

Minutes of the 3rd meeting of the Academic Affairs Committee (AAC) held on August 18, 2020 at 3.00 pm through Google meet

Following were present:

1. Dr. Anuradha Sharma - Chairperson
2. Prof. Pushpendra Singh - DoAA
3. Dr. M S Hashmi - Chair-PG Affairs
4. Dr. Sumit Darak - Chair-UG Affairs
5. Dr. Debajyoti Bera
6. Dr Rahul Purandare
7. Dr. Debika Banerjee
8. Dr. Kiriti Kanjilal
9. Dr. Sriram K
10. Dr. Saket Anand
11. Dr. Sujay Deb
12. Mr. K P Singh - Academic In-charge
13. Ms. Sheetu Ahuja - Manager (Academics)
14. Ms. Priti Patel - AM(Academics)
15. Mr. Ashutosh Brahma - AM (Academics)
16. Mr Abhinav Srivastava - JM(Academics)
17. Ms. Sharmishtha Swasti - Student Senate Coordinator

At the outset, Dr. Anuradha Sharma (Chairperson-AAC) 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:

General Items

Item No.1 To confirm the minutes of the 2nd meeting of the AAC held on August 12,2020

No comments were received on the minutes of the 2nd AAC meeting held on August 12, 2020. Hence, the minutes of the meeting were confirmed.

Item No.2 To consider the CSE Department's recommendation with regard to M.Tech. (CSE) program "It is advised that M.Tech. CSE students should do a minimum of six CSE courses in addition to completing the other requisite courses for degree requirements. He/She can only do two non-CSE courses."

Chair AAC apprised the members of the recommendation of the CSE Department that M.Tech.(CSE) students should do a minimum of six CSE courses in addition to completing the other requisite courses for degree requirements. He/She can only do two non-CSE courses. DOAA further clarified that M.Tech. students of CSE department have to do 8 courses out of which 6 courses will be taught courses and this will not include IP/IS. The rest two courses can be non-CSE courses, which may include IP/IS. After a brief discussion, the AAC agreed to the recommendation of the CSE Department to be effective from 2020 batch.

Item No.3 **Thesis Defense/Scholarly Paper Report Submission name:** In a recent decision of the PGC and subsequent approval of the Senate, it was decided to grade Thesis/SP/CapP. During the semester, the current practice will be followed, where S/X will be awarded for multiple credit registration. When the student is expected to complete the minimum credit, in that semester, s/he will be registering for the defense or report submission.

Following are the proposed names: ·

M.Tech. Thesis Viva (16 Credits)

Scholarly Paper Report (4/8 Credits)

Capstone Project Report.

Chair AAC apprised the members of the background of the proposal and the decision of the Senate to award grade in the final thesis. Thereafter, Ms. Sheetu Ahuja, Manager (Academic) informed the committee of the new rule of letter grade for M.Tech. Thesis/SP etc, applicable from 2019 batch as well as award of 'S' or 'X', Letter grades. During the course of discussions various names were suggested for the interim and final thesis /Scholarly paper.

After detailed deliberation, the AAC recommended that in the interim period, the nomenclature will be **M.Tech. thesis progress / Scholarly paper progress/ Capstone project progress** and students will get 'S' or 'X' grades based on the performance. On completion of the work, the thesis defence will be conducted and the student will get a letter grade (A,B,C...) for 16 credits of **M.Tech. Thesis**. Similarly, on completion of work and submission of the report, the student will get letter grades for 8/4 credits of **Scholarly paper/Capstone project**. The committee also suggested that the registration for M.Tech. Thesis/Scholarly paper will be done on ERP by the Admin when the student has finally defended his/her Thesis or has submitted the scholarly paper.

For students converting from thesis to scholarly paper or vice-versa, a note will be made in the transcripts that "the student has converted from thesis to scholarly paper".

Item No.4 **To consider the issue of thesis grade for Ph.D. students graduating with M.Tech. degree. In a recent PGC meeting, it was decided to award letter grades to M.Tech. students for Thesis and SP. As per regulations, our Ph.D. students are allowed to take M.Tech. on the way or can also leave the Ph.D. program and can go with an M.Tech. degree. However, since the thesis grade for Ph.D. students is still S/X, how will the final grade for students transferring from Ph.D. to M.Tech. or taking on the way M.Tech. will be decided?**

Chair AAC presented the agenda item. After a brief discussion, it was decided that the final grade for students transferring from Ph.D. to M.Tech. or taking M.Tech. on the way will be awarded after completion of work and thesis defense. As in the normal case, Admin will register the Thesis credits at the time of defense and will award the grades.

Item No.5 **To discuss the question of grade replacement for PG students who are under academic warning. Should warning be exclusive of grade replacement for both Ph.D. students? When can a Ph.D. student apply for grade replacement?**

Ms. Sheetu Ahuja, Manager (Academic), presented the agenda item and the issue of grade replacement by the students especially those under academic warning. It was noted that based on the entry qualification like B.Tech., M.Sc. or M.Tech., Ph.D. students are required to do 32 credits, 24 credits or 16 credits of course work and attain the required minimum CGPA for the degree. After detailed deliberations, the AAC recommended that Ph.D. students can be allowed grade replacement only on the successful completion of the required course work and not in between.

Item No.6 To review the points about the Ph.D. Thesis Evaluation Guidelines.

Chair AAC presented the agenda item and apprised the members of the existing guidelines for evaluation of Ph.D. thesis and the issues raised on several points. After detailed deliberations, the AAC recommended pointwise as under:

Point	Recommendation
Point 1 & 3 Synopsis & Thesis Submission	It was recommended that from now on, Ph.D. students will be asked to submit their PhD Theses along with a PhD synopsis on the day of submission. The cases of delay in respect of the students who have already submitted synopsis will be dealt with separately. All such students will now be asked to follow the above rule.
Point 4 Appointment of panel of examiners	If the panel of examiners gets exhausted, the PhD advisor(s) may be asked to provide more names of the possible PhD examiners. Admin will check with the advisor (at the time of Thesis and synopsis submission) whether he/ she has contacted all the examiners regarding their availability for thesis evaluation or not.
Point 5 Evaluation of Thesis	It was noted that in the letter sent to the examiners, we request them to send the report by post/courier. However, in many cases, the examiners send the scanned copy/pdf of the report through email, as they find difficulty in sending the report by post/courier. The AAC recommended that the scanned copy or pdf version of the report sent by email should be considered sufficient. The committee also discussed the issue of disclosing the identity of the examiners. After detailed deliberations, it was recommended that for Category A and B reports, we shall follow the existing practice and pass on to the Advisor for conducting the thesis defence. For Category C and D, the names should not be revealed till the major revision has been done and satisfactory reports are received.
Point 7 Follow up and Reminders	The committee discussed the issue of delay in getting confirmation/ response from the examiners for evaluation of thesis. After detailed deliberation, it was decided to continue with the present practice for another one year. However, to expedite the case, the committee suggested that the reminder should also be sent from the Chair PGC or the DOAA. The committee also discussed the issue of submission of 2 hard bound copies to the Library after the thesis defense. It was pointed out that keeping of hard copies require space. At the same time, it was also noted that NAAC and NBA visiting teams require to see the hard copies of theses

	<p>in the library during their visits. After a brief discussion, it was decided to continue with the current practice.</p> <p>Also, it needs to be figured out that where the 2nd hard bound of the PhD thesis can be kept. One suggestion is to keep it with the Department of the graduated student. However, DoAA suggested that HoDs should check with the space allocation committee before implementing this.</p>
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Item No. 7. To discuss the Ph.D. thesis reviewers list.

Chair PGC informed the committee that recently, he received a panel of examiners from a colleague, which contained names of examiners and most of them were from one institution and one from the other. So, we should have some regulations to ensure that the proposed PhD examiners are from diverse institutions.

After a brief discussion, AAC recommended that thesis will be sent for evaluation only if the proposed PhD examiners are from diverse institutions (i.e., at least three institutions).

Item No. 7. *Revisiting the guidelines regarding “Conflict of Interest” about Ph.D. thesis evaluation.*

AAC briefly discussed the current guidelines regarding Conflict of Interest about Ph.D. thesis evaluation. However the discussion could not be concluded and Admin-PhD was asked to present the pointers which requires to be discussed under this item.

Item No. 11 To add following courses to the Regular AI elective bucket for the M. Tech. CSAI program.

Dr. Saket Anand presented the item and informed that M.Tech. CSAI program has Core AI, Core AI Elective and Regular AI Elective courses. It has been recommended to add the following three courses in the Regular AI Elective Bucket.

1. Bayesian Machine Learning (BML) offered by Ranjitha Prasad in upcoming M2020
2. Program Verification (PV) offered by Rahul Purandare in the upcoming M2020.
3. Decision Procedures (DP) offered by Rahul Purandare in the last W2020.

The above three courses are AI related courses, so it is proposed to add these courses under the Regular AI Elective bucket before the semester begins. Two out of these three courses will be offered in Monsoon 2020 semester and the third course will be offered in Winter 2020 semester.

He clarified that for addition of regular AI elective courses, the matter need not go to Senate. However, Ms. Sheetu Ahuja pointed out that the regular AI Elective courses are currently listed in the CSAI regulation and hence needs to be taken out from the regulation and posted on the website. After detailed deliberations, the AAC agreed to the proposal to add the above courses under the regular AI elective. Ms. Sheetu was requested to make a note and update the relevant regulation accordingly.

Note: Other items which could not be discussed today were deferred to the next meeting.

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