

Minutes of the 22nd meeting of the Academic Affairs Committee (AAC) held on 14th October 2022 in the Senate Room, 7th Floor, R&D Block at 2.30 p.m.

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. Debajyoti Bera
- Dr. Sriram K
- Dr. Debika Banerjee
- Dr. Ganesh Bagler
- Dr. Mrinmoy Chakrabarty
- Dr. Sonia Baloni Ray (Special Invitee for Item number 7)
- 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 [21st AAC meeting](#) held on 9th September 2022 were confirmed with below mentioned change in Agenda Item 7.

After circulation of the minutes of the 21st meeting of the AAC held on September 09,2022, some changes have been made in Item No. 7 based on the comments received from a member, and requested to approve the same and confirm the minutes. After a brief discussion, the AAC confirmed the minutes of the 21st AAC with the following revised recommendation for item No. 7:

It came to notice that while IIT-Delhi has practiced the habit of having 50% of experts from outside India, it is not codified. Now that no. of PhD students is increasing, it is best to make it part of the rules. After detailed deliberations, the AAC clarified that the list of examiners proposed by PhD advisor(s) for evaluation of Ph.D. thesis should have at least 50% names from outside India. Further, the final selected list of examiners, chosen by the competent authority (PG Affair Chair/DoAA/etc...), must have at least one examiner from outside India. The AAC recommended to the Senate for modification of the relevant regulation.

Action: To Senate

**Item 2. Reporting Items:
The following proposal for the new course was discussed and approved over email. The AAC noted the same.**

1. New course: [ECEXXX: Information Theory](#) by Dr. [Manuj Mukherjee](#)

Action: Academic Section

2. Clarifications on M.Tech. Awards given during Convocation

A clarification was sought from AAC members over email on the following two points:

(i) Whether the Ph.D. students taking on the way M.Tech. and the dual degree M.Tech. students are eligible for the Gold Medal for Excellent Academic Performance?

(ii) Similarly, whether dual degree M.Tech. Students are eligible for the Best M.Tech. Thesis award?

After a detailed deliberation, the AAC recommended the following for approval of the Senate:

For (i) - The award is for M.Tech students admitted to the M.Tech program and not for on-the-go M.Tech for Ph.D. students. So essentially, the students who were admitted to the M.Tech. program and continue to remain in M.Tech. should get these awards.

As dual degree students are doing lesser courses than a normal M.Tech. student, they should not be eligible for the "Gold Medal for Excellent Academic Performance."

For (ii) - Dual Degree students should be considered for the Best M.Tech. Thesis Award. This needs to be clarified in the award guidelines, as it is not clear in the existing guidelines.

Action: To Senate

3. To add the following two courses in the list of [M.Tech CSE IS Specialization](#) courses:
 - [CSE528 \(Introduction to Blockchain & Cryptocurrency\)](#)
 - [CSE651 \(Topics in Adaptive Security\)](#)

The AAC approved the same over email.

Action: Academic Section

Additional Item: Can a PhD student on a UGC fellowship get an M.Tech. degree on the way to Ph.D.?

Dr. Sriram K. posed the following question: If a Ph.D. student holding a UGC fellowship wants to leave the Ph.D. program without getting a PhD degree, can (s)he leave with an MTech degree? The AAC members deliberated on this matter and felt that if a Ph.D. student takes M.Tech. degree on the way to the PhD degree, then UGC should not have any objection, as the student will be completing a Ph.D. degree. It is also noted that we ask PhD students

hired on the institute fellowship to return the fellowship if they want to leave the PhD program with an MTech degree, but the UGC does not ask students to return the fellowship. So technically, there is a challenge in allowing PhD students on UGC/CSIR/...fellowships to leave the PhD program with an MTech degree. We should check the rules of the funding agencies and seek clarification from them before allowing such students to leave with an MTech degree.

Action: Ms. Anshu (Admin-PhD) is requested to seek a clarification from UGC/CSIR/... on this.

Item 3. **To reconsider guidelines for various Awards.**

a. Teaching Excellence Awards

The Dean of Academic Affairs initiated discussion and apprised the members of the background. After detailed deliberations, the AAC recommended that a faculty with feedback from at least 30 students will be eligible to apply for the Teaching Excellence Award. The interested faculty needs to submit an application towards his/her participation for the above award through a Google form which will cover the following points:

- The form will capture details like course feedback score, course rigor, innovation, type of assignments and quizzes, course completion, teaching methodology, type of exam, etc.
- Student feedback will be taken as per the current practice.
- A committee will look into all the applications and based on some predefined rubrics, the awardee(s) will be finalized.

During the course of discussion, the AAC members further suggested that this award should be initiated by the DoFA office.

Application Process

- The interested faculty needs to submit an application of self nomination towards the end of the academic year (in May/June) in order to be considered for the above award through a Google form, which will cover the following points:
The form will capture details like the course feedback score, course rigor, innovation, type of assignments and quizzes, course completion, teaching methodology, type of exam, etc.
- Student feedback will be taken as per the current practice.
- A committee will look into all the applications and based on some predefined rubrics, the awardee(s) will be finalized.
- They will also submit the Course Summary and Opine Feedback mandatorily with an undertaking that they will not have any issue sharing the same with the evaluation committee.
- Faculty members can even apply for both the courses taught in an academic year.
- There will be 2 categories as per student registrations in a course

- Minimum strength in a course should be 30 (after the late drop process).
- **Category A:** 30-99 student registrations
- **Category B:** 100 student registrations and above.

The evaluation committee for the award will comprise of

- Professors with 10+ years of teaching experience.
- Preferably one or two external members.

Action: To Senate (after taking inputs from the DoFA office)

b. DOAA Award

The AAC members advised the academic section to follow the Senate approved regulations for the Dean’s award. AAC also clarified the following points:

- **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?**

As per regulations, the graduating batch students are not eligible for this award.

- **If a student is on semester leave, will (s)he be eligible for the award in that particular year?**

No, students on semester leave should not be considered for the award.

- **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.**

No, the DoAA should not be allowed to update/modify the eligibility criteria. If there is any ambiguity, then it may be discussed in AAC. It was also suggested to post the eligibility criteria for the Dean’s award on the website.

- **Students whose CGPA improved by at least 2 points (earlier having low CGPA and had improved their performance over time) had also received the DoAA awards in the past.**

Yes, such students should continue to receive the award as per the regulations.

Action: Academic Section

Item 4.	There are students who are taking audit courses and are failing them, especially TAs hip-related courses. The AAC is requested to deliberate on this.
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The AAC members deliberated on this point and suggested that the academic section should take feedback about such TAs from faculty members on a monthly basis. This will help in sensitizing the students who are not performing their TA duties.

It was also noted that some PhD students are not performing their TAship duties sincerely. After a detailed deliberation, it was suggested that if a PhD student gets an “X” grade in TAship in one semester, then (s)he should be issued an “Academic Warning”. Further, if any PhD student receives 2 such “Academic Warnings”, then his/her registration from the PhD program will be terminated. Any academic warning / termination letter issued to the PhD student should also be shared with his/her PhD advisor(s), so that PhD advisor(s) can sensitize the student about the roles and responsibilities of a TA.

The question of allowing PhD students to do “Audit” courses will be taken up in the next meeting with more details.

Action: To Senate & Academic Section

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 the following:*
 - *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*
 - *No quizzes are conducted at least 3-4 days before mid-sem/end-sem exams.*

AAC members discussed this point and suggested a brief instructor manual (1-2 pages) covering all important points related to conduct of classes, assessments, evaluations, etc. should be prepared and shared with all faculty members.

The AAC Chair agreed to make changes (in the track mode) in the existing “[Instructor’s Manual](#)” and share with AAC over email for comments and suggestions. Once it is finalized, then a brief instructor manual will be prepared and shared with all faculty members. The DoAA is requested to share both the documents with all faculty members at the beginning of each semester.

Action: AAC Chair and the Academic Section

Item 6. **A [Proposal](#) by Dr. [Sonia Baloni Ray](#) to seek feedback regarding admission of an international student into the Ph.D. program at IIITD under collaborating arrangements.**

Dr. [Sonia Baloni Ray](#) presented a proposal (Appendix-1) to seek feedback on recruiting an international student into the Ph.D. program at IIITD under collaborating arrangements. She briefly explained the salient features of the proposal. She also answered the queries made

by the members. After detailed deliberations, the AAC agreed to the proposal in principle. However, the AAC suggested the following :

- The concerned student, after being selected and admitted to the Ph.D. program at IIITD, will register for credits at IIITD. A faculty member from Tehran University will be appointed as her external PhD advisor and the student will collaborate with the external advisor during her stay at Tehran University.
- There should be an MOU between IIITD and Tehran University if the courses done at Tehran University are to be considered towards her PhD coursework requirement at IIITD. The MOU should allow credit transfer between IIITD and Tehran University. The Registrar (Dr. Ashok Kumar Solanki) can provide a sample MoU and explain the next steps.
- The AAC also informed Dr. Sonia about the joint PhD degree program of IIITD and QUT. If she would like to have a similar such program with Tehran University, then it should be clearly specified in the MoU. She may also refer to the MoU between IIITD and QUT.
- As the research involves healthcare data, both the countries should agree for the data collected in Iran to be studied and analyzed in India. So it should be clarified with the Tehran University and the potential external advisor that there could be implications on the student doing research at IIITD, as the data could be sensitive. It was also clarified that the student needs to apply for a research visa (and not the student visa) for pursuing PhD at IIITD, which is issued only if both countries are in agreement to allow analysis of the sensitive data.
- The AAC members also noted that the student will spend the first two years of her PhD at Tehran University and is expected to spend at least the next two years at IIITD as a full time student. The AAC pointed out that there will be a challenge if the student is not able to get a research visa to India (after two years of her admission into the PhD program at IIIT-Delhi) due to some political issues. Hence it was suggested to first check for all the visa issues in advance with countries like Iran.

Action: Dr. Sonia Baloni Ray is requested to deliberate on the above points before admitting the PhD student.

Item 7. **To formalize the [process](#) of Research Assistantship for B.Tech. & M.Tech. students.**

The AAC members discussed this point and suggested that the academic section has nothing to do with Research Assistantship for B.Tech. / M.Tech. students in terms of the course load, CGPA, etc. Interested students should contact the faculty member(s) and the IRD department for the process of Research Assistantship.

Action: IRD Department

Item 8. **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.

It is also suggested to specify Lecture, Tutorial, and Lab components in the course template.

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

Consideration of this item was deferred to the next meeting.

Item 9. **To deliberate on Course Outcomes of Self Growth & Community Work.**

This matter was first discussed in the 19th AAC and it was suggested that the Academic section should take help from the SSH department for the draft Course Outcomes.

[Here](#) is the draft of the Course Outcomes prepared by the Department of SSH for discussion in AAC.

After a detailed deliberation, the AAC approved the following Course Outcomes prepared by the Department of SSH:

Community Work

After completing this course, students will be able to:

CO1: Understand social problems and examine the consequences of structural inequalities on lives of marginalized populations and groups

CO2: Learn about ideas of social welfare, diverse needs of the community,

CO3: Identify the role that they can play in addressing needs of the community/ group.

CO4: Gain hands-on experience of working on larger societal challenges

CO5: Develop skills for engaging with issues of diversity and social justice

CO6: Conceive/Design interventions for addressing challenges faced by society/communities.

Self-growth

CO1: To identify quantifiable goals for basic proficiency in a new skill

CO2: To gain basic understanding of tools, techniques, and repertoire necessary for developing basic proficiency.

CO3: to be able to demonstrate proficiency in the identified skills.

Action: Academics Department

Item 10. **To finalize post conditions of ESC205, Environmental Science.**

CSE department has proposed the revised CO's of the EVS course for consideration of AAC:

- *Explain the importance of the environment.*
- *Describe the importance of natural resource management*
- *Be able to critic the sustainable development practices.*
- *Ability to analyze and incorporate the essence of environment implications in their day to day decision making*

After a detailed deliberation, the AAC suggested to share it with Prof. D.K. Sharma (Visiting faculty from IITD, who is teaching Environmental Science course in Monsoon 2022 semester) to go through the COs suggested by the Department of CSE and suggest the changes required (if any). It can be finalized in the subsequent meeting of the AAC.

Action: Academics Section

Item 11. **1) Overload/underload:**

There are multiple requests from third and fourth-year students for overload even though their CGPA is below 8. Overload is critical for some students with low CGPA to complete their graduation requirements. For some students, overload is a good option to complete their graduation requirements in 7 semesters so that they can opt for an internship in the last semester.

Should we relax overload regulations and allow students to take overload at most twice in BTech and once in MTech?

Current regulations:

5.8 Academic Load

In general, students will take courses as per the program. Normal load for the first and second year students is 16-20 credits and for the third and fourth year students is 16-22 credits.

When a student registers for more credits than the stipulated normal load, it is called the overload. First year students cannot take any overload. Second year students having a CGPA of more than 8.0 can take an overload of up to 2 additional credits over 20 credits. Third and fourth year students having a CGPA of more than 8.0 can take an overload of up to 2 additional credits over 22 credits.

When the student registers for less than 16 credits in a semester, it is called the underload. A student may be allowed, with permission of the DOAA an underload of a maximum of 4

credits below 16 credits.

Students under academic warning may not be permitted any overload. Such students may be advised by DOAA to take an underload.

The UG Chair presented this item. He shared that students with CGPA less than 8.00 also apply for the overload approval and that he has received approximately 45 such applications in the Monsoon 2022 semester. This provision was made so that students who are falling short of a few credits can complete their graduation within their 4 years timeline. However, if students with CGPA less than 8.00 take an overload, then they may not be able to maintain a good CGPA, and hence we should limit such approvals.

After detailed deliberations, the AAC recommended that a student may be allowed to take an overload only in one semester in the final year, i.e., in either 7th or 8th semester and that there will be no CGPA requirement for overload approval. The regulation needs to be updated accordingly.

Action: To Senate

2) General email/SMS to parents at the beginning of the semester/academic year: There are few parents who mentioned that they are not aware of the academic events (semester start date, exam dates, results announcements). Ideally, such notifications should be displayed on the institute websites. Another option is to send email/SMS to the parents about the academic calendar at the beginning of the semester/academic year.

The UG Chair presented this item. He shared that some parents of our students complain that they are not getting any intimation related to students' classes, examinations, semester break, result announcement, etc. AAC members deliberated and suggested that the Academic team should extract important information from the Academic Calendar and all these important notifications should come under the "Announcement" tab on the Home Page.

Action: Academic Section.

Item 12. Limited scholarship support is provided to students including those who are from EWS.

The Registrar explained that IIITD gives support to those students who are not covered within the scholarship limits of the Delhi Government.

Mr. Ashwani Kumar Kansal informed that DSEU has signed an MoU for Buddy for Study portal which mobilizes large scholarships to the eligible students through 16 various sources, which can also be looked upon as a potential scholarship option.

During the course of discussions, it was noted that earlier the Institute had Chairman's Merit Scholarships which have been stopped now. The committee felt that this could be again taken up and restarted after incorporating appropriate changes.

The IQAC committee suggested that the Institute may have a detailed internal discussion for these points.

AAC is requested to deliberate on this matter.

Consideration of this item was deferred to the next meeting.

Item 13. In 53rd Senate below mentioned point was discussed:

To consider the recommendation of the Academic Affairs Committee (AAC) to allow faculty of IIIT-Delhi to Teach in sister institutes like IITs/NITs/ISIs/ etc.

The Dean of Academic Affairs apprised the members of the recommendations of the AAC made at its 16th meeting held on January 19, 2022 to allow faculty of IIIT-Delhi to teach in sister institutes like IITs/NITs/ISIs/ etc. During the course of discussions the members expressed their views and made a number of suggestions. After protracted deliberations the Senate desired that the Institute should come up with a comprehensive policy covering all the concerns as discussed in the Senate meeting. The policy may be placed in the next Senate meeting.

AAC is requested to deliberate on the comprehensive policy for the same.

Consideration of this item was deferred to the next meeting.

Item 14. To review the [B.Tech. Project Guidelines](#).

As per regulations, if a student wants to earn BTP credits then he/she has to complete minimum 8 or maximum 12 credits in consecutive semesters. Students who are taking BTP credits are required to give a presentation at the end of each semester.

Incomplete BTP credits are not counted towards graduation requirements and are manually unchecked at the end of the program from total credits and CGPA.

AAC is requested to deliberate on this matter. Dr. Debajoyti will take up this matter.

Consideration of this item was deferred to the next meeting.

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