Thirteenth Meeting of the Senate

23rd January 2015, 11:00 hrs.

AGENDA



ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH

Headquarters: Training and Development Complex, CSIR Campus, CSIR Road, Taramani, Chennai- 600 113

Coordination Office: CSIR-Central Road Research Institute, CRRI P.O., Delhi-Mathura Road, New Delhi- 110 025



Academy of Scientific and Innovative Research

Agenda for the 13th Meeting of the Senate

23rd January 2015; 11:00 hrs.

Venue: Conference Room, CSIR-CRRI, Mathura Road, New Delhi 110025

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NOTE: (1) Annexures are appended along with the relevant Agenda Item, as applicable. (2) Page Numbers are given on pages containing Agenda Items only.



Initiation of the Meeting

Prof. Ram Rajasekharan, Director, CSIR-CFTRI has taken over as Acting Director and Chairman, Senate of AcSIR with effect from 9th December, 2015 on superannuation of Prof. Nagesh R. Iyer on November 30, 2014. The OM for the same is enclosed as **Annexure A-1** for information of the Senate.

Item No. 1 Welcome address by the Chairman of the Senate and Acting Director, AcSIR

Remarks by the Chairman, Senate of Academy of Scientific and Innovative Research (AcSIR) welcoming all the members attending the meeting.

Item No. 2 Confirmation of the minutes of the 12th meeting of the Senate

The 12th meeting of the Senate of AcSIR was held on November 17, 2014 at Room No. 104, ISSH, CSIR-IGIB, Mathura Road Campus, New Delhi.

The proceedings of the 12th meeting were accepted by the Chairman and circulated among the members of the Senate by e-mail on November 28, 2014 for their comments/ observations. A minor comment received has been incorporated in the final MoM.

The minutes are being put to the Senate for confirmation at **Annexure A-2**.

Item No. 3 Action Taken Report (ATR) on the 12th Meeting of the Senate

The Action Taken Report on the Proceedings of the 12th meeting of the Senate of AcSIR held on November 17, 2014 is furnished at **Annexure A-3**.



Items for Ratification

Item No. 4 Admissions for the PhD January 2015 session

PhD program in Science and Engineering

The admission for the Ph.D. program in Science and Engineering for the January 2014 session has been completed at different participating CSIR laboratories. In all **231** students have been selected for the PhD in Science program and **36** students have been selected for the PhD in Engineering program.

Proceedings of the Selection Committee meetings, duly approved by the Deans of the respective faculty, are not available for CSIR-CCMB, CSIR-CDRI, CSIR-CMERI, CSIR-IICT, CSIR-IIIM and CSIR-NCL. These admissions will be ratified at the next meeting of the Senate.

List of regular admissions at the CSIR Labs available currently to AcSIR office, approved by the cluster Deans and the Chairman, Senate, is being placed to the Senate for ratification at **Annexure A-4**.



Items for Ratification

Item No. 5 Course Related Items

Retrospective approval of courses in Chemical Sciences for CSIR-IIIM

CSIR-IIIM, Jammu has been running courses in Chemical Sciences from January 2011 session. However, due to oversight of the Coordinator, the course work has not been put up for proper approval procedure as laid down by AcSIR. However, the course content has no problem. It has now been approved by Dean, Chemical Sciences and the Chairman, Senate and is being put up for Senate's ratification. Course description is furnished in **Annexure A-5**.



Item No. 6 Constitution of Board of Studies

As per the provision of AcSIR Statute No. 9, members of Board of Studies have been nominated by the Chairperson of the Senate in consultation with the Associate Director (Academic). The Board of Studies shall be assisting the Senate for operating the academic programs.

Powers and Functions of the Board of Studies (*as per AcSIR Statute 9.3*) has been furnished as **Annexure A-6** for information.

Approved constitution of following Board of Studies (BoS) is enclosed as **Annexure A-7** for ratification by the Senate:

- BoS for Biological and Chemical Sciences
- BoS for Engineering and Physical Sciences
- BoS for Information Science Cluster including Humanities, Social Science, Law and Management



Item No. 7 Status of application for membership in academic bodies and recognition

As part of the exercise to obtain membership/ recognition of Academic bodies of National and International repute, AcSIR has filed applications for membership/recognition to the following bodies:

1.	Association of Indian Universities (AIU)	Provisional Membership has been granted
2.	Association of Commonwealth Universities (ACU)	Application under Consideration
3.	Ministry of Human Research Development (MHRD)	Application under Consideration

Award letter for Provisional membership of AIU is being placed at **Annexure A-8** for the information of the Senate.

The Committee regarding Accreditation will meet soon to take further action regarding this matter.



Item No. 8 Modification of various forms of AcSIR

The Course and Examination Committee in its meeting of 9th and 10th September, 2014, noted heterogeneity in various forms used by different CSIR Labs for academic activities of AcSIR and recommended uniformity of usage of forms to allay any confusion.

Accordingly, the following forms have been modified and approval of the Chairman, Course and Examination Committee has been obtained for introduction at AcSIR:

- (i) Semester and Cumulative Grade cards as per new grading system
- (ii) DAC/Comprehensive Exam Forms
- (iii) Forms for introduction of New Courses and Modification of existing courses.

It is proposed that these forms are to be used across all Labs mandatorily for specific purposes. The formats are placed at **Annexure A-9 (a), (b) and (c)**.



Item No. 9 CGPA to Percentage conversion formula

Several requests were received from students to devise CGPA to Percentage conversion formula as a requirement for applying to various organizations related to seeking job and opportunity for higher education in academic institutions.

The Examination Committee, in its meeting held on September 10, 2014 formed a subcommittee to devise such as formula. The suggestion of the Committee was then circulated among the Senate members on Nov 19, 2014 through e-mail. Subsequently the Chairman, Senate gave his consent on the conversion formula proposed by the subcommittee on Nov 27, 2014.

The approved formula for CGPA to Percentage conversion is:

Percentage = (CGPA - 0.5) * 10

Relevant papers are enclosed as Annexure A-10.



Item No. 10 Updates on Faculty status of AcSIR: New/Modified list received since 12th Senate Meeting

The Senate in its eighth meeting on August 2, 2013 had approved the *Faculty Guidelines of AcSIR*. The collated list of faculty was placed and approved in the 9th meeting of the Senate.

AcSIR routinely receives requests for modification of faculty list based participation of newly hired CSIR scientists in the Academy, promotion, superannuation or resignation of the existing staffs. Approval of the Chairman, Senate (as authorized at the 9th meeting of the Senate) has been obtained for the change in faculty positions for a few faculty of CSIR-IGIB and letters of recognition has been issued.

Details are placed at **Annexure A-11** for information of the Senate.



Item No. 11 Appointment of Distinguished Emeritus Professor at AcSIR

Prof. S.K. Bhattacharyya, Director, CSIR-CBRI and member of Senate, AcSIR proposed Prof. Nagesh R. Iyer for the position of Distinguished Emeritus of AcSIR to benefit from his knowledge and expertise for the Academy on his superannuation from CSIR. Chairman, BoG, AcSIR constituted a committee under chairmanship of Prof. Chandra Sekhar, Director, CSIR-CEERI and member of BoG, AcSIR to consider the nomination.

Based on the recommendation of the Committee, Chairman, BoG, AcSIR approved the appointment of Prof. Iyer as Distinguished Emeritus Professor with effect from 1st December, 2014.

Office Memorandum in this regard is enclosed at **Annexure A-12**.



Item No. 12 AcSIR Workshop for CSIR Laboratories

AcSIR Workshops are being planned for the Coordinators and AcSIR personnel placed at the different Labs to bring clarity and standardization of different procedures of academic and administrative nature. In order to facilitate maximum participation of the Coordinators and to minimize costs, the workshops are planned in three geographical locations as per the following schedule:

SI. No.	City	Venue	Date
1.	Hyderabad	CSIR-IICT	Feb 4-5, 2015
2.	Kolkata	CSIR-IICB	Feb 12-13, 2015
3.	New Delhi	CSIR-NPL	Feb 27-28, 2015



Item No. 13 MS by

MS by Research Program:

- (i) Discussion on Course work related issues
- (ii) Change in start date of program for the 1st batch of students
- (iii) Eligibility for Research Interns

As mandated by the Senate in its 12th meeting held on November 17, 2014, applications for MS by Research program are being called for January 2015 session and Project Assistants who are already existing in the CSIR system, will be included retrospectively from January 2014 session.

(i) Course work related issues

Coordinators from a few Labs have raised few queries about the course work for the program. The general query is that whether the 3 credit course leading to 12 credits in 3 years could be a combination of 1 and 2 credit courses and general guidelines on the level of courses to be offered for the program. The Senate is to deliberate and provide guidelines on the same.

(ii) Change in start date of program for the 1st batch of students

Since the MS by Research program is being initiated from the January 2015 session, the Project Assistants and the Coordinators of the Labs need extra time to get well versed with the procedures to be followed. Also, for the first time, the online admission portal need to be kept open for a longer period of time. Therefore, it is proposed that the start date of the program may be delayed by a few weeks and end of February 2015 could be the possible start date for the program. Senate is to deliberate on the proposal and provide guidance on the same.

(iii) Eligibility for Research Interns

There has been a query whether Research Interns of CSIR can also apply for the MS by Research program. As per the approved guidelines for the MS by Research Program, it is restricted to only the Project Assistants and Project Associates working in CSIR labs, apart from the Industry Sponsored candidates. The Senate may kindly examine the proposal for inclusion of Research Interns.



Item No. 14 Proposal for change in Admission Procedure in Integrated M.Tech-Ph.D program

Background: Currently, students in the Integrated M.Tech-Ph.D. program can be admitted under following routes:

- (i) Trainee Scientists (TS)
- (ii) Quick Hire Fellows (QHF)
- (iii) NET Engineering Qualified Candidates
- (iv) GATE Qualified Candidates
- (v) Industry Sponsored Candidates
- (vi) Project Sponsored Candidates

The students admitted through TS and QHF routes of CSIR get fellowship/ financial support for first two years from CSIR and often need to explore other avenues for financial support to continue the PhD part of the IMP program. At times the continuity of the students in IMP program becomes uncertain due to lack of fellowship/ financial support related issues of CSIR. However, AcSIR has no influence or control over this issue but it earns a lot of undeserved criticism for the plight of the affected students.

Proposal: It is proposed that AcSIR may refrain from advertising for Trainee Scientist and Quick Higher Fellow (QHF) positions for admission to Integrated M.Tech-Ph.D (IMP) program and would only advertise the admission routes from above SI. No. (iii) to (vi) above.



Item No. 15 Status of the PhD program at CSIR-NISCAIR

The Senate subcommittee (as per its recommendation in 11th meeting held on Aug 8, 2014; item #24), recommended discontinuation of the PhD programs at CSIR-NISCAIR, New Delhi with immediate effect.

The Senate requested Dean/ Associate Dean, MIS to oversee the transfer of 6 students to other relevant institute(s) along with identification of Guides/ Advisors.

Upon request, Directors of both CSIR-NISCAIR and CSIR-NISTADS agreed to have the following six students transferred to CSIR-NISTADS for continuation of their PhD program:

Mr. Anurag Kanaujia	(10MM14J42001)	Supervisor: Dr T. K. Jana
Ms. Tina Sharma	(10MM14J42006)	Supervisor: Dr T. K. Jana
Mr. Apurv Saxena	(10MM14J42002)	Supervisor: Dr J.S. Pillai
Mr. Ashutosh Saidawat	(10MM14J42003)	Supervisor: Dr J.S. Pillai
Mr. Pranay Kumar Singh	(10MM14J42004)	Supervisor: Dr J.S. Pillai
Mr. Tushar Kaushik	(10MM14J42005)	Supervisor: Dr J.S. Pillai

Coordinator, NISTADS shall identify Advisor(s) at CSIR-NISTADS. And, the current Advisors may remain students' Co-Supervisors, if required.

Report submitted by Associate Dean, MIS is placed for information as **Annexure A-13**.

Update on Status: One of the Supervisor of CSIR-NISCAIR (Dr. Pillai) has contested the decision of AcSIR with respect to the transfer of the students to CSIR-NISTADS, their Fellowship related issues and about the status of Supervisor with respect to the students.

The communications received from the Supervisor at CSIR-NISTADS is placed at **Annexure A-14**.



Item No. 16: Discussion on AcSIR policy on issuance of Merit Certificate to topper of M.Tech program

Background: The Integrated-MTech-PhD program of AcSIR is conducted across the different Engineering labs of CSIR, each having a few students in different specializations every year. AcSIR receives multiple requests from M.Tech students for issuance of 'Merit Certificate' for applying for INSPIRE and other Fellowships.

Former Chairman of the Senate was of the opinion that the overall topper in the M.Tech program would be eligible for the 'Merit Certificate'. However, no formal decision was taken on the issue.

Proposal: The members of the Senate, AcSIR are to deliberate whether

- (i) A merit certificate can be issued for the MTech part of the IMP program to facilitate the students' application for different fellowships; and
- (ii) If yes, then whether to issue Merit Certificate to the toppers of individual MTech programs conducted by different Labs or to the overall First rank holder across all MTech programs.

The Senate is requested to deliberate on the above issue and provide guidelines.



Item No. 17 Proposal for Adjunct Faculty at CSIR-CBRI

Background: AcSIR has received request from CSIR-CBRI for inclusion of the **Dr**. **V.A. Sawant, Associate Professor, Dept. of Civil Engg, IIT, Roorkee** as Adjunct Faculty of AcSIR. As per the guidelines of AcSIR, an Adjunct Faculty of AcSIR will spend substantial amount of time for the activities of the Academy in terms of teaching, supervising Master's thesis, guiding PhD scholars, development of curricula etc. or any other work that the Institute he/she is associated with, deem fit..

Proposal: Approval of the Senate is sought for the Adjunct Faculty positions at CSIR-CBRI. Relevant documents are placed at **Annexure A-15**.



Item No. 18: Eligibility of M.Tech students for short term academic leaves for attending highly competitive career programs

Background: A request was received from a student (Trainee Scientist) Mr. Deepak Kumar (Enrollment No.30EE14A15002) from CSIR-CSIO who has been selected to attend a highly competitive workshop organized by MIT Media Lab in Gujarat which would be helpful for his career. It was the first request for academic leave by an MTech student in first year only. Request received is enclosed as **Annexure A-16.**

Long term academic leave requests from students pursuing Ph.D. program have been granted earlier by the Senate. In this particular case, the candidate being a Trainee Scientist in CSIR, would require two types of leaves (i) Academic leave from AcSIR and (ii) Administrative leave from CSIR.

Proposal: In pursuant to AcSIR Ordinance No. 9.3 as under,

"9.6. Attendance

Students shall be required to attend lectures, laboratories, workshops, etc. relating to the subject of the course as prescribed, and not to absent themselves without adequate reasons and prior permission. Applications for leave of absence are to be made in writing to the Coordinator of the concerned CSIR laboratory."

It is proposed that students enrolled in M.Tech program (including Trainee Scientist) may be allowed to avail <u>academic leave</u> for attending such competitive workshops. The students will have to take written permission from the Supervisor and Coordinator before applying for such a fellowship to avail leave on selection. Also, such short-term academic leaves would require approval of the Dean of the concerned faculty.

The Senate is requested to deliberate on the above issue and provide guidelines.



Item No. 19: Mandatory requirement of tuition fee submission to AcSIR Bank account by students

Background:

AcSIR has initiated the process of setting up 'Direct Debit Mandate' method for tuition fee collection through SBI's Cash Management Product (CMP). However, in spite of best efforts of the Finance Section of AcSIR, Direct Debit Mandate has been adopted by only 40% of students so far.

Many of the students (PhD and MTech) are still depositing their tuition fees at the Labs. Due to non-receipt of payment information from the Labs and lack of transfers of the tuition fees on a regular basis, it is difficult to locate the transfer and recoup the tuition fee collected deposited by the students. Therefore, AcSIR is not able to compile student-wise fee collection information, thereby creating an information gap in the Academy.

In the recently concluded meeting of the Finance Committee of AcSIR held on January 16, 2015 it has been recommended that all fees payable by the students have to be mandatorily deposited at the AcSIR bank account held at SBI, Tidel Park, Chennai. Payments of tuition fees at any other location will not be considered by AcSIR from April 1, 2015 onwards.

Proposal: Senate is requested to deliberate and approve, if found appropriate, the following:

- (i) Mandatory requirement of tuition fee submission to AcSIR Bank account at SBI Tidel Park
- (ii) Whether a penalty can be introduced for late payment of tuition fee to AcSIR. Finance Committee shall propose the amount of late fee, if the proposal is approved by the Senate, AcSIR.



Item No. 20 Modification in thesis submission process

- i) Definition of "synopsis" of thesis
- ii) Procurement of consent letters by supervisors from the proposed examiners
- iii) Selection of examiners by Deans followed by approval of the Chairman, Senate
- iv) Requirement of submission of Hard copy of the final Thesis

i) Definition of "Synopsis" of Thesis

Background: Due to differences in interpretation by the students and the Supervisors of PhD theses, there have been instances when some of the synopsis submitted actually were 'summary of the work done of the thesis" while others were 'proposals of what is to be done during PhD'.

Proposal: To ensure clarity and consistency of the document submitted, the students would be asked to submit 'Summary of work done' instead of 'Synopsis'.

Discussion on the proposal and guidance of the Senate is requested on the above issue.

ii) Procurement of consent letters by supervisors from the proposed examiners

Background: For submission of PhD theses, names of eight examiners are submitted by the Supervisor to the Coordinator, who subsequently seeks approval of the Chairman, Senate through the Associate Dean and the Dean of the Faculty. Subsequently, approval of the Chairman, Senate is obtained by the Coordination Office and conveyed to the Coordinators. After receipt of the approval of the Chairman, Senate, the process of contacting the individual examiners are initiated by the concerned Coordinator. In the process, (i) onward submission of the thesis to the examiners get delayed since the process of obtaining consent from examiners takes time and (ii) the Coordinators get overloaded obtaining consent for the individual students.

Proposal: In order to reduce the time for sending out the thesis for examination, it is proposed that the Supervisor may obtain the consent of the potential examiners before submitting the list of examiners to the Coordinator for further processing. The Supervisor would be recommended to submit copies of the consent letters along with the list of examiners to the Coordinator. However, the Dean's selection of the examiners will not be influenced based on availability of fewer consent letters than the submitted list of examiners.

Discussion on the proposal and guidance of the Senate is requested on the above issue.



iii) Selection of examiners by Deans

Background: When a thesis is submitted at AcSIR, the Dean usually verifies the Synopsis and the Examiners' list provided and recommends to the Chairman, Senate for his approval. The Chairman selects the examiners from the list.

Proposal: Dean, being the domain expert in his/her faculty study, is usually aware of the academic standing of the proposed examiners while the Senate Chairman is unlikely to have similar expertise in all five areas of faculty. Therefore, it is proposed that the Dean of the respective faculty of study will select the examiners from the list provided which would be sent to the Chairman, Senate for his approval.

Discussion on the proposal and guidance of the Senate is requested on the above issue.

The revised format for submitting the list of thesis examiners for PhD thesis is placed at **Annexure A-17** for approval of the Senate.

iv) Submission of Hard copy of Thesis

Background: Currently, as a requirement, the Lab Coordinators have to submit a copy of the final thesis for those students who have successfully completed their PhD program for records on a CD to AcSIR Coordination Office for maintenance of information. Due to ever changing technological landscape, current PDF and other formats of soft copies might become obsolete and unusable for long term record keeping purposes.

Proposal: To prevent such an instance it is proposed that in addition to the current practice, CSIR Lab or AcSIR Headquarters will also retain a hardcopy of the thesis.

Discussion and approval of the Senate is requested on the above issue.



Item No. 21 Requirements for award of PhD degree followed by other Institutes of National Importance

Background: In pursuant to Agenda Item No. 16 of the 12th meeting of the Senate held on November 17, 2014 entitled "Discussion on minimum requirements for award of PhD degree by Institution of National Importance as per UGC Guidelines", Senate suggested the following with respected to two guideline there in:

"However, with respect to other points for (i) Uploading Thesis in INFLIBNET, and (ii) Issuance of a Provisional Certificate certifying to the effect that "the Degree has been awarded in accordance with the provisions to these Regulations of the UGC", shall be checked with other Institutions of National Importance not under direct control of UGC (such as NTs, ISI and IISERs) and necessary decisions can be taken by the Senate."

Accordingly three Institutes of National Importance (IIT, Guwahati, IISER, Mohali and ISI, Kolkata) were contacted to find out what do these Institutions do with respect to the UGC Guidelines. Summary of comments received:

IIT, Guwahati: "The UGC is the regulatory body in Academia and it their responsibility to notify degrees awarded by any University or Institute in the country. This is valid even if the Institute (such NTs/ MSc) is not under the governance of UGC.

Therefore, for the gazette notification of the degrees that AcSIR is awarding, a formal appeal with all supporting documents (basically something similar to Ordinances) may be submitted to UGC requesting them to notify the degrees under discussion."

<u>IISER, Mohali</u>: "The institutions of National importance award their own degrees. Their equivalence is decided by UGC. "

ISI, Kolkata: "We have our own standard to follow"

Proposal: Members of the Senate, AcSIR are requested to kindly review the responses received from institutions (placed at **Annexure A-18**) and suggest appropriate directions on the matter.



Item No. 22 Proposal for modification in the format for PhD and MTech certificates and Grade cards

Background: Some suggestions have been received from students and faculty members for following modifications both in the content, design & background color of the Certificates and Mark sheets:

- <u>Modification in Content</u>: Lab Name may be included in the Certificate and Mark sheet
- <u>Design & Color</u>: Background color may be changed from current 'Gold' to 'White' and design may be reworked accordingly, including multiple security features.

Proposal: Annexure A-19 depicts the inclusion of Lab Name in Certificate and Mark sheet, members of Senate are requested to kindly approve the same, if found appropriate.

Revised design with white color shall be circulated after consulting a suitable designing firm.