

**Minutes of the 25th meeting of the Academic Affairs Committee (AAC) held on 13<sup>th</sup> January, 2023 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. Sriram K
- Dr. Ganesh Bagler
- Dr. Debika Banerjee
- Dr. Bapi Chatterjee- Special invitee for item No.15
- Dr. Vinayak Abrol - Special invitee for item No. 15
- Mr. Saarthak Gupta (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 [24<sup>th</sup> AAC meeting](#) held on 23<sup>rd</sup> December, 2022 were confirmed as circulated.**

Item 2. **Reporting Items:**

1. **Below mentioned new course was shared with AAC members over email and was approved. The AAC noted the same.**
  - [BIO548: Human Microbiome Data Science](#) to be offered by Dr. Tarini Ghosh
2. **Semester Extension of a 2014 batch student [Aniket Kadiyan](#):**

The semester extension request of Aniket Kadiyan (a 2014 batch student) was discussed in the 21st AAC Meeting, where he was given a conditional extension for one semester with the stipulation that further extension will be granted only if he clears all courses in Monsoon 2022 semester. It was noted that he has completed the following courses registered in Monsoon 2022 semester:

BIP398-Independent Project – obtained “B-” grade  
CSE231-Operating Systems -- obtained “B-” grade

It was also noted that he is still left with 5 credits to complete his graduation requirements. He has completed OS in Monsoon 2022 semester and is planning to register for 12 credits in Winter 2023 semester including a pending core course ADA to improve his CGPA.

After detailed deliberations, the AAC agreed to his request.

**Action: Senate**

Item 3. **To deliberate on the course capping on registration numbers during pre-registration and add drop.**

The AAC noted the availability of classrooms with different seating capacities. After detailed deliberations, the AAC recommended to the Senate to have a cap of 150 students in Elective courses with a wait list of 50 students against withdrawals. However, the instructor may waive the capping and if waived, then there will not be any other cap on the number of registrations in the course. Any genuine case requiring special consideration, if received in advance through the Department, may be put up to the Standing committee for consideration. The allotment will be on a first come first serve basis. The Academic Section will work out the process of course allocation on the ERP.

**Action: Academic Section/Senate**

Item 4. **To deliberate on Best BTP Award & Best M.Tech. Thesis [Award guidelines](#).**

These awards were not given during COVID-19 period and now since we have resumed back to the offline mode, these awards will be given from this semester onwards. During the course of discussions, it was suggested to update the process / redesign the form (similar to M.Tech.) for taking nominations from the Advisor(s) and feedback from other members of the evaluation committee. In addition, the feedback from the committee members/examiners may be obtained to know the overall quality of the report/thesis submitted by the student (similar to Ph.D. theses). This may also be mentioned in the M.Tech. form to get feedback from all the examiners.

**Action: Academic Section**

Item 5. **To deliberate on the proposal received from the CB department to waive off the core course “Basic Electronics” requirement from the regulations of B.Tech. 2020 & 2021 batch CSB students, considering the COVID-19 situation.**

It was noted that removing a core course is a major change in the program. Since the mandatory graduation requirements approved by the Senate can not be waived off, the AAC didn't agree with this proposal. The Academic Section was requested to communicate the decision to the department immediately.

**Action: Academic Section**

Item 6. **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.*

***Consideration of this item was deferred to the next meeting.***

Item 7. **To review [Prof. Rajiv Sangal Faculty Fellowship Award](#)**

Mr. Ashutosh Brahma, Deputy Manager (Academics), apprised the members of the observations made by the external evaluation committee constituted to recommend the names of IIITD faculty for “**Prof. Rajiv Sangal Faculty Fellowship Award**”. It was noted that the number of nominations received from the students were insignificant. After detailed deliberations it was suggested to invite nominations from B.Tech. IIIrd and IVth year students and M.Tech. 2<sup>nd</sup> year students about the teacher(s) they would like to nominate for “Prof. Rajiv Sangal Faculty Fellowship Award”. Mr. Ashutosh Brahma, Deputy Manager (Academics), was requested to prepare a note in light of the views expressed by the members and discuss with Prof. Ponnurangam Kumaraguru, for taking feedback from the students in future. It was also suggested to start the process of inviting nominations in the beginning of the winter semester so that there is enough time for the students to prepare write ups and make suitable nominations.

**Action: Mr. Ashutosh Brahma/Academic Section**

Item 8. **To deliberate on M.Tech. Thesis & [Internship Guidelines](#).**

In the 56th Senate meeting held on October 21, 2022, it was noted that the number of M. Tech. students doing thesis work has been reduced due to various reasons including the tendency to take up internships. One of the Senate members had suggested that more flexibility should be given to the faculty to allow the students to go for internship and do the thesis concurrently. These suggestions were noted for further deliberations in the departments and the AAC, as to how the number of M.Tech. theses could be improved. Accordingly, this point was circulated with all stakeholders and feedback received from the Placement Team and Departments of ECE, CSE and CB,

as detailed in the agenda note, was further discussed during the meeting. After detailed deliberations, the AAC recommended to the Senate to allow students to defend their thesis during the internship, provided the student has completed the thesis work and only thesis defense is pending. It was agreed that completion of the thesis is between the advisor(s) and the student. If a student has completed the thesis work and only thesis defense is pending, then the advisor(s) may allow a student to go for internship, and the student can defend the thesis while being on internship. Based on the supervisor's recommendation and confirmation that the student has completed the thesis work and only thesis defense is pending, the academic section will issue an NOC to students undertaking a thesis and taking 16 credits for the thesis. The NOC will specifically mention that the thesis defense is pending for the student. The graduation date will be decided in accordance with the date of the thesis defense and the date of submission of the final thesis. This will not be applicable to students taking capstone projects. Other rules for issuing NOC will remain the same.

It was also decided that after the defense, the supervisor will have to submit the grade along with the final thesis as per the timeline mentioned below:

S.No.	Events	Graduation Dates		
		June 21	Sept 21	Jan 21
1	Submission of final thesis report after thesis Defense	By May 21	By Aug 21	By Dec 21
2.	Final grade will be updated after the Thesis Defense and final thesis submission at the end of	Winter Semester	Summer Term	Monsoon Semester

**Action: Academic Section/Senate**

Item 9. **To review if the Institute should have a CGPA criteria with respect to the semester exchange program with [JKLU](#).**

**Consideration of this item was deferred to the next meeting.**

Item 10. **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.**

<p>Item 11.</p>	<p><b>To deliberate on M.Tech. Refresher/Preparatory Module offering</b></p> <p><b>Feedback from ECE Department:</b>  <i>As decided in the ECE FM, the ECE department will continue with the PG refresher module as it is, as this module helps the students to prepare for the courses in the upcoming semester. However, the department’s suggestion to the academic section would be to have Winter admissions also. The refresher module for the PG students admitted in the Winter session can be re-conducted.</i>  <i>The PG refresher module is also open for UG students. However, the students have to inform the Academic section in advance.</i></p> <p><b>Feedback from CB Department:</b>  <i>M.Tech. CB preparatory module in CB FM, and our dept. members recommended to offer the same for the upcoming batches as well.</i></p> <p><i>As you know, candidates from various UG backgrounds are eligible to apply for the MTech - Computational Biology program, making the preparatory module a key pillar of this program. During this module students can gain basic knowledge of biology, computation and mathematics, which is necessary to pick up the core as well as elective CB courses effectively.</i></p> <p><i>Department might do a few changes in the module, before offering it to the upcoming batches.</i></p> <p><b>Feedback from CSE Department:</b>  1. <i>The department highly recommends the current refresher modules of PG students. Online videos/ study materials can be made available to the late admissions, however there will be physical evaluation for all the PG students towards the end of the refresher module.</i>  2. <i>Further, during admission it is suggested that applicants should be given an option to apply to both, GATE and NON-GATE categories through a single application. This will help us make better decisions during the intake.</i></p> <p><b>Consideration of this item was deferred to the next meeting.</b></p>
<p>Item 12.</p>	<p><b>To deliberate on the process of Result Notification to be issued to PhD students after Thesis defense.</b></p> <p>Sample Copy of <a href="#">Provisional Certificate</a>, IIT Delhi  Sample Copy of <a href="#">Result Notification</a>, IIT Delhi</p> <p><b>Consideration of this item was deferred to the next meeting.</b></p>
<p>Item 13</p>	<p><b>To discuss the TAship allocation vs coursework of Ph.D. students</b></p>

	<p>Currently, we allocate courses for TAs to PhD students before the beginning of the semester. Many course instructors expect their TAs to attend all their lectures, and hence PhD students can't take any course offered in the same slot. The proposal is to assign TA duties to PhD students keeping in mind their coursework preferences.</p> <p><i>Consideration of this item was deferred to the next meeting.</i></p>
<b>Item 14</b>	<p><b>Two ECE instructors taught a course in the Monsoon semester 2022 but the course topics, evaluation, and exams were completely different. It was highlighted in ECE moderation.</b></p> <p><i>Consideration of this item was deferred to the next meeting.</i></p>
<b>Item 15</b>	<p><b>To discuss the revised proposal from the Department of CSE for starting an MTech (Research) program in view of the suggestions given in the 23<sup>rd</sup> AAC Meeting.</b></p> <p>Dr. Bapi Chatterjee along with Dr. Vinayak Abrol presented the revised proposal for M.Tech. (Research) program and informed through slides the feedback received from existing MTech (CSE) students through the survey conducted by them on various issues. They also clarified the points raised by the members during the meeting. After detailed deliberations the AAC agreed to the proposal in principle. However, the AAC made some further suggestions and requested that before organising the workshops, the proposal may be first discussed with the HoD of CSE and the Director on the financial issues raised during the AAC meeting and take further necessary action accordingly.</p> <p><b>Action: Dr. Bapi Chatterjee/ Dr. Vinayak Abrol</b></p>
<b>Item 16</b>	<p><b>In the 24th AAC Meeting, the Travel support provided for B.Tech. &amp; M.Tech. students for attending conferences were discussed.</b></p> <p><i>As per regulations, Travel Assistance of Rs. 10k is provided to B.Tech. &amp; M.Tech. students for attending the Conference. A B.Tech. student can avail this facility once in their tenure and an M.Tech. student can avail it twice in their tenure.</i></p> <p><i>It was felt that the current travel support for B.Tech. &amp; M.Tech. students are insufficient and need revision in view of the rising cost of fare, registration fee, accommodation, etc. over the years.</i></p> <p><i>AAC is proposing to increase the travel assistance amount from 10k to 20k. We have received input from ECE, Maths &amp; CB and they are agreeing to the proposed amount.</i></p> <p><i>Consideration of this item was deferred to the next meeting.</i></p>
<b>Item 17</b>	<p><b>To deliberate on the domain of BTP for doing B.Tech. degree with Honors</b></p> <p><b>As per regulations for B.Tech. Honors</b></p>

*"A student enrolled in a B.Tech. program may also graduate with Honors, provided the student completes all the additional requirements for Honors, as specified by the regulations for the program in which he/she is enrolled. These additional requirements normally should include:*

*a) The student earns at least 12 extra discipline credits from in-class courses.*

*b) The student's program includes a B.Tech. project.*

*c) The student has a CGPA of 8.0 or more at graduation.*

*Regulation is silent on the domain of BTP for honors degree.*

**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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