# Minutes of the 18<sup>th</sup> Senate Meeting of IIIT-D held on April 19, 2012 at 02.00 PM
## in Conference Room, IIIT-Delhi, Library Building, NSIT Campus, Sec-3, Dwarka, New Delhi

*Following members were present:*

- Prof. Pankaj Jalote            -    Chairman
- Dr. Amarjeet Singh             -    Internal Member
- Dr. Astrid Kiehn               -    Internal Member
- Dr. Debajyoti Bera             -    Internal Member
- Dr. Pushpendra Singh           -    Internal Member
- Dr. Saket Srivastava           -    Internal Member
- Dr. Somitra Kumar Sanadhya     -    Internal Member
- Dr. Subhasis Banerjee          -    Internal Member
- Dr. Vinayak Naik               -    Internal Member
- Ms. Madhvi Gupta               -    Student Representative
- Mr. Vivek Tiwari               -    Secretary

*Following members participated via telecon:*

- Prof. Dheeraj Sanghi           -    Member (from IIT Kanpur)
- Prof. Jayanthi Sivaswamy       -    Member (from IIIT-H)
- Mr. C. Anantaram               -    Member (from TCS)
- Mr. Sanjay Bahl                -    Member (from Microsoft)
- Mr. Saugat Sen                 -    Member (from Cadence)

*Special Invitees:*

- Dr. Raja Sengupta              -    PGC Chair - IIITD
- Dr. Mohammad S. Hashmi         -    Faculty – IIITD
- Dr. Srikanta Bedathur          -    Faculty – IIITD

# EIGHTEENTH (18<sup>TH</sup>) MEETING OF SENATE OF IIIT-DELHI

## Minutes of the Meeting

**18.1  Opening remarks of the Chairman**
The Chairman extended a warm welcome to all the members to the meeting. The members who could not attend the meeting were granted leave of absence.

**18.2  Confirmation of minutes of the 17<sup>th</sup> Senate meeting**
The minutes of 17<sup>th</sup> Senate meeting were circulated earlier among the members. A small typo was pointed in item no.17.5 - the senate had actually agreed to include in the panel for the selection committee Associate and Full Professors from top 50 universities.

The minutes were accepted with this change.

**18.3  For information**
The Senate noted the selection committees for faculty selections in Georgia Tech on April 23, 2012, and UCLA on May 2, 2012.

**18.4  SG/CW requirement for BTech 2008 Batch**
After discussing at length the senate agreed that to keep the spirit of CW/SG, due to the reasons mentioned in the agenda, CW/SG will be considered as necessary for BTech 2009 batch onwards, and optional for the first (2008) batch.

**18.5  Leveraging web based delivery for courses**
The Senate agreed to the proposal and also suggested that UGC, PGC should build guidelines to keep the mechanism simple and with suitable controls.

**18.6  Making name of MTech and PhD consistent with BTech - calling it all CSE**
Senate approved to name the MTech and PhD programs in Computer Science be now called as programs in Computer Science and Engineering (CSE).

**18.7  Allowing a PhD student to earn MTech on the way**
This is approved.

**18.8  Some Changes in the BTech (ECE) program**
The Senate accepted the changes mentioned in the revised curriculum.

**18.9  MTech program in ECE**
The Senate approved the proposal.

**18.10 MTech (ECE) specialization in VLSI+Embedded Systems and Communications Engineering**

The Senate approved the proposal. It was suggested that the course "image processing" does not seem to fit well in this specialization and it may be converted to something like "multimedia processing" to reflect that the course will focus on systems and circuits for processing such signals and data.

**18.11 PhD program in ECE**

The Senate approved the proposal.

**18.12 Status of PhD/MTech (CSE) admissions**

The senate noted the same and appreciated the efforts.

**18.13 Recommendation/Report by UGC:**

- Pre-registration should become part of the academic registration for non-first semester students – The senate agreed to this and suggested that as in IITs, some penalty (say Rs.1000/-) may be imposed if the student does not register his/her preference within the stipulated period.

- with regard to Nikita Dagar, 3rd year student, who has to clear TOC which is not offered in the academic year 2011/2012, UGC suggests that Nikita Dagar may also choose Information Retrieval to replace the failed TOC course: - Senate approved this.

- The final format for BTP reports suggested was accepted with the minor change to delete the word 'original' in the student's declaration.

- The guidelines for exam evaluation were accepted (Annexure-1). UGC may introduce a preamble to the document.

- The procedure for awarding medals to graduating students was approved. The committee structure for Best BTP and MTP thesis were modified to include the representatives from the research groups/MTech domains at IIIT Delhi. (Annexure-2)

**18.14 Recommendation/Report by PGC:**

- As per Annexure-3

**18.15 Any other item**

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# Recommendation/Report by UGC

### Suggested Guidelines for Exam Evaluations  (23.04.2012)

The evaluation of an exam is part of the instructor's responsibilities and as such he/she may decide what he/she considers as adequate. However, the following guidelines are strongly recommended to ensure that the TAs' own studies do not suffer due to TA work  and to make TAs less subject to pressure from other students.

- It is not desirable that UG TA's  take out mid-sem or end-sem exam papers outside the academic area without supervision.
- If UG TAs are used for grading midsem and final exams  then it is desirable to take into account their exams and demos.
- In general, it is not desirable to allow TA's to take out any exam papers including quizzes etc. Instructors carry full responsibility in case that some issue occurs in this respect.
- For large exams, the round table paper checking procedure has proven the most efficient: all correctors –instructors, PG and UG TAs, sit at the table and check the paper in "pipe line mode". Everybody present specializes in checking one particular answer. Upcoming doubts can be cleared straight away, and the entire process of paper checking can be finished in one go.
- Model solutions with step marking ensures uniformity in checking and reduces the instructor time in clarifying doubts.

# Awards proposed at IIIT-Delhi

(April 2012)

To encourage students, IIIT-Delhi will present different award to the students enrolled in different programs.

### Chancellor's Gold Medal:

This will be given to only one student of passing batch every year.

### Eligibility:
The student with the best academic record and highest CGPA of all the graduating students in the entire B.Tech. Program.

### Evaluation Process:
- The director will constitute a committee by 15th March of each year.
- The committee will select the one student with highest CGPA across all the programs of passing batch. In case of a tie, student with maximum number of A+ will be selected. The committee with notify the director of its decision by 15th May of the year.
- The selected student will be notified by 30th May of the year.

### Medal for all round performance:

This will be given to up to one student in each program for the overall performance in curricular and extracurricular activities.

### Eligibility:
Students having CGPA of 8.0 or above are eligible. The institute reserves the right to refuse the award to a student who has been found involved in any case of academic dishonesty .

**Evaluation:**

A student will be evaluated on parameters of academic performance, research and development activities, extracurricular activities, values, integrity, citizenship, initiatives, and community services etc.


**Evaluation Process:**

- UGC will form a committee within one week after grade moderation. Initial structure of the committee may comprise of 3 internal faculty, 2 students (non-graduating batch) and 1 external faculty. The director can change the structure of the committee. The chair of the committee will be nominated by the director.
- A student can nominate anyone including him/herself.
- The committee chair may also send requests to other faculty members of the institute for seeking nominations.
- The nominations will be accepted by 15th April of each year. Part of the nomination is a short write-up justifying it.
- A nomination form with the details about the activities and claims about the candidate's achievements has to be signed by the candidate and the nominator. For every candidate there be one form, only.
- The nomination forms without the nominator's name will be made public, before the final selection process. The committee may also request student nominees to verify the claims of nominated students.
- A student poll, of the graduating batch, will be conducted to take student's input. The student poll results will be made available to the committee. The chair of the committee reserves the right to use the result of the student poll as deemed appropriate.
- The committee will interact with the candidates for about 10 minutes. As part of this interaction questions may be asked to verify the claims, see presentation skills etc.
- The committee will evaluate all the nominations by 15th May of each year and submit its recommendation to the director.


**Outstanding BTP Award:**

This will be given to zero, one, or more (usually not more than two or three) BTPs in each discipline. The BTP award will be given in three categories:

a) Engineering Project
b) Research project
c) Entrepreneurial project


**Eligibility:**

Any student who has done a BTP with at least an A grade is eligible. The project must be nominated for best BTP project during the semester-end evaluations by the respective evaluation committee.

**Evaluation Process:**
- UGC will form a committee after the BTP evaluations of each year. The committee will have a faculty members from each research group at IIIT Delhi.
- The chair may also seek inputs from the faculty and students about nominated BTPs.
- The committee will evaluate all the nominations by 15$^{th}$ May of each year and submit its recommendation to the director.

**Best M.Tech. Thesis Award:**

This will be given to zero, one, or more (usually not more than two or three) M.Tech. thesis in each discipline.

**Eligibility:**
Any student who has done a M.Tech. thesis is eligible. The thesis must be nominated for best M.Tech. thesis during the thesis evaluation by the respective evaluation committee.

**Evaluation Process:**
- PGC will form a committee before 14. June of each year. Committee will consist of PGC chair and MTech coordinators.
- The committee chair may also send requests to other faculty members of the institute for seeking nominations.
- The nominations will be accepted until 30. June of each year.
- The committee will evaluate all the nominations no later than one week before the date of convocation and submit its recommendation to the director.

**Industry Sponsored Award:**

Industries, e.g. TCS, Microsoft, can sponsor awards specific to their criteria.

# Recommendation/Report by PGC

### Report of the PGC for 18<sup>th</sup> Senate: Synopsis of decisions

*Routine PGC Decisions***:**
1. **Offers for Rolling PhD admission**: Sonal Aggarwal
2. **Discontinuation of PhD student**: Anuda Aggarwal
3. **Approval of semester leave (with conditions):** Amit Kumar (condition: finalize a supervisor located at IIIT-Delhi before August 1, 2012)

*Other agenda items discussed and approved by PGC***:**
1. **GATE scholarship (Feb 1$^{st}$):** It was decided to give GATE scholarship to eligible students. The TAs will also get the same amount of Rs.8000/- per month. Students who have GATE scholarship and are on semester leave, their amount for the leave period will be put on hold and will be released once they register for the next semester.
2. **Graduation and TA awards (Feb 10$^{th}$)**: It was recommended that TAs should be nominated by the instructors as well as analysis of comments by UGC/PGC chair *(see TA Commendation Report for details)*. Further, it was decided that only awards for MTech Thesis should be considered (and not for MTech Scholarly Paper). *Update: Faculty Meeting of Feb 29$^{th}$:* Set deadline for nomination of MTech Thesis as June 30$^{th}$.
3. **Overseas Research Fellowships (Feb 23$^{rd}$):** See Appendix A
4. **MTech students limited to a total of 4 credits of Independent Study/Project as part of their degree coursework (April 4$^{th}$).** This clause will need to be 'grandfathered' and hence applicable only to the MTech batches of 2012 onwards.
5. **Acceptance of cover format of BTP Report approved by UGC for MTech Thesis (April 17$^{th}$)**
6. **Allowing a PhD student to earn MTech on the way(April 17$^{th}$):**
   A PhD student may be granted an MTech, provided he/she applies for it and fulfils requirements for the same. While the course credits earned during PhD can count towards MTech also, work done for MTech thesis/scholarly paper may not be considered as part of the PhD thesis. No part of methodology and results of the MTech thesis can be used towards the PhD thesis. A PhD student can apply for doing an MTech (while remaining a PhD student) only after passing the comprehensive exam and after completing at least 5 semesters in the PhD program. Further, the supervisor of the student should provide a letter to the PGC chair supporting the application. (An instructor might object to the application as he/she might get too much delayed or distracted from the PhD work by doing the thesis or

scholarly paper). If such a student leaves without completing the PhD, he/she may be asked to refund the difference in stipends and tuition fees between PhD and MTech.

## The Overseas Research Fellowships (ORF):

The Overseas Research Fellowships (ORF) are designed to provide all PhD students at IIIT-D with exposure to the International research environment. The goal is to facilitate a visit by the student to do research under the supervision a reputed scholar abroad (with whom their supervisors have collaborative links) and further their understanding of their field. It is also expected that such exposure will help the student in their future academic careers by establishing a foothold in the International research arena. Initiation of joint research with the overseas collaborator and supervisor that leads to publications and/or patents during the period of the fellowship is encouraged. Further, as far as possible, each PhD student is expected to be supported by at least one ORF during their tenure at IIIT-D. Preference will therefore be given to students with an advanced dissertation idea who have not had an earlier opportunity for International exposure.

Procedures for Application for an ORF
All current PhD students in good academic standing can apply for an ORF (3- to 6-month) based on the following procedure:
1. Faculty member nominates PhD student
2. Nominations must be accompanied by:
   a. Application Form (which must include details of previous IIIT-D ORFs and research related overseas trips)
   b. 2-page CV
   c. 2-page research proposal
   d. Cover letter/email by faculty member
   e. Letter of support from foreign mentor on institutional letterhead detailing nature of cash and in-kind support (lab space, direct supervision etc.), and also mentioning why the student would be a perfect fit for their lab/research group/institution.

Preference will be given to candidates to visit an external collaborator with strong cash or in-kind support, and actively engaged in dissertation research. Applications will be initially accepted on a rolling basis. Less preference will be given to previous ORF Fellows, or those who have available external funds to support their visit to International collaborators. All ORF fellows must return to the Institute after the completion of their fellowship, for a period equal to the duration of the fellowship. Evaluation of ORF applications will be done by a subcommittee of the PGC.

Automatic Eligibility of PhD students holding external (e.g., TCS, Google) Fellowships:
All External Fellows who are funded for three or more years of their PhD automatically get one ORF on recommendation of the supervisor and acceptance by PGC (if these expenses cannot be covered from any other external).