

Minutes of the 19th meeting of the Academic Affairs Committee (AAC) held on 13th July 2022 in the Senate Room, 7th Floor, R&D Block in Hybrid mode.

Following members/special invitees were present:

Prof. Anuradha Sharma – AAC Chair and Chair-PG Affairs

Prof. Pushpendra Singh – DoAA

Dr. Sumit Darak - Chair-UG Affairs

Dr. Sujay Deb

Dr. Debajyoti Bera

Dr. Sriram K

Dr. Debika Banerjee

Dr. Rakesh Chaturvedi

Dr. Vivek Bohara (for Item No.11 only)

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 18th AAC meeting](#) held on 13th April, 2022 through Google meet were confirmed.

It was clarified that Embargo does not apply to BTP project (it was also informed to the AAC that this point was already discussed in 37th UGC Meeting where it was clarified that BTP reports need not to be made public by default and they will only be made public on request of the respective advisor). The embargo applies only to M.Tech. and Ph.D. thesis. AAC advised the academic section to inform this suitably to Library & Information Centre about the BTP reports.

Item 2. Reporting Items:

Following items were discussed over email and approved.

1. Currently, IIITD and Great Learning have a joint PG Diploma offering in CS & AI, and we have two batches running. Both batches have about 85 students each. The third batch is expected to start in the last week of August 2022. The plan is to have four batches every year in steady state. Currently, to get enrolled, the candidate must satisfy eligibility criteria and an eligible candidate must qualify a screening test. The screening

test consists of MCQs covering quant (permutations and combinations, ratios, profit and loss) and programming loops and outputs expected. Great Learning has been trying to increase the batch sizes to 150 students. This is inline with our agreement with them. They connected with Dr. Sanjit (Program coordinator) a little while ago and mentioned that they see a lot of interest in getting enrolled in the program by eligible candidates. However, the fraction that actually takes the screening test is smaller. While they look at ways of better advertising the value of the IIITD brand outside Delhi/NCR and also advertising why a PG Diploma is more valuable than a certification (which is now offered by good universities in India and there are options like Coursera), they wanted to try changing the screening test by a screening call with the interested eligible candidates. After discussions with them, and some feedback from Prof. Pushpendra and Prof. Ranjan, the proposal to the AAC is to consider relaxing the screening test requirement, and replace it with a screening call, for those eligible candidates that have a BTech/BE/MTech/ME in any discipline. The relaxation, post approvals, will apply to batches 3, 4, 5, and 6. That is 4 batches. It will be revisited, and changed if necessary, post 4 batches.

[This proposal](#) was discussed over email and has been approved by AAC after a thorough deliberation.

Action: To Senate

2. The Department of ECE is planning to launch the B.Tech. program in Electronics Engineering - VLSI Design and Technology (EE-VDT) in the academic year 2022-23 and is seeking an in-principle approval from AAC before putting it in the forthcoming Board meeting for in-principle approval.

Chair AAC informed that, due to time constraint and on the request of faculty in-charge, the AAC had discussed this proposal briefly over email and provided an in-principle approval for supporting the B.Tech in EE (VDT) program in order to get in-principle approval from BoG. It was noted that the proposal is currently being discussed in the Workshops, organised by the Department and a final proposal will be submitted to AAC for detailed deliberations and appropriate recommendation to the Senate/ Board of Governors.

Action: HoD ECE/Academic Section

3. New course approval, [CSE513 - Parallel Runtimes for Modern Processors \(PRMP\)](#) - 4 credit " from Dr. Vivek Kumar.

AAC discussed and approved the new Course as the same was earlier shared with AAC over email and no comments were received.

Action: Academic Section (TechTree)

4. Elective course approval [DES523: 3D Animation Filmmaking \(3DAF\)](#) to be offered by Dr. Anoop Ratn

AAC discussed and approved the Elective course as the same was earlier shared with AAC over email and no comments were received.

Action: Academic Section (TechTree)

Item 3. To deliberate on Course Outcomes of Self Growth & Community Work.

The DoAA apprised the members of the background. It was noted that our UG students do SG (Self-growth) and CW (Community Work) for two credits each. These are mandatory requirements for graduation, however, they were primarily treated as projects, so no outcomes were defined for them formally. Informally, SG is about learning a non-technical or non-academic related skill, e.g. Learning a foreign language/guitar/swimming/... while CW is about engaging with the community, e.g., developing software for an NGO or teaching for an NGO, etc.

While working for NBA accreditation in the recent past, it was realized that some of the Program Objectives of NBA are only satisfied by SG/CW, however, for that we need COs defined for SG and CW and approved at the Institute level. After detailed deliberations, the AAC desired the Academic Section to prepare a draft COs for SG and CW in consultation with the Department of SSH and put up the same for further deliberation of the AAC in the next meeting.

Action: Academic Section/HoD SSH

Item 4. Some Ph.D. students are reported to be absent from the institute without taking any leave. There are many instances when either they do not turn up for invigilation duties assigned to them or they ask the academic section to find their replacement. It creates a lot of inconvenience to the academic section while conducting the mid-sem and end-sem exams. On the other hand, some faculty members unofficially request their PhD TAs to do invigilation in the exams. This duty is in addition to the other invigilation duties assigned to them by the Academic section. Many PhD TAs complain about this additional load.

Chair AAC apprised the members of the background as well as the points mentioned in the agenda note. She also clarified the points raised by the members during the meeting. After detailed deliberations, the AAC observed/decided as under:

- i. The Academic Section will inform the students about the process of taking leave. Leave will not be allowed during the examination period except the medical cases or outstation conference travel where the student has to present his/her work (not just for attending). AAC further deliberated on putting penalty for unauthorised absence during exams and will develop guidelines towards it.
- ii. Ph.D. students going out of station must take prior permission of the Chair PG Affairs suitably forwarded by the respective Advisor before leaving the station.
- iii. It was emphasized that all leaves should be approved by Chair PG Affairs.
- iv. The Ph.D. leave portal should be completed soon and the progress to be reported to DoAA before the next meeting of the AAC.
- v. For invigilation allocation, Ph.D. TA(s) allotted to a course will be given first preference as invigilators. In addition, if there is an additional requirement of invigilator, then they may be assigned to another course by the Academic Department as per the minimum number of invigilation duties to be done by all Ph.D. students. The faculty would be sensitized to only allow approved invigilators in the exam or inform academic section in advance if there is a change.
- vi. If any complaint regarding absence from the assigned TA work comes to notice, it should be reported immediately.

AAC further desired that all the points related to TAs may be given to DoAA for further discussions in the FM so as to devise some code of conduct to enforce discipline.

Action: Academic Section

- Item 5. (i) Clarification regarding status of Supervisor (Primary/Co-supervisor) of a Ph.D. student when Supervisor (Regular faculty) leaves IIITD and becomes adjunct faculty.**
- a. before comprehensive**
 - b. After comprehensive**

Chair AAC apprised the members of the background. After detailed deliberations, the AAC clarified as under:

- i. The AAC clarified that IIITD does not use the terminology of primary advisor and co-advisor and instead calls them joint advisors. The same should be used throughout.
- ii. For students who have already completed their comprehensive:
 - a. The faculty member may continue as sole PhD advisor. In such cases, a caretaker advisor will be appointed for administrative matters only. The caretaker advisor will not be mentioned as advisor in the thesis.
 - b. If there happens to be a case of major revision in the thesis, the advisor will be asked to help the student in carrying out the major revision. If s/he is unable to provide help for some reason, the caretaker advisor appointed in this case will be requested to provide the help for carrying out the revision.

- c. If the caretaker advisor provides substantial help in carrying out the major revision, s/he can be appointed as joint-Supervisor.
- d. Further, during the annual review, the monitoring committee will judge the progress of the student and if it is deemed insufficient then the monitoring committee may recommend having a joint-advisor from IIITD. The decision of joint-advisor will solely be of the student and existing advisor.
- iii. For students who have not completed their comprehensive:
 - a. A joint-advisor from IIIT-Delhi will have to be appointed and the PhD student will be asked to find one and inform the academic section at the earliest. The student will be treated as not having an advisor and same rules will apply, i.e., in case the student does not find an advisor from the institute in 6 months, s/he may be asked to leave the PhD program.

(ii) Clarification regarding status of Supervisor when Supervisor (Regular faculty) goes on long leave.

AAC clarified that when the Supervisor (Regular faculty) goes on long leave a Caretaker Supervisor will be appointed during the long leave on the recommendation of the existing supervisor(s) / DOAA.

AAC also looked at the form for long leave and suggested that the word 'Co-supervisor' should be changed to 'Caretaker Supervisor'.

Action: (i) Department (ii) To Senate

Item 6. To consider a request by a Ph.D. student (joined in 2017) in the Department of SSH for considering two 300-level courses towards his Ph.D. coursework requirement.

Dr. Rakesh Chaturvedi, AAC member from the SSH Department, presented this item and apprised the members of the background. After detailed deliberation the AAC agreed to the request of the student for counting his already done two 300-level courses towards his Ph.D. coursework requirement. However, he has to do a Research Methods course which is compulsory for him. It was noted that the RM course was approved by the Senate in its 35th meeting held on 1.04.2017 and the student joined the Institute after this date, and hence it will be applicable to him.

Student got 16 credits transferred which was already approved and AAC also approved his two 300-level courses towards his Ph.D. coursework requirement.

Action: To Senate

Item 7. To discuss revised PhD eligibility criteria for [Computational Biology](#) Action: To Regulation

Dr. Sriram K, AAC member from the Department of Computational Biology presented the proposal and answered the queries made by the members. After detailed deliberations the AAC agreed to the proposal and recommended for approval of the Senate the following revised eligibility criteria for admission to Ph.D. in Computational Biology:

Essential (Minimum) Qualifications:

- Candidates **must have** a BTech / BE / B.Pharma / M.Pharma / MTech / MS / ME / MCA / MSc / M.B.B.S. **or equivalent**, to be eligible to apply.
- Candidates must have a CGPA of at least 6.5 on a scale of 10 (or equivalent) or 60% (applicable for all degrees).

AAC further clarified that the other desirable eligibility criteria may be decided by the Department each year which may not be part of the PG regulation.

Action: (i) HoD CB and (ii) To Senate

Item 8. To formalize the [process](#) of Research Assistantship for B.Tech. & M.Tech. students.

Consideration of this item was deferred to the next meeting.

Action: Academic Section

Item 9. To revise the semester start timelines of Winter 2023 & Monsoon 2023 semester.

The Placement Team proposed this agenda as there are clashes with companies who are visiting the campus for internship and placement purposes with existing semester timelines.

AAC members discussed this matter with the Placement team to understand the reason for completing the Winter 2023 semester by 15th May 2023 so that they can go for internship and join the Institute for regular placement sessions which starts generally from July.

After deliberation, AAC members suggested to revise the Academic Calendar of Winter 2023 Semester and commence the classes from 16th Jan 2023 instead of 23rd January and then confirm the final dates to the Senate and Placement Team.

Action: Academics Department

Item 10. Points related to formative assessments of the course

	<p>Consideration of this item was deferred to the next meeting.</p> <p>Action: Academic Department</p>
Item 11.	<p>To enhance the ORF amount.</p> <p>Dr. Vivek Bohara, Head of the ECE Department, presented this item and apprised members of the background for suggesting the enhancement of ORF. It was noted that in the recent past the airfare and other related expenses have increased considerably and hence it is necessary to enhance the ORF amount suitably. After detailed deliberations the AAC recommended enhancement of the ORF amount from US\$6000 to USD\$12000 (For 6 months) to FC. It was also decided to modify the existing ORF form to include an undertaking from the students that they are not receiving any fellowship from the University they propose to visit. If the student is getting a fellowship abroad then it is their sole responsibility to follow the rules and restrictions of the funding agencies of India and abroad. This will also be certified by the supervisor and the supervisor will be sensitized on this matter appropriately.</p>
Item 12	<p>To review IIITD Course Description format.</p> <p><i>The current course description document has information that keeps on changing and not being a part of the approval.</i></p> <p>Consideration of this item was deferred to the next meeting.</p> <p>Action: Academic Section</p>
Item 13	<p>To reconsider guidelines for various Awards.</p> <p>Consideration of this item was deferred to the next meeting.</p> <p>Action: Academic Section</p>
Item 14	<p>To reconsider guidelines for “All Round Performance Medal Award”</p> <p>Consideration of this item was deferred to the next meeting.</p>
	<p>The meeting ended with a vote of thanks to and by the Chairperson.</p>
