Minutes of the 24th meeting of the Academic Affairs Committee (AAC) held on 23rd December, 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 J. Darak - Chair-UG Affairs ● Dr. Sujay Deb ● Dr. Vivek Bohara ● Dr. Sriram K ● Dr. Ganesh Bagler ● Dr. Rakesh Chaturvedi ● Dr. Debika Banerjee ● Mr. Saarthak Gupta (Student Member) ● Mr. Tathagat Pal (Student Member) ● 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 23rd AAC meeting held on 18th November, 2022 were confirmed as circulated.**
Item 2.	**Reporting Items:** 1. **Below mentioned new courses were shared with AAC members over email and were approved. The AAC noted the same.** ● **DES523 : Cognition and Information Processing in Design** ● **CSE573: Interactive systems** 2. **AAC approved changing the course code of Macroeconomics from ECO201 to ECO333.** 3. **Allocation of course code for Japanese language course** The AAC recommended allocation of a 300 level SSH course code to the Japanese language course. This course will be an elective course and will be open to all the students across the Institute. It was also recommended that for students not getting the Fast Retailing Scholarship, this course will count towards their SSH credit requirement. **Action: To the Senate** 4. **Reconsideration of Studentship of an M.Tech. Student : Tarun Aggarwal**

	Mr. Tarun Aggarwal (MT21213) was admitted to the M.Tech. (ECE-VLSI & ES) program in the academic year 2021-22. He attended the classes in the 1st semester, 2nd semester & the summer term, but he stopped attending the classes from July 2022 onwards. Later on, when he was approached in September 2022, he asked for the withdrawal due to his mental health (anxiety and panic disorder). Hence as per the process, his name was struck off from the institute. Subsequently, after recovery, the student along with his parents approached the Institute for reconsideration of his studentship in November 2022. The request was forwarded to the Department of ECE for recommendation. The department representative(s) met him and looked at his graduation plan. The Department of ECE looked at his graduation plan (16 credits in Winter 2023 & 08 credits in Summer Term 2023) and recommended his request. On consideration of the above facts over email, the AAC agreed to his request and recommended restoration of his studentship for approval of the Senate. **Action: To the Senate**
Item 3.	**To deliberate on partnership with the University of Suny Albany, New York, for a joint degree program.** The Dean of Academic Affairs apprised the members of the background of the proposal and that the University of Suny Albany wants to start a joint program with IIITD. During discussion, he also clarified the points raised by the members. He also apprised the members of the status/ranking of University of Albany vis-à-vis IIITD. He informed that University of Suny Albany, New York has proposed four different types of joint degree programs to IIITD: ■ 2 years of B.Tech. at IIITD + 2 years of B.Tech. at Albany- the students will get two B.Tech. Degrees- one from IIITD and another from Albany. ■ 3 years of B.Tech. at IIITD + 1 year of B.Tech. at Albany on similar lines as above. ■ Master program for PG students - 1 year at IIITD + 1 year at Albany. ■ 5 year program - 4 year B.Tech. at IIITD and 1 year Master program at Albany. He further informed that this will be a collaborative program and admission of students at IIITD will be made through JAC. The number of seats will be limited to 10 per year. Once agreed to in principle, the details of fee to be charged, other expenses and operational details will be worked out in consultation with University of Albany. It was clarified that the proposal, if approved, can be implemented either in 2023 or 2024 for already admitted students. After detailed deliberations, the AAC agreed to the proposal, in principle, and requested the DoAA to formulate the detailed proposal including the MoU for further consideration and approval. **Action: DoAA**
Item 4.	**Instructor Manual.**

	The AAC discussed the draft Instructor Manual. After detailed deliberations, the AAC agreed to the draft Instructor Manual with the following observations: ○ The last date to show all marked assignments/quizzes/midsem answer scripts should be announced in the beginning of the semester and should be specified in the Academic Calendar of IIITD. ○ There should be no deadline/evaluation at least 3 days before the start of the End semester examination. ○ Before the course starts there should be a Peer Review to know what is expected from the course. A Peer Review Template should be prepared for this purpose. ○ There should be proctored examinations (40% proctored and 60% non-proctored). ○ The current A+ grade will continue in the grading system but not more than 3% students in the course should be given A+ grade. ○ The Capstone project and M.Tech. thesis defense deadlines to be notified in advance and should be highlighted in the Academic Calendar of IIITD. All the academic activities to be accomplished in the Academic year may be specified in the Calendar of IIITD. After protracted discussions, the AAC agreed to the modified Instructor Manual placed at Appendix and recommended the same for approval of the Senate. Arising out of discussions, the AAC desired the Academic Section to put up data of students getting A+ grades in the next meeting. **Action: Academic Section/Senate**
Item 5.	**To review the B.Tech. Project Guidelines.** The AAC clarified the following: 1. Students requesting for BTP extension need to submit progress reports and present posters in the BTP presentation. The extension can be provided by the UG Chair after the recommendation of the supervisor only if the student has already made significant progress (at least 90% of the work is completed) in the project. 2. Not more than 2 students will be required to register for a single BTP. If a faculty wants to engage more than 2 students in a project, then he/she may divide the project into separate modules and engage not more than 2 students in each module. 3. The students are required to continue their BTP in two regular semesters (i.e., Monsoon and Winter semesters). Students are allowed to continue their BTP in the summer semester, but the summer semester will not be counted as a regular semester.

	Action: Academic Section
Item 6.	**To deliberate on Best BTP Award & Best M.Tech. Thesis [Award guidelines](#).** *These awards were not given during COVID period and now since we have resumed back to the offline mode, these awards will be given from this semester onwards.* *[Here](#) is the comparison of BTP details of 2 semesters.* Consideration of this item was deferred to the next meeting.
Item 7.	**Request for Tuition Fee Concession for the Sponsored Ph.D. student** AAC discussed the following request for fee waiver received from Mr. Aswino Gomango, who is a Ph.D. student (PhD21405) working with Dr. Gayatri Nair in the Department of Social Sciences and Humanities. *"I am currently pursuing a PhD programme with the UGC-JRF fellowship at the Institute; however, I am converting my PhD programme into a Sponsored PhD programme from the upcoming winter session. The reason for this transition is due to the weak financial condition of my family; I had to take up a job to support my family and simultaneously continue to pursue my PhD programme. My family belongs to marginal farmers with little income and I have the responsibility to support a family of four. My job would compensate me with a salary of 72,000 thousand/PM (CTC); however, it would be difficult for me to pay 1.5 LPA for my Sponsored PhD programme given that I will be the sole earner in my family."* After detailed deliberations, the AAC recommended a 50% Tuition fee waiver to Mr. Aswino Gomango from the upcoming Winter Semester subject to approval of the Director. **Action: Academic Section**
Item 8.	**Creating PDA for Ph.D. students** The AAC recommended to FC for grant of PDA to full time Ph.D. students as follows: 1st year expenses – Rs.1 lac (all inclusive Laptop) Laptop cost will be reimbursed up to Rs.50k from PDA Contingency Rs.20k per year for 5 years Travel/Journal cost: Rs. 2.5 lacs for attending conferences and workshops or journal publication charges. **Action: FC**

Item 9.	**To deliberate on the amount to be given to Ph.D. students for doing additional TA duty** The AAC noted that Ph.D. students admitted in the Department of Mathematics receive a stipend of Rs.10,000 for doing additional TAships. However, there is no such policy for other departments. After detailed deliberations, the AAC recommended to FC for payment of stipend of Rs.10,000 to Ph.D. students for doing additional TA duty across any department. The additional TA duty will be based on the needs of the institute and the request from the students should come with the approval of their respective PhD advisor(s). The preference will be given to students after 5th year, who are not receiving any fellowship. **Action: Academic Section/FC**
Item 10.	**If a PhD student holds a UGC fellowship, can't (s)he get an MTech degree on the way to PhD?** The AAC noted that as per University Grants Commission, a student cannot take any other degree along with Ph.D.; the other degree is not valid if done during the duration of the Ph.D. program. After detailed deliberations, it was decided to continue following our own regulation, which allows M.Tech. on the way. **Action: Academic Section**
Item 11.	**To review IIITD Course Description format.** *The current course description document has information that keeps on changing every year (e.g., textbook, weekly schedule, etc.). This creates confusion among students and future instructors as to what is mandatory and what is tentative. It is proposed to divide the description into two parts: A mandatory part (changes require approval), e.g., name, description, credits, presence of lecture-tutorial-lab-project components (not necessarily the schedule), COs, (maybe) list of topics. And a "Tentative plan" component that may include a weekly schedule of labs-lectures-tutorials, books, evaluation plan, etc.; this component is required during course approval to understand the feasibility and intended workload+rigor of a course, but may not be necessary for students (information could be retained for guiding future instructors). Further, guidelines should be laid down for core and elective courses on which components require further approval when modified in a future semester.* *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* *It may also be desirable to upfront list which program objective (POs) this course satisfies; this helps during accreditation and could in general be beneficial to understand where this course fits with respect to a program.* *AAC is requested to deliberate on this matter.*

	Consideration of this item was deferred to the next meeting.
Item 12.	**Dr. Vivek Bohara requested AAC to review the honorarium amount paid to external examiners for the M.Tech. thesis evaluation and Comprehensive exam of Ph.D. students. These may be revised in line with other institutes.** Dr. Vivek Bohara apprised the members of the background of the proposal for review of honorarium amount paid to the external examiners for the M.Tech. thesis evaluation. Thereafter, the AAC discussed the proposal in detail in the light of the rates of honorarium prevailing at other institutes. It was noted that external examiners at other institutes are being given an honorarium of INR 4000 plus travel support. After detailed deliberation, the AAC recommended to revise the honorarium amount to INR 5000 + Local Travel for external examiners to conduct MTech thesis evaluation and Comprehensive exam of Ph.D. students. **Action: Academic Section/FC**
Item 13	**To review Prof. Rajiv Sangal Faculty Fellowship Award** Consideration of this item was deferred to the next meeting.
Item 14	**To review if the Institute should have a CGPA criteria with respect to the semester exchange program with JKLU.** *The AAC is requested to deliberate on this matter.* Consideration of this item was deferred to the next meeting.
Item 15	**To review the bucket courses for M.Tech. CSE Program.** **Here is the Department recommendation for reference.** *Here are the details when the proposed bucket courses were offered.* Consideration of this item was deferred to the next meeting.
Item 16	**Dr. Vivek Bohara suggested that Ph.D. students should be available in offline mode at the Institute during the Ph.D. Thesis Defense.** Dr. Vivek Bohara initiated the discussion and suggested that in order to have more seriousness in the thesis defense, the Ph.D. students should be available in offline mode at the Institute. During the course of discussions, the AAC members gave varied opinions on the question of conducting the defense in offline or online mode. It was noted that many of the students are engaged in job or higher studies abroad at the time when they are required to defend their thesis orally, so it is not a good idea to make a rule asking PhD students to

	defend their thesis in the offline mode only. As far as possible, the advisor(s) should preferably conduct the thesis defense in offline mode. **Action: Academic Section/All Departments**
Item 17	**Travel Budget for recruitment of Ph.D. students by faculty in other (nearby) institutes.** "The Department of ECE discussed the statistics of Ph.D. applications in their FM. They discussed the ways of increasing the outreach of the Ph.D. program. A few suggestions were: The faculty members will provide details of the colleges (and their point of contact) in a google sheet shared by the department. The department will facilitate the respective faculty members in logistics. A few faculty members also suggested conducting spot-rounds in colleges of good repute. Dr. Vivek Bohara asked for the travel budget required for this activity. The AAC clarified that the departments should make appropriate provision in their departmental budget for recruitment of Ph.D. students by their faculty members in other (nearby) institutes. **Action: All Departments**
Item 18	**To review the Travel support for B.Tech. & M.Tech. students for attending conferences.** Dr. Vivek Bohara initiated the discussion and informed the members that the existing travel support for B.Tech. & M.Tech. students approved in 2014 are insufficient and need revision in view of the rising cost of fare, registration fee, accommodation, etc. over the years. After detailed discussions the AAC suggested that the matter should be discussed in the departments and a detailed proposal showing the increased expenses under various heads should be submitted with justifications for further consideration in the AAC. **Action: All Departments**
Item 19	**To deliberate on the process of Result Notification to be issued for PhD students after Thesis defense.** *Sample Copy of Provisional Certificate, IIT Delhi* *Sample Copy of Result Notification, IIT Delhi* Consideration of this item was deferred to the next meeting.

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

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