welcomed the members present and requested for their active participation in the deliberations of the meeting. The Chairman also indicated the historic importance of the meeting as this is the Kaziranga University's first official meeting that will be a milestone in the university's history.

It was mentioned that AC will comprise of selected members from both schools. However, for initial few meetings Chairman wish to have participation of all faculty members

AC1201.02 APPROVAL OF THE AGENDA

The Chairman explained the agenda of the meeting which was unanimously accepted by all the members.

AC1201.03 TERMS OF REFERENCE OF THE ACADEMIC COUNCIL

With reference to the Assam Private University Act No. XII of 2007, the Chairman specified the role and scope of the Academic Council. The Chairman stated that the AC is a supreme academic body that will look after all the academic affairs of the University. As

per the Chairman's announcement, the responsibilities of the AC will include laying down policies and norms to ensure quality education, prescribing courses of study, new academic programs, collaborative degree programs and supervising admissions, examinations, award of fellowships and studentships etc.

Normally, before submitting any proposals from schools to Academic Council, they need to be deliberated and endorsed by the school faculty.

AC1201.04 CONSIDERATION OF THE COURSE SYLLABI FOR THE FIRST YEAR OF THE VARIOUS ACADEMIC PROGRAMS

a. KU-SET

The Dean of KU-SET, Prof. P. C. Bhattacharyya, presented the course syllabi for the first year of B. Tech. He stated that the syllabi will be common for all the branches of engineering. Some of the faculty members suggested certain modifications in course content in branches like Electronics and Telecommunications, Basic Electrical Engineering, Physics and Chemistry. After detailed deliberations, the Chairman agree to allow a maximum of 20% deviation from that prescribed syllabi. The changes more than this limit need to be first deliberated at the School and then in AC.

b. KU-SoB

Dr. S. Samajdar, Dean SoB, presented the course syllabi of the first year of B.Com. and BBA. He said that the syllabi shall be common during the first year of both programs. He further mentioned that both the programs will contain practical and project work. The members also discussed the credit requirements for B.Com/BBA first year and decided that there shall be 5 courses in each semester, leading to a total of 45 credits at the end of the first year. However, the semester wise distribution of credits was not finalized.

Dean SoB also presented the course syllabi for the first year of the MBA program. He reported no repetition of topics in courses for the different semesters. Redistribution of topics in certain subject's viz. Quantitative Techniques, Business Research Methods etc. was suggested. During the meeting, it was also decided that the credit requirement for the first year of the MBA program will be 60 (sixty) which will be divided as:

Semester –I : 26, Semester-II: 34 (Total: 60).

It was suggested that there will be semester-wise allocation of Industry Relevant Evaluation Component (IREC) papers. Dr. Samajdar mentioned that IREC is not being taught at any University in India and this is unique model used for KU students. It was clarified that as the credits of summer internship are included in the second semester of MBA, the total number of credits in that semester are higher.

c. Uniformity

The Chairman stressed the importance of uniform format of course content for various courses to be offered at KU. There should be logic in course number coding. He agreed to suggest the format. According to this format, the following school representatives will modify the format of each course:

KU-SET: Mr. Gautam Sharma

KU-SoB: Ms. Reshma Tiwari

In light of the comments from the members, the Chairman concluded that the matter shall be taken up in the next meeting of the AC and the syllabi will be revised after taking into account the suggested modifications. Thus finally following resolution was passed.

The Academic Council unanimously endorsed the 1st and 2nd semester syllabus of B. Tech, BBA, B.Com and MBA. .

AC1201.05 CONSIDERATION OF ACADEMIC CALENDAR

Prof. P.C. Bhattacharyya presented the academic calendar for the B.Tech. program and Dr. S. Samajdar presented the same for the BBA, B.Com. and MBA programs. The following key points were noted:

-The academic calendar shall be common for the B.Tech., BBA and B.Com. programs. There will be 68 days of teaching in the first semester and 68 days in the second semester

- Orientation day will be the same for both UG and PG programs of KU

-Instead of *study leave*, the term *study break* will be used in the academic calendar. Study break will mean a day without class but the students have to be present on campus to prepare for the examination on the next day.

In case, due to unforeseen reason, if there will be delay in start of the 1st semester, it was agreed to have Plan B with delayed start of Academic Year.

After the key points were deliberated at length, the Academic Council members unanimously approved the Academic calendar.

AC1201.06 CONSIDERATION OF ACADEMIC REGULATIONS FOR B.TECH. BBA, B.COM. AND MBA

- I. On behalf of the school of Engineering and Technology (SET), Mr. Gautam Sarmah presented the academic rules and regulations for B.Tech. Following major discussions were held on the regulations:

a) Credits and GPA

- In reference to the matter of Grade Point Average (Clause No. 7.1.6 of the academic regulations), the Chairman mentioned that the University will adopt the GPA and CGPA systems and not the YGPA system. It was agreed by all.

- The maximum and minimum credit requirements for every semester were not included in the rules and regulations. Chairman will work on these in details with Deans and will report AC in the next meeting.

-It was agreed that minimum GPA required for promotion to the next semester must be mentioned. Chairman with Deans will work on these details and they will be presented in the next AC.

b. Change of branch

The students who want to change their branch must apply for the same before the publication of the KU merit list. Once the merit list is out, it will be at the discretion of the Dean, KU-SET to finalize the list of students who will be given an option to change their branch.

c. Reservation

The issue of reservation of seats for admission in to the various programs was dealt with. It was decided that Clause No. 4.1.3 of the academic regulations be deleted.

d. Attendance

Students who have less than 75% attendance (theory and practical) will be categorized as non-collegiate and dis-collegiate students. Non-collegiate students (attendance 65% and above but below 75%) will have to pay a penalty fee or complete certain assignments to be eligible to appear in the semester examinations. The dis-collegiate (attendance below 65%) students will not be allowed to appear in the examinations.

e. Evaluation

Mid-term Examination: Answer scripts will be shown to the students in the classroom. The scripts have to be taken back after doubts and queries of students are addressed. There should not be any delay in responding to students.

End -term Examination: A certain day will be decided upon for showing answer scripts to the students. If a student seeks re-evaluation, he or she will have to pay the required fee for initiating the process.

As many modifications pertaining to the rules and regulations have been proposed by the members during the meeting, it was decided that a hard copy of the regulations be given to all the members. The matter will be reconsidered and the regulations will be finalized in the next meeting of the Academic Council.

II. Dr. S. Samajdar presented the academic regulations for the BBA, B.Com. and MBA programs. He clarified that the rules for BBA/B.Com./MBA are mostly the same as the rules for B.Tech. He suggested the following minor changes:

- There will be specializations in B.Com. and MBA
- There will be minor and major projects in the BBA and B.Com. Programs.
- For MBA, there will be a summer internship and a capstone project.
- The percentage equivalent of the passing grade will be 40% for the undergraduate programs and 50% for the post graduate program.

Further deliberations regarding this will take place in next meeting after which the regulations will be finalized.

AC1201.07 CONSIDERATION OF STUDENT HANDBOOK

Dr. Jayanta Sharma elaborated the provisional contents of the Student Handbook of KU. After reflecting on the proposed content, the members recommended that the following items be included in the handbook:

- Explanation of the grading system and examination rules as contained in the academic regulations.
- Prohibiting wearing of T-shirts/casual clothes including jeans and shorts during college hours.
- Formation of Ombudsman to address student problems and grievances. He may be the Director of Student Affairs.
- Guidance to apply for bank loan installments
- Academic calendar

AC1201.08 CONSIDERATION OF STUDENT COUNCIL

Er. Akash Agarwal presented the details of Student Council formation. He highlighted the following points during the presentation of his report:

- KU does *not* support the formation of student union/organization. To boost students' interpersonal skills and team spirit, KU will have Student Council.
- The students must take their decisions voluntarily. Every student admitted into KU will be a member of the student council. There will be annual subscription by students to SC to cover part of its activities.
- The council will become an interface between student and faculty members and KU administrations.

After discussion, the members present approved the above suggestions pertaining to the student council.

The Student Council proposal with suggested amendments was accepted by Academic Council.

AC1201.09 CONSIDERATION OF ADMISSION PROCEDURES FOR VARIOUS U.G. AND P.G. PROGRAMS

Dr. Shankar Thapa presented the admission procedure for BBA/B.Com/ MBA. After detailed discussion, the AC finalized the following criteria:

a.BBA/B.Com.

Eligibility: 10+2 marks to be more than 50%

Selection: Grading with reference to 10 + 2 marks and if required personal interaction with the School selection panel.

Admission: Students finalized by the panel will be admitted to the course

b. MBA:

Eligibility: 10+2+3 or 4 passed with marks more than 50% + entrance exam marks like MAT or equivalent

Selection: Merit list with reference to the above criteria + presentation and group discussion in front of panel + personal interaction with panel

Admission: Students finalized by the panel will be admitted into the course

c. B. Tech

Mr. Gautam Sarmah presented the admission procedure for B.Tech. The AC endorsed the following criteria:

Eligibility: 10+2 passed with marks more than 50% + PCM and English cleared at the first attempt + entrance examination score.

Selection: Grading with reference to the above criteria + presentation and group discussion in front of admission committee headed by Dean + personal interaction with admission committee + gap certificate (if necessary)

Admission: Students finalized by the admission committee will be admitted into the course

The members recommended that normalization process be followed while taking the admission as students comes from different backgrounds.

In special circumstances, relaxation of the admission criteria will be the discretion of the Vice Chancellor/Management.

The admission criteria suggested for B.Tech, BBA, B.Com and MBA was accepted and approved by AC with suggested amendments.

AC1201.10 OTHER BUSINESS

1. It was informed that a set of books will be given to all students.
2. The presentations made for the AC meetings must be circulated among the members beforehand.
3. AC meetings will be held once in a month and the papers for inclusion in AC should be submitted to the Registrar at least 2 weeks before the meeting.
4. Chairman informed that Prof. Bhattacharyya, Dean SET will be on leave for a month and Dr Sanjeev Kumar will be I/C Dean for that period.
5. Chairman requested all faculty members for their active participations in the preparations for opening ceremony.

Finally, Chairman of AC thanked all the members for their active participation in the deliberations.

AC meeting was adjourned at 18.30 h.

KAZIRANGA UNIVERSITY

ACADEMIC COUNCIL

6 JULY 2012

MINUTES

PRESENT:

1. Prof. (Dr.) Vilas M Salokhe (Chairman)
2. Dr. Sukhendu Samajdar
3. Dr. D Das
4. Dr. Sanjeev Kumar
5. Dr. Sudhansu Verma
6. Dr. Maitreyee Sarmah Bezbaruah
7. Dr. Sankar Thappa
8. Dr. Jayanta K Sarmah
9. Dr. Surobhi Deka
10. Er. Akash Agarwal
11. Er. Karthik Tamvada
12. Ms. Kabita Chiring
13. Mr. Tazzudin Ahmed
14. Ms. Reshma K Tiwari
15. Mr. Abikal Borah
16. Mr. Haris Jamal
17. Mr. Randhir Phukan
18. Ms. Padmaja Tamuli

APOLOGIES:

1. Prof. P.C.Bhattacharyya
2. Dr. Amarjyoti Goswami
3. Mr. Gautam Sharma

Secretary: Mrs. Rashmi
Ms. Dorothy

AC1202.01 WELCOME AND APOLOGIES

The Vice Chancellor and Chairman of the Academic Council (AC) welcomed the members present and requested for their active participation in the deliberations of the meeting. The chairman specially welcomed the following new faculty members who have joined KU recently and hoped their co-operation and valuable contribution.

1. Dr. Maitreyee Sarmah Bezbaruah
2. Mr. Abikal Borah
3. Mr. Haris Jamal
4. Ms. Kabita Chiring
5. Mr. Tazzudin Ahmed
6. Mr. Randhir Phukan
7. Ms. Padmaja Tamuli

The Chairman AC also apologized for the absence of the following members:

1. Prof. P.C.Bhattacharyya
2. Dr. Amarjyoti Goswami
3. Mr. Gautam Sharma

AC1202.02: ACCEPTANCE OF THE AGENDA

The Registrar presented the agenda of the AC meeting which was accepted by the house.

AC1202.03: CONFIRMATION OF THE MINUTES

The minutes of the AC meeting held on 30 May 2012 was confirmed.

AC1202.04: MATTERS ARISING FROM THE MINUTES

02.04.01. UNIFORMITY IN THE COURSE STRUCTURE FOR THE VARIOUS DEGREE PROGRAMS

In the last meeting Chairman emphasized the need on the uniformity in the course structure in the various courses to be offered at KU (refer to AC 12.01.04)

The changes are being approved by the Council as presented by Ms. Reshma Tiwari for KU-SoB and Er. Akash Agarwal for KU-SET.

For both the school the syllabus have been prepared in the same format.

02.04.02. FINALISATION OF ACADEMIC CALENDER (Refer to AC12.01.05)

The AC has discussed the Academic Calendar to be followed in KU. During the previous AC meeting it was discussed and noted. However, upon farther discussion in the meeting it was decided that for B. Tech, BBA and B. Com program the first semester will commence on 01 Aug 2012 and end on 24 Dec 2012 and the second semester will commence on 16 January 2013 till 01 Jun 2013. For MBA course first semester will commence approximately 10 days prior to 01 August 2012 and end on the same day as those of other courses.

02.04.03. PASSING GPA FOR UG & PG PROGRAM (Ref. to AC12.01.06)

Dean SoB, Dr. S. Samajdar pointed out that the passing grade which was decided by the last AC needs some alteration. Instead of percentage, grade point to be used and the same may be 4.0 out of 10 for UG and 5.0 out of 10 for PG

The meeting after deliberation agreed to accept this norm.

02.04.04 STUDENT HANDBOOK (Ref. to AC12.01.07)

Dr. Jayanta Sarmah presented the modified student handbook which was discussed in the previous AC meeting and decisions were noted. Dr. Sarmah elaborated the modifications made in respect of guidance to apply for bank loan installment. The Council instructed Dr. Sarmah to specify the steps to be followed by the student going for bank finance so that the student does not find any difficulty in the process. In delay of declaration of results, the deadline of payment of fee by the student may be altered by the Registrar or Asst. Registrar since the power is being bestowed on them.

02.04.05 BASIS FOR DETERMINING COURSE CODE (Ref. to AC12.01.04)

Ms. Reshma Tiwari presented the course code for BBA/B.COM/MBA programs which may be depicted as

BASIS OF DETERMINING COURSE CODE

LEVEL CODE	PRGRAM/ BRANCH CODE		SPECIALISATION CODE	
	UG	PG	UG	PG
1. Bachelor	0: Common to all	1:	0: General Course	0: General Course
2. Master	1: Common to BBA & B.Com	2: Regular MBA	1: Banking Investment and Insurance	1: Finance & Banking
3. Ph D	2: B.Com		2: Accounting & Finance	2: Marketing Major
	3: BBA		3: Marketing & E Commerce	3: HR & Industrial Relation

The AC after due consideration accepted the basis for determining course code.

AC1202.05 CONSIDERATION OF MAXIMUM / MINIMUM CREDIT AND ACADEMIC PROBATION

Dr. Sanjeev Kumar presented the details of Maximum/ Minimum Credit in each courses of KU. He highlighted the following points during the presentation of his report:

- For overall promotion, the minimum Grade Point Average (GPA) for Undergraduate Program is 4.0 and for Post Graduate Program is 5.0 out of 10 point grading system for each semester.
- For undergraduate program, the academic probation will be for those students bearing GPA between 3.5 and 4.0 point. For students scoring GPA between 3.0 and 3.5 will be examined by the school council and will be forwarded with recommendation (positive/negative) to academic council for consideration.
- For Post Graduate program, the academic probation will be for students scoring GPA between 4.5 and 5.0. The students getting GPA between 4.0 and 4.5 will be examined by the school council and forwarded to academic council for consideration.

The Academic Council unanimously endorsed the minimum and maximum credit and also the academic probation for the student of each semester at KU.

AC1202.06 CONSIDERATION OF RULES AND REGULATION FOR FACULTY STATUS

Dr. S Samajdar presented the rules and regulation for faculty status of KU. The council was elaborated about the affiliated faculty, visiting faculty, adjunct faculty and guest faculty. The procedure of selection of such faculties, a proposal be moved by respective school dean with proper justification to the Vice Chancellor for approval and appointment.

The Academic Council considered and approved the rules and regulations for the faculty status after the points deliberated at length.

AC1202.07 CONSIDERATION OF RULES AND REGULATION FOR HOSTEL

Dr. Jayanta K Sarmah presented the rules and regulations for hostel boarders at KU. After highlighting the content, the members recommended that the following points to be modified:

1. The timings of campus entry and hostel entry for the hostel boarders must be mentioned separately and must be assured that the timing doesn't coincide with library timings.
2. Apart from Warden, there must be a prefect for each hostel from among the students. The council also suggested for sub prefect i.e. prefect on each floor.
3. The term weapon mentioned in the rules and regulation for hostel boarders must be distinctly mentioned as some religious beliefs allow carrying of weapons
4. The dinner timings must be from 7 PM to 8:30 PM and the TV timings must be from 6:30PM to 9 PM
5. In rules and regulations, the council suggested mentioning about non- vegetarian facility outside the hostel but inside campus.

AC1202.08 CONSIDERATION OF QAI DUAL DEGREE

Dr. S. Verma presented the KUQAI in which he attempted to give the rational to formally accept the proposal. The proposal contained the rational and after thoughts of the proposal. The meeting after patient hearing accepted the proposal in principle only and opined that details would be taken up later in a subsequent meeting for implementation of the same at KU.

The AC further opined that in future all rules and regulations be circulated to the members of AC at least 10 days ahead of the meeting.

AC1202.09 OTHER BUSINESS

1. Chairman informed the house about the total nos of students who have taken admission in to the various programs at KU till date.
2. Chairman requested the faculty members for preparation of teaching material, lesson plan etc. well ahead for taking classes smoothly.
3. University registration forms be made available for the admitted students.
4. Chairman suggested that if any member wants to present something in the AC meeting he/she must submit the relevant materials to the registrar in advance so that he can arrange the materials accordingly for presentation.
5. Chairman hoped that for any meeting, everybody should maintain timings. Similarly for classes also all faculty members should maintain timings in order to uplift the standard of teaching.
6. Dr. S. samajdar Pro V C said that the Library should be made ready for consult of books by faculty and student as well.
7. The admission status of B.Tech, BBA, B.Com and MBA were being informed to all the members of Academic Council.
8. The faculties were asked to prepared themselves and their notes for commencing the classes from 1 August 2012.
9. The Chairman asked to prepare the Registration Form for the 1st week of August.

10. The papers that are to be presented in the Academic Council Meeting must be prepared and circulated before hand so that minor changes can be made. The Chairman proposed to send the papers to the Registrar at least 1 week before the meeting of Academic council.
11. The chairman asked the members of KU Team to maintain punctuality, discipline among themselves and to promote themselves as international body. He also stressed in speaking in English and to avoid usage of vernacular languages.

Finally, the Chairman of AC thanked all the members for their active participation in the deliberations. **The meeting ended with vote of thanks from the chair.**

AC meeting was adjourned at 17:00 h

The Assam Kaziranga University

Board of Management

10 July 2012

Minutes

Present: Prof. (Dr.) Vilas M. Salokhe - *Chairman*

Mr. Basant K. Khetan

Dr. P.K. Mishra

Dr. Jayanta Sharma

Mr. J. P. Khetan

Prof. (Dr.) Sukhendu Samajdar

Dr. Sankar Thappa

BM12-1-01 WELCOME AND APOLOGIES

The Chairman welcomed the members for the first meeting of the Board of Management.

Apologies were read.

BM12-1-02 CONSTITUTION OF BOARD OF MANAGEMENT

The membership of the Board of Management as per the guidelines of the Assam Private University Act was announced

Resolution: *Resolved to accept the proposed membership. It was agreed that the changes in membership could be done as and when required.*

BM12-1-03 POWERS OF THE BOARD OF MANAGEMENT

The powers of the Board of Management as outlined in the First Statutes were explained for information of the members.

BM12-1-04 APPOINTMENTS OF UNIVERSITY OFFICIALS

The Board Members were presented the recommendations of the Adhoc Committees formed for the selection of the Vice Chancellor, Registrar and the Chief Finance & Accounts Officer

Resolution: *Recommendations of the Committees were endorsed for the approval of the Governing Body.*

BM12-1-05 ISSUES FROM ACADEMIC COUNCIL

Minutes of the 30 May 2012 (Confirmed) and 6 July 2012 (Unconfirmed) Academic Council were received.

Issues from 30 May 2012 Academic Council meeting

a. Programme offerings for 2012

The details of various programs and their academic regulation were received.

Resolution: *Resolved to approve the proposed programs and their respective academic regulations including admission and procedure.*

b. Course syllabus

The details of course syllabus of various programs were presented.

Resolution: *Resolved to approve the course syllabus as proposed by the Academic Council*

Issues from 6 July 2012 Academic Council meeting

a. The academic calendar (Ref: AC 1202.04.02) of the first and second semesters for the academic year 2012-2013 were presented to the Board of Management.

Resolution: Resolved to approve the proposed academic calendar.

b. Details of student handbook duly endorsed by the Academic Council were received.

Resolution: *Resolved to accept the student handbook as proposed by the Academic Council.*

c. Rules and Regulations for the various faculty nomenclatures were received (Ref: AC1202.06).

Resolution: *Resolved to accept the various categories of faculty nomenclature as proposed by the Academic Council.*

d. Rules and Regulations for Hostel were received (Ref: AC1202.07)

Resolution: *Resolved to accept the rules and regulations for Hostel as proposed by the Academic Council.*

BM12-1-06 FEE STRUCTURE

The recommendations of the Fee Structure Committee were received.

Resolution: *Resolved to approve the fee structure proposed for 2012 intake of student and transmit it to Governing Board and Chancellor for approval.*

BM12.1.07 FIRST STATUTES

The Board of Management discussed the details of First Statutes prepared as per the requirements of the Assam Private University Act.

Resolution: *Resolved to approve the First Statutes of the Kaziranga University for submission to the State Government.*

BM12.1.07 FIRST ORDINANCE

The Board of Management discussed the details of First Ordinance prepared as per the requirements of the Assam Private University Act.

Resolution: *Resolved to approve the First Statutes of the Kaziranga University for submission to the State Government.*

No other businesses were discussed.

The Chairman thanked the members for their active participation. The meeting was adjourned at 17.30 h.

The Assam Kaziranga University

Governing Body Meeting

12/2/2013

MINUTES

PRESENT: Hon Shri M. D. Khetan - *Chairman*
Hon Shri P. D. Goel
Prof. (Dr.) Vilas M. Salokhe
Shri Basant Khetan
Dr. P. K. Mishra
Dr. Jayanta Madhab
Dr. Nirmal Choudhury
Mr. Shyam Kanu Mahanta
Mr. Anil K Bhatia (Secretary)

APOLOGIES: Prof. (Dr.) B. P. Sabale

INVITEES: Prof. (Dr.) S. Samajdar
Prof. (Dr.) A. Sarma
Shri Anil Saraf

GB13.01.01: WELCOME AND APOLOGIES

The Chairman welcomed the members present for the 2nd meeting of the Governing Body of KU. Special welcome was extended to Dr. Jayanta Madhab, Dr. Nirmal Choudhury & Mr. Shyam Kanu Mahanta) who were attending the meeting first time.

He highlighted the powers and roles of GB which can play an important role in guiding the university in right direction.

The apologies of Prof. (Dr.) B. P. Sabale for being unable to attend the meeting was read and accepted.

Further, Chairman requested the Vice Chancellor to conduct the meeting, after which Vice Chancellor took over the charge of the meeting.

GB13.01.02: APPROVAL OF THE AGENDA

The Vice Chancellor presented the Agenda for the meeting for approval.

Resolution: *Resolved to approve the Agenda as suggested for the meeting.*

GB13.01.03 INTRODUCTION OF KU

Honb'ble Vice Chancellor requested Dr. P.K.Mishra to give presentation on KU. Dr. P.K.Mishra explained about the history, current status and future plans for the university. Video of KU was also presented.

GB13.1.04 POWERS OF THE GOVERNING BODY

The Governing Body being the supreme authority of the University, as per the Act and Statutes, has certain powers and duties to provide general guidance and direction to the University. These powers and duties of GB were explained to members for their information.

GB13.1.05 MINUTES OF GB MEETING OF 16 JULY 2012

The minutes of the last GB meet circulated to members for information.

Resolution: *The minutes of GB meeting of 16 July 2012 were unanimously accepted..*

GB13.01.06 ISSUES FOR GB APPROVAL/ENDORSEMENT

i. Appointment of University Official

To fulfill the conditions in Act and Statutes, the appointment of Prof. Dr. Arnab Sarma as the Controller of Examination, till fulltime appointment is made, and that of Mr. Amit Khetan as the Finance and Account Officer was reported.

Resolution: *The temporary appointment of CoE and full time appointment of FAO was endorsed by the Governing Body.*

ii. Academic Regulations

1) Bachelor programs at KU

Honb'ble Vice Chancellor explained about the regulations for the Under Graduate and Master programs at KU as passed by the Academic Council and BoM. He highlighted the need of generic Rules & Regulations for these programs.

Resolution: *GB unanimously endorsed by the Rules and Regulations for Bachelor/Masters at KU.*

iii. Faculty Cadre

Various categories of faculty designations to be used at KU as proposed in Rules and Regulation for Faculty Status and approved by the Academic Council were presented.

Resolution: *The GB endorsed the faculty cadres as proposed .*

iv. Hostel Rules and Regulations

The Rules and Regulation for hostel as approved by Academic Council and BoM were tabled for endorsement. Member commented that special security measures as well as issues regarding safety of women should be included. GB was informed of such measures already taken at KU.

Resolution: *The Hostel Rules and Regulations as proposed were Accepted by GB.*

v. Academic Calendar

The Academic Calendar for the year 2013 was presented.

Resolution: GB members accepted the Academic Calendar as proposed.

vi. Proposed new programs & intake for 2013-14 admissions

It was informed that two new schools viz: School of Computing Sciences (SCS) and School of Basic Sciences (SBS) will be introduced from 2013-14 academic session. In SCS, BCA, BSc (IT), MSc (IT) and integrated MSc (IT). In SBS, MSc in Physics, Chemistry and Mathematics will be offered. This was approved by BoM in its last meeting.

Resolution: *GB unanimously approved the proposal to start SBS and SCS from the next academic session.*

GB members suggested looking into possibility of starting programs in Wildlife Management, Food Science and Technology, Hospitality, Tourism and some other vocational training programs with high demand. It was assured that KU authorities will look into these valuable suggestions.

GB13.01.07 Vice Chancellor Report to GB for information

i. First Statutes & First Ordinance

It was informed that 1st Statutes & 1st Ordinance were made as per the Assam Private University Act 2007 and submitted to government for approval.

ii. Faculty at KU

A list of faculty recruited so far as per the regulations was presented to GB. It was emphasized that almost 50 faculty has doctorate degrees and rest at least a master degree. There is significant representation of women on faculty list.

iii. Admissions 2012 intake

The detailed break up of admissions 2012 intake was presented by Vice Chancellor. It was noted that even during its inaugural admission, a significant number of students were admitted.

iv. Results of the 1st Semester

The results of final examination of first semester students, as approved by Academic Council, were reported for information.

Information on following items were presented to GB for information only.

- v. Value addition programs***
- vi. International Advisory Board***
- vii. Visitors to the University***
- viii. Hosting special events***
- ix. Faculty participation***
- x. Student participation***
- xi. Faculty publications***

GB13.01.08 ANY OTHER BUSINESS

No other business was reported.

Hon'ble Vice- Chancellor thanked the house for their active participation and kind co-operation.

Meeting was adjourned at 17.30 h.

The Assam Kaziranga University

Governing Body Meeting

12/2/2013

MINUTES

PRESENT: Hon Shri M. D. Khetan - *Chairman*
Hon Shri P. D. Goel
Prof. (Dr.) Vilas M. Salokhe
Shri Basant Khetan
Dr. P. K. Mishra
Dr. Jayanta Madhab
Dr. Nirmal Choudhury
Mr. Shyam Kanu Mahanta
Mr. Anil K Bhatia (Secretary)

APOLOGIES: Prof. (Dr.) B. P. Sabale

INVITEES: Prof. (Dr.) S. Samajdar
Prof. (Dr.) A. Sarma
Shri Anil Saraf

GB13.01.01: WELCOME AND APOLOGIES

The Chairman welcomed the members present for the 2nd meeting of the Governing Body of KU. Special welcome was extended to Dr. Jayanta Madhab, Dr. Nirmal Choudhury & Mr. Shyam Kanu Mahanta) who were attending the meeting first time.

He highlighted the powers and roles of GB which can play an important role in guiding the university in right direction.

The apologies of Prof. (Dr.) B. P. Sabale for being unable to attend the meeting was read and accepted.

Further, Chairman requested the Vice Chancellor to conduct the meeting, after which Vice Chancellor took over the charge of the meeting.

GB13.01.02: APPROVAL OF THE AGENDA

The Vice Chancellor presented the Agenda for the meeting for approval.

Resolution: *Resolved to approve the Agenda as suggested for the meeting.*

GB13.01.03 INTRODUCTION OF KU

Honb'ble Vice Chancellor requested Dr. P.K.Mishra to give presentation on KU. Dr. P.K.Mishra explained about the history, current status and future plans for the university. Video of KU was also presented.

GB13.1.04 POWERS OF THE GOVERNING BODY

The Governing Body being the supreme authority of the University, as per the Act and Statutes, has certain powers and duties to provide general guidance and direction to the University. These powers and duties of GB were explained to members for their information.

GB13.1.05 MINUTES OF GB MEETING OF 16 JULY 2012

The minutes of the last GB meet circulated to members for information.

Resolution: *The minutes of GB meeting of 16 July 2012 were unanimously accepted..*

GB13.01.06 ISSUES FOR GB APPROVAL/ENDORSEMENT

i. Appointment of University Official

To fulfill the conditions in Act and Statutes, the appointment of Prof. Dr. Arnab Sarma as the Controller of Examination, till fulltime appointment is made, and that of Mr. Amit Khetan as the Finance and Account Officer was reported.

Resolution: *The temporary appointment of CoE and full time appointment of FAO was endorsed by the Governing Body.*

ii. Academic Regulations

1) Bachelor programs at KU

Honb'ble Vice Chancellor explained about the regulations for the Under Graduate and Master programs at KU as passed by the Academic Council and BoM. He highlighted the need of generic Rules & Regulations for these programs.

Resolution: *GB unanimously endorsed by the Rules and Regulations for Bachelor/Masters at KU.*

iii. Faculty Cadre

Various categories of faculty designations to be used at KU as proposed in Rules and Regulation for Faculty Status and approved by the Academic Council were presented.

Resolution: *The GB endorsed the faculty cadres as proposed .*

iv. Hostel Rules and Regulations

The Rules and Regulation for hostel as approved by Academic Council and BoM were tabled for endorsement. Member commented that special security measures as well as issues regarding safety of women should be included. GB was informed of such measures already taken at KU.

Resolution: *The Hostel Rules and Regulations as proposed were Accepted by GB.*

v. Academic Calendar

The Academic Calendar for the year 2013 was presented.

Resolution: GB members accepted the Academic Calendar as proposed.

vi. Proposed new programs & intake for 2013-14 admissions

It was informed that two new schools viz: School of Computing Sciences (SCS) and School of Basic Sciences (SBS) will be introduced from 2013-14 academic session. In SCS, BCA, BSc (IT), MSc (IT) and integrated MSc (IT). In SBS, MSc in Physics, Chemistry and Mathematics will be offered. This was approved by BoM in its last meeting.

Resolution: *GB unanimously approved the proposal to start SBS and SCS from the next academic session.*

GB members suggested looking into possibility of starting programs in Wildlife Management, Food Science and Technology, Hospitality, Tourism and some other vocational training programs with high demand. It was assured that KU authorities will look into these valuable suggestions.

GB13.01.07 Vice Chancellor Report to GB for information

i. First Statutes & First Ordinance

It was informed that 1st Statutes & 1st Ordinance were made as per the Assam Private University Act 2007 and submitted to government for approval.

ii. Faculty at KU

A list of faculty recruited so far as per the regulations was presented to GB. It was emphasized that almost 50 faculty has doctorate degrees and rest at least a master degree. There is significant representation of women on faculty list.

iii. Admissions 2012 intake

The detailed break up of admissions 2012 intake was presented by Vice Chancellor. It was noted that even during its inaugural admission, a significant number of students were admitted.

iv. Results of the 1st Semester

The results of final examination of first semester students, as approved by Academic Council, were reported for information.

Information on following items were presented to GB for information only.

- v. Value addition programs***
- vi. International Advisory Board***
- vii. Visitors to the University***
- viii. Hosting special events***
- ix. Faculty participation***
- x. Student participation***
- xi. Faculty publications***

GB13.01.08 ANY OTHER BUSINESS

No other business was reported.

Hon'ble Vice- Chancellor thanked the house for their active participation and kind co-operation.

Meeting was adjourned at 17.30 h.

The Assam Kaziranga University

Governing Body Meeting
16 July 2012

Minutes

Present: Hon. Shri M. D. Khetan - *Chairman*
Hon. Shri P. D. Goel
Prof. Dr. Vilas M. Salokhe
Shri Basant Khetan
Dr. P. K. Mishra
Registrar (Secretary)

GB1201.01 WELCOME AND APOLOGIES

The Chairman welcomed the members for the 1st meeting of Governing Body. He emphasized the important role GB members can play in the development of the university.

Apologies were read.

On behalf of him, Chairman authorized Vice Chancellor to conduct the meeting after which VC took over the charge of the meeting.

GB1201.02 CONSTITUTION OF GOVERNING BODY

Based on the criteria given in Act, the constitution of Governing Board was explained. It was agreed that change in membership can be done as and when required.

Resolution: *Resolved to approve the constitution of the Governing Body of the Assam Kaziranga University..*

GB1201.03 POWERS OF GOVERNING BODY

The powers of the Governing Body as stated in the Act were explained for the information of members.

GB1201.04 APPOINTMENT OF UNIVERSITY OFFICIALS

GB members were presented details of the recommendations of the committee set up for the selection of following university officials. It was earlier endorsed by the Board of Management.

Vice Chancellor: The report submitted by the selection committee appointed by Hon. Chancellor was read. Based on the qualifications and experience, from among the three applications short listed, committee recommended the appointment of *Prof. Dr. Vilas M. Salokhe*, as the first Vice Chancellor of the Assam Kaziranga University, Jorhat.

Registrar: From among the applications received committee agreed to recommend the appointment of *Prof. Dr. Durgeswar Das* as the Registrar of the University.

Chief Finance and Accounts Officer: From among the applications received committee agreed to recommend the appointment of *Mr. Amit Khetan* as the Chief Finance and Accounts Officer of the university.

Resolution: *Resolved to approve the appointments of Prof. Vilas M. Salokhe as the Vice Chancellor; Prof. Dr. Durgeswar Das as Registrar and Mr. Amit Khetan as the Chief Finance and Accounts Officer of the Assam Kaziranga University.*

GB1201.05 THE FIRST STATUTES

The Governing Body Members discussed the details of First Statutes and Ordinances of Kaziranga University prepared as per the requirements of Assam Private University Act. It was earlier approved by the Board of Management.

Resolution: *Resolved to approve the First Statutes earlier endorsed by the Board of Management and agreed for its submission to the State Government.*

GB1201.06 THE FIRST ORDINANCE

The Governing Body Members discussed the details of First Statutes and Ordinances of Kaziranga University prepared as per the requirements of Assam Private University Act. It was earlier approved by the Board of Management.

Resolution: *Resolved to approve the First Ordinances earlier endorsed by the Board of Management and agreed for its submission to the State Government.*

GB1201.06 FEE STRUCTURE

The details of fee structure for various study programs offered for 2012 admission, prepared by the '*Fee Structure Committee*' and approved by the Board of Management of the university, were presented. They are based on the prevailing fee structure in various institutes/colleges in the region and India.

Resolution: *Resolved to approve the recommendations of the 'Fee Structure Committee' for application to the students admitted of 2012 batch.*

GB1201.07 ISSUES FROM ACADEMIC COUNCIL

a) 30 May 2012

The details of various courses offered and their syllabus in the *School of Engineering and Technology* and *School of Business* and academic calendar of the 1st semester as well as regulations for bachelor and masters program were presented. They were duly discussed and approved by the Academic Council and further endorsed by the Board of Management.

Resolution: *Resolved to approve the proposed course offering in schools, syllabus, and academic calendar.*

It was commented that if possible University should have generic regulations for bachelor, master and doctoral programs.

b) 6 July 2012

The details of Student Handbook, Faculty Status and Hostel regulations and Academic Calendar of 2nd Semester were presented.

Resolution: *Resolved to approve the proposed Student Handbook, Faculty Status and Hostel Regulations.*

The University authorities were advised to prepare a list of additional course offerings, if any, for the 2013 admissions.

Board of Management of 10 July 2012

The Board of Management endorsed First Statutes and Ordinance, Fee Structure and Faculty Status were approved as detailed earlier.

GB1201.08 The minutes of meetings of Academic Council of 30 May 2012 and 6 July 2012 and Board of Management of 10 July 2012 were noted.

Chair thanked all the members for their active participation in deliberations.

ENCLOSURE – V

Extract from the minutes of the meetings of the Academic Council of “The Assam Kaziranga University” duly convened at which a proper Quorum was present, held on 30 May 2012 at the university campus at Jorhat, Assam.

AC1201.04 CONSIDERATION OF THE COURSE SYLLABI FOR THE FIRST YEAR OF THE VARIOUS ACADEMIC PROGRAMS

a. KU-SET

The Dean of KU-SET, Prof. P. C. Bhattacharyya, presented the course syllabi for the first year of B. Tech. He stated that the syllabi will be common for all the branches of engineering. Some of the faculty members suggested certain modifications in course content in branches like Electronics and Telecommunications, Basic Electrical Engineering, Physics and Chemistry. After detailed deliberations, the Chairman agrees to allow a maximum of 20% deviation from that prescribed syllabi. The changes more than this limit need to be first deliberated at the School and then in AC.

b. KU-SoB

Dr. S. Samajdar, Dean SoB, presented the course syllabi of the first year of B.Com. and BBA. He said that the syllabi shall be common during the first year of both programs. He further mentioned that both the programs will contain practical and project work. The members also discussed the credit requirements for B.Com/BBA first year and decided that there shall be 5 courses in each semester, leading to a total of 45 credits at the end of the first year. However, the semester wise distribution of credits was not finalized.

Dean SoB also presented the course syllabi for the first year of the MBA program. He reported no repetition of topics in courses for the different semesters. Redistribution of topics in certain subject's viz. Quantitative Techniques, Business Research Methods etc. was suggested. During the meeting, it was also decided that the credit requirement for the first year of the MBA program will be 60 (sixty) which will be divided as:

Semester –I: 26, Semester-II: 34 (Total: 60).

It was suggested that there will be semester-wise allocation of Industry Relevant Evaluation Component (IREC) papers. Dr. Samajdar mentioned that IREC is not being taught at any University in India and this is unique model used for KU students. It was

clarified that as the credits of summer internship are included in the second semester of MBA, the total number of credits in that semester are higher.

c. Uniformity

The Chairman stressed the importance of uniform format of course content for various courses to be offered at KU. There should be logic in course number coding. He agreed to suggest the format. According to this format, the following school representatives will modify the format of each course:

KU-SET: Mr. Gautam Sharma

KU-SoB: Ms. Reshma Tiwari

In light of the comments from the members, the Chairman concluded that the matter shall be taken up in the next meeting of the AC and the syllabi will be revised after taking into account the suggested modifications. Thus finally following resolution was passed.

The Academic Council unanimously endorsed the 1st and 2nd semester syllabus of

B. Tech, BBA, B.Com and MBA which are to be started in 2012 session

Certified True Copy

The Assam Kaziranga University
Prof. (Dr.) Vilas M. Salokhe (Chairman)