Agenda for 20th meeting of the Academic Affairs Committee (AAC) to be held on 25th July 2022 from 3.00-5.00 PM

Item 1.	To confirm the [minutes of the 19th AAC meeting](#) held on 13th July 2022.
Item 2.	To discuss the proposal of the B.Tech program in Electronics Engineering - VLSI Design and Technology (EE-VDT) by the Department of ECE.
Item 3.	There are students who are taking audit courses and failing in such courses, especially TAship-related courses. The AAC is requested to deliberate on this.
Item 4.	To formalize the [process](#) of Research Assistantship for B.Tech. & M.Tech. students.

Item 5.	Points related to formative assessments of the course
	● Making Mid Sem & End Sem Exams mandatory
	● Mandatory %age for proctored exams (Mid-sem and End-sem)
	● Mechanisms to ensure that
	    ○ To show the sum total of marks before the end-sem exam
	    ○ Instructors show the exam copies to students before moderation meeting
	    ○ Grades are submitted by the moderation meeting.
	%age of A+ grades and criteria

Item 6.	**To review IIITD Course Description format.** *The current course description document has information that keeps on changing and not being a part of the approval.* *Also, it is proposed that the current taxonomy be updated with the revised "Bloom's taxonomy" (Given below) from "Computing Curricula 2020" which has more actions/verbs which will allow more flexibility to design the Cos. Annexure II* ○

Item 7.	**To reconsider guidelines for various Awards.**
	
	a. **Teaching Excellence Awards**
	   The following changes are proposed to AAC for making the process more rigorous. The interested faculty needs to submit an application towards his/her participation for the above awards through a Google form.
	   · The form will capture details like course feedback score, course rigor, type of assignments and quizzes, course completion, teaching methodology, type of exam, etc.
	   · Student feedback will be taken as per present practice.
	   · A committee will look into all the applications and based on some predefined rubrics, the awardee(s) will be finalized.
	      Few queries:
	            1. Questions to be asked in the Google form

2. Who will form the committee?
3. Rubrics?

b. **Outstanding Educator Awards**
- To rename the award as Best Mentor Award/ Outstanding Mentor Award.
- Since this award does not depend on a particular course and hence the award will be given only if the voting % from the entire graduating batch would be 50% or above. In case, if the voting percentage is low, then the award will not be announced for that particular year.
- Some minimum percentage criteria will be finalized and the faculty will be considered for the award only if he/ she receives more votes than the defined criteria.

  Queries:
  1. What should be the percentage criteria?
  2. How many maximum such awards can be given?
  3. Are there any fixed number of awards per department/per year?
  4. Eligibility of Visiting/Guest faculty for this award
  5. Will these awards continue having monetary benefits as earlier?

c. **TA Awards**
- To ask students specifically about TA performances. Would you like to nominate any TA for the Best TA award and write the name. Each student can nominate at most 3 TAs for this purpose.
- Faculty will recommend the TAs while awarding TA grades.
- Student feedback may or may not be used along with the course instructor's recommendation. This will be decided by the committee who is accessing the nominations.
- There will be no cap on the number of TA awardees for at least one cycle.
- Per 50 students, 1 TA award can be given in a course.
  Query:
  1. What if in a course with 200 students, a faculty nominates 6 TAs. How will be decide the top 4
  2. If the course has 99 students, will it be eligible for 2 TAs or 1 TA?

d. **DOAA Award**
- Review of eligibility of graduating batch students for this award. As per the Senate decision, the graduating batch students are not eligible for this award.
- Can any student of the graduating batch who is on semester extension be given the Dean's Academic Excellence Award, if (s)he fulfills the criteria? If yes, will (s)he be considered based on his one-semester result?
- If a student is on semester leave, will (s)he be eligible for the awards in that particular year?
- The DoAA may have the right to update/modify the eligibility criteria for this award. At present, the DoAA cannot modify the eligibility criteria for these awards.

	· Students who received a jump of 2 points in their CGPA (earlier having low CGPA and had improved their performance over time) had also received the DoAA awards in the past.
	
	Dean's Award – Communication
	
	1. The Dean awards-communication were given to three students promptly for the first time in 2018 by then Dean. The students awarded were those who were extremely helpful during the entire planning and execution of the 10-year anniversary function of the institute.
	2. In 2019 and in 2020, the student heads of the communication team nominated students from their respective team to receive the awards. On the dean's approval, the award was given to those students.
	3. In the year 2021, the award was not given due to the lockdown for most of the time.
	4. We also thought that the nominations were taken from the communication teams only, few students who are doing really well and are not a part of the communication team were missing this opportunity.
	5. Post the discussion with Dean Communications, we present the below process for the senate's suggestion and approval thereafter.
	    a. A form will be floated to the entire student community for them to submit entries.
	    b. They will have to mention their contributions toward the Institute outreach and promotion.
	    c. The entries will not be limited to the communication team students, but students who worked for student fests, magazines, and induction will also be able to apply.
	    d. Since the nature of the inputs will be qualitative, a team will be created to evaluate the same. The team will have representation from faculty, staff and students.
	    e. The shortlisted names will be shared with the Dean/Associate Dean Communication for his inputs and final approval
	    f. The final names will be awarded the Dean's List communication Awards.

Item 8.	**To reconsider guidelines for "All Round Performance Medal Award"** The previous Student Senate (SS) felt that our criteria for All Round Performance Medal Award is not appropriate and hence they suggested the below criteria for this award. The DOAA once had a meeting with the SS President to understand their suggestions and recommended discussing the suggestions as listed below in the AAC meeting. 1. A suggestive rubric of points can be created to help the committee. For example, specified points for achievements like Research paper/journal, student-club members/coordinators, technical contest awardees, social and innovation venture, etc. Student senate can help to create this rubric in consultation with the past awardees if you suggest so. And also for every application to tentatively give out the points for the committee to check.

	2. In 2019, there were interviews for some selected candidates. In 2020, there was no interview round. This may be due to Covid. Interviews may help to reduce the subjectivity based on google forms. 3. The past recipients of the awards may be better student members of the committee rather than junior year students, as they can help the committee with the credibility and importance of what's written in the form by the applicants. 4. We discussed that as there is already a grade cutoff of 8 cgpa to apply to these awards, the committee is requested to not have a higher grade as a cutoff and give every eligible application an equal chance.
Item 9.	**Any other items with the permission of the Chairperson.**
	We are adding a new International Admission Mode from this year i.e. "Study in India". Applicants will apply through the Study in India portal and will be shortlisted (as per our eligibility criteria). The final shortlisting will be done based on the interviews as conducted in the IIITD International Admission Mode. As per the suggestion of DoAA we need to decide on the broad Interview Panel to conduct these interviews. AAC is requested to elaborate on this matter

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