

**Minutes of the 5th IQAC meeting of IIIT-Delhi held in Hybrid mode on July 26, 2023
at 3:00 PM (in-person/video conference)**

Following were present:

Prof. Ranjan Bose	Director, IIIT-Delhi (Chairperson)
Dr. A.V. Subramanyam	Coordinator/Director, IQAC
Prof. Dheeraj Sanghi	External Member
Dr. Sumit Darak	Faculty, IIIT-Delhi
Dr. Anuj Grover	Faculty, IIIT-Delhi
Dr. Angshul Majumdar	Faculty, IIIT-Delhi
Dr. Gayatri Nair	Faculty, IIIT-Delhi
Mr. K P Singh	Incharge-Academics, IIIT-Delhi
Mr. Ashutosh Brahma	Manager-Academics, IIIT-Delhi
Mr. Kapil Dev Garg	Manager-IRD, IIIT-Delhi
Ms. Prachi Mukherjee	Assistant Manager-Academics, IIIT-Delhi

5.1 Welcome and opening remarks

At the outset, Prof. Ranjan Bose, Director, IIITD and Chairperson, IQAC welcomed all the members of the 5th 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.

5.2 Confirmation of Minutes of the 4th Meeting of the IQAC

Director, IQAC informed that no comments were received on the Minutes of the 4th meeting of the IQAC held on December 8th, 2022. The IQAC, therefore, confirmed the Minutes of the 4th IQAC meeting as circulated.

5.3 Semester-wise structured feedback for design and review of the syllabus

Dr. Subramanyam briefed the committee that while filling up the AQAR for the AY 2020-21, there is a point regarding the design and review of a particular course syllabus. He also informed that currently once a course is approved to be offered, it is totally up to the course instructor to get the course description updated or changed as per the guidelines. Otherwise, a course is not reviewed after it is offered.

He also informed the committee members that a Peer Review process has also been started for the course review. An elaborated Peer Review form has also been prepared which is supposed to be filled by a designated committee of the Faculty members. The Peer Review form captures about the course like course content, post conditions, instruction plans, assignments, techniques used for active learning and plagiarism and so on.

He further informed that this Peer Review is to be done at the commencement of every semester. And, since the process is already well laid, and the form is elaborate, so augmenting the form and adding more questions may capture the details as per the AQAR requirement.

He added that this could be one way through which this AQAR requirement may be addressed.

Dr. Gayatri Nair enquired if there is a standardized format as per the NAAC requirement or we can leave up to an individual department to have an internal review of the courses that they are offering each semester. In response to this, Dr. Subramanyam confirmed that NAAC has not laid down any specific process for the same. However, there may be some guidelines laid down by NAAC for review of the syllabus.

Dr. Gayatri further suggested that there could be some guidelines of the Peer Review process rather than asking a form to be filled. She added that this process might complicate the same kind of process, if any, which the departments are already doing. She also suggested that in place of a Peer Review Form, the IQAC may create a set of guidelines for this process to make it smoother.

Dr. Sumit Darak, Dean of Academic Affairs, explained that as per NBA also, this process of the review of the syllabus is required along with NAAC. He elaborated that the CSE and ECE HODs have also informed that the course review or peer review is sometimes asked by the NBA / NAAC committees. He suggested that if the department wants to make any change in the Peer Review Form, they may suggest the same, and once it is approved, it may be implemented based on the CSE and ECE experiences.

5.4 Feedback collection, analysis, and action taken report to be published on the website

Dr. Subramanyam briefed the committee members that this point is also pertaining to AQAR. He informed that at the Institute level there are various feedbacks like course feedback, alumni feedback etc.

Prof. Dheeraj Sanghi informed that at JKLU, no such feedback analysis is currently being published. He further suggested that a summary of suggestions along with the compiled analysis and action taken report may be published. He also suggested that in case of any foul language, the feedbacks should be edited properly before publishing on the website.

Dr. Subramanyam, added that in order to address this point, we may put some summary along with the graphs of the feedbacks like alumni and graduating students which is also not very sensitive and may be published on the website.

5.5 Capturing details on the number of students qualifying in the state/ national/ international level examinations

Dr. Subramanyam informed the committee that at present only GATE details are being captured at the Institute level. He also informed that the placement Cell of IIIT-D also captures the details of some of the examinations. He proposed that the Placement Cell may be requested to capture the details for more competitive exams.

Prof. Sanghi added that for exams like GATE / CAT, at JKLU, the students are incentivized with the examination fee, for passing the exams. With this, they collect the better version of the information. But, this is not being done for any foreign exam or an exam like GRE etc. at JKLU.

Mr. Ashutosh Brahma informed the committee that at present all students applying for GATE are being reimbursed for the GATE application fee, to encourage them. He further suggested that this information may also be captured in the graduation feedback form.

DoAA suggested that if these details are being captured by the Placement Cell, that form may also be augmented, if needed, as per the details required in the AQAR.

Prof. Bose, Chairperson IQAC confirmed that Placement cell is maintaining some of these details in their report, however, it may be looked into for the exact detailed requirements.

5.6 The details of the Workshops/Seminars conducted at the department level

Dr. Subramanyam informed that as per the AQAR requirement, details of all the events like Seminars, Workshops, Webinars, among other events are to be captured in the form of date, no. of participants, Weblink etc. which is currently done by the respective departments but may not be structured as per NAAC requirements.

He further added that this data is to be collected at the department level and the respective department admin officers may be requested for the same. And, the details may be archived centrally so that whenever it is required for the NAAC visit or AQAR submission, it is readily available.

Mr. Ashutosh Brahma suggested that a portal may be built where all the department admin officers could upload the details of the events taking place in their own department. He further added that it may be a kind of repository where this data may be viewed and maintained on yearly basis. He also suggested that for each event, in addition to the required data, an event report may also be prepared and uploaded on the repository along with the signature of person who has conducted the event.

Dr. Sumit Darak added that the department admin officer may capture the details in coordination with the Web admin officer.

Dr. Subramanyam suggested that a separate discussion may be held with the Web admin officer and department admin officers. Also, the minutes of this IQAC meeting may be shared with Web admin officer for further course of action at his end.

Prof. Sanghi suggested that all such events should be posted on the Institute calendar, by the event organizer, based on which all the event bookings etc. may done. Also, based on this the other related departments may gather the information as per their requirements.

Dr. Sumit Darak suggested that for the event repository, someone may be given the onus to post all the Institute events.

Further, Mr. Ashutosh Brahma suggested that since Ms. Pallavi Kaushik, Deputy Manager (Corporate Communication), is already collecting the details for the rankings and accreditations, she may be provided with an additional TA who may help her in collecting the details, thereafter, gradually a dedicated manpower may be given to her for the purpose.

Prof. Bose suggested that this matter may be further discussed with the Dean of Communication and Alumni Affairs (DoCA), as this needs giving the ownership of the task.

5.7 Exploring more extension activities

Dr. Subramanyam informed the committee that although we are having many extension activities at present, we might increase some more like Awareness on Drug abuse, Public awareness campaigns

on plastic waste, Health Psychology awareness campaigns etc. He suggested that one way to proceed is to obtain some point of contacts and invite them for conducting the awareness campaigns.

Mr. Ashutosh Brahma suggested that the Student Affairs Office may be contacted as they are already doing most of the extension activities.

5.8 CO / PO Mapping in the departments

Dr. Subramanyam informed the committee members that during the multiple NBA visits and NAAC visit as well, the Peer Team emphasizes on CO/PO mapping. He further informed that the peer visit NBA team commended the meticulous details of CO/PO mapping carried out by the ECE department. He further suggested that the CO / PO mapping should also be done by other departments.

Dr. Sumit Darak informed that it will be discussed in the Faculty Meeting and thereafter, in the AAC to come up with an easier process to be implemented at the Institute level and once it is approved, it can be practiced as per the guidelines.

5.9 The HR department has updated the Feedback forms as recommended by the IQAC committee in the 2nd IQAC meeting. The same may be noted.

The committee noted the same.

5.10 The AQAR for the AY 2021-22 has been initiated. The committee may note the position.

Dr. Subramanyam informed that the deadline of submitting the AQAR 2021-22 is September 2023 and the same has been initiated. The committee noted the position.

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