

Minutes of the 7th IQAC meeting of IIIT-Delhi held in Hybrid mode on September 25, 2024 at 03:00 PM (in-person/video conference)

The following were present:

Prof. Ranjan Bose	Director, IIIT-Delhi (Chairperson)
Dr. A.V. Subramanyam	Coordinator/Director, IQAC
Prof. Dheeraj Sanghi	External Member
Prof. Sandeep Grover	External Member
Dr. Tapas Chakravarty	External Member
Shri Bamadev Acharya	External Member
Prof. Pushpendra Singh	Faculty, IIIT-Delhi
Dr. Sumit Darak	Faculty, IIIT-Delhi
Dr. Chanekar Prasad Vilas	Faculty, IIIT-Delhi
Mr. Ashutosh Brahma	Administrative Officer (Academics), IIIT-Delhi
Dr. Ravi Bhasin	Administrative Officer (Student Affairs), IIIT Delhi
Mr. Debnath Kundu	Student Representative
Ms. Prachi Mukherjee	Assistant Administrative Officer (Academics), IIIT-Delhi
Mr. Raju Biswas	Junior Administrative Officer (Academics), IIIT- Delhi

7.1 WELCOME AND OPENING REMARKS BY THE CHAIRPERSON

At the outset, Prof. Ranjan Bose, Director, IIITD and Chairperson, IQAC welcomed all the members/special invitees to the 7th meeting of the IQAC participating in person or online. Thereafter, Dr. A.V. Subramanyam, Coordinator/Director, IQAC welcomed the members of the IQAC and proceeded to present the agenda items.

7.2 CONFIRMATION OF MINUTES OF THE 6TH MEETING OF THE IQAC

Director, IQAC informed that no comments were received on the Minutes of the 6th meeting of the IQAC held on May 31st, 2024. The IQAC, therefore, confirmed the Minutes of the 6th IQAC meeting as circulated.

7.3 ACTION TAKEN REPORT

Dr. Subramanyam updated the members on the actions taken regarding various decisions made during the 6th IQAC meeting held on May 31, 2024. The committee reviewed the updates and suggested establishing closer deadlines for each task to ensure timely completion.

Dr. Subramanyam also informed the members that the AQAR data for the years 2022–2023 and 2023–2024 have been initiated. He apprised the committee that the AQAR for 2023–2024 will be submitted within the stipulated deadline. However, the AQAR for 2022–2023, which was inadvertently missed, will be submitted along with the IIQA.

7.4 ITEMS FOR INFORMATION

Dr. Subramanyam informed the committee members that, starting from the 6th IQAC meeting, a new initiative has been introduced to report all major activities undertaken at the Institute. He also shared updates on recent significant developments at the Institute. The committee acknowledged and noted this update.

7.5 ITEMS FOR DISCUSSION AND CONSIDERATION

7.5.1 TA Performance review

Dr. Subramanyam informed the committee about students' performance in their Teaching Assistant (TA) duties. He highlighted that the Institute already has a feedback policy in place, wherein TAs are graded by course instructors. It was noted that some students received an "X" grade, leading to financial penalties and academic warnings in accordance with Institute policy.

The committee suggested that course instructors should actively sensitize TAs about their roles, expectations, and responsibilities. Regular meetings between instructors and TAs is recommended to provide ongoing support and feedback.

Additionally, the committee agreed to explore potential training programs or resources to help TAs enhance their performance. It was further suggested that course instructors be encouraged to hold consistent meetings with TAs to discuss expectations and address any concerns promptly.

Action: Academic Section & All Department Heads

7.4.2 Increasing Medical Cases:

Dr. Subramanyam informed the committee about the increasing number of medical cases reported during the exam period. He explained that the Institute has an established feedback system for medical cases, which involves approval by the resident doctor. He also highlighted that a significant number of students present medical issues during exams, potentially affecting their performance.

The committee recommended that all medical cases be thoroughly verified to determine the nature of the illness. It was suggested that consultation with the resident doctor and counselor be mandated to create a comprehensive report on the medical issues faced by students. Such a report could help identify underlying factors contributing to the rise in medical cases during exam periods.

Additionally, the committee advised conducting a detailed review of the current medical case-handling process to ensure proper verification and reporting.

Action: Academic
Section

7.4.3 Strengthening the Academic Audit Process at IIIT- Delhi

Dr. Subramanyam informed the members that IIIT Delhi already has a Mid- and End-Semester Feedback System, peer review processes, and related mechanisms in place, which could potentially be considered part of the Academic Audit process. He raised the point to strengthen the guidelines for conducting periodic Academic Audits at the Institute, given these existing systems.

The committee also mentioned that the Academic Audit process may incorporate appropriate personnel. It was further advised that audits should focus on critical areas, including:

- The evaluation process for end-semester exams.
- The peer review system at the Institute.
- Workshops conducted at the Institute for quality assurance.

The members agreed to deliberate further on the necessity of strengthening the guidelines for the Academic Audit process.

Action: Academic
Section

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