

Minutes of the 32nd meeting of the Academic Affairs Committee (AAC) held on 10th November 2023 at 2.30 PM in the Senate Room.

The 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. Sriram K.
- Dr. Shobha Sundar Ram
- Dr. Jainendra Shukla
- Dr. Vinayak Abrol
- Dr. Sneha Chaubey
- Dr. Sanat K Biswas
- Dr. Richa Gupta
- Dr. Monika Arora
- Mr. Ashutosh Brahma- Manager (Academics)
- Ms. Nisha Narwal - Assistant 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:

The following new course was shared with AAC members over email. Since no comments are received, this course is approved.

1. [ECE 210: Physics of Semiconductor Devices](#): Course to be offered by Dr. Ram Krishna Ghosh in Winter 2024.
2. [ECE 331/ECE 531: Applied Fields & Waves](#): Course to be offered by Dr. Debidas Kundu in Winter 2024.
3. [DES533: Interaction Design Perspectives Methods \(IDPM\)](#). Course to be offered by Dr. Sonal Keshwani in 2024.

Action: Academics to Update Techtree

3. To discuss the transcript-related issues

Consideration of this item was deferred to the next meeting.

4. Teaching Excellence Award Policy

The AAC thoroughly discussed and agreed to go with the proposal below:

1. *The teaching excellence award is to be given to the faculty instead of the course.*
2. *One of the following conditions needs to be satisfied for the courses taught by faculty in an academic year:*
 - *Two courses with >150 students and at least 15 feedbacks: Average feedback of both courses is at least 4.*
 - *Two courses with at least 15 feedbacks: The average feedback of both courses is at least 4.25.*
 - *One course with > 150 students and at least 15 feedbacks: Feedback is at least 4.25. The feedback of any other course need not be considered.*
3. *Faculty can nominate themselves 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 must submit a 1-pager document highlighting the innovations and Opine feedback for both courses. The decision will be taken by the committee comprising DoFA, DoAA, and academic chairs (AAC/UG/PG).*
4. *We can have a Distinguished Teaching Excellence Award if the conditions in Point 2 are satisfied for three or more years.*

Action: To Senate

5. To discuss the provision of Online Classes

This matter was discussed in the 31st AAC meeting. The AAC deliberated and asked to seek the Department HOD's view from their department FM meeting and come to a conclusion.

The matter was deliberated in the various department Faculty Meetings, and gave their recommendations. The AAC thoroughly discussed the recommendations of the department and proposed the following:

- *Online classes are allowed only when faculty leave is approved by competent authority.*
- *The duration of online classes should be limited to a maximum of "two weeks," up to four lectures per semester per course.*
- *Online sessions will not include labs and tutorials.*
- *Online classes should include live interactions between instructors and students. Recorded videos for self-study can not be used as a replacement for online classes.*

Action: To Senate

6. TA Allocation Policy and TAs for smaller courses (Lower limit)

The AAC discussed various issues as per the agenda and decided the following:

- *TA will be allocated to a course only when the minimum number of registrations in a is 20 or more.*
- *There will be no modifications to the CGPA policy in the upcoming session. The existing CGPA policy will continue to be enforced.*

Action: Academics/ Department Admins

7.	Dean's Award List <i>Consideration of this item was deferred to the next meeting.</i>
8.	Clarification on Core / Core elective courses offered in III Year (UG Programs) <i>Consideration of this item was deferred to the next meeting.</i>
9.	A systematic way to issue a "Skills Verification Letter" for US Green Card <i>Consideration of this item was deferred to the next meeting.</i>
10.	To deliberate on 'Value Added courses' in NAAC Curriculum Enrichment Point <i>Consideration of this item was deferred to the next meeting.</i>

Additional Items	
A1:	<p>To discuss the issues related to the Makeup exam and grade change processes</p> <p><i>The AAC discussed the matters pertaining to Make up exam and grade change process and recommended the following:</i></p> <ul style="list-style-type: none"> ● <i>If there is any emergency sickness/medical case, students must promptly notify and request medical leave within a timeframe of "two days".</i> ● <i>They are required to submit a medical report from the designated doctor within a maximum of five days.</i> ● <i>Respective Admins (Admin B.Tech. / Admin M.Tech.) will take approval from the resident doctor and UG / PG Affair Chair</i> ● <i>Respective Admin will also inform the student and course instructor(s) if the medical leave is approved/disapproved.</i> ● <i>If the leave has been approved then student will coordinate with the respective course instructor for conduct of makeup exam.</i> ● <i>The makeup exam should be conducted and final grade should be provided within the timeframe of six weeks after the moderation date.</i> ● <i>Other Grade change requests should be received within "six weeks" after the moderation date. The same guidelines may be incorporated for PG students and updated in regulations as well.</i> <p><i>With the above recommendations, the regulations may be updated accordingly.</i></p> <p>Action: To Senate</p>
A2:	<p>To discuss the Rolling admission process of Ph.D.</p> <p>The AAC discussed various issues involved in the rolling admission process and it was noted that there is no formal guidelines available for the operationalisation of Rolling admission. The DOAA also mentioned that a few point related to Rolling admission was discussed in 4th AAC which may be included in the proposed guidelines.</p>

After detailed deliberations following guidelines is approved by the AAC;

- *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 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.*

Action: Academics

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