MINUTES
AC:2013:23FEB:01 : Course Structure for MA in Educational Leadership
The Board of Management had in its meeting on 19th November resolved to initiate the process for starting a Master’s Degree programme in Education in the coming academic year. It would be a multidisciplinary programme – the need of the hour in India. Fr. Paul Pudussery, who had been already involved in the Doctoral Programme of the university, both as guide and as a resource person for the Research Methodology sessions had joined the University in the department of Education and had been entrusted with the task of preparing the course structure and syllabus for the programme, with the help of other experts. A tentative Course Structure had been prepared. Fr. Paul explained to the Academic Council, the highlights of the proposed programme and the proposed course structure. The course structure is attached with these minutes.

He proposed three different programmes:
1. A 2-year regular Master of Arts programme in Educational Leadership
2. A 2-year executive Master of Arts programme in Educational Leadership with regular teaching input during the first year and internship during the second year. During the second year there would be courses taught during certain vacation periods through colloquia.
3. A 1-year Post Graduate diploma programme in Educational Leadership which would cover the syllabus of the first year of the regular MA programme.

Fr. Paul also indicated that it would be possible to get professors from abroad to come as resource persons.

The members of the Council appreciated the idea and resolved to approve the course structure. The task of formulating the detailed syllabus was entrusted to a committee headed by Fr. Paul Pudussery.

AC:2013:23FEB:02 : Revision of syllabi for existing courses
The Registrar placed before the Academic Council certain modifications in syllabus proposed by the Boards of Studies of different departments. The syllabus revisions were proposed for the following courses:

Computer Science and Engineering: CSEC0055, CSIR0064, CSAO0070,
Electronics and Communication Engineering: ECDC0015, ECSS0016, ECAC6011, ECME0024,
ECAP0026, ECV00027, ECCT6025, ECAC0019
Electrical and Electronics Engineering: EELM6010, EE00001
The Academic Council took note of the courses for which modifications and revisions of syllabi were proposed and decided to approve the proposed modifications.

The University had tried to reach out to institutions, schools, colleges, with brochures and other advertisement material during the autumn semester 2013. The use of Don Bosco centres for the sale of application forms was a positive step. It was decided to continue the use of Don Bosco Centres for this purpose. Bill boards are being planned. Prospectus is being prepared.

The advertisement at the back of the Don Bosco school buses was useful. This mode of advertisement will be done this year too.

The meeting suggested that the prospectus should be more visually attractive and should give more prominence to placement activities and to other aspects which concern our clientele more specifically. The names of faculty members also should be published in the prospectus.

AC:2013:23FEB:04 : Course Structures for the Certificate and Diploma programmes of Global Schoolroom
Global Schoolroom is an organization initiated by two Dublin Teachers Gwen Brennan and Garret Campbell, which seeks to promote the sharing of educational experience and expertise between teachers worldwide. They work directly with teachers to build a strong framework for high standards of teacher education. They currently work in certain countries of Africa and certain parts of India.

Global Schoolroom is currently facilitating a Diploma Programme in Elementary Education spread over three years, for teachers who are already teaching in schools in certain remote areas of North East India. The programme involves contact teaching/learning with Irish tutors for a period of two months each year and teaching practicum to be performed in the schools in which they are already teaching, during the rest of the year. The programme is accredited by University College Dublin (Ireland).

It is proposed to convert this programme into a diploma programme certified by Assam Don Bosco University, with the following format:

- Teachers with at least 50% marks at Higher Secondary will qualify with a Diploma in Elementary Education which will make them eligible to teach classes 1-5
- Teachers with a graduate degree will qualify with a Post Graduate Diploma in Elementary Education which will make them eligible to teach classes 6-8
- With a few more courses to be determined by the University and mandatory approval, Teachers with a B.A./B.Sc. will qualify with a B.Ed. or equivalent which will make them eligible to teach classes 9-10

A report on the proposed programmes and a proposed course structure is included with these minutes.

The meeting appreciated the programme and resolved to approve the association of the University with this programme. As a first step, the Academic Council approved the Course Structure that had been presented. It empowered the Vice Chancellor to proceed with the collaboration and start accrediting the diploma programme for the teachers who had already enrolled in the programme.
Preparations for UGC Inspection (Fr. Stephen Mavely)

The University had been inspected by an expert committee from the UGC during 2-4 November 2011. The Vice Chancellor reported that the UGC had asked for another inspection of the University, along with most other universities which had been inspected during that period. The UGC had sent a proforma which had to be filled in and submitted to the UGC. This report would be published on their website for the stake holders of the University to react. Within a period of 3 months from the date of submission of the report, the UGC would constitute another expert committee and conduct the inspection of the University.

The report was in the final stages of preparation and would be sent to the UGC within the first week of March.

RESOLUTIONS

AC:2013:23FEB:01
The Academic Council resolves to approve the Course Structure of the programme as proposed in the report attached. It resolves to empower the Vice Chancellor to set up an expert committee under the convenorship of Fr. Paul Pudussery to evolve a detailed syllabus for the courses.

AC:2013:23FEB:02
The Academic Council resolves to approve the modifications and revisions in syllabus proposed by the Boards of Studies of the respective departments. The courses for which the revisions are approved are given below:

- **Computer Science and Engineering**: CSEC0055, CSIR0064, CSAO0070
- **Electronics and Communication Engineering**: ECDC0015, ECSS0016, ECAC6011, ECME0024, ECAP0026, EVD0027, ECCT6025, ECAC0019
- **Electrical and Electronics Engineering**: EELM6010, EEBE0001
- **Civil Engineering**: CVSM0012, CVES0018, CVEG0019
- **Social Work**: SWSA0008, SWRM0009
- **Psychology and Counselling**: PCFC0016, PCLS0002, PCCP0017

AC:2013:23FEB:03
The Academic Council resolves to approve proposed course structure for the following two programmes that will be offered by Global Schoolroom for certification by Assam Don Bosco University, and forward the proposal to the Board of Management for its approval and implementation.

- A Diploma Programme for teachers with at least 50% marks at Higher Secondary which will make them eligible to teach classes 1-5
- A Post-Graduate Diploma Programme for teachers with a graduate degree which will make them eligible to teach classes 6-8

The Registrar is entrusted with the task of obtaining the detailed syllabus for the programme from Global Schoolroom and placing it into the approved format.

Dr. Basil S Koikara
Registrar

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MEETING OF THE ACADEMIC COUNCIL: 19 JULY 2014

Prayer, Introduction and Words of Welcome (Fr Stephen Mavely)
Minutes of the Meeting held on 29 November 2013 (Dr Basil Koikara)

ADMINISTRATIVE MATTERS (Fr Joseph Nellanatt)

ACADEMIC MATTERS (Dr Basil Koikara)
AC:2014:JUL19:02 : Approval of the Course Structure and Syllabus changes for the Autumn Semester 2014
AC:2014:JUL19:04 : Approval of Course Structure for MSC in Physics
AC:2014:JUL19:05 : Approval of detailed syllabi modifications for various courses

EXAMINATION MATTERS (Fr Francis Fernandez)
AC:2014:JUL19:06 : Approval of Graduates for the Third Convocation
AC:2014:JUL19:07 : Approval of Results of Spring Semester 2014
AC:2014:JUL19:08 : Discussion on and approval of modifications in Examination Regulations

POLICY DOCUMENTS FOR DISCUSSION AND APPROVAL
AC:2014:JUL19:09 : On Research Integrity and Ethics (Prof JN Vishwakarma)

ENTREPRENEURSHIP DEVELOPMENT AND INCUBATION CELL (Prof Manoranjan Kalita)
AC:2014:JUL19:10 : Developments and Tie-up with MSME
AC:2014:JUL19:11 : Workshops on Entrepreneurship Development
AC:2014:JUL19:12 : Summer Workshops, Internships, Short-Term Courses

IMPORTANT EVENTS
AC:2014:JUL19:14 : Third Convocation of the University - Probable Date: 6 Sept 2014; Chief Guest – His Excellency the Governor (Fr Stephen Mavely)

Any Other Matter (with the permission of the Chair)

MINUTES
The meeting started with prayer, introduction and words of welcome by Fr. Stephen Mavely, the Chairperson of the Academic Council. The following persons were present at the meeting:

1. Fr. Stephen Mavely (Chairperson)
2. Fr. Joseph Nellanatt
3. Prof. Dhruba Jyoti Saikia
4. Prof. JN Vishwakarma
5. Prof. Manoranjan Kalita
6. Dr. Riju Sharma
7. Dr. Francis Fernandez
8. Dr. Shakuntala Laskar
9. Dr. Monmoyuri Baruah
Next, Dr. Basil Koikara, the secretary presented the minutes of the meeting of the Board of Management held on 29 November 2013. The members were of the opinion that the minutes were faithfully recorded and the minutes were passed.

The following matters arising from the minutes were discussed:

- All the Boards of Studies of various departments have already been set up. They have already held a round of meetings in preparation for the academic year 2014-15.
- There was a suggestion to call the programme MA Education (Educational Leadership), an MBA in Education. This may encourage more people to join the programme. It was opined that this option should be carefully considered and discussed in detail before implementing. A person who does an MA will have the facility to do NET, SLET, etc., and be eligible for teaching Education in Colleges, etc. Decisions should be taken keeping the benefit of the students in mind. Another option could be to approach the UGC to have a new programme – Masters in Educational Administration or Educational Management. Those who join the programme should benefit from the name of the degree itself. Hence, we should use a nomenclature which is commonly understood, so that we can attract more students. Regardless of the nomenclature of the programme, if the programme is worth, there will be takers.
- Special attention must be aid to publications of research scholars and faculty members. In case of the mandatory publication for the PhD degree, it may not be advisable to leave the choice of the journal just to the supervisor, the University must have a role in deciding in which type of journal the publication must appear.

ADMINISTRATIVE MATTERS (Fr Joseph Nellanatt)


Fr. Joseph Nellanatt gave an overview of the admission scenario of the University. The members of the Board agreed that the scenario was especially worrying as the admissions to the BTECH programme were much lower than the previous year and well below the optimum mark. The situation was similar in all other private colleges. The Vice Chancellor informed the gathering that the University was looking at the possibility of starting general Bachelors degree programmes and other Masters programmes when we have more space. The meeting suggested that remedial measures be discussed at a later meeting of the Admission Committee. He assured the meeting that the university was making a lot of effort for arranging for placement and for preparing for placement of students.

ACADEMIC MATTERS (Dr Basil Koikara)

AC:2014:JUL19:02 : Approval of the Course Structure and Syllabus changes for the Autumn Semester 2014

Dr. Basil Koikara, the Registrar, presented the modifications in the Course Structure and syllabi for the Autumn Semester 2014 for the following existing programmes:

1. Course Structure for all the semesters and detailed syllabi for Semester III for BTECH Mechanical Engineering.
2. Detailed syllabi for semester VII for BTECH Civil Engineering
3. Detailed Syllabi for semester III and IV for MTECH Computer Science and Engineering
4. Detailed Syllabi for Semester III and IV for MTECH Electronics and Communication Engineering
5. Detailed Syllabi for Semester I for MTECH Electrical and Electronics Engineering
6. Detailed syllabus for Semester III for MA Education, Educational Leadership

These modifications had been discussed and forwarded by the respective Boards of Studies to the Academic Council for its approval. The suggested course structure and syllabus modifications have been attached to these minutes.

After a brief discussion, the Academic Council resolved to approve the modifications to the course structure and syllabi forwarded by the Boards of studies. It further resolved that these be forwarded to the Board of Management for its approval.

Next, the Registrar presented to the Academic Council the detailed syllabus (First Semester) for the Master's Degree programme in Mass Communication – Convergent Media and Technologies which had been proposed by the expert committee which the Board of Management had set up for the purpose. The proposed syllabus is attached to these minutes.

The Academic Council examined these syllabi and after a brief discussion, resolved to approve them. It further resolved to forward these to the Board of Management for its approval and immediate implementation.

AC:2014:JUL19:04 : Approval of Course Structure for MSC in Physics
The Registrar proceeded to present to the Academic Council the course structure for the MSc programme in Physics along with the detailed syllabus for the first Semester. The course structure and the detailed syllabi had been proposed by an expert committee set up for the purpose.

The Academic Council examined the proposed course structure and syllabus and instructed that the Board of Studies which would be subsequently set up should compare this course structure and syllabus with those of a standard university syllabus and ensure that the basic grounding in Physics should be there.

The Academic Council resolved to approve the course structure and the syllabus for the first semester and further resolved to forward it to the Board of Management for its approval and implementation from the academic year 2014-15.

AC:2014:JUL19:05 : Approval of detailed syllabi modifications for various courses
Next, the Registrar presented before the Academic Council revision in the detailed syllabi of certain courses which had been proposed by the Boards of Studies of various departments. Such modifications/revisions had been proposed for the courses listed below:

Language Studies: LSCE0001, LSCE0002
Basic Sciences – Mathematics: MAEM0001, MAPT0008
Basic Sciences – Chemistry: CHEC0001
Computer Science and Engineering: CSRS6022, CSPC0001, CSPC6001, CSDS0013, CSDS6007, CSDC6049, CSAP0066, CSIT0044, CSIT6031, CSIR0064
Electronics and Communication Engineering: ECNE0009, ECBE0001, ECDL0018, ECFS0031, ECME0034, ECSS0016, ECD0015, ECAC0019
Electrical and Electronics Engineering: EHHV0028, EEED0033, EEPS0027, EEBE0001
Civil Engineering: CVSA0022, CVD50023, CVDS0028, CVAS0016
Social Work: SWIN0007, SWSC0017, SWMS0019, SWPS0026, SWCP0013
Psychological Counselling: PCMH0004, PCMF0012, PCRM0010, PCFC0016
Education: EDFM0026, MAELEP1018, MAELFE1017, MAELEC1003, MAELLG1004
The concerned Boards of Studies had also proposed certain modifications in the specialisations in the MTECH programmes offered by the departments of Computer Science and Engineering and Electronics and Communication Engineering.

EXAMINATION MATTERS (Fr Francis Fernandez)

AC:2014:JUL19:06 : Approval of Graduates for the Third Convocation
Fr. Francis Fernandez, the Controller of Examinations presented the list of graduates who would be receiving degrees at the Third Convocation of the University, proposed to be held on 6 September 2014. The resolution that the students be awarded the degrees was proposed by Fr. Francis Fernandez, the Controller of Examinations and was seconded by Dr. Shakuntala Laskar. Those who were scheduled to appear for the special examinations were approved conditionally. The list of candidates is attached to these minutes.

AC:2014:JUL19:07 : Approval of Results of Spring Semester 2014
Next, the Controller of Examinations presented a summary of the results of the End-Semester Examinations of the Spring Semester 2014. The Academic Council considered the results and accepted them. There followed a brief discussion on the number of detained students in the second semester. It was suggested that the reason was that a large number of students did poorly in the Basic Sciences Subjects. The following options were proposed to better the performance of students in these subjects:

- There could be different syllabi for different engineering disciplines, depending on the requirement of these disciplines. The members felt, however, that this may not be a good idea as a common Basic Sciences syllabus for all branches was necessary – the syllabus should be broad-based and have something for everybody.
- Instead of having different syllabi for different disciplines, it may be more important to have a relook at the syllabus to make it more relevant, and more application oriented. Could a committee be set up to look into the syllabi of Basic Sciences?
- To improve the performance of students, it may be important to address a smaller group of students who have problems with the course rather than everybody. What about interacting with the students and finding out what exactly are the difficulties and problems they face? Once you get a feedback from the students, we should go back and if required have a relook at the syllabus.

AC:2014:JUL19:08 : Discussion on and approval of modifications in Examination Regulations
The Controller of Examinations suggested a modification of the Examination Regulations concerning re-evaluation.

The existing regulation:
6.2.6. If in the process of re-examination, the grade obtained in a course changes, the new grade, whether it is lower or higher, shall be assigned to the course. The new grade shall be recorded and a new grade sheet shall be issued to the student.

Proposed regulation:
6.2.6. If in the process of re-examination, the grade obtained in a course changes, the better of the two grades, shall be assigned to the course. If there is a change, the new grade shall be recorded and a new grade sheet shall be issued to the student.

The Academic Council had a brief discussion on the amendment, and even though there was some disagreement on the issue, the majority of the members concurred with the proposed amendment and hence it was approved by it and it resolved to forward the amendment to the Board of Management for its approval and implementation.
On Research Integrity and Ethics (Prof JN Vishwakarma)

Prof. JN Vishwakarma reported that the official document of the University on Research Integrity and Ethics was under preparation. The document would be placed before the Academic Council for its approval once it was finalised. The document would propose the setting up of an Ethic Committee. There was a brief discussion on whether setting up of such a committee impinge upon the academic freedom of individuals? The Council agreed that the freedom of a researcher should not be affected and that such a committee should not be another blocking agency.

ENTREPRENEURSHIP DEVELOPMENT AND INCUBATION CELL (Prof Manoranjan Kalita)

Developments and Tie-up with MSME
Workshops on Entrepreneurship Development
Summer Workshops, Internships, Short-Term Courses

Prof. Manoranjan Kalita, the Director of the School of Technology of the University presented a comprehensive report on the Developments in the discussions of the University on the MSME front, Workshops on Entrepreneurship Development, Summer Workshops, Internships and Short-term courses. The report is attached to these minutes. In the ensuing discussion, the following points were raised:

- It would be necessary to have some person who is familiar with IPR and patents to take care of some these activities, especially in view of the activities of the incubation centre.
- NEEPCO has offered to assist with internship in all branches
- Social entrepreneurship activities should also be encouraged as part of the incubation cell activities

IMPORTANT EVENTS

NAAC Peer Team Visit - Proposed slots for the visit: 22-27 Sept/ 20-25 Oct / 27-31 Oct; Matters to be attended to: meetings with parents / alumni / staff / students / BOM (Dr Basil Koikara)

The University had submitted the Self Study Report and the Departmental Evaluative Reports to the NAAC on 28 June 2014, well ahead of the 10 July last date. However, the NAAC had asked for some further modifications which were also submitted as required by them. The University had proposed three windows for the NAAC peer-team visit as required by the NAAC. The three windows were 22-27 September/ 20-25 October / 27-31 October. There would be meetings of the peer team with parents, alumni, staff and students. All these would have to be prepared for well in advance.

Third Convocation of the University - Probable Date: 6 Sept 2014; Chief Guest – His Excellency the Governor (Fr Stephen Mavely)

Fr. Stephen Mavely, the Vice Chancellor informed the gathering that the probable date for the third convocation of the University is 6 September 2014. As had been proposed earlier, greater importance would be given to the graduates and hence no chief guest other than the Governor of Assam who is also the visitor of the University would be invited by the university for the occasion.

As no other matter was proposed to be taken up for discussion, the meeting concluded with a vote of thanks from the chairperson.

RESOLUTIONS

The Academic Council resolves to approve the modifications to the course structure and/or detailed syllabi for the programmes detailed below as forwarded by the respective Boards of Studies. It
AC:2014:JUL19:02
The Academic Council resolves to approve the detailed syllabus for the MA programme in Mass Communication (Convergent Media and Technologies) which had been proposed by the Expert Committee set up for the purpose by the Board of Management. The Council further resolves that this syllabus be forwarded to the Board of Management for its approval and implementation with effect from the Autumn Semester 2014.

AC:2014:JUL19:03
The Academic Council resolves to approve the course structure and detailed syllabus for the M.Sc. programme in Physics. It further resolves that it be forwarded to the Board of Management for its approval and subsequent implementation with effect from Autumn Semester 2014.

AC:2014:JUL19:04
The Academic Council resolves to approve the modifications and revisions of the detailed syllabi of the various courses as proposed by the respective Boards of Studies. A list of the courses for which such modifications were approved is given below:

Language Studies: LSCE0001, LSCE0002
Basic Sciences – Mathematics: MAEM0001, MAPT0008
Basic Sciences – Chemistry: CHEC0001
Computer Science and Engineering: CSRS6022, CSPC0001, CSPC6001, CSDS0013, CSDS6007, CSDC6049, CSAP0066, CSIT0044, CSIT6031, CSIR0064
Electronics and Communication Engineering: ECNE0009, ECBE0001, ECDL0018, ECFS0031, ECME0034, ECSS0016, ECDC0015, ECAC0019
Electrical and Electronics Engineering: EEEH0028, EEDD0033, EEPS0027, EEBE0001
Civil Engineering: CVSA0022, CVDS0023, CVDS0028, CVAS0016
Social Work: SWIN0007, SWSC0017, SWMS0019, SWPS0026, SWCP0013
Psychological Counselling: PCMH0004, PCMF0012, PCRM0010, PCFC0016
Education: EDFM0026, MAELEP1018, MAELFE1017, MAELEC1003, MAELLG1004
Management: MTIM0031, MTMP0058

The Academic Council further resolves to approve the proposed modifications in the specialisations in the MTECH programmes offered by the departments of Computer Science and Engineering and Electronics and Communication Engineering.

AC:2014:JUL19:05
The Academic Council resolves to approve the list of eligible candidates as given in the document attached, for the conferment of degrees as proposed by Fr. Francis Fernandez, the Controller of Examinations and seconded by Dr. Shakuntala Laskar. It further resolves to forward the list to the Board of Management for its approval.

AC:2014:JUL19:06
The Academic Council resolves to approve the amendment to Examination Regulation 6.2.6 as given below and forward it to the Board of Management for its approval and subsequent implementation.
The existing regulation:
6.2.6. If in the process of re-examination, the grade obtained in a course changes, the new grade, whether it is lower or higher, shall be assigned to the course. The new grade shall be recorded and a new grade sheet shall be issued to the student.

Proposed regulation:
6.2.6. If in the process of re-examination, the grade obtained in a course changes, the better of the two grades, shall be assigned to the course. If there is a change, the new grade shall be recorded and a new grade sheet shall be issued to the student.

Dr. Basil S Koikara
Secretary
Prayer and introductory Words by the Chairman (Fr. Stephen Mavely)
Minutes of the meeting held on 4 July 2015 (Dr. Basil Koikara)

Part I: ACADEMIC COUNCIL AND BOARD OF MANAGEMENT

AC/BM:2015:DEC12:01: Induction of new members for Academic Council (Fr. Stephen Mavely)
AC/BM:2015:DEC12:02: Matters related to Syllabi and Course Structures (Dr. Basil Koikara)
  Modifications of syllabi and course structures for Spring Semester 2016
  Adoption of New Syllabi for Spring Semester 2016
  Setting up of expert committee to frame Course Structure and Syllabi
  (Fr. Stephen Mavely)
    for B Ed, B Ed-M Ed
    for B Com, M Com
    for M Sc in Food Processing Technology

AC/BM:2015:DEC12:03: Changes in guidelines for PHD Guides (Prof. JN Vishwakarma)

AC/BM:2015:DEC12:04: Examination Matters (Dr. Francis Fernandez)
  Open Book Examinations – guidelines to be framed
  Credits acquired from online courses – guidelines to be framed

AC/BM:2015:DEC12:05: Any other matter (with the permission of the Chair)

MINUTES

The joint meeting of the Board of Management and Academic Council started with a brief introduction and welcome of the members by the Vice Chancellor, Fr. Stephen Mavely. He invited the members to internalise a sense of wonder and appreciation of the working of the Divine in the life of the University and in the lives of the individual members of the gathering. The moment of reflection was concluded with the Lord’s Prayer.

Following the reflection, the highlights of the minutes of the previous meeting of the Board of Management, as well as that of the Academic Council was presented. There was a brief discussion on the complete implementation of CBCS in the University. There was also a short discussion on the proposal for starting a Master’s Degree programme on Participatory Action Research (PAR). The Vice Chancellor expressed his opinion that the programme is innovative and good if it can be made to work. However, some concerns were expressed about the possibility of academic progression, as well as economic viability.

The Vice Chancellor also informed the gathering that the application for starting B.Ed. and M.Ed. in the coming academic year had been submitted to NCTE, and a no-objection had been obtained from the State Government. The reply of the NCTE was awaited.

Part I: ACADEMIC COUNCIL AND BOARD OF MANAGEMENT

AC/BM:2015:DEC12:01: Induction of new members in the Academic Council (Fr. Stephen Mavely)
First of all, the Vice Chancellor welcomed Dr. Machuwangliu Kamei, the head of the department of Mass Communication as a new ex officio member of the Academic Council. It was proposed that in the place of Asst. Professors Alexy Bhowmick and Jose Karipadam, Asst. Professors Bikramjit
Goswami (Department of EEE) and Sabiha Alam Choudhury (Department of Psychology and Counselling) be appointed. The proposal was unanimously accepted by the members of both the Bodies.

AC/BM:2015:DEC12:02: Matters related to Syllabi and Course Structures (Dr. Basil Koikara)

Next, Dr. Basil Koikara, the Registrar, presented certain modifications of the syllabi and course structures for Spring Semester 2016. The list of courses for which modifications of syllabi were proposed is given below:

**Department of Computer Science and Engineering:** CSCP0001, CSDL6003, CSOA6011

**Electronics and Communication Engineering:** ECNE6004

**Psychology and Counselling:** PCIG0008, PCCY0009

**MA Education:** EDEA0030, EDFM0026

He also presented new syllabi for the following programmes:

1. Integrated MSc-PhD programme in Biochemistry, Biotechnology and Microbiology - Semester II
2. Bachelor of Computer Applications - Semester II
3. BTECH Mechanical Engineering - Semester VI
4. MSC Physics - Semester IV
5. MTECH Civil Engineering - Semester II

All the course structures and syllabi were presented, a copy of the detailed syllabi is available with these minutes.

The detailed syllabi of the BA Philosophy programme was presented by Fr. Francis Fernandez. The syllabi are available with these minutes.

In the discussion that ensued, the following points were raised:

- It would be important to delineate the Pass Courses and Honours Courses of Philosophy within the BA Philosophy programme, so that other Honours programmes may also be started by adding on the required honours courses for those programmes.
- There are two languages - Latin and Sanskrit. Will this create an issue where students will find it difficult to study two languages during one programme
- As we get permission from the DEB, it would be good to place this programme online through DBUGlobal
- There was a suggestion to include also skill sets which will be acquired by students during the course of study as a standard part of the syllabus.

Setting up of expert committee to frame Course Structure and Syllabi (Fr. Stephen Mavely)

**BEd, BEd- MEd; BCom, MCom and MSc in Food Processing Technology**

It was resolved to finalise the expert committees for these programmes by 20 December so that the expert committees can meet in January. There was a brief discussion about whether the programme in Food Processing should be called Food Processing Technology or Food Technology. While no decision was arrived at, it was felt that “Food Technology” may be a better nomenclature. As we have already started programmes in Life Sciences, it should now be possible to start programmes in Food Technology.

AC/BM:2015:DEC12:03: Changes in guidelines for PHD Guides (Prof. JN Vishwakarma)

Prof. Vishwakarma, the Director of Research, presented to the Academic Council and the Board of Management an amendment of the Ordinances for PhD, concerning Research Supervisors.
Existing Ordinance (AC02.2 (16))
The supervisor shall be a faculty member of the University with a Ph.D. degree, with at least three years’ experience in research/teaching after acquiring Ph.D. The supervisor shall ordinarily be from the University. In exceptional cases, a supervisor from a recognized institution having at least five years’ experience in research/teaching after acquiring Ph.D. and proven ability to guide research may be recognized as a supervisor by the Academic Council.

Proposed Ordinance (AC02.2(16))
The supervisor shall be a regular faculty member of the University holding a Ph.D. degree, with at least three years’ experience in research/teaching, of which at least 1 year shall be after acquiring PhD, and has proven ability to guide research as determined by the Board of Research Studies.

Along with this ordinance, the following regulations were also proposed by the Board of Research studies:

Regulations
A regular faculty member desirous of guiding research after one year of post PhD research experience shall submit to the Board of Research Studies two research proposals in areas outside that of their PhD research. A presentation on one of these research proposals shall be made to a committee appointed by the BRS. The Committee shall evaluate the research proposals and the presentation and give their recommendations to the BRS. The BRS may permit the said faculty member to guide PhD research based on the recommendation of the Committee.

A regular faculty member of the University who has three years of post PhD research experience and at least two publications (not coming from the PhD thesis) in indexed and refereed journals shall also be permitted to guide PhD Scholars without presenting research proposals as stated above.

As the members discussed the proposals, the following suggestions were made
- In the appointment letter that is issued to a Research Guide, a phrase about guiding in a specific discipline could also be included. The Board of Research Studies may take care of that.
- The phrase “proven ability to guide research” may be modified to either “proven ability to guide and mentor a research scholar” or “proven ability and maturity to guide and mentor a research scholar…”
- The members were of the opinion that the quality and depth of our research leading to the Doctoral Degree has to improve

It was resolved to approve the proposal of the Board of Research Studies with the requirement that the phrase “proven ability to guide research” be replaced by an appropriate phrase incorporating the suggestions of the members of the meeting.

AC/BM:2015:DEC12:04 : Examination Matters (Dr. Francis Fernandez)
Fr. Francis Fernandez initiated a discussion on Open Book Examinations by saying that an Open Book examination juxtaposes the idea of education merely as a transfer of knowledge with the idea of education as a means for triggering the intellectual mechanism, and the critical ability to find answers for oneself. While this is desirable, certain guidelines have to be formulated on the type of courses for which Open Book examinations may be conducted, as well as the type of questions and the material that could be brought into the examination hall for an open book examination. While guidelines are formulated, the examination department will also formulate guidelines for “take home” examinations as well. It was proposed that the students should be informed at the beginning of the semester which courses will have open book examinations and which will not.
The examination department also proposed that guidelines be framed for credits acquired from online courses.

The Controller of Examinations was entrusted with the task of initiating the process for framing these regulations.

**AC/BM:2015:DEC12:05 : Any other matter (with the permission of the Chair)**

Dr. Jayanta Singh, Professor, department of Computer Science and Engineering and Information Technology proposed that in alignment with the look-east policy of the Government of India, Certificate Courses could be introduced in the University in certain Southeast Asian languages such as Burmese, Chinese, etc. In continuance of the discussion, proposals were also made to introduce certificate courses in German, local languages, etc.

The joint meeting of the Board of Management and Academic Council concluded with some cake ... and christmas wishes.

**RESOLUTIONS**

**AC/BM:2015:DEC12:01**

It was resolved that Asst. Professors Bikramjit Goswami (Department of Electrical and Electronics Engineering) and Sabiha Alam Choudhury (Department of Psychology and Counselling) be appointed as members of the Academic Council, in the place of Asst. Professors Alexy Bhowmick and Jose Karipadam. Their appointment would be for a period of 3 years.

**AC/BM:2015:DEC12:02**

It was resolved to approve the modifications of the course structures and syllabi made in existing programmes for the Spring Semester 2016. The list of courses for which such modifications were approved is given below:

- **Department of Computer Science and Engineering:** CSCP0001, CSDL6003, CSOA6011  
- **Electronics and Communication Engineering:** ECNE6004  
- **Psychology and Counselling:** PCIG0008, PCCY0009  
- **MA Education:** EDEA0030, EDFM0026

It was further resolved to approve the new syllabi for the programmes and semesters given below:

1. Integrated MSc-PhD programme in Biochemistry, Biotechnology and Microbiology - Semester II
2. Bachelor of Computer Applications - Semester II
3. BTECH Mechanical Engineering - Semester VI
4. MSC Physics - Semester IV
5. MTECH Civil Engineering - Semester II
6. BA Philosophy, all semesters

A copy of the detailed syllabi is available with these minutes.

The proposed detailed syllabi of the BA Philosophy programme was presented by Fr. Francis Fernandez. The syllabi are available with these minutes.

It was further resolved to set up expert committees to frame the course structure and syllabi for the B.Ed., integrated B.Ed.-M.Ed. programme, for B.Com. and M.Com. programmes and for an M.Sc. programme in Food Technology. The joint meeting of the Academic Council and Board of Management authorised the Vice Chancellor to set up the expert committee.
It was resolved to approve the amended ordinance AC02.2(16) to replace the same-numbered existing ordinance, with the proviso that the phrase “proven ability to guide research” be replaced by a phrase that the BRS deems fit, to indicate that the supervisor had the ability and maturity to guide and mentor the research scholar. The amended ordinance is given below:

**Ordinance AC02.2(16)**

The supervisor shall be a regular faculty member of the University holding a Ph.D. degree, with at least three years’ experience in research/teaching, of which at least 1 year shall be after acquiring PhD, and has proven ability to guide research as determined by the Board of Research Studies.

It was further resolved to approve the following regulation for the appointment of research guides:

A regular faculty member desirous of guiding research after one year of post PhD research experience shall submit to the Board of Research Studies two research proposals in areas outside that of their PhD research. A presentation on one of these research proposals shall be made to a committee appointed by the BRS. The Committee shall evaluate the research proposals and the presentation and give their recommendations to the BRS. The BRS may permit the said faculty member to guide PhD research based on the recommendation of the Committee.

A regular faculty member of the University who has three years of post PhD research experience and at least two publications (not coming from the PhD thesis) in indexed and refereed journals shall also be permitted to guide PhD Scholars without presenting research proposals as stated above.

**AC/BM:2015:DEC12:04**

It was resolved that the Controller of Examinations be entrusted with the task of framing regulations for the conduct of Open Book Examinations and for incorporating credits acquired from online courses into regular programmes of the University.

Dr. Basil S Koikara  
Registrar
AGENDA

Prayer and Introductory Words by the Chairperson - Fr Stephen Mavely

AC:2016:DEC10:01 New Programmes to be introduced in 2017-18 – Fr. Stephen Mavely
• BA with Honours in English, Education, Psychology, Journalism, Human Rights, Philosophy
• MSC in Chemistry and Zoology
• MTech in Mechanical Engineering
• MA in Religious Studies

AC:2016:DEC10:02 Course Structures for approval
Course Structure of the BA Honours Programme – Dr. Basil Koikara
Course Structure of MA in Religious Studies – Fr. Francis Fernandez

AC:2016:DEC10:03 Syllabi for Approval
• MSC Life Sciences Sem 4 – Dr. JN Vishwakarma
• BTech Mechanical Engineering Sem 8 - Ms. Leena Nemade
• MA in Religious Studies – Fr. Francis Fernandez
• MA Mass Communication Sem 2, MA Education Sem 2 – Dr. Basil Koikara
• B Com Sem 2 – Dr. Basil Koikara
• Modification in Syllabi of various courses – Dr. Basil Koikara

AC:2016:DEC10:04 Dates of Meetings for 2017
• 01 July 2017, 16 December 2017

AC:2016:DEC10:05 Any Other Matter (with the permission of the Chair)

Concluding Words by the Chairperson

MINUTES
The joint meeting of the Board of Management and Academic Council started with a few moments of prayer by the Chairperson. During the moments of prayer, the Chairperson thanked God for the blessings of the Autumn Semester 2016 which was just coming to a conclusion. He also thanked God for all the members of the two Boards who had come for the first such meeting at the new Tapesia Campus.

Members Absent
1. Dr. Machunwangliu Kamei
2. Dr. PJ Lukose
3. Mr. Bikramjit Goswami

Next, the secretary presented the minutes of the previous meeting and it was approved. As a part of the discussion on the minutes, it was proposed that we go ahead with preparations for NBA accreditation of
New Programmes to be introduced in 2017-18 – Fr. Stephen Mavely

- BA with Honours in English, Education, Psychology, Journalism, Human Rights, Philosophy
- MSC in Chemistry and Zoology
- MTech in Mechanical Engineering
- MA in Religious Studies

It was proposed that the following programmes be introduced in the university from the academic session 2017-18:

BA with honours in English, Education, Psychology, Journalism, Human Rights and Philosophy.
- The proposal was approved for English, Education, Psychology and Mass Communication. The Philosophy programme had already been approved in the previous academic session. It was agreed that considering the response for the Masters Programme in Human Rights, we shall not introduce BA Human Rights this year.
- The number of students for each programme need to be limited only by the capacity of the class rooms. 40 would be a good number for one section, to ensure that students get individual attention.
- There was a brief discussion on whether it would be beneficial to start a General Programme, without an honours in any discipline. However, it was suggested that it may not be a good idea as in such a situation the students may not be serious.

MSC Chemistry and Zoology
- The post graduate programme in Chemistry could be started with two specialisations – Organic Chemistry and Physical Chemistry.
- Four specialisations were proposed for the MSC Zoology Programme: Entomology and Environmental Biology, Cell and Molecular Biology, Fish and Fishery Biology, Animal Ecology and Wildlife Biology
- The differentiation of our MSC Programme from other such MSC programmes would be our stress on dissertation and our research orientation.

MTech Mechanical Engineering
It was proposed that currently as the laboratories, workshops, equipment, etc., were available only at the BTECH level, we were probably not yet ready for starting the MTECH programme in Mechanical Engineering. We could consider planning for starting the programme in the next academic year.

MA Religious Studies
The proposal for introducing the MA programme in Religious Studies was presented by Fr. Francis Fernandez. This programme would not initially be started as a campus programme, but as a Distance Education programme with the required permissions from the UGC-DEB. Later the university would consider introducing programmes in comparative religion.
Course Structures for approval

Course Structure of the BA Honours Programme – Dr. Basil Koikara

The Registrar now presented the Generic Course Structure of the BA Honours programme. Apart from the Honours discipline, students are required to opt for two subsidiary disciplines. In addition, they would have courses in English, a Modern Indian Language and a number of open electives. Students would also be required to present a thesis of 8 credits – the total number of required credits being 132.

In the course of the discussion that followed, the following ideas were expressed:

• Would the thesis be called a project, a dissertation?
• Would 8 credits be too much. It was proposed that the number of credits be reduced to 6.
• There was concern about whether graduate students would be in a position to write a thesis or a dissertation on their own. All members agreed that it would be beneficial to have a dissertation. It would set our BA programme apart from the BA programme offered by other universities. It would also make our students more employable. They would learn much more than otherwise.

Course Structure of MA in Religious Studies – Fr. Francis Fernandez

The course structure of the Masters Programme in Religious Studies was presented by Fr. Francis Fernandez. It is available with these minutes.

Syllabi for Approval

• MSC Life Sciences Sem 4 – Dr. JN Vishwakarma
• BTech Mechanical Engineering Sem 8 - Ms. Leena Nemade
• MA in Religious Studies – Fr. Francis Fernandez
• MA Mass Communication Sem 2, MA Education Sem 2 – Dr. Basil Koikara
• B Com Sem 2 – Dr. Basil Koikara

The detailed syllabi for MSC Life Sciences (Semester 4), BTech Mechanical Engineering (Semester 8), MA Religious Studies (all semesters), MA Mass Communication (Semester 2), MA Education (Semester 2) and BCom (Semester 2) were presented by persons who were slated to present them. The detailed syllabi are available with these minutes.

The Registrar also presented before the members of the Academic Council certain modifications and revisions in syllabi proposed by the Boards of Studies of various departments. A list of such proposals are found below:

Life Sciences: BTCA0002, BCMB0003, BTRM0003, MBBM0007, BTCA6002, BCMB6003, MBBM6002, BTGE6004, BTGE6004, BTGE6004

Electronics and Communication Engineering: ECTS0032

Mechanical Engineering: MNIE0025

Education: EDEP0012, EDTK0018, EDEL0019, EDPC0016

Dates of Meetings for 2017

• 01 July 2017, 16 December 2017

The Chairperson informed the members that the meetings of the Academic Council slated for the year 2017 were scheduled to be conducted on 01 July 2017 and on 16 December 2017.
AC:2016:DEC10:05 Any Other Matter (with the permission of the Chair)
The following matters were reported:

1. Dr. Monmoyuri Baruah, the Co-ordinator of IQAC informed the gathering that there were changes in the structure of composition of IQAC. We would be required to incorporate those changes. A new structure had also been introduced for reporting.

2. The Civil Engineering department has come forward with a schoolrship scheme for the toppers in each semester of the Civil Engineering Department. This scholarship would be presented to students in the name of the department, the scholarship amounts being contributed by all the teachers of the department.

3. Swabhakalamban programmes had been organised at the Azara campus by the Computer Science and Engineering, Electrical and Electronics Engineering and Electronics and Communication Engineering departments of the University.

4. Childrens’ Day had been celebrated in a fitting manner, with programmes organised by the students of the Masters’ Programme in Human Rights at the Tapesia Campus.

5. Dr. Y. Jayanta Singh reported that the ADBU Journal of Engineering Technology published online by the university had been listed in ResearchGate and this has created high visibility for the journal.

After these items were discussed, the meeting of the Board of Management was initiated.

RESOLUTIONS
AC:2016:DEC10:01
It is hereby resolved to introduce the following academic programmes in the University from the Academic Year 2017-18:

1. BA with honours in the disciplines English, Education, Psychology and Mass Communication
2. MSc Chemistry with specialisations in Organic Chemistry and Physical Chemistry
3. MSC Zoology with specialisations in Entomology and Environmental Biology, Cell and Molecular Biology, Fish and Fishery Biology, Animal Ecology and Wildlife Biology
4. MA Religious Studies as a Distance Education Programme with the requisite statutory permissions

It was further resolved to forward these proposals to the Board of Management for implementation from the Academic Year 2017-18.

AC:2016:DEC10:02
It is hereby resolved to approve the generic course structure for the BA Honours programme, with two subsidiary disciplines, with the proposed modification of the number of credits for the Thesis.

AC:2016:DEC10:03
It is hereby resolved to approve the detailed syllabi specified below and forward them to the Board of Management for implementation from Spring Semester 2017:

1. MSC Life Sciences (Semester 4)
2. BTECH Mechanical Engineering (Semester 8)
3. MA Religious Studies (All semesters)
4. MA Mass Communication (Semester 2)
5. MA Education (Semester 2)
6. BCom (Semester 2)
It is further resolved to approve the revisions/modifications of the detailed syllabi of the courses given below, as proposed by the Boards of Studies of concerned departments:

**Life Sciences**: BTCA0002, BCMB0003, BTRM0003, MBBM0007, BTCA6002, BCMB6003, MBBM6002, BTGE6004, BTGE6004, BTGE6004

**Electronics and Communication Engineering**: ECTS0032

**Mechanical Engineering**: MNIE0025

**Education**: EDEP0012, EDTK0018, EDEL0019, EDPC0016

Dr. Basil S Koikara
Secretary
ASSAM DON BOSCO UNIVERSITY
MEETING OF THE ACADEMIC COUNCIL – 29 November 2013

AGENDA

Introductory Words: The Chairman

Academic Matters
AC:2013:29NOV:01 MSW Syllabus – Specialisation in Family and Child Welfare – IV semester (Dr. Riju Sharma, Chairperson, BOS (Department of Social Work))
AC:2013:29NOV:02 Syllabus for MA (Educational Leadership) Semester II (Dr. Paul Pudussery)
AC:2013:29NOV:03 Preparation of syllabi for M Tech Sem II (Dr. B Koikara)
AC:2013:29NOV:04 Modification and revision of the existing syllabus of certain courses (Dr. B Koikara)
AC:2013:29NOV:05 New Academic programmes proposed to be started in the academic year 2014-15
• MTech in Electrical and Electronics Engineering (Dr. Manoranjan Kalita)
• MA in Media Studies (Fr. Stephen Mavely)
• MA in Philosophy (Distance Education Mode) (Fr. Stephen Mavely)

Administrative Matters
AC:2013:29NOV:06 Constitution of the Departmental Boards of Studies according to the Norms of the Ordinances (Dr. Basil S Koikara)
AC:2013:29NOV:07 Constitution/approval of Expert Committees to formulate the Course Structure and Syllabus for the New Academic Programmes (Fr. Stephen Mavely)
AC:2013:29NOV:08 Change of nomenclature of the following programmes: (Fr. Stephen Mavely)
• MA in Psychological Counselling
• MA in Child Rights and Development
• MA in Educational Leadership
AC:2013:29NOV:09 Modification of Regulations for the Ph D programme (Dr. JN Vishwakarma)
AC:2013:29NOV:10 Any other matter with permission from the chair

MINUTES
Introductory Words: The Chairman

The Vice Chancellor, Fr. Stephen Mavely started the meeting with a few words of welcome – to the second meeting of the Academic Council after it was newly constituted as a body independent of the Board of Management. Fr. Stephen welcomed in a special manner Profs. RC Boruah, the Director of CSIR-NEIST and Prof. Dhruba Jyoti Saikia, Vice Chancellor, Cotton University, Guwahati to their first Academic Council meeting of the University.

Academic Matters
AC:2013:29NOV:01 MSW Syllabus – Specialisation in Family and Child Welfare – IV semester (Dr. Riju Sharma, Chairperson, BOS (Department of Social Work))

Dr. Riju Sharma presented the syllabi of two courses being offered in the specialisation “Family and Child Welfare” in the IVth semester of MSW. The course structure had already been presented to the Academic Council and approval had been obtained in an earlier meeting. The detailed syllabus had been prepared by an expert committee set up for the purpose by the Board of Studies and then
presented to the Board of Studies. The Board of Studies approved the syllabus with a few modifications in its meeting on 19 November 2013. It is now presented to the AC for its approval. The two courses were “Development Concerns and Women Empowerment” and “Families with Special Needs”.

After a brief discussion regarding the content and concerns of the course, the syllabus was approved by the members of the Academic Council

AC:2013:29NOV:02 Syllabus for MA (Educational Leadership) Semester II (Dr. Paul Pudussery)
Fr. Paul Pudussery, the Head of Department, Department of Education, gave a presentation on what goes behind the Courses in the second semester of the Masters Degree programme in Educational Leadership.

Fr. Paul explained that the programme was a student centric programme, in which the students entered into an academic contract with the faculty members, delineating the expected outcomes. The pedagogy would start from experience, deconstruct the experience and derive learning from it. There are a number of faculty members from different parts of India involved in teaching the programme. This will give the students both National and International exposure.

The Course structure for the programme and the syllabus for the first semester had already been approved by the Academic Council in its meeting of the 27 April. The Syllabus for the second semester had been prepared by a committee of experts after studying the curriculum of several universities. As the Board of Studies for the Department of Education had not yet been set up, the syllabus was presented directly to the Academic Council. The second semester had six courses carrying a total of 19 credits.

The Academic Council approved the syllabus after a brief discussion. It lauded the efforts of the University to provide an academic programme which used such an innovative approach.

AC:2013:29NOV:03 Preparation of syllabi for M Tech Sem II (Dr. B Koikara)
Dr. Basil Koikara, the Registrar reported that the Boards of Studies of the departments of Computer Science and Engineering and Electronics and Communication Engineering will have their meetings on 3 and 4 December. They would be deliberating upon the courses to be offered in the second semester of the 4 semester programme. The syllabus for the first semester had already been approved by the Academic Council in its earlier meeting.

It was resolved by the members of the Academic Council that we shall seek the approval of the Academic Council for the syllabi approved by the Boards of Studies through a resolution by circulation.

AC:2013:29NOV:04 Modification and revision of the existing syllabus of certain courses (Dr. B Koikara)
The Registrar now proceeded to place before the Academic Council certain modifications and revisions of particular courses that had been proposed by the respective Boards of Studies. The courses for which modifications had been proposed are given below:

**Computer Science and Engineering:** CSDB6029, CSIS0051, CSSD0058, CSET0067, CSNC0069, CSDL6003, CSSE0041, CSET0053

**Humanities and Social Sciences:** PYTW0021, MTFC0073

**Electronics and Communication Engineering:** ECAC0023, ECMM6020, ECAM0029, ECES0035, ECLV0036, ECCC0037, ECOD0039, ECDC0015, ECMM0021, ECME0024, ECVD0027
As a result of discussions with the various Boards of Studies, the Registrar proposed certain changes in the structure of the MTECH programme and he sought approval of the Academic Council for the revision of the course structure.

The members of the Academic Council deliberated on the proposals for modification of syllabi of the above courses and resolved to approve them.

AC:2013:29NOV:05 New Academic programmes proposed to be started in the academic year 2014-15

- MTech in Electrical and Electronics Engineering (Dr. Manoranjan Kalita)
- MA in Media Studies (Fr. Stephen Mavely)
- MA in Philosophy (Distance Education Mode) (Fr. Stephen Mavely)

Dr. Manoranjan Kalita, the Principal of Don Bosco College of Engineering and Technology presented the proposal of the School of Technology to start an M. Tech programme in the discipline Electrical and Electronics Engineering with 3 specialisations - Power Systems, Instrumentation and Control and Power Electronics.

While the programme may not require new laboratories, enhancements, by way of more equipments will be required for the existing laboratories.

Fr. Stephen Mavely, the Vice Chancellor presented the proposal of the School of Humanities and Social Sciences to start a Masters' Degree programme in Media Studies in which the Convergence aspect would be given emphasis and importance. Back pack journalism will also find an important place in the programme. The programme will be organised in collaboration with some media house or another.

There was also another proposal from the School of Humanities and Social Sciences to start a Bachelor's Degree and a Master's Degree Programme in Philosophy in the Online Mode.

The Academic council approved all the three proposals. It was resolved to forward these proposals to the Governing Body for its approval and for the approval of the posts of faculty members for the programmes.

Administrative Matters

AC:2013:29NOV:06 Constitution of the Departmental Boards of Studies according to the Norms of the Ordinances (Dr. Basil S Koikara)

The Registrar presented to the members of the Academic council the Ordinances of the University concerning the composition, powers and functions of the Departmental Boards of Studies. The Departmental Boards of Studies had been set up in an ad hoc manner till now and it was imperative that they be set up according to the norms laid down in the Ordinances of the University. It was suggested that at this juncture it may not be possible to adhere to the constitution of the Boards of Studies in its entirety. However, once the Departments have to come to their own we would be in a position to adhere to the norms.
It was resolved that the Chairperson of the BOS would propose to the Vice Chancellor the possible members of the BOS by 31 January 2013. The Boards of Studies would be notified after that.

**AC:2013:29NOV:07  Constitution/approval of Expert Committees to formulate the Course Structure and Syllabus for the New Academic Programmes (Fr. Stephen Mavely)**

Ad hoc Expert Committees had already been set up for formulating the course structure and syllabi for the programmes in Media studies and Philosophy. The Academic Council reviewed the names of the members of the committees and suggested a few modifications. The modified committees were approved by the Academic Council. The committees are given below:

**Committee for the formulation of Course Structure and Syllabus for the Master's Degree Programmes in Media Studies**

1. Prof KV Nagaraj (Assam University, Silchar)
2. Prof Conrad Saldhana (DBIC Kurla)
3. Prof. Dr. Tapati Basu (University of Calcutta, Kolkata)
4. Dr Paul Pudusseri (Assam Don Bosco University)
5. Dr George Plathottam (NISCORT, Delhi)
6. Dr Uttam Kumar Pegu (Tezpur University)
7. Dr Francis Karackatt (DB College, Angadikadav)
8. Mr Mrinal Devburman (AIR, North East India)
9. Dr Peter Gonsalves (UPS, Rome)
10. Dr Basil Koikara (Assam Don Bosco University)
11. Fr C. M. Paul (Assam Don Bosco University) - Convener

**Committee for the formulation of the Course Structure and Syllabus for Bachelor's and Master's Degree programmes in Philosophy**

1. Dr George Thadathil (Salesian College, Siliguri)
2. Dr Dominic Meyieho (Assam Don Bosco University)
3. Prof Archana Baruah (IIT, Guwahati)
4. Dr Edwin George (Sacred Heart College, Poonamallee)
5. Dr Kuruvilla Pandikkattu (JDV, Pune)
6. Dr Alex Kalathikkattil (Don Bosco, Aluva)
7. Dr Jose Kuruvachira (UPS, Rome)
8. Dr George Panthammackal (MSFS House, Guwahati)
9. Dr Biswajit .... (NEHU, Shillong)
10. Dr Francis Fernandez (Assam Don Bosco University) - Convener

**AC:2013:29NOV:08  Change in nomenclature of the following programmes: (Fr. Stephen Mavely)**

- MA in Psychological Counselling
- MA in Child Rights and Development
- MA in Educational Leadership

There were proposals from the School of Humanities and Social Sciences to modify the nomenclature of certain programmes offered under the school. It was proposed to change the name of “MA in Psychological Counselling” to “MA in Psychology (Psychological Counselling)”.

It was proposed to change the name of “MA in Child Rights and Development” to “MA in Human Rights (Child Rights and Development)”.

There was a discussion concerning the programme “MA in Educational Leadership” There were suggestions to change its nomenclature to MBA in Education or M. Ed. After discussion, it was resolved to call the programme “MA in Education (Educational Leadership)".
There was also a suggestion that a dual degree of MA/MEd could be offered. It was decided that this matter would require more thought before it could be finalised.

AC.2013:29NOV-09 Modification of Regulations for the Ph D programme (Dr. JN Vishwakarma)
Dr. JN Vishwakarma, The Director of Research presented a few modifications to the Regulations for the Ph D programme. These modifications had been discussed in the Board of Research Studies and have been forwarded to the Academic Council for its approval. The suggested modifications are given below:

AC02.2 : Clause 11

Existing
There shall be a course work for a minimum period of one semester (six months). The course work shall be treated as preparation for Ph.D. and must include a course in research methodology which may include quantitative methods and computer applications. It may also involve reviewing of published research in the relevant field. If a course in research methodology was included in the M.Phil./M.Tech. course work, the School Board may decide to waive the course work for a candidate who has completed M. Phil./M. Tech. course work with a minimum grade point of 6.00.

Modified
There shall be a course work for a minimum period of one semester (six months). The course work shall be treated as preparation for Ph.D. and must include a course in research methodology which may include quantitative methods and computer applications. It may also involve reviewing of published research in the relevant field.

AC02.2 : Clause 26

Existing
The candidate should have pursued research at the University for not less than two years from the date of registration for the Ph D programme, before he/she is eligible to submit the thesis. However, in the case of candidates admitted to the programme through an M Phil/M tech programme pursued in this University, he/she may submit the thesis one year after the registration.

Modified
The candidate should have pursued research at the University for not less than two years from the date of registration for the Ph D programme, before he/she is eligible to submit the thesis.

AC02.2 : Clause 30

Existing
The candidate shall be required to publish one research paper in a referred journal before the submission of the thesis and produce evidence for the same in the form of acceptance letter or the reprint at the time of submission of the thesis.

Modified
The candidate shall be required to publish at least one research paper in a referred journal before the submission of the thesis and produce evidence for the same in the form of acceptance letter or the reprint at the time of submission of the thesis.
In the discussion that ensued, the following ideas were presented:

- Before the Registration of a candidate for Ph.D, require the candidate to present a Research proposal rather than a synopsis, as a synopsis can be prepared only once the thesis is ready. The modalities for the change of title and other matters may be discussed and finalised. Required modifications will have to be made in the Ordinances.
- The number of papers required to be published before the submission of the Thesis may be kept as one as prescribed currently in the ordinances. The decision regarding whether the journal in which it is published is acceptable or not may be taken either by the Doctoral Committee of the student or by the supervisor.
- The research methodology course work (or at least certain sessions) may be separated out for different disciplines.
- It was recommended that these ideas be brought up at the next meeting of the BRS and a decision arrived at.

**AC:2013:29NOV:10 Other Matters with Permission from the Chair**

The following ideas were also discussed and accepted by the members of the Academic Council.

- Certain programmes which are modular in nature may have rolling admissions, i.e., admissions may be taken at the beginning of any of the semesters.
- A person may also complete a number of semesters at a point in time and then come later to complete the programme.
- It may be permissible to let some students skip certain modules if they are proficient in those areas. Their eligibility to skip this modules may be determined after an assessment.

Fr. Stephen Mavely, the Vice Chancellor concluded the meeting by thanking everyone for their presence and active participation.

**RESOLUTIONS**

**Academic Matters**


The Academic Council resolves to approve the syllabi for the following courses which are going to be offered in semester IV of the MSW programme for the specialisation Family and Child Welfare.

1. Development Concerns and Women Empowerment
2. Families with Special Needs.

The approved syllabi are archived with this report.

**AC:2013:29NOV:02 Syllabus for MA (Educational Leadership) Semester II**

The Academic Council Resolves to approve the syllabi for semester II of the Masters Degree Programme in Educational Leadership. The approved syllabi are archived with this report.

**AC:2013:29NOV:03 Modification and revision of the existing syllabus of certain courses**

The Academic Council resolves to approve the modifications proposed for the following courses by the concerned Boards of studies.

**Computer Science and Engineering:** CSDB6029, CSIS0051, CSSD0058, CSET0067, CSNC0069, CSDL6003, CSSE0041, CSET0053

**Humanities and Social Sciences:** PYTW0021, MTFC0073
The Academic Council further resolves to approve the changes in the course structure of the MTECH programme that had been proposed by the Registrar.

AC:2013:29NOV:04  New Academic programmes proposed to be started in the academic year 2014-15

- MTech in Electrical and Electronics Engineering
- MA in Media Studies
- MA in Philosophy (Distance Education Mode)

The Academic Council resolves to forward the proposals for starting the following new academic programmes to the Board of Management / Governing Body for its approval and for the approval/allotment of necessary posts, infrastructure and funds:

- MA in Media Studies
- BA in Philosophy
- MA in Philosophy

Administrative Matters

AC:2013:29NOV:05  Constitution of the Departmental Boards of Studies according to the Norms of the Ordinances

The Academic Council resolves to reconstitute the Departmental Board of Studies according to the norms laid down in the Ordinances of the University. The Chairpersons of the Boards of Studies would propose to the Vice Chancellor the possible members of the Boards by 31 January 2014.

AC:2013:29NOV:06  Constitution/approval of Expert Committees to formulate the Course Structure and Syllabus for the New Academic Programmes

The Academic Council resolves to approve the setting up of the following committees to formulate the Course Structure and Syllabi for the Master's Degree Programme in Media Studies and the Bachelor's and Master's degree programmes in Philosophy:

Committee for the formulation of Course Structure and Syllabus for the Master's Degree Programme in Media Studies

1. Prof KV Nagaraj (Assam University, Silchar)
2. Prof Conrad Saldhana (DBIC Kurla)
3. Prof. Dr. Tapati Basu (University of Calcutta, Kolkata)
4. Dr Paul Pudussery (Assam Don Bosco University)
5. Dr George Plathottam (NISCORT, Delhi)
6. Dr Uttam Kumar Pegu (Tezpur University)
7. Dr Francis Karackatt (DB College, Angadikadav)
8. Mr Mrinal Devburman (AIR, North East India)
9. Dr Peter Gonsalves (UPS, Rome)
10. Dr Basil Koikara (Assam Don Bosco University)
11. Fr C. M. Paul (Assam Don Bosco University) - Convener
Committee for the formulation of the Course Structure and Syllabus for Bachelor's and Master's Degree programmes in Philosophy
1. Dr George Thadathil (Salesian College, Siliguri)
2. Dr Dominic Meyieho (Assam Don Bosco University)
3. Prof Archana Baruah (IIT, Guwahati)
4. Dr Edwin George (Sacred Heart College, Poonamallee)
5. Dr Kuruvilla Pandikkattu (JDV, Pune)
6. Dr Alex Kalathikkattil (Don Bosco, Aluva)
7. Dr Jose Kuruvachira (UPS, Rome)
8. Dr George Panthammackal (MSFS House, Guwahati)
9. Dr Prasenjit Biswas (NEHU, Shillong)
10. Dr Francis Fernandez (Assam Don Bosco University) - Convener

AC:2013:29NOV:07 Change in nomenclature of the following programmes:

- MA in Psychological Counselling
- MA in Child Rights and Development
- MA in Educational Leadership

The Academic Council resolves to modify the nomenclature of certain Master's Degree programmes offered by the University as given below:

<table>
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<tr>
<th>Current Nomenclature</th>
<th>Modified Nomenclature</th>
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<tbody>
<tr>
<td>MA in Psychological Counselling</td>
<td>MA in Psychology (Psychological Counselling)</td>
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<tr>
<td>MA in Child Rights and Development</td>
<td>MA in Human Rights (Child Rights and Development)</td>
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<tr>
<td>MA in Educational Leadership</td>
<td>MA in Education (Educational Leadership)</td>
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AC:2013:29NOV:08 Modification of Regulations for the Ph D programme

The Academic Council resolves to approve modifications to the Regulations for the Ph. D. Programme as given below:

AC02.2 : Clause 11
Existing
There shall be a course work for a minimum period of one semester (six months). The course work shall be treated as preparation for Ph.D. and must include a course in research methodology which may include quantitative methods and computer applications. It may also involve reviewing of published research in the relevant field. If a course in research methodology was included in the M.Phil./M.Tech. course work, the School Board may decide to waive the course work for a candidate who has completed M. Phil./M. Tech. course work with a minimum grade point of 6.00.

Modified
There shall be a course work for a minimum period of one semester (six months). The course work shall be treated as preparation for Ph.D. and must include a course in research methodology which may include quantitative methods and computer applications. It may also involve reviewing of published research in the relevant field.

AC02.2 : Clause 26
Existing
The candidate should have pursued research at the University for not less than two years from the date of registration for the Ph D programme, before he/she is eligible to submit the thesis.
However, in the case of candidates admitted to the programme through an M Phil/M tech programme pursued in this University, he/she may submit the thesis one year after the registration.

**Modified**
The candidate should have pursued research at the University for not less than two years from the date of registration for the Ph D programme, before he/she is eligible to submit the thesis.

**AC02.2 : Clause 30**

**Existing**
The candidate shall be required to publish one research paper in a referred journal before the submission of the thesis and produce evidence for the same in the form of acceptance letter or the reprint at the time of submission of the thesis.

**Modified**
The candidate shall be required to publish at least one research paper in a referred journal before the submission of the thesis and produce evidence for the same in the form of acceptance letter or the reprint at the time of submission of the thesis.

The Academic Council also resolved that the following proposals be brought to the next meeting of the Board of Research Studies and proper decisions be made on these matters:

- Before the Registration of a candidate for Ph D, require the candidate to present a Research proposal rather than a synopsis, as a synopsis can be prepared only once the thesis is ready. The modalities for the change of title and other matters may be discussed and finalised. Required modifications will have to be made in the Ordinances.
- The number of papers required to be published before the submission of the Thesis may be kept as one as prescribed currently in the ordinances. The decision regarding whether the journal in which it is published is acceptable or not may be taken either by the Doctoral Committee of the student or by the supervisor.
- The research methodology course work (or at least certain sessions) may be separated out for different disciplines.

**AC:2013:29NOV:09 Other Matters with Permission from the Chair**
The Academic Council resolves the following:

- Certain programmes which are modular in nature may have rolling admissions, i.e., admissions may be taken at the beginning of any of the semesters.
- A person may also complete a number of semesters at a point in time and then come later to complete the programme.
- It may be permissible to let some students skip certain modules if they are proficient in those areas. Their eligibility to skip this modules may be determined after an assessment.

Dr. Basil S Koikara
Secretary

Registrar
Assam Don Bosco University
Airport Road, Azara
Guwahati, Assam
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ASSAM DON BOSCO UNIVERSITY
ACADEMIC COUNCIL MEETING – 7 July 2016

Moments of Prayer and Introduction by the Chairperson (Fr. Stephen Mavely)
Minutes of the Meeting held on 12 December (Dr. Basil Koikara)

AC:2016:JUL07:01  New and Outgoing Members of the Academic Council (Fr Stephen Mavely)

Convocation 2016 (Fifth Convocation)
AC:2016:JUL07:02  Approval of the list of Graduates for the Fifth Convocation (Dr. Prasanta Kr. Choudhury – Asst. Registrar)

Academic Matters (Dr. Nissi Paul – Asst. Registrar)
AC:2016:JUL07:03  Course Structure and Syllabus for B Com
AC:2016:JUL07:04  Course Structure and Syllabus changes
  MA Education, MA Mass Communication
  BTECH Mechanical Engineering – Sem VII
  MTECH – Civil Engineering _ Sems III and IV
  MSC-PHD – Life Sciences – Sem III
  BCA – Sem III

Examination Matters
AC:2016:JUL07:05  Regulations for Open Book Examinations (Dr. Riju Sharma)
AC:2016:JUL07:06  Special Examinations ( Dr. Manoranjan Kalita)
  Proposal of SoT for 90% and 10% weightages for the two class tests (Dr. Manoranjan Kalita)

DBU Global – Distance Education Programmes (Fr. Xavier Mattam)
AC:2016:JUL07:07  Application for new subjects to be introduced under DBU Global
AC:2016:JUL07:08  Presentation before the DEB Committee at Delhi

Miscellaneous (Fr. Stephen Mavely)
AC:2016:JUL07:09  Commencement of classes at the Tapesia Campus – related matters
AC:2016:JUL07:10  The proposed visit of the UGC team for 12B Certification
AC:2016:JUL07:11  Status of B Ed – M Ed application
AC:2016:JUL07:12  Any Other Matter (with the permission of the Chair)

MINUTES
Absent Members
1. Dr. RC Boruah
2. Dr. Francis Fernandez
3. Dr. Sunandan Baruah
4. Fr. Xavier Mattam

Moments of Prayer and Introduction by the Chairperson (Fr. Stephen Mavely)
Fr. Stephen Mavely, the Vice Chancellor led the gathering in a moment of silent prayer, during which the gathering prayed for God’s blessings on the coming new academic year and on the meeting of the Academic Council. He invited each one to ask God to guide us “One day at a time”.

Introduction to the theme for the year: The Vice Chancellor presented the theme of the academic year – “Graced Moments”. The theme was a different take on our motto, “carpe diem”. He presented the brief write-up that had been made on the theme to the gathering. The write-up is attached to these minutes.
The Vice Chancellor invited the members of the Academic Council to an exciting year to look forward to – with a number of new faculty members who had already been introduced at the faculty meeting, the move to Tapesia, substantial addition to infrastructure, may be start more courses at undergraduate level.

Minutes of the Meeting held on 12 December (Dr. Basil Koikara)
The chairperson now invited the secretary to present the main points of the minutes of the meeting held on 12 December 2015. The minutes had already been sent around to the members of the council and hence, after brief deliberations, the minutes were passed.

AC:2016:JUL07:01 New and Outgoing Members of the Academic Council (Fr Stephen Mavely)
The chairperson proceeded to inform the Council that Fr. Paul Pudussery had been required by the religious organisation which he belonged to, to serve it in a different capacity. The chairperson proposed that the gratitude and appreciation of the University for service he had rendered to the university as a member of the Academic Council as well as the pioneering Head of the department of Education of the University be placed on record. He instructed the secretary to send an official letter of appreciation to Fr. Paul Pudussery.

The chairperson now introduced the new members of the academic council: Ms. Leena Nemade, Department of Mechanical Engineering, Fr. Xavier Mattam, Director of the Centre for Open and Distance Education, Dr. Lukose PJ, Head of the Department of Social Work, Sabiha Choudhury, Department of Psychology and Counselling, Bikramjit Goswami, Department of Electrical and Electronics Engineering. While Ms. Leena Nemade and Dr. Lukose PJ were already present at the meeting, the others were to join the Academic Council from the next meeting onwards.

Convocation 2016 (Fifth Convocation)
AC:2016:JUL07:02 Approval of the list of Graduates for the Fifth Convocation (Dr. Prasanta Kr. Choudhury – Asst. Registrar)
Dr. Prasanta Kr. Choudhury presented the lists of candidates who would be eligible for graduating in different programmes of study at the fifth convocation of the University. The resolution to admit them to the degrees to which they were eligible was proposed by Dr. Prasanta Choudhury, and seconded by Dr. JN Vishwakarma. The resolution was accepted by the council. It was also proposed to admit to the degrees PHD scholars who would become eligible for the degree within August 2016, as well as other candidates who would become eligible on the basis of the special examinations which would be conducted in August 2016.

Academic Matters (Dr. Nissi Paul – Asst. Registrar)
AC:2016:JUL07:03 Course Structure and Syllabus for B Com

Dr. Nissi Paul, the Asst. Registrar, presented the new course structures and syllabi as well as required modifications which had been passed by the various Boards of Studies, to the Academic Council. The highlights of the course structures and syllabi as well as the suggested modifications were presented by the respective chairpersons of the Boards of Studies. They were considered by the Academic Council, and after a brief deliberation, they were approved. The approved course structures and syllabi are available with these minutes.

Dr. Nissi Paul also presented certain revisions of syllabus aimed at making the syllabus content current which had been proposed by the Boards of Studies of various departments. A list of proposed course revisions are given below:

**Physics:** SCM00020, PSQM00021, PSMP00022, PSBE00023, PSPL6009, PSQM00024, PSCP00025, PSED00026, PSNS00027, PSPL6003, PSAM00028, PSNA00029, PSCN00030, PSCN6010, PSPP00031, PSAP00035, PSPL00036

**Humanities and Social Sciences – Management:** MTOB00069

**Electronics and Communication Engineering:** ECME6026
A brief discussion on ACCA and ASDC, the partners with whom the BCom degree was proposed to be given, ensued. Dr. Monmoyuri made a brief presentation on her visit to IUCAA Pune and to Spain – European Space Agency. She also informed the gathering that an International Conference for Astrophysics was being planned in collaboration with Tezpur University.

Examination Matters

AC:2016:JUL07:05 Regulations for Open Book Examinations (Dr. Riju Sharma)

Dr. Riju Sharma, the Director of the School of Humanities and Social Sciences, presented to the Council the proposed addition to the Examination Regulations of the university concerning open book examinations. The proposal is attached to these minutes.

During the brief discussion that followed, it was proposed that the phrase “After requisite approval” was to be added at the beginning of the clause 3.3.2., so that the clause would now read “After requisite approval, students shall be notified about the modalities…”

AC:2016:JUL07:06 Special Examinations (Dr. Manoranjan Kalita)

Proposal of SoT for 90% and 10% weightages for the two class tests (Dr. Manoranjan Kalita)

The Committee set up for auditing the Examination System of the university had made a suggestion that the “special examination” for BTECH students who had “F” graded courses only in the 7th and 8th semesters of their course of studies, be extended also to students of other programmes. Even though the Academic Council had not yet studied the other proposals of the audit committee, Dr. Manoranjan Kalita, the Director of the School of Technology proposed that the special examination be extended to all programmes of the University. The matter was discussed briefly. The members of the Academic Council felt that the proposal had merit, as students who had F graded courses only in the last two semesters of their course of studies had not had an opportunity to repeat these courses within the standard duration of their studies. It was resolved by the Academic Council to accept this proposal.

Another proposal presented by Dr. Manoranjan was the following: Currently, the programmes offered by the School of Technology, as well as some other programmes had two class tests, the best of which was considered for the final evaluation. Dr. Manoranjan proposed that 90% weightage be given to the best of the two tests, while 10% weightage be given to the other. If only the best of the tests was considered, many students were studying only for half the courses at one test and for the other half in the next test.

A detailed discussion ensued. It was suggested that considering only the best class test, or even giving weightage of 90% and 10% went against the idea of continuous evaluation. The council unanimously agreed that both the systems be discarded, and equal weightage be given to both the tests, for a variety of reasons - often students had knowledge only of half the syllabus. It was proposed that there would be no consideration for those who missed any of the tests for any reason. This would be tried for one semester, and then we could take stock of the situation.

DBU Global – Distance Education Programmes (Fr. Xavier Mattam)

AC:2016:JUL07:07 Application for new subjects to be introduced under DBU Global

AC:2016:JUL07:08 Presentation before the DEB Committee at Delhi

Since Fr. Mattam was absent, Fr. Stephen presented this item of the agenda. As the UGC-DEB had invited applications, the university had applied for continuing to offer in Distance Education mode the two programmes for which the University already had approval, as well as for starting a number of other...
programmes in Distance Education mode. After the applications had been received, the DEB invited representatives of the University to make a presentation before a committee on 30 May at the UGC office at New Delhi. Following this, the UGC has asked us to send a compliance report. It was felt that the university would get permission to continue to offer the existing programmes as well as new programmes which have been run by the university for at least a period of two years in regular mode.

Miscellaneous (Fr. Stephen Mavely)

**AC:2016:JUL07:09 Commencement of classes at the Tapesia Campus – related matters**
Fr. Stephen Mavely presented before the Academic Council the proposed schedule for starting classes in the new campus at Tapesia. Hostels would be open from 6 August, the second year classes would commence on 8 August and classes for the freshers would start on 16 August. Faculty members would be required to move into place by 6 August so that they would be there to welcome students.

**AC:2016:JUL07:10 The proposed visit of the UGC team for 12B Certification**
The Vice Chancellor informed the council that an expert committee of the UGC would be visiting the university on the 1, 2 September, as part of the process for getting the University recognised under section 12B of the UGC Act.

**AC:2016:JUL07:11 Status of B Ed – M Ed application**
The Vice Chancellor also informed the Academic Council that our application for starting B.Ed. and integrated B.Ed. and M.Ed. had been rejected by the NCTE on the ground that copies of land documents had not been submitted along with the application as was required. The university was hopeful that matters would still be rectified. However, it would not be possible to start the programmes during this Academic Year.

**AC:2016:JUL07:12 Any Other Matter (with the permission of the Chair)**
The department of Electronics and Communication Engineering presented proposals for introducing three new academic programmes - MSc Electronics, BSc Electronics and 3 year Diploma in Electronics and Communication Engineering.

During the discussion that ensued. The following ideas were presented:

- Starting the 3-year diploma programme would require the permission of the AICTE. Also, if we apply for permission to start 3-year diploma, we would have to consider starting the programme in other disciplines as well.
- Starting MSC Electronics and BSC Electronics would be possible. It would be necessary to study demand for these programmes as well as financial feasibility.

It was decided that we would study the matter further before a decision is taken on the matter.

It was proposed that the PhD course structure be approved by the Academic Council if it had not yet been approved by it.

The Vice Chancellor informed the Academic Council that the fifth Convocation of the university was scheduled to be held on 10 September. The Chief Minister has already accepted to be present on the occasion. The Governor’s presence had not yet been confirmed.

The meeting concluded with a vote of thanks from the chairperson.

RESOLUTIONS

**AC:2016:JUL07:01**
It is hereby resolved that the Academic Council places on record its appreciation to Fr. Paul Pudussery, for his contribution to the Academic Council, as well as his services to the University as the pioneering Head of the Department of Education. It was further resolved that the secretary shall write to Fr. Paul Pudussery conveying this resolution to him.
It is hereby resolved that the university may award degrees to the candidates who have been found eligible for the award of such degrees after examinations which have been conducted during the academic year 2015-16. It is further resolved that students who would be found eligible through the ensuing special examinations also be admitted to the award of the degrees to which they would become eligible. Further, PHD candidates who would become eligible to receive the degree after due examination process within August 2016 also be admitted to the said degree.

It is resolved to approve the new course structures and syllabi, as well as modifications to course structures and syllabi given below as attached to these minutes:

- BCom
- MA Education, MA Mass Communication
- BTECH Mechanical Engineering, Semester VII
- MTECH Civil Engineering - Semesters III and IV
- MSC-PHD Life Sciences - Semester III
- BCA - Semester III

It is further resolved to approve the revisions/modifications in syllabi for the courses given below:

**Physics:** SCM0020, PSQM0021, PSMP0022, PSBE0023, PSPL6009, PSQM0024, PSCP0025, PSED0026, PSNS0027, PSPL6003, PSAM0028, PSNA0029, PSCN0030, PSCN6010, PSPP0031, PSAP0035, PSPL0036

**Humanities and Social Sciences – Management:** MTOB0069

**Electronics and Communication Engineering:** ECME6026

**Civil Engineering:** CVE50014, CVRT0020, CVE50018

**Mechanical Engineering:** MNEM0002, MNTD6004, MNFM6007, MNHY6010, MNMD6014, MNMS0020, MNIC0021, MNVC0022, MNVC6016, MNIC6017, MNMD0027

**Electrical and Electronics Engineering:** EEO0007, EECN0015, EEPS0024, EEPI0014

**Psychology and Counselling:** PCSP0006, PCMH0004

**Education:** EDTE0013, EDDE0014, EDET0015

**Management:** MTMI0024, MTMC0060

It is hereby resolved to approve the addition to the Examination Regulations of the University, concerning Open Book Examinations, after the introduction of the phrase “After requisite approval” at the beginning of clause 3.3.2.

It is resolved to extend the provision of special examinations to all programmes of the University with effect from Spring semester 2016.

Dr. Basil S Koikara
Secretary
ASSAM DON BOSCO UNIVERSITY
MEETING OF THE ACADEMIC COUNCIL – 4 JULY 2015

AGENDA

AC:2015:JUL04:01  Prayer and welcome by the Chairperson (Fr Stephen Mavely)
AC:2015:JUL04:02  Approval of the Minutes of the meeting of the Academic Council held on 6 December 2014 (Basil Koikara)

Administrative Matters (Joseph Nellanatt)
AC:2015:JUL04:03  Outgoing and New Members of the Academic Council

Academic Matters
AC:2015:JUL04:04  Approval of the results and list of those graduating at the fourth convocation of the University (Joseph Nellanatt)
AC:2015:JUL04:05  Introduction of Choice Based Credit System (CBCS) (Stephen Mavely)
AC:2015:JUL04:06  Changes in Course Structures and Syllabi in HSS Departments (Basil Koikara)
AC:2015:JUL04:07  Changes in Course Codes due to introduction of CBCS (Basil Koikara)
AC:2015:JUL04:08  Changes in Course Structure of MTECH (Basil Koikara)
AC:2015:JUL04:09  Approval of Syllabi
   Semester I of Integrated MSC-PHD (JN Vishwakarma)
   Semester V of Mechanical Engineering (Leena Nemade)
   Course Structure and Syllabus for MTECH CVE Sem 1 (Prof. Manoranjan Kalita)
   Course Structure and Syllabus for BCA+MCA Sem 1 (Dr. V Jayanta Singh)
AC:2015:JUL04:10  Revision and Modification of certain courses (Basil Koikara)

AC:2015:JUL04:11  New Academic Programmes
1.  2015-16: Masters in Participatory Action Research (Joseph Nellanatt)
2.  2015-16: Bachelor of Arts (Philosophy Honours) (Joseph Nellanatt)
3.  PG Diploma in Instrumentation and Design (Sunandan Baruah)
4.  2016-17: Bachelor of Education (B Ed), and integrated Bachelor of Education and Master of Education (B Ed-M Ed) (Paul Pudussery)
5.  Distance Education Programmes (subject to approval of Distance Education Bureau of University Grants Commission) (Stephen Mavely)
   II. MSc in Psychology
   III. BA and MA in Philosophy, and in Religious Studies
   IV. BCA, BBA, B Com

AC:2015:JUL04:12  Any Other Matter (with the permission of the Chair)
AC:2015:JUL04:13  Concluding Prayer (Joseph Nellanatt)

MINUTES
AC:2015:JUL04:01 - Prayer and welcome by the Chairperson (Fr Stephen Mavely)
The Chairperson, Fr. Stephen Mavely, the Vice Chancellor welcomed all the members of the Academic Council and Board of Management to the joint meeting of the two Bodies of the University. The chairperson requested the members to place themselves in the presence of God and pray silently for a while for the successful conduct of the meetings. The silent prayer was concluded by a recitation of the prayer, “Our Father”.

AC:2015:JUL04:02 - Approval of the Minutes of the meeting of the Academic Council held on 6 December 2014 (Basil Koikara)
Dr. Basil Koikara, the Secretary, proceeded to present the highlights of the minutes of the previous meeting of the Academic Council held on 6 December 2014. The minutes had been passed around among the members prior to the meeting. The members of the meeting approved the minutes.

Administrative Matters (Joseph Nellanatt)
AC:2015:JUL04:03 - Outgoing and New Members of the Academic Council
Asst. Professors Alexy Bhowmick and Joseph Karipadam, who had been members of the Academic Council, had left the service of the University, one for higher studies and the other on a different assignment by the Religious Order to which he belonged. They were thus no longer members of the
Academic Council. The Chairperson placed on record the appreciation of the University for their services, both as members of the teaching faculty and particularly as members of the Academic council. It was proposed that the Registrar write a letter of appreciation to the two members.

Academic Matters
AC:2015:JUL04:04 - Approval of the results and list of those graduating at the fourth convocation of the University (Fr. Joseph Nellanatt)
As the Controller of Examinations, Fr. Francis Fernandez was unable to be present for the meeting as he was away for pressing personal reasons, Fr. Joseph Nellanatt, the Pro Vice Chancellor presented before the Academic Council the list of persons who would be awarded their degrees during the forthcoming convocation of the University. The list is attached with these minutes. It was brought to the notice of the members of the Council that there would be a few more persons who would become eligible to receive the degree during the coming two months. The Academic Council resolved to approve students who were on the existing list and those who would become eligible in the coming two months, for the award of the respective degrees. Dr. Paul Pudussery proposed the resolution and Fr. CM Paul seconded the resolution and it was duly passed by the Academic Council. As the meeting was a joint meeting with the Board of Management, the Board of Management simultaneously approved the resolution.

AC:2015:JUL04:05 - Introduction of Choice Based Credit System (CBCS) (Stephen Mavely)
The chairperson informed the gathering that the UGC has been insisting that all universities adopt the Choice Based Credit System (CBCS) for imparting higher education, so that students may be able to opt for courses of their choice and obtain degrees in a flexible manner. There is some resistance to its adoption from different universities from different parts of the country. Even though our University has been following the main tenets of the CBCS right from its inception, a series of discussions had been going on concerning the adoption of CBCS in toto. The Vice Chancellor invited the Academic Council to adopt a formal resolution to implement the CBCS in our university. The resolution was proposed by Dr. JN Vishwakarma and seconded by P Joseph and was consequently passed by the Academic Council. As the meeting was a joint meeting with the Board of Management, the Board of Management approved the resolution.

AC:2015:JUL04:06 - Changes in Course Structures and Syllabi in HSS Departments (Basil Koikara)
To introduce more elective courses for the benefit of the students, both structural and content changes had to be made for programmes offered by the departments of the School of Humanities and Social Sciences. Due to constraints of the course structure (internships, continuous field work, etc.), it was proposed that School level electives be offered only in the first two semesters of the programmes. The Course Structures (and detailed syllabi) were presented to the Academic Council. The Academic Council approved them and the Board of Management accepted the proposals for implementation. The Course Structures and Syllabi are attached to these minutes.

AC:2015:JUL04:07 - Changes in Course Codes due to introduction of CBCS (Basil Koikara)
Dr. Basil Koikara informed the gathering that the current course codes of the University contain characters indicating the programme for which the course is offered, and the semester in which it is offered, in addition to information about the department which offers the programme. In view of the adoption of the CBCS, it would be necessary to remove indicators about the programme and the semester from a course code. He presented a report on the required rationalisation which is included with these minutes. The Academic Council approved the proposed structure of the course codes and the Board of Management took it up for implementation.

AC:2015:JUL04:08 - Changes in Course Structure of MTECH (Basil Koikara)
The School Board of Studies of the School of Technology has proposed that the course work for MTECH be completed within two semesters so that it will be possible for the students to take up project work outside the University, in particular in foreign Universities. The Academic Council deliberated on this proposal and resolved that the course work for MTECH shall be completed within two semesters. A copy of the proposed course structure is attached with these minutes.

In the discussion that ensued, it was suggested that some external examiners may also be called for the research seminar presentations of the students.

AC:2015:JUL04:09 - Approval of Syllabi
Semester I of Integrated MSC-PHD (JN Vishwakarma)
The detailed syllabus for the 1 Semester of the Integrated MSC-PHD programme in the School of Life Sciences was presented by Prof. JN Vishwakarma. As the Academic Council considered the syllabus, it
was proposed that the School of Technology could prepare a similar course structure for an integrated MTECH-PHD programme.

Semester V of Mechanical Engineering (Leena Nemade)
The detailed syllabus for BTECH Mechanical Engineering fifth semester was presented by Ms. Leena Nemade.

Course Structure and Syllabus for MTECH CVE Sem 1 (Prof. Manoranjan Kalita)
The detailed syllabus for MTECH Civil Engineering, First semester was presented by Prof. Manoranjan Kalita.

Course Structure and Syllabus for BCA+MCA Sem 1 (Dr. Y Jayanta Singh)
The Course structure for the integrated BCA-MCA programme as well as the detailed syllabus for the first semester of the programme was presented by Dr. Y Jayanta Singh.

After careful consideration and detailed discussion, the Academic Council approved these course structure and syllabi. They were also approved by the Board of Management for implementation from the academic year 2015-16. A copy of the approved course structure and syllabi are enclosed with these minutes.

AC:2015:JUL04:10 Revision and Modification of certain courses (Basil Koikara)
The Registrar now presented the proposals of the Boards of Studies of several departments to incorporate certain revisions/modifications in the syllabus of a number of courses to keep these courses relevant and remove obsolescence. A list of such courses are given below:

Language Studies: LSCE0001, LSCE0002
Physics: PSQM0021, PSPL6009, PSMPO022, PSCP0025
Basic Sciences – Chemistry: CHEC6001
Civil Engineering: CVTE0025, CVTE0035, CVHW0031
Computer Science and Engineering: CSDM0017, CSCG0030, CSAI0007
Electrical and Electronics Engineering: EEIN0006, EEIC0011, EEOC0013, EEPI0014, EEHV0028
MA Education: EDLR0007
Psychology and Counselling: PCIG0005, PCIG6001, PCPG6002, PCRP6011, PCCP0017, PCRM0010, PCFC0016
Mass Communication: MCTC0008, MCDV0006, MCRM0007, MCMS0009
Management: MTIR0022, MTQM0008, MTBS0011, MTEE0021, MTBL0028, MTPM0044, MTBI0049

AC:2015:JUL04:11 New Academic Programmes
2015-16: Masters in Participatory Action Research (Joseph Nellanatt)
A proposal to introduce a Masters Programme in Participatory Action Research in collaboration with Don Bosco National Forum for Youth at Risk was presented by Dr. B Koikara. With the proposed nomenclature, MSC Action Research - Participatory Action Research, the programme would be a two-year programme which would have practical action research periods interspersed with theory classes on campus as well as offered Online. The proposal was accepted for implementation from Autumn Semester 2016. A brief report on the proposal is enclosed with these minutes.

2015-16: Bachelor of Arts (Philosophy Honours) (Joseph Nellanatt)
An expert committee headed by Fr. Francis Fernandez, the controller of examinations had drawn up a course structure for a BA programme in Philosophy. Work on the detailed syllabus is progressing. It is a Philosophy Honours Programme in which the main component is philosophy, while it includes a whole range of other courses. The course structure is placed before the Academic Council for its approval. The proposed course structure is attached with these minutes. The Academic Council proposed that courses in Environmental studies, Psychology and Sociology should also find a place in the programme. This programme would be offered at the Tapesia campus and also in Distance Education mode.

PG Diploma Programmes (Sunandan Baruah)
The department of Electronics and Communications Engineering proposed three one-year PG Diploma programmes - in Embedded Systems, Instrumentation and Design and Digital Signal Processing carrying 35 credits. The course structure of the programme is so formulated that its students may attend classes along with current BTECH / MTECH students. Thus it would not increase workload for the faculty members, or involve further infrastructural requirements. The Academic Council approved the programmes for implementation. The Board of Management resolved that it would be taken up for implementation from the 2015-16 academic year. The Academic Council
placed on record its appreciation to the department of Electronics and Communications engineering for the initiative and suggestions that have come from the department.

2016-17: Bachelor of Education (B Ed), and integrated Bachelor of Education and Master of Education (B Ed-M Ed) (Paul Pudussery)
Dr. Paul Pudussery, Head, Department of Education reported that as resolved in the Board of Management meeting of 7 March 2015, the University has applied to the NCTE for approval of two programmes – a two-year B.Ed. programme and an integrated B.Ed.+M.Ed. programme of three years’ duration. There would be an inspection towards the end of the year. Work has started on the curriculum. The same will be placed before the Academic Council for approval once it is ready.

Distance Education Programmes (subject to approval of Distance Education Bureau of University Grants Commission) (Stephen Mavely)
Fr. Stephen Mavely, the chairperson of the Academic Council proposed that the following programmes be introduced in the Distance Education mode in the University, under CODE. He reported that the University has written to the UGC for permission to start these programmes. The process of preparing Self Learning Modules for these programmes has already been started.
1. MA in Human Rights, in Education, in Social Work, in Mass Communication
2. MSc in Psychology
3. BA and MA in Philosophy, and in Religious Studies
4. BCA, BBA, B Com
The Academic Council appreciated the fact that the University was progressing with its distance education programme and approved the initiation of these programmes in the Distance Education Mode.

Any Other Matter (with the permission of the Chair)
It was reported that as a part of the Digital India initiative of the Government of India, which has the objective to ensure that Government services are made available to citizens electronically by improving online infrastructure and by increasing Internet connectivity, our University organised programmes at Don Bosco Institute, Kharguli, aimed at popularising Free and Open Source Software. The programme was spearheaded by Fr. Joseph Nellanatt, Vijay Prasad and Fr. Xavier Mattam.

Concluding Prayer (Joseph Nellanatt)
The Chairperson, Fr. Stephen Mavely thanked all the members of the Academic Council present at the meeting and the meeting concluded with a brief prayer thanking the Almighty, led by Fr. Joseph Nellanatt. After the prayer, the members of the Board of Management adjourned to the Office of the Vice Chancellor for the next part of the meeting which was only for the members of the Board of Management.

RESOLUTIONS

The Academic Council resolves to place on record its appreciation for the contribution of Asst. Professors Jose Karipadam and Alexy Bhowmick who had served as members of the Academic Council during their service with the university. It further resolves that the Registrar shall write a letter to them conveying this resolution of the Academic Council.

The Academic Council resolves to approve the students whose names are appended to these minutes and who have successfully completed the course of studies for which they were enrolled with the University, to receive their degrees at the forthcoming convocation of the University. It further resolves to approve the granting of degrees to those students whose names are not in the list, but who would become eligible within the month of August 2015 for the award of the degree.

The Academic Council resolves to adopt the Choice Based Credit System for the academic programmes of the University. It further resolves that the system shall be implemented in the School of Humanities and Social Sciences in toto and in other schools as far as practicable within the framework of the existing academic and infrastructural constraints.

The Academic Council resolves to approve the new structure of course codes which has
become necessary to reflect the CBCS.

**AC:2015:JUL04:05**
The Academic Council resolves to approve the course structure and/or syllabi of the following programmes, as enclosed with these minutes:
1. Course structures and syllabi of all the departments of the School of Social Sciences
2. MTECH - Course Structure in all disciplines and detailed syllabi for Civil Engineering Semester I
3. integrated MSC-PHD - Detailed syllabi for Semester I
4. BTECH Mechanical Engineering - detailed syllabi for Semester 5
5. Integrated BCA+MCA - course structure and detailed syllabi for Semester I

**AC:2015:JUL04:06**
The Academic Council resolves to approve the changes in the detailed syllabi proposed by the various departmental Boards of Studies. The list of courses for which the changes are approved is given below:

**Language Studies:** LSCE0001, LSCE0002
**Physics:** PSQM0021, PSPL6009, PSMP0022, PSCP0025
**Basic Sciences – Chemistry:** CHEC6001
**Civil Engineering:** CVTE0025, CVTE0035, CVHW0031
**Computer Science and Engineering:** CSDM0017, CSG0030, CSAI0007
**Electrical and Electronics Engineering:** EEIN0006, EEIC0011, EEOC0013, EEPI0014, EEHV0028
**MA Education:** EDLR0007
**Psychology and Counselling:** PCIG0005, PCIG6001, PCPG6002, PCRP6011, PCCP0017, PCRM0010, PCFC0016
**Mass Communication:** MCTC0008, MCDV0006, MCRM0007, MCMS0009
**Management:** MTIR0022, MTQM0008, MTBS0011, MTEE0021, MTBL0028, MTPM0044, MTBI0049

**AC:2015:JUL04:07**
The Academic Council resolves to introduce the following new academic programmes from the academic year 2015-16
1. PG Diploma in Embedded Systems
2. PG Diploma in Instrumentation and Design
3. PG Diploma in Digital Signal Processing

The Academic Council resolved to introduce the following new academic programmes from the academic year 2016-17
1. Master of Science (MSC) in Applied Research - Participatory Action Research of two years’ duration
2. Bachelor of Arts (BA) in Philosophy of two years’ duration
3. Bachelor of Education (B.Ed.) of two years’ duration
4. Integrated B.Ed. and M.Ed of three years’ duration

The Academic Council resolves to introduce the following new academic programmes in the Distance Education mode through the University Centre for Online and Distance Education (CODE) after obtaining due permissions from the Distance Education Bureau:
1. MA in Human Rights, in Education, in Social Work, in Mass Communication
2. MSc in Psychology
3. BA and MA in Philosophy, and in Religious Studies
4. BCA, BBA, B Com
ASSAM DON BOSCO UNIVERSITY
Joint Meeting of the Board of Management and Academic Council
1 July 2017
AGENDA

Introductory Words and Prayer : Fr. Stephen Mavely, Chairperson

Minutes of the Meeting of the Academic Council held on 10 December 2016
Dr. Basil Koikara, Secretary

BM/AC:2017:01JUL:01 : Course Structures and Detailed Syllabi for Approval
Dr. Nissi Paul, Asst. Registrar
- School of Technology – MTECH, BTECH (CSE), MCA, BCA
- School of Commerce and Management – BCOM
- School of Humanities and Social Sciences – MSW, MA (Ed). MA (Mass Com), BA (Philosophy, English, Psychology, Education, Mass Communication)
- School of Fundamental and Applied Sciences – MSC Chemistry
- School of Life Sciences – MSC Zoology

BM/AC:2017:01JUL:02 : Presentation of Candidates for the Award of Various Degrees at the 6th Convocation
Dr. Francis Fernandez, Controller of Examinations

BM/AC:2017:01JUL:03 : Presentation of the Vision, Mission and PEO of the Engineering Departments in Preparation for NBA Accreditation
Dr. Manoranjan Kalita, Director, SoT

BM/AC:2017:01JUL:04 : Approval of Reports
Audit Report on the Research Climate in the University
AQR 2016-17

BM/AC:2017:01JUL:05 : Any Other Matter (with the permission of the Chair)

Concluding Words : Fr. Stephen Mavely, Chairperson

Members absent
The following members of the Board of Management were absent at the meeting:
1. Fr. Januarius Sangma
2. Fr. George Mudakampuram
3. Dr. Ercole Lucchini
4. Prof. David Syiemlieh
5. Fr. Lukose Cheruvalel
6. Fr. Biju Michael

The following members of the Academic Council were absent at the meeting:
1. Dr. Riju Sharma
2. Mr. Chandan Dutta

MINUTES
Introductory Words and Prayer : Fr. Stephen Mavely, Chairperson
The meeting was set in motion in the customary manner with a brief prayer, in which Fr. Stephen Mavely, the chairperson of the meeting invited everyone to invoke God’s blessings through a personal prayer. He welcomed everyone to the meeting.
In his introductory words, he spoke about the document of the Distance Education Bureau in which it has been stated that all institutions offering Distance Education Programmes must seek re-approval for these programmes within a period of six months. The document on Distance Education in Online mode is expected to be published soon. The process of approval will involve an online application, uploading of data. There would probably be no inspection. The process is expected to be completed by December 2017.

He re-iterated the plan of the University to go for NBA accreditation for the different departments of the School of Technology which are eligible, by late 2018 or early 2019. He also informed the gathering that the MSC Physics programme would be conducted from Tapesia Campus from the academic year 2017-18. The buildings at Tapesia Campus were getting ready for the new students who will be joining the University in July 2017.

The Vice Chancellor spoke about the meeting of the Vice Chancellors held at New Delhi on 8, 9 and 10 of July at which several digital initiatives of the government were inaugurated: SWAYAM (e-Learning portal), SWAYAM Prabha (DTH Channels), NDL, NAD (Electronic Journals), Virtual Labs – NMEICT, A-View, Ask-a-Question, e-Acharya (Official Repository of NMEICT), e-Darpa (Design in India), FOSSE, e-Vdiwan (InfLibNet), Central Cloud Infrastructure, etc. He also mentioned that as a University we are already involved in a number of these projects.

Minutes of the Meeting of the Academic Council held on 10 December 2016 - Dr. Basil Koikara, Secretary

Now, Dr. Basil S Koikara presented the minutes of the meeting of the Academic Council held on 10 December 2016. After the minutes were presented, there was a brief discussion on what could be the nomenclature of the Project Work that the BA students would present at the end of the sixth semester. In the discussion, it was proposed that the work be called a “Project Work”. Generally, a Master’s Degree work of the same nature would be called a “Dissertation” and the PhD work would be called a “Thesis”.

The proposal for the acceptance of the minutes was placed by Fr. Stephen Mavely, and Dr. Manoranjan Kalita seconded the proposal and the minutes were passed.

BM/AC:2017:01JUL:01 : Course Structures and Detailed Syllabi for Approval - Dr. Nissi Paul, Asst. Registrar

- School of Technology – MTECH, BTECH (CSE), MCA, BCA
- School of Commerce and Management – BCOM
- School of Humanities and Social Sciences – MSW, MA (Ed), MA (Mass Com), BA (Philosophy, English, Psychology, Education, Mass Communication)
- School of Fundamental and Applied Sciences – MSC Chemistry
- School of Life Sciences – MSC Zoology

School of Technology

For the programmes MTECH (Civil Engineering, Electrical and Electronics Engineering, Computer Science and Engineering, and Communication Engineering) and MCA, the course structure was enhanced with the addition of SWAYAM courses which were introduced as Elective for the MTECH programmes and Extra Elective for the MCA programme. The list of courses is available with these minutes.

BTECH (CSE) : A new course, which has been developed in collaboration with Google Inc. has been proposed by the department - “Android Application Development Fundamentals”. The course would
be offered as an elective in the seventh semester. The syllabus of the course is available with these minutes.

**BCA:** The detailed syllabi for the 5th and 6th semesters of the BCA programme was presented by the Department of Computer Science and Engineering and Information Technology.

**School of Commerce and Management**

**BCOM:** The department of Commerce and Management presented the syllabi for the third and fourth semesters of the BCOM programme.

**MBA:** The department proposed certain syllabus revisions which were a mix of structure, and content additions and omissions. The courses MTBR0018, MTMM0020, MTED0025, MTBR0026, MTPM0000, MTOM0014, MTSM0027, MTIM0031, MTCB0045, MTMR0046, MTBE0056, MTSO0057, MTPB0070, MTPM0042, MTSI0049 and MTSB0059 were reviewed for syllabus changes.

**School of Humanities and Social Sciences**

**MSW:** The Department of Social Work proposed the introduction of a new specialisation in the area of Social Work – Management of Developmental Organisations. The detailed syllabi for the relevant courses – SWMD0030, SWDO0031, SWOS0032 and SWHR003 - were presented at the meeting. The detailed syllabi are available with these minutes.

**MA Education:** The revised syllabi for the MA Education programme Semester 3 for the specialisation Educational Psychology, were presented by the department. The proposal of the department also involved certain revision in the syllabi of the courses offered in the specialisation in Educational Leadership as well. The courses which were introduced/revised were EDLE0027, EDLI0028 and EDPL0025. The proposed detailed syllabi are available with these minutes.

**MA Mass Communication:** The revised syllabi for the MA Mass Communication Programme for Semester 3 were presented. The revision involved the courses MCDC0022, MCDJ0023, MCMM0012, MCMM0020, MCCS0024 and MCDJ6014. The proposals are available with these minutes.

**BA (With honours in English, Education, Psychology, Mass Communication and Philosophy)**

The detailed syllabi of all the courses which were to be offered in the first two semesters of the BA Programme with honours in English, Education, Psychology and Mass Communication, as well as the detailed syllabi of the third and fourth semesters of the BA Philosophy programme were presented for approval. The proposed detailed syllabi are available with these minutes.

**School of Fundamental and Applied Sciences**

**MSC Chemistry:** The detailed syllabi for semesters 1 and 2 of the Masters Degree programme in Chemistry were presented for approval. The proposed detailed syllabi are available with these minutes.

**School of Life Sciences**

**MSC Zoology:** The detailed syllabi for semesters 1 and 2 of the Masters Degree programme in Zoology were presented for approval. The proposed detailed syllabi are available with these minutes.

Some modifications / revisions were also proposed in the courses given below by the respective Boards of Studies:

**Basic Sciences – Mathematics:** MARM0005

**Physics:** PSED0026, PSAP0035
In the discussions which followed the presentation of the proposed syllabi, the following points were discussed:

- The elective course “Functional English” being offered by the Department of Language Studies for the BA students could be made available to students of also the Masters’ Degree programmes. A test of aptitude in Functional English could be conducted and then those who were found weak in Functional English could be given either the opportunity for taking the course in Functional English, or a remedial coaching programme could be offered to those students.
- In a similar manner it was proposed that a course in Computer Application also be made mandatory for all students of the Bachelor’s Degree programmes in the School of Humanities and Social Sciences.
- There was also a proposal that some interesting courses which were being offered by different departments which could be of interest to students in general could be opened out to any student who is interested under the CBCS system.

It was resolved to approve the various revisions in course structure and course content that were proposed as well as the new courses for the various programmes that were proposed by the concerned Departmental Boards of Studies for approval. It was further resolved that a test of proficiency in Functional English would be conducted for all the students of the schools of Humanities and Social Sciences, Life Sciences and Fundamental and Applied Sciences. The Department of Language studies was entrusted with the task of designing the test and conducting it.

BM/AC:2017:01JUL:02 : Presentation of Candidates for the Award of Various Degrees at the 6th Convocation - Dr. Francis Fernandez, Controller of Examinations

The results of Spring Semester 2017 was declared on 30 June 2017 and based on that Fr. Francis Fernandez, the Controller of Examinations presented to the Academic Council and the Board of Management, the list of successful candidates, for the approval of the Academic Council and the Board of Management for the award of Degrees. The list included 345 campus students, 148 students belonging to the Centre for Open and Distance Education and 3 students of the PHD programme. The Controller of Examinations stated that about 70 more students of the Distance Education Programmes would be eligible for the award of the Degree by August 2017 and there was a possibility of another 4 candidates completing their PHD also within the period. He further stated that the special examinations that are scheduled to be held in the first week of August will also add a few more campus students to those eligible for the award of the degree.

Prof. JN Vishwakarma proposed that these and all those who would be found eligible for the award of the degree within August 2017 be admitted to the degrees of the University at the Convocation scheduled to be held on 9 September 2017. Dr. Manoranjan Kalita seconded the proposal and the
resolution was passed accordingly. The list of students presented by the Controller of Examinations is available with these minutes.

BM/AC:2017:01JUL:03 : Presentation of the Vision, Mission and PEO of the Engineering Departments in Preparation for NBA Accreditation - Dr. Manoranjan Kalita, Director, SoT
The Director of the School of Technology, Dr. Manoranjan Kalita, presented a brief overview of the NBA accreditation process, its objectives, benefits and necessity for the programmes offered in the School of Humanities and Social Sciences. In this context, he stated that it was mandatory for each department to prepare a statement of Vision, Mission and Programme Educational Objectives (PEOs), publish the document in the handbook as well as place it on the University Website. The documents relating to the five departments of the School of Technology was presented to the meeting.

The Academic Council resolved to tentatively approve these documents which would eventually be revised and would evolve. It was also resolved that the Registrar would issue a letter to each department intimating this approval.

The presentation of the Director of the School of Technology as well as the draft statements of the Vision, Mission and PEO statements of the five departments are available with these minutes.

BM/AC:2017:01JUL:04 : Approval of Reports - Audit Report on the Research Climate in the University and AQAR 2016-17
The Vice Chancellor, on the behest of IQAC, had appointed a committee to conduct an Internal Audit and present a report on the Research Climate of the University. The report was presented to the Board of Management and the members appreciated the care that had been taken by the committee to conduct the audit and submit the report. The meeting resolved to consider the recommendations made by the committee and implement them for the betterment of the research climate in the university.

The IQAC Co-ordinator, Dr. Monmoyuri Baruah presented the IQAR for the year 2016-17 to the Board of Management. The members examined the report and found that the report was very detailed and contained very important information. It placed on record its appreciation to the members of the IQAC and its co-ordinator for ensuring high quality in all the processes within the University.

One important proposal that the IQAC had made to the Board of Management based on the report of the Internal Audit Committee was the proposal to set up a Professional Development Allowance to provide financial assistance to faculty members to take up research projects as well as to go to attend conferences and seminars, and to improve publications and patent applications. The Board of Management resolved to entrust the Director of Human Resources, Ms. Juhi Baruah with the task of formulating a document outlining the purpose and the modality of the implementation of the Professional Development Allowance. Ultimately the document would find a place in the Employee Service Manual of the University.

BM/AC:2017:01JUL:05 : Any Other Matter (with the permission of the Chair)
Under the item “Any Other Matter”, Fr. Stephen Mavely, the Vice Chancellor, requested Dr. Riju Sharma to give an overview of her visit to Frankfurt University. Dr. Riju Sharma had visited the University of Applied Sciences, Frankfurt, as a guest faculty. She described her experience as having been filled with academic inputs and exciting teaching experience. The visit, she assured the gathering, would result in an MoU with Frankfurt University for a student and faculty exchange programme.
The Vice Chancellor informed the meeting that Dr. Sunandan Baruah has been appointed as the Director of the Centre for Nano Technology and that Ms. Jhimli Kumari Das would take his place as Head of the Department of Electronics and Communication Engineering. Dr. Pranab Das had already taken over as the Head of the Department of Computer Science and Engineering and Information Technology and had been ex officio inducted as a member of the Academic Council.

In the brief discussion that followed, there was a suggestion from the members of the meeting to introduce BSC programme in the areas where we have Masters Degree programmes – for example, BSC with honours in Mathematics, Physics or Chemistry.

Concluding Words: Fr. Stephen Mavely, Chairperson
In conclusion, the Chairperson made the following remarks:

- He informed everyone about the inclusion of our University in the list of Universities which had been accorded approval under section 12B of the UGC Act. This was a singular privilege as our university would be the fourth private university in India to be accorded this status.
- He noted that when we consider the results of the Spring Semester, we find that there are a number of failures in the first year, especially in the BTECH programme. It was important to find the reasons and address the failures and to remedy them if possible.
- We have completed a series of recruitment interviews. It was observed that we are attracting some of the best persons across the region, even across the country, who desire to come and work in our University.
- The admissions are on. It was necessary that all – faculty, staff and students - be involved in the process.
- An update on the constructions going on in the Tapesia Campus: The second academic block is under construction. It is expected to be ready by August. For accommodating new students in the coming academic year, a girls’ hostel is also being readied. Along with that the construction of 1.5 km of roads is also under way.

The Vice Chancellor concluded the meeting with words of gratitude to God for His guiding hand behind every activity of the University.

RESOLUTIONS
BM/AC:2017:01JUL:01
It is resolved to approve the revisions in syllabus and the new detailed syllabus as presented to the Academic Council by the different Boards of Studies for the following programmes of study: MTECH, MCA, BTECH (CSE), BCA, BCOM, MBA, MSW, MA Education, MA Mass Communication, BA (with honours in English, Education, Psychology and Mass Communication), MSC Chemistry and MSC Zoology.

It is further resolved to approve the modifications/revisions in syllabi as proposed by the respective Boards of Studies for the list of courses given below:

**Basic Sciences – Mathematics**: MARM0005
**Physics**: PSED0026, PSAP0035
**Life Sciences**: BCAT0002, BCBM6001, BCIM0004, BCAC0007, MBBM0007, BTGE6004, BTGE6004, BTGE6004
**Humanities and Social Sciences – Management**: MTFP0070
**Electronics and Communication**: ECDC6006, ECDP6002
**Electrical and Electronics Engineering**: EEBE6001, EECN6005, EEPS6013, EEC56014, EESW0002, EESE6015, EECI6016, EEED0033, EEOC0013, EEP0014
It is further resolved to conduct a test of proficiency for Functional English to select candidates from the UG programmes to take part in the Open Elective course in Functional English.

BM/AC:2017:01JUL:02
It is resolved to approve the award of the various degrees to those students who have been examined by the University and found eligible for their award. It is further resolved to approve the award of such degrees to students who shall be found eligible through Special Examinations or other such means during the month of August 2017.

BM/AC:2017:01JUL:03
It is resolved to approve the draft vision, mission and Programme Educational Objectives of the programmes offered by the departments of the School of Technology and to issue to the heads of departments letters of approval of the same, for use for the purpose of preparing for NBA accreditation.

BM/AC:2017:01JUL:04
It is resolved to accept the report of the Internal Audit Committee on the Research Climate in the University and forward the recommendations to the IQAC for initiating implementation. It is further resolved to approve the IQAR for the year 2016-17 submitted by the IQAC. It is also resolved to set up a Professional Development Allowance to provide financial assistance to faculty members in matters concerning research.
ASSAM DON BOSCO UNIVERSITY
MEETING OF THE ACADEMIC COUNCIL
11 August 2012

AGENDA

AC:2012:11Aug:01 Course structure and syllabus of Masters Programme in Psychological Counselling (Dr Basil Koikara)
AC:2012:11Aug02 Revision of Syllabus of various courses offered for various programmes
AC:2012:11Aug:03 Immediate future plans: Departments of Media and Education (Fr Stephen Mavely)
AC:2012:11Aug:05 A review of the preparations for the First Convocation of the University
Any other matter with the permission of the Chairperson

MINUTES

AC:2012:11Aug:01 Course structure and syllabus of Masters Programme in Psychological Counselling
Dr. Basil S Koikara presented before the Academic Council the course structure and the syllabus for the Masters Degree Programme in Psychological Counselling, which had been discussed in the Board of Studies and whetted by experts. They were approved by the Academic Council.

AC:2012:11Aug02 Revision of Syllabus of various courses offered for various programmes
Dr. Basil S Koikara presented before the Academic Council the various courses for which a revision of syllabus had been proposed by the respective Boards of Studies. The revision involved the formalisation of the suggested readings for all the courses offered for the MBA programme.

The courses for which the revision of syllabus had been proposed are given below:

Language Studies : LSCE0001, LSCE0002
Basic Sciences – Mathematics: MAEM0007, MAEM0009, MAEM0010, MADM0002, MAPT0008, MARM0005
Electronics and Communications Engineering: ECAC0019, ECMM0021, ECME0024, ECIP0033;
Electrical and Electronics Engineering : EEBE0001, EECN0015, EEPS0024
Computer Science Engineering: CSNL0008
Management : All courses – formalised suggested readings : MBHRIO1001, MBMMDG1001, MFBFA0003, MTMC0005, MTME0006, MTQM0008, MTRPM0009, MBHRGO2002, MBHRHM2003, MTBS0011, MTCF0012, MTCA0013, MTOM0014, MTHM0015, MTME0016, MTMM0017, MTBR0018, MBGMO03008, MBFMI03004, MBHRER3004, MBIOOM3002, MTTH0019, MTHM0020, MTEEO021, MTIR0022, MTMR0023, MTMI0024, MTED0025, MTBR0026, MBHRLL4021, MTSM0027, MTBL0028, MTBA0029, MTSD0030, MTIM0031, MTSM0032, MTHM0068, MTAV0033, MPTPO034, MTCT0035, MTAP0036, MTRM0037, MTTL0038, MTSC0039, MTSE0040, MTOR0041, MBMMRM5029, MBFMBO5025, MBFMIR5026, MTPM0044, MTBA0043, MTPM0042, MTCB0045, MTMR0046, MTCC0047, MTFD0048, MTBI0049, MTBF0069, MTDD0050, MTOCC0051, MTOS0052, MTAF0053, MTQM0054, MTRP0055,
Immediate future plans: Departments of Media and Education

Fr. Stephen Mavely presented a report on the immediate future plans of the University concerning the starting of new academic programmes and concerning starting of construction at the main campus at Tapesia.

The University intends to begin teaching programmes in the departments of Media and Education from the academic session 2013. Apart from this, we would also apply to AICTE for starting the discipline of Mechanical Engineering in B. Tech.

Currently the University has two M. Tech. Programmes – in Computer Science and Electronics and Communication. It was proposed that we start one more M. Tech. programme in the discipline of Electrical and Electronics Engineering.

A review of the admissions in 2012

The Academic Council, now conducted a review of the admissions in 2012. The Registrar presented data concerning the Admissions. A copy of the presented data is enclosed with these minutes.

Fr. Stephen Mavely presented before the Council certain suggestions that had been made by the Review Committee. These suggestions are enclosed with these minutes. Some of the notable suggestions were the following:

- It would be beneficial to set up an admissions committee consisting of members from the administration and members of the faculty.
- Considering the problem of accessing the Internet from many of the remote areas of the North East, it would be good to have a printed pull-out copy of the application form included in the prospectus.
- A campaign should be conducted in the higher secondary schools and colleges, to create awareness about the courses of study on offer at ADBU. Such a campaign should be started in September itself and completed by mid-November.
- It would be good to have a dedicated staff member for admission work.

A review of the preparations for the First Convocation of the University

Next, the Academic Council reviewed the preparations for the First Convocation of the University scheduled for 19 September 2012. Fr. Stephen Mavely presented to the Council a report on the preparations for the conduct of the Convocation.

RESOLUTIONS

The Academic Council resolves to approve the Course Structure and Syllabus of the Academic Programme leading to the degree of Master of Science in Psychological Counselling. It further resolves to forward the approved Course Structure and Syllabus to the Board of Management for implementation from the academic year 2012-13.

The Academic Council resolves to approve the suggested modifications in syllabus proposed by the
respective Boards of Studies, namely for the courses given below:

**Language Studies**: LSCE0001, LSCE0002

**Basic Sciences – Mathematics**: MAEM0007, MAEM0009, MAEM0010, MADM0002, MAPT0008, MARM0005

**Electronics and Communications Engineering**: ECAC0019, ECMM0021, ECME0024, ECIP0033;

**Electrical and Electronics Engineering**: EEBE0001, EECN0015, EEPS0024

**Computer Science Engineering**: CSNL0008

**Management**: All courses – formalised suggested readings: MBHRIO1001, MBMIMG1001, MTFA0003, MTMC0005, MTME0006, MTQM0008, MTPM0009, MBHRGO2002, MBHRHM2003, MTBS0011, MTCF0012, MTCA0013, MTOM0014, MTHM0015, MTME0016, MTMM0017, MTBR0018, MBSMOS3008, MBFMFI3004, MBHRER3004, MBIOOM3002, MTHM0019, MTMM0020, MTEEE0021, MTRIO0022, MTMR0023, MTMI0024, MTEDO025, MTBR0026, MBHRLL4021, MTSM0027, MTBL0028, MTBA0029, MTSDO030, MTRMM031, MTSO032, MTHM0068, MTAV0033, MTPT0034, MTCT0035, MTAP0036, MTPM0037, MTTL0038, MTSC0039, MTSE0040, MTROR0041, MBMMRM5029, MBFMBO5025, MBFMIR5026, MTPM0044, MTBA0043, MTPM0042, MTCE0045, MTRM0046, MTCC0047, MTFD0048, MTBI0049, MTBF0069, MTDD0050, MTCC0051, MTSO0052, MTAF0053, MTRQ0054, MTRP0055, MTBE0056, MTSE0057, MTMP0058, MTBM0059, MTCM0060, MTBP0070, MTFP0061, MTFM0062, MTMT0063, MTCM0064, MTSO0065, MTNM0066, MTSP0067

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Dr. Basil S Koikara
Secretary

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