

**Minutes of the 6th meeting of the Academic Affairs Committee (AAC) held on October 14, 2020 at 02:30 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. Saket Anand
10. Dr. Sujay Deb
11. Dr. Rajiv Ratn Shah
12. Dr Aman Parnami (Special Invitee)
13. Mr. K P Singh - Academic In-charge
14. Ms. Sheetu Ahuja - Manager (Academics)
15. Ms. Priti Patel - AM(Academics)
16. Mr. Ashutosh Brahma - AM (Academics)
17. Mr Abhinav Srivastava - JM(Academics)
18. Yash Gupta - President(Student Senate)
19. Jay Rawal - Vice-President(Student Senate)

At the outset, Dr. Anuradha Sharma (AAC Chair) welcomed all members to the AAC meeting. Thereafter, the agenda items were taken up for discussion and the following decisions/recommendations were made:

**Item 1 To confirm the minutes of the 5<sup>th</sup> AAC meeting held on 23<sup>rd</sup>Sep, 2020.**

AAC was briefed that there were no comments received on the minutes and hence the minutes were confirmed as circulated.

AAC also noted that the following items were discussed over email and concluded as below :

- i. **The Senate in its 42nd meeting discussed the matter related to attendance of B.Tech. students and suggested to take it up for discussion in FM.**  
The AAC is of the view not to impose any penalty due to low attendance and not to make attendance mandatory.
- ii. **To discuss the attendance policy for PhD students.**  
The AAC is of the view not to make any policy for daily attendance for Ph.D. students at institute level. The existing policy where students have to take a leave when they are absent would continue.

- iii. **To discuss the issue of careless behaviour of Ph.D. students as exam invigilators. (too much swapping of duty as per convenience, late reporting in classes, not doing invigilation properly...).**

The AAC is of the view that swapping invigilation duty is fine with prior notice and permission from both the instructors. However, coming late for invigilation or not performing it satisfactorily is not acceptable, and a written warning would be issued by the academic section. Multiple such offenses would lead to strict disciplinary action.

- iv. **To discuss the number of 300 level courses a PhD student can take.**

The AAC is of the view that only 500 level and above courses should be counted towards the Ph.D. coursework requirement. However, Ph.D. students can take any 300 level course for learning purposes

For PhD students taking M.Tech. on the way, it will be mentioned that a 300 level course will count only towards M.Tech. and will not count towards Ph.D. coursework requirement. The Department of SSH would be communicated to use cross listing (3xx/5xx) to ensure the above rule, and the instructor is free to decide the appropriate evaluation mechanism for such courses.

- v. **To add below courses in the list of electives for VLSI and ES specialization.**

1. Solid State Devices
2. I C Fabrication

The matter was approved by the AAC. It was advised to have the courses at 5XX level or above.

**Item 6 To update the name of the Ph.D. (SSH) program.**

As per PG regulations, the program name is Ph.D.(SSH). The Department of SSH has recommended the following: "It has been decided that each Ph.D. should be in Economics or Sociology/Anthropology."

Dr. Kiriti Kanjilal presented the recommendation that came from the Department of SSH. The AAC discussed the matter and noted the fact that for a Ph.D. student, the name of the department is neither mentioned in the transcript nor in the degree. Also, since the nomenclature Ph.D. (SSH) means that the Ph.D. student is working in the Department of SSH and this nomenclature has no other significance, the AAC does not see the need to update the name of Ph.D.(SSH) program.

**Item 7 To discuss the coursework requirement of a Ph.D. student who joined Ph.D. within 1-2 years of completing B.Tech./ M.Tech. degree from IIITD. In a recent case, an additional IS has been allowed to such students.**

Ms Priti Patel presented the item. The AAC discussed the matter and asked the academic section to share the details about Ms. Devika Sondhi case, i.e., what relaxation was given to her at the time of her admission?

**Item 13 To discuss TA allotment process related points.**

- **Project funded or self-funded Ph.D. students may be asked to do additional TAships with their Ph.D. advisors only.**

AAC briefly discussed the item and is of the view that this item needs a detailed discussion at FM level. The item may be discussed again in AAC once a recommendation is received from the FM.

- **UG students may be allowed to register for TAship as a 4-credit course. These students will have to do unpaid TAships. If agreed, then grading policy also needs to be discussed, AND**
- **The discussion regarding the existing policy of not allowing 3rd and 4th year UG to be TAs for courses in which their own peers are enrolled.**

The DoAA presented this item and informed that the Director has agreed for a budget of Rs.10k per UG TA per semester; the UG TAs were earlier getting Rs.6k per month. He also briefed the members about the suggestions made by Dr. Aman Parnami for allocation of UG TAs.

During the course of discussions, it was noted that the existing clause of TA allocation policy states that “In UG TA allotment, it is essential to have a gap of at least one year. That is, a B.Tech. 3rd year student will be eligible for TAship only for 1st and 2nd semester courses. And B.Tech. 4th year students will be eligible for TAship for 1st , 2nd , 3rd , and 4th semester courses. Moreover, in a course where a student of the same batch is registered, another student of the same batch will not be assigned as a TA.”

After detailed discussions, the AAC recommended that a UG student can do TAship in 3 categories:

**1. Register as course credit –**

- i. TAship will be floated as a 4-credit course similar to an online course. The grade for which can be S or X (same as an online course).
- ii. A UG student can register for TAship during pre-registration only.
- iii. During the UG program duration, a student can register for TAship as course credit either only once for a 4-credit course or twice for a 2-credit course. Once registered, students can not drop later during ADD/DROP or late drop.
- iv. It will not be counted towards the Departmental requirement of 32 course credits bucket or any such other requirements.

**2. Voluntary TAship**

These TAships will be the additional TAs to any course (on top of the minimum required TAs).

**3. Paid TAship**

They will be paid as per the rate approved by the Institute.

The other related guidelines are recommended as follows:

1. Prerequisite for being a TA - IQAC will develop a module for TAship. The training module should be of 5 – 6 hours duration only. Dr Aman Parnami and Dr Anuj Grover’s help will be taken to update the module. IQAC should also see whether the module needs to be done once or

twice in an academic year. Students must get a training certificate before being assigned as a TA for a course.

2. To be eligible for TAship, a student must have a grade of 'B'/8 points or above in the course for which the student is opting for TAship. Besides this, he/she should have obtained a certificate of TA training as a prerequisite. No request for allowing waiver in this requirement will be entertained.
3. No request for allowing conversion from one category of TAship to another will be entertained.
4. Once registered for a course based TAship/ opted for voluntary/ paid TAship, students will not be allowed to drop these credits during the Add-Drop duration or Late Drop duration. In case of drop, an X grade will be awarded to the student and an academic warning will also be issued. The same applies for all categories of TAship including voluntary and paid.
5. A student will be allowed to do credit based TAship only once in the entire duration of the B.Tech. For voluntary and paid TAs, there will be no cap.
6. If the course is of 2 credits (resp. 4 credits), then the TAship would be counted for 2 credits (resp. 4 credits).
7. A student will be allowed to do credit based TAship for 4 credits only. The credits thus obtained will count towards the bucket of online courses. As a student can do a maximum of 8 credits by taking online courses, the students can do a credit based TAship of X credits and online courses of up to 8-X credits, where X is at most 4.
8. Student's preference will be asked (well in advance) for opting for a voluntary or paid TAship.
9. Volunteer TAship will also be allowed for which no payment will be made. However, in order to appreciate the contributions of volunteer TAs, their names can be added in the Dean's list. He/she can also be eligible for the best TA award as per the existing rules.
10. No restriction for 3rd and 4th year UG students to be TAs for courses in which their batchmates are enrolled. If a UG TA is assigned to a course, the academic section will share the list of his/her batchmates registered in the course with the instructor. It will be the responsibility of the instructor to manage the course so that no conflicts arise in future.
11. The ratio of TA allocation for a course will be as under:  
1:10 for a course having Tut + Lab  
1:15 for a course having either Tut or Lab but not both.  
1:20 By default

If any TA is found following an unethical practice, then the matter will be referred to DAC for appropriate action.

The Academic section is asked to prepare policy guidelines for UG TAs based on the above deliberations.

**Item14 To discuss the academic calendar for Winter Semester 2021**

Manager (Academics) presented the item and briefed AAC about 3 different proposed calendars, i.e., 2 calendars for the incoming first year UG students covering academic year 2020-21 and one calendar for Winter Semester, 2020-21 for rest of the students.

The AAC discussed the matter in detail and suggested the following:

- To explore the possibility of dropping the Mid-Sem Exam during the first semester of the incoming 1<sup>st</sup> year students. The AAC suggested discussing the matter with the faculty members who are involved in teaching to 1<sup>st</sup> year students.
- Compressing the Winter 2021 semester by 1 week duration.
- The proposed calendars may be revised after taking the inputs from the faculty members.

**Item 16 To consider an item regarding the update of PhD(Mathematics) regulations.**

With the permission of AAC Chair, Dr Debika Banerjee enquired about the updation of PhD(Mathematics) regulations. It was noted that this matter was already considered in one of the earlier PGC meetings (held in Feb 2020), wherein that time, the then PhD (Math) coordinator (Dr Ashish Kumar Pandey) was advised to make some changes in the proposed document (and it was not approved). The same was informed to Dr. Debika Banerjee in one of the earlier AAC meetings as well when she inquired about the updation of the PhD (Mathematics) regulations.

In view of the same, it was reiterated that the Department of Mathematics should first address the concerns as communicated by the PGC. Accordingly, she was requested to take up the matter with the Department and the proposed document should be first discussed within the Department and then put up to AAC for approval.

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