

# Senate Manual

Punjab Engineering College, Chandigarh

# Table of Contents

Table of Contents .....	1
1. Membership, Officers and Meetings.....	2
2. Committees of the Senate .....	3
3. Standing Committees of the Senate .....	4
3.1 Nominations Committee .....	4
3.2 Curriculum Design and Monitoring Committee (CDMC).....	4
3.3 Under-Graduate Committee.....	5
3.4 Post-Graduate Committee.....	5
3.5 Scholarship & Prizes Committee .....	5
3.6 Student Affairs Committee .....	5
3.7 Election committee .....	6
4. Procedures.....	7
Appendix I: Bye-laws .....	8
Appendix-II: Election Procedure .....	10
Appendix-III: Guidelines for Nomination Committee .....	11

# 1. Membership, Officers and Meetings

- 1.1 The composition, powers and functions of the Senate are defined in Bye-Law 6 of the PEC-Society. The relevant sections are shown in Appendix-I

The Senate is primarily concerned with the academic matters of the Institute encompassing faculty, students, instructional and evaluation matters.

- 1.2 The duties and responsibilities of the Senate are exercised through;

- i) The Senate
- ii) The Standing & Special committees in the Senate
- iii) The academic departments

The responsibilities of the first two are specified in this Manual.

- 1.3 The Director shall be the Ex-officio Chairman of the Senate and shall preside over all meetings of the Senate. In his absence the Deputy Director shall preside, and in the absence of both the Director and the Deputy Director, the senior most of all the Deans present shall preside at the meeting. [Bye-law (9)(A)(3)]
- 1.4 The registrar will be the ex-officio Secretary of the Senate but shall not be deemed to be a member of it. [Bye-law 11(B)]
- 1.5 The Senate shall meet as often as necessary but not less than three times during an academic year. [Bye-law 6(B)(1)]
- 1.6 The meetings of the Senate shall be convened by the Chairman of the Senate at his own initiative or on a written requisition signed by not less than one third of the strength of the members of the Senate. A requisitioned meeting shall be a special meeting to discuss only those items of the agenda for which the requisition is made. The Chairman shall convene the requisitioned meeting within 15 days of receiving the notice.
- 1.7 The copies of the agenda of every meeting of the Senate shall be sent to every member of the Senate by the Secretary at least a week before the meeting. The Chairman may, however, permit inclusion of any items for discussion without prior information to members.
- 1.8 One third of the total members of the Senate shall constitute the quorum for the meeting of the Senate [Bye-law 6(B)(2)]
- 1.9 The minutes of the meetings of the Senate shall be drawn up by the Secretary and sent to all members of the Senate within two weeks unless otherwise ruled by the Senate. The minutes shall be placed for confirmation at the next meeting of the Senate, and upon confirmation shall be signed by the Chairman.

## **2. Committees of the Senate**

- 2.1 The business of the Senate shall be conducted essentially through its Standing Committees or through Committees appointed specifically for a task.
- 2.2 The Senate shall define the responsibilities of its committees and shall hold them responsible for the performance of their duties and exercise of their powers.
- 2.3 The Standing Committees of the Senate are:
  - i) Nominations Committee
  - ii) Curriculum Design and Monitoring Committee
  - iii) UG Committee
  - iv) PG Committee
  - v) Scholarships & Prizes Committee
  - vi) Students Affairs Committee
  - vii) Election Committee
- 2.2 The Standing Committees shall be composed of the members of the Senate and may include other members of the faculty and duly registered students, except in the case of the Nominations Committee. Members of the Standing Committees, except in case of the Nominations Committee, shall serve for one year from the first day of September, or in the case of replacement from the date of appointment, until the last day of August.
- 2.3 The Chairman of the Standing Committees, elected according to the procedure prescribed in Appendix-II, shall convene and preside over the meetings for which one half the members of the Committee shall constitute the quorum. The Chairman, Standing Committee shall submit to the Senate a terminal report by the last week of August.
- 2.4 A standing committee, wherever necessary, may appoint standing sub-committees or ad-hoc committees to deal with specific areas of responsibilities, or special problems. The members of the sub-committees shall be chosen from the members of the standing committee and may include other members of the faculty and duly registered students. In discharge of its duties, a sub-committee shall be responsible to the standing committee that appointed it.

## **3. Standing Committees of the Senate**

### **3.1 Nominations Committee**

- 3.1.1 The Nominations Committee shall recommend to the Senate the names of the faculty members and the registered students for appointment as Senate Nominees to the various standing committees as provided for in this manual. See guidelines in Appendix III.
- 3.1.2 The committee shall consist of four Senate members elected for a two-year term. Not more than two members will belong to one academic department.
- 3.1.3 The election shall be completed before the last date of November and the committee shall take charge for the year from the first day of January.
- 3.1.4 Amongst the above said four members, two members from different departments shall be chosen to serve for 2 years, and the remaining for one year. At the next election the two one-year members shall be replaced and, thereafter, an election shall be held every year to replace the two outgoing member who have served for two years.  
The first meeting of incoming members after the election shall be convened by one of the continuing member and chosen for the purpose by the outgoing committee. The Chairman should be selected by the committee from amongst its own members.

### **3.2 Curriculum Design and Monitoring Committee (CDMC)**

- 3.2.1 CDMC shall have jurisdiction in the following matters concerning the academic programmes of the Institute:
  - Design of the academic policies of the Institute as they relate to the undergraduate and postgraduate academic programmes; design of the structures of the academic programmes; monitoring of the implementation of the academic programmes including student reaction surveys; obtaining and collating industry inputs for the design of academic programmes.
- 3.2.2 CDMC will have groups of members, one group consisting of two faculty members each from the departments of Mechanical stream (Aeronautical Engineering, Civil Engineering, Mechanical Engineering, Metallurgical Engineering, and Production Engineering), and the other group consisting of two faculty members each from the departments of Electrical stream (Computer Science and Engineering, Electrical Engineering, Electronics and Electrical Communications Engineering, and Information Technology). Each group will also have one member each from the four disciplines of the Applied Sciences. Of the two members from each department, one will be the HOD and the other will be nominated by the Senate.

### **3.3 Under-Graduate Committee**

- 3.3.1 The UG committee shall have the jurisdiction in the following matters concerning the UG Programmes of the Institute:

The approval of the new courses, modifications of the courses already approved, the credits of the courses, the formal approval of the admission of the students, granting of degrees, the conduct of the examinations and evaluation of the academic performance and such other related matters as may be referred to it by the Senate.

- 3.3.2 The function of the committee shall consist primarily of general policy determination, coordination and review, but the Senate shall retain the powers of the final review and decisions of such matters as may be appealed to it. The UG Committee may appoint either standing sub-committees or sub-committees for special purpose, as it deems fit.
- 3.3.3 The UG committee shall consist of one faculty representative from each academic department and five additional members of whom one shall be the retiring Chairman. The other four shall be registered UG students of the Institute nominated by the Student Council amongst the Class Seniors.

### **3.4 Post-Graduate Committee**

- 3.4.1 The PG committee shall have the jurisdiction in the following matters concerning the PG Programmes of the Institute:

The approval of the new post-graduate courses, modifications of the courses already approved, the credits of the courses, the formal approval of the admission of the students, granting of degrees, the conduct of the examinations and evaluation of the academic performance and such other related matters as may be referred to it by the Senate.

- 3.4.2 This committee shall consist of one faculty representative from each academic department and five additional members of whom one shall be the retiring chairman and four shall be students nominated by the Student Council amongst the Class Seniors.

### **3.5 Scholarship & Prizes Committee**

- 3.5.1 This committee shall recommend the general policy regarding different types of scholarships, stipends, medals and prizes
- 3.5.2 It shall co-ordinate and review the applications of such policy.
- 3.5.3 The committee shall consist of the Chairman of the Committee of the Wardens, Faculty-in-charge of the Students Counselling Service of the Institute, Dean Students Welfare, two other faculty members and three registered students nominated by the Student Council amongst the Class Seniors.

### **3.6 Student Affairs Committee**

- 3.6.1 This committee will deal with the matters relating to the discipline and conduct of the students. The committee shall consist of Dean Students Welfare as ex-officio Chairman, the Chairman of the Committee of

Wardens, the Faculty-in-charge of the Institute Counselling Service, two other faculty members and four students nominated by the Student Council amongst the Class Seniors.

- 3.6.2 The Committee will formulate policies for enforcing student discipline and will investigate complaints against students. The Committee shall make recommendations to the Chairman, Senate who shall have the powers to accept or modify the recommendations of the Committee. Only in the case the recommendations of this committee are modified by the Chairman, would the matter be reported to the Senate. The extreme punishment of termination of the academic programme of a defaulting student will normally be referred to the Senate for final decision.

### **3.7 Election committee**

- 3.7.1 This committee shall have three members. The responsibilities shall be to schedule, where required & conduct elections and announce the results of the elections.
- 3.7.2 The procedure of the elections is given in Appendix II.

## 4. Procedures

- 4.1 **Order of business:** The order of business in normal meetings shall be:
- i) The approval of minutes
  - ii) Announcement of minutes by the Chairman
  - iii) Follow-up action of previous decisions.
  - iv) Matters following from the Standing Committees.
  - v) Matters following from the Special committees
  - vi) Petition of students admitted by the Chairman.
  - vii) Unfinished business
  - viii) New business.
- 4.2 The Senate shall formulate the ordinances of the Institute and submit them to the BOG for approval. The ordinances may provide for all or any of the following matters:
- i) Academic Programmes
  - ii) Academic Calendars
  - iii) Admission of students to the academic programme
  - iv) Registration of the students
  - v) Teaching and Instructions
  - vi) Attendance
  - vii) Evaluation and conduct of examination
  - viii) Graduation requirements
  - ix) Conduct of discipline among students
  - x) Evaluation of thesis and projects
  - xi) Scholarships & Prizes
- The ordinance will provide for the general framework of the above matters. The Senate shall frame rules and regulations as provided for in these ordinances.
- 4.3 The senate may recommend to BOG the changes, repeal or additions in the ordinances. A written notice of the proposed action is sent to each member of the Senate at least two weeks prior to the meeting in which the proposed modification is sought. Any such recommendation for the changes in ordinances will require consent of two thirds of the strength of the members of the Senate and voting.

## Appendix I: Bye-laws

### 6. Senate

#### (A) *Composition of the Senate*

- (1) The Senate shall consist of the following persons, namely:
  - (a) Director of the Institute, *ex-officio* Chairman.
  - (b) Deputy Director (Administration), *ex-officio*.
  - (c) Dean of Faculties, if any, *ex-officio*.
  - (d) Heads of the Departments of the Institute, *ex-officio*.
  - (e) Two of the Professors, other than the Deans / Heads of the Departments, by rotation.
  - (f) Two Associate Professors/Assistant Professors, from the Departments, to be elected from amongst the Associate Professors/Assistant Professors.
  - (g) Two Lecturers, from the Departments, to be elected from amongst the Assistant Professors/Lecturers.
  - (h) Two persons from amongst educationists of repute or persons from any other field related to the activities of the Institute who are not in the service of the Institute, nominated by the Chairman of the Board of Governors.
  - (i) Two persons who are not members of the teaching staff, co-opted by the Senate for their specialized knowledge.

(2) The term of members other than *ex-officio* members shall be two years. The elected members shall be eligible for a maximum of two terms, consecutively.

#### (B) *Meeting of the Senate*

- (1) The Senate shall meet as often as may be necessary but not less than three times during the academic year.
- (2) One third of the total members of the Senate shall constitute the quorum for the meeting of the Senate.
- (3) The provisions in these Bye-Laws regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, in so far as applicable, may be followed in connection with meeting of the Senate.
- (4) Any business which may be necessary for the Senate to conduct, except such as may be placed before its meeting, may be carried out by circulation through a resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Senate, provided that at least one half of the total number of the members of the Senate, have recorded their views on the resolution.

#### (C) *Powers and Functions of the Senate*

The Senate shall be the principal academic body of the Institute and shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Bye-Laws and Rules. It shall have the following specific powers and duties:

- (1) To exercise general supervision over the academic work of the Institute and to give direction regarding methods of instruction, evaluation or research or improvements in academic standards.
- (2) To promote research within the Institute, acquire reports on such research from time to time.
- (3) To consider matters of academic interest either on its own initiative or at the instance of the Board of Governors and to take proper action thereon.
- (4) To make arrangements for the conduct of examinations in conformity with the Rules.
- (5) To recognize diplomas and degrees of other University and institutes and to determine equivalence with the diplomas and degrees of the Institute.
- (6) To prescribe courses of study leading to degrees and diplomas of the Institute.
- (7) To appoint examiners, moderators, tabulators and such other personnel for different examinations.
- (8) To suggest measures for departmental co-ordination.
- (9) To make major recommendations to the Board of Governors on:
  - (a) Measures for improvement of standards of teaching, training and research.
  - (b) Institution of chairs, fellowships, scholarships, studentships, free-ships, medals and prizes etc.
  - (c) Establishment or abolition of departments / centres, and
  - (d) Rules covering the academic functioning of the Institute, discipline, residence, admissions, examinations, award of fellowships and studentships, free-ships, concessions and attendance etc.
- (10) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Governors.
- (11) To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Governors) as the circumstances in each case may require.
- (12) To take periodical review of the activities of the Departments/ Centres and to take appropriate action (including making of recommendations to the Board of Governors) with a view to maintaining and improving the standards of instruction.
- (13) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Bye-laws and Rules.
- (14) To recommend creation of all academic posts to the Board of Governors.

## **Appendix-II: Election Procedure**

### **Election of the Members of the Nomination Committee**

The Chairman of the Elections Committee shall send to each member of the Senate a notice of pending elections not less than 15 days prior to the proposed date. Nominations may be submitted within specified date, proposed and seconded by the members and accepted by the candidates. The election shall be conducted by the Election Committee on the specified date and time through a secret ballot.

### **Election of the Chairman of Various Senate Standing Committees**

The Election of the various Standing Committees, except the Students Affairs Committee and Curriculum Development and Monitoring Committee, shall be conducted by the Chairman of the Election Committee or one of its members nominated by him not later than the third Saturday of August. A clear notice of seven days shall be given in writing to all members of the Committee. The election shall be conducted by iterations wherein by elimination, if necessary, one faculty member getting more than 50% votes of those present and voting shall get elected. In every round each member shall vote for one name only.

## **Appendix-III: Guidelines for Nomination Committee**

The Nomination Committee should try to ensure continuity by inducting some members of the outgoing Committees to continue in the respective new committees for one additional year. Attempt should be made to induct faculty members who have not served on the Committees. Attempts should also be made not to put the same faculty member in more than one committee.