



CRITERIA 6

6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc. (5 Marks)

IN THIS FILE

- **Governing Body/Board of Management/Academic Council/Board of Studies/ Dean & Director Council Minutes**

Minutes of Meeting

Deans & Directors Council

(2019-2020)

Minutes of REVIEW - ONLINE CLASSES Meeting		
Sat, 2 May'20; 11.30-1.00pm on Google Meet meet.google.com/xxf-kpwd-tzx		
Attended by - Hon'ble Sheetal Ma'am, DR. D.N.S. KUMAR, ALL DEANS, REGISTRAR, UPASANA SHARMA		
S.No	Points Discussed	Points by
1	Feedback for online teaching -challenges, problems	Sheetal Ma'am
2	Exams - all sorted	Sheetal Ma'am
3	Results- to announce in time	Sheetal Ma'am
4	Fee Recovery- Fee Recovery Team needs to take action to collect outstanding asap	Sheetal Ma'am
5	Scholarship cases to be addressed by the Scholarship committee	Prof Jeyanthi
6	Scholarship committee's functioning	VC SIR
7	Scholarship committee reconstituted / Members - COE, REGISTRAR, CFO, CMO & DR. KANUPRIYA	VC SIR / Registrar
8	AU awareness campaign all over India during this period	Sheetal Ma'am
9	National level competition in capstone areas	Sheetal Ma'am
10	Certificate courses for Alumni	Sheetal Ma'am
11	Free Courses for current students	Sheetal Ma'am
12	Soft skills sessions for students	Sheetal Ma'am
13	Faculty's break on roster basis	Sheetal Ma'am
14	Alumni connectivity	VC SIR
15	Admission Drive- Planning for 15-20 online competitions showcasing our skills & competency	VC SIR
16	Conduct Certificate courses for current students in July after exams.	VC SIR
17	Soft skills sessions for students by Deepika Bajaj	VC SIR
18	Awareness for Lateral Entry through Webinars	VC SIR
19	Conduct online International Faculty lectures	Sheetal Ma'am
20	Library of Eminent people- Students to book slot to chat with them	Dr. Vibhuti Sachdev
21	Student to connect with Faculty, Alumni, Industry experts, mentors through story telling	ALL DEANS
22	Faculty can approach their neighboring society to spread AU's vision.	Registrar
23	Important Information shared by VC Sir <ul style="list-style-type: none"> AIU has advised to conduct cultural events. AU is following this even in this time of pandemic. Online Gratitude Day/ Bhasha Utsav was celebrated on 2nd May'20 with students. About 76 students have registered for the 6th webinar by Office of International Centre that will create awareness for AU's programs. 5-6 international universities including Germany, America have approached to send their students to AU for 15 days to one-month program. AU has started becoming member of some international bodies. Mr. Jacob John has initiated to become member of the same. 	
	Registrar (Member Secretary)	



Minutes of Meeting- All Deans		
Mon, 4 May'20; 11.00-12.00pm on Google Meet- meet.google.com/aco-ivtj-qwu		
Attended by - DR. D.N.S. KUMAR, ALL DEANS, COE, REGISTRAR, UPASANA SHARMA		
S.No	Points Discussed	Points by
1	Submission of Committee and course wise plan by all Deans to COE	VC SIR
2	Committee and course wise plan received from all the deans except SSHS	COE
3	Examination notification with a gentle reminder to clear Outstanding dues by 22nd May'20	VC SIR
4	Mock Test dates to be fixed up by COE in coordination with IT	VC SIR
5	Deans to approve course wise plan	VC SIR
6	Internal as well as external marks for the current semester have to be uploaded by the AU Faculty	COE
7	Identification of registrations for summer 1 & 2 before deciding holiday slots for faculty.	Registrar
8	Break can be decided according to the examination time table/ we can have the break in two slots - end of June and July's beginning	VC SIR
9	School wise three National level competition in May & June to create Data base; proposed 3 Prizes that can be tagged to admissions in the form of concession or scholarship ; schoolwise key themes can be planned	VC SIR
10	AU should aim at NAAC ranking	VC SIR
11	Plan for one certificate course for Alumni- of 1 Credit (15 hours) in the month of May/ June, should be a professional course. Internal as well as external faculty/experts to be involved in this but no financial	VC SIR
12	Free certificate courses of two credits for current students in the month of July. 1 credit =15 hrs.	VC SIR
13	TDL courses within the curriculum, can be moved to Certificate Courses to maintain the importance of TDL	Dr. Vibhuti Sachdev
14	Inspirational lectures by faculty members to graduating students for promoting our masters' programs; make a plan & send it to Registrar	VC SIR
15	We should look for cross schools counselling to promote masters' programs among current students	Dr. Kanupriya
16	Blended Learning time table by SSAA would be experimented when the college resume	Dr. Vibhuti Sachdev
	Registrar (Member Secretary)	

**Registrar
(Member Secretary)**



Minutes of Meeting- All Deans

Sat, 9 May 20; 10.30-11.30am on Google Meet
meet.google.com/fau-utyd-tru

Attended by - DR. D.N.S. KUMAR, COE, REGISTRAR, DR. VIBHUTI S., DR. LATIKA D. SANDEEP VISHNOI, YASHRAJ SHARMA, IRASANA SHARMA

		VISHNUPATI SHARMA, TASHIRPAL SHARMA, UPASANA SHARMA

S.No	Points Discussed	Points by
1	Submission of school wise Committee by all the schools, shared with VC Sir, Registrar & Sandeep Vishnoi	COE
2	Registrar to approve the school wise committee	VC SIR
3	Received School wise IT committee from all the schools, Shared with IT Head	COE
4	Course wise examination plan has been shared by all the schools with COE	COE
5	Examination Time table / Date sheet would be shared by COE with students	VC SIR / COE
6	All schools to submit student's attendance by 14 th May'20 to COE / Examination Department, however no student will be debarred on the basis of short of attendance	VC SIR / COE
7	Academic council may be run for half an hour, once received attendance from all the schools	VC SIR
8	SSHS has carry forward 4-5 internal exams to next semester as they need inputs from the industry.	COE
9	TDL exam will include – Viva/ Assignment / Presentation	COE
10	First preference for examination will be MCQ, assignments will be the second option if any student fails to attempt first option due to non-accessibility or some other reason	VC SIR
11	A general notification of commencement of practical exams (from 18 th May'20) & online theory exams (from 1 st June'20) has been shared with students on 4 May'20 by COE	COE
12	Date sheets of all the schools will be announced positively by 12 th – 13 th May'20	VC SIR / COE
13	Date sheet would be shared with students on mail, SMS, & would be available on AU's website	COE, VIBHUTI MAM, REGISTRAR
14	IT has prepared a guideline (PPT) for IT coordinators of each school to upload assignments, MCQ's & for students also to use TCS platform for examination	SANDEEP VISHNOI
15	At least one Mock test to run for all the students by IT	VC SIR/ SANDEEP VISHNOI
16	Ex-students shall be given assignments on mail / or IT & COE can plan online exam for them also if feasible	VC SIR
17	SOP for exams has been shared by all schools with Registrar & IT Head.	COE
18	All the information related to exams will be in scroll on website under the heading – May- June'2020 Exams link.	VC SIR
19	Each school to communicate about modes of examination to students.	COE
20	The link of examination details on website for every school has to be from Examination department	VC SIR
	Registrar (Member Secretary)	



Minutes of Meeting of Deans Online Meeting

DATE- Monday, 13 April' 2020

TIME – 5.00-6.30 pm

MEDIUM- Google Meet

Members Present:

Hon'ble VC SIR

Registrar

COE

Mr. Sandeep Vishnoi

Dr. Vibhuti Sachdev

Mr. Himanshu Sanghani

Dr. Latika Duhan

DR. Garima Parkash

Dr. Kanu Priya

Dr. Jagat Giri

Dr. Monica Chaudhry

Ms. Jeyanthi Nadesalingam

Dr. Prabh Bedi

Upasana Sharma



Points discussed

1. **Review of online classes, assessment and Mid-term exam –**
 - a. Online classes are going well.
 - b. Remote Area's students are not able to attend the session
 - i. Suggested to connect using WhatsApp or other possible media.
 - c. Mid Terms and assessments have almost completed except practical and studio work.
 - i. Suggested to conduct practical and studio work once college will resume.
 - ii. Almost all schools have shared the marks on ERP/CRM. School who have not uploaded, will do soon.
2. **Term End Examination –**
 - a. To be discussed, once UGC will issue guidelines (with in 10 days)
 - b. Till that time students need to be engaged in some activities.
3. **IT Support for Online Classes etc and TEE –**
 - a. IT has introduced integrated platform with TCS, it has helped in reduction of non-value added activity.
 - i. Suggested IT to be prepared for Term End Exam (MCQ & Assessments) and report generation
 - ii. IT needs to provide training to faculties of online training guidelines.
 - iii. Suggested to introduce online case study, scenario & MCQ.
4. Suggested to encourage faculties to prepare Audio/Video presentation and upload on YouTube etc. for capstone project topics -
5. School wise Identification & Preparation of the list of eminent people, who's photo frame to be got done and should be placed of their respective school's corridor wall – so that students will be familiarized with them-
6. **Emeritus position –**
 - a. Identification & making a list of Senior Retired Professors, Judges etc. in your area (s) to deliver sessions.



7. Visiting Researcher Mentor –
 - a. Formal arrangements to be done to have their sessions.
8. Refresher and Quality Improvement Programmes can be organised school wise in June and July-
9. Online Conferences to be plan at least once for next 3 months in which practitioners and professors to be called. It will help to add value to the organisation –
10. Apart from online classes, constant efforts to be made for admission process- holding webinars, inviting eminent people/ experts / practitioners to increase organisation's visibility.



Minutes of the Meeting of – End Semester Examination Plan

Date, Time & Venue: Mon, 27 April'20, 3.00-4.30 pm on Google Meet

- Members:**
1. Prof. (Dr.) D. N. S. Kumar, Vice-Chancellor
 2. All Deans- SSAA, SSPD, SSD, SSHS, SET, SHM, SOL, SSB
 3. Himanshu Sanghani
 4. Chhavi Singla
 5. Registrar
 6. COE
 7. Sandeep Vishnoi
 8. Upasana Sharma

Agenda: End Semester Examination Plan

Points Discussed during meeting-

Commencement & duration of Examination

Mode of Examination as per all the Deans

Backend Plan (IT) for Online Exams

Mock exams to help students to prepare for online exams

Main Highlights-

- The COE announced tentative date of examination i.e. 1 June'2020, Examination duration would be around 3 weeks.
- Last date of online classes for this term would be 10th May'2020.
- All the deans are fine with online examination & prepared for it, however Director SSHS has shown limitation for online examination as the students and staff are not tech savvy. Also stated that their practical can't be performed online.
- Deans are to decide the online pattern of conducting exams course wise for their respective schools - be it in the form of MCQ, Assignments, Viva or Presentation.
- IT would support all schools for online exams.
- Mock Test can be organized to ease the situation of online exam for current & reappearing students, if deans find it ok.



- Internet problems for remote area students to be resolved thinking other alternates.

VC Sir's Recommendations-

1. COE has to set a deadline to upload marks of Mid Term Exam in consultation with Deans.
2. Deans have to take ownership for attendance. Every course teacher has to certify online attendance of students (on Zoom/ Google meet/ on phone) and submit it to Dean, that will be forwarded to COE
3. Every school has to form an Exam Committee headed by its Dean, with 4-5 team members, this committee will decide the online exam pattern, course wise for each subject.
4. Three committees are to be formed to run online examination:
 - School Wise Exam committee
 - COE committee
 - IT Support/coordination Committee
5. There would be one more committee at University level. Registrar to build coordination among COE, Schools & IT.
6. VC Sir has empowered all Deans for examination plan for their respective schools.
7. School Committee is to present their report regarding examination plan to COE by 2nd May'2020 by 2.00 p.m.
8. Registrar shall build SOP in coordination with COE & IT Head.
9. Each school has to give some write up for PR agency. Faculty can also share those write ups directly to Mr. Amit Phull or Ms. Lavanaya Ahluwalia
10. COE has to ensure about the collection of examination / supplement fee or any other outstanding fee in coordination with accounts department, no school will be involved in fee collection matter.
11. Deans have to take a call in case if any student is not prepared for taking exams.



Minutes of Meeting

Deans & Directors Council

(2020-2021)

Minutes of Meeting - Deans Meeting

DATE- Monday, 7 September 2020

TIME – 12.30-1.30 pm

VENUE- VC OFFICE

Attended by- **VC Sir, Registrar, CMO,**

Prof. Jagat Giri, Dr. Monica Chaudhary, Dr. Garima Prakash, Prof. Sasi Menon, Prof. Latika Duhan, Prof. Himanshu S., Dr. Vibhuti Sachdev, Prof. Anjali S., Dr. Chhavi Singla

AGENDA- Academic Calendar & Orientation

- Academic Calendar details imparted by Registrar including commencement of online classes, examination, convocation & different holiday breaks.
- Each school has to make own Academic Calendar & mail it to all the students by 8 September'20 in coordination with IT.
- Orientation will take place in two Parts. First half at University Level, Second half at School level. Deans to make nice welcome note for New Students.
- Prof. Himanshu will decide the suitable online platform for Orientation in coordination with IT dept.
- Deans to reach out CMO to connect with New admitted students.
- Capstone/ Foundation to be continued with New students between 14-18 September'20
- Orientation / Sessions to be recorded & published on website for later joiner.
- In the light of NAAC, each school to form a team for the requirement of Infrastructure of school & share on mail by Monday, 14 September'20 to secretary to VC
- All the schools will prepare an exhaustive Academic Calendar (Academic/ Non-academic) at the earliest.
- Students Handbooks should be make ready by the Registrar office.



Minutes of Meeting of Deans Meeting

DATE- Monday, 28 Dec' 2020

TIME – 3.00-4.00pm

VENUE- D-113

Attended by- **VC Sir, Registrar**, Prof. Pooja Rastogi, Dr. Monica Chaudhary, Chef Sunil Kumar, Prof. Sasi Menon, Prof. Sudipto Sarkar, Prof. Latika Duhan, Prof. Himanshu S., Dr. Vibhuti Sachdev, Prof. Kanupriya,

- MOUs for Apprenticeship / Internships are to be approved now by UGC
- UGC has created portals for universities to update activities, ventures, programs etc.
- Planning for next Semester-
Online/offline Classes, Activities, Relook at calendar, Conduct – webinars, seminars, Industry connect, Interaction of students with Corporate Executives.
- Organisation/ Institute should have good academic rigor.
- Industry person should give at least one lecture.
- Each Dean should have personal blog
- School logos should be appropriate as per new names of schools
- Attendance rules to be followed by staff from 4 January'21 onwards
- Semester feedback from students should be taken by schools
- NAAC Exercise to begin again from June'21
- PTM on Central & School level both (June / July)
- Admission activity- How schools are going to support Admission Drive
- Deans to reach out CMO office.
- Admission Activities to be carried from schools & CMO office both.
- CMO (this name has to be changed)
- Matter related to admission activities will be checked first, then will go out.
- Admission outreach Activity – Identify States, potential students
- National / international level admission activities should be conducted
- Appointment for few positions for different centres
- Sports Teacher should be appointed
- For 1st Sem students- Later joiners won't take exam, will attend supplement classes & take supplement exams.
- Remedial classes will be conducted for students
- 129 Certificate courses for staff.
- For Faculty – Run a course, generate revenue through seminars on ratio basis with university
- VC Sir will go through all Faculties profiles.
- To call students for particles- Undertaking from parents is mandatory

Registrar



VC Sir

Minutes of Meeting of Deans Meeting

DATE- Wednesday, 13 Jan'21

TIME – 10.00-11.00am

VENUE- D-113

Agenda- Academics & Administration

Attended by- **VC Sir, Registrar**, Prof. Jagat Giri, Dr. Monica Chaudhary, Prof. Garima Prakash Prof. Sasi Menon, Prof. Sudipto Sarkar, Prof. Latika Duhan, Prof. Himanshu S., Dr. Vibhuti Sachdev, Prof. Komal, Prof. Chhavi

- School to prepare Brochures for admissions.
- Parameters of structuring programs as instructed by UGC
- MOU of Internships / apprenticeships has to be signed with commercial organisation
- All the updates of the organisations should be on UGC portal
- COE to give names of passed out students who have not collected their degrees due to any outstanding amount. Schools to reach those students for clearing their outstanding & collect degrees from University.
- **Workload of Faculty members** (Hours per faculty) should be equally divided & should be more as comparative to last time.
- Schools to prepare Admission Drive Plan & present it to VC Sir by Friday, 15 Jan'21
- Train respective school's counsellor(s) about different programs with all the required details for admission purpose.
- Analysis of admission plan will be done by CMO office
- Registrar to prepare bullets for Admission Drive & share with schools/Deans.
- TCS should be linked to accounts for payments of fee.
- Detailed **Admission Drive plan** document from schools should be prepared and present it to VC Sir, Registrar & CMO
- For Logo- **Sushant prefix** shouldn't be used.
- **Creatives** should be prepared at school level
- **Time Tables** for next semester to be share by schools with IT.
- IT to upload TT before commencement of classes.
- TCS should be integrated in terms of uploading marks by faculty
- Deans will verify results prepared by COE office
- Now onwards just 2 scholarships will be give- **Haryana Domicile & Merit**
- Fee will be reduced.
- Registrar to take call on **Document verification** (in discussion with COE) which is pending for this year admissions.

Registrar



VC Sir

Minutes of Meeting of Deans Meeting

DATE- Wednesday, 20 Jan'21

TIME – 10.15-11.00 am

VENUE- D-113

Agenda- Academics & Administration

Attended by- **VC Sir, Registrar**, Prof. Jagat Giri, Dr. Monica Chaudhary, Prof. Garima Prakash Prof. Sasi Menon, Prof. Sudipto Sarkar, Prof. Himanshu S., Dr. Vibhuti Sachdev, Prof. Komal, Prof. Chhavi, SHAILY BHASHANJALI, SAGARIKA G., INDUPRABHA PATHAK

- Soft skill training will be for students, faculty & departments like admission & mkt.
- Soft skill professors will design modules as per the requirement of different schools/programs.
- Smart classes will be conducted by IT in a blended mode- online, offline & live stream
- IT to record these classes
- Practicals can also be done using tripods/ mobiles – IT will guide schools for this
- Training of Smart Classes for faculty will be arranged by IT
- IT to check number of online & offline classes with schools.
- Schools to give data for smart classes to IT
- Deans to contact those students who have not collected their degrees due to outstanding amount with the help of COE office.
- Document Verification meeting to be conducted- VC Sir, COE, Registrar, & CMO
- NAAC Criterion 1 needs to be completed and submitted by 28th Jan 2021. (Prof. Garima to take charge of this)
- NIRF data for SET, SOB & SAA to be shared with NIRF team- by Amit Agarwal, Deans to help him for the same.
- Placements for all the schools to be taken care by CRC
- Deans to start work on Brochures. Program structure should come in brochures.
- COE to collect course titles from schools, approve & upload (on TCS) codes, credits for the same.
- Deans will inform whenever they make changes in above point
- Any changes in Modules/programs should not be for the existing batch.

Registrar



VC Sir

Minutes of Meeting of Deans Meeting

DATE- Thursday, 25 February 2021

TIME – 10.30-11.30 am

VENUE- D-113

Agenda- Admission Brochure

Attended by- **VC Sir, Registrar,** Prof. Jagat Giri, Prof. Garima Prakash, Prof. Sasi Menon, Prof. Sudipto Sarkar, Prof. Latika Duhan Prof. Himanshu S, Dr. Vibhuti Sachdev, Prof. Kanupriya, Prof. Chhavi,

- Soft skill training will be for students, faculty & departments like admission & mkt.
- Soft skill professors will design modules as per the requirement of different schools/programs.
- Smart classes will be conducted by IT in a blended mode- online, offline & live stream
- IT to record these classes
- Practicals can also be done using tripods/ mobiles – IT will guide schools for this
- Training of Smart Classes for faculty will be arranged by IT
- IT to check number of online & offline classes with schools.
- Schools to give data for smart classes to IT
- Deans to contact those students who have not collected their degrees due to outstanding amount with the help of COE office.
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- NAAC Criterion 1 needs to be completed and submitted by 28th Jan 2021. (Prof. Garima to take charge of this)
- NIRF data for SET, SOB & SAA to be shared with NIRF team- by Amit Agarwal, Deans to help him for the same.
- Placements for all the schools to be taken care by CRC
- Deans to start work on Brochures. Program structure should come in brochures.
- COE to collect course titles from schools, approve & upload (on TCS) codes, credits for the same.
- Deans will inform whenever they make changes in above point
- Any changes in Modules/programs should not be for the existing batch.

Registrar

VC Sir



Minutes of Dean & Director Council

Date 2 Aug 2021

Time – 10 AM – 11 AM

Venue – D 113

Agenda – Curriculum Advancement & Enhancement

Discussion Points

- Revision of Syllabus for the programs to be aligned with Stakeholders feedback and Industry Requirements.
- Schools to lay emphasis on courses that created global & socially responsible professionals.
- While generating course codes proper numbering and SOP to be followed as shared by the COE Office.
- Internships & Experiential learning to be a part of all the programs except those with councils involved. For Council regulated Programs a provision of Field Visits to be there.



Minutes of Meeting

Deans & Directors Council

(2021-2022)

Minutes of Meeting- All Deans		
Thu, 27 Jan'2022; 2.30-3.00 pm on Google Meet		
Attended by - DR. D.N.S. KUMAR, All Deans, UPASANA SHARMA		
S.NO.	TOPIC	REMARKS
1	Faculty work load to be discussed with HR Dept & IT will upload the TT on ERP accordingly	work load doc is with Manish Gautam
2	Univ. website should be updated at school level - 1 faculty of each school to take responsibility of the same	
3	Creative writing - Deans to identify the faculty for creative writings about their respective school - Max 1 pg	
4	Prof Latika to share NAAC Tracker DOC with all the Deans	DONE
5	Webinars, Seminars, Conferences in Feb & Mar- combination of Schools & External schools 1 - at school level 1 or 2 - at Univ. level	
6	1 Or 2 SPOCS should be identify from each school to take care of 7 parameters of NAAC	
7	COE to share pending fee doc with all the deans, students who have not collected degree due to non payment of fee	DONE
8	School wise Alumni Meet - 1 day in Feb- given charge to Prof. Kanupriya - Placement Data of all the schools can be collected through a Registration Forms for alumni	
9	Prof. Himanshu Sanghani to share doc of happenings at all the schools as per Academic Calendar	DONE
10	Newspaper Article (like SHM has done)	
11	Plan for PhD Guides meeting	



Minutes of Meeting
(Action)

A Meeting was convened on Thursday, 12 May 2022 at 4.30 pm in the VC Office.
The following members have attended the meeting:

S.NO.	NAME	DESIGNATION
1.	Dr. Rakesh Ranjan	Chairman
2.	Dr. Sanjeev Sharma	Registrar, PVC
3.	Mr. Anil Yadav	COE Member Secretary
4.	COL. V.K. MALIK	Dean- SAA
5.	Prof. Amrita Madan	Associate Dean- SAA
6.	Dr. J.S. Mukul	Dean – SOB
7.	Prof. Sudipto Sarkar	Dean – SET
8.	Dr. Jagbir Singh Dahiya	Dean – SOL
9.	Dr. Kanupriya	Associate Dean- SOL
10.	Dr. Rahul Sharma	Dean – SHS
11.	Prof. Preetha Sajin	HOD – SPD
12.	Prof. Sasi Gopal Menon	Dean – SOD
13.	Dr. Garima Parkash	Dean -SHM
14.	Dr. Navin Piplani	DIR – Creative Schools

Hon'ble Vice Chancellor welcomes all Dean/ Invitee and started the meeting.



Agenda No. 1- Proposed by CoE

Classes & Exam duration for Summer 1 –

- Classes – 11 July- 29 July 2022
- Exams- 1 August – 19 August 2022

Classes & Exam duration for Summer 2 –

- Classes – 29 August – 16 September 2022
- Exams- 19 September – 7 October 2022

Action - Approved by VC Sir, Registrar & Deans Council

Agenda No- 2- Proposed by CoE

Attendance criteria for current semester (2nd Sem- Batch 2021)-

Action - Approved by VC Sir, Registrar & Deans Council

- 60% - Individual subject
- 60% - Aggregate

Agenda No- 4 – Raised by Dean SET

Breakup of 5 marks for attendance for current Semester –

Action - Approved by VC Sir, Registrar & Deans Council

- 60%-74.99% - 2 Marks
- Above 75% - 5 Marks
- Below 60% - 0 Marks

Agenda No- 5 – Proposed by COE

Deans to ensure to update the attendance by respective school's subject in charges & provide it to COE when freeze on ERP.

Action - Approved by VC Sir, Registrar & Deans Council

Agenda No- 6 – Proposed by COE

Deans to encourage the students to fill up Examination Form, so that Admit Card Process can be accomplished in time.

Action - Approved by VC Sir, Registrar & Deans Council



As advised by Honorable Vice Chancellor Sir-

- **Deans Council Meeting (along with COE)** will be held on every Thursday - @ 4.00pm
- Every School/Department needs financial support for the smooth running of their respective school/department, a Project Report should be prepared for all such requirements.
- Deans to encourage all the faculty members to get minimum 1 Research Paper (Every Semester) published in a reputed journal.

The meeting was concluded with vote of thanks to the chair.


COE
(Member Secretary)



Minutes of Meeting
(Action)

A Meeting was convened on Thursday, 19th May 2022 at 4.00 pm in the VC Office.

The following members have attended the meeting:

S.NO.	NAME	DESIGNATION	SIGN
1.	Dr. Rakesh Ranjan	Chairman, Vice Chancellor	ATTN
2.	Dr. Sanjeev Sharma	Registrar, PVC	✓
3.	Mr. Anil Yadav	COE- Member Secretary	✓
4.	COL. V.K. MALIK	Dean- SAA – ON LEAVE	✓
5.	Prof. Amrita Madan	Associate Dean- SAA	X
6.	Prof. J.S Mukul	Officiating Dean – SOB	✓
7.	Dr. Sudipto Sarkar	Dean – SET	✓
8.	Dr. Jagbir Singh Dahiya	Dean – SOL	✓
9.	Dr. Kanupriya	Associate Dean- SOL- – ON LEAVE	✓
10.	Dr. Rahul Sharma	Director – SHS	X
11.	Prof. Preetha Sajin	HOD – SPD	✓
12.	Prof. Sasi Gopal Menon	Dean – SOD	✓
13.	Dr. Garima Parkash	Dean -VHTBS	✓
14.	Dr. Navin Piplani	Director – Creative Schools	✓

Hon'ble Vice Chancellor welcomes all Dean/ Invitee and started the meeting.

Agenda No. 1- Approval of Minutes of Dean Council, dated May 12, 2022

Action – Minutes of Dean Council, dated May 12, 2022 were discussed & suggested following changes in Agenda No. -2 as follows-

It is finalized that the Even Semester (and 1st Semester of the Ph.D programme) (AY 2021-22) attendance criteria shall stand as below-

- 60% - attendance is mandatory subjects wise.



Any student failing the above criteria, will be detained from the examination in that particular subject, where he/she failed to achieve 60% attendance.

Agenda No. 2- Any other points with the permission of Chair.

- Farewell – Dean VHTBS mentioned about it for the outgoing batch. It was discussed that it should be on University level rather than School level. Registrar to decide.
- Summer Break for Faculty – Was proposed by Dean SET Registrar to discuss with all the Deans & decide the slot for the faculty and intimate.

Agenda No. 3- Approval of brochure for the IATSM 2022 Conference- A sequel of IATSM 2021, jointly proposed by SET & SOB, was discussed & approved.

Agenda No. 4- Any Other Points-

- School to submit the proposal for the financial help for projects/research etc. A committee should be formed to evaluate. Seed Money will be granted by the University to fulfil the requirements.
- High rated Journal list should be prepared by each school & shall get approved in the Dean's Council.
- Calendar for co-curricular/ extra-curricular activities for the whole AY to be prepared by all the Deans.
- Any agenda to be presented/discussed in the meeting should reach Secretary to VC by every Thursday, 3.30pm on mail.
- It was also agreed to call Director NAAC as member to participate in Dean Council meetings.

The meeting was concluded with vote of thanks to the chair.

COE

(Member Secretary)



Minutes of Meeting
(Action)

A Meeting was convened on Monday, 30th May 2022 at 4.00 pm in the VC Office.

The following members have attended the meeting:

S.NO.	NAME	DESIGNATION	SIGN / Att
1.	Dr. Rakesh Ranjan	Chairman, Vice Chancellor	
2.	Dr. Sanjeev Sharma	Registrar, PVC	✓
3.	Mr. Anil Yadav	COE- Member Secretary	✓
4.	COL. V.K. MALIK	Dean- SAA	✓
5.	Prof. Amrita Madan	Associate Dean- SAA	✓
6.	Prof. J.S. Mukul	Officiating Dean – SOB	✓
7.	Dr. Sudipto Sarkar	Dean – SET	✓
8.	Dr. Jagbir Singh Dahiya	Dean – SOL	✓
9.	Dr. Kanupriya	Associate Dean- SOL	✓
10.	Dr. Rahul Sharma	Director – SHS	✓
11.	Prof. Preetha Sajin	HOD – SPD	✓
12.	Prof. Sasi Gopal Menon	Dean – SOD	✓
13.	Dr. Garima Parkash	Dean -VHTBS	✓
14.	Dr. Navin Piplani	Director – Creative Schools	✓
15.	Dr. Latika Duhan	Director - NAAC	✓

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean Council, dated May 19, 2022

Action – Minutes of Dean Council, dated May 19, 2022 were discussed & suggested for the below points-

Summer Break for Faculty- will be finalized by Registrar & respective school's Dean considering the following-

- Faculty needed for the Admission Counselling.
- Evaluation of answer sheets & result preparation.



- Faculty should be present on campus for designing the capstone/retention/bridge courses.

Farewell to students- Deans to contact DSW to plan the farewell at University Level (all schools except SPD & SET as they have already done it on school level)

For the requirements of Books, journals, lab etc.- Dr. Latika has to provide a format endorsed through IQAC

Schools to share **Journal lists** to Prof. Isha Saini. A comprehensive list of the same will be provided by Prof. Isha Saini.

Agenda No. 2- Discussion about the finalization of the Courses to be offered in the coming session.

- School wise courses for AY 2022-23 was presented & suggestions made.
- Deans were asked to revise and submit the document for final approval.

Agenda No. 3- Dean SAA -Discussed the cases of students who had selected the same TDL course twice. The following was approved -

- Credits cannot be awarded twice for the same course & therefore students are required to opt for a new TDL course
- It will be considered as a first attempt & one time exception.
- Students will apply for it in Summer -1 or 2 (Odd semester for Summer 1, Even semester for Summer 2) under repeat category. Fees will be charged for this repeat exam as per the repeat category fee structure.
- In rare cases, for students who are unable to take new TDL and attend classes in Summer due to Internship etc the Deans will prepare a list of courses for such students of MOOC/ self-learning/ guided study/SWAYAM platform etc. The exam will be conducted & assessed by the University after the completion of these courses as per the Summer exam schedule of the University.

Agenda No. 4- Any Other Points with the permission of the Chair:

- Revised Courses to be approved in BOG for AY 2022-23
- Online/offline/blended mode of meeting to be approved in BOG
- UGC Degree Nomenclature to be sent by Dr. Latika to all Deans.
- Dean SAA to give Faculty requirement.

The meeting was concluded with vote of thanks to the chair.


1/6/22

COE

(Member Secretary)



Minutes of Meeting
(Action)

A Meeting was convened on Monday, 2nd June 2022 at 4.00 pm in the VC Office.

The following members have attended the meeting:

S.NO.	NAME	DESIGNATION	SIGN
1.	Dr. Rakesh Ranjan	Chairman, Vice Chancellor	ATTN
2.	Dr. Sanjeev Sharma	Registrar, PVC	✓
3.	Mr. Anil Yadav	COE- Member Secretary	✓
4.	COL. V.K. MALIK	Dean- SAA	✓
5.	Prof. Amrita Madan	Associate Dean- SAA	✓
6.	Prof. J.S. Mukul	Officiating Dean – SOB	✓
7.	Dr. Sudipto Sarkar	Dean – SET	✓
8.	Dr. Jagbir Singh Dahiya	Dean – SOL	✓
9.	Dr. Kanupriya	Associate Dean- SOL	✓
10.	Dr. Rahul Sharma	Director – SHS	✓
11.	Prof. Preetha Sajin	HOD – SPD	✓
12.	Prof. Sasi Gopal Menon	Dean – SOD	✓
13.	Dr. Garima Parkash	Dean -VHTBS	✓
14.	Dr. Navin Piplani	Director – Creative Schools	✓
15.	Dr. Latika Duhan	Director - NAAC	✓

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean Council Meeting, dated 30th May 2022
Action- Approved by Deans Council

Agenda No. 2- Centre for Foreign Language at SU – Presentation by Mr. Kulmohan Singh –
Discussion about Foreign Language Centers at SU

Action – The online courses of foreign languages may be introduced at the Sushant University only as optional 'Add-on' courses to students across all streams, for which the requisite fees from students may be charged directly by the language instruction company.



Agenda No. 3- Discussion about Airtel Jeans Event Software License.

Action- IT Head to explore other options like WebEx, Streamyard etc. which are more economic & useful for the University. Take a review about the membership of Airtel Jeans Event Software License.

Agenda No. 4- Approval of the Courses to be offered in the coming session AY 2022-23

Action- Courses of all the schools were reviewed & approved with the following suggestions-

- Program Handbook/ordinance to be prepared by the school,
- Eligibility criteria needs to be mentioned in handbook/ordinance. SOL, SAA & Pharmacy schools to follow the guideline of their respective statutory bodies.

Agenda No. 5- NAAC –below points discussed by Director NAAC

- All the active students' data of all the schools to be uploaded on the ERP by the respective school's coordinator asap
- For BOS invite, Deans to use the official email ID
- MOM of BOS to be prepared & shared with Director NAAC

Instructions by Hon'ble Vice Chancellor Sir

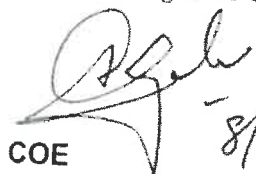
- Once in 15 days, a NAAC meeting to be scheduled by Director NAAC
- 7 coordinators to be appointed for 7 criteria of NAAC. They will work with the Director NAAC in the NAAC office.
- Every school will have 1 coordinator for NAAC work, the soft/hard copy of NAAC work provided by the school coordinator, will be approved/signed by the respective school Dean
- NAAC Criteria evaluation will be done by 3rd party.

Action- Approved by the Dean Council

Any Other Points with the permission of the Chair:

- Dean IQAC to conduct regular meeting of IQAC.
- Faculty to be identified from each school for Admission, branding & counselling purpose.
- Action- A list of the same has been made & shared with all the concerned people
- For all the communication Associate Dean should be marked on mail/what's app group
- Admit Cards- 1845 admit card applications have been approved & issued Admit Cards by COE office. The portal would be reopened for the students who were unable to apply from 2 June to 3 June.
 - Manual Admit Cards will be issued to the left over students who will apply after the deadline/ due to some other valid reason.

The meeting was concluded with vote of thanks to the chair.


COE

(Member Secretary)



Minutes of Meeting
(Action)

A Meeting was convened on Thursday, 9th June 2022 at 4.00 pm in the VC Office.

The following members have attended the meeting:

S.NO.	NAME	DESIGNATION	SIGN / ATT
1.	Dr. Rakesh Ranjan	Chairman, Vice Chancellor	✓
2.	Dr. Sanjeev Sharma	Registrar, PVC	✓
3.	Mr. Anil Yadav	COE- Member Secretary	✓
4.	COL. V.K. MALIK	Dean- SAA	✓
5.	Prof. Amrita Madan	Associate Dean- SAA	✓
6.	Prof. J.S. Mukul	Officiating Dean – SOB	✓
7.	Dr. Sudipto Sarkar	Dean – SET	✓
8.	Dr. Jagbir Singh Dahiya	Dean – SOL	✓
9.	Dr. Kanupriya	Associate Dean- SOL	✓
10.	Dr. Rahul Sharma	Director – SHS	✓
11.	Prof. Preetha Sajin	Director – SPD	✓
12.	Prof. Sasi Gopal Menon	Dean – SOD	✓
13.	Dr. Garima Parkash	Dean -VHTBS	✓
14.	Dr. Navin Piplani	Director – Creative Schools	✓
15.	Dr. Latika Duhan	Director - NAAC	✓

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean Council Meeting, dated 2nd June 2022

Action- Approved by Deans Council.

Agenda No. 2- Capstone Courses

Discussion about Capstone/ Bridge /Retention program/Courses.

Action – The courses will be designed by respective schools for the newly admitted /prospective students. Let the respective Deans decide if some of the courses should be paid or complementary for the students who have not taken admission with the understanding that if they decide to take admission at SU, paid amount shall be adjusted with fee.

Agenda No. 3- Academic Calendar



Action- Discussed & approved. **Academic Calendar** is annexed in Annexure -1

Agenda No. 4- Coordinators involvement in admission

Action- Update about Data Calling Committee, Coordinators involvement in admissions was appreciated by all

Agenda No. 5- Proposed **Dr. Kanika Sachdev's** name as SPOC for MBA program with Ginnarsoft Education Services Pvt. Ltd.

Action- Approved by the Dean Council

Agenda No. 6- Reviving all International Tie-ups.

Action- All International tie-ups to be reviewed by the respective Deans.

Agenda No. 7- Revival of ICRI programs with SU

Action- ICRI MoU with SU announced by the Registrar

The meeting was concluded with vote of thanks to the chair.

COE

(Member Secretary)



Annexure-1

SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY) SECTOR- 55, GURUGRAM ACADEMIC CALENDAR 2022-23

ODD SEMESTER	
Orientation	
Start of ODD Semester	11-08-2022 to 12-08-2022
All 3rd, 5th, 7th and 9th Semester Batches	01-08-2022
All 1st Semester Batches	16-08-2022
Mid Semester Evaluation (MSE)	
All 3rd, 5th, 7th and 9th Semester Batches (Faculty to submit all marks to the Dean by-)	by 5 Oct
All 1st Semester Batches (Faculty to submit all marks to the Dean by-)	by 25 Oct
Fresher's Day	14-10-2022
Diwali Break	22-10-2022 to 25-10-2022
Convocation	Between 28-11-2022 to 03-12-2022
Last Teaching Day of the Semester	02-12-2022
End Semester Examination (ESE)	05-12-2022 to 23-12-2022
Winter Break (For Students Only)	24-12-2022 to 8-01-2023
EVEN SEMESTER	
Start of EVEN Semester	09-01-2023
Sports Meet and Annual Function	15-02-2023 to 17-02-2023
Mid Semester Evaluation (MSE)	06-03-2023 to 10-03-2022
Last Teaching Day of the Semester	05-05-2023
End Semester Examination (ESE)	08-05-2023 to 26-05-2023
Summer Break (For Students Only)	27-05-2023 onwards

Please note: For 2022 admitted students, classes may be held on Saturdays as well in the first Semester



**Minutes of Meeting
(Action)**

A Meeting was convened on Thursday, 16th June 2022 at 3.30 pm in the VC Office.

The following members have attended the meeting:

S.NO.	NAME	DESIGNATION	SIGN
1.	Dr. Rakesh Ranjan	Chairman, Vice Chancellor	✓
2.	Dr. Sanjeev Sharma	Registrar, PVC	✓
3.	Mr. Anil Yadav	COE- Member Secretary	✓
4.	COL. V.K. MALIK	Dean- SAA	✓
5.	Prof. Amrita Madan	Associate Dean- SAA	✓
6.	Prof. J.S. Mukul	Officiating Dean – SOB	✓
7.	Dr. Sudipto Sarkar	Dean – SET	✓
8.	Dr. Jagbir Singh Dahiya	Dean – SOL	✓
9.	Dr. Kanupriya	Associate Dean- SOL	✓
10.	Dr. Rahul Sharma	Director – SHS	✓
11.	Prof. Preetha Sajin	Director – SPD	✓
12.	Prof. Sasi Gopal Menon	Dean – SOD	✓
13.	Dr. Garima Parkash	Dean -VHTBS	✓
14.	Dr. Navin Piplani	Director – Creative Schools	✓
15.	Dr. Latika Duhan	Director - NAAC	✓

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Dean Council Meeting, dated 9th June 2022

Action- Approved without changes by Deans Council.

Agenda No. 2- Finalization of Journals – Dr. Isha Saini

Action – Discussion about quality journals for all the schools.

- Dr. Isha Saini presented the list of all the verified journals, same she will share with all the Deans by mail. The R&D Centre will be adding more quality journals to this list time to time.
- Dean's to encourage the PG students to publish papers.
- UG students need to be trained for writing papers.



- Each faculty member to get at least two journals published in a year.

Agenda No. 3- Migration Certificate for confirmation of admission- Digital Migration

Action- Discussed & approved:

- Original Migration Certificate to be submitted by all the students of 2021 batch onwards.
- If a student is unable to submit the MC, undertaking to submit Migration Certificate to be taken at the time of admission.
- SU will allow any student for examination who has failed to provide MC in time only against an affidavit declaring submission of MC in a due course of time, not exceeding one month from the date of affidavit. The format of the undertaking will be provided by the University.

Agenda No. 4- Pending approval of any courses

Action- All approvals are in place, as stated by the Registrar

Agenda No. 5- Exam Status

Action- Following status shared by CoE:

- Students applied for Examination- 1985
- Approved – 1950
- Students could not apply due to non submission of Fee- 27
- Manual approval – 36

Agenda No. 6- Competition exam Center

Action- 2 Competitive exams – JEE & Clat to be conducted by SU

- Data will be collected through these exams for the branding and admission.

Agenda No. 7- Open House & Capstone/Bridge Courses:

Action-

- SU Open Day will held from Sat, 18th June'22 onwards.
- Centralized Presentation on Open Day by Adm. & Mkt.
- Deans to identify & appoint their faculty for counselling the prospective students on open day.
- Deans to submit their Capstone Courses plan to VC Sir in next Deans Council meeting.

Agenda No. 8 - NEP Action Taken Report

Action- Registrar to check the earlier instruction email regarding NEP Action Taken Report.

Agenda No. 9 - NAAC

Action- will be discussed in next Deans Council Meeting as Director NAAC is not available.

Agenda No. 10 - Preparation of Snag List of Maintenance of Each School- Dr. Garima

Action- Soft Copy of SNAG List to be sent by all the schools to VC Sir before Thursday, 23rd June 22

Any other point with the permission of the Chair

- Fee payment notice to be sent to the students. Last date for the Fee submission- 18th July 22.
- School ordinance to be discussed in next Deans Council meeting. One template should be framed for all the schools.
- Student /Alumni referral scheme discussed & annexed in Annexure 1.

The meeting was concluded with vote of thanks to the chair.

COE

22/6/22

(Member Secretary)



**Minutes of Meeting
(Action)**

A Meeting was convened on Thursday, 23rd June 2022 at 3.30 pm in the VC Office.

The following members have attended the meeting:

S.NO	NAME	DESIGNATION	SIGN
1.	Dr. Rakesh Ranjan	Chairman, Vice Chancellor	<i>[Signature]</i>
2.	Dr. Sanjeev Sharma	Registrar, PVC	✓
3.	Mr. Anil Yadav	COE- Member Secretary	✓
4.	COL. V.K. MALIK	Dean- SAA	✓
5.	Prof. Amrita Madan	Associate Dean- SAA	✓
6.	Prof. J.S. Mukul	Officiating Dean – SOB	✓
7.	Dr. Sudipto Sarkar	Dean – SET	✓
8.	Dr. Jagbir Singh Dahiya	Dean – SOL	✓
9.	Dr. Kanupriya	Associate Dean- SOL	✓
10.	Dr. Rahul Sharma	Director – SHS	✓
11.	Prof. Preetha Sajin	Director – SPD	✓
12.	Prof. Sasi Gopal Menon	Dean – SOD	✓
13.	Dr. Garima Parkash	Dean -VHTBS	✓
14.	Dr. Navin Piplani	Director – Creative Schools	✓
15.	Dr. Latika Duhan	Director - NAAC	✓

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Dean Council Meeting, dated 16th June 2022

Action- Approved by Deans Council with the following suggestions:

- **Agenda No. 6 - JEE Exam-** Parent won't be allowed in the Campus during the examination
- **Fee Payment Circular-** Finance & Accounts Office to notify for the Fee Payment for Odd Semester at the earliest.

Agenda No. 2- Finalization of Model Ordinance.



Action – Discussion about the Model Ordinance. A three member committee is formed by Honorable Vice Chancellor Sir to prepare Model Ordinance:

1. COE- Mr. Anil Yadav
2. Dr. Kanupriya
3. Prof. Preetha

Agenda No. 3- Snag List

Action- Discussed & all the schools have provided their Snag List. Snag List will be handed over to Maintenance / Facility Department for the needful.

Agenda No. 4- Capstone Courses

Action- Deans shared their plan which were agreed without change. **Compiled Report is attached.**

Agenda No. 5- Academic Calendar to be issued

Action- CoE to share AC 2022-23 to the Registrar. AC will be circulated to all by the Registrar office

Agenda No. 6- NAAC

Action-

- Director NAAC has advised all the Deans to plan FDP of about 30 hrs. (5 Days)
- Any event's details i.e. creative, photos etc. should be posted on the website.
- 7 NAAC criteria Heads should be identified on SU level.
- 1 NAAC coordinator should be identified on school level.
- Every criteria should be signed & duly stamped by Dean/HOD before submitting to NAAC Director.

Any other point with the permission of the Chair

- The Registrar advised all the Deans to expedite the admission process.
- Schools to initiate activities for the prospective students.
- Student Referral Scheme was discussed & approved with SOPs.
- Deans to articulate a message for the Student Referral Scheme and circulate it to their respective current students.

The meeting was concluded with vote of thanks to the chair.

COE

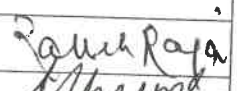

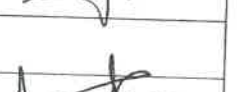

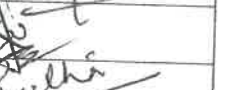

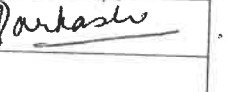
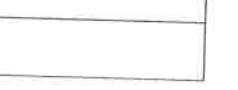


(Member Secretary)



Minutes of Meeting
(Action)

A Meeting was convened on Thursday, 30th June 2022 at 3.30 pm in the VC Office.

The following members have attended the meeting:

S.NO.	NAME	DESIGNATION	SIGN
1.	Dr. Rakesh Ranjan	Chairman, Vice Chancellor	
2.	Dr. Sanjeev Sharma	Registrar, PVC	
3.	Mr. Anil Yadav	COE- Member Secretary	
4.	COL. V.K. MALIK	Dean- SAA	
5.	Prof. Amrita Madan	Associate Dean- SAA	
6.	Prof. J.S. Mukul	Officiating Dean – SOB	
7.	Dr. Sudipto Sarkar	Dean – SET	
8.	Dr. Jagbir Singh Dahiya	Dean – SOL	
9.	Dr. Kanupriya	Associate Dean- SOL	
10.	Dr. Rahul Sharma	Director – SHS	
11.	Prof. Preetha Sajin	Director – SPD	
12.	Prof. Sasi Gopal Menon	Dean – SOD	
13.	Dr. Garima Parkash	Dean –VHTBS	
14.	Dr. Navin Piplani	Director – Creative Schools	
15.	Dr. Latika Duhan	Director – NAAC	

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Dean Council Meeting, dated 23rd June 2022

Action-Approved by the Deans Council without changes.

Agenda No. 2- Swayam Courses

Action – Discussion about the Swayam Courses.

- In the Odd Semester, students will be encouraged to take Swayam Courses.
- If any student wants the certificate also then the examination fee (Rs 1000/-) would be paid by the University. For other students SU will conduct exam after they have attended the online classes.
- School wise Swayam coordinator/SPOC to be identified.



- Deans to decide the Swayam Courses for their respective schools.
- While selecting courses online, 75% -80% content should be similar.
- Maximum number of Swayam Courses should be limited to 40% of total semester credits.
- Attendance is not mandatory for these courses as they are online.

Agenda No. 3- Student issue with online Exam held in January 2022.

Action- Discussed & Not Considered/approved by the Deans Council.

Agenda No. 4- PhD issues

Action- Discussed the issue raised by a PhD student.

- Papers can be published in journals which are part of UGC care list.
- Dr. Monika Khurana to advise the student and their supervisor to send a withdrawal email (context-issue raised by the student) reporting the clone paper, printout of the same to be filed for record.

Any other point with the permission of the Chair:

- Thanking JEE Exam Team- CoE, IT Head, Facility Manager, their respective teams & Dr. Sudipto Sarkar were thanked for their contribution.
- Approximately data of 2000 prospective students were collected through JEE exam.
- Prof. Preetha has suggested for ads to circulate in Kerala for prospective students for SPD.
- SU should achieve 75% (900 students approx.) of admission target by 15 August 2022.
- Motivational Speaker to be invited for the Orientation Session.
- Co-guides for PhD aspirants may be invited from outside.
- A comprehensive revision of the University Ordinance should be done. Any details not covered by the University Ordinance may be covered in the handbook/booklet prepared by the School.

HBSO- courses discussed & following instructions to be followed by Dr. Astha Mehta-

- o Green Note to release pending payment to HBSO
- o Allot 14 pending seats to various schools on first come first serve basis.
- o Purchase more seats around 50

The meeting was concluded with vote of thanks to the chair.


6/7/22

COE

(Member Secretary)



Minutes of Meeting

Deans & Directors Council

(2022-2023)

①

DEANS COUNCIL MEETING ATTENDANCE FOR THE MONTH OF JULY'22						
S.NO	NAME	DESIGNATION	7 JUL'22	14 JUL'22	21 JUL'22	28 JUL'22
1	Dr. Rakesh Ranjan	Chairman, Vice Chancellor	✓	✓	✓	✓
2	Dr. Sanjeev Sharma	Registrar, PVC	<i>Rakesh Ranjan</i>	<i>Sanjeev Sharma</i>	<i>Rakesh Ranjan</i>	
3	Mr. Anil Yadav	COE- Member Secretary	<i>Anil Yadav</i>	<i>Anil Yadav</i>	<i>Anil Yadav</i>	Not
4	COL. V.K. MALIK	Dean- SAA	<i>COL. V.K. MALIK</i>	<i>COL. V.K. MALIK</i>	<i>COL. V.K. MALIK</i>	
5	Prof. Amrita Madan	Associate Dean- SAA	<i>Prof. Amrita Madan</i>	<i>Prof. Amrita Madan</i>	<i>Prof. Amrita Madan</i>	
6	Prof. J.S. Mukul	Officiating Dean - SOB	<i>Prof. J.S. Mukul</i>	<i>Prof. J.S. Mukul</i>	<i>Prof. J.S. Mukul</i>	
7	Dr. Sudipto Sarkar	Dean - SET	<i>Dr. Sudipto Sarkar</i>	<i>Dr. Sudipto Sarkar</i>	<i>Dr. Sudipto Sarkar</i>	
8	Dr. Jagbir Singh Dahiya	Dean - SOL	<i>Dr. Jagbir Singh Dahiya</i>	<i>Dr. Jagbir Singh Dahiya</i>	<i>Dr. Jagbir Singh Dahiya</i>	
9	Dr. Kanupriya	Associate Dean- SOL	<i>Dr. Kanupriya</i>	<i>Dr. Kanupriya</i>	<i>Dr. Kanupriya</i>	
10	Dr. Rahul Sharma	Director - SHS	<i>Dr. Rahul Sharma</i>	<i>Dr. Rahul Sharma</i>	<i>Dr. Rahul Sharma</i>	
11	Prof. Preetha Sajin	Director - SPD	<i>Prof. Preetha Sajin</i>	<i>Prof. Preetha Sajin</i>	<i>Prof. Preetha Sajin</i>	
12	Prof. Sasi Gopal Menon	Dean - SOD	<i>Prof. Sasi Gopal Menon</i>	<i>Prof. Sasi Gopal Menon</i>	<i>Prof. Sasi Gopal Menon</i>	
13	Dr. Garima Parkash	Dean -VHTBS	<i>Dr. Garima Parkash</i>	<i>Dr. Garima Parkash</i>	<i>Dr. Garima Parkash</i>	
14	Dr. Navin Piplani	Director - Creative Schools	<i>Dr. Navin Piplani</i>	<i>Dr. Navin Piplani</i>	<i>Dr. Navin Piplani</i>	
15	Dr. Latika Duhan	Director - NAAC	<i>Dr. Latika Duhan</i>	<i>Dr. Latika Duhan</i>	<i>Dr. Latika Duhan</i>	



✓
ATTN sheet of 30 June 2022 is attached with its MOM

DEANS COUNCIL MEETING

ATTENDANCE FOR THE MONTH OF AUGUST'22

S.NO	NAME	DESIGNATION	4-Aug'22	10-Aug'22	18-Aug'22	25-Aug'22
1	Dr. Rakesh Ranjan	Chairman, Vice Chancellor		✓	✓	✓
2	Dr. Sanjeev Sharma	Registrar, PVC		✓	✓	
3	Mr. Anil Yadav	COE- Member Secretary		✓	✓	✓
4	COL. V.K. MALIK	Dean- SAA		✓	✓	✓
5	Prof. Amrita Madan	Associate Dean- SAA		✓	✓	✓
6	Prof. J.S. Mukul	Officiating Dean - SOB		✓	✓	✓
7	Dr. Sudipto Sarkar	Dean - SET		✓	✓	✓
8	Dr. Jagbir Singh Dahiya	Dean - SOL		✓	✓	✓
9	Dr. Kanupriya	Associate Dean- SOL		✓	✓	✓
10	Dr. Rahul Sharma	Director - SHS		✓	✓	✓
11	Prof. Preetha Sajin	Director - SPD		✓	✓	✓
12	Prof. Sasi Gopal Menon	Dean - SOD		✓	✓	✓
13	Dr. Saurav Chhabra	Officiating Dean - SHM		✓	✓	✓
14	Dr. Navin Piplani	Director - Creative Schools		✓	✓	✓
15	Dr. Latika Duhan	Director - NAAC		✓	✓	✓



Meeting Minutes
with Kanupriya Menon

(3)

**DEANS COUNCIL MEETING
ATTENDANCE FOR THE MONTH OF AUGUST'22**

S.NO	NAME	DESIGNATION	1 Sept'22	8 Sept'22	15 Sept'22	22 Sept'22	29 Sept'22
1	Dr. Rakesh Ranjan	Chairman, Vice Chancellor					
2	Dr. Sanjeev Sharma	Registrar, PVC					
3	Mr. Anil Yadav	COE- Member Secretary					
4	COL. V.K. MALIK	Dean- SAA					
5	Prof. Amrita Madan	Associate Dean- SAA					
6	Prof. J.S. Mukul	Officiating Dean - SOB					
7	Dr. Sudipto Sarkar	Dean - SET					
8	Dr. Jagbir Singh Dahiya	Dean - SOL					
9	Dr. Kanupriya	Associate Dean- SOL					
10	Dr. Rahul Sharma	Director - SHS					
11	Prof. Preetha Sajin	Director - SPD					
12	Prof. Sasthi Gopal Mahapatra	Dean - SOB					
13	Dr. Saurav Chhabra	Officiating Dean - SHM					
14	Dr. Navin Piplani	Director - Creative Schools					
15	Dr. Latika Duhan	Director - NAAC					



DEANS COUNCIL MEETING

ATTENDANCE FOR THE MONTH OF OCTOBER'22

S.NO	NAME	DESIGNATION	6 Oct'22	13 Oct'22	20 Oct'22	27 Oct'22
1	Dr. Rakesh Ranjan	Chairman, Vice Chancellor		✓ 14 Oct		✓
2	Dr. Sanjeev Sharma	Registrar, PVC				
3	Mr. Anil Yadav	COE- Member Secretary				
4	COL. V.K. MALIK	Dean- SAA				
5	Prof. Amrita Madan	Associate Dean- SAA				
6	Prof. J.S. Mukul	Officiating Dean - SOB				
7	Dr. Sudipto Sarkar	Dean - SET				
8	Dr. Jagbir Singh Dahiya	Dean - SOL				
9	Dr. Kanupriya	Associate Dean- SOL				
10	Dr. Rahul Sharma	Director - SHS				
11	Prof. Preetha Sajin	Director - SPD				
12	Prof. Sasi Gopal Menon	Dean - SOD				
13	Dr. Saurav Chhabra	Officiating Dean - SHM				
14	Dr. Navin Piplani	Director - Creative Schools				
15	Dr. Latika Duhan	Director - NAAC				
16.	Dr. Jyoti Singh	Principal - Pharmacy				
17.	Mr. Gaurav Saini	Dir- CRC				
18	Dr. Keshalpreet Kaur	Associate Dean				



DEANS & DIRECTOR COUNCIL MEETING

ATTENDANCE FOR THE MONTH OF NOVEMBER'22

S.NO	NAME	DESIGNATION	5 th Nov.	10 th Nov'22	17 th Nov'22	24 th Nov'22
1	Dr. Rakesh Ranjan	Chairman, Vice Chancellor	✓	✓	✓	✓
2	Dr. Sanjeev Sharma	Registrar, PVC	✓	✓	✓	✓
3	Mr. Anil Yadav	COE- Member Secretary	✓	✓	✓	✓
4	COL. V.K. MALIK	Dean- SAA	✓	✓	✓	✓
5	Prof. Amrita Madan	Associate Dean- SAA	✓	✓	✓	✓
6	Prof. J.S. Mukul	Officiating Dean - SOB	✓	✓	✓	✓
7	Dr. Sudipto Sarkar	Dean - SET	✓	✓	✓	✓
8	Dr. Jagbir Singh Dahiya	Dean - SOL	✓	✓	✓	✓
9	Dr. Kanupriya	Associate Dean- SOL	✓	✓	✓	✓
10	Dr. Rahul Sharma	Director - SHS	✓	✓	✓	✓
11	Prof. Preetha Sajin	Director - SPD	✓	✓	✓	✓
12	Prof. Sasi Gopal Menon	Dean- SOD	✓	✓	✓	✓
13	Dr. Saurav Chhabra	Officiating Dean - SHM	✓	✓	✓	✓
14	Dr. Navin Piplani	Director - Creative Schools	✓	✓	✓	✓
15	Dr. Latika Duhan	Director - NAAC	✓	✓	✓	✓
16	Dr. Kamshal Preet	Associate Dean- SOD	✓	✓	✓	✓
17	Dr. Jyoti Sinha	Principial - Pharmacy	✓	✓	✓	✓
18	Mr. Gaurav Saini	Director- CRC	✓	✓	✓	✓
19.	Prof. Vijay Dubey	Associate Dean - SOB	✓	✓	✓	✓
	Dr. Rakesh Ranjan	Associate Dean- SOB	✓	✓	✓	✓



**DEANS & DIRECTOR COUNCIL MEETING
ATTENDANCE FOR THE MONTH OF DECEMBER '22**

S.NO	NAME	DESIGNATION	1st Dec'22	8th Dec'22	15th Dec'22	22nd Dec'22
1	Dr. Rakesh Ranjan	Chairman, Vice Chancellor				
2	Dr. Sanjeev Sharma	Registrar, PVC				
3	Mr. Anil Yadav	COE- Member Secretary				
4	COL. V.K. MALIK	Dean- SAA				
5	Prof. Amrita Madan	Associate Dean- SAA				
6	Prof. J.S. Mukul	Officiating Dean - SOB				
7	Prof. Vijay Anand Dubey	Associate Dean- SOB				
8	Dr. Sudipto Sarkar	Dean - SET				
9	Dr. Jagbir Singh Dahiya	Dean - SOL				
10	Dr. Kanupriya	Associate Dean- SOL				
11	Dr. Rahul Sharma	Director - SHS				
12	Dr. Koshalpreet Kaur	Associat Dean - SOD				
13	Dr. Saurav Chhabra	Officiating Dean - SHM				
14	Dr. Navin Piplani	Director - Creative Schools				
15	Dr. Latika Duhan	Director - NAAC				
16	Dr. Jyoti Sinha	Principial - Pharmacy				
17	Mr. Gaurav Saini	Director- CRC				
18	Prof. Preetha Sajin	Director - SPD				
19	Dr. R.K. Yadav	Director- Outreach				



(7)

DEANS & DIRECTOR COUNCIL MEETING ATTENDANCE FOR THE MONTH OF DECEMBER'22					
S.NO	NAME	DESIGNATION	12th Jan'23	19th Jan'23	Jan'23
1	Dr. Rakesh Ranjan	Chairman, Vice Chancellor			
2	Dr. Sanjeev Sharma	Registrar, PVC			
3	Mr. Anil Yadav	COE- Member Secretary			
4	COL. V.K. MALIK	Dean- SAA			
5	Prof. Amrita Madan	Associate Dean- SAA			
6	Prof. J.S. Mukul	Officiating Dean – SOB			
7	Prof. Vijay Anand Dubey	Associate Dean- SOB			
8	Dr. Sudipto Sarkar	Dean – SET			
9	Dr. Jagbir Singh Dahiya	Dean – SOL			
10	Dr. Kanupriya	Associate Dean- SOL			
11	Dr. Rahul Sharma	Director – SHS			
12	Dr. Koshalpreet Kaur	Associate Dean – SOD			
13	Dr. Saurav Chhabra	Officiating Dean – SHM			
14	Dr. Navin Piplani	Director – Creative Schools			
15	Dr. Latika Duhan	Director - NAAC			
16	Dr. Jyoti Sinha	Principal - Pharmacy			
17	Mr. Gaurav Saini	Director- CRC			
18	Dr. R.K. Yadav	Director – School Outreach			



DEANS & DIRECTOR COUNCIL MEETING
ATTENDANCE SHEET - 2023

S.NO	NAME	DESIGNATION	2 Feb'2023	9 Feb'2023	23 Feb'2023	9 Mar'23
1	Dr. Rakesh Ranjan	Chairman, Vice Chancellor	Present	Present	Present	Present
2	Dr. Sanjeev Sharma	Registrar, PVC	Present	Present	Present	Present
3	Mr. Anil Yadav	COE- Member Secretary	Present	Present	Present	Present
4	COL. V.K. MALIK	Dean- SAA	Present	Present	Present	Present
5	Prof. Amrita Madan	Associate Dean- SAA	Present	Present	Present	Present
6	Prof. J.S. Mukul	Officiating Dean - SOB	Present	Present	Present	Present
7	Prof. Vijay Anand Dubey	Associate Dean- SOB	Present	Present	Present	Present
8	Dr. Sudipto Sarkar	Dean - SET	Present	Present	Present	Present
9	Dr. Jagbir Singh Dahiya	Dean - SOL	Present	Present	Present	Present
10	Dr. Kanupriya	Associate Dean- SOL	Present	Present	Present	Present
11	Dr. Rahul Sharma	Director - SHS	Present	Present	Present	Present
12	Dr. Koshalpreet Kaur	Associate Dean - SOD	Present	Present	Present	Present
13	Dr. Saurav Chhabra	Officiating Dean - SHM	Present	Present	Present	Present
14	Dr. Navin Piplani	Director - Creative Schools	Present	Present	Present	Present
15	Dr. Latika Duhan	Director - NAAC	Present	Present	Present	Present
16	Dr. Jyoti Sinha	Principial - Pharmacy	Present	Present	Present	Present
17	Mr. Gaurav Saini	Director- CRC	Present	Present	Present	Present
18	Dr. R.K. Yadav	Director - School Outreach	Present	Present	Present	Present



(9)

DEANS & DIRECTOR COUNCIL MEETING
ATTENDANCE SHEET - 2023

S.NO	NAME	DESIGNATION	16.3.23	Mon 27.3.23	6.4.23	24.4.23
1	Dr. Rakesh Ranjan	Chairman, Vice Chancellor				
2	Dr. Sanjeev Sharma	Registrar, PVC				
3	Mr. Anil Yadav	COE- Member Secretary				
4	COL. V.K. MALIK	Dean- SAA				
5	Prof. J.S. Mukul	Director- International Relations				
6	Prof. Vijay Anand Dubey	Associate Dean- SOB				
7	Dr. Sudipto Sarkar	Dean - SET				
8	Dr. Jagbir Singh Dahiya	Dean - SOL				
9	Dr. Kanupriya	Associate Dean- SOL				
10	Dr. Rahul Sharma	Director - SHS				
11	Dr. Koshalpreet Kaur	Associat Dean - SOD				
12	Dr. Saurav Chhabra	Officiating Dean - SHM				
13	Dr. Navin Piplani	Director - Creative Schools				
14	Dr. Latika Duhan	Director - NAAC				
15	Dr. Jyoti Sinha	Principial - Pharmacy				
16	Mr. Gaurav Saini	Director- CRC				
17	Dr. R.K. Yadav	Director - School Outreach				



• 27.3.23 → Only Deans were called for the Meeting

DEANS & DIRECTOR COUNCIL MEETING
ATTENDANCE SHEET - 2023

S.NO	NAME	DESIGNATION	2.5.23	18.5.23	7.6.23	13.6.23
1	Dr. Rakesh Ranjan	Chairman, Vice Chancellor				
2	Dr. Sanjeev Sharma	Registrar, PVC				
3	Mr. Anil Yadav	COE- Member Secretary				
4	COL. V.K. MALIK	Dean- SAA				
5	Prof. J.S. Mukul	Director- International Relations				
6	Prof. Vijay Anand Dubey	Associate Dean- SOB				
7	Dr. Jagbir Singh Dahiya	Dean - SOL				
8	Dr. Kanupriya	Associate Dean- SOL				
9	Dr. Koshalpreet Kaur	Associat Dean - SOD				
10	Dr. Saurav Chhabra	Officiating Dean - SHM				
11	Dr. Navin Piplani	Director - Creative Schools				
12	Dr. Latika Dubey Singh	Director - NAAC				
13	Dr. Jyoti Sinha	Principial - Pharmacy				
14	Mr. Gaurav Saini	Director- CRC				
15	Dr. R.K. Yadav	Director - School Outreach				
16	Dr. Elina Dewang's	HOD - SHS				

dt-14.7.22



Sushant University
Sushant University- Golf Course Road | Sector 55 | Gurgaon-122003

Minutes of Meeting
(Action)

A Deans Council Meeting was convened on Thursday, 7th July 2022 at 3.30 pm in the VC Office.
(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Dean Council Meeting, dated 30th June 2022

Action- Approved by the Deans Council with the following changes:

- Swayam Courses- Internal Exams will be conducted by SU. Final exam may also be conducted.
- Students will pay for the exam directly on Swayam Portal, where applicable.

Agenda No. 2- HBSO Courses

Action – Discussion about the HBSO Courses.

- All remaining 14 Seats are to be offered paid as per university norms.
- Dr. Astha Mehta to send an email to Faculty & alumni to enrol against 14 seats.
- Dr. Astha Mehta to ensure that all 14 seats are taken by Faculty/ Alumni.

Agenda No. 3- Online exam and excuse for TDL classes in Summer-1
Afnes Konneh (B. Optm)

Action- Discussed & approved by the Deans Council since the student is in Africa and only one/two courses left for the award of degree.

Agenda No. 4- UGC grievance- Chirag Verma (BBA Aviation- ICRI)

Action- Discussed the issue; COE to send a reply email to UGC.

Agenda No. 5- Publication of Final year results- Attn. COE

Action – It was discussed whether the final year results be declared first or all results of a School should be declared together. There are 44 final semester results. If these were to be declared first, it would lead to all other results being pushed by at least two weeks. This may lead to delay in start of Summer 2 application process. So it was decided to declare all the results of a school together. CoE communicated that the exam office will try to declare all the results at the earliest possible.

Any other point with the permission of the Chair:

- Seed Money Form (Template/Format) to be provide to all the Deans by Dr. Latika/Col. Malik
- Imprest Money of Rs. 5000/- to each Dean is approved.
- A copy of ICRI- MoU to be shared with Dean SHS & Dean SOB.
- Apply for ICCI Award; Category- Best Pvt. University of the Year Award 2022
- CRC Head to provide the information & Dr. Latika to fill the ICCI nomination form. For this Rs. 20,000/- to be paid. This amount will be refunded if not awarded.

The meeting was concluded with vote of thanks to the chair.

COE
(Member Secretary)

13/7/22





Sushant University
Sushant University- Golf Course Road | Sector 55 | Gurgaon-122003

Minutes of Meeting
(Action)

A Deans Council Meeting was convened on Thursday, 14th July 2022 at 4.00 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean Council Meeting, dated 7th July 2022

Action- Approved by the Deans Council without changes.

Agenda No. 2- Admission Status

Action Action – Current Admission status as on date discussed.

Agenda No. 3- Preparations of Classes

Action- Course Load, Time Table and other preparations should be ready for discussion with Hon. VC Sir. Presentation will be held individually with prior information.

Agenda No. 4- Hostel Status

Action- Discussed with the following changes in current Hostel infrastructure:

- 2 types of rooms in the Hostel
- One is Delux (Fee-Rs. 1.50L) another one is Premium (Rs. 1.80L)
- All the rooms will have triple occupancy. However for students from Nepal, bunk bed with four occupancies are being proposed.
- 2 premium rooms per floor.
- Ms. Jagjit Kaur will prepare a Hostel creative with all the above information & provide to all the Deans for circulation to students.
- Deans will circulate this creative with all the current students through what's app groups conveying the message to book rooms on first come first serve.

Agenda No. 5- HBSO

Action – Discussed & agreed to circulate information about HBSO courses to all the PG & Final Year students.

Agenda No. 6- Foreign Collaborations

Action – Discussed with the following points:

- Deans to revive their Foreign Collaborations
- New collaborations to be initiated by the schools.
- Dr. J.S. Mukul to contact SAARC office for the SU School's collaborations.



Agenda No. 7- Status of Results Declaration

Action- Till date the all results of the following Schools have been declared – SET, SPD & VHTBS along with Semester 10 result of B.Arch

Agenda No. 8- Fees Payment

Action – it was discussed that fee collection process should be expedited on school level.
- Schools to send fee reminder to the all the students who have not paid the fees yet.

Any other point with the permission of the Chair:

- Mitakshi Kataria – The student does not meet the criteria for admission to M.Des in the year 2021-22 as she is yet to complete her graduation and therefore her admission stands cancelled for academic year 2021-22. However, in order to facilitate the student it is decided that the fees paid for first year would be adjusted in for the academic year 2022-23 (if the student becomes eligible by then). In addition, her case would be put up in the BOS and Academic Council for her to go through her M.Des programme in accelerated mode so that she can then finish her programme in 18 months instead of two years.
- On demand document may be allowed against payment.
- SU Faculty & Staff will get Form 16 by next week from Accounts Department.
- CUET Exam series will start from 15 July 22 onwards.
- It was suggested to all the Deans by Registrar that Industry interaction should be planned for the newly admitted students.
- Retention plan for the newly admitted students should be focused.

The meeting was concluded with vote of thanks to the chair.


COE.
(Member Secretary)

20/7/22



28.7.22



Sushant University
Sushant University: Golf Course Road | Sector 55 | Gurgaon-122003

Minutes of Meeting
(Action)

A Deans Council Meeting was convened on Thursday, 21st July 2022 at 3.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean Council Meeting, dated 14th July 2022

Action- Approved by the Deans Council with the following:

- Preparation of classes points presentation to be prepared & will be discussed with VC Sir with prior information.

Agenda No. 2- Fee received from schools.

Action – 48% fee received. Schools to send reminder to students to pay Fees at the earliest.

Agenda No. 3- Admission involvement of Schools.

Action- Schools to be in regular touch with Admission Department to work on respective school's leads & convert them into admissions.

Agenda No. 4- CoA Inspection

Action- All things are in place. Inspection date not confirmed yet. Creative Cluster schools to work together for the inspection.

Agenda No. 5- Hostel Intimation

Action – Schools to intimate their respective school's students about the Hostel Information on their level:

- Ground Floor for Nepal Students.
- 1st & 2nd Floor- for existing students
- 4th Floor- Deluxe Rooms.

Agenda No. 6- Results Declaration

Action- 100% results of SU have been declared. PhD result will be declared on 22 July'22

- Further informed that JEE Exam – 24th – 28th July'22 will be conducted in the Campus.


Any other point with the permission of the Chair:

- Visiting Faculty payments
- Schools to contact Dir. Adm & Mkt for Advertisements of their respective school.

The meeting was concluded with vote of thanks to the chair.

COE

(Member Secretary)

 27/7/22



Sushant University
Sushant University- Golf Course Road | Sector 55 | Gurgaon-122003

Minutes of Meeting
(Action)

A Deans Council Meeting was convened on Wednesday, 10th August 2022 at 3.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean Council Meeting, dated 21st July 2022
Action- Approved by the Deans Council.

Agenda No. 2- Orientation Discussion

Action – Dr Kanu Priya shared the details about the preparation of Orientation.

- The sheet of Orientation program is attached herewith.

The meeting was concluded with vote of thanks to the chair.



COE

(Member Secretary)



ORIENTATION PROGRAM 16-18 AUGUST 2022



DAY 1: 16 AUGUST 2022	DAY 2: 17 AUGUST 2022	DAY 3: 18 AUGUST 2022
10:30 AM - 12:30 PM (SAA + SOD + SPD + SOB) 02:00 PM - 04:30 PM (SOL + SHS + VHTBS + SET) Assembly & Movie- Sushant University Address by the Hon'ble Vice Chancellor Address by the Pro VC & the Registrar Address by the Controller of Examinations Address by Director, Students Welfare Nominations for Sports Activity 10:30 AM - 12:30 PM (SOL + SHS + VHTBS + SET) 02:00 PM - 04:00 PM (SAA + SOD + SPD + SOB)	10:00 AM - 04:30 PM Industry/ Village Visit under Unnat Bharat Abhiyan	10:00 AM - 04:30 PM Sports Carnival 4:30 PM Award Ceremony for Sports Activities ALL SCHOOLS
Campus Tour + Soft Skills Training Workshop by Soft Skills Centre		
	ALL SCHOOLS	

Requirements	Number (Pax)	Responsibility
Refreshments for Day 1		
Bus arrangements for Day 2	450	VHTBS
Sports Equipments, medals, trophies & Certificates for Day 3 and conduct of Sports Carnival	6 Buses (45 seater) details to be shared by sports committee	Mr. Dheeraj Mr. Amit Singh
T-shirts	200	Mr. Dheeraj
Refreshments for Day 2		students to be informed to carry as per their requirements
Refreshments for Day 3 on individual payment basis	400	to be arranged by Canteen Vendor, Mr. Dheeraj to coordinate
Flex and hoardings for orientation	2	Ms. Jagjeet to coordinate
Registration Counter and setting up of D-421, A-015	full capacity	Mr. Dheeraj



Minutes of Meeting
(Action)

A Deans Council Meeting was convened on Thursday, 18 Aug ²⁰²² at 2.00 pm in the VC Office.
(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- New Students

Action – Motivational speakers Session on 22nd Aug'22 for the new students.

- Every new student to subscribe all the SU social media platforms i.e. YouTube channel, Instagram, FB, LinkedIn etc. This is to be done during school level orientation.
- Deans to ensure that all the students & faculty to subscribe SU LinkedIn account.
- During documents verification, Semester fee receipt is mandatory. Plan for Lecture Series.

Agenda No. 2- Industry Visit

Action- Schools to take students for the Industry Visit. Also schools should ensure one industry expert every month.

Agenda No. 3- NAAC

Action- Few points to be focused by SU for NAAC evaluation:

- Mentors-Mentees meetings & records keeping.
- Mechanism to be developed for Slow Learner/Fast Learners, records to be maintain. by the schools for the same.
- Encourage & organise session for all the students for National level Tests/ Scholarship Test like CLAT, NEET etc. The record of these exams should be maintained for the NAAC purpose.

Agenda No. 4- Pending Fee

Action – Pending fee list (Sr. Batches) will be shared by the Accounts Dept to all the Deans

- School level Document verification committee to verify documents of newly admitted students.
- Schools to check that new students have paid at least 1st Sem's fee to avoid any cancellation.
- Dean SET to check CSE student's fee status.
- **Reconciliation List** of students to be shared with VC Sir by all the schools.

Agenda No. 5- CUET EXAMS

Action- CoE intimated that the exams will held from 21-26 August 2022

Agenda No. 6- Fresher's Party & Cultural Fest

Action- Fresher's Party to be held in September 2022 on University level. Cultural Fest will be held in October 2022

Agenda No. 7- Student Council

Action- to be formed by all the school. Student's feedback to be taken through CRs & Council members. The feedback should be minuted. Schools to make a report on the basis of the feedback. VC Sir would be meeting with the Students Council on regular basis.



Agenda No. 8- Classes

Action- The classes should be held regularly. The school should look into the same. The Dean should keep track of classes.

Agenda No. 9- Value Addition Courses


Action- Every school should offer one Value Addition courses per semester and maintain their records as per NAAC.

Agenda No. 10- Maternity Leave

Action- HR to frame a Maternity Leave Form/application as per the Act. & SU guidelines.

The meeting was concluded with vote of thanks to the chair

COE
(Member Secretary)


24/8/22



Minutes of Meeting
(Action)

A Deans Council Meeting was convened on Thursday, 25 Aug ²⁰²² at 3.30 pm in the VC Office.
(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Compliance

Action -

- Schools to meet all the compliances of UGC, Higher Education & other Statuary Bodies.
- Teaching Designations should be according to the minimum qualification & standard set by Statuary Authorities.

Agenda No. 2- New Students

Action- Approximately 690 students have taken admission so far. Schools to check for the absentees status & take action to ensure that all students should start attending classes.

- Deans to ensure the payment of 1st Sem's Fee.

Agenda No. 3- Fresher Party

Action- Fresher's party on 15th or 16th September 2022

- Schools to ensure the participation of First & Second Year students in Fresher's Party.

Agenda No. 4- Classes

Action - Classes should happen properly. Faculty should take their allotted subject only. Any delegation or exchange is not permitted.

- Student's Council meeting with Hon. VC Sir will commence from next week onwards. Feedback for classes will be taken from the council.
- Work on Slow learners, persistent effort should reflect in student's results.
- Faculty wise result will be evaluated, issue Memo in case of serious deviations. Action would be taken after 3 memos.

Agenda No. 5- NAAC

Action- Every school to work on NAAC Criteria. VC Sir will share NAAC matrixes to comply by the mail.

Agenda No. 6- Platform Lectures

Action- Platform Lectures series by Top Dignitaries should be conducted. It will be discussed in Deans Council meeting.

Agenda No. 7- Student Happiness Quotient

Action- All Deans to ensure that students concerns are addressed properly.



Agenda No. 8- Convocation

Action- Tentative Date- End of November 2022 / Beginning of December 2022

<u>Proposed list for Chief Guest</u>	<u>Proposed List for Honoris Causa</u>
<ul style="list-style-type: none">• Retd. Chief Justice• Dr. Trehan• Education Minister• Mr. Shiv Nadar / Ms. Roshni Nadar <p>*Other names than above listed</p>	<ul style="list-style-type: none">• Ranveer Brar• Neeraj Chopra• Mahavir Phogat / Geeta kumari / Babita Kumari• Randeep Hooda• Harpal Singh Sokhi <p>* Other names than above listed</p>

Agenda No. 9- New Students

Action- Registrar instructed the school to send 1 or 2 faculty at Reception in the morning (9.00-10.00 am) to guide new students. :

- Class Rooms should be opened by 8.45 am (Facilities)
- Faculty to take frequent round to the classes to maintain the decorum of the school.
- Faculty should reach the classes by 9.10 am
- 1 Faculty should be present with practicing students if allowed beyond 5.00pm

The meeting was concluded with vote of thanks to the chair.

COE

(Member Secretary)



Minutes of Meeting
(Action)

A Deans Council Meeting was convened on Thursday, 8th September 2022 at 3.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Retention of 1st Year students

Action – Deans to check one week (attendance) data of 1st year students, advised to contact absent students for attending the classes at the earliest.

Agenda No. 2- Balance Fee of old students

Action- Fee Balance to be recovered within 10 days. Deans to share the the pending fee amount of old students on email.

Agenda No. 3- Involvement of schools in the Fresher's Party

Action- Fresher's Party is on- 16th September 2022

- Time – 10.00 am – 7.00 pm
- Selected faculty from each school is required to maintain discipline in the FP
- Students participation should be maximum
- Discipline committee to be alert.
- During the practice sessions, attendance of participants should be crosschecked with school & Fresher's Party team to mark their attendance in school's record.
- Faculty coordinator to take attendance of the participants & share it with respective school.
- Faculty presence is mandatory on Fresher's Party i.e. Friday, 16th September 2022. Deans to ensure their presence.
- Attendance of all the 1st & 2nd year's students is mandatory.
- Reporting Time- 10.00 am
- Faculty Identified for discipline from all the schools to report to COE

Agenda No. 4- Discussion on Academic delivery

Action – Faculty should take classes / labs regularly

- To check the functioning of classes as per Time table, Deans to take random rounds
- Deans to provide room wise TT to the VC Sir.
- Deans of SET, SOB, SHM & SHS to discuss about room wise TT for optimal utilization.

Agenda No. 5- Leave application of Faculty/Staff during Academic Session

Action- Deans to look into the matter of leave applications by faculty. It is expected that during the academic delivery time, leaves should be minimized in the interest of students.



Any other Points-

- Every Dean must check the norms of Statuary Authorities for their respective school.
- HR has to work on Teaching designation compliance with 1 SPOC from each school.
- Student's council meeting with VC Sir will be held after the elections in the schools.
- NAAC- All the Deans to go through the NAAC manual. From 1st October 2022, focus will be on NAAC only. Oct 2022- March 2023 will be the NAAC data collection months. NAAC Data to be submitted by 30th June 2023.
- Deans to initiate for Platform Lectures series. Per semester 2 lectures should be conducted.

The meeting was concluded with vote of thanks to the chair

COE

(Member Secretary)

14/9/22



Minutes of Meeting
(Action)

A Deans Council Meeting was convened on Thursday, 15th September 2022 at 3.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Fresher's Party- Udbhav

Action – Discussion about the functioning & arrangements of the Fresher's Party on Friday, 16th September 2022.

Agenda No. 2- Scholarship Scheme

Action- VC Sir & CoE will discuss it in a separate meeting.

Agenda No. 3- Pranjali Jadaun case (SHS)

Action - Mail to be sent to Ms Pranjali Jadaun to submit a valid certificate either from AIU or from State Education department within next 15 days else her admission will be cancelled.

Agenda No. 4- SET Students Cases

1. **Siddharth Balyan** - student of B.Tech final year on a reputed fully funded full semester internship is requesting permission to give exam little late

2. **Saurav Datt** - BCA student (Batch 2019-22) exam on demand as he is selected for EY

Action – Dean SET & CoE to discuss & decide the action to be taken for both the students.

The meeting was concluded with vote of thanks to the chair


22/9/22

COE
(Member Secretary)



Sushant University
Sushant University- Golf Course Road | Sector 55 | Gurgaon-122003

Minutes of Meeting
(Action)

A Deans Council Meeting was convened on Thursday, 22nd September 2022 at 3.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean Council Meeting – 15th September 2022

Action – Approved

Agenda No. 2- Pending Fee

Action- Pending fee of all the schools to be recovered by 30th September 2022. Deans to expedite the Fee Collection. School coordinators to do this task.

Agenda No. 3- Total Students

Action- Deans to share the list of total number of students on email

Agenda No. 4- Fee Collection*

Action – Deans to share Fee Collection status on email.

Agenda No. 5- Agenda Points by CoE

- Proposed New Exam Rules (as per the attached Annexure)- Approved
- Abhimanyu Dayma - LLB readmission in which semester – It was discussed & approved by all the members that the student should be admitted in 3rd Semester.
- Anushka Sen - BBA Aviation - 2021 batch- Prof. Mukul to investigate about her readmission details.
- Academic Council to be scheduled- All the Schools asked to prepare BOS. Schedule Academic Council meeting in the last week of October or before that.
- Merit Scholarship policy for 2022- Scholarship amount to be calculated by Accounts department & share with VC Sir & CoE.
- Status of On Demand Exam (ODE)- The council was informed that till date five students have applied for ODE.
- Status of TCS w.r.t Summer 1- The council was briefed that all Summer 1 results (76 of them) had to be declared manually due to problems at TCS end. Additionally, for several of the programmes for the graduating batches exam office is unable to generate the gradesheets and provisional certificates. This leads to overall time delays and inefficiencies and errors in the system and duplication of work if later on the same has to be fed in TCS separately after manual result declaration. The VC has directed the IT to get the matter resolved on priority.



- Mid-Semester exams for 1st Semester- In view of the fact that the admissions are still going on and the mid-semester exams (MSE) are to take place it was decided that there would be two rounds of MSE and the best of the two marks would be considered as final marks for MSE. The Schools would however, not announce that there are going to be two rounds right now as it is feared that then several students may just skip the first round altogether.

Agenda No. 5- By Dr. Kanu Priya

Action: Invitation to Deans and support from schools for Delegation visit from Dhaka International University **on Monday, 26th September 2022.**

The meeting was concluded with vote of thanks to the chair


COE
(Member Secretary)



Sushant University
Sushant University- Golf Course Road | Sector 55 | Gurgaon-122003

Minutes of Meeting
(Action)

A Deans Council Meeting was convened on Thursday, 29th September 2022 at 3.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean Council Meeting – 22nd September 2022

Action – Approved

Agenda No. 2- Pending Fee

Action- Pending fee of all the schools to be recovered by 30th September 2022. Deans to expedite the Fee Collection.

Agenda No. 3- BOS

Action- Deans to schedule the BOS by 20th October 2022

Agenda No. 4- Academic Council

Action – Will held after Diwali

Agenda No. 5- Merit Scholarship

Action – CoE to prepare New Merit scholarship policy for the AY 2023
More scholarships should be for First Year students.

Agenda No. 6- Academia Alliance

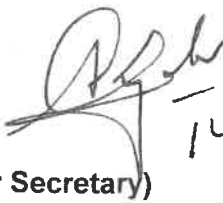
Action – Dr. Latika. to circulate 26 MoUs signed with other universities to all the Deans

Agenda No. 7- Anushka Sen - BBA Aviation - 2021 of ICRI

Action – It was decided to give the benefit of doubt to the student and allow her to continue in 3rd semester'

The meeting was concluded with vote of thanks to the chair.

COE
(Member Secretary)


14/10/22



Sushant University
Sushant University- Golf Course Road | Sector 55 | Gurgaon-122003

Minutes of Meeting
(Action)

A Deans Council Meeting was convened on Thursday, 29th September 2022 at 3.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean Council Meeting – 22nd September 2022

Action – Approved

Agenda No. 2- Pending Fee

Action- Pending fee of all the schools to be recovered by 30th September 2022. Deans to expedite the Fee Collection.

Agenda No. 3- BOS

Action- Deans to schedule the BOS by 20th October 2022

Agenda No. 4- Academic Council

Action – Will held after Diwali

Agenda No. 5- Merit Scholarship

Action – CoE to prepare New Merit scholarship policy for the AY 2023
More scholarships should be for First Year students.

Agenda No. 6- Academia Alliance

Action – Dr. Latika. to circulate 26 MoUs signed with other universities to all the Deans.

The meeting was concluded with vote of thanks to the chair

COE
(Member Secretary)

[Signature]
14/10/22



Minutes of Meeting
(Action)

A Deans Council Meeting was convened on Friday, 14th October 2022 at 3.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean Council Meeting – 29th September 2022

Action – Approved without changes

Agenda No. 2- BOS

Action- Deans to complete the BOS before the Academic Council Meeting.

- Schools to add new subjects as per NAAC requirement or modify syllabus, including the Value Addition programs.
- Schools to close the old courses having less/zero students.
- These changes should be made at least 4-5 days before the Academic Council Meeting.

Agenda No. 3- Academic Council

Action – Will be held on Monday, 31st October 2022.

- Asst. Registrar to send invite emails to all the external members.

Agenda No. 4- Merit Scholarship

Action – CoE to share all the Merit scholarships for the AY 2023 in next Deans & Directors Council meeting.

Agenda No. 6- NAAC

Action – The Assessment cycle of NAAC is of 5 years/or from the year of commencement of a course/program. SU's assessment year will be till 2023. All the schools & departments should be ready with their data for NAAC purpose.

The school/departments should be having the School/Department's/Designation's stamp with them.

Agenda No. 7- ABC & NAAD

Action – COE informed that the University is already registered for NAD & ABC. In NAD the fifth convocation degrees have already been uploaded and the work on others is going on. COE to hire a temporary staff to feed data on ABC.

Agenda No. 8- Withdrawals & Dropouts

Action – Schools to check & introspect about the increasing numbers of withdrawal & dropouts.

- Schools & their respective faculty should have communication with the students.

Agenda No. 9- School & University Newsletter

Action – Schools to publish (online/offline) newsletter of the events/competitions/ sessions or any other latest happening.

- SU should publish the university level newsletter too.



- The frequency of both the newsletters will be decided in next Deans & Directors Council meeting.

Agenda No. 10- SU Annual Report

Action – Registrar to prepare SU Annual Report for AY 2022-23.

Agenda No. 11- TCS Challenges & Glitches

Action – Schools are facing issues related to TCS. IT person should be present during TCS discussions.

Agenda No. 12- Search Committee for Honoris Causa

Action – Search Committee to be constituted to identify names for the Honoris Causa.

Agenda No. 13- Presentation to the Honorable Chancellor Sir

Action – Schools to present a PPT of their respective school to the honourable Chancellor Sir on Monday & Tuesday.
-The schools will be informed about the time slot.

Agenda No. 14- Award of PhD

Action – COE to share the list of PhD Award.

Agenda No. 15- Points by COE

1. Disposal of Evaluated Answer Books

Action- Dispose after 2 years. (See Annexure)

2. Retainer Charges for Degrees & Gradesheets

Action- Approved as proposed by COE (See Annexure)

3. Ayushi Singh - B.Des-ID 2018 batch readmission request

Action – She would be readmitted to the SOD only when she fulfills the following:

Take an affidavit of one gap year from her.

She should pay 50% of the pending amount.

4. Convocation

Action- The convocation should be held within December as the UGC advisory states that students should receive the degree within six months of graduation.

5. Summer 2 Results

Action- All the results have been declared

Agenda No. 16- Diwali Break

Action – The revised Diwali Break is from 22 October to 26 October 2022

- 5th November 2022 will be a working day for the students, staff & faculty of SU in lieu of 26th October 2022.

Agenda No. 16- Point by Registrar/PVC

Action – Get more referrals before Diwali so that we can have more admissions.

The meeting was concluded with vote of thanks to the chair.


COE
(Member Secretary)

19/10/22



Sushant University
Sushant University- Golf Course Road | Sector 55 | Gurgaon-122003

Minutes of Meeting
(Action)

A Deans & Directors Council Meeting was convened on Thursday, 27th October 2022 at 3.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean Council Meeting 14th October 2022

Action – Approved without changes

Agenda No. 2- ABC & NAD

Action- Deans & CoE to check how many students of current & previous semesters have registered for ABC. It will be discussed in the next DDC meeting.

Agenda No. 3- Withdrawals

Action – Schools to check the reasons behind so many withdrawals & take action accordingly.

Agenda No. 4- Sushant University Newsletter

Action – Ms. Sagarika Goswami to be called to discuss the same in next meeting. Name of the SU newsletter to be decided in the next meeting.

Agenda No. 6- Convocation

Action – It was decided that Convocation be held in February 2023

Agenda No. 7- Search Committee for Honoris Causa & Chief Guest for Convocation to be held in Feb'2023

Action – Below are the members of Search Committee:

- | | | |
|------------------------------|---|-----------|
| 1. Honourable Chancellor Sir | - | Chairman |
| 2. Mr. Anil Yadav | - | Secretary |
| 3. Prof. Amrita Madan | - | Member |
| 4. Trustee Nominee | - | Member |
| 5. VC Nominee | - | Member |

Agenda No. 8- Fee Defaulters

Action – Schools to not let students attend the classes who have not paid the first semester's full fee.

- IT Head to send an email to the students that Admit Card for examination will be issued to those who have paid full fee of first semester. 5th – 20th November will be the period for the same.

Agenda No. 9- Academic Council- Monday, 31st October 2022

Action – School to impart:

- Number of seats
- Courses to start/close
- Number of faculty according to the number of intake; Schools to follow the respective Statuary Body compliance/guidelines



- Schools to declare Zero year for the courses, did not run successfully.
- All the Deans to prepare the above data for the Academic Council.

Agenda No. 10- Prateek Singla- SAA student

Action – Dean to write an email to UGC requesting & seeking advice upon Prateek Singla's case, if SU can bestow him any program's degree of bachelors as requested by the student & his parents. Dean SAA to show the draft of the same to VC Sir before sending the email.

Agenda No. 11- Academic Topper

Action – COE shared the Criteria points to decide the Academic Topper (Annexure attached).

- COE to check minutes of last Academic Council for point number -5
- Migration word to be used in place of Lateral entry in Point no-10

Agenda No. 12- Points by IT Head

Action – Adobe licenses can be used by creative cluster schools (SAA, SOD, SPD)

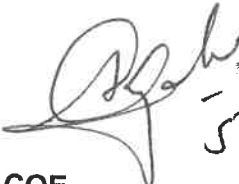
- Students Data (2022) has to be uploaded on TCS by all the schools asap.

Agenda No. 13- First Year Students

Action – Deans to check the course file after every 15 days.

- November 2022 onwards, schools to check the attendance percentage of each student in the first week of every month.
- Deans to check the course delivery, Lab status etc. too.

The meeting was concluded with vote of thanks to the chair.


5/11/22
COE
(Member Secretary)



Minutes of Meeting
(Action)

A Deans & Directors Council Meeting was convened on Saturday, 5th November 2022 at 2.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean Council Meeting 27th October 2022

Action – Approved with the following changes:

- Early Convocation intimation to be sent to all graduated students by CoE Office – Convocation will be held in the month of February 2023, exact date shall be confirmed soon.
- Revision in Agenda No. 8 – CoE Office to send an email to the students that Admit Card for examination will be issued to those who have paid full fee of first semester. 7th – 25th November will be the period for the same.
- Maximise the number of PhD scholars completing their degree till December 2023, so that the degree can be conferred in the Feb 2023 convocation.
- Prof. Latika to discuss the course file format with VC Sir & share it with all the Deans

Agenda No. 2- Plan for Placement by CRC

Action- CRC need to project the placement (out of 600 students) that how many students have opted for the placements.

- the followings have to be analyzed by the CRC Dept.
 - What is the average package has been offered by SU to the students?
 - The above information should be on the website of the University.
 - Handy placement record should be with the CRC Department to show the aspirants & parents during admission
 - CRC to get a form filled by those students who have not opted for the placement. Parents to be informed regarding the same.
 - CRC to present a comprehensive PPT of placements & internships in the next D&DC meeting.
 - CRC to set a target for higher package & offers for the students.
 - CRC Team to prepare the students for the placements. The Department should raise the requirement for the same.
 - CRC to do Gap Analysis & act accordingly.

Agenda No. 3- Improvement of Internal Marks- Pharmacy Department

Action – COE to discuss with Pharmacy Principal and offer a third sessional to the students. The third sessional charges would be Rs 300 per subject. The third sessional would not be compulsory but the students who are failing in the internals may be strongly advised to take it.

Agenda No. 4- Discussion about Final Examination for the 1st Year Students.

Action – PFB the table for the Examination program:

Joining Date	Examination Date
Existing batch of senior years	5 th December 2022 onwards
Students admitted in First Year till 15 th Oct'2022	12 th December 2022 onwards
Students admitted in First Year after 15 th Oct'2022	From 14 th January 2023



For the students joining after 15th October 2022 the classes will continue upto 9th January 2023. For B.Pharmacy dates shall be separately notified.

Pharmacy 1st sessional exam for those who have taken admission earlier

Agenda No. 5- Status of ABC

Action – COE shared the below status of ABC:

School	Students yet to apply
SPD	35%
SHS	50%
SOL	Incomplete information from the school
SOD	86%
SET	70%
SAA	28%
SOB	56%
SHM	14%

Deans were asked to encourage students to enroll for ABC

Agenda No. 6- Status of Degrees on NAD

Action – COE shared the below status:

- Total 1392 Degrees & Diplomas are on NAD.

Agenda No. 7- ESE First Semester exam schedule for ICRI/Ph.D/Pharmacy

Action – ICRI had stated that the classes of ICRI first semester batches have started in end-Oct and therefore proposed that the exams would be held in Feb. This was rejected by the committee. The exams would be held as per decision taken under Agenda Point 4. Same to be communicated by the concerned Dean.

**Agenda No. 8- For Discussion: Invigilators not allowed to carry Mobile phones
(reference EDC meeting of 2 Aug and Green Note of 3 Aug 2022)**

Action – It was discussed & approved. Show cause notice to those who are violating the rules.

Agenda No. 9- For Discussion: Use of washroom by students in ESE especially for exams of less than three hours.

Action – Prevailing guidelines to stay.

Agenda No. 10- HDFC scholarship

Action – As the admissions are still on, therefore HDFC Fee concessions for the first year would only be announced after the official date of closing of admissions.

Agenda No. 11- Possibility of re-scheduling the IQAC audit in December during the exam time to avoid the disturbance in end-semester syllabus completion, assessment and evaluations

Action – It was discussed & decided that IQAC Audit will take place in November 2022 only.

Agenda No. 12- NOS Plan event on campus

Action – Creative Cluster to discuss about the financials of the event.

Agenda No. 13- Exhibition of Working Models

Action – Principal Pharmacy announced the tentative date of the Exhibition-24th November 2022. All the school to participate in the exhibition

The meeting was concluded with vote of thanks to the chair.

COE

(Member Secretary)



Minutes of Meeting
(Action)

A Deans & Directors Council Meeting was convened on Thursday, 10th November 2022 at 2.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean Council Meeting 5th November 2022

Action – Approved without changes

Agenda No. 2- Deans & Directors Council Meeting held on 27th October 2022

Action- Deans to provide the following information to Registrar office & Dr. Latika for NAAC purpose:

- Number of faculty according to the number of intake; Schools to follow the respective Statuary Body compliance/guidelines
- Schools that declared Zero year to courses that did not run successfully.

Agenda No. 3- Attendance Criteria for the Final Exam

Action – Deans should have printed copy of student's attendance duly signed by each faculty (attendance till 30th October 2022)

- Basis on above data students, should be informed that they are short of 75% attendance beforehand.
- Maximum condonation of 10% can be approved by the VC appointed committee school wise, after the discussion at the school level Condonation committee may consider condonation upto 10%.
- Committee should be of another school to decide the condonation of attendance percentage for the fair decision.
- Schools to display the names of students falling short of attendance at least a week before the last teaching day i.e.- 30th November, CC to CoE as well.

Agenda No. 4- University-Industry Partnership – Dr. Sudipto Sarkar

Action – This was presented by Dean SET focused on Industry collaboration with SU, its requirement & benefits.

Agenda No. 5- Startup Incubation- Dr. Sudipto Sarkar

Action – Presented by Dean SET. The following points were presented by him:

- Role of Incubation Centre
- Importance of Start-ups for students
- Roadmap for the Sushant University Incubation Centre.

Agenda No. 6- International Relations- Prof. J. S. Mukul

Action – Presented by Dean SOB.

- Vision & Mission
- Regulatory Framework
- Student Exchange Programmes
- Target Countries
- Opportunities & Challenges



Agenda No. 7- Meeting with parents

Action – Tentative date for Online Meeting of VC Sir & First year student's parents is 20th November 2022 @5.00pm. Subject to availability of VC Sir.

Agenda No. 8- Course File Preparation

Action – It has been shared by Dr. Latika with all the Deans.

Any other point with the permission of the Chair:

- **NAAC Data-** All the schools to submit the data required by NAAC to Dr. Latika
- VC informed all that SU should be ready with all the Data required for NAAC assessment upto 30th June, 2023.

The meeting was concluded with vote of thanks to the chair.


16/11/22

**COE
(Member Secretary)**



Minutes of Meeting
(Action)

A Deans & Directors Council Meeting was convened on Thursday, 17th November 2022 at 3.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean & Directors Council Meeting 10th November 2022

Action – Approved with following points:

- Condonation Committee will decide the cases of another school. Each school to include 3 faculty members in the committee. However, for the PG programmes the cases will be dealt by the committee of the same School to which the student belongs.
- For the attendance of 1st Year students- Schools to resolve the cases.
- Cut-off date for attendance- 25th November 2022
- Deans to check the number of students who have joined after 15th October 2022. Their attendance will be calculated start after 15th October 2022.
- It was decided that all the schools except Pharmacy (1st Semester) program, theory examination for the first semester would be conducted from 12th December 2022 and will be over by 23 December 2022 except B.Arch & BFA which would be over by 15th January 2023.
- Next Semester would commence from 16th January 2023 for the 1st year students. For other years it is as per calendar.

Condonation Committees (for 2nd Year onwards: UG) are as follows:

S.NO.	SCHOOL	CONDONATION COMMITTEE	MEMBERS
1	SET	SOL	DR. DEEPAK MIGLANI, DR. SULAKSHNA, MS. KIRTI LAMBA
2	SOL	SAA	DR. T.S. BRAR, PROF. RADHA DAYAL, DR. HIMADRI S. DAY
3	SAA	SET	DR. ALPANA JIJA, MR. RAJAN BANSAL, DR. MANIMALA
4	SOB	SHS	PROF. USMAN KHAN, PROF. OWAIS KHAN, MR. PANKAJ MALHOTRA
5	SHS	SOD	DR. KAUSHALPREET, MS. SHALINI SHARMA, MR. SOMBIT MUKHERJEE
6	SOD	VHTBS	DR. SAURAV CHHABRA, MR. SAIF ANJUM, MS. CHANDANA PAUL
7	VHTBS	SOB	PROF. V.A.DUBEY, DR. RICHA AGARWAL, MS. CHAKSHU MEHTA



Agenda No. 2- Annual Fest date next semester
Action- February/March 2023 (Close to Convocation)

Agenda No. 3-Sports Day

Action – Sports Day committee to be constituted. Will be discussed later.

Agenda No. 4- Presentation by Mr. Gaurav Saini, Director CRC Department- Placements & Internships

Action –

- CRC to prepare report of placements as ready reference for the admission purpose.
- Refer SAA alumni for Admission placement brochure.
- CRC to collect data, collate & publish on SU website.

Agenda No. 5- Discussion on the processes involved in Students Disciplinary Committee and few suggestions -Dr. Sudipto Sarkar

Action – Disciplinary Committee to include 1 Non-voting member from respective school during the case proceedings.

Agenda No. 6- SU Newsletter- Ms. Sagarika Goswami

Action – Ms. Sagarika Goswami to reconstitute the Editorial Team.

- SU Newsletter team to prepare a new layout for the newsletter
- Template can be used for the newsletter
- Name of the SU Newsletter
- SU Newsletter frequency- Quarterly

Agenda No. 7- 16th Academic Council -MOM

Action – Deans to rewrite the Point no 11 as per the suggestions of Honorable VC Sir & share with Assistant Registrar.

- Schools to mention BOS approval minutes' data in AC minutes.

Agenda No. 8- 1st year students Fee

Action – Fee to be collected before 25th November 2022 including 1st year, else Admit Card will not be issued to the fee defaulters.

Any other point with the permission of the Chair:

- NAAC Data- (Dr. Latika)
- Schools to update the students record on TCS
- Schools to update the list of active students of their respective school & share with IT.

The meeting was concluded with vote of thanks to the chair.


24/11/22
COE
(Member Secretary)



Minutes of Meeting
(Action)

A Deans & Directors Council Meeting was convened on Thursday, 24th November 2022 at 3.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean & Directors Council Meeting 17th November 2022

Action – Approved without changes.

Agenda No. 2- SU Newsletter

Action- Ms. Sagarika Goswami presented a PPT for SU Newsletter regarding the Editorial Team, layout & template of the Newsletter. It was approved by the D&DC.

- Name of the Newsletter- **SU Times**
- 1st edition of about 10-14 pages to be published in January 2023.

Agenda No. 3-Sports Committee

Action – Sports Day committee is constituted as under:

- | | |
|----------------------|---------------|
| - Dr. Sudipto Sarkar | - Chairperson |
| - Amit Singh | - Member |
| - Shadab Alam | - Member |
| - Mohd. Anees | - Member |
- **Sports Day Date- Tentatively in February 2023**

Agenda No. 4- Pending Fee

Action – - Pending Fee to be collected before 25th November 2022. Mentors to convey the Fee message to the defaulters with the help of Facility Team.

Agenda No. 5- Active Students Data

Action – All the Deans to resolve the Active Students cases in 2 reminders at school level. If it doesn't resolve, connect with IT team to resolve this.

Agenda No. 6- Course Structure

Action – it needs to be modified.

Agenda No. 7- SU Calendar

Action – SU Calendar (Rule Book/ ordinance should be ready/prepared before next GB meeting to be held in March 2023.

Agenda No. 8- Student's Attendance

Action – Names of the students having attendance less than 75% should be informed/published by 25th evening by all the schools.


- Students (65-75% attendance) should be informed about the Condonation Committee proceedings.
- This information should reach to COE office by 27th/28th November 2022.
- For 1st Year Students- VC Sir, PVC Sir & CoE will decide for 1st year students.



Agenda No. 9- Late Fee Fine

Action – Late Fee fine policy to be checked

The meeting was concluded with vote of thanks to the chair.


30/11/22
COE
(Member Secretary)



Minutes of Meeting
(Action)

A Deans Council Meeting was convened on Thursday, 1st December 2022 at 3.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Dean Council Meeting, dated 24 November 2022
Action- Approved by the Deans Council.

Agenda No. 2- Admit Card Status

Action – CoE shared the status of Online (180- excluding PhD) & Manual (82) Admit cards till date.

- It was suggested by VC Sir that schools to help students to fill up examination forms.
- Engage program coordinator to help students who will help them to take students to IT & Accounts dept.

Agenda No. 3- Attendance

Action - Students having attendance below 65% will be debarred.

- Students joined after 15 October 2022 can be given option for taking exam in December 2022 or January 2023.
- Student & parents should be informed who have joined after 15th October 2022 that they are short of attendance.
- Notification should be sent to students by the Registrar.

Point discussed with the permission of the Chair:

- Pending result of students have to be submitted by 30th December 2022.
- Deans to prepare the list of detained students in TDC.
- Visiting faculty invoices must reach to Accounts Dept immediately after one quarte

The meeting was concluded with vote of thanks to the chair.



COE

(Member Secretary)



Sushant University
Sushant University- Golf Course Road | Sector 55 | Gurgaon-122003

Minutes of Meeting
(Action)

A Deans & Directors Council Meeting was convened on Thursday, 8th December, 2022 at 3.45 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean & Directors Council Meeting 1st December 2022 ✓

Action – Approved without changes.

Agenda No. 2- Director Outreach Dr. Rajendra Kumar Yadav to be included in the D&DC as a member.

Action- Approved by the Council.

Agenda No. 3- Status of Admit Card filled online & manual

Action – The below status shared by CoE:

- TCS- 1871
- Manual- 219
- 1st Year- 705 plus 17 migration/lateral entry – 722 (Excluding PhD)

Any other point with the permission of the Chair:

- Identify 134 – 1st year students who have not filled forms yet. Encourage them to fill up forms by Friday.
- Check lateral entry cases- CoE to check the number of Lateral Entry students, those have filled forms.
- Migration cases to be checked for filling up forms.
- Schools to display the list of students falling short of attendance -1st week of every month from next semester i.e. Jan 2023.
- Parents & students should be informed about the attendance status.
- A general feedback from students & parent to be taken.
- Prepare next semester's Course Load. A format for the same will be provided to all the Deans. There would be a presentation session with VC Sir of the same. (2 Schools a day)
- Students visit to the Library to be recorded. Their signatures should be in Library register for the records.
- All the Deans to provide the list of books required by the schools.
- Deans to give the requirement of Faculty to HR Dept required at school.
- Purchase Committee- Any furniture & infrastructure requirement would be handled by the Facility Department.
- Deans to provide the requirement list by Monday. (which they need to share with Facility)
- Facility to take round to check the maintenance /repair work at University. The required repair work should be accomplished between 24th December 2022-8th January 2023.



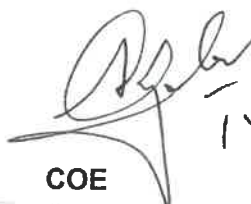
- VC Sir shared GBM main points:

- Retirement Age raised from 60 years to 62 years for teaching staff.
- New leave policy will be communicated by Friday.
- Recruitments Policy approved.
- NEP-will be implemented in a phased manner.
- Exit Policy – need to work on the modalities before it can be implemented.
- BOS has to be strong by the school. Opinion of the External expert in BOS should be valued. Every school should have properly constituted BOS.
- SU level Fest to be organized.
- Platform Lecture Series to be initiated.
- CRC to improve the placement status.
- Director CRC- Mr. Gaurav Saini to present about placement – How many have opted for placement. Mention the reason for those who have not opted.

Additional Agenda Points with the Permission of the Chair-

- Soft skill slotting should be done by combining sections.
- 2 schools can be combined for subjects like- EVS (SHS+SHM), Creative Cluster
- CoE- Backlog students results would be declared before the regular results for December 2022 so that such students become eligible for the Convocation in February 2023.

The meeting was concluded with vote of thanks to the chair.


14/12/22
COE
(Member Secretary)



Most Important !! Reg. Next Session Even 2023

Abhishek Antil <abhishekanthil@sushantuniversity.edu.in>

15 December 2022 at 11:38

To: Dinesh Rai <dineshrai@sushantuniversity.edu.in>, Nidhi Chowdhry <nidhichowdhry@sushantuniversity.edu.in>, SU All Deans <sudeans@sushantuniversity.edu.in>

Cc: Abhishek Chauhan <abhishekchauhan@sushantuniversity.edu.in>, NAAC AU <naacau@sushantuniversity.edu.in>, Pradeep Kumar Lal <pradeepal@sushantuniversity.edu.in>, Registrar Sushant University <registrar@sushantuniversity.edu.in>, Vice Chancellor <vc@sushantuniversity.edu.in>, Saket Maan <saketmaan@sushantuniversity.edu.in>

Dear Deans,

Status of data being provided at 10:00 AM

Timestamp	SET	SSAA + SPD	SOD	SOB	SOL	VHTBS	SHS
ERP Coordinator Name, Contact Number, Designation, Email Id	YES	-	-	-	-	-	YES
Course Structure	YES	-	-	-	-	-	NO
Faculty Class Allocation	YES	-	-	-	-	-	NO
Final Timetable	NO YES	-	-	-	-	-	NO
Student list batch-wise grouping	NO	-	-	-	-	-	NO
List of TDL/TDCC with faculty names and their Employee ID	NO	-	-	-	-	-	NO
Allocation of Students to TDL and TDCC	NO	-	-	-	-	-	NO

yes
yes

Regards,

Abhishek Antil
Head- IT
Sushant University

On Mon, 12 Dec 2022 at 15:31, Abhishek Antil <abhishekanthil@sushantuniversity.edu.in> wrote:

Dear Deans

Gentle Reminder, we haven't received any response from any of the schools on the google form link one of the schools has shared it on email but please note it would be difficult to track if the same is not updated through the google form.

The details are to be Immediately provided through the Link: <https://forms.gle/gWy8sHnNiYmy3vUv6> (all details are Mandatory)

Regards

Abhishek Antil

On Fri, 2 Dec 2022 at 5:07 PM, Abhishek Antil <abhishekanthil@sushantuniversity.edu.in> wrote:

Respected Deans,
Respected COE,
Respected TDCC/TDL coordinators

As we would be starting the next session in 9th January 2023, for smooth functioning we would require the timetable for the next session by 15th December 2022.

Please use the following Link to provide the data, will be revising the form as and when possible to help better.

The following Items can be Immediately provided through the (all details are Mandatory) Link: <https://forms.gle/gWy8sHnNiYmy3vUv6>

Schools to share (On Form)

- 1) Name of ERP coordinators (On Form)
(Preferably Faculty with Technical Knowhow and working spirit) for Assisting in ERP)
- 2) Course Structure By 10th December 2022 (On Form)
- 3) Faculty class allocation for LX and Time Table by 10th December 2022 (On Form)
- 4) Final Timetable by 15th Dec 2022 (On Form)

Exam dept is required to share-

- 1) Any Changes to the Regulation Document By 15th Dec 2022 (By Email)
- 2) List of Promoted Students by 25th Dec 2022 (If can be provided before please share- or it is to be done by default a line of confirmation regarding the same) (By Email)

TDL / TDCC Incharge are required to share- (on Form)

- 1) List of TDL/TDCC with faculty names by 10th December 2022. (On Form)
- 2) Allocation of Students to TDL and TDCC by 25th December 2022 (On Form)

Thanks & Regards



Sushant University
Sushant University- Golf Course Road | Sector 55 | Gurgaon-122003

Minutes of Meeting
(Action)

A Deans & Directors Council Meeting was convened on Thursday, 15 December, 2022 at 3.45 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean & Directors Council Meeting 8th December 2022

Action – Approved without changes.

Agenda No. 2- Admit Card Status

Action- The below status shared by CoE:

- 720 first year have applied till now via TCS as well as manual admit card process.

Agenda No. 3- Gap of Students to be checked

Action – There is a total gap of 125 (approx.) students of 1st year students as per the Admit Card data shared by CoE. All the schools to check the same & provide it to Dr. Latika. She will analyze & prepare the final data.


Point discussed with the permission of the Chair:

- Library session would be of 1 hour in Course Load.
- Actual Course Load (26-28 Hrs.) to be implemented.
- Time table should be uniform.
- Value Addition- 2 Hrs.
- Presentation, Seminars, workshops etc.- 1 Hr.
- Free Time- 3-4 hrs. a week
- Soft skill course content to be developed
- Useful Print Journals to be ordered from all the schools
- Number of Faculty required to be shared by all the schools in next D&DC Meeting.
- Research incentive to be discussed and implemented. It will be communicated from Registrar Office.
- Status of Data- A form has been provided by IT, all the schools need to provide it to IT at the earliest.
- Sample Ordinance for VA courses to be prepared by all the schools.
- Value Addition- Course Code to be given by the school for these courses. It will be proposed & passed in next BOS.
- No credit will be given for VA courses.
- VC Sir will give a presentation for VA courses in January 2023.
- Registrar office to write to Higher Education, requesting to extend the date to offer the new courses in the light of new curriculum & credit framework.
- Course codes to be redefined for more clarity & data structure friendliness.



- Content for Social Media Marketing to be given to the Marketing Team by all the schools. Deans to check the content before sending it to the Marketing Team.
- Disclaimer to be added to the SU Website & prospectus.
- Each Dean to give Landing Page of their respective school.
- Mobile version of the content should be available. Marketing Team to look into this too.
- Facility to put up posters of charging a fine of Rs. 1000/- if someone caught smoking in the SU premise.
- A committee to be constituted to handle such cases with the help of Facility team under the guidance of Dr. TS Brar (Proctor), Mr. Neeraj Sehgal (HR Dept).
- CRC PPT presented by Mr. Gaurav Saini.

The meeting was concluded with vote of thanks to the chair.


12/1/23
COE
(Member Secretary)



Minutes of Meeting
(Action)

A Deans & Directors Council Meeting was convened on Thursday, 12 January, 2022 at 3.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean & Directors Council Meeting 15th December 2022

Action – Approved without changes.

Agenda No. 2- Admit Card Status

Action- The below status was shared by CoE:

- 625 online & 125 manual Admit cards have been issued by CoE Dept.
- Net Admission = 918; (918-800=118) 118 students yet to fill the Admit Card

Agenda No. 3- Review of Current Semester

Action – Faculty requirement (already discussed)

- Monthly students' attendance should be displayed on Notice Board. Soft copy should be sent to VC Secretariat. Students falling short of attendance should be counselled and parents for the critical cases need to be informed.

Agenda No. 4- Case of a student- Anuj Lohia (SOB)

Action – His admission is recommended for cancellation as proposed by the school (SOB)

Agenda No. 5- AIMA Payment

Action – SU can pay for May MAT

Point discussed with the permission of the Chair:

- Formal Grade sheet to be issued to every student after a semester examination from January batch onwards for the PhD scholars.
- Faculty requirement to be given to HR Dept.
- Course Load : Time Table should be uniform in terms of commencement of classes everyday
- List of Value Added courses to be shared with VC Office by all the schools
- Dr. Shaily Bhashanjali to be called for the discussion of Soft Skill content.
- Research Incentive (Dec2022-March2023) for Research Papers. Number of total SU papers should reach to 500
- Curriculum Framework PPT by VC Sir. (Date will be decided by VC Sir)
- Course Code- to be uniform. Committee & ordinance to be formed.



- Each Dean to check the Landing Page of the respective school's creative. (Correction of Last D&DC meeting point)
- Relevant Fee Demand letter should be sent to the concerned student/parent. (Program & year wise Fee Structure should be sent to different schools)
- International students Demand Letter to be prepared
- College outreach should be done for- MDes, LLM, LLB, MBA
- Registrar office to initiate to change the signage from AU to SU wherever required.
- Dr. Latika informed about new guideline of the NAAC. She was asked to take action to increase number of Publications

The meeting was concluded with vote of thanks to the chair.



**COE
(Member Secretary)**



Minutes of Meeting
(Action)

A Deans & Directors Council Meeting was convened on Thursday, 2 February 2023 at 3.30 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean & Directors Council Meeting 12 January, 2023

Action – Approved with the following updates & suggestions:

- Admit Card Status by CoE:
Manual - 143
TCS - 667
- Accounts Department to update the Fee Status at the earliest preferably on the same day.
- There should be limited & specific gateways to pay the Fee, to avoid the suspense account deposits.
- Payment channel should be TCS, Chqs, NEFT (Google form should be used if making payment through NEFT) only. However, NEFT or cash deposits should be the last priority.
- Deans to share the Monthly attendance of their respective school's students. The VC Office Secretariat will maintain school wise folder of the same.
- Time Table to be reviewed by all the Deans.
- Course Code- should be checked by schools for TT.
- Curriculum & Credit Framework will be presented by Honourable VC Sir in next D&DC meeting.
- Ordinance Review Committee- The credit/s have to be defined in the ordinance.
- Ordinance (2014) to be reviewed mentioning credits with a note- Subject to changes implemented by UGC.
- Ordinance Committee constituted by IQAC is:

Mr. Anil Yadav
Prof. Dinesh Rai
Prof. Nidhi Chowdhry

Prof. T S Brar
Prof. Sulakshna Banerjee

Agenda No. 2- PPT by Dr. Shaily Bhashanjali

Action- Dr. Bhashanjali presented Soft Skill Centre's school wise content, rubrics & broad plan. The content is semester wise for all the schools.

- Contents were approved by the council. Advised not to give any course in last semester.
- CRC to take care of Mock Interviews in the last semesters. They are to work closely with SSC.
- Legal writing drafting skill should be taught by the SOL faculty to the students.

Agenda No. 3- Research Papers

Action – 2000 chapters & Research Papers to be published.

- Every faculty should write and publish minimum 2 papers in UGC care in this semester.



- All schools & centres to identify a topic for book publications. 120 books are planned to be published, 15 chapters every book will have, 10 pages/4000 words per chapter.
- Every school has to prepare 20 books; per faculty 10 chapters
- Every school to publish 4 books this semester.
- PhD thesis can also be published as a book.
- PhD scholars who have completed 3 years to give name and number of Research Papers for consideration of submission of thesis by June 2023.

Agenda No. 4- Fee Status

Action – Generic Fee payment message to be conveyed by all the schools to their respective school students.

Agenda No. 5- First Year Exams

Action – All exams have been done except Pharmacy as informed by CoE.

Agenda No. 6- Annual Fest

Action – Contribution by 1000 students for the Fest have been received.

- As UG, PG student's participation is very important, schools to encourage them for the same.
- Invite only sensible Alumnus on Fest.
- Sponsorships are expected by all.
- Students may be encouraged to bring at least 2-3 persons with them.
- Revised Ticket rates to be informed to students after 5th February 2023.
- 20 stalls to be put on Fest. Details will be shared with all the Deans by Dr Shaily Bhashanjali.

Agenda No. 6- Blaze 2023

Action – 550 students & 45 SU members have registered so far.

- March* past by all the schools
- About 20 Stalls to be put up on Blaze. Message regarding the stalls have already been circulated by IT.

Point discussed with the permission of the Chair:

- Students details not updated in ERP yet. School to sit with IT & complete it at the earliest.
- Intimation to be issued by the Registrar office to the faculty who have not updated internal marks with CoE yet.
- Attendance register to be maintain by all the schools.
- Convocation Tentative Date- around 15 March 2023. Once the date is decided the Exam office would require at least three weeks for all preparations to be completed - mainly the degree and folder printing etc.
- PhD- Dr. Monica Khurana to be called in next D&DC meeting.
- TDL/TDCC- TBD in next D&DC meeting.
- Canteen Food- to be discussed with Mr. Rahul for the quality, quantity & hygiene of food.
- Leaves distribution on ERP- to be discussed with HR for CLs.

The meeting was concluded with vote of thanks to the chair.

COE

(Member Secretary)



Minutes of Meeting- 9th, 23rd Feb & 9th March 2023
(Action)

A Deans & Directors Council Meeting (31) was convened on **Thursday, 9 February 2023 at 4.00 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Approval of Minutes of Dean & Directors Council Meeting 2nd February, 2023

Action – Approved by the Council members.

Agenda No. 2- PPT by Hon'ble VC Sir- Curriculum & Credit Framework for undergraduate courses.

Action – Was presented & discussed.

Agenda No. 3- Discussion about the preparation of Blaze 2023- Sports Event (16th 18th February 2023)

Action – Briefed and preparation found satisfactory.

Agenda No. 4- Written theory exam component in the End Semester examinations to be removed from TDCC as implementation of reappear cases would become difficult/impossible over time.

Action – It was discussed but a final decision was not arrived at.

A Deans & Directors Council Meeting (32) was convened on **Thursday, 23rd February 2023 at 11.30 am** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda - Discussion about the preparation of 'King's Concert' (Friday, 24th February 2023)

Action – Single point agenda was discussed and cooperation from all corners sought.

A Deans & Directors Council Meeting (33) was convened on **Thursday, 9 March 2023 at 1.45 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1- Decision about Convocation 2023

Action – To be held in April'2023 (Tentative)

- TBD- to have it in shifts (School wise) in the SU Auditorium
- CoE to show samples of Degree & Folder to VC Sir.

Agenda No. 2- Pending Fee

Action – Approximately 8 Cr. fee is pending in total. Schools to take necessary action to collect the fee.



Agenda No. 3- Results Analysis

Action – Results should be properly analyzed by the Deans of schools

- Results & debarment should be done with utmost care as not detaining any student doesn't sound truthful & passing everybody with high marks doesn't sound real.
- Each Dean to go through the result, do the analysis & take necessary action
- Schools are deviating from the ESE components as mentioned in the regulations. Schools to adhere to regulations
- Schools are not clear about the implementation of SWAYAM/NPTEL/MOOC and other online course assessments. All the clarity, wherever required, needs to be sought before the commencement of the semester.

Agenda No. 4- Sports Meet & King's Concert

Action – The members of D&DC congratulated Dr. Sudipto Sarkar, Chairman- Blaze, Dr. Jyoti Sinha, Chairperson- King's Concert & their respective teams for organizing both the events successfully.

- 'King Concert' remarkable performance was well appreciated and Dr Jyoti was congratulated for managing 22 Lakhs from sponsorships & contributions.

Agenda No. 5- NAAC Audit Visit

Action – Dr. Latika Duhan apprised about the visit by NAAC Consultant to the University as follows:

9th March, 2023 – Meeting with Deans & HOD's, will visit all the schools

10th March 2023- Discussions about NAAC Criteria

Agenda No. 6- SU Faculty & Staff appraisal Forms

Action – The Vice Chancellor Sir presented & discussed about the SU Faculty & Staff appraisal Forms to all the D&DC members.

- The Secretary will share these documents with the Council members, the members to go through the Appraisal Forms, this will be discussed in next D&DC meeting.

The meeting was concluded with vote of thanks to the chair.

 15/3/23

COE
(Member Secretary)



Minutes of Meeting
(Action)

A Deans & Directors Council Meeting (34) was convened on **Thursday, 16 March 2023 at 1.45 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (33), dated 9th March 2023

Action- Approved by the Council Members

Agenda No. 2- Discussion about Point No-4, D&DC Meeting held on 2nd February 2023
- **Written theory exam component in the End Semester examinations to be removed from TDCC**

Action – It was discussed & decided that the End Semester Exam component (40%) would, henceforth, be assessed (effective from Even 2023) on the same pattern as TDL i.e either by means of viva or jury etc. by a panel of examiners.

Agenda No. 3- Decision about Convocation 2023

Action – To be held in first week of April'2023.

- Will be in shifts (School wise) in the SU Auditorium, presided by Hon'ble Chancellor Sir.

Agenda No. 4- Pending Fee

Action – Approximately 4 Cr. fee is pending in total & has to be collected by end of this month. Schools to take sincere efforts to collect the pending fee amount.

Agenda No. 5- SU Faculty & Staff appraisal Forms

Action – **Staff Appraisal Form-** Approved by the Council

- **Faculty Appraisal Form-** was discussed & the below points were suggested to include:

- Self-assessment
- Parameter/benchmarks to be made for the better evaluation (not more than 2 pages)
- Feedback of students
- Teaching load
- Research/patents/ Book publication
- Involvement in Admissions
- MOOC courses
- Result analysis
- Consultancy / sponsorships. Deans were advised to come with specific suggestions for finalisation in the next meeting.
- **CAS-** suggested changes were made in the document.
To be further discussed before approved.



Any other point with the permission of the Chair:

- Repeat Fee for Migration cases (Rs. 5000/-). Counsellor to inform the student about the mapped subject repeat fee at the time of admission process.
- ID Card Fee- Rs.1000/- to be charged for the lost ID Card.
Rs. 500/- to be charged for the blurred/ faded/ torn ID Card.
- Lanyard colors can be different for different schools. It was suggested keep same colour for schools that were assigned during Annual Sports Meet.

The meeting was concluded with vote of thanks to the chair.

 27/3/23

**COE
(Member Secretary)**



Minutes of Meeting
(Action)

A Deans & Directors Council Meeting (35) was convened on **Monday, 27 March 2023 at 1.45 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (34), dated 16th March 2023

Action- Approved by the Council Members

Agenda No. 2- NEP

Action – Discussion on New Education Policy

- Curriculum and Credit Framework for Undergraduate Programmes was discussed.
- SU proposes the NEP Course Structure only For BBA/B.Com/BCA/B.Sc. Psychology

Agenda No. 3- Convocation 2023

Action – To be held on 20th, 21st & 22nd (if required)

- Total 647 students have met the requirement for graduation. They are expected to participate along with their parents
- The schedule for the schools will be announced later

Agenda No. 4- Appraisal Forms Corrections

Action – It will be dealt by Dean SOD, SAA & SHM. They will come up with the required corrections within 10-15 days.

Any other point with the permission of the Chair:

- With reference to Agenda Point 3 of the previous minutes of the meeting related to Schools deviating from regulations it was agreed upon that Schools would adhere to the regulations henceforth and if this is not possible in the current Semester then definitely to be implemented from the next semester.
- IT & CoE to circulate notice for Migration repeat fee per subject.
- Admission department to be trained by IT about ABC & Digi locker
- Student council & other stakeholder's views will be taken on the Programme Structure as per the NEP.
- Schools to work on NEP course structure, discuss on common programs i.e. AE, VA & Multi-disciplinary courses.
- Schools to wind up classes by 30th April 2023 as per Academic Calendar for second semester except 1st Year Pharmacy.
- Faculty will write paper & mark VC Sir and send paper for publishing
- Dean SET, Dr. Sudipto Sarkar was thanked by the D&DC for his tremendous work & support to the University during his tenure.

The meeting was concluded with vote of thanks to the chair.

COE
(Member Secretary)


8/4/24



Minutes of Meeting
(Action)

A Deans & Directors Council Meeting (35) was convened on **Monday, 27 March 2023 at 1.45 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (34), dated 16th March 2023

Action- Approved by the Council Members

Agenda No. 2- NEP

Action – Discussion on New Education Policy

- Curriculum and Credit Framework for Undergraduate Programmes was discussed.
- SU proposes the NEP Course Structure only For BBA/B.Com/BCA/B.Sc. Psychology

Agenda No. 3- Convocation 2023

Action – To be held on 20th, 21st & 22nd (if required)

- Total 647 students have met the requirement for graduation. They are expected to participate along with their parents
- The schedule for the schools will be announced later

Agenda No. 4- Appraisal Forms Corrections

Action – It will be dealt by Dean SOD, SAA & SHM. They will come up with the required corrections within 10-15 days.

Any other point with the permission of the Chair:

- With reference to Agenda Point 3 of the previous minutes of the meeting related to Schools deviating from regulations it was agreed upon that Schools would adhere to the regulations henceforth and if this is not possible in the current Semester then definitely to be implemented from the next semester.
- IT & CoE to circulate notice for Migration repeat fee per subject.
- Admission department to be trained by IT about ABC & Digi locker
- Student council & other stakeholder's views will be taken on the Programme Structure as per the NEP.
- Schools to work on NEP course structure, discuss on common programs i.e. AE, VA & Multi-disciplinary courses.
- Schools to wind up classes by 30th April 2023 as per Academic Calendar for second semester except 1st Year Pharmacy.
- Faculty will write paper & mark VC Sir and send paper for publishing
- Dean SET, Dr. Sudipto Sarkar was thanked by the D&DC for his tremendous work & support to the University during his tenure.

The meeting was concluded with vote of thanks to the chair.

COE
(Member Secretary)


6/4/24



Minutes of Meeting
(Action)

A Deans & Directors Council Meeting (36) was convened on **Thursday, 6 April' 2023 at 3.30 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (35), dated 16th March 2023

Action- Approved by the Council with the correction in the below point-

1. Schools to wind up classes by 30th April 2023 as per Academic Calendar for second semester except 1st Year Pharmacy.

Correction- This point has been removed from the Minutes of Deans & Directors Council Meeting (35).

All other points approved as per shared MOM.

Agenda No. 2- Update on SU Appraisal Forms

Action – The below points were discussed:

- Grading & eligibility to be added to the Form
- Schools to discuss this form with their respective Faculty Members.
- Make one appraisal form –Academic Administrator i.e.- Deans, Associate Deans, CoE etc.
- Areas of improvement to be to be mentioned when supervisor writes appraisal.
- This Form will be sent by IQAC to the HR Department. The HR Department shall follow the approval process.
- The Appraisal Form should be closed on next D&DC Meeting & float to all the SU members by the HR Department at the earliest.

Agenda No. 3- Convocation 2023

Action – Total 647 students are eligible for the Convocation 2023

- 404 have given their consent to attend
- Classes will be suspended or not- will be decided later
- 2 slots will be covered in a day.
- CoE to decide & notify about the Convocation to all the eligible students on Monday, 10th April'2023

Agenda No. 4- End Semester Examination

Action – will be held as below:

- 8 to 26 May'2023 - for all the programs
- By the end of July- PhD 1st Sem & Pharmacy 2nd Sem
- Schools to provide the Course structure & regulation to the CoE at the earliest.
- Admit Cards notice not circulated yet
- 2 weeks' window will be given to apply for the Admit Cards.
- Exam Venue – TBD with Mr. Mathur on Friday.

Agenda No. 5- Course Code Finalization

Action – Course Code format was explained by CoE with all the details. CoE to share the format with all the Deans.



Agenda No. 6- Pending Fee

Action – Schools to take all the necessary actions to collect the pending fee of their respective schools.

Any other point with the permission of the Chair:

- IT Head was called to discuss the TCS issues facing by schools. IT Head was advised to present a PPT regarding the TCS issues he has been facing since last 3-4 semesters.
- Deans to prepare a list of TCS issues facing by schools. The same will be discussed in the next D&DC meeting.
- Dr. Latika presented & explained the SOP for Curriculum Enrichment and Enhancement. Dr. Latika to circulate the same with all the Deans.

The meeting was concluded with vote of thanks to the chair.


13/4/23

**COE
(Member Secretary)**



Minutes of Meeting
(Action)

A Deans & Directors Council Meeting (37) was convened on **Thursday, 24 April' 2023 at 3.00 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (36), dated 6 April, 2023

Action- Approved by the Council.

Agenda No. 2- Update on SU Appraisal Forms

Action – The below points were discussed:

- Dir. IQAC, Col. Malik to revise the Students Feedback point as discussed in the meeting.
- Dean rating points to be included in the Form as discussed.
- The revised Appraisal Form will be shared by Col. Malik (through IQAC) to HR Department.
- Staff completed at least one semester, shall be eligible for the Appraisal cycle.
- CAS (Career Advancement Scheme) should be finalized and circulated.
- **Timeframe for the Appraisal Form:**
 - Deans to Faculty- 10 Days
 - HR Department- 10 Days for the evaluation
 - HR will share all the files to VC Sir on 22nd May, 2023

Agenda No. 3- Convocation 2023

Action – VC Sir congratulated CoE & team for conducting the Convocation successfully.

Agenda No. 4- End Semester Examination

Action – Admit Card date to be extended for all the students till Wednesday, 26 April, 2023.

- Attendance criteria for the exams -75%
- 10% relaxation may be considered for various reasons for those whose attendance is 65% to 74.9%.
- Deans to form school level Condonation Committee to handle students' cases having shortage of attendance.
- Denominator of the attendance will be 28th April'2023

Any other point with the permission of the Chair:

- **CUET-** Dr. R.K. Yadav & Dr. Latika to check the number of applications received for CUET exam
- Registrar office (through IT Dept) to circulate the revised charges for lost/damaged/blurred/faded ID cards to all the SU students.
- BOS, AC & BOM to be held in the month of May 2023.

The meeting was concluded with vote of thanks to the chair.

COE

(Member Secretary)



Minutes of Meeting

(Action)

A Deans & Directors Council Meeting (38) was convened on **Tuesday, 2nd May' 2023 at 3.00 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (37), dated 24th April, 2023

Action- Approved by the Council.

- CUET Status shared by Dr. R.K. Yadav- 27,554 applicants have chosen SU as one of the option.

Agenda No. 2- BOS, AC & BOM Meetings in May 2023

Action – All the schools to conduct their BOS by 20th May, 2023

- **Academic Council-** 24th May, 2023
- **BOM-** 26th May, 2023
- **Financial Committee-** 19th or 20th May 2023
- **GB-** TBD (tentative- June)

*Invites for AC & BOM to be sent at least 15 days before the meetings.

Agenda No. 3- Finalization of CAS Form

Action – Changes made in the form after the discussion.

- Director IQAC will float it through HR.

Agenda No. 4- Exam related

Action – The CoE shared the below status of Admit Cards-

- Students applied through TCS- 1838
- Manual Admit Cards- 39
- A gap of 350 students to be identified for Admit cards
- School wise number of students for pending Admit Card-

SET	-	40
SHM	-	8
SOL	-	50
SAA	-	33
SOB	-	80
SOD	-	30
SHS	-	105 (Pharmacy- 40; Rest of SHS- 65)
ICRI	-	18 (1 ST Yr.)

COE will provide the list of student to the schools, got Admit Cards issued. Schools to take necessary action for the pending Admit Cards.

Agenda No. 4- Shortage of attendance

Action – Schools will display/informed all the debarred student's list on 3rd May 2023.

The meeting was concluded with vote of thanks to the chair.


17/5/23

COE
(Member Secretary)



Minutes of Meeting
(Action)

A Deans & Directors Council Meeting (38) was convened on **Thursday, 18th May' 2023 at 3.30 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (38), dated 2nd May' 2023

Action- Approved by the Council.

Agenda No. 2- Declaration of Non-Teaching period so that Faculty can avail leave

Action – Deans are given flexibility to decide about the leave of Faculty, considering the below points:

- Summer Break period- 10th June- 9th July 2023 (tentative)
- Faculty can avail the leave only after completing their results for the current semester.
- Result to be declared by 15th June (tentative)

Agenda No. 3- Status of Appraisals

Action – The Appraisal Process is going on.

- Annual review to be done in the future also.
- For CAS – An external expert to be called to evaluate.

Agenda No. 4- Admission Status

Action – Admission Status of all the schools is as below:

TOTAL ADMISSIONS- 140 (as on 17-05-2023)

SOL- 18

SET- 28

SAA-27

SHS – 10

SOD – 13

SHM-04

SOB – 30

PHD- 12

*Dr. Latika & IT Head to discuss about the SMS to be sent to the CBSE data with VC Sir.

Agenda No. 4- Pending Fee

Action – Schools to share the Pending Fee Data with VC office at the earliest.

Agenda No. 5 - List of Course Offered in 2023-24

- Secretary to share the Courses offered sheet with all the Deans to make changes/corrections as discussed in the D&DC meeting.
- Deans to remove the programs that had very less students in last year.
- Deans to share the revised sheet with VC Office & Assistant Registrar.

Agenda No. 5 - School wise Detention List

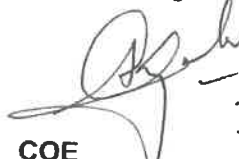
As per school	As per CoE office
SOD- 43 (B-39; M-4)	28 Students not applied for Admit Card
Pharmacy- 26	41 Students not applied for Admit Card in total (14- manual Admit Cards issued) a gap of 27 students is still there.
Rest of SHS- 25	
SET- 42	18 Students not applied for Admit Card
SHM- 3	
SOB-62 (BCOM-31; BBA- 24; MBA-7)	48 Students not applied for Admit Card
SAA-	20 Students not applied for Admit Card
SOL- 45 (18 withdrawals to be processed)	32 Students not applied for Admit Card

*Schools need to check for those students who are paying fee/staying in hostel but not appearing for exams.



- Any other point with the permission of the Chair:
- Dr. Latika & Dr. Saurav to share 2 NAAC documents, discussed in the meeting with all the Deans.
- Academic Calendar- was discussed & made changes as discussed.
- CUET- exam will be held between 21st May – 2nd June 2023; 3 shifts per day (2 hrs.; 2hrs.; 3 hrs.)

The meeting was concluded with vote of thanks to the chair.


7/6/23
COE
(Member Secretary)



Minutes of Meeting

(Action)

A Deans & Directors Council Meeting (40) was convened on **Wednesday, 7th June' 2023** at **3.30 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (39), dated 18th May' 2023

Action- Approved by the Council.

Agenda No. 2- Orientation Program Preparation

Action – Orientation Program will be 2 weeks' program.

- One week at University level & another week at school level.
- Deans to give faculty name from their respective schools for organizing the University Level Orientation.

Agenda No. 3- Capstone Courses

Action – SET & SOB have already started the courses. Rest of the schools need to start the Bridge/Retention Courses at the earliest.

- **CRC** to prepare a presentation for all the school for the Capstone Courses.

Agenda No. 4- School Outreach

Action – No outreach program is going on for UG as of now.

- Admission Department to focus on PG programs

Agenda No. 5- Admission Update- if any

Action – TBD in the next meeting

Agenda No. 6 - Fee Report shared by Schools issues

The below points were discussed:

Year Break not showing on TCS, their batch needs to get changed.

➤ **Withdrawal forms** not with Accounts Department

➤ **No Transaction details** of many students, whom schools have shown as 'Paid'

Action – IT Dept to update on TCS for year break students.


- 1st Year left out students can be declared as **Withdrawals**
- 2nd Year onwards left out students shall not be removed. IT to mark such students as - **Inactive** on TCS.
- Secretary to share all the Fee Reports with IT Head to share transaction details to A/c Dept.
- Deans to share appropriate document of withdrawal /on Break students with IT & Accounts dept. both

- **Any other point with the permission of the Chair:**



- B.COM (CA) can be introduced at SOB with 10 seats this year. Prof. Dubey to discuss about this program with VC Sir on Friday, 8 June 2023
- Need to work & take a call to launch B.COM (CA) as a counsellor needs be trained for the same & float this information on Social Media as well.
- Deans of all the school to send Visiting Faculty /Jury bills to Accounts Department.
- Business Partner's pending bills (till Dec'2022) to be sent to Accounts Dept. by all the schools/Departments with a receiving note from A/C Dept.
- COE will announce results of 4 schools this week & rest schools 'results shall be declared next week.
- **Fee Schedule-** 16 June-10 July 2023
- **Time Table-** Schools to share TT to IT Dept. by 15th July 2023
- **SOD** proposed one-year Vocational Diploma in Fashion & Interior Designing.
- Data of 2137 students has been collected through CUET exam.
- **Samman Samaroh in collaboration with Dainik Jagaran** to be held at SU Campus was announced by Hon'ble VC Sir. Date will be decided later for the same.
- **VC Sir** also suggested to identify 100 students from different school of SU who can be Jal Yodha with the aim of saving water, water conservation etc. These Jal Yodhas can be awarded a 'Prashati Patra' by the Distt. Commissioner.
- **Dr. R.K. Yadav** to coordinate with Mr. Sanjeev (from Dainik Jagran) for **Samman Samaroh**,
- Dr. Koshal Preet to contact the SHO for a press note.

The meeting was concluded with vote of thanks to the chair.


11/7/23
COE
(Member Secretary)



Minutes of Meeting

Deans & Directors Council

(2023-2024)

DEANS & DIRECTOR COUNCIL MEETING				
ATTENDANCE SHEET - 2023				
S.NO	NAME	DESIGNATION	2.5.23	18.5.23
1	Dr. Rakesh Ranjan	Chairman, Vice Chancellor		18.5.23
2	Dr. Sanjeev Sharma	Registrar, PVC		18.5.23
3	Mr. Anil Yadav	COE- Member Secretary		18.5.23
4	COL. V.K. MALIK	Dean- SAA		18.5.23
5	Prof. J.S. Mukul	Director- International Relations		18.5.23
6	Prof. Vijay Anand Dubey	Associate Dean- SOB		18.5.23
7	Dr. Jagbir Singh Dahiya	Dean - SOL		18.5.23
8	Dr. Kanupriya	Associate Dean- SOL		18.5.23
9	Dr. Koshalpreet Kaur	Associat Dean - SOD		18.5.23
10	Dr. Saurav Chhabra	Officiating Dean - SHM		18.5.23
11	Dr. Navin Piplani	Director - Creative Schools		18.5.23
12	Dr. Latika Bhatnagar Singh	Director - NAAC		18.5.23
13	Dr. Jyoti Sinha	Principial - Pharmacy		18.5.23
14	Mr. Gaurav Saini	Director- CRC		18.5.23
15	Dr. R.K. Yadav	Director - School Outreach		18.5.23
16	Dr. Elina Dewang	HOD - SHS		18.5.23




DEANS & DIRECTOR COUNCIL MEETING

ATTENDANCE SHEET - 2023

S.NO	NAME	DESIGNATION	27/07/2023	6.09.23	5.10.23	26.10.23
1	Dr. Rakesh Ranjan	Chairman, Vice Chancellor	Rakesh Ranjan	Rakesh Ranjan	Rakesh Ranjan	Rakesh Ranjan
2	Dr. Sanjeev Sharma	Registrar, PVC				
3	Mr. Anil Yadav	COE- Member Secretary				
4	COL. V.K. MALIK	Dean- SAA				
5	Prof. J.S. Mukul	Director- International Relations				
6	Prof. Vijay Anand Dubey	Associate Dean- SOB				
7	Dr. Jagbir Singh Dahiya	Dean - SOL				
8	Dr. Koshalpreet Kaur	Associate Dean - SOD				
9	Dr. Saurav Chhabra	Associate Dean- SHM				
10	Dr. Navin Piplani	Director - Creative Schools				
11	Dr. Latika Duttan Singh	Director - NAAC				
12	Dr. Jyoti Sinha	Associate Dean-SHS				
13	Mr. Gaurav Saini	Director- CRC				
14	Dr. R.K. Yadav	Director - School Outreach				
15	Dr. Anjali Shrivastava	Assistant Professor School of				
16	Dr. Elina					
17	Dr. Asther M.	Associate Prof. SOL	NA	ABSENT	A. Chandra	A. Chandra



ATTENDANCE SHEET - 2023



①-2024

DEANS & DIRECTOR COUNCIL MEETING
ATTENDANCE SHEET - 2024

S.NO	NAME	DESIGNATION	18/01/2024	15.02.24	21.03.24	04/04/2024
1	Dr. Rakesh Ranjan	Chairman, Vice Chancellor				
2	Dr. Sanjeev Sharma	Registrar, PVC	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	Mr. Anil Yadav	COE- Member Secretary	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	COL. V.K. MALIK	Dean- SAA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5	Prof. J.S. Mukul	Director- International Relations	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	Prof. Vijay Anand Dubey	Associate Dean- SOB	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
7	Dr. Koshalpreet Kaur	Associat Dean – SOD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8	Dr. Saurav Chhabra	Associate Dean- SHM	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
9	Dr. Navin Piplani	Director – Creative Schools	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
10	Dr. Latika Singh	Director - NAAC	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	Dr. Jyoti Sinha	Associate Dean-SHS	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
12	Dr. Imran	Director - SOL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
13	Dr. R.K. Yadav	Director – School Outreach	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
14	Mr. Rajesh K. Srivastava	Director CRC	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
15	Dr. Anjali Choudhary	Cultural Committee	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
16	Dr. Aastha Mehta	HOD - SOL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
17	Dr. Aparna	Program Director	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>



2024

DEANS & DIRECTOR COUNCIL MEETING
ATTENDANCE SHEET - 2024

S.NO	NAME	DESIGNATION	22-04-24	27-04-24	16/05/24	06/06/24
1	Dr. Rakesh Ranjan	Chairman, Vice Chancellor	Rakesh Ranjan	Rakesh Ranjan	Rakesh Ranjan	Rakesh Ranjan
2	Dr. Sanjeev Sharma	Registrar, PVC				
3	Mr. Anil Yadav	COE- Member Secretary				
4	COL. V.K. MALIK	Dean- SAA				
5	Prof. J.S. Mukul	Director- International Relations				
6	Prof. Vijay Anand Dubey	Associate Dean- SOB				
7	Dr. Koshalpreet Kaur	Associat Dean - SOD				
8	Dr. Saurav Chhabra	Dean- VHTBS				
9	Dr. Latika Singh	Director - NAAC				
10	Dr. Jyoti Sinha	Associate Dean-SHS				
11	Dr. Imran	Director - SOL				
12	Dr. R.K. Yadav	Director - School Outreach				
13	Mr. Rajesh Srivastva	Director - CRC				
14	Dr. Alpana	Associate Prof. - SET				
15	Dr. Astha	HOD- SOL				
16	Dr. Bhagat	Dean- SET				
17	Dr. Tyoti Sinha	Assoc. Dean SHS				



Minutes of Meeting

(Action)

A Deans & Directors Council Meeting (41) was convened on **Thursday, 13 Jul' 2023 at 3.30 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (40), dated 7th June' 2023

Action- Approved by the Council.

Agenda No. 2- CRC Annual Presentation

Action – Director CRC presented a presentation regarding the placement details of all the students from different schools of SU. Hon'ble VC Sir emphasized on the below points to work upon:

- CRC to keep record of all the student's placement status
- Even if the student is placed on his/her own or opted for higher study, CRC to keep the record of this also. *
- To create awareness & interest among students for campus placements.
- To target for higher package for students than the last year.
- CRC to work for maximum numbers of placements for the students.
- Dean SOB suggestion- Employability Assets should be for all the schools other than SET.

Agenda No. 3- Preparation about Orientation for 1st year students

Action – Dr. Anjali Sehrawat to plan one-week University orientation and discuss with VC Sir.

Agenda No. 4- COE Agenda Points

- Action –**
1. ESE May 2023 Results- all results were declared within two weeks of the last exam date.
 2. EDC Committee Meeting & subsequent results - the EDC meeting heard a case of 38 students and based on its recommendations subsequently the results were declared for these cases.
 3. Re-evaluation & rechecking Results – completed for all concerned students.
 4. Summer Semester – classes started on 10 July and would continue till 28 July. Theory exams are scheduled from 31 July to 11 August.
 5. Degree nomenclature were discussed and subsequently for the Business programmes green note for the nomenclature was approved.

Agenda No. 5- PhD entrance examination for Foreign Candidates

Action – It was discussed that PhD entrance examination for Foreign Candidates should be online. Entrance online written exam & viva online only



Agenda No. 6 - Online examination for Final year students residing abroad.

Action – Only in rare circumstances, for the graduating batch, if the assessment is in the nature of viva, jury etc (and not theory exam) the assessment may be conducted online. For such cases however, an additional fee of Rs 5000 per subject has to be paid by the student.

• **Any other point with the permission of the Chair:**

- Dr. Elina was welcomed & introduced by Hon'ble VC Sir to the D&DC as HOD, Health Sciences Dept.
- Total no of admissions till date- 475
- 55% Fee has been recovered by the last date of Fee deposition.
- University level NAAC duty list to be given to VC Sir by Dr. Latika.
- Dr.R.K.Yadav is taking care of one unit of NSS at SU campus
- It was instructed by Hon'ble VC Sir to maintain appropriate relationship with students by faculty, Faculty & staff to maintain the decorum of the Educational Organization.

The meeting was concluded with vote of thanks to the chair.



**COE
(Member Secretary)**



Minutes of Meeting (Prepared & submitted by Ms. Suman Punia)
(Action)

A Deans & Directors Council Meeting (42) was convened on **Thursday, 27 Jul' 2023 at 3.30 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (41), dated 13 July' 2023

Action- Approved by the Council.

- **Agenda No. 2-** Deliberations to be done and University level orientation to be shared with the schools by Dr. Anjali Sehrawat (Faculty – SoL).
- **Agenda No. 3-** Dr. Saurav to request Ms Apoorva (French Faculty) to plan a session for Dramatic Club. Overall Cultural Clubs sessions will be handled by Ms Shaily Bhashanjali.
- **Agenda No. 4-** Registrar office to inform respective schools and students about the date of commencement of ODD semester for Old batches i.e 16th of August.
- **Agenda No. 5-** Commercial vacuum cleaner (Dry & Wet Type) to be purchased by the facility department.
- **Agenda No. 6 -** Date of services to be mention near the R.O by facility department
- **Agenda No. 7-** Walls of A block Audi/hall to undergo repainting by the facility department by 3rd of August 2023.chairs/stage and other arrangements to be seen and necessary maintenance to be done.

The meeting was concluded with vote of thanks to the chair.



COE
(Member Secretary)



(Action)

A Deans & Directors Council Meeting (43) was convened on **Wednesday, 6 September 2023 at 3.00 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (42), dated Thursday, 27 Jul' 2023

Action- Approved by the Council with the following-

- Dr Saurav Chhabra to present the plan for establishing a Dramatic Club.
- Circular to be shared with all the students that any damage or harm to the infrastructure of the University by any student, the concerned students with parents would be called and would be charged penalty against the damage.

Agenda No. 2- School wise semester calendar for activities

Action- All the schools to share the Semester Calendar for co-curricular & extra-curricular activities to VC Office.

Agenda No. 3 Sports Meet

Action- Dr. Amit Singh (SOL) to be called in next D&DC meeting for the discussion about Sport Meet to be planned in February 2024.

Agenda No. 4- Fresher's Party

Action- Date proposed for the Fresher's Party- 13 October 2023

- Mid-term Exams to conduct either before the Fresher's Party or after it.
- Chairperson, Cultural Committee to begin the preparations for the same.

Agenda No. 5- First year Admissions, Classes & Fees

Action- Schools to look at the following-

- Total admitted First year students should join
- Withdrawals should be intimated to IT
- First semester fee should be paid by all the admitted students

First year students list to be provided to school from the accounts dept.



Agenda No. 6- Any other requirement

Action- A new TDCC Course - **INCUBE** has started by SU Incubation cell to provide guidance to the young budding entrepreneurs from various Academic Backgrounds and Schools. This course will impart the knowledge and understanding on the Incubation, its stages, Pre requisites and key Terminologies. Schools to encourage the students to enroll for this course from next semester as this semester batch is already full.

- The D & DC also discussed to promote the culture of entrepreneurship at Sushant University and deliberated on creating a dedicated Incubation cell to foster new ideas and work towards achieving them.

Agenda No. 7- Any other agenda point with the permission of the chair
By Col. Malik, Dean SAA

- **Relaxation to students on internships to take GSSC in online mode**
For 7th Semester, it is approved for the GSSC session to be conducted online. However, if the viva is to be conducted online (not applicable for theory exams) an additional fee of Rs 5000 would be applicable (plus the requisite reappear/repeat category fee)
- **Revise pass criteria of BArch students to clear core course as mandatory to be promoted.**
This point is to be reconsidered. Dean SAA & CoE to discuss this with Honourable VC Sir.
- University will be functioning but Suspension of classes for 8th September 2023 in view of the G20 summit. Notice will be shared by the IT department.

By Dr. Latika Singh, Associate Dean SET

- Scholarship amount to be adjusted in fee by Accounts Dept. as Fee fine status is shown on students' ERP.
- International Conference on Advances in Multidisciplinary Research and Innovation (ICAMRI) (23-29th September 2023)
- Ticket raising system to be implemented on ERP for NAAC purpose.


Any other agenda point with the permission of the chair:

- Mr. Gaurav Saini to provide the placement data of all the schools of past 5 AYs to VC Sir within 5 days.
- The following faculty members will be the new coordinators for the below-mentioned courses:

Faculty	Name of the Course
1. Mr. Vipul Gaur, SOL	TDCC
2. Ms. Richa Divwedi, SHS	Multidisciplinary Courses

- Dr. JS Mukul apprised about the MoU with Dhaka University.
- The Costa Rica Ambassador will be visiting the University on 14th September 2023, informed by Dr JS Mukul.
- A Jury is to be formed to decide 3 Best Faculty members, the faculty who stands first, will be sent to Dubai from SU.

The meeting was concluded with vote of thanks to the chair.


5/10/23
COE
(Member Secretary)



(Action)

A Deans & Directors Council Meeting (44) was convened on **Thursday, 5 October 2023 at 3.00 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (43), dated Wednesday, 6 September

Action- Approved by the Council with the following-

- Ticket raising system should be utilised by SU staff specially regarding IT & Facility issues.
- Dr Saurav Chhabra to present the plan for establishing a Dramatic Club.
- Facility issues- Hon'ble VC Sir will discuss with Facility Head.
- **DSW to share the Circular with all the students that any damage or harm to the infrastructure of the University by any student, the concerned students with parents would be called and would be charged penalty against the damage.**

Agenda No. 2- Status of classes

Action- Classrooms should be commensurate to number of students. At least 75% attendance should be mandatory.

Agenda No. 3 Special attention to First Year Students

Action- Special attention needs to give to first year students behavior. Faculty to talk to students about the civility & good behavior before they start their classes.

Agenda No. 4- Fee Status

Action- will be discussed next time due to an ERP discrepancy.

Agenda No. 5- Fresher's Event

Action- Everyone has to contribute and extend support to the Cultural Committee to make the event a success.

- Other than 1st & 2nd year, classes will be suspended. This would be informed to the other students just before the Fresher's Event.
- Fresher's Event discipline committee should be formed and meeting to be scheduled by the Chairperson, Cultural Committee.

Agenda No. 6- Discussion on Head of Department, request received from Vatel

Action- will be discussed in next D&DC Meeting due to the absence of Associate Dean, Dr. Saurav Chhabra.

Agenda No. 7- Any other agenda point with the permission of the chair

By Dr. Latika Singh, Associate Dean SET

- **Migration case of Mr Aryan Bhatia-** A letter to UGC can be sent mentioning his case. Meanwhile, an undertaking from the student to be taken



- **Email-communication about RO facility point no 6 Dean's council dated July 27th** – Facility Department to share the RO status to all the SU Staff & students via email. Facility Head to comply the same.
- **Meeting point about Scholarship which was discussed during Dean's Council meeting on Sept 6, 2023** – VC Sir will have a discussion with Accounts in consultation with Registrar.
- Registration Fee for Repeat Exam for migration cases - Normal fee without fine to be considered in case of late admission– Dean to write a note on student's admission document about the migration (with all the details), so that the late fee fine won't be charged by the University.
- Total 30 papers to be published for the SET Conference. Schools to submit the same by 15th October 2023 as below:

S.NO	SCHOOL	NO OF PAPERS
1.	SOB	5
2.	SOD	2
3.	SHS	7
4.	SAA	5
5.	SOL	5
6.	SHM	4

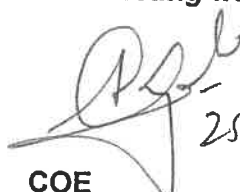
By Mr. Anil Yadav- COE:

- **Eighth convocation date to be fixed for 495 students who meet the requirement for award of degree –**
 - Convocation- Proposed in November/December
 - COE to plan for it. Will be held in Campus only in multiple shifts.
- **NAD/Digilocker update - an additional 643 degrees are now available on Digilocker making the total to 1935-** For Information
- **University topper - different calculations across programmes-** To be normalised – CoE to present the case in the next meeting
- **Merit Scholarships - more favourable to Pharmacy via-a-vis others - -** To be normalised – CoE to present the case in the next meeting

Prof. JS Mukul apprised:

- 42 Students went to Dubai represented SU.
- Essex University MoU is expected to be done soon.
- MBA tie up with Singapore University likely to be done next year.

The meeting was concluded with vote of thanks to the chair.


25/10/23
COE
(Member Secretary)



(Action)

A Deans & Directors Council Meeting (45) was convened on **Thursday, 26 October 2023 at 3.00 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (44), dated Thursday, 5 October 2023

Action- Approved by the Council

Agenda No. 2- School wise Admission & withdrawal number

Action- All the schools shared the Admission & withdrawal (excluding PhD) status till date. The withdrawal percentage is 9 till date. Schools to share the names of the students who have never reported with VC Office.

Agenda No. 3 -Pending Fee

Action- Fee Collection is in process. School/Accounts/IT Dept to do the needful.

Agenda No. 4- Requirements of BOS & AC if any

Action- BOS & AC to be done only if required by the school. Academic Council to be done around 15 November 2023.

Agenda No. 5- BOM meeting schedule

Action- BOM will be scheduled around one week after the Academic Council Meeting.

Agenda No. 6- Convocation

Action- To be schedule in the last week of February 2024. COE to start preparations for convocation.

Agenda No. 7- International Collaboration

Action- Prof. JS Mukul informed:

- An MOU with Essex University for SAA will be signed next week.
- The Ambassador of Rwanda will be visiting the Campus on 8 November 2023 (all the schools to send all the African students to attend the lecture on 8 November 2023)
- It was suggested by Hon'ble VC Sir to circulate the International tie ups on social media too.
- Also, School to share list of their respective school's international students along with their country name & photos.

Agenda No. 8- Possibility to offer MBA 1+1 program

Action- To be discussed in AC



Agenda No. 9- Discussion about 1st year examination schedule

Action- All examinations of the University including first year will be held in December. Only in rare cases where there have been late admission and the delivery has not been completed the exams of such individual student would be held in Summers as a deferred category.

Agenda No. 10- Shifting of SOD to E Block

Action- All the UG students will be shifted to E Block. The procedure to shift them is under planning.

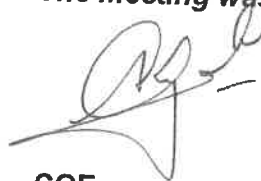
Agenda No. 11- Thanks to Dr. Jyoti Sinha, Chairperson Cultural Committee & formation of New Cultural Committee

Action- The Council thanked Dr. Jyoti Sinha for the all efforts she made during her chairpersonship. The circular for the Newly formed **Cultural Committee** has been shared by Registrar Office. Dr. Anjali Sehrawat will be the new **Chairperson of Cultural Committee**

Any other agenda point with the permission of the chair:

- DSW to share the draft for action against any damage to the infrastructure by students.
- Mr. Mathur to share the RO notice to all the students via email.
- COE presented SGPA calculation to decide toppers. Normalisation of 0.95 factor for the Pharmacy programme is approved by the Council for deciding the overall UG topper of the University.
- Prof. Apoorva to float the Dramatic Club details to all the students.
- Bytes of students visit to Dubai to be publicised among social media & students.
- The CAS document to be floated to all the Faculty Members by the Deans.
- A Committee has to be formed by 1 November 2023 for the evaluation of Faculty CAS documents.
- SU website page to be revised by IT. Mobile version should also be launched.
- MBA tie up with Singapore should be on priority.

The meeting was concluded with vote of thanks to the chair.

 1/12/23

COE
(Member Secretary)



(Action)

A Deans & Directors Council Meeting (46) was convened on **Friday, 1st December 2023 at 2.30 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (45), dated Thursday, 26 October 2023

Action- Approved by the Council with the following-

- BOM- will held on 19th December 2023
- Convocation dates- 15, 16 & 17 February 2024
- Correction in **Agenda No. 7- International Collaboration:**
An MOU with Essex University for SOB will be signed next week
- Creative Cluster UG students will be shifted to E Block, PG Students will be in A Block.
- B.Com (SOB) students will be shifted to A Block from January'2024.
- From July 2024, MBA students will also be shifted to other block of the University.
- DSW to share the draft of Guidelines for students against the damage of University Infrastructure.*(shared by Dr. Amit) *
- CAS (filled) documents to be shared with VC Sir (Done)
- Emphasis on MBA Tie up with Singapore, Malaysia & Dubai Universities.

Agenda No. 2- Status of ABC

Action- 947 Certificates of Sushant University are on ABC portal.

- ABC ID is mandatory for all the students from 2021 batch onwards
- Students exam attendance sheet will consist a new column of ABC ID.

Agenda No. 3 - Status of upload of degrees on NAD Digilocker

Action- 2578 Degrees are on Digilocker

Agenda No. 4- CLAT Exam

Action- CLAT exam will held on 3rd December 2023. Approximately 658 students will appear for the same.

Agenda No. 5- Updation of Internal Marks

Action- Internal marks to be updated on TCS by next Friday, 8th December 2023.

Agenda No. 6- Debar List

Action- School's Debar list to be given to COE by Deans before exams.

Agenda No. 7- Admit Card Status

Action- 924 + 30 PhD students applied on TCS

- 164 – applied for Manual Admit Cards
- 526 – 1st year Students
- (Provisional Admit Cards for Monday for 1st year students. This will be one time Admit Card.



- Deans to check Admit Cards of their respective school's students.
- COE office to provide the format/hard copy of Provisional Admit Card

Agenda No. 8- Result declaration process for Dec 23 exams?

Action- Program wise result declaration is approved by the council.

Agenda No. 9- Semester Break holidays for employees

Action- From 26 December 2023 – 1 January 2024

Agenda No. 9- Annual Fest Date (by Dr. Anjali Sehrawat)

Action- Fest will be held on 24th February 2024

Agenda No. 9- Point by VC Sir

Action- - PhD Admissions- there will be 2 types of PhDs from January 2024 onwards:

- 25 seats for working professionals (Sat, Sun, Holidays)
- 25 seats for regular candidates
- Every faculty member has to enroll/register for PhD January 2024 onwards.

The meeting was concluded with vote of thanks to the chair.


18/1/24
COE
(Member Secretary)



(Action)

A Deans & Directors Council Meeting (47) was convened on 18th January 2024 at 3.00 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (46), dated on Friday, 1st December 2023

Action- Approved by the Council with the following-

- Guideline for the students will be discussed in the next D&DC meeting. Dr Imran to review the draft.
- ABC student's IDs- Total 1672 students have registered for ABC ID.
- TCS issues were discussed with IT Head. IT Head to discuss with TCS team & resolve the issues

Agenda No. 2- Introduction to New Member, Dr. Imran, Director SOL

Action- Dr Mohd Imran was introduced to the D&DC as Director, School of Law.

Agenda No. 3 - Even Semester classes

Action- Schools have less attendance of students at present as the classes have started one week before.

Agenda No. 4- Preparations for Fest, Convocation, Governing Body Meeting & Sports Day

Action- GB & Convocation dates- Registrar Sir to discuss with Chancellor Sir.

- Sports Day- will be held in the first week of February 2024. Dr. Amit Singh to schedule & share the details with VC Sir.
- Fest- 24th February 2024- Dr Anjali & Fest Committee to identify the celebrity, connect with event management vendor & do all the preparations.

Agenda No. 5- Fee Status

Action- Schools to make a system that students should pay the semester fee in time.

- IT can deactivate the I Cards in case of not paying fee in time.
- Accounts to update fee of all the students. Scholarships mapping to be done by accounts dept.
- Fee Demand letters for students to be prepared & share via email by Ms. Jyotsna. Students should be provided an email ID for this communication.
- Fee related queries can be entertained by Accounts Dept. on Tuesdays & Fridays




Agenda No. 6- Any other agenda point with the permission of the chair

Action- Faculty personal expenses excel sheet to be shared with VC Sir by all the Deans.

- University Bus (Delhi Route) message to be conveyed to all the students by all the schools.
- Col Malik raised whether University can provide Cloud storage to students because Gmail space is full.

Action- Students can buy their own storage.

The meeting was concluded with vote of thanks to the chair.


14/2/24

COE
(Member Secretary)



(Action)

A Deans & Directors Council Meeting (48) was convened on 15 February 2024 at 3.00 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (47), dated on 18th January 2024

Action- Approved by the Council.

Agenda No. 2- Pending Fee

Action- List of students whose fees was pending, was shared with respective schools. Hon'ble Vice Chancellor requested all the Dean to take necessary follow ups.

Agenda No. 3 - Monitoring of classes

Action- Various strategies to increase students' attendance were discussed. It was agreed upon to debar the students not meeting attendance criteria. Condonation Committees shall be setup centrally to decide about the condonation upto 10%, subject to satisfactory reasons with documents and further shortage of attendance.

Agenda No. 4- Experia 24 Annual Concert – Dr. Anjali to brief

Action- Dr. Anjali briefed about the progress of Fest & students' registrations. She requested everyone to encourage more students to participate in the event.

Agenda No. 5- Convocation Dates

Action- The CoE shared the following information of 8th Convocation:

Date	School/Programme
28 February 2024	<ul style="list-style-type: none">University MedalsPhDSchool of Art & Architecture
29 February 2024	<ul style="list-style-type: none">School of BusinessSchool of Engineering & TechnologySchool of Law
1 March 2024	<ul style="list-style-type: none">School of DesignSchool of Health ScienceVatel Hotel & Tourism Business School



Agenda No. 7- HOD decision

Action- It was discussed that requirement of HOD should be decided by the concerned Dean/HOD. The tenure of the Head of the Department shall be one-year renewable further.

Agenda No. 8 – Declaration of Results of International Students

Action – In the discussion it came out that the Admissions team is asking for the release of results of several international students but without any details attached as to student name, programme etc and why their result has been withheld. It was decided that as the Schools do the documentation and in case where they have doubts then they can consult the Academic Affairs office for their inputs.

The meeting was concluded with vote of thanks to the chair.


21/3/24
COE
(Member Secretary)



Mission & Vision

Home (https://sushantuniversity.edu.in/) / About Us (https://sushantuniversity.edu.in/about-us/)
 / Mission Vision (https://sushantuniversity.edu.in/about-us/mission-vision/)

Our mission is to :-

- Transform lives and communities through education and research
- Achieve excellence through ~~participatory governance and focus~~ *on* quality research and innovation
- 27. • Attract talent through international partnerships and collaborations to achieve highest standards
- Facilitate learning through student centric and empathetic approach
- Develop thought leadership with industry integration ✓

Vision

Achieving excellence in higher education through ^{teachup} research, Innovation, ~~participatory governance~~ and global presence.

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(Action)

A Deans & Directors Council Meeting (49) was convened on 21st March 2024 at 3.00 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (48), dated on 15 February 2024

Action- Approved by the Council with the following changes:

- **Agenda Point 3-** Attendance status should be informed to students/parents about the shortage of attendance for serious cases on time.
- Same should be displayed on Schools' notice board/ on what's app groups/ via Email.
- Multiple Condonation Committees (Dean & 1 Faculty) to be constituted under a Central Condonation Committee.
- Maximum 10% condonation can be granted by the committee.
- **Faculty/Staff attendance on Annual Fest on 24 February 2024:**
1 LWP shall be marked for those who were not present on the Annual Fest.
½ LWP shall be marked for the late comers.

Agenda No. 2- Examination Dates

Action- 6th May – 24th May 2024

Agenda No. 3 - BOM Date & Agenda Points

Action- BOM will held on Friday, 5th May'2024

- Schools to conduct their respective school's BOS if required.

Agenda No. 4- Students behavior during Platform Lecture Series

Action- SOP's for PLS presented by Dean SOB & discussed by the Council:

- Prof Mukul to invite 4 schools, 2 Faculty, 25 Students for smooth & successful execution of the event.

Agenda No. 5- Holi break notification

Action- 23rd March- 26th March 2024

Agenda No. 7- CRC – Status & update of previous year Data

Action- Mr. Yashpal to provide previous years' data to Director CRC.

- Director CRC to update the same to VC Sir.
- Director CRC apprised the below status of Campus Placements:



Placements at a glance updated till (2nd April , 2024)

Sr. No.	Name of School	Companies Name	Student Placed	Package
1	SHS	Mankind Pharma	5	4 LPA
		Tata 1 Mg	4	3 LPA
		Arjun Hospital	2	
		11		
2	SOB	EazyDiner	1	10.LPA
		Berger Paint	1	8.5 LPA
		UpRoar Learning	4	5 LPA.
		Provident capital	4	6 LPA.
		Wipro	4	4. LPA
		14		
3	B. Arch.	Stonex	5	9 LPA
		Pidlight	1	8 LPA
		Owfis	3	10 LPA
		9		
4	B. Tech	Wipro	4	4.LPA
		Netsmartz	3	4.LPA
		Gsaclaer	1	26.5 LPA
		Pepolestrong	3	4. LPA
		Digilight	1	5. LPA*
		Beeped M.D	1	6.5 LPA
		13		
5	SOD	Livspace	1	5. LPA
		Owifs	7	10 LPA
		Avici	1	8.5 LPA
		9		
6	SHM	Suryagarh, MRS Group	2	5 LPA
		Roseate Hotels & Resorts	2	5 LPA
		Oberoi Hotels & Resorts	2	5 LPA
		Getanjali	2	5 LPA
		Hilton,Gurugram	2	5 LPA
		Vatika Business Centre	2	5 LPA
		Commi Chef - MRS Group	1	5 LPA
		MT - Sales with MRS Group	1	5 LPA
		Crowne Plaza,Gurugram	1	5 LPA
		15		
		Total Number of Placed Students	71	



Agenda No. 8- Indiscipline case - Ripun Bhardwaj- SOB

Action- Indiscipline case of Ripun Bhardwaj (SOB student) reported on March 13, 2024.

- Considering the track record of the student (academic performance, extra & co-curricular participation, contribution made at the school etc) and taking note of the fact that the student is currently in the final semester of his undergraduate program, the council decided that a strict warning letter be issued to the student and an undertaking for good conduct in future be taken from him by the School of Business.

Any other agenda point with the permission of the chair:

- **By Prof. J S Mukul, Director International Relations:**

NSDC- Deakin University Launching " Global Job Readiness Program" for Higher Education Institutions

Action- The online, self-paced Global Job Readiness Programme (GJRC) of NSDC - Deakin University (Australia) was approved for all SU students (without any commitment of minimum numbers). Each School will nominate 2 Faculty Spocs for online briefing by NSDC for guiding the students.

- **Vision & Mission of SU**

Action- All the Deans to share the content for website to VC Sir

The meeting was concluded with vote of thanks to the chair.


COE
(Member Secretary)



(Action)

A Deans & Directors Council Meeting (50) was convened on 4 April 2024 at 3.00 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (49), dated on 21st March 2024

Action- Approved by the Council-with the following changes:

- **Condonation Committee:** Total 5 Committees were formed under one centralized Committee as under (Dean/Dean's representative shall chair)-

1. **C1-** Col. Malik, Dr. Jagat Giri for SOB
2. **C2-** Prof Dubey, Dr. Neelam for SHS
3. **C3-** Dr Sanjeev, Prof Anil Dawra for VHTBS, SOD & SOL
4. **C4-** Dr Latika/ Dr Monika Khurana, Dr Brar for SAA
5. **C5-** Dr Imran, Dr Isha for SET

Condonation Committees to conduct condonation process for 2 days i.e. 30 April & 1 May 2024 at respective Dean's Office.

- **Student's Attendance:** For any participation by the student in any event, student will be marked absent in class. Further student will be giving an application to the respective Dean for 10% condonation if required.
- **PLS-** The Ambassador of Azerbaijan will be at University on 18 April 2024. Approved SOPs for the PLS are as follows-
 - Each Dean will ensure presence of 15-20 students along with 2 Faculty member (appropriately briefed) to be seated 10 min before the event.
 - The Faculty will maintain discipline (including no 'in' and 'out' movements) during the session.
- **CRC-** Volume & Average of placements to be increased by the CRC Department (100 more placements to be done)

Agenda No. 2- Shortage of Attendance

Action- As mentioned in above point (Condonation Committees)

Agenda No. 3 – Admission Cycle

Action- Admission & Marketing Dept to set month wise & Individual targets.

- Deans to take active part in Admission Process. They need to stay in touch with Admission Department.
- Consultant's Leads to be given to Admission Department for results.
- Regular follow ups to be done by all the schools from Admission Department.



Agenda No. 4- Admit Cards Status

Action- By far total 1625 applications have been received for Admit Cards.

- COE shared the gap of Admit cards status of all the schools-

SAA- 107	SET- 161
SOB- 125	SHS-90
SOL- 74	SOD – 62
VATEL- 24	

Any other agenda point with the permission of the chair:

- IT to give grace of one day for the Admit Card (by 05.04.2024), late fee fine should not be charged.
- By COE- 3rd May 2024 is the last day for entering internal marks on TCS and submission of signed copy by the Faculty.
- Prof Mukul to take proposal for language courses for SU/Outsider students.
- By VC Sir- Deans to audit the content of their respective school on SU website. They need to give requirements of their Landing Page after 15 days.
- MBA – (2 Years Program) with dual specialization will be given by Samatrix (India Partner) from 1st Sem only.

Fee for MBA:

- International Immersion- Rs 10 Lacs INR
- Without International Immersion- Rs 7 Lacs INR

MBA classes will take place in A block.

- 1 Session by Registrar will be scheduled for all the schools' students to spread the MBA program.
- GIP standee to be designed by Prof Mukul for Admissions.
- Schools/ CRC to update the placement status to the Counsellors for admission purpose.

The meeting was concluded with vote of thanks to the chair.


18/4/24

COE
(Member Secretary)



(Action)

A Deans & Directors Council Meeting (51) was convened on 22 April 2024 at 3.00 pm in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (50), dated on 4th April 2024

Action- Approved by the Council with the following changes:

- **Condonation Committee:** The discussion about debarred/detained students will be on Saturday, 27 April 2024.
- The 4th Saturday of every month will be working. The same will be effective from 27th April 23, 2024.
- **CRC-** Head announced about 90 more placements & the average of 6 LPA.
- Landing page PPT to be presented to VC Sir by all the Schools.

Agenda No. 2- PhD related

Action- Current strength of PhD scholars is 207. 43 more scholars to be enrolled by August 2024.

- SU will maintain a strength of 250 scholars in total.
- Inter disciplinary topic for PhD scholars can be provided.
- New committee of 3 members for PhD related matters has been constituted.
- PhD scholars who have completed 4 years of their thesis should be encouraged by their respective Mentors/Deans to complete the thesis at the earliest.
- Encourage PhD candidates to publish papers under ICI journals.
- All the schools to share at least 4-5 journals list to VC Office & Dr Monika Khurana by Friday 26 April 2024

Agenda No. 3 – TDCC/TDL

Action- If any student has not cleared the SU TDCC/TDL courses, can be offered to enroll in the Deakin University's – Global Job Readiness Course in lieu of the TDCC/TDL courses.

- The fee for the course will be 5000/- + 1100/-.
- Prof Mukul to give detail about the course.

Agenda No. 4- Value Added Courses.

Action- UGC offered courses to put in one basket. Students can choose out of the basket.



Agenda No. 5- Admit Cards Status

Action- So far total 1987 applications have been received for Admit Cards.

- COE shared the gap of 317 Admit cards status of all the schools-

SAA- 30	SET- 103 (needs to be rechecked by the school)
SOB- 56	SHS-53
SOL- 32	SOD - 24
VATEL- 9	PhD- 12

Agenda No. 6- Exam Datasheet

Action- Datasheets of all the schools have been circulated by COE dept.

Agenda No. 7- Exam Block

Action- VC Sir & COE will visit the blocks & decide about it.

Agenda No. 8- Degrees on Digilocker

Action- Additional 610 SU Degrees are now available on Digilocker making it a total of more than 3200 degrees on Digilocker.


Agenda No. 9- Marksheets on ABC/Digilocker

Action- BHM 1st Semester Marksheets have been uploaded on ABC portal.

Any other agenda point with the permission of the chair:

- SU Advertisement was shared with all the deans for their suggestions. All the D&DC members to share their suggestions by 23 April 2024.

The meeting was concluded with vote of thanks to the chair.


25/4/24
COE
(Member Secretary)



(Action)

A Deans & Directors Council Meeting (52) was convened on 27 April 2024 **at 2.30 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (51), dated on 22 April 2024

Action- Approved by the Council.

Agenda No. 2- Status of Debarred/ detained student of all the schools

Action- All the schools shared the list of their respective school's debarred students.

- Remedial classes to be planned for the students having 55% and above attendance on 29th & 30th April 2024.
- Deans to publish the debarred students' list having attendance less than 54.9%.
- List of students having attendance between 55%-64.9% to be displayed by the schools.
- Provisional Practical to be allowed.
- Condonation committees to review the cases (attendance between 65 %-74.9) on 1st & 2nd May 2024. The condonation criteria are as follows:

S.No	Particulars	No of certificates	No of days	%Condonation
1	Sports	1	Per Certificate	2%
2	Cultural	1	Per Certificate	2%
3	External participation/ Core Committee	1	Per Certificate	4%
4	Health issues		up to 5 days up to 15 days	4% 5%
5	Family issues	1		2%
6	Any other	-	-	max 2%
*Maximum 10% Condonation can be given				

- Schools to convey students to present relevant documents/certificates etc. during the condonation process.

The meeting was concluded with vote of thanks to the chair.

COE
(Member Secretary)



(Action)

Condonation Committee Outcome meeting was convened on 3 May 2024 at 10.30 am in the VC Office. (Just after the D&DC meeting (52) held on 27 April 2024.

Agenda No. 1- List of 'Did not appear' students

Action- Schools shared the number of students who did not appear in front of the Condonation committee:

S.NO.	SCHOOL	NUMBER OF STUDENTS
1.	SOD	2
2.	SET	5
3.	SOB	3
4.	SOL	5
5.	VATEL	NONE
6.	SHS	5
7.	SAA	NONE

- Schools to find out the reason, call students/parents. Ask them to present for condonation process at the earliest.

Agenda No. 2- Relevant Document for Condonation

Action- Deans to use their own wisdom to give clearance or not to those students who could not present relevant document for condonation.

Agenda No. 3- Debarred Students

Action- Deans shared the total number of their respective school's debarred students:

S.NO.	SCHOOL	NUMBER OF DEBARRED STUDENTS
1.	SOD	6
2.	SET	15
3.	SOB	13
4.	SOL	17
5.	VATEL	1
6.	SHS	16
7.	SAA	10

- Schools to display the list of debarred students (below 65%) by 2 pm today.

The meeting was concluded with vote of thanks to the chair.

 6/6/24

COE
(Member Secretary)



(Action)

A Deans & Directors Council Meeting (53) was convened on **16 May'2024 at 3.00 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (52), dated on 3 May 2024

Action- Approved by the Council.

Agenda No. 2- Examination Reform

Action- Internal & external marks for each school are there. No attendance criteria as part of internal marking.

- Increase the weightage for internal marks
- Share inputs in next meeting.
- Break of marks to be shared with students at start of semester.
- Program hand book should be given to students at the time of joining.
- Bilingual language for 1st to 4th semester option for the students to write the exam.
- Schools to explore Evaluation Mechanism for PG courses.

Agenda No. 3- Summer Examination

Action- Odd & Even Semester- Final year open for Summer Programme.

Agenda No. 4- Declaration of Non-Teaching Period –

- **Faculty Leave- 8 June to 30 June 2024**

Agenda No. 5- Schools to take active part in admission process

Agenda No. 6- Creation of School of Interdisciplinary research

- Entrance exam for PhD
- Separate school for Research

Any other agenda point with the permission of the chair:

Agenda Point by Dr Imran, Dean SOL:

- Extract of the Agenda Item 3 (a) of the BoS-School of Law: Review of the Course Scheme proposed for 2024-25 in compliance with the norms of the Bar Council of India.

The School proposed to remove the TDL, TDCC and GP courses from LL.B. 3 years and LL.M. 1 year program. After a thorough discussion it was resolved that removal of TDCC, TDL and GP courses from the said programs need to get approved separately through the Deans and Directors Council's Meeting.



The DDC decided to remove TDL, TDCC courses from all PG programmes across the University. (However, the contest of the School of Law that LLB is a PG programme is not valid and therefore needs further discussion.)

Agenda Point by Virendra Kumar Malik SAA

- Work out modalities for payment of SWAYAM course in fee structure to ensure inclusion of MooC in curriculum.
- Examination-
 - Open book/ Notes

Agenda Point by J S Mukul

- Equitable TNE with Cormack Consultancy Group of UK

Agenda Point by Dr Koshalpreet Kaur SOD

- Migration certificate for Garima Mohan from SOD

Agenda Point by Dr Bharat

- Payment issue of UPGRAD

Agenda Point by Anil Yadav

- Summer School timelines – Summer School classes will commence from 1st July to 19 July and the exams would be conducted from 22 July to 2 August.
- Annual Academic Calendar – this would be taken up in the next meeting.
- Repeat On-Demand Examination - new category – this will be applicable only during Summer Semester and not at any other time. The charges would be Rs 25,000 per subject.
- Internal Marks not received / Upgrad Marks for SET
- Printer in Exam Office/Academic Affairs Office- quality of print is very poor and the students are complaining. The VC assured that this would be looked into immediately.
- Issues in conduct of exam - flying squad observations were presented. As it has been observed that most of the cheating cases are happening when the students are taking a washroom break, the DDC decided that, henceforth, washroom break would not be allowed during two hour or less duration examination. Only for the exam duration of more than two hours, the washroom break would be allowed but only after two hours of commencement of the exam.

The meeting was concluded with vote of thanks to the chair.



**COE
(Member Secretary)**



(Action)

A Deans & Directors Council Meeting (54) was convened on **6 June'2024 at 3.00 pm** in the VC Office.

(*Attendance Sheet enclosed)

Hon'ble Vice Chancellor welcomes all Dean/ Invitee to the meeting.

Agenda No. 1-Approval of Minutes of Deans & Directors Council Meeting (53), dated on 16 May 2024

Action- Approved by the Council.

Agenda No. 2- Next Semester Planning

Action- SAA & SOD – 1st year (B.Arch & B.Des only) classes to commence from 22 July 2024

- **For SAA & SOD-** Pilot Project/Course to be designed for the students. Module to be checked by schools. Schools to design capsule course for 1st year students.
- **Rest schools-** 1st year orientation program will start from the week commencing 5 August 2024;
- Odd Semester shall begin from 12th August 2024.
- For all the 1st semester students- Social media accounts (on FB, LinkedIn, Instagram) to be made in the first week of joining.
- For all the latest updates/developments, all the Faculty members to follow VC Sir's LinkedIn profile.

Agenda No. 3- Exams & Results updates

Action- 109 out of 130, results have been declared till date by the Examination Department.

- Memos to be issued to those Faculty members who have posted incorrect marks on TCS.

Agenda No. 4- Academic Calendar 2024-25

Action- was discussed & finalized by the Council.

Agenda No. 5- Admission Process & Progress

Action- Schools to take active part in the Admission Process to get good numbers.

Agenda No. 6- Placement & Internship

Action- TBD in the next D&DC Meeting as the Director CRC was not available. (had gone for placement discussion meeting in Uniqlo Office)

Agenda No. 7- NAAC Status

Action- SU is ready to submit documents for NAAC by August 2024.

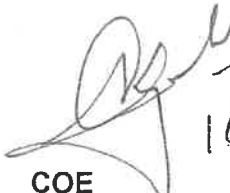
- For this purpose, all the schools need to submit the required data to SU NAAC team.



Any other agenda point with the permission of the chair:

- SHS got approval from Govt of India for Ethical Committee.
- By Col Malik- Each school must have Anti Raging Committee at school level. This data has to be reported to UGC.
- VC Sir announced the tie up of Sushant University with CSR - Centre For Entrepreneurship, Research and Incubation.
 - CSR will fund for SU Incubation Center
 - Dean SOD to create a domain for Kalabazar.
 - Dean SET & SHS to come up with proposals for Incubation Centre, that will be funded by CSR
 - Open book exam shall be allowed for 1st & 2nd Year students - students would be allowed to carry on text book (not from the library) in the exam for courses of Semester 1 to 4 (need to discuss LLB vs other programmes).

The meeting was concluded with vote of thanks to the chair.


16/7/27
COE
(Member Secretary)

