**ANNEXURE – IV A**

**Confirmation of Minutes of the 2nd Meeting of the Academic Council of The Institute of Chartered Financial Analysts of India University, Nagaland** **held on February 26, 2009 at Hyderabad.**



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| **Present** |  |
| Dr. O P Gupta | Vice-Chancellor |
| Mr. C V Krishna Rao | Registrar |
| Dr. G P Srivastava | Member |
| Prof. Y K Bhushan | Member |
| Dr. Bijan Roy | Member |
| Mr. M Bhaskar Rao | Member |
| Dr. C P Alexander | Member |

Dr. O P Gupta, Vice Chancellor, presided over the meeting and the following items of business were transacted:

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| **2.01** | **Grant of leave of absence, if any** |
|  | Prof. Shirin Rathore could not attend the meeting and was granted leave of absence. |
| **2.02** | **Confirmation of Minutes of the 1st Meeting of the Academic Council** |
|  | The minutes of the 1st meeting of the Academic Council were confirmed. |
| **2.03** | Follow up action on the Minutes of the 1st Meeting of the Academic Council |
|  | The follow-up action taken on the following items of the Minutes of the 1st Meeting of the Academic Council was noted:   |  |  | | --- | --- | | **1.05** | Program structure for the Bachelor of Business Administration (BBA) Program | |  | In the previous meeting, the program structure for the BBA program was presented and it was suggested to modify the same and present in the next meeting.  Accordingly, the suggestions of the Council were incorporated and the program structure for the BBA program is presented in the current meeting as **Item 2.04** for review and approval. | | **1.06** | Program structure for the Bachelor of Computer Applications (BCA) Program | |  | In the previous meeting, the program structure for the BCA program was presented and it was suggested to modify the same and present in the next meeting.  Accordingly, the suggestions of the Council were incorporated and the program structure for the BCA program is presented in the current meeting as **Item 2.05** for review and approval. |  |  |  | | --- | --- | | **1.07** | Program structure for the Master of Business Administration (MBA) Program | |  | In the previous meeting, the program structure for the MBA program was presented and it was suggested to modify the same and present in the next meeting.  Accordingly, the suggestions of the Council were incorporated and the program structure for the MBA program is presented in the current meeting as **Item 2.06** for review and approval. | | **1.08** | Establishment of Directorate Distance Education | |  | **In the previous meeting,** **a proposal to establish the Directorate of Distance Education and to offer programs on distance learning mode was considered and recommended for submission to the Board of Management for its approval.**  Accordingly, the proposal has been submitted to Board of Management in its 2nd meeting held on February 13, 2009 for consideration and approval. | |
| **2.04** | Program Structure for the BBA Program |
|  | The program structure for the Bachelor of Business Administration (BBA) program presented by Prof. M Bhaskara Rao was discussed and approved. |
| **2.05** | Program Structure for the BCA Program |
|  | The Program Structure for the Bachelor of Computer Application (BCA) Program presented by Prof. M Bhaskara Rao was discussed and approved, with the following suggestion:   * The eligibility condition is to be modified as “Students who have completed their 10 + 2 with more than 40% in aggregate are eligible to get admitted into the program.” |
| **2.06** | Program Structure for the MBA Program |
|  | The Program Structure for the Master of Business Administration (MBA) Program presented by Prof. M Bhaskara Rao was discussed and approved, with following suggestion:   * The eligibility condition is to be modified as “The input qualification is graduation with 45% and above in aggregate.” |
| 2.07 | Program Structure for the BHTM Program |
|  | The Program Structure for the Bachelor of Hospitality and Tourism Management (BHTM) Program presented by Prof. M Bhaskara Rao was discussed and approved. |
| 2.08 | **Academic Regulations for Undergraduate Degree Programs** |
|  | The Council deliberated and approved the Academic Regulations for Undergraduate Degree Programs relating to Admission policy in to various degree programs, attendance policy, teaching and evaluation methodology, grading policy, award of degrees and certification. |
| 2.09 | **Date for the next meeting** |
|  | It was agreed that the date of the next meeting of the Academic Council would be fixed in consultation with the Vice Chancellor. |

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

Dr. VRK Prasad

Vice Chancellor

**Annexure – IV B**

**Confirmation of Minutes of the 3rd Meeting of the Academic Council of The Institute of Chartered Financial Analysts of India University, Nagaland** **held on November 29, 2012 at Dimapur.**



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| **Members Present:** |  |
| Dr. VRK Prasad | Vice-Chancellor |
| Mr. Makhan Chetia  Mr. J.P Ramappa | Jt.Registrar  Member |
| Fr.(Prof.) Vincent | Member |
| Mr. Leonard Aier | Member |
| Mr. Santosh Kumar  Ms. Azono Khatso  Mr. Rupanka Bhuyan  Ms. Chubaienla | Member  Special invitee  Special invitee  Special invitee |
| Ms. Wapangsenla Imchen | Member |
| Prof. C P Alexander | Member |

Dr. VRK Prasad, Vice Chancellor, presided over the meeting and the following items of business were transacted:

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| **3.01** | **Grant of leave of absence, if any** |
|  | Nil |
| **3.02** | **Confirmation of Minutes of the 2nd Meeting of the Academic Council** |
|  | The minutes of the 2nd meeting of the Academic Council were confirmed. |

**3.03 Constitution of Board of Studies:**

The Board of studies of Management, Finance, IT , and English was presented to the Council for its approval, for a period of three years

The boards of studies, for various departments, have been constituted in accordance with the latest regulation of UGC. So, each department has a member from the corporate sector, *two* external experts, an Alumnus, and a nominee of the Vice Chancellor; in addition to the faculty members of the department.

The members were briefed on various power and functions of the Board. The Academic council has approved the Board of Studies (BoS).

**3.04 Academic Regulations:**

Detailed Academic Regulations for UG and PG was presented for discussion and approval. The members mooted on various issues pertaining to the course of studies and have approved the Academic regulation.

**3.05 Amendments to the existing qualitative meaning of the letter grades:**

An approval was sought for changing the qualitative meaning of the letter grade as per the table below:

|  |  |  |
| --- | --- | --- |
| **Letter  Grade** | **Qualitative Meaning** | **Grade Points attached** |
| A | Excellent | 10 |
| B | **Very Good** | 8 |
| C | Good | 6 |
| D | Fair | 4 |
| E | Satisfactory | 2 |

Members have suggested to usage of the term ***Unsatisfactory***in place of ***Satisfactory*** for the letter grade ***“E”;*** with this suggested change the Council has approved the amendments.

**3.06 Amendments to the existing rule on Maximum duration for the completion of a course**

As per the existing Academic regulations an undergraduate student needs to clear his/her course within three years, and a postgraduate within two years, to obtain his/her degree. It was suggested to the Council that the students need to be given a maximum period to complete his/ her course to become eligible for degree.

For instance, an Undergraduate student should be allowed clear his/ her course of study in Five years time, and a post graduate student should be allowed clear his/ her course of study in Four years time (meaning, after completing three years of study, if the student falls short of the minimum requirement then s/he is given a chance to complete it within two more years).

The suggested amendment has been approved by the Academic Council.

**3.07** **Structure for the B. Com Programme:**

The Proposed Programme structure for B.Com (both ***Pass*** course and ***Honours*** course) was placed before the council for perusal and approval. The Council deliberated on the proposal and approved the proposal.

**3.08** **Structure for the BA Programme:**

The Proposed Programme structure for BA(both ***Pass*** course and ***Honours*** course) was placed before the council for perusal and approval. The Council deliberated on the proposal and approved the proposal.

**3.09** **Examination Manual:**

A detailed Examination Manual was presented for the perusal and approval of the Academic council. The Council has suggested two changes in the Manual:

1. It was suggested to change the weightage of evaluation components to: *C1*: **20%,** *C2:* **20%,** and *End Semester*: **60%**
2. It was suggested to rephrase the point number four (4) of the *MAL-PRACTICE-PENALTY UNDERTAKING BY STUDENTS* as follows:

“I understand thatif I am found indulging in such practices next time, then my registration to the programme will be cancelled with immediate effect.”

The Academic Council has approved the manual with these two changes being incorporated.

**3.10** The **result of BBA, BCA and MBA:**

The results of BBA, BCA and MBA (of 2012) were presented for the approval of the Academic council. The Council has approved the result.

**3.11 Attendance regulations:**

As per the Academic regulations a student is required to obtain minimum 75% of attendance in each subject. This, in other words, means that the student has to be present for at least 75% of the total number of classes taken by the teacher concerned. Preventive and resuscitation measures were put before the council for its perusal and approval.

**3.12 Any other items with the permission of the Chair**

Nil

**3.13** **Date for the next meeting:**

It was agreed that the date of the next meeting of the Academic Council would be fixed in consultation with the Vice Chancellor.

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

Dr. VRK Prasad

Vice Chancellor