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भारतीय प्रौद्योगिकी संस्थान, कानपुर  
 INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
 P.O.: I.I.T., Kanpur 208 016, Uttar Pradesh, India

शैक्षिक विभाग : पूर्वस्नातक शाखा  
 ACADEMIC SECTION: UNDERGRADUATE OFFICE

Chairperson, SUGC

26<sup>th</sup> November, 2015

To  
 All Members of the SUGC

MINUTES OF THE 2015-2016/3<sup>rd</sup> MEETING HELD ON 24<sup>th</sup> NOVEMBER, 2015  
 AT 11.00 A.M. IN QIP CONFERENCE ROOM OF THE ACADEMIC AFFAIRS BUILDING

**MEMBERS PRESENT***SUGC Members:*

- |   |   |
|---|---|
| 1. Dr. T. Ravichandran ( <b>Chairman</b> )                      | 8. Dr. Rajesh M. Hegde (EE)                                       |
| 2. Dr. Sudhir Misra ( <b>Senate Nominee</b> )                   | 9. Dr. T. Ravichandran (HSS)                                      |
| 3. Dr. Sudhir Kamle (AE)<br>(in place of Dr. D.P. Mishra)       | 10. Dr. Joydeep Dutta (PUGC, ECO)                                 |
| 4. Dr. S. P. Rath (CHM)   | 11. Dr. Anshu Gaur (MSE)<br>(in place of Dr. Deepak Gupta)        |
| 5. Dr. Anurag Tripathi (CHE)<br>(in place of Dr. Nitin Kaistha) | 12. Dr. Malay Banerjee (MTH)                                      |
| 6. Dr. Sudib Mishra (CE)<br>(in place of Dr. Tarun Gupta)       | 13. Dr. Animesh Mandal (ES)<br>(in place of Dr. Indra Sen Sekhar) |
| 7. Dr. Amitabha Mukerjee (CSE)                                  | 14. Dr. S. S Mishra (IME)   |

*Student Representatives:*

- |  |   |
|--|---|
| 15. Mr. Praveen Honhar                                   | 17. Mr. Samyak Jain<br>(in place of Mr. Kunal Kapila) |
| 16. Mr. Vedant Goenka<br>(in place of Ms. Palak Agarwal) |   |

**MEMBERS REQUESTED FOR LEAVE OF ABSENCE**

1. Dr. D. P. Mishra (Ex-officio & M. Des.) 2. Dr. Anubha Goel (EEM)

**MEMBERS ABSENT**

1. Dr. Pradip Sinha (BSBE), 2. Dr. M. K. Harbola (PHY), 3. Dr. Shakti S. Gupta (ME),  
 4. Dr. K. Muralidhar (CLTP), 5. Dr. R. G. Pala (MSP), 6. Dr. Abhjit Kushari (ESc),  
 7. Dr. Prabhat Munshi (NET) 8. Mr. Abhimanyu Arora (*Student Representative*)

*T. Ravichandran*

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At the outset, the Chairman, SUGC, welcomed all the members present, and subsequently, the agenda was taken up for discussion.

**Item No. 1: Confirmation of the minutes of the 2015-2016/1<sup>st</sup> meeting held on 8<sup>th</sup> October, 2015 in QIP Conference Room (Academic Affairs Building).**

The Minutes of the 2014-2015/7<sup>th</sup> meeting held on 18<sup>th</sup> May, 2015 was circulated amongst the members on 2<sup>nd</sup> November, 2015, with a request to give their comments, if any, on the minutes. Since no comments were received the above cited minutes were confirmed.

**Item No. 2: Announcement, if any**

The Chairman reminded the members about the next SUGC meeting that is scheduled to be held on Friday, 11 December 2015 at 10 A. M.

The Chairman requested the Conveners of the three sub-committees constituted for (1) reviewing the exiting procedures for approval of a new course and evolving an on-line format for uploading the same in OARS (2) proposing a possible model for an exit option for academically deficient B. Tech. students (3) revising of the remedial program proposed by Students Welfare Cell for academically deficient students to submit their reports before 15 January 2016.

**Item No. 3: Consideration of the proposal of the Student Nominee of the SUGC for allowing semester drop in case of any valid reason.**

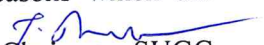
The committee was apprised about the proposal was submitted by the Student Nominee of SUGC for allowing semester drop in case of any valid reason.

In the revised UG Manual (Clause 11.3) which has been approved by the Senate in its meeting held on 9<sup>th</sup> November, 2015, it is stated that;

- *A student may be allowed a leave of absence for a whole semester (temporary withdrawal) for bona fide reasons. Such leave of absence shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme.*
- *An application for temporary withdrawal should be made before the date of registration for the semester as mentioned in the Academic Calendar. However, under exceptional circumstances, a student may apply for withdrawal anytime during the semester.*
- *Application for temporary withdrawal should be addressed to the Chairperson, SUGC, and routed through the DUGC convener. It should be submitted to the Undergraduate office with supporting documents such as a medical certificate (in original) in case of an illness.*
- *A student who remains on authorized leave of absence due to ill health shall be required to submit a certificate from a Registered Medical Practitioner to the effect that s/he is sufficiently cured and is fit to resume her/his studies. The Institute may constitute a Medical Board to determine the fitness of the student before registration. The registration of the student shall be provisional till the Board certifies the fitness. In the event that the Board recommends that the student is not yet fit to resume studies, the registration may be cancelled.*

As per the existing norms, students are allowed to take semester leave only on medical grounds, and in exceptional cases, on humanitarian grounds. Since no other reasons are accepted for allowing the semester leave, it is proposed by the Student Nominee of SUGC that the reasons which are

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considered as a bona fide may be elaborated in a logical manner by including the reasons related to other academic activities, specifically for pursuing the internship in other university/institute/organization also. Out of the permissible two semester leaves in the entire academic program, a student may be allowed to take at least one semester leave for pursuing research work elsewhere. After due deliberation, the student nominee was requested to revise the proposal by including the eligibility criteria followed for non-degree students proceeding abroad under exchange programme (Clause 11.5 of UG Manual) and by maintaining the minimum CPI norm of 7.0 and minimum completion of 200 credits (Clause 11.5.1 of UG Manual).

**Item No. 4: Consideration of the proposal of re-scheduling the academic recess which has been received from Prof. Vinay K. Gupta of Civil Engineering Department**

The proposal Prof. Vinay K. Gupta of Civil Engineering Department for re-scheduling the academic recess was presented before the committee and it was decided that inputs from all Departments/IDPs are to be collected before deliberating on this matter.

**Item No. 5: Consideration of the requests of the students to give permission for semester drop for medical and other compelling reasons**

Requests of the following students for semester drop (2015-16-I semester) for medical and other compelling reasons were considered by the committee on a case-to-case basis and the following decisions were taken:

<i>Sl. No.</i>	<i>Roll No.</i>	<i>Name of Student</i>	<i>Dept.</i>	<i>Prog.</i>	<i>Decision of the Committee</i>
1.	13400	MAYANK PATHAK	EE	BT	Student is allowed to take semester leave on medical ground with the condition that without obtaining fitness certificate from the Institute's Medical Board he will not be allowed to register in the next semester, i.e., 2015-16-II.
2.	151057	NIKKI KEDIA	MTH	MS-2	Student is allowed to take semester leave on medical ground with the condition that without obtaining fitness certificate from the Institute's Medical Board she will not be allowed to register in the next semester, i.e., 2015-16-II.
3.	14712	SUBHASH	EE	BT	Since no supporting document was submitted by the student for which the reason for semester leave may be substantiated, the student is <u>not allowed</u> to take semester leave.
4.	10211	CHILLARA VENKATA SESHITHA	CSE	BT	Student is allowed to take semester leave on medical ground with the condition that without obtaining fitness certificate from the Institute's Medical Board she will not be allowed to register in the next semester, i.e., 2015-16-II.
5.	14159	Aviral Agarwal	EE	BT	Student is allowed to take semester leave on medical ground with the condition that

					without obtaining fitness certificate from the Institute's Medical Board he will not be allowed to register in the next semester, i.e., 2015-16-II.
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**Item No. 6: Consideration of the report of the committee constituted for reviewing the functions of Curriculum Development Monitoring Committee (CDMC)**

It was decided that inputs from all Departments/IDPs are to be collected before deliberating on this matter.

**Item No. 7: Consideration of the requests of course instructors of HSS and Maths Departments to approve new courses of their Departments.**

Requests of the following instructors for approval of new courses were accepted by the committee and approved the courses cited below:

Course No.	Course Title	Name of the Course Instructor
ENG458	Comedy: From Sitcom to Standup!	Dr. Gurumurthy Neelakantan
ENG460	Autobiographical Literature	Dr. Sayan Chattopadhyay
MTH429	Calculus in $R^n$	Dr. Kaushik Bal

**Item No. 8: Consideration of the requests of the following students to consider UGP as an Open Elective (OE) for completion of the B. Tech. requirements of BT-MT (Dual Degree) Program.**

Requests of the following two students

Roll No.	Name	Deptt.	Program	Course to be considered as OE
11907224	Chirag Agrawal	CE	BT-MT (Cat.-A)	CE491A
11907217	Chetan Chauhan	CE	BT-MT (Cat.-A)	CE492A


for consideration of UGP as an Open Elective for completion of the requirements of UG Part of BT-MT (Dual Degree) program were not accepted because there is no provision in the existing course template of CE department that credits of the UGP may be counted for fulfillment of the credit requirements of OE slots.

**Item No. 9: Consideration of the request of Mr. Namit Mittal (11907449), a Dual Degree student of CE Department, to appoint an external co-supervisor.**

Request of Mr. Namit Mittal (11907449), a Dual Degree student of CE Department, for the appointment of Mr. Rakesh Kumar Mishra, Chief Technology Officer, Scene Sharp Technologies Inc., Canada, as an external co-supervisor was considered by the committee. Based on the recommendations of the DUGC, it was decided that positive recommendation will be sent to the Chairman, Senate for approval.

**Item No. 10: Consideration of the request of Mr. Prakhar Agrawal (13482), a BS student of Mathematics and Scientific Computing, to allow him to proceed to other institute through exchange program**

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Since all the eligibility criteria have been fulfilled by Mr. Prakhar Agrawal (13482) and he has submitted the required documents, the request of Mr. Agarwal, to allow him to proceed to EPFL as a non-degree student through exchange program for pursuing his course work during 2015-16-II semester, has been accepted.

**Item No.11: Consideration of the request of Mr. Archit Tripathi (13138), a BT student of Mechanical Engineering Department, to give waiver in a compulsory course in lieu of the courses cleared in his previous branch.**

Request of Mr. Archit Tripathi to give waiver in a compulsory course ME231A (Fluid Mechanics), in lieu of two courses ESO204A (Fluid Mechanics & Rate Processes) and CE262A (Engineering Hydraulics) which were cleared by him when he was a student of CE department, i.e., before branch change from CE to ME was considered by the committee. Since the course contents of both the courses ESO204A and CE262A are considered equivalent to the course ME231A, it was decided that waiver in a compulsory course may be given and positive recommendation will be sent to the Senate for its consideration.

**Item No. 12: Consideration of the request of Mr. Vivek Kumar (11819), a BS student of Physics Department, to give waiver of one credit in ESO slot for completion of graduation requirements**

The committee was apprised that in Clause 8.2 "Minimum Academic Requirement" of the revised UG Manual, it is stated that if a student is short of 1 credit in the SO/ESO category for the completion of the program, then relaxation in the credit requirement of the slot may given. On this basis, the request of Mr. Vivek Kumar to give waiver of one credit in ESO slot for completion of graduation requirements was accepted and it was decided that positive recommendation will be sent to the Senate for its approval.

**Item No. 13: To consider the proposed changes in the course template of MS part of (Dual Degree) program of Chemistry Department**

The proposed changes in the course template of MS part of Dual Degree program of Chemistry Department was accepted by the committee and it was decided that the proposal will be sent to the Senate for consideration.

**Item No.14: Consideration of the proposal to display the dates of the events of Modular Courses, (duration of the course is half of the semester) in the Academic Calendar.**

The committee was apprised that the Modular Courses are offered with the duration of half of the semester but no specific dates of the events, such as date of add/drop, Mid-semester and End-semester Examination, etc., are shown in the Academic Calendar. The proposal to display the dates of the events of Modular Courses was accepted in principle by the committee and it was suggested that before giving any recommendation to the Senate, a planned Academic Calendar with the exact dates of the above cited events is to be placed before the committee for consideration in the next meeting.


**Item No. 15: Consideration of the requests of the 2012 batch students to change of their academic program from BT/BS to MT/MS in various Categories.**

Requests of the students of 2012 batch was considered by the committee; and based on the recommendations of the concerned DUGC, the following students were allowed to change of their academic program in Dual Degree:

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Sl. No.	Roll No.	Name of the Student	Dept.	Academic Prog. Converted to
1.	12581	RITVIK SRIVASTAVA	EE	BT-MT
2.	12202	BOLLI SHYAM KUMAR	CHM	BS-MS
3.	12162	ARUSHI JAIN	ECO	BS-MS

  
(T Ravichandran)  
Chairman, SUGC

Copy to (*for information*): Dean, Academic Affairs

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