

Minutes of the Meeting

43rd Academic Council Meeting (ACM)

Held on: 21-06-2025 (Saturday) at 11.00 am.

Venue: Senate Hall, 5th Floor, Founder's Block, HITS Campus.

Hon'ble Pro-Chancellor Dr. Ashok George Verghese, presided over the meeting.

Members Present:

S.No.	Name of member	Designation	Position
1.	Col. (Hon) Dr. S. N. Sridhara	Vice-Chancellor	<i>Chairperson</i>
2.	Mr. Enid Verghese Jacob	Deputy Director	Educationist
3.	Dr. A. K. Ghosh	Former Professor, Aerospace Engineering, IIT-Kanpur.	Academic External Member (Online)
4.	Dr. G. Prabhakaran	Dean, Academics, K.C.G. College of Technology, Chennai	Academic External Member
5.	Dr. N. Manoharan	Director, Projects & International Affairs	Educationist
6.	Dr. C. Kezi Selva Vijila	Controller of Examinations	Member
7.	Dr. Susan Elias	Director, Research	Member
8.	Dr. M. Murali Krishna	Director, IQAC & Dean E & T	Member
9.	Dr. Angelina Geetha	Dean, Academics	Member
10.	Dr. R. Asokan	Dean, Aero	Member
11.	Dr. K. S. Shaji	Dean, Student Affairs	Member
12.	Dr. M. K. Badri Narayanan	Associate Dean, SoM	Member
13.	Dr. S. Marcelin Pushpa	Head, SLiCA	Member
14.	Ms. P. C. Devisree	ASP & HoD, SPADE	Member
15.	Dr. T. Sudalai Muthu	Professor & HoD, CSE	Member (Online)
16.	Dr. R. Christu Paul	Professor, Automobile Engg.	Member
17.	Dr. S. Mariyappan	Professor, Dept. of Physics	Member
18.	Dr. J. Sakthidasan	ASP, Biotechnology	Member
19.	Dr. Dennis Amirtharaj	ASP, BBA	Member

S.No.	Name of member	Designation	Position
20.	Dr. Muthukumar Subramanian	Registrar	Ex-officio Secretary
21.	Dr. S. Ganesan	Dean, SBAS & Additional Registrar	Special Invitee
22.	Dr. T. N. K. Suryaprakash	Principal, Pharmacy (SoHS)	Special Invitee
23.	Dr. V. R. Dinkar	Dean (i/c), School of Law	Special Invitee
24.	Dr. J. David	Dean, Sports	Invitee
25.	Dr. AL. Vallikannu	Asso. Dean, Research & HoD, ECE	Invitee
26.	Dr. J. Thangakumar	Asso. Dean, CSE	Invitee
27.	Dr. C. Ramesh	Head, SoHS	Invitee
28.	Dr. Janaki Raman	HoD, Mechatronics	Invitee
29.	Dr. T. Nirmala	HoD, Viscom	Invitee
30.	Dr. P. Mohan Kumar	Prof. & HoD, CSE(AI/ML/CS)	Invitee
31.	Dr. G. Kavitha	Asso. Prof. & HoD - Maths	Invitee

Leave of absence (LoA) granted to the following members:

S.No.	Name of member	Designation
1.	Dr. Anand Jacob Verghese	Chancellor
2.	Dr. Aby Sam	Executive Director
3.	Dr. Annie Jacob	Director, KCG College of Technology, Chennai.
4.	Mr. Samarjeet Gupta	Head Customer Support, Pratt & Whitney Engines & Vice President, Aeronautical Society of India
5.	Capt. Hemant Kumar	Vice President & Chief of Flight Safety, Indigo
6.	Mr. Salim Mahmood	Deputy Director (Admissions)
7.	Dr. S. Radha Rammohan	Program Head, CODE
8.	Dr. C. Ramesh	ASP, Aeronautical Engg.

1. Welcome Note by the Vice-Chancellor.

The Vice-Chancellor Col. (Hon). Dr. S. N. Sridhara, welcomed the members for the 43rd Academic Council Meeting. The VC highlighted the following key points.

- HITS celebrates its Ruby Jubilee (40 years of excellence) and a new logo has been launched in commemoration of Ruby Jubilee. The logo should be used for all institutional communications and display.
- The Academic block was inaugurated on 19-06-2025 and named as **Founder Chancellor's Block – Dr. Elizabeth Centre for Excellence and Empowerment**, this unveiling also coincided with the 85th Birth Anniversary of our Hon'ble Founder Chancellor, Late **Dr. K.C.G. Verghese**.
 - **Thiru T. Mano Thangaraj, Hon'ble Minister for Milk and Dairy Development**, Govt. of Tamil Nadu
 - **Rt. Rev. Dr. Gregorios Mar Stephanos Episcopa, Bishop, Malankara Mar Thoma Syrian Church**, were the guests for the occasion.
- The VC appreciated the following faculty members for their significant academic achievements and research contributions.
 - Dr. Pushpamitra, Scientist F & Professor, CENCON, for her international publication on lithium-ion batteries in the Royal Society of Chemistry (Impact Factor 10.7)
 - Dr. Indrajit Shown, Professor & Head, Centre for Hydrogen Technology and Carbon Utilization, for his work on clean energy innovation.
- A special mention was made on the successful conduct of an International Yoga Day celebrations on campus on 21-06-2025.

Introduction of New Members: The VC requested the new members to introduce themselves to the council.

2. Presidential address by the Hon'ble Chancellor.

The Pro-Chancellor, **Dr. Ashok George Verghese**, delivered the presidential address and congratulated all for the successful conduct of Founder's Day celebrations. The Pro-Chancellor emphasized the following aspects.

- The celebrations for Ruby Jubilee (40th Anniversary of HITS) needs to be finalised.
- The Venus block was dedicated in the name of Founder Chancellor on the day of Founder's day.
- The amended Academic Regulations are to be followed from the AY 2025-'26
- The COE was directed to share the student count for the forthcoming 16th convocation.

- The Pro-Chancellor emphasized the need to integrate Artificial Intelligence (AI) courses in the curriculum across all disciplines.
- Monitoring of laboratory standards and documentation of lab equipment usage to be followed systematically.
- To launch the Teaching Learning Center (TLC) at the earliest as it was discussed in the previous ACM.
- The Bay Range Innovation and Incubation Cell (BRIIC), Hindustan Group Section 8 Company will be fully operational from July 2025. Students' best projects can be evaluated and selected for incubation.
- To orient all the newly joined faculty members with Hindustan HR policies and formalities to follow in case of relieving from the service.

Farewell to the Vice Chancellor

- The Pro-Chancellor informed that the Vice Chancellor Col. (Hon) Dr. S. N. Sridhara getting relieved on 30th June 2025. Appreciated the Vice Chancellor for all his contributions during his tenure, especially for obtaining NAAC A+ Accreditation, NBA extension for 5 departments, establishment of multiple high-end laboratories, strong liaison between faculty and management and initiatives in curriculum revision and academic policy reform, etc.
- The Vice-Chancellor thanked Hon'ble Founder Chancellor, Chancellor, Pro Chancellor, Executive Director, Academic council members, Directors, Deans and HODs for their support during his tenure at HITS. He remembered that he was selected by then Hon'ble Chancellor Madam, Dr. (Mrs) Elizabeth Verghese, and expressed the happiness for serving at HITS and accomplishing many achievements.

3. Confirmation of the Minutes of the 42nd Academic Council Meeting.

The Registrar placed the Minutes of the 42nd Academic Council Meeting held on 26-10-2024 for approval.

The members confirmed the minutes of meeting with the following remarks.

4. Confirmation of the Action Taken Report on the Minutes of the 42nd Academic Council Meeting.

The Registrar placed the Action Taken Report on the Minutes of the 42nd Academic Council Meeting held on 26-10-2024 for approval.

The ATR was confirmed by the members.

5. Items for approval: Resolutions brought forward by the Chairpersons of the Board of Studies.

I. School of Engineering and Technology (SET)

Sl. No	Item	Decision Taken
a.	Curriculum and Syllabi of New Programme B.Tech. Biomedical Engineering (4 yrs) in line with NEP, with effect from the AY 2025-26 was presented by HoD, ECE.	<i>Approved by the members with the following suggestions.</i> - It was suggested that for introducing new programmes, the brochure must be prepared, details must be updated in the website and shared with Admissions Counsellors to inform the aspiring students and parents. - The Departments are directed that, if the Specializations are once offered shall be maintained till end, unilateral modifications by departments are not permitted.
b.	Curriculum and Syllabi of New Programme B.Tech. Robotics and Artificial Intelligence (4 yrs) in line with NEP, with effect from the AY 2025-26 was presented by HoD, Mechatronics.	<i>Approved by the members</i> It was suggested to include special purpose Robotics materials for Nuclear Non-Destructive Testing Industry. But, already it is included as an elective course.
c.	Curriculum and Syllabi of B.Tech. Semiconductor Technology (4 yrs) under ECE in line with NEP, with effect from the AY 2025-26 was presented by HoD, ECE.	<i>Approved by the members with the following suggestions.</i> - It was suggested to offer <i>Malayalam</i> in addition to the existing languages Tamil, Telugu, and Hindi. The HoD, Language Dept. was directed to implement this without any additional delay. - It was informed that though the specific nomenclature B.Tech. Semi-Conductor Technology UG Programme does not exist in the AICTE list, the AICTE approvals permits as a new specialization under B.Tech. ECE.

Sl. No	Item	Decision Taken
d.	Curriculum and Syllabi of New Specialization B. Tech. Biotechnology (Synthetic Biology) (4 yrs) in line with NEP, with effect from the AY 2025-26 was presented by HoD, Biotech.	<i>Approved by the members</i>
e.	Curriculum and Syllabi of the following 3 Programmes in line with NEP, with effect from the AY 2025-26 was presented by Dean, Aero. i. B. Sc. Aeronautical Science (New Programme - UAS and eVTOL) ii. B.Sc. AME approved curriculum for Ratification (2024-25) iii. B.Sc. Avionics approved curriculum for Ratification (2024-25)	<i>Approved by the members.</i> • The Curriculum and Syllabus of B. Sc. Aeronautical Science was approved by the members • The Curriculum and Syllabus of B.Sc. AME and B.Sc. Avionics programmes were ratified by the members.

II. School of Liberal and Creative Arts (SLiCA)

Sl. No	Item	Decision Taken
a.	Curriculum and Syllabi of New Programme M.Sc. Visual Communication (AI & Digital Media) (2 yrs) in line with NEP, with effect from the AY 2025-26 was presented by HoD, Viscom.	<i>Approved by the members with the following suggestions.</i> • It was suggested to convert this programme into 1 year instead of 2 years. • To train the Faculty members with AI tools for improving teaching and learning process.

III. School of Basic and Applied Sciences (SBAS)

Sl. No	Item	Decision Taken
a.	Curriculum and Syllabi of New Programme B.Sc. Mathematics with Data Science (3 yrs) in line with NEP, with effect from the AY 2025-26 was presented by HoD, Maths.	<i>Approved by the members with the following suggestions.</i> • It was suggested to normalize the high mathematical courses in order to make non-technical graduates to understand. • The curriculum can be designed by keeping interdisciplinary inclusivity and employability in mind.
b.	Curriculum and Syllabi of PG Diploma in Yoga (1 yr), with effect from the AY 2025-26 was presented by HoD, PED.	<i>Approved by the members with the following suggestions.</i> • It was suggested to update the curriculum as the internship may commence after the First Semester and will be assessed in the Second Semester.

IV. School of Health Science (SoHS)

Sl. No	Item	Decision Taken
a.	Curriculum and Syllabi of the following 3 New Programmes in Collaboration with Kauvery and IMAX Hospitals and in line with NEP, with effect from the AY 2025-26 was presented by Head, SoHS. (4 yrs duration – 3 yrs of study and 1 yr Internship) B.Sc. Radiography & Imaging Technology B.Sc. Nuclear Medicine Technology B.Sc. Dialysis Technology	<i>The council suggested to rework and present it in the next ACM following a standard format and including Outcome-Based Education (OBE) objectives.</i>

V. School of Law (SoL)

Sl. No	Item	Decision Taken
a.	Regulations, Curriculum and Syllabi of the following 3 New Programmes in Collaboration with CoEDF and in line with NEP, with effect from the AY 2025-26 was presented by Dean, SoL . i. B.Sc. Forensic Science (3 yrs) ii. B.Sc. Digital Forensic and Cybersecurity (3 yrs) iii. B.Sc. Criminology and Police Administration (3 yrs)	<i>Approved by the members</i>
b.	Curriculum and Syllabi 7 th – 10 th Semesters of the following Programmes in line with NEP, with effect from the AY 2024-25 was presented by Dean, SoL for ratification. i. B.A. LL.B (Hons) ii. B.B.A. LL.B (Hons)	<i>Ratified by the members</i>

6. Items for Ratification:

The following Amendments in the clauses of Academic Regulations was presented by **Dean, Academics**. *The amendments were approved by the members.*

1. REMOVAL OF REPEAT EXAM OPTION AND CONDUCT OF SUPPLEMENTARY EXAMS FOR ALL COURSES IN ALL SEMESTERS.

The present system of conducting arrear exams for odd semester courses in odd semester and even semester courses in even semester is removed. Instead, supplementary exams (Arrear) will be conducted for all courses in all semesters. No repeat examinations will be conducted immediately after the publication of regular exam results. However, for courses mapped under NPTEL courses, repeat exam is applicable.

2. INTERNAL ASSESSMENT ATTENDANCE MANDATORY – UNDER ATTENDANCE CLAUSE

Attendance

The faculty handling a course must finalize the attendance, 3 calendar days before the last instructional day of the course and submit to the HoD through the class teacher.

- a. A student with less than 75% attendance in TCH (Total Contact Hours) in any course, will not be permitted to appear for the end-semester examination in that particular course, irrespective of the reason for the shortfall of the attendance. The student is however permitted to avail additional Academic Leave up to 10% towards special OD for attending academic related activities like, Industrial Visits, Seminars, Conferences, Competitions etc., with the prior approval of the HoD or on genuine medical reasons. On reporting back, the student shall submit the relevant documents for proof to the HoD for approval of the additional academic leave.
 - i) In addition to the minimum requirement of attendance, attendance in both continuous assessments (CA) is mandatory to appear for the end semester examination.
 - ii) Overall attendance percentage should be minimum of 60%. Otherwise even if course wise attendance is above 75%, in any course (as in 9.0 - a) the student will be detained.
- b. A student with an attendance (“TCH” – Total Contact Hours) below 75% (65% for genuine medical conditions / Special On Duty leave) in any course will fall under the category “RA”, which means Repeat the Course for want of attendance. Students under “RA” category will **not** be permitted to attend the Regular End Semester Examinations for that course and Continuous Assessment (CA) marks obtained in the respective course will be treated as null and void.
- c. A student who did not appear for both continuous assessments (CA) in any course will fall under the category “RI” category, which means Repeat the Course for want of internal assessment attendance. Students under “RI” category will **not** be permitted to attend the Regular End Semester Examinations for that course and Continuous Assessment (CA) marks obtained in the respective course will be treated as null and void.

The list of such students under “RA”/”RI” will be notified by the respective Departments at the end of the course work for each semester. The students with “RA”/”RI” courses shall take it as arrear.

3. CONVERSION OF CGPA TO PERCENTAGE MARKS

The CGPA can be converted to percentage of marks as follows:

$$\text{CGPA} \times 10 = \text{Percentage of marks.}$$

4. UNDER ELIGIBILITY FOR ADMISSION

Transfer of Students from Other Institutions

- i. Students seeking transfer admission from other institutes shall submit the prescribed application form at the beginning of the academic year along with their marksheets of all

semesters completed, transfer certificate, conduct certificate, syllabus, and curriculum structure for the programme done at the previous institution. In addition, a joint undertaking of both parents and student shall be submitted stating that he or she was not involved in any indisciplinary activities or convicted by court or legal cases pending cases against him/her for any reason. If there is any misinterpretation, inappropriation, wrong submission of documents, or misconduct, it could result in the rejection of his or her transfer application or expulsion from the institution.

- ii. The Registrar will form a Credit Mapping Committee to review the number of courses that can be exempted, number of additional courses that he/she must undergo to match the credit structure of the respective programme offered by HITS. This will be decided by the committee and presented for approval.
 - a) For all additional courses recommended by the committee to match with the university program curriculum, the student shall undertake full course work including Continuous assessments and Ene Semester Examinations, and will be considered as first attempt
 - b) For the courses mapped as equivalent with the university program curriculum the student's credits and grades earned in the previous institution will be considered.
 - c) If the student has failed in any courses undertaken in the previous institution which are mapped as equivalent, then it is marked as RA. For these courses, the student has to redo the internal assessment and appear for end semester examination and the same will be considered as arrear examination.
- iii. Students should remit the prescribed transfer fee along with the prescribed fee per course for the additional courses he or she has to undergo along with the regular courses in the respective semester to which the student has been transferred.
- iv. The application for transfer will be considered only at the beginning of the odd semester. In exceptional cases, the Management has the authority to approve the transfer in the even semester. All applications must be filed within 30 days of the commencement of the semester.
- v. Management has the right to accept or reject any transfer application. The authorities' decision will be binding and final for all parties involved.

5. UNDER STUDENT DISCIPLINE

Every student is required to observe utmost discipline and decorum both inside and outside the campus and do not indulge in any activity which may affect adversely the prestige and reputation of the Institution and fellow students.

- i. Any act of indiscipline reported to the Dean (Student Affairs) or Head of the Department will be referred to an Internal Discipline Committee constituted for the purpose. The committee will investigate the charges and take stringent disciplinary actions if they are

substantiated. The committee's decision will be sent to the Registrar for necessary action on the student(s). In the event that a student is found guilty of any indisciplinary action by the enquiry committee, their suspension period will be counted as absent. The student concerned can appeal, if they desire so, to the Vice-Chancellor, whose decision will be final and binding on all concerned.

- ii. Ragging in any form is a criminal act and a non-bailable offense. The current state and central legislation provide stringent punishments, including imprisonment.
- iii. If any student is reported in the involvement of ragging, offending, or harassing fellow students or staffs in any nature, damaging the Institution's properties or defaming the Institution's reputation, abusive post(s) in social media, discriminatory abuse, and violation in dress code, he or she will be liable for serious disciplinary action which may even include rustication from the University based on the recommendation of the Disciplinary Committee. Cases of ragging will be reported to the legal authorities or police for necessary action.
- iv. If any Student involves in any indisciplinary activities like cases under POSH Act, Sexual harassment, Possession or Usage of Drugs / Alcohol, physical / verbal assault, fights, body shaming, illegal activities, FIR filed against him/her for any misconduct /illegal / criminal activities, convicted by any court or any legal cases pending against him/her, such student is liable for severe disciplinary action, including dismissal from the Institution and the case may be referred to law enforcement agencies as applicable, for further action.
- v. Students are strictly prohibited from forming groups based on racism, radical philosophy, communal outfits, etc. Defaulters will face severe disciplinary action, which could involve dismissal from the institution.
- vi. Every student is required to observe utmost discipline and decorum both inside and outside the campus and do not indulge in any activity which may affect adversely the prestige and reputation of the Institution and fellow students.

Every student of the Institution, along with their parent, shall give an undertaking at the beginning of each academic year in this regard, and the same should be submitted at the time of registration for the academic year.

7. Any other items with the permission of the Chair.

Proposal for Computer-Based Examination System (CBES)

Dr. C. Kezi Selva Vijila, COE, presented a detailed proposal for conducting End-Semester exams through Computer-Based Mode to reduce the usage of papers and evaluation time.

Key objectives

- To modernize examination system.
- Minimize human error and improve turnaround time.
- Facilitate scalable and flexible assessments.

Scope

- Can be implemented only for theory-based UG/PG courses, except for those courses with manual drawing or lab components.

Features include

- Multiple Choice Questions (MCQs) & short answers.
- Shuffling of questions.
- Provisions for Timer, auto-save, audit trails, and automatic submission.
- Instant result declaration and result analysis for the courses through CBES.

Pilot Implementation

- Successfully conducted for Quantitative Aptitude course with 1,048 students; only 16 students faced issues and resolved by conducting re-exams.

It was recommended to

- To begin with “easy-level” theory courses (Minimum of 30 % courses).
- Departments need to classify subjects as Easy / Medium / Hard.
- To implement mock tests for students and train faculty for questions setting.

The members of the Academic Council have approved it and suggested the following.

- ✓ To ensure Proctoring (CCTV/AI-based).
- ✓ To prepare the SOPs for conducting CBES, to face technical failures and re-exam procedures.
- ✓ To form a **Committee** to define assessment quality metrics and Bloom’s taxonomy alignment for MCQ-based evaluation and to finalize the list of courses for CBES.
- ✓ Departments were advised to discuss internally and submit implementation plans in the next ARMC.

8. Vote of Thanks by the Registrar.

The Registrar proposed the vote of thanks. He thanked the Hon’ble Chancellor and Pro-Chancellor, external expert members and all the members for participating in the 43rd Academic Council and offering their valuable suggestions to improve the academic proceedings of the institution.



Dr. Muthukumar Subramanian
Registrar

Copy to All the Members.