

Minutes of the 18th meeting of the Academic Affairs Committee (AAC) held on 13th April 2022 in the Board Room, 7th Floor, R&D Block in Hybrid mode.

Following members/special invitees were present:

Prof. Anuradha Sharma – AAC Chair
Prof. Pushendra Singh – DoAA
Prof. M S Hashmi - Chair-PG Affairs
Dr. Sumit Darak - Chair-UG Affairs
Dr. Debajyoti Bera
Dr. Rahul Purandare
Dr. Kiriti Kanjilal
Dr. Grace Eden
Dr. Ganesh Bagler
Dr. K. Sriram
Mr. K P Singh –Academic In-Charge
Mr. Ashutosh Brahma - Deputy Manager (Academics)
Ms. Anshu Dureja- Deputy Manager (Academics)
Ms. Nisha Narwal - Assistant Manager (Academics)

At the outset, Prof. Anuradha Sharma (AAC Chair) welcomed all members/special invitees to the AAC meeting. Thereafter, the agenda items were taken up for discussion and the following decisions/recommendations were made:

Item 1. The [minutes of the 17th AAC meeting](#) held on 26th January, 2022 through Google meet were confirmed.

Item 2. Reporting Items

Following course descriptions are approved:

1. [SOC513: Enhancement Technologies and the Body](#): Beyond the Human Form – Dr. Paro Mishra
2. [ECExxx: Linear Optimal Control](#) – Dr. Prasad
3. [Contract Theory](#): This is a new course, and has been circulated among faculty.
4. [Gender and Media](#). This is currently a 3XX course that needs to be cross-listed as 3XX/5XX. Two Excel Sheets detail the differences in readings and evaluation.
5. [Learning and Memory](#) (Minor Changes)
 - i. The pre-requisite has been made 'Desirable' and one pre-requisite has been waived.
 - ii. The assessment plan has been slightly changed.

Action: Academic Section (TechTree)

Item 3. To review the guidelines for the Doctoral Dissertation Award

The AAC Chair apprised the members of the background. It was noted that while recommending various awards and medals for the 10th convocation, the Senate, in its 52nd meeting held on 4.10.2021, had advised the AAC to have a relook at the guidelines for the Doctoral Dissertation Award. *Accordingly, the AAC in the 17th meeting held on 26th January, 2022 and 18th meeting held on 13th April, 2022 reviewed the guidelines for the Doctoral Dissertation Award. After detailed deliberations, the AAC recommended the following criteria for selecting the students for the award in the forthcoming convocation:*

- a. All the external examiners should have rated the thesis in category 'A' in the initial review.
- b. The form seeking recommendations from external examiners should clearly mention our expectations from the thesis.
- c. The Academic Section will approach the concerned external examiners after the thesis defense (Viva-voce) with a request whether he/she would recommend the thesis for the Doctoral Dissertation Award. The examiner with a positive recommendation will also be requested to briefly highlight the strengths of the thesis and a justification for recommending the thesis.
- d. If more than 10% of the students become eligible for the award, then the criteria may be reviewed after the next convocation.

The AAC also approved a form ([Appendix-1](#)) and the covering letter ([Appendix-2](#)) for seeking information from the external examiners. The AAC Chair also proposed to collect more details from the external examiners about the quality of research being carried out at the Institute, and shared a questionnaire prepared for this purpose. The AAC thoroughly discussed the questionnaire and suggested a few changes in it. The AAC also agreed to include it in the PhD thesis evaluation form. The AAC Chair will share the revised PhD evaluation form with the members later for comments.

Action: To Senate

Item 4. *During the discussion of Item no. 4 in the 15th AAC meeting, Dr. Kiriti suggested allowing IIIT-Delhi students to attend classes at the Institutes/Universities without any MoU.*

Dr. Kiriti Kanjilal apprised the members of the background. After detailed deliberations, it was suggested that we should clarify in the regulations that the CGPA of the course taken at other universities with whom we have no MoU will not contribute towards the CGPA at IIITD. For the exchange program, we will refer to the MOU to know if the grades should be counted in CGPA or not. If any student does any course at some other University where there is no MOU, then by default, the grades will not be counted towards the CGPA. These will only contribute to the total credits for graduation at IIITD.

Action: To Senate

Item 5. 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).

Dr. Debajyoti Bera presented this item and informed that generally Ph.D. & M.Tech. Theses which students submit in the Library should be considered public, but sometimes student/advisor submit a request that their thesis should not be made public due to various reasons like patent, sensitive research, etc. Right now, students just send an email to Mr. Rajendra Singh in the Library that their thesis work should not be made public, but it is felt that there should be some policy or guidelines to implement the embargo policy.

The AAC members discussed and suggested that after the viva-voce examination, the Ph.D./M.Tech. Thesis, by default, should be made public, but in case a student wants to put an embargo, then the concerned students should submit an application to DoAA through a form signed by the advisor with justification. If the request is accepted, the embargo will be put for 2 years. After 2 years, the thesis will automatically be made public. Till then only Title and Abstract will be published.

However, if a student still wants to put an embargo for another 2 years, then he/she should submit a request for extension. On receiving such a request, the DoAA will form a committee to look into the justification to see if embargo for another 2 years should be approved or not. The format for seeking approval from DoAA will be prepared by Mr. Rajendra Singh, Manager (Library and Information Services).

Action: (i) Library (ii) To Senate

**Item 6. (i) To frame a policy for a course name change.
(ii) To discuss a process for the approval of a new course.**

The AAC at its 15th meeting held on 30.09.2021 had agreed to have a policy on the name change of courses and had desired deliberations in the upcoming meetings.

i) The AAC at its 18th meeting discussed this item and suggested that If a course instructor thinks that the course content of a particular course no longer reflects the "Course Name" then a new course should be proposed. It was felt that the Course name change should signify something major. Minor changes in the course description (20%) do not require approval.

The AAC also suggested that the courses which have not been offered in the past five years should be retired through a process. The Academic Section will share the list of all courses offered / not offered with departments and then the department should recommend which courses should be retired. Also, the AAC observed that there are a lot of existing courses where there are overlaps The AAC therefore, suggested that departments should also go through all the courses and mention the percentage and contents of overlap for further consideration of the AAC.

ii) At present, the following is the process for approval of a new course;
(a) First the course structure is prepared by faculty and submitted to the respective department.
(b) The same is shared with the departmental faculty members for suggestions.

- (c) After incorporating the suggestions from department faculty, the course is then shared with all faculty members of IIITD.
- (d) Suggestions received are suitably incorporated by the concerned faculty member and then it is put up to AAC for approval.

The AAC therefore, suggested taking this item to the Senate for approving the same process, which is being followed for approval of a new course.

Action: (i) Department (ii) To Senate

Item 7. To discuss Academic Warning rules. In B.Tech Regulations, multiple rules are mentioned for Academic Warning. It is proposed to merge the point numbers 7.2 & 7.3, which are as stated below:

7.2 Academic Warning/Probation

A student shall be placed under academic warning/probation on the grounds of inadequate academic performance for one (subsequent) semester.

(1) If he/she fails in any course in a semester

(2) If he/she gets an SGPA of 4.5 or less in a semester, or has a CGPA of 4.5 or less at the end of the semester.

The following will apply to a student who is placed on a warning (academic as well as warning due to disciplinary reasons):

(1) The student will not be allowed to hold any elected or nominated post for any institute body including the hostel management, students' activities, and student council.

(2) The student will not be allowed to participate in any event outside the Institute as a member of the Institute team.

(3) No academic overload shall be permitted to such students.

(4) The students may be required by the DOAA to take an underload.

(5) The student will be required to sign an undertaking to agree and follow all stipulated conditions of the warning. All such undertakings shall be countersigned by the parent/guardian of the student.

7.3 Rules for promotion to next semester for 2nd, 3rd and 4th-year students.

If a student gets an academic warning because of a low SGPA (of <4.0) in two consecutive semesters and/or gets two or more F grades each in two consecutive semesters, his/her program will be terminated.

The AAC deliberated on the matter and recommended the following:

- i)** Students with a fail grade in a course, in a semester, should not get the Academic Warning. Only “ *if he/she gets an SGPA of 4.5 or less in a semester, or has a CGPA of 4.5 or less at the end of the semester*”, he/she will be placed under Academic Warning on the grounds of inadequate academic performance for one (subsequent) semester. This academic warning will not lead to the termination of a student.
- ii)** For **7.3 Rules for promotion to next semester for 2nd, 3rd and 4th-year students** – there will be no change in the regulations

The AAC Chair suggested preparing the updated Warning letter, and she will review it.

	<p>Action: To Senate</p>
<p>Item 8.</p>	<p>Does X grade in an online course count towards backlog?</p> <p>The AAC discussed and recommended that “X” grade in any online course will be counted as a backlog course.</p> <p>Action: To Regulation</p>
<p>Item 9.</p>	<p>To consider the revision of the travel budget: The conference travel budget must be enhanced (to say Rs. 2L) considering that flights have become very expensive nowadays.</p> <p>The PGC Chair presented this point and informed that this rule was made in 2013, 9 years back and now since flight charges have also increased, there is a need to enhance the travel budget for Ph.D. students. The AAC discussed this matter and suggested to FC that</p> <ul style="list-style-type: none"> ● The Travel budget should be enhanced to \$3000 per conference for students. ● \$1000 extra if it is an A* conference as an incentive to encourage for publishing in A* conference. <p>The DoAA was requested to have a general discussion in the FM regarding the renaming of the travel budget.</p> <p>Action: To FC, DOAA to discuss it in the Faculty Meeting.</p>
<p>Item 10.</p>	<p>Guidelines for sponsored PhD students: Tuition fees should include the dates for fees payment, date for fee refunds, etc.</p> <p>The AAC discussed the matter and suggested that the fee will be refunded on a proportionate basis semester-wise, if a student withdraws before 1st semester add/drop, his/her whole semester fee along with the security deposit will be refunded. If the withdrawal is after add/drop of 1st semester only half of the fees, i.e. fee part for Semester 2, will be refunded along with the security deposit. So, effectively the fee will be divided into two parts and will be counted semester-wise. If a student withdraws after the add/drop date of that semester, then the whole fee for that semester will be forfeited.</p> <p>Action: To Senate</p>
<p>Item 11.</p>	<p>To discuss whether to allow the changes in course outcomes suggested by faculty members before taking the end semester feedback and whether the process is indeed required in the long run.</p> <p>The AAC discussed and suggested that course outcomes should not be edited after the add/drop or before the end semester feedback. The academic section will make it a calendar activity and the DoAA will send an email to all faculty members before the start of every semester that all course descriptions are available on techtree and if any faculty member wants to change the Course</p>

outcomes, then they should email it to Academic section before the add/drop date. No changes will be accepted after the add / drop date of the semester.

Action: Academic Department

Item 12 Discussion on introducing a scholarship for final year students based on the all-around contribution of the candidate in the first three years at IIIT Delhi.

The AAC noted and expressed concern on the sad and untimely demise of one of our students, Kartikeya Gupta, Roll No 2019427, due to cancer last year. It was also noted that his parents want to institute a scholarship (around 1 lac per year) in his memory.

During the course of discussions, the Chair UGC presented this item and informed that Kartikeya Gupta was academically good and he loved the culture and freedom at IIITD. So his parents want to give back to IIITD in the name of Kartikeya Gupta to academically good students.

Chair UGC also informed that based on the discussions with his parents, a draft proposal named “Kartikeya Gupta Memorial Scholarship” has been prepared and the award will be given during the Foundation Day of IIITD.

The AAC discussed the proposed document “[*Kartikeya Gupta Memorial Scholarship*](#)”, and suggested that this proposal should first be discussed with parents and find out if the parents agree to the proposal. We should also check with the parents as to how many years they want to support this scholarship. The Chair UGC was requested to discuss the matter with the parents in light of the suggestions made at the meeting and come back to AAC again for further deliberations.

Action: Academic Section

Item 13 “Design Track” for BTP thesis projects

Currently, there are three BTP Tracks (Engineering, Entrepreneurship and Research). However, several design thinking led projects are being pursued at the HCD department which does not squarely fit in either of these tracks. Also, the expectations of BTP supervisors and evaluators are different. CSD projects follow the 5 step design thinking process of empathize->define->ideate->prototype->test->iterate.

Department faculty and students are interested in pursuing design thinking led projects and they feel that there should be a provision for the same.

The AAC discussed the matter and suggested some changes to the report format. The AAC agreed, in principle, on the Design track for the BTP project. However, before recommending the case to the Senate for approval, the AAC requested Dr. Grace Eden to submit the updated format in light of the suggestions made during the meeting.

Action: HCD Department Coordinator

Item 14 Three-hour class periods for some CSD courses

When taught in the offline mode. The request is grounded in our experience with 3-core courses we have already offered more than 3 times each and a new course that we will offer for the first time in the Monsoon Semester as an elective. Instructors for these courses, my colleagues Dr. Indrani De Parker, Dr Richa Gupta, and Dr. Aman Parnami can weigh in on the matter if needed.

The rationale for this includes

1. *Studio-based design courses*
2. *Studio-based courses the students and faculty facilitators are co-constructing knowledge*
3. *Design education philosophy*
4. *Design is iterative*

Dr. Grace informed about the background that for Design courses, course instructors require 3 hours of the continuous slot instead of 1.5 hr. AAC members discussed the matter in detail that if it is a pedagogical requirement, then only it can be considered and not otherwise.

AAC agreed to the proposal in-principle and has asked Dr. Grace to list the courses from the Design Department where 3 hours of teaching is required and will be more beneficial. Then it will be approved on a case to case basis.

Also, some of the AAC members pointed out that there can be issues in adjusting 3 hours of lectures in the timetable, because there can be overlap with other courses to which it was suggested that the 3-hour slot can be adjusted between 4-7 pm slot.

Action: HCD Department Coordinator

Item 15 The members of the proposed "Center for Quantum Technologies" want to start a "Minor in Quantum Technologies" from the next academic year.

Here are the proposed regulations for the minor:

<https://docs.google.com/document/d/1G-y1tObbZIQx7l1N-zmRDkXrOIX8775rwuH7MPFw-y8/edit?usp=sharing>

Dr. Debajyoti Bera presented this item and informed that they want to propose a “Minor in Quantum Technologies” from the next Academic Year. The proposal is in line with other minor programs offered to B.Tech. students. The main points from the proposal are:

- Students will be required to do 20 credits to earn a B.Tech. degree with “Minor in Quantum Technologies”.
- 20 credits will comprise of 3 Core Courses of 4 credits each, 4 credits from the elective bucket and 4 credits as project-based course – IP/IS etc.

AAC members briefly discussed the proposal and agreed in principle. During the course of discussions, the AAC suggested some changes to the proposed document. Also, the AAC has suggested that this Minor in Quantum Technologies should be owned by some department. After detailed deliberations, Dr. Debajyoti welcomed the feedback/suggestions and agreed to submit the revised proposal soon for further consideration by the AAC.

Action: Dr. Deb

While concluding the discussions, the AAC members unanimously suggested that in the next AAC meeting which will be the last meeting of this current Academic Year 2021-22, the meeting may be followed by Lunch or Dinner. The participants at the Lunch/Dinner will be members/special invitees of the AAC and the staff of the Academic Team.

The meeting ended with a vote of thanks to and by the Chairperson.
