

Minutes of the 37th meeting of the Academic Affairs Committee (AAC) held on 12th April 2024 at 2:30 PM in the Senate Room.

<p>1.</p>	<p>The following members/special invitees were present:</p> <ul style="list-style-type: none">● Prof. Vikram Goyal – AAC Chair● Dr. Sumit J. Darak – DoAA● Dr. Debajyoti Bera - UG Chair● Dr. Vinayak Abrol● Dr. Sonia Baloni Ray● Dr. Sayak Bhattacharya● Dr. Anmol Srivastava● Dr. Ratnadeep Suri● Dr. Jainendra Shukla● Ms. Rashmil Mishra● Mr. Tapan Kumar● Mr. Sanjay Chauhan● Mr. Ashutosh Brahma- Manager (Academics)● Ms. Nisha Narwal - Assistant Manager (Academics)● Ms. Sanjana Soni - Junior Manager (Academics)● Mr. Vijval - Student Senate Representative● Mr. Vimansh - Student Senate Representative <p>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:</p>
<p>2.</p>	<p>To confirm the minutes of the 36th AAC meeting held on 2nd February 2024.</p>
<p>3.</p>	<p><u>Reporting Items:</u></p> <p>The following new courses have been added for the monsoon 2024 semester and have been shared with AAC members via email. Since no comments are received, these courses are considered to be approved.</p> <ol style="list-style-type: none">1. Dr. Sneh Saurabh will offer a new course, "4 Credits" UG/PG course: "ECE512 - Advanced Digital Design and Verification, in Monsoon 2024". The course description is attached herewith for your reference.2. Dr. Sneh Saurabh will offer a new "4 Credits" UG/PG course: "ECE313/513 - VLSI Design Flow, in Monsoon 2024". The course description is attached herewith for your reference.

4.

Request to Extend Timelines Designated for Placement Activities

GM (Placements, Corporate Relations & IOP) presented the proposal before the AAC. The AAC extensively deliberated on this matter and requested the placement department to justify the current days allocated for placement activities. This review will assist the committee in deciding whether additional days are necessary to support placement activities effectively.

The DOAA has asked the placement department to submit a detailed proposal for consideration, ensuring that any potential overlaps in placement activities are carefully reviewed. In the meantime, the current process will be followed. The following points were noted during the discussion;

- 1. Weekday Interview** - *It was discussed & approved during the meeting. Interviews can be conducted on weekdays. However, prior approval needs to be obtained from DOAA. The approval process will take 2 to 3 days. In case of urgency, the DOAA can expedite the process.*
- 2. Online test on weekdays** - *The Placement Office proposed conducting the test on weekdays after 6:30 PM. However, a decision on this request is still pending. Test on days when there are no classes for the final /pre-final year batch, whatever is applicable, as per the Academic timetable. No test is to be conducted if there are classes scheduled for 7:30 PM. Coordination between the Placement Office and the Academic Office is necessary to align with the timetable for scheduling purposes.*
- 3. Academic activity scheduled by the faculty & placement Activity** - *The office will float a Google form with the interview shortlisted students to check their academic activity scheduled by the faculty. Also, a note will be added while floating a form that says, "This will be verified by the instructor/academic office" to avoid misleading/false information. Shortlisted students will be required to fill in the information.*

Academic activities will be given preference.

Students can opt-out after registration, after PPT, and before appearing for the test if there is a clash with academic activity.

To opt-out before any stage, the student must send an official email 24 hours before. Last-minute emails will not be entertained.

Once the student is shortlisted for an interview:

- ✓ In case of any overlap, the placement office will accommodate the student to give an interview in no academic activity slot.
- ✓ In case the interview shortlisted student/s has no free slot available due to academic activity only in this case, the student will be allowed to opt out without any penalty.

✓ If the student has No or few academic activities which is/are not overlapping. Where an adjustment of interview slot is possible, In this case, the student has to attend the interview & cannot miss the interview.

4. Google drive link of shortlisted students along with class schedule -
The office will share the Google Drive link with faculty members, with the list of shortlisted students along with the company name. The class schedules submitted by the shortlisted students will be accessible on the same drive for reference.

It was emphasized here that no communication regarding placement schedule should be made to students before the approval.

The AAC also requested the placement team to have a proper grievance redressal mechanism and a placement grievance redressal cell, with proper levels of escalation matrix like student affairs and academic office. The student may be allowed to do it independently without informing the placement office to avoid any conflict of interest.

Action: Placement Department

5. Recognizing Academic Excellence: A Proposal to Acknowledge Overall Runner-Ups

The AAC thoroughly reviewed the proposal from the Student Senate and suggested incorporating a maximum of two collaborative (joint) awards within a program, regardless of the number of students in each program. *It was also recommended to have the second award only for exceptional cases.*

Action: To Senate

6. Deciding upon the Penalty for Submission of any Forged Documents or Misbehavior by Students in any form.

The AAC discussed the offenses and their penalty pointwise and strongly supports the proposal to establish such penalties to avoid these instances looking at a large number of students and curve such instances.

Offense	Penalty
Forged Medical Documents	F grade in the course(s) for which the medical leave is applied and the suspension in the upcoming/ongoing regular semester (Monsoon / Winter) and No position of responsibility
Self Growth Certificate	X Grade in SG and semester suspension in the upcoming/ongoing regular semester (Monsoon / Winter) and No position of responsibility

Community Work Certificate	X Grade in CW and semester suspension in the upcoming/ongoing regular semester (Monsoon /Winter) and No position of responsibility
Forged Bills for any reimbursement (BTP, GATE, Travel, online course etc)	No reimbursement will be provided and fine of Rs. 10,000 will be imposed and no further bills will be processed for that student at IIITD and semester suspension for the upcoming /ongoing regular semester (Monsoon/Winter) and No position of responsibility
Misbehaviour with faculty / TF / TA / Staff during any academic activity like class, exams, presentations, any academic event like Convocation, admission etc.	Semester Suspension and No position of responsibility
Misbehaviour of TA with the students and Academic Dishonesty in the Taship duty	i) X Grade in the Taship ii) No payment for TA work (if applicable) iii) No further Taship opportunities and position of responsibility
Irregularities in the Invigilation duties for the PhD students	Academic Warning (already approved in AAC)
The Student may appeal to DAC in all cases	

The AAC also suggested that the committee, preferably the academic standing committee, should discuss each case and interact with the student(s) before imposing the penalty. For senate approval, a detailed proposal should be prepared.

Action: Academics/To Senate

7.

TA Award

The AAC extensively deliberated and proposed the following-

Proposal-

- Faculty will recommend the TAs while awarding TA grades.
- The faculty should support their nomination with appropriate reasons for each nomination.
- Distinguished TA award for TAs selected in two courses in an academic year.

Action: To Senate

8.

8-credit waiver for three Ph.D. students from SSH

After extensive discussion and careful consideration, the committee has decided not to approve the request for an 8-credit waiver.

	<p>Action: SSH Department</p>
9.	<p><u>Inclusion of BDS Degree in the Eligibility Criteria and Coursework Requirement</u></p> <p><i>The AAC approved the inclusion of the BDS degree in the eligibility criteria and coursework requirements for the CB department.</i></p> <p>Action: To Senate</p>
10.	<p><u>Coursework Requirements for the Completion of a Ph.D. Degree Existing Guidelines</u></p> <p>The AAC thoroughly discussed and proposed to have 8 credits for an Independent Project (IP) or Independent Study (IS).</p> <p>Action: Academics/To Senate</p>
11.	<p><u>Venue for BTP Presentations</u></p> <p><i>The AAC appreciated the efforts put up by the Academic section for the planning of BTP presentations and proposed to retain the existing practice. The academic Department can use the ground floor of the R&D Building if any department does not want to have the BTP poster presentation on their floor.</i></p> <p>Action: Academics/Department</p>
12.	<p><u>Timeline and Process for Rolling Admission</u></p> <p><i>The AAC thoroughly discussed and recommended that the rolling admission process continues throughout the year; however, applicants who have been rejected in either the regular or rolling admission rounds will be unable to reapply for a period of six months following the rejection from the institute's side.</i></p> <p><i>The AAC additionally recommended that both points be discussed in the faculty forum before official communication is made.</i></p> <p>Action: Department/Faculty Meeting</p>
13.	<p><u>Online Course Registration Process</u></p> <p><i>Consideration of this item was deferred to the next meeting.</i></p>
14.	<p><u>Allocation of 3xx and 5xx Code to Course and Evaluation Criteria</u></p> <p><i>Consideration of this item was deferred to the next meeting.</i></p>

15.	<p><u>Discussion on 7xx/8xx-Level Courses</u></p> <p><i>Consideration of this item was deferred to the next meeting.</i></p>
16.	<p><u>Request for Review and Standardization of Prerequisite Policy for DSA Course Enrollment</u></p> <p><i>Consideration of this item was deferred to the next meeting.</i></p>
17.	<p><u>Revisiting policy for assigning cross-departmental course code to already approved courses</u></p> <p><i>Consideration of this item was deferred to the next meeting.</i></p>
18.	<p><u>To Deliberate on 'Value Added courses' in NAAC Curriculum Enrichment Point</u></p> <p><i>Consideration of this item was deferred to the next meeting.</i></p>
19.	<p><u>Online Course Registration Process</u></p> <p><i>Consideration of this item was deferred to the next meeting.</i></p>
20.	<p><u>Invigilation Guidelines for Mid-Semester and End-Semester Examinations</u></p> <p><i>Consideration of this item was deferred to the next meeting.</i></p>
21.	<p><u>Discussion of Coursework Requirements for Ph.D. Students Admitted with M.Sc. + M.Tech. Degrees Based on Feedback From AAC</u></p> <p><i>Consideration of this item was deferred to the next meeting.</i></p>
22.	<p><u>Discuss and Finalize Teaching Fellow Eligibility</u></p> <p><i>Consideration of this item was deferred to the next meeting.</i></p>

Additional Agenda Item

1.	<p><u>Name Change in the Degree after the Convocation or once the Degree is Issued</u></p> <p><i>The AAC extensively deliberated and recommended seeking legal advice first, after which the institute will take appropriate action accordingly.</i></p> <p>Action: Academics</p>
2.	<p><u>Self Growth Course</u></p> <p><i>The AAC extensively deliberated and recommended the following-</i></p> <ul style="list-style-type: none">● <i>They will not receive any TA credits.</i>● <i>Financial support needs to be approved by the Student Affairs department, and the budget should come from the Student Affairs office.</i> <p>Action: Student Affairs/Anuj Grover</p>
<p><u>The meeting ended with a vote of thanks to and by the Chairperson.</u></p>	