Minutes of the 31st meeting of the Academic Affairs Committee (AAC) held on 29th September, 2023 at 2.30 PM in the Senate Room.

	Following members/special invitees were present: ● Prof. Vikram Goyal – AAC Chair ● Dr. Sumit J. Darak – DoAA ● Prof. Angshul Majumdar - Chair-UG Affairs ● Dr. Sneh Saurabh- Chair -PG Affairs ● Dr. Deepika Bhaskar – Registrar (Special Invitee) ● Dr. Sriram K. ● Dr. Shobha Sundar Ram ● Dr. Jainendra Shukla ● Dr. Vinayak Abrol ● Dr. Gayatri Nair ● Dr. Monika Arora ● Dr. Sayan Basu Roy ● Dr. Sonia Baloni Ray ● Dr. Arjun Ray ● Dr. Pankaj Vajpayee (Special Invitee) ● Mr. Ashutosh Brahma- Manager (Academics) ● Ms. Nisha Narwal - Assistant Manager (Academics) ● Ms. Sanjana Soni - Junior Manager (Academics) At the outset, Prof. Vikram Goyal (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:
1.	**To confirm the minutes of the 31st AAC meeting held on 29th September 2023.**
2.	**Reporting Items:** 1. Specific Regulations for the Post Graduate Diploma Program in Data Science in Health and Climate Change for Social Impact in Collaboration with Data.Org, JPAL-South Asia & Artpark The updated regulations were shared with AAC members via email and since no comments were received, hence it is considered as approved. 2. Changes proposed in the existing course: CSE319/CSE519- Modern Algorithm Design The course description was shared with AAC members over email and since no comments were received it is considered to be approved. 3. Proposal by the Placement Committee The proposal was shared online with HOD's and AAC members and based on the feedback received from departments and AAC members, the proposal from the placement policy is NOT approved.

However, it was decided to allow the placement team to conduct online activities on weekdays after 6.30 pm till Oct. 7, 2023, except the mid-semester exam week of the Monsoon 2023 semester. The Placement Team will present the statistics on Oct. 9 for further reconsideration of the placement policy.

4. **CSE637 - Graduate Computer Networks** course to be offered by Dr. Mukulika Maity in Winter 2024 semester

5. **ECE564A-Machine Learning in Wireless Communication and Networks** course to be offered by Dr. Shamik Sarkar

6. **DES532A: 3D Creation for Extended Reality (XR)** course to be offered by Dr. Kalpana Shankhwar

7. Change in **Academic Calendar of Monsoon 2023** - Timetable adjustment for two days: Convocation Rehearsal and Convocation Ceremony. The same was shared with AAC members on email and since no comments were received, it is considered as approved.

8. To report the case of a B.Tech. Student, 2018370 - Vaibhav Yadav who was on Judicial Custody
   ○ Parents of the student were informed after the discussion in AAC. They have submitted the same to the Honourable Court and requested to allow their ward to take the exam.
   ○ The Honorable Court directly re-verified that email from us, and asked us about the exam dates.
   ○ After consulting the instructor, exam dates from 7th - 10th August 2023 were given.
   ○ The student has attended the exam during these dates and after evaluation, the instructors submitted the grade change form.
   ○ The student has passed all exams and is now eligible to graduate.

| 3. | **AAC is requested to review the Remuneration of Guest Faculty at IIITD**.

The existing rates were decided in 2014-2015. After that, no change in the rates has been made. Here is the comparison with other Universities like IIT Delhi, IIM Jammu etc.

Mr. Pankaj Vajpayee (Special Invitee) presented this item and informed that for teaching some specialized courses like Entrepreneurship etc specialized faculty members are required for which departments are required to hire the Guest Faculty members. He also informed that there has been no revision in the remuneration of Guest Faculty since 2014 and as per the 6% inflation revision in the remuneration is required. Below mentioned is the existing policy for the remuneration of the Guest Faculty:

Remuneration Slab-wise: Pre-defined slabs at Rs. 1.00 lakh, 1.25 lakh, 1.50 lakh, 1.75 lakh, 2.00 lakh for 4-credit courses, and Rs. 50,000, 60,000 or 70,00 for 2-credit courses. Courses classified as: Small (£ 60), Medium (~ 100), Medium w Lab/Tutorial, Large (~ 175), 2-credit_Small, 2-credit_Medium. Instructors: Fresh, Experienced, Highly

Qualified and/or Specialized. NB: This approach was finally adopted for Monsoon Semester 2014-15 and again used in Winter 2014-15 and Monsoon 2015-16

Course Type/ Instructor Level	Small	Medium	Medium w Lab/Tutorial	Large	2-credit Small	2-credit Medium
Fresh	100000	125000	150000	150000	50000	60000
Experienced	125000	150000	175000	175000	50000	60000
Highly Qualified (Professor level)	150000	175000	175000	200000	60000	70000

After detailed deliberations, the AAC agreed to increase the amount. The AAC decided 10k per lecture (of 1.5 hours) for professor-level faculty, and the others will get adjusted based on the earlier rule. The AAC further informed that Guest Faculty should only be hired by the departments if there is a special requirement and existing faculty members are not specialized to offer the particular course.

AAC proposed the revision in remuneration as detailed below:

Course Type/ Instructor Level	Proposed plan For 1.5 hours of lecture	Difference of % Remuneration*
Fresh	7000	70%
Experienced	8750	88%
Highly Qualified (Professor level)	10000	100%

* The same % of difference in remuneration of Professor, Experienced and Fresh level Faculty is maintained in the existing remuneration policy

Action: FC/BOG

4. **Request to Allow Submission of Ph.D. Thesis**

- Sonia was admitted to the MTech 2011 batch and got the MTech degree from IIITD in July 2013. She converted the program to a Ph.D. in July 2013 [As per the regulations, a PG student can convert their program (M.Tech to Ph.D. and vice versa)]
- If a student is converting from an M.Tech. to a Ph.D., then the student will be considered a Ph.D. student from the beginning and eligible to take the M.Tech degree. Sonia has done 36 credits of coursework and 96 credits of research work, and her CGPA is 8.33.
- The comprehensive exam was conducted on 19th Aug 2015.
- She continued till semester 9, i.e. Monsoon 2017.
- She did not register for the 10th semester and again continued in Semester 11, i.e. Monsoon 2018.
- She applied for a semester leave from December 2018 to December 2019 on medical grounds.
- After December 2019, she took special approval and extended her leave till Monsoon 2020.
- She registered credits in Monsoon 2022 also.

		● Her yearly review was due in Dec 2020 but was not conducted. The Academics received no response after that. The yearly review is still pending. ● The last mail was sent to her on Jan 20, 2023. **Recommendation by Dr. Syamantak** 1. Sonia and her advisor (who is not in IIIT-Delhi any more) finds an advisor for Sonia at IIIT-Delhi. 2. Sonia appears for an annual review in front of the usual 3 member committee (which also needs to be formed) and the committee approves her submission **The AAC deliberated and recommended that due to the medical concerns in previous years, her studentship will continue and the department should form the committee or the previous committee can also be continued for the annual review process.** **Action: CSE dept**
5.		**To seek clarifications on the below PG Regulations (refer to clause 8 (1) a (i-vii) on page 10 of the Regulations)** The following points were approved in 57th Senate (Ref.57.6.2) and subsequently updated in Clause 8 (1) a (i-vii) on page 10 of the PG Regulations provide as under: i. If a PhD student does not register on ERP, (s) he will be marked "Absent Without Leave", and his/her fellowship and other facilities will be stopped immediately. ii. The AAC decided not to penalize PhD students for not registering on ERP by marking them "Absent Without Leave" or stopping their fellowship and facilities. iii. The Annual Review shall be made mandatory for all Ph.D. students, even after 5th year of Ph.D. and no exceptions will be granted for annual reviews and as long as any Ph.D. student remains registered in the Ph.D. program, they will have to appear and clear the annual reviews regularly. iv. After the 5th year of Ph.D., the default fee waiver will be stopped. The student must pay a fee equivalent to the fee applicable to sponsored students, failing which his registration shall stand terminated. The Advisor(s) may request for a waiver of fee in genuine cases [subject to satisfactory performance in yearly review.] v. After completing 7 years in the Ph.D. program, all Ph.D. students will be required to pay a fee equivalent to the fee applicable to sponsored students mandatorily. The fee waiver request will not be accepted in any case. vi. Ph.D. students can be allowed to register courses and complete the program within a maximum of 10 years. vii. The maximum duration of the Ph.D. program will be 10 years from the date of joining. If a Ph.D. student does not submit his/her thesis within 10 years from the date of joining, his/her registration will be terminated and a termination letter will be issued to the student with a copy to the Head of the Department and to the Advisor(s) **The following clarifications are sought from AAC to implement the above regulation;**

	a. Whether students who have already submitted their thesis are required to register THE799 (a zero credit course) on ERP? b. The duration of Ph.D. refers to the period from date of joining in Ph.D Program till submission of thesis and includes Semester leave, Maternity/Paternity leave or any other kind of leave. Also paid/unpaid internship period or ORF is included in this duration. c. This rule applies to all the enrolled Ph.D. students with immediate effect (This is what is implied as there is no batch nor implementation date mentioned in the recorded senate minutes, also this decision came out to rule out the students who have been enrolled for many years and are not registering on ERP or not coming to campus) . **During the AAC meeting, it was deliberated that the stipulated conditions would apply to all the students from the current academic year (AY 2023-24). Additionally, the AAC recommended conducting an orientation session for new Ph.D. students to inform them about these rules and regulations.** **Action: Academics/Senate**
6.	**Time Table Constraints due to limited classrooms, TA availability, and increasing number of core courses** With the increased student strength and the number of core courses across programs, there is a need for additional slots in the academic timetable for 4xx and higher courses. These slots will also help to minimize overlap between core/mandatory and elective courses. The proposal is to decide on one of the following options. 1) Add a 6 - 7.30 pm or 8-9.30 am slot in 4xx or higher courses (Preferred option with 8 - 9.30 am slot suggested by student senate) 2) Add two slots in Friday's second half (currently used in a few cases), but the challenges are overlap with FM/Seminar slots, student club, placement activities, etc. **Option 1 was agreed upon in institute FM.** **The AAC agreed on option one and approved the same.** **Action: Academics**
7.	**Online Classes** As per the existing guidelines, all 39 lectures should be conducted offline on campus. For any alternative arrangements, faculty can request while applying for the leave. In most of the cases, online lectures are not allowed. However, requests for online lectures from industry experts and field visits are considered. When faculty travels just before any class / mid-sem and end-sem exams, rescheduling must be planned. Also, in emergency cases where the duration of faculty availability may not be known in advance, an online option helps to address immediate concerns.

	The proposal is to give an option for online classes when faculty applies for leave. **The AAC deliberated and asked to seek Department HOD's view, concerning the possibility of faculty members conducting online classes while on leave. Department HOD's informed that they want to discuss this point in their departmental Faculty meetings.** **Action: Academics**
8.	**To discuss the transcript-related issues.** The same was discussed with DoAA & Dr. Debajyoti Bera. Here are the recommendations for the consideration of the AAC. **Consideration of this item was deferred to the next meeting.**
9.	**Teaching Excellence Award Policy** Below are the two conditions with which the Teaching Excellence Award was given in previous years. A) All Courses with >30 students who filled the feedback and average score of Q2, Q3, and Q4 >4 B) Courses with >100 students in all and with an average score of > 3.75 and average score in TLR Question >3 **Challenges:** ● The policy is a bit old and needs to be revamped. One exercise was done last year, and DoFA suggested having a policy that is sustainable and easier to implement (avoid external members) ● The current policy is not designed for a large number of faculty (34 awards in 2023). ● Slight increase in average feedback over the years ● Decrease in the number of feedbacks ● How to encourage rigorous courses, innovations in teaching and learning practices, new evaluation methodologies, and strict measures against academic dishonesty **Suggestions to be considered:** ● Teaching excellence award to be given to the faculty instead of course ● For courses with >30 students who filled the feedback, the average feedback of Q2, Q3, and Q4 needs to be increased to 4.25 instead of 4. ● For courses with >150 students, the average feedback of Q2, Q3, and Q4 needs to be increased to 4 instead of 3.75. ● Faculty is eligible for the award only if the above condition is satisfied for both courses. If only one course meets the criteria and the other course has less than 30 feedback, we may consider the faculty for the award if the average feedback of Q2, Q3, and Q4 should be greater than 4.25 with at least ten feedback. For faculty with > 150 students, second-course feedback is optional if the average feedback of Q2, Q3, and Q4 is greater than 4.5 for large courses.

	● Faculty can nominate themselves or their colleagues for the award if they have explored innovative teaching and learning approaches, methods to discourage plagiarism, and tools to improve evaluation in their courses. For evaluation, faculty needs to submit a 1-pager document highlighting the innovations, Opine feedback, and any other relevant documents. The decision will be taken by the committee comprising DoAA, DoFA, and academic chairs (AAC/UG/PG). **The AAC deliberated on the matter and urged everyone to propose a solution. If no alternative solution can be proposed, the existing policy will remain in effect.** ==**The discussion of this matter was deferred to the upcoming meeting.**==
10.	**Dean's Award List** ==**Consideration of this item was deferred to the next meeting.**==
11.	**To discuss the matter regarding Dual TAship** ==**Consideration of this item was deferred to the next meeting.**==
12.	**To deliberate on 'Value Added courses' in NAAC Curriculum Enrichment Point** ==**Consideration of this item was deferred to the next meeting.**==
13.	**The Mathematics department is seeking a clarification that "since the B.Tech., M.Tech. and Ph.D. Coordinators for each program is listed on the Academic Administration website https://iiitd.ac.in/academics/academic-administration, we should have some clarity on the roles and responsibilities of these positions, and to what extent can a Department define their roles and responsibilities."** AAC is requested to deliberate on this matter. ==**Consideration of this item was deferred to the next meeting.**==
	Additional Agenda Items
14.	**To report the list of students who have completed 6 years (12 semesters) and have registered for credits in Monsoon 2023 semester for extension to complete their graduation requirements:** · 2016208 – Vivasan Krishna Gadepalli, ECE (completed 146 Credits) · 2017082 – Raghav Dev Kukreti, CSE (completed 152 credits) · 2017170 – Nikhil Kumar, ECE (Completed 140 credits) · 2017299 – Mayank Rohilla, CSD (Semester Leave) - Completed 140 Credits The AAC recommended meeting these students with their parents to understand their seriousness to complete the pending credits for the graduation requirements.

	The Academics Department met with the parents of these 4 students and students have submitted the appeal for the extension of the semester to complete their graduation requirements. **Action: Senate**
15.	**Recommendation of Coursework Relaxation for a PhD Student of Mathematics Department** This matter was discussed in 30th AAC Meeting, where the department was requested to discuss the proposal, the department has discussed it and below is the updated proposal A PhD student in the Department of Mathematics has done M.Sc. (Mathematics) + MTech. (Industrial Mathematics and Scientific Computing). Currently, in the PG regulations of the Mathematics department, there is no mention of the course work of the students who come with MTech. degree in a related field. Based on the department's suggestion, as per clause 16.2(b) of the PG regulations, I would like to make the following request for the concerned student. As there are no guidelines regarding students who have done M.Sc. (Mathematics/related fields) + MTech. (in related fields), the concerned student should be allowed to do 16 credits of coursework. He has done M.Sc. in Mathematics from IIT Delhi and MTech. in Industrial Mathematics and Scientific Computing from IIT Madras; based on the background, I request AAC to provide him the relaxation. **The AAC deliberated and approved the above proposal and recommended the same to the Senate for approval.** **Action: Academics**

Agenda Points discussed in Special AAC conducted on 4th October 2023

To consider the sanction of Additional B.Tech. seats to take care of withdrawals for the Academic Year 2024-25

AAC was apprised of the current withdrawal status and a trend of withdrawal over the year (Table 1) for regular seats to initiate the discussion regarding vacancies in each department.
Please add total number of seats in each department to this table

Table 1

Branch	Year 2019	Year 2020	Year 2021	Year 2022	Year 2023	Current Intake	5 % of Current Intake
CSE	8	5	7	2	4	120	6
ECE	5	5	10	4	7	60	3

CSAM	6	4	3	3	3	60	3
CSD	2	2	2	1	1	60	3
CSSS	6	8	9	5	2	60	3
CSB	4	3	2	1	3	60	3
CSAI	3	1	5	3	3	60	3
EVE*	NA	NA	NA	1	7	60	3
Total	34	28	38	20	30	540	27
*EVE program started in the year 2022							

After a protracted discussion, the AAC recommended the following for the upcoming year's admission in B.Tech. program;

1. AAC suggested having provision of a special spot round before starting the first-day class if there are vacancies. The admission committee may take a call on whether to conduct this round.
2. The AAC will further discuss the alignment of the start of the semester so that there will be enough time between the spot round and the start of classes. This will be decided, taking input from all stakeholders.
3. It was also proposed to add 5% additional seats to the existing intake, which will take care of the withdrawals made after the last date of admission from the upcoming admission cycle. For regulatory bodies, there will be no change in the intake number. This increase in number is being introduced to take care of the withdrawals. While preparing the final reservation chart for admissions, these 5% will be included. Hence, the proposed intake for the Academic year 2024-25 will be as follows;

	Intake 2023-24			Proposed Intake 2024-25	
Program	JAC	IIITD admission		JAC	IIITD admission
B.Tech. CSE	120			120	
B.Tech. CSAI	60			60	
B.Tech. ECE	60			60	
B.Tech. EVE	60			60	
B.Tech. CSAM	60			60	
B.Tech. CSD	35	25 through UCEED		35	(25 through UCEED)

B.Tech. CSSS	35	25 through Class 12th marks		35	(25 through Class 12th marks)
B.Tech. CSB	60			60	
Total:	490	50		490	50
	540			540*	

*5% additional seats will be added, which will take care of the withdrawals made after the last date of admission

	Supernumerary Seats	Supernumerary Seats
KM seats	8 (1 seat in each B.Tech. program)	8 (1 seat in each B.Tech. program)
Wards of Faculty /staff working in IIITD	2	2
Foreign nations/NRIs/PIOs	71(50 seats through IIITD international admissions process and ICCR, 21 through DASA)	71(50 seats through IIITD international admissions process and ICCR, SII, 21 through DASA)
Business Blasters*	5 Seats in CSSS	5 Seats in CSSS

*Subject to start of Business Blasters program by Delhi Government in the Academic year 2023-24.

4. Further, AAC also discussed the below existing rule;

"No admissions will be done after the commencement of the classes even if some candidates drop out. Information and instructions for counselling, orientation, etc. will be posted from time to time on the Institute's website. This is the only method by which such information will be disseminated."

Considering the merit of the below-mentioned points, AAC proposed to continue the current practice;

- The curriculum at IIIT-Delhi is rigorous and focusses on specialised courses from the first semester onwards. The delayed admission can have significant impact on the student's performance and well being.
- The institute follows continuous evaluation in all academic courses, hence the late admitted student may miss out on relevant grades and impact the academic performance.
- As per Institute UG regulation [Ref 7.4 (3)] "If a student is absent from the Institute for more than 20 days in a semester due to medical or any other reason, this may be converted to a semester leave for that semester by DOAA.
- The Committee proposed to review the status next year. It was also proposed that to enhance the visibility of the Institute, registration at various forums to include the Institute name may be explored along with giving wider publicity.

Action: To Senate

To Consider Reservation in PG programs (M.Tech. & Ph.D.)

Dr. Deepika Bhaskar, Registrar (Special invitee) initiated the discussion regarding the reservation in the PG program. She informed the committee that the BoG has directed to deliberate on the reservation norms in the admission to PG programs and prepare a proposal for the Senate and BoG.

After an in-depth discussion, the committee proposed the following:

1. The national reservation policy in admissions may be announced for the M.Tech. programs adopting the B.Tech. reservation norms and the conversion rule. The proposed reservation to be followed is placed in Appendix I.

   In addition, it was also proposed that currently, relaxation is given only in the eligibility criteria, which may be extended to the final selection criteria. Here, the cut-off for various reserved categories may be defined separately to prepare the merit list.

It was also proposed to have the same intake as last year for the academic year 2024-25, adopting the reservation. Hence, the proposed intake for the Academic year 2024-25 will be as follows;
(Similar to B.Tech. for regulatory bodies, the intake number will be excluding the 15% additional seat).

Discipline	GATE/NON-GATE	Intake for 2023-24	Proposed intake for AY 2024-25
CSE	GATE	115	100
	NON-GATE	40	35
ECE	GATE	69	60
	NON-GATE	16	14
CB	IIITD process	29	25
	DBT process	15	15
Total		284	249*

*with the provision of 15% additional seats in each discipline of the PG programs to take care of the withdrawals

2. For the Ph.D. programs, it was noted to highlight the relaxation criteria for reserved category appropriately to attract more applicants from the reserve categories and to also mention that candidates from the reserve categories are

	strongly encouraged to apply. However the interview and selection norms will continue as per current practice
	Any other items with the permission of the Chairperson. **

Reservation

In category

a) Scheduled Castes (SC): 15 % of the total seats.

b) Scheduled Tribes (ST): 7.5% of the total seats.

c) Other Backward Classes (OBC-NCL): 27% of the total seats.

d) Economically Weaker Section (EWS): 10% of total seats

Sub – category

e) Defence Category(CW): 5% of the total seats in each category are reserved for candidates belonging to the Defence Category' in various priority. (Will be similar to B.Tech)

f) Differently-Abled Persons (PD): 5% of the total seats in each category are reserved for candidates belonging to the 'Differently Abled Person"

Relaxation

Scheduled Castes (SC) and Scheduled Tribes (ST): A relaxation of 10% marks in the eligibility requirements for the seats reserved for them.

Defence (CW): A relaxation of 5% marks in the eligibility requirements for the seats reserved for them.

Persons with Disability (PWD): A relaxation of 5% marks in the eligibility requirements for the seats reserved for them.

OBC: A relaxation of 5% marks in the eligibility requirements for the seats reserved for them.

Note: No relaxation for EWS.

Conversion of Seats:

In the case of categories (a) and (b) of SC and ST, the vacant seats are interchangeable. If the merit list is exhausted for SC & ST, then the vacancies will be treated as unreserved.

If sufficient numbers of eligible candidates from the categories mentioned in (c) and (d) are NOT available, the vacancies will be treated as unreserved.

Seats under category (f) are interchangeable within the category if sufficient candidates are not available in a particular sub-category.

In case a sufficient number of eligible candidates from the categories mentioned in (e) and (f) above are not available, the vacancies will be treated as unreserved in the respective category.

Note: The conversion of seats will be made in the round where the merit list is exhausted in the respective category.