

**Agenda for the 37th meeting of the Academic Affairs Committee (AAC) to be held on Friday, April 12th at 2:00 PM in the Senate Room**

1.	To confirm the minutes of the <a href="#">36th AAC meeting</a> held on 4th March 2024.
2.	<p><b><u>Reporting Items:</u></b></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> <p>1. Dr. Sneh Saurabh will offer a new course, "<b>4 Credits</b>" UG/PG course: "<b>ECE512 - Advanced Digital Design and Verification</b>, in Monsoon 2024". The course description is attached <a href="#">herewith</a> for your reference.</p> <p>2. Dr. Sneh Saurabh will offer a new "<b>4 Credits</b>" UG/PG course: "<b>ECE313/513 - VLSI Design Flow</b>, in Monsoon 2024". The course description is attached <a href="#">herewith</a> for your reference.</p>
3.	<p><b><u>Request to Extend Timelines Designated for Placement Activities</u></b></p> <p>On 26.02.24, a meeting was held to deliberate on potential modifications to the current Placement policy. Attendees included Dr. Anmol Srivastava, Dr. Arjun Ray, Dr. Sankha S Basu, Dr. Sanat K Biswas, Dr. Venkata Ratnadeep Suri, Ms. Rashmil, along with several Placement convenors, representatives from the student body involved in placements, and members of the placement office team.</p> <p>During the meeting, a proposal was made to extend the timelines designated for placement activities. This adjustment is deemed necessary because the existing timelines are insufficient, particularly in light of the growing number of final year and pre-final year students registering for final placements and internships. The detailed proposal is <a href="#">attached</a>.</p> <p>Five placement faculty coordinators have supported the proposal and is now recommended for approval by the Academic Affairs Committee (AAC).</p> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>
4.	<p><b><u>Recognizing Academic Excellence: A Proposal to Acknowledge Overall Runner-Ups</u></b></p> <p><a href="#">Here</a> is the final proposal for BTech All-Round Performance medals. The Academic medals remain unchanged.</p> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>

5.

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

**Challenge:** There is no defined policy or guidelines if a student submits any forged document or misbehaves with students, staff or faculty members in the Institute.

**Proposal:** We are proposing some penalties which can be deliberated by AAC.

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)
Self Growth Certificate	X Grade in SG and semester suspension in the upcoming / ongoing regular semester (Monsoon / Winter)
Community Work Certificate	X Grade in CW and semester suspension in the upcoming / ongoing regular semester (Monsoon / Winter)
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)
Misbehaviour with faculty / TF / TA / Staff during any academic activity like class, exams, presentations, any academic event like Convocation, admission etc.	Semester Suspension
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
Irregularities in the Invigilation duties for the PhD students	Academic Warning (already approved in AAC)
The Student may appeal to DAC in all cases	

If any student falls under any of the above categories, they will not be eligible for any award and they cannot hold any student position of responsibility.

6.

**TA Award**

During COVID, the TA award was discontinued. It is planned to re-initiate the TA award. The earlier policy is as follows:

- TAs who are nominated by the course instructor and,

	<ul style="list-style-type: none"> <li>• TAs for whom the general feedback is good and something good has been mentioned by the students in the course feedback.</li> </ul> <p><b><u>Below is the proposed proposal-</u></b></p> <ul style="list-style-type: none"> <li>• Ask the student to nominate at most three TAs for the best TA award.</li> <li>• The student may support their nomination with appropriate reasons for each nomination.</li> <li>• Faculty will recommend the TAs while awarding TA grades.</li> <li>• The faculty should support their nomination with appropriate reasons for each nomination.</li> <li>• Per 50 students, only 1 TA award can be given in a course.</li> <li>• For the TA award, at least 15 student nominations are required.</li> <li>• Distinguished TA award for TAs selected in both courses in an academic year.</li> </ul> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>
7.	<p><b><u>8 credit waiver for three Ph.D. students from SSH</u></b></p> <p><b>Challenge:</b> According to Ph.D. regulations of SSH, students with "BTech/MA/MSc/MTech/MSW/Two year full time Post-Graduate Diploma or equivalent" are supposed to take 32 credits of coursework. Three PhD students Ms. Shruti Khurana, Ms. Anjali Salot and Mr. Ghulam Hussain working with Dr. Sonia Baloni Ray, Dr. Mrinmoy Chakrabarty and Dr. Deepak Prince respectively, have specializations and experience in their respective fields. For these three students, we have noticed that about two courses offered either at IIITD and IIT Delhi, which were supposed to be a part of their PhD course-work have already been taken by them during their masters (The courses for respective students has been listed in their application. provided as an attachment).</p> <p><b>Proposal:</b> The department like to propose a waiver of 8 credits for these three PhD students, Ms. Shruti Khurana, Ms. Anjali Salot, and Mr. Ghulam Hussain, working with Dr. Sonia Baloni Ray, Dr. Mrinmoy Chakrabarty and Dr. Deepak Prince respectively.</p> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>
8.	<p><b><u>Inclusion of BDS Degree in the Eligibility Criteria and Coursework Requirement</u></b></p> <p><b><u>Existing Guidelines:</u></b> The existing eligibility criteria for CB department is as follows:</p> <ul style="list-style-type: none"> <li>• Candidates must have a BTech / BE / B.Pharma / M.Pharma / MTech / MS /ME / MCA / MSc / M.B.B.S. or equivalent, to be eligible to apply.</li> </ul>

- Candidates must have a CGPA of at least 6.5 on a scale of 10 (or equivalent) or 60% (applicable for all degrees).

**Challenge:**

- A candidate having BDS in dentistry requested for rolling admission in PhD.
- The guideline is not clear for BDS degree therefore the department's recommendations were asked on this matter.
- The HoD has recommended to consider the BDS degree for rolling admission and on the basis of recommendation the standing committee approved the request of admission.

**Suggestions:**

- The BDS degree may be included in the eligibility criteria and course work requirements will be equivalent to the B.Tech.
- The coursework requirement for BDS will be equivalent to B.Tech., which is as under:

Discipline	B.Tech. (or equivalent)	Coursework Requirements		Research work Requirements
CB	B.Tech. (or equivalent)	32	1 IS and 1 IP allowed (4 credits)	56 credits
	M.Tech. (or equivalent)	16	1 IS	

*The above matter is put up to AAC for consideration and appropriate decision/recommendation.*

9.

**Coursework Requirements for the Completion of a Ph.D. Degree Existing Guidelines**

Attached [herewith](#) is the complete proposal.

*The above matter is put up to AAC for consideration and appropriate decision/recommendation.*

10.

**Venue for BTP Presentations**

**Issue:**

	<ol style="list-style-type: none"> <li>1. Earlier, we used to schedule BTP presentations at the ground floor of the Old Acad Building / LHC. Faculty members mentioned that this creates confusion to them to locate BTP presentations of their students.</li> <li>2. Later we started scheduling presentations on the Department floors so that it is easy for the faculty members to locate and evaluate the B.Tech. projects.</li> <li>3. Last semester we got feedback from CSE department that BTP presentations creates lot of disturbance on the departmental floors hence it should be conducted elsewhere</li> </ol> <p><b>Suggestion:</b> It is easy for faculty members if we schedule BTPs on the department floors</p> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>
11.	<p><b><u>Timeline and Process for Rolling Admission</u></b></p> <ol style="list-style-type: none"> <li>1. In the 4<sup>th</sup> meeting of AAC held on 9<sup>th</sup> Sept 2020, the guidelines were approved in AAC meeting:  AAC discussed the matter in detail and felt that the rolling admission process needs to be streamlined. After further discussion, the following was recommended: <ul style="list-style-type: none"> <li>• During regular admissions (i.e., from the time of announcement of Advt. and till the application date is over), the rolling admissions should not be scheduled. Faculty planning to conduct the Ph.D. interview for hiring during this time is requested to advise the candidate to apply through the regular admission process only.</li> </ul> </li> <li>2. In the 32<sup>nd</sup> Meeting of AAC held on 10<sup>th</sup> Nov 2023, a details admission process was discussed and following guidelines is approved by the AAC: <ul style="list-style-type: none"> <li>• Applications are invited for rolling admission throughout the year Link, a candidate may apply by sending an application directly to the faculty member of the institute depending on the research interests - the application must include the CV, degree &amp; transcript of highest education qualification and any other relevant information.</li> <li>• Department or faculty may float an advertisement on IIITD website, LinkedIn, on any other digital/non digital media platform.</li> <li>• After shortlisting the candidate(s) the concerned faculty or department will share the details of the candidate(s) to the academic department for the verification of eligibility and will also share the names of evaluation committee members and the source of funding.</li> <li>• There shall be (at least) three members in the evaluation committee and the committee should consist of two internal faculty members (including advisor &amp; co advisor).</li> <li>• The Academic office will take the approval for the evaluation committee and to the conduct of interview (entrance exam or</li> </ul> </li> </ol>

both) from the chair PGC, after verifying the eligibility of the shortlisted candidate(s).

- In case of any ambiguity in the eligibility criteria, the academic office may seek recommendations of HoD of the concerned department and inform chair PGC.
- Once the approval is received, the concerned faculty or department can conduct the interview (entrance exam or both) and will share the recommendations of the evaluation committee to the academic office.
- Based on the recommendations, the academic office will get the approval from chair PGC, DoAA and chairman senate for the admission of candidate.
- On the basis of approval, the offer letter of the candidate and other joining formalities will proceed further.
- That the rolling admission process will not be available during the regular Ph.D. admission.
- The rolling admission will only resume after the conclusion of the regular admission process, from the time of the application submission until the announcement of results.

3. In continuation to above guidelines, in the 33<sup>rd</sup> AAC meeting held on 22<sup>nd</sup> December 2023, the AAC reviewed the timeline for Rolling admission, which is as under:

In continuation of the 32<sup>nd</sup> AAC Minutes, it was agreed that the admission process could be initiated in February and August so that departments will have enough time to process and announce interview dates at least a month before the proposed interview dates. It is further decided not to have a Rolling admission during the Regular admission process, starting from the shortlisting phase until the final result is announced.

#### **Challenges:**

1. Some rolling admissions are time critical (for example lapse of fellowship or stipend)
2. Some types of PhD admissions are done in rolling admission only (when minor relaxation in eligibility for a truly exceptional candidate needs to be made)

#### **Suggestions:**

- The rolling admission can be allowed throughout the year (even during regular round).
- It is also proposed that the final rolling admission process document should be uploaded on institute website (because it seems that some faculty members are not aware of the processes to be followed for the rolling admission).

Few other suggestions from faculty members;

- Revert to the previous protocol established in the 4th AAC, allowing for rolling admissions to begin immediately after the closure of the application window. This amendment seeks to ensure a continuous opportunity for Ph.D. aspirants to apply throughout the admission cycle, optimizing the recruitment process and addressing concerns regarding potential delays.
- Differentiate the application restrictions between regular full-time students and sponsored/industrial category applicants. It is proposed that sponsored/industrial category applicants be exempt from the restriction on rolling admissions, given the distinct nature of their admissions process and the potential benefits of allowing flexibility in their recruitment timeline.

**Rolling admission process of Ph.D.**

- Applications are invited for rolling admission throughout the year [Link](#), a candidate may apply by sending an application directly to the faculty member of the institute depending on the research interests - the application must include the CV, degree & transcript of highest education qualification and any other relevant information.
- Department or faculty may float an advertisement on IIITD website, LinkedIn, on any other digital/non digital media platform.
- After shortlisting the candidate(s) the concerned faculty or department will share the details of the candidate(s) to the academic department for the verification of eligibility and will also share the names of evaluation committee members and the source of funding.
- There shall be (at least) three members in the evaluation committee and the committee should consist of two internal faculty members (including advisor & co advisor).
- The Academic office will take the approval for the evaluation committee and to the conduct of interview (entrance exam or both) from the chair PGC, after verifying the eligibility of the shortlisted candidate(s).
- In case of any ambiguity or relaxation in the eligibility criteria, the academic office may seek recommendations of HoD of the concerned department and inform chair PGC.
- Once the approval is received, the concerned faculty or department can conduct the interview (entrance exam or both) and will share the recommendations of the evaluation committee to the academic office.
- Based on the recommendations, the academic office will get the approval from chair PGC, DoAA and chairman senate for the admission of candidate.
- On the basis of approval, the offer letter of the candidate and other joining formalities will proceed further.

*The above matter is put up to AAC for consideration and appropriate decision/recommendation.*

12.	<p><b><u>Online Course Registration Process</u></b></p> <p>In each semester online courses are being offered by different departments. Faculty members follow a different process for its registration.</p> <p><b>Challenges:</b></p> <ul style="list-style-type: none"> <li>• The CSE department follows that students should get an online course approved by the respective faculty member to register for that course.</li> <li>• Some courses are capped with 150 limits, the registration process gets complicated.</li> <li>• Multiple pre-requisites are applied for a few courses which are difficult to manage on erp.</li> </ul> <p><b>Proposed Solution:</b></p> <ul style="list-style-type: none"> <li>• If cap can be removed from online courses and if students can register for courses directly on erp.</li> </ul> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>
13.	<p><b><u>Allocation of 3xx and 5xx Code to Course and Evaluation Criteria</u></b></p> <p>When the course is being floated, the reasons for dual code should be explicitly highlighted. Furthermore, many 5xx courses do not have any prerequisites. This needs to be strengthened while approving the courses.</p> <p>Evaluation criteria can not be the same for two different codes; hence, some differentiation should be made. Courses with dual code should explicitly mention the evaluation criteria for 3xx and 5xx. Ideally, evaluation criteria for 5xx should involve additional evaluation, such as extra questions in exams, projects with additional components, extra topics, or assignments.</p> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>
14.	<p><b><u>Discussion on 7xx/8xx-Level Courses</u></b></p> <p>This concern is raised by Dr. Debajyoti, as per the course numbering system (at least for CSE, which I designed), 7xx/8xx courses are meant <u>strictly</u> for PhD students (they are considered super-advanced). Such courses are not under the consideration of outcome-based education, and may often require non-standard evaluation means like paper reading, etc. Many of us experienced such courses during our graduate studies and I think there are pedagogical reasons to allow such courses. I am inclined to believe that the Senate's recommendation was supposed to be for 1xx-6xx courses (taken by BTech &amp; MTech students). Hence, I am requesting that we discuss this agenda once again and revisit the concerns raised that led to the recommendation.</p> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>



15.	<p><b><u>Request for Review and Standardization of Prerequisite Policy for DSA Course Enrollment</u></b></p> <p>There are concerns raised by Dr. Ojaswa regarding the inconsistent enforcement of prerequisites for the Data Structures and Algorithms (DSA) course. He emphasizes the need for a more standardized approach to ensure fairness and equal treatment of all students. The issue is exemplified by ongoing requests from students, including Chandra Mohan, seeing exceptions to enroll in DSA without meeting prerequisites.</p> <p><b>Challenge:</b></p> <ul style="list-style-type: none"> <li>• The key issue is that the students know about the pre requisite of the course and even if they have not cleared the prerequisite they approach the course instructor to waive off the prerequisite for them.</li> <li>• Standard practice is that a student should complete the pre requisites of any course and if he has not done the same then he should not opt for that course. Even if he /she approaches the course instructor it is completely faculty member's choice to permit him or not.</li> </ul> <p><b>Proposed Solution:</b></p> <ul style="list-style-type: none"> <li>• Propose a thorough review and standardization of prerequisites for the DSA course to ensure a fair and uniform policy.</li> </ul> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>
16.	<p><b><u>Revisiting policy for assigning cross-departmental course code to already approved courses</u></b></p> <p><b><u>(i) Assigning ECE Code to Linear Optimization (LO)</u></b></p> <p>The department has approved assigning an ECE code for Linear Optimisation (LO) ECE 307 and ECE 507.</p> <p>Recommendation of Mathematics Dept. received on 22nd Feb 2024; With regard to the provisioning of an ECE code for the MTH374/MTH574: Linear Optimization course, the faculty members of the Department are of the view that this should not be provided. It is the collective view that Linear Optimization is a math-intensive course and it is best not to give it a non-Math code. However, this is a recommendation and further action and decision may be taken by DoAA and/or the Academic Office based on AAC discussion.</p> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>
17.	<p><b><u>To Deliberate on 'Value Added courses' in NAAC Curriculum Enrichment Point</u></b></p> <p>As per NAAC, Value Added Courses are of varying durations that are optional and offered outside the curriculum that add value and help students get placed.</p>

	<p>Value-added courses are offered by institutions for student empowerment. They enhance the curriculum by amplifying, supplementing, and replacing parts or features that have become ineffective or obsolete.</p> <p>Pls, refer to the last point of page nos. 136 &amp; 141 of <a href="#">NAAC Manual</a></p> <p>Value-Added Courses Offered by few other NAAC A++ Universities:  <a href="#">Jawaharlal Nehru Technological University, Hyderabad</a>  <a href="#">Shivaji University, Kolhapur</a></p> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>
18.	<p><b><u>Online Course Registration Process</u></b></p> <p>In each semester online courses are being offered by different departments. Faculty members follow a different process for its registration.</p> <p><b>Challenges:</b></p> <ul style="list-style-type: none"> <li>• The CSE department follows that students should get an online course approved by the respective faculty member to register for that course.</li> <li>• Some courses are capped with 150 limits, the registration process gets complicated.</li> <li>• Multiple pre-requisites are applied for a few courses which are difficult to manage on erp.</li> </ul> <p><b>Proposed Solution:</b></p> <ul style="list-style-type: none"> <li>• If cap can be removed from online courses and if students can register for courses directly on erp.</li> </ul> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>
19.	<p><b><u>Invigilation Guidelines for Mid-Semester and End-Semester Examinations</u></b></p> <p>There are certain difficulties encountered during both the mid-semester and end-semester examinations. <a href="#">Here</a> is the proposal.</p> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>
20.	<p><b><u>Discussion of Coursework Requirements for Ph.D. Students Admitted with M.Sc. + M.Tech. Degrees Based on Feedback From AAC</u></b></p> <p>Maths Departments in its department FM which held on September 20, 2023 discussed and proposed the following for further approval-</p> <ul style="list-style-type: none"> <li>• To withdraw relaxation criteria given to M.Phil. students for coursework requirement keeping in view of changes introduced by National Education Policy (NEP) 2020,</li> </ul>

	<p>namely, discontinuation of M.Phil. (Master's in Philosophy) program.</p> <ul style="list-style-type: none"> <li>● Consequently, the prescribed course work requirements for Ph.D. in Mathematics would be the following. For students admitted with (a) B.Tech. (or equivalent): 32 credits, and (b) M.Sc. (Mathematics/Statistics): 24 credits.</li> <li>● Ph.D. students admitted with any other degrees will need to therefore take 32 credits of coursework. The IIIT-Delhi Regulations for PG (M.Tech. &amp; Ph.D.) (Feb 2023) already allows for requests for relaxation of coursework as special cases under the clause 16.2 (b) of the PG regulations. This clause is reproduced below for reference.</li> </ul> <p>In special cases, for students with advanced standing by virtue of their academic preparedness and/or by virtue of their professional work experience, some of the course requirements may be waived.</p> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>
21.	<p><b><u>Discuss and Finalize Teaching Fellow Eligibility</u></b></p> <p>This has been discussed in the Math FM held on July 7. Here are the <a href="#">minutes</a>.</p> <p>After detailed deliberations, the following eligibility criteria for teaching fellow recruitment was proposed by the Department:</p> <p><b>Essential Qualification:</b> MSc (Math)/MSc (Physics)/MSc (Statistics)/MStat/MPhil (Math)/MTech/ME in CS/ECE/Math and similar interdisciplinary programs.</p> <p><b>Desirable qualification:</b> Recent Ph.D., including those who have submitted their Ph.D. Thesis for evaluation.</p> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>
	<p><b><i>Any other items with the permission of the Chairperson.</i></b></p>

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### Additional Agenda Item

1.	<p><b><u>Name Change in the Degree after the Convocation or once the Degree is Issued</u></b></p> <p><b>Challenge:</b></p> <ul style="list-style-type: none"><li>• We have received a request from a 2019 batch (Yugansh Sharu, 2019347) graduate student to change his name in his degree. He gave an application for the name change in degree after the degree was issued to him. He got the amendment in the name in his XII class marksheet as well.</li><li>• At IIITD we do not have any provision for the name change once the degree is issued / after the convocation ceremony.</li></ul> <p><b>Proposal:</b></p> <p>We have the provision of issuing Duplicate Degree in case of loss of degree by the student. Below mentioned are the requirements for the same:</p> <ul style="list-style-type: none"><li>• Application for issuing duplicate certificate</li><li>• Loss of Degree notified by the student in the column of leading News paper of the country</li><li>• FIR copy</li><li>• Declaration (Affidavit) on Non Judicial stamp paper of Rs. 100/- duly attested by First Class Magistrate or Notary Public.</li><li>• Fee payment of Rs. 2500/-+ GST towards issuing duplicate degree</li><li>• Make a request for the issue of Duplicate degree after 15 days of the Press Release</li></ul> <p>Similarly, it is proposed that there can be a provision for name change after the convocation with below mentioned documents:</p> <ul style="list-style-type: none"><li>• Application for issuing Revised Degree certificate</li><li>• Revised XII Marksheet</li><li>• Declaration (Affidavit) on Non Judicial stamp paper of Rs. 100/- duly attested by First Class Magistrate or Notary Public.</li><li>• Fee payment of Rs. 2500/-+ GST towards issuing duplicate degree</li></ul> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>
2.	<p><b><u>Self Growth Course</u></b></p> <p><a href="#">Here</a> is the Self-Growth Coordinator Policy.</p> <p><i>The above matter is put up to AAC for consideration and appropriate decision/recommendation.</i></p>