

Minutes of the 14th AAC meeting held through Google meet at 2.00 p.m. on 22<sup>nd</sup> July 2021

	<p>Following members/special invitees were present:</p> <p>Dr. Anuradha Sharma - Chairperson Dr. Pushpendra Singh - DoAA Dr. M S Hashmi - Chair-PG Affairs Dr. Sumit Darak - Chair-UG Affairs Dr. Debajyoti Bera Dr. Rahul Purandare Dr. Sriram K. Dr. Sujay Deb Dr. Ganesh Bagler Dr. Kiriti Kanjilal Dr. Debika Banejee Mr. K P Singh -Academic In-Charge Ms. Sheetu Ahuja - Senior Manager (Academics) Ms. Priti Patel - Assistant Manager (Academics) Ms. Nisha Narwal --Assistant Manager (Academics) Ms. Prachi Mukherjee --Junior Manager (Academics) Ms. Khushali Verma -President (Student Senate) Ms. Navneet Agarwal -Vice President (Student Senate) Mr. Ashutosh Brahma - Assistant Manager (Academics)</p>
<b>Item 1.</b>	<p>The <a href="#">minutes of the 13th AAC meeting</a> held on 9<sup>th</sup> June, 2021 were confirmed with the following clarification on item 2 (ii): The old course description was circulated at the time of sharing the minutes. Hence the minutes were amended for item 2 and the minutes were updated.</p> <p><b>Action: NA</b></p>
<b>Item 2.</b>	<p><b>Reporting items:</b></p> <p><b>Following points were discussed over email and are approved:</b></p> <p><b>ECE Refresher module</b></p> <p>The Department of ECE has proposed the following three new refresher courses for incoming M.Tech. students, which will be applicable from the 2021 admission year. The course descriptions are attached.</p> <ol style="list-style-type: none"><li><a href="#">RFM2XXz - ECE Foundation 1</a> (Linear Algebra, Programing basics in Python)</li><li><a href="#">RFM2XXz - ECE Foundation 2</a> (Digital Circuits, EDA)</li><li><a href="#">RFM2XXz - ECE Foundation 3</a> (Signals and System, Probability &amp; Statistics)</li></ol> <ol style="list-style-type: none"><li>ECE Foundation 1 &amp; 2 will be mandatory for those who have been allocated VLSI specialization during admission.</li><li>ECE Foundation 1 &amp; 3 will be mandatory for those who have been allocated CPS/ML specialization during admission.</li><li>The online material will be shared with all the students for reference if they wish to go through other refresher courses, however, grading will be done as per the above allocation only.</li></ol>

- d) This will satisfy the graduation requirement in case the student is graduating with ECE without specialization.
- e) This policy is to encourage crowd-driven students to have a look at the not-so-popular modules and continue with them in the future.

**Action: Academic Section**

**I. Fee to be paid by a Sponsored Ph.D. student after thesis submission**

It was agreed not to charge either the annual tuition fee or thesis defense fee from the sponsored Ph.D. students after thesis submission.

**Action: NA**

**II. Offering of Course by Prof. Pankaj Jalote:**

The course description is [shared here](#) which was approved over email. This was also noted that he has been given an exception on the duration of lectures, because this is a multi-institutional course and instructors of two institutions are teaching and the other institute has already given the consent on this. Moreover, students from industry will be attending this course. Hence this will not be a precedent for other courses to be offered in IIITD.

**Action:NA**

**III. Changes in 3-day module offered to B.Tech. students**

This is in continuation to item 8 of the 8th AAC meeting, where it was decided to take views of the departments regarding the modules to be offered. It was also agreed, as these changes are only in the suggested modules to be offered and are not a policy change, hence AAC can approve such changes. This is in line with the practice that we are following for approval of other courses. In future also, changes in 3 day modules should not go to the Senate for approval. Further, AAC agreed to the suggestions received from the departments and a specific suggestion received from the UG Chair that JAVA and ELD are not related; hence the performance will not be counted in ELD for ECE students. The details are [shared in this sheet](#) (1st sheet - Module as per Senate, 2nd Sheet - Module as per departments recommendations)

During the discussion, some members raised concerns over the offering of these modules and students do not have interest in attending the modules. After a brief discussion, it was agreed to collect some feedback from the students and if it is found that the modules are not useful, then it will be recommended to the Senate to remove it from the offering.

**Action: Academic Section**

**Item 3. Recommendations for students of 2016 and earlier batches who are currently on extended semester and still not performing well.**

The Academic Section along with DoAA, Chair UG Affairs & Chair AAC had a meeting to discuss the status of all concerned students and suggested conducting a one-on-one meeting of all such students with the HOD and the faculty mentor of respective departments. The departments were asked to recommend if the concerned students can be given further extension after the Senate approved extended period.

Summary of the meetings held with each student along with the department's recommendation are [placed here](#) for further recommendation to the Senate for continuation of their studentship.

**The cases were discussed again in the AAC, and the committee noted that many of the current exceptions are ongoing for multiple semesters and have been provided with no improvement from the students' side. The committee felt that there is a need to firmly implement the rules and to give enough warning right in the beginning to ensure that needs for such exceptions does not arise.**

**For the particular cases already under exception, during the discussion, following points were noted:**

**Ashutosh Nandan** – The committee suggested to give a final warning to the student to complete his remaining credits in the upcoming Monsoon 2021 semester, failing which his studentship shall stand cancelled from the Institute without any further exception. It was also suggested that before sending this recommendation to the Senate, the Academic Section should also check if he will be able to complete his requirements in Monsoon 2021, if given a chance.

**Aashanvit Sheoran** – In case his credits are not completed in the Summer Term, he will be allowed to continue in the next semester and register for the pending core courses. For DSA, he will be allowed to attend the online DSA course of Dr Naveen Garg (Dept. of CSE, IIT Delhi) and will be assigned a dedicated TA / TF who will guide him throughout the semester, to help him get extra support.

This recommendation of the AAC will be taken further for necessary approvals including approval from the Chairman, Senate. The same shall be reported in the next meeting of the Senate.

**Aniket Kadiyan** – AAC recommended an extension for him in the next semester. It was also recommended to ask the respective department to assign dedicated TAs in each of his registered courses to guide him throughout the semester.

**Students going in their 6th Year** – AAC suggested giving a letter to these students to complete their pending credits in one year, else as per the rules, their B.Tech. program shall be terminated after the 12th semester.

It was also suggested that in future, every student who is unable to complete his/her requirements in the 4th year, will be issued a letter mentioning the 6 years' rule, which will help in sensitizing the student at an early stage. Further their performance will be monitored closely and more letters may be issued. However, exceptions beyond 6 years will not be provided just on the account of poor performance but only in truly exceptional conditions.

**Action: Academic Section ( & to Senate)**

**Item 3A  
(Tabled**

**SSH PhD Regulations**

The [regulation for SSH PhD regulation](#) was tabled for discussion. Dr. Kiriti explained the background

<p><b>item)</b></p>	<p>of the proposal and following points were noted during the discussion:</p> <ul style="list-style-type: none"> <li>(i) Members had pointed out that Post graduate diplomas are offered in various categories with different kinds of duration, hence the duration of post graduate diploma needs more clarification.</li> <li>(ii) It was suggested to add “similar areas” within minimum qualification of MA/MPhil.</li> <li>(iii) M.Tech. and M.B.A. was repeated in eligibility, which was contradicting, hence AAC suggested removing it from the 2nd paragraph.</li> <li>(iv) AAC suggested that the departments having a list of top reputed universities/institutes for course transfer, most probably IIT-Delhi, DU, ISI and JNU; the department can have a check on the duration of teaching which is similar to ours. This would be shared with the Academic office, so that the DOAA office will try to get an MoU with these universities.</li> </ul> <p>Ms. Priti from the Academic section was requested to make a list of changes and share it with Dr. Kiriti, so that the desired changes can be done by the department. Dr. Kiriti was also requested to quickly incorporate the changes and share it with AAC, so that it can be sent to the Senate.</p> <p><b>Action: SSH Department</b></p>
<p><b>Item 4.</b></p>	<p><b>Discussion about the promotion rules applicable for the promotion of UG students from the first year to the second year</b></p> <p>Senior Manager (Academics) presented the item and after a detailed deliberation, the following points were noted for further recommendations to Senate:</p> <p>The Repeat and termination clause mentioned in point 7.1 in UG regulation is proposed to be updated as under:</p> <p><i>For repeating 1<sup>st</sup> year</i></p> <p>If a student fails in any 5 or more courses after completing 1st year, i.e., 1<sup>st</sup> and 2<sup>nd</sup> regular semesters (<b>excluding summer</b>), provided he/she did not take semester leave in any of the two semesters, then he/she will have to repeat the year.</p> <p>It was also discussed not to have a separate termination clause for the first year, they will be given a chance to continue, however the termination clause (7.3 clause of UG regulation) which is applicable to 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year was recommended to be also applied to the students who have repeated 1<sup>st</sup> year.</p> <p><b>Action: To Senate</b></p>
<p><b>Item 5.</b></p>	<p><b>Policy for striking off students with unauthorized absence.</b></p> <p>AAC deliberated and recommended the ongoing practice.</p> <ul style="list-style-type: none"> <li>(i) If it is found that a student has not registered after add/drop, an email reminder would be sent to check their status.</li> <li>(ii) If the admin does not hear within two working days, then a formal letter will be sent to the correspondence address to inform the institute regarding their status within 10 days.</li> <li>(iii) Admin will also make a phone call to the parents, so that the parents are also in loop of this communication.</li> <li>(iv) After this step, if no formal communication is received, then a final termination letter</li> </ul>

	<p>will be issued and his/her name will be included in the list of struck off students and reported to the Senate in the due course.</p> <p>During the above discussion, there was also a discussion regarding the students who do not register during pre-registration and who make many changes during add/drop period. After detailed discussion, it was suggested to the Academic section to find out the numbers of such cases. If it is above 10%, then this point will be discussed further.</p> <p><b>Action: Academic Section</b></p>
<b>Item 6.</b>	<p><b>To consider the proposal from the placement office for reverting to the old academic calendar.</b> After detailed deliberation of the point for reverting back to the old calendar, it was highlighted that <b>“it is good to have an Academic Calendar aligned with all other Institutes, which helps the students/faculty attend various summer schools/workshops”</b>. Some members also suggested sending these points to the departments to discuss this again keeping in mind the above highlighted line.</p> <p>It was also agreed on this point that further deliberation is required once looking at the pandemic situation. Once the B.Tech. 1<sup>st</sup> year admission is over, this point will be discussed again.</p> <p><b>Action: Academic Section</b></p>
<b>Item 7.</b>	<p><b>To discuss the policy of M.Tech. and Ph.D. theses submission in the Library and making theses public. And the inclusion of TRs (Technical Report).</b> To define the “embargo” Dr. Debajyoti will take up this matter</p> <p><b>Deferred</b></p>
<b>Item 8.</b>	<p><b>Framing guidelines for A+ grades</b> The point was discussed and DOAA informed the committee that this will be discussed in the upcoming faculty workshop.</p>
<b>Item 9.</b>	<p><b>3-hour Class Periods for Design Courses</b> This point was again discussed, and agreed that it will be difficult to accommodate such requests for our regular class duration.</p>
	<p><b>While concluding the discussions, the Dean of Academic Affairs informed the members that Ms. Sheetu Ahuja, Sr. Manager (Academics) has been appointed as a Deputy Registrar in Delhi Skills and Entrepreneurship University (DSEU) and Ms. Priti Patel, Assistant Manager (Academics) has been appointed as an Assistant Registrar in IIIT Jabalpur, and that they would be leaving soon after having rendered excellent services in the Institute. All the members of the AAC appreciated their excellent contributions to IIIT-Delhi and congratulated both Ms. Sheetu and Ms. Priti. It was also decided to put on record their valuable contributions and excellent services rendered by them.</b></p>
	<p><b>The meeting ended with a vote of thanks to and by the Chair.</b></p>

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