

**MINUTES OF THE 12th ACADEMIC AFFAIRS COMMITTEE MEETING HELD ON
30TH SEPTEMBER, 2013 AT 2:00 P.M. AT NIFT CAMPUS, HEAD OFFICE,
HAUZ KHAS, NEW DELHI**

The following were present:

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| 1. Sh. Arindam Das Director Delhi Centre
for Sh. Prem Kumar Gera, DG-NIFT | Chairperson |
| 2. Smt. Kavita Bhartiya, M/s Ogaan | Member |
| 3. Dr. Vandana Bhandari, Dean (A), NIFT | Member |
| 4. Prof. Suhail Anwar, Head (AA), NIFT | Member Secretary |

Also present:-

Ms. Rajni Shah, Asst. Board Secy.

The leave of absence was granted to:-

Ms. Monika S. Garg, Joint Secretary, MoT, and Sh. Pradyumna Vyas, Director, NID,
Member of AAC.

AGENDA ITEM NO. 1201

**To confirm the minutes of the 11th Academic Affairs Committee meeting held on
22nd August, 2013 at 3:00 p.m. at NIFT campus, Hauz Khas New Delhi**

The minutes of the meeting had been circulated to all the members of the Committee.
No changes or modifications were proposed. The minutes were therefore confirmed.

AGENDA ITEM NO. 1202

**Action Taken Report on minutes of the last meeting of the Academic Affairs
Committee**

The Action Taken Report on the decisions of the previous meeting of the AAC was
noted.

AGENDA ITEM NO. 1203

Revision in the channel of approval for Jury Members for Process Based Subjects

Dean (A) apprised the Committee about the current channel of approval of Jury
members for process Based Subjects and the problems involved with the current
channel.

Discussion took place on the matter and keeping in view the fact that responsibility of the
conduct of Jury lies with the Campus Director and if any pre-approved jury member is
absent for any reason, the conduct of jury becomes a problem and on-time approval fails
to reach to the Centres or post-facto approvals need to be taken, the Committee
approved the revised channel of approval for jury members as follows:

CCs → Campus Directors (with the proviso that the vetting of the jury members would be done by the CPs before approval is sought).

AGENDA ITEM NO. 1204

Modification in current Log Book

The Committee was informed that in all Process Based Subjects the progress of work done by the students and the feedback given by the faculty is recorded in a logbook in every session by the concerned faculty member and it becomes very difficult for the faculty to record the feedback in every session in the logbook of minimum class size of 30.

The Committee considered and approved the proposal of recording the feedback as many times as possible but minimum 4 times per subject per semester in the logbook (i.e. two feed back before mid term week and two before end term (or mid module)) and also approved the new format of log book as brought out in the agenda notes.

AGENDA ITEM NO. 1205

The Policy of Re-Examination

The Committee was informed that Bridge Programme was introduced as a supplementary programme to allow former NIFT Alumni to convert their Diploma to Degrees. The duration of the Bridge programme was 6 months for PG diploma holders and 1 year for UG diploma holders. It was also informed that the current Bridge Programme Policy is silent on the issue of re-examination of candidates.

The Committee considered and accepted the provision of re-examination policy, as applicable to the regular students of NIFT, for the students of Bridge Programme.

AGENDA ITEM NO. 1206

Diploma Programmes at NIFT

The AAC was informed that in the 10th AAC meeting, 18 Diploma Programmes were approved for new NIFT Centres to make them viable. The Committee was further informed that 'Chapter 8 of Academic Manual on Diploma Programmes' does not support the above new Diploma Programmes.

In view of the above, the AAC approved the proposal of formulation of new guidelines for Diploma Programmes and inclusion of the same in the Academic Manual. It was also approved that these Diploma Programme Holders would be eligible for NIFT regular programme through Lateral Entry.

AGENDA ITEM NO. 1207

Discontinuation of Summer Project from Course Curriculum of UG Programmes

Dean (A) apprised the Committee that the Summer Project is a 1 credit subject aimed to inculcate the ability to study a particular topic and document the information in a visual and /or textual format to form an academically relevant paper. It was also informed that there is hardly any useful output of the Summer Project.

The Committee felt that in lieu of Summer Project, some alternative options to provide the FP students with an opportunity to utilize their time gainfully in this period may be explored before discontinuation of the Summer Project. Chairpersons and Campus Directors may work out the possible options which may be placed before the next Executive Council meeting for discussion.

AGENDA ITEM NO. 1208

Revision of CE Policy 2013 of NIFT

The AAC considered and approved the revised CE Policy 2013 of NIFT with some changes, summary of the revision is mentioned below. It was directed that aggressive marketing through print/online media needs to be done for the CE-programmes.

Summary of revision:

The further revised CE Policy enables more flexibility to Campus Directors to Design, approve as well as execute CEP while HO would act as an enabler in policy matter and review.

1. All CEP proposals to be routed through PEC. All matters regarding CEP to be routed through PEC.
2. CEP at each campus to be treated as a standalone entity for revenue, budget & expenditure calculation.
3. Campus CE Budget and Expenditure plan for each campus linked to finance calendar of NIFT. Any upward, downward revision to be brought to the notice of Head Office at the time of submitting RE Budget along with justification. The revised budget is to be placed before the Finance and Audit Committee.
4. The Revenue Sharing model has been revised. A separate 'Campus Income' component has been created along with 'Campus CE Fund Surplus' in order to channelise revenue for the Campus as well as create seed money for expansion activities under CE for the Campus.
5. Direct expenses cap revised to 40%
6. Roles and definition of Programme Coordinator, CEP Facilitator and Programme Developer has been further elaborated.
7. CEP calendar and process chart revised to be in sync with the financial calendar as per the above change.
8. Programme Development Fee reduced from 5% to 3%.
9. Programme Coordination Fee defined as "not exceeding 7%" as long the direct expense is within the prescribed limit.
10. Sale of CE Brochure fee revised
11. End of the Programme report made mandatory to be submitted by the Programme Coordinator.
12. The Policy shall be applicable from the academic session 2013-14.

AGENDA ITEM NO. 1209

Performance / progress monitoring of the Research scholars

Performance/progress monitoring of the Research Scholars as brought out in the agenda notes was considered and approved by the AAC.

AGENDA ITEM NO. 1210

Waiver in Academic workload

Discussion at length took place on the proposal of waiver in Academic workload. Ms. Kavita Bhartia recommended that Additional Academic Responsibilities like SDAC, RIC may be re-looked and the same may be assigned to the Administrative person instead of faculty enabling faculty to devote their time on teaching. This was recommended keeping in view the shortage of faculty across Centres. The AAC considered and approved the following waiver in teaching workload.

Designation	Current Teaching hours/week	Proposed Teaching hours /week for those who have additional responsibility of academic administration:
Professor	7.5	6
Associate Professor	12	9
Assistant Professor	15	10.5

The Committee further mentioned that the Registrar (Head Office) may work out the requirement of additional faculty members which may arise due to the above waiver in teaching workload.

AGENDA ITEM NO. 1211

Feedback formats of students who undertake International Exchange Programmes

Feedback formats of students who undertake International Exchange Programmes were considered and approved by the AAC as brought out in the agenda notes with the observation that design of the formats may be re-looked.

AGENDA ITEM NO. 1212

Revised MoU on Academic Cooperation between NIFT and Partner Universities.

The AAC was informed that to ensure that the MoU is comprehensive and covers all legal aspects few clauses like Terminology and Scope, Right to decline admission to students, Modifications of the Agreement, Dispute resolution, Governing Law, Miscellaneous have been added in the MoU. The revised MoU was considered and approved by the AAC.

AGENDA ITEM NO. 1213

Any other item with permission of chair

Tabled Agenda

- (I) **The revised format of mark sheet of UG& PG Bridge Programs 2009 & 2010 batch**

The revised format of mark sheet of UG & PG Bridge programs 2009 & 2010 was considered and approved by the AAC.

The meeting ended with a vote of thanks to the Chair.