

Seventh Meeting of the Senate May 2nd, 2020

Minutes of the Meeting



Indian Institute of Information Technology Vadodra

**Minutes of the Seventh Meeting of the Senate
May 2nd, 2020**

Shah

The Seventh meeting of the Senate was held on May 2nd, 2020 at 4.00 pm through Video Conference mode. This mode was resorted to as a special case arising out of Covid2019 pandemic leading to complete lockdown in the country. All mechanisms of transport have been down for over a month and it was impossible for the esteemed members to travel.

The following members were present:

1. Prof. Sarat Kumar Patra, Director IIIT Vadodara, Chairperson
2. Prof. Surendra Prasad, IIT Delhi, Member
3. Prof. G Sivakumar, IIT Bombay, Member
4. Dr. K. Kesavasamy, TCS, Member
5. Prof. Pratik Shah, IIIT Vadodara, Head of Department IT
6. Prof. Dharendra Sinha, IIIT Vadodara, Head of Department Sciences and HSS
7. Prof. Jignesh Bhatt, IIIT Vadodara, Head of Department CSE
8. Col Ravi Chugh (Retd), Registrar and Secretary to Senate

Leave of absence was granted to Prof. Pandu Rangan due to his prior commitment.

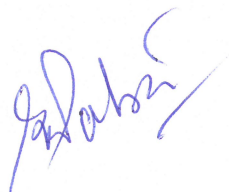


Item No	Agenda
SEN:7-1	Approve the minutes of the sixth meeting of the Senate held on December 26, 2020.
SEN:7-2	To consider and approve the revision of evaluation policy and proposal on conduct of end-semester examination and student assessment policy in the light of Covid19 pandemic.
SEN:7-3	To approve the proposed revised academic calendar for winter semester 2019-20 in the light of Covid19 pandemic.
SEN:7-4	To discuss the proposed academic plan for academic year 2020-21
SEN:7-5	To approve the revised seat matrix of M.Tech and B.Tech programme for Academic Year 2020-21
SEN:7-6	Any other Item with the approval of Chair

SEN:7-1 APPROVE THE MINUTES OF THE SIXTH MEETING OF THE SENATE HELD ON DECEMBER 26, 2020.

1. The Minutes of the "Sixth meeting of the Senate" held on 26th December 2020 were circulated to all members. There were no corrections/ changes suggested by the members. The minutes have been thereafter approved by the Chairperson.

Decision: *The Senate approved and adopted the minutes of the Sixth meeting of the Senate held on December 26, 2020.*

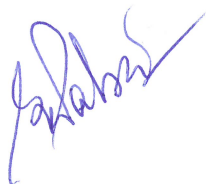


SEN:7-2 TO CONSIDER AND APPROVE THE REVISION OF EVALUATION POLICY AND PROPOSAL ON CONDUCT OF END-SEMESTER EXAMINATION AND STUDENT ASSESSMENT POLICY IN THE LIGHT OF COVID19 PANDEMIC.

1. In view of the lockdown due to COVID19 pandemic, the institute was forced to curtail the academic activities at the campus. The in-campus academic activities were curtailed after 6th March 2020 following the Holi break. To cater to anxiety among the students related to examination, students were informed of the development from time to time. The students were also advised via Institute email on 27th March 2020, not to return before 01 June 2020, refer to **Annexure I**. However, the exact date of return for students will depend on the government directives on the issue (if the government permits academic activities to start before 01 June 2020, students will be asked to return to the campus on 01 June 2020. If the government advisory will delay the start of academic activities, students will be intimated suitably. Students after leaving for mid-semester break during 9-13 March, were advised not to return in light of the Covid19 pandemic. The second in-semester examinations also have not been conducted (it was scheduled to start in the week starting 16 March 2020).

2. Considering the country wide situation, the institute decided to continue with the academic process through online mode. This decision was primarily taken to ensure continuity of teaching-learning activities and prepare for the worst case scenario. The institute decision was in-line with advisory from MHRD, policy of different IITs, AICTE and other agencies. Institute offering predominantly IT related courses, the faculty and students adapted to the new method. Looking at the current scenario and developments in on the issue, it seems unlikely that the institute may be in a position to permit students to return to the campus before July 2020.

3. Before students left for semester break, about 65%-70% of the course content was covered in most of the courses (considering that students were prepared for 2nd in-semester examination on return). With support from students and faculty, and use of ICT tools (Google meet used by majority of course teachers), it was possible to conduct online classes from last week of March. Online classes were held during 23 Mar 2020 to 24 April 2020. With this nearly all courses have been complete by 24th April, 2020. As expected, the institute being an IT institute, the faculty members and students have adapted to online learning seamlessly.



4. It was communicated to students via Institute email on 27th March 2020, refer to **Annexure I**, that the end-semester examinations may be planned in the last week of June 2020. This was primarily to provide the earliest timeline and reduce anxiety among the students.

5. Deliberation on the issue of conduct of end-semester examination and assessment policy were done on multiple occasions in the faculty meetings. Minutes of the meeting of faculty held on 17th and 24th April are enclosed as **Annexure II** and **Annexure III** respectively. Based on the discussions and interactions with the stakeholders, the following proposal is prepared for conduct of end-semester examination. Assessment policy is prepared and presented.

6. **Proposal for Conduct of End-Semester Examination:**

(a) Graduating B.Tech Batches (4th Year): B.Tech. CSE 2016 and IT 2016 Batch. The B.Tech project viva-voce and evaluation will be carried out online through remote presentation. The activity will be conducted as per the academic calendar i.e. during 4th May to 6th May 2020. The academic curriculum does not have any other courses. With this the academic activity of 8th semester students will be completed by May 2020. Students with backlog courses for lower semesters will appear the examination appropriately.

(b) B.Tech. CSE and IT 2017 Batch (6th semester) and M.Tech. CSE 2019 Batch (2nd semester). It is proposed to hold the end semester examination for these student groups early. The 6th semester students are participating in summer internships.

(i) The B Tech (6th semester) and M Tech (2nd semester) examination can be held during the weekends in the month of May (10, 16, 17, 23, 24, 30/31 reserve). It is proposed to hold these examinations in offline remote mode. Examination will be of three hours sessions and held between 1:00-5:30 pm. The examination for each course will be of three sessions of one hour each with 30 minutes break after each session. This period will be used to scan and upload answer sheets and other examination formalities.



(ii) For a course, the exam will be conducted in three consecutive sessions of one hour each with a break of 30 mins. During this break, students will scan and submit the scanned copy of answers sheet online through google classroom assignment. The answer sheets of each one hour session should be uploaded on completion of the session. Only on submission of one unit in the assigned time, the student will be permitted to appear the next unit question. The process will be communicated to the students. The 30 minutes gap is provided for the purpose.

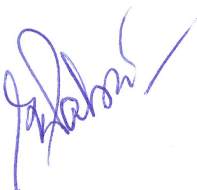
(iii) The examination will be an open book examination. Students will be permitted to refer to resources during the examination. Course teachers will be required to set questions accordingly.

(iv) The examination will be conducted under the responsibility of the respective course instructors. **Examination Cell will not be responsible for the conduct of remote examinations.**

(v) If a student fails to appear for the exam in a scheduled time slot or upload answer pages of any of the units, the student will report to the course instructor immediately. Following this he/ she will not appear for the remaining part of the exam for the course (on the day). All such students will be required to re-appear the examination at the campus as and when held. They will appear for the examination only for those courses which were missed or for which they failed to upload all the answer sheets. Course instructors will submit the list of students who have opted out of the remote examination to the Assistant Registrar Academics.

(v) If a student fails to attend the remote examination he/ she will appear the end-semester examination as and when the institute re-opens. All such cases will require approval of the Director.

(vi) For the remote examination, the student will be required to write the examination of each course in a new notebook. Pages of the notebook should be numbered sequentially before the examination. Each page margin (top) should contain student Roll



number and Name along with signature. These should be completed before the examination starts. While uploading the scanned copy of the answer sheet pages, the scanning should include the binding margin (on left or right side as appropriate), the Roll number and name written at the top should be present in each scanned page. On arrival at the institute following the lockdown, the answer copy should be submitted to the course teacher. For this, the students should use a separate copy for each examination session.

(vii) Any unfair means of sharing answers with fellow students will be handled as per student discipline manual.

(viii) Considering that, remote examination will be without invigilator, the examinations will be open book type. The faculty members will be required to set questions suitably.

(ix) To maintain uniformity, the exam to be conducted on campus after return of the students will also be an open book exam. This will be all courses.

(x) Following points can be considered by the course teachers for enhancing variation while setting question papers:

- Shuffling question for different student groups
- Change numerical parameters to create variation
- Course teachers can take a short viva-voce following examination to validate student answer with knowledge
- Application of processes to encourage students to refrain from using unfair means in examination.
- A course teacher can opt for online examination for one of the 1 hour units. For this component students will write the examination online. These questions can be multiple choice type, single word type or other question types suitable for online examination.

7. Infrastructure is required at students' end?

Students only need a mobile smart phone with scanning software and internet connectivity. Students who do not possess a smartphone, have the option of using the smart phone of their relatives or family members. **Students who do not have access to a smartphone cannot appear**



the remote examination and will appear for the examination at the institute as and when it is held. Conducting a remote examination will provide us a method to evaluate a new examination paradigm and preparedness in case of re-occurrence of the pandemic.

(a) B.Tech. CSE and IT 2018 Batch, (4th semester); B.Tech. CSE and IT 2019 Batch (2nd semester)

(i) As of now it is proposed to consider the students of 2018 and 2019 batch to appear for end-semester examination during 3rd / 4th week of June. To decide on the possibility of offering an opportunity to appear for examination remotely, a survey will be conducted in June 2020, for 2018 (4th semester) and 2019 (2nd semester) batches separately. If the survey suggests that more than 25% students of a batch are willing to opt for remote examination the institute will provide students with an option to appear for the examination in remote mode.

(ii) Students will also have the option to appear for the end semester examination in campus as and when the academic process starts.

(iii) If remote examination is held, the remote examination and the in-campus examination will be open book examination. The process will be closely similar as proposed for 6th semester students. In courses where only one examination (in campus only) is held, the examination will be in the regular format as being held now.

(iv) Date for remote examination: The dates of the remote examination if conducted will be in 3rd / 4th week of June 2020. Students will be intimated of the time schedule early for the purpose.

8. **Proposed Revision in Assessment Policy:**

(a) Before students left for semester break, about 65%-70% of the course content was covered in most of the courses. With students' support and use of ICT tools it was possible to conduct online classes.




This has led to completion of teaching activities by 24th April, 2020 for almost all courses. As expected, the institute being an IT institute, the faculty members and students have adapted to online learning effectively seamlessly.

(b) It may be noted that the second in-semester examination for Winter 2019-20 semester had not been held. Considering the current circumstances, missing examination timeline and uncertainty, the following is proposed to compensate for the second in-semester exam.

Proposal. The faculty members will compensate for second in-semester examination evaluation by either taking multiple quizzes or weighing the first in-semester exam and end semester exam proportionately. The course instructor should take approval from the Director about the same and inform students immediately.

9. **Supplementary Examinations:** Students were informed that the Supplementary exams will be held after the declaration of results and before the beginning of the new academic session (2020-21). The examination will be held on a short notice. Students were also informed that this chance may be the last supplementary exams which will be held. However, as the Institute does not run summer semester, it is desirable to continue with supplementary exams but conduct only once in a year and that too in summers i.e. before the commencement of autumn semester/ new academic session. The members suggested providing a minimum one week notice to students for the supplementary examination.

10. **2017-18 batch Summer Internship.** Due to the current COVID-19 crisis, the 2017-18 batch were informed that Summer Internship (Pass/ fail Course) has been done away with the approval of the Chairman Senate. This was done as an emergency measure considering the unprecedented condition through which the world is passing due to Covid2019 and students were finding it difficult to get proper internships. There are uncertainty on the date of for start of academic activity at campus. Considering this, the internship will not be reflected in the grade sheet and will be removed from the graduation requirement for the specific batch (the 2017-18 batch students). Further, students were informed that those students who have arranged their internship and like to complete; the institute will be issued bonafide certificates. Institute however, under no case will adjust the academic schedule/ time-table. Considering these, summer internships will

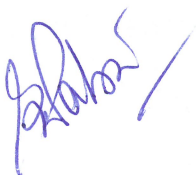


not be part of the graduation requirement. Please note that this rule is applicable only for the 2017-18 admission batch and for the current academic year only.

Decision: *The Senate approved the following:*

- (a) *Conduct of Online viva-voce of B.Tech 4th Year students.*
- (b) *Conduct of remote examination of 3rd Year B.Tech and 1st Year M.Tech students in the month of May 2020. The Senate suggested that the faculty must take care while framing question papers **to reduce the possibility of use of unfair means by students**; e.g. making different subsets of question papers, changing the values in the numerical, staggering the timing of exams, Post exam five minutes viva etc. It was further decided that a student should get only one option amongst remote exams and in campus exams. Only if they fail to upload the answer scripts in the stipulated time, such students be considered for in-campus exam as an alternative chance. Additionally, all the guidelines in respect of conduct of exams should be clearly spelt so as to have transparency and equity in the conduct of exams.*
- (c) *In-principle approval for conduct of remote examination 1st and 2nd Year students to be held in June 2020.*
- (d) *Revision of Assessment Policy as per Para 8(b) above.*
- (e) *To conduct supplementary exams only once in a year and that too in summer i.e. in vacation before the commencement of autumn semester.*
- (f) *The Senate ratified the decision taken of removing summer internship (COURSE CODE-.PC-303/PC-304) from graduation requirement for the students of B Tech 2017 batch in light of Covid-19 pandemic. However, after noting that some students are still interested to continue with internship in their own interest, the Senate suggested some projects under faculty guidance be given to students who are not involved in internship to use their time fruitfully. This can be done if feasible by discussing with faculty and students.*

SEN:7-3 TO APPROVE THE PROPOSED REVISED ACADEMIC CALENDAR FOR WINTER SEMESTER 2019-20 IN LIGHT OF COVID19 PANDEMIC.



1. Revised academic calendar for winter semester 2019-20 is enclosed as **Annexure IV**.

Decision: *The Senate approved the Academic Calendar for Winter Semester 2019-20. The Senate also advised to consider the UGC/ MHRD guidelines on the issue as published from time to time while framing Institute policies.*

SEN:7.4 TO DISCUSS THE PROPOSED ACADEMIC PLAN FOR ACADEMIC YEAR 2020-21

1. UGC guidelines have been notified, which suggests that the classes for returning students can commence from 1st August 2020. However, as these are only suggestive dates. It is proposed to discuss the agenda with the esteemed members and take their expert views before the Academic calendar is finalized.

Decision: *(i) The agenda was discussed and esteemed external members suggested to empower the Director IIIT Vadodara as Chairperson Senate to take decisions which will be necessitated due to prevailing uncertain conditions (due to CORONA (COVID-19) Pandemic).*

(ii) The Senate in-principle agreed to permit SWAYAM courses so as to reduce credit-based class engagement for students. The Senate also agreed on requirement of, laboratory engagement through home based assignment as necessary from time to time. This is in-light of the current crisis and its effects on the future semester (Autumn 2020-21 session)

SEN:7.5 TO APPROVE THE REVISED SEAT MATRIX OF M.TECH AND B.TECH PROGRAMME FOR ACADEMIC YEAR 2020-21

M.Tech

1. The number of seats in the Academic Year 2019-20 were 34 (including 5% EWS). However, the number of students who took admission were just eight.

2. In the 6th meeting of the Senate held on 26th December 2020. Following seat matrix was approved for the M.Tech programmes. This included additional 5% EWS to meet the mandatory requirement of 10% EWS seats. Also 10% women quota is was also introduced:

Branch	GEN EWS	GEN EWS PWD	EWS WOMEN	OPEN	OPEN PwD	OPEN WOMEN	ST	ST PwD	SC	SC PwD	OBC	OBC PwD	OBC WOMEN	Total	Remarks
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CSE	3	0	1	14	1	1	3	0	6	0	9	1	1	40	70
ECE	2	0	1	10	1	1	2	0	5	0	8	0	0	30	
	5	0	2	24	2	2	5	0	11	0	17	1	1	70	

3. However, due to COVID-19 pandemic, it is felt that the admission pattern is likely to change and more students may opt for post-graduation. This will have direct implication of financial assistance to students. The Institute pays INR 12400/- per month per student out of Internal Revenue Generation (IRG). There are no grants by MHRD on account of this.

4. Further, MHRD has directed to not to increase the fees of any programme. Thus, to keep the financial viability it is proposed to decrease the number of seats. The revised seat matrix is as under:

Branch	GEN EWS	GEN EWS PWD	Gen EWS WOMEN	OPEN	OPEN PwD	OPEN WOMEN	ST	ST PwD	SC	SC PwD	OBC	OBC PwD	OBC WOMEN	Total	Remarks
CSE	2	0	1	10	1	1	3	0	4	0	7	0	1	30	50
ECE	2	0	0	7	0	1	1	1	3	0	4	0	1	20	
	4	0	1	17	1	2	4	1	7	0	11	0	2	50	

5. Thus total seats of CSE has been reduced from 40 to 30 and ECE from 30 to 20. Total seats have been reduced from 70 to 50.

B.Tech

6. The number of seats in the Academic Year 2019-20 were 248 (including 5% EWS). However, the number of students who took admission were 223.

7. In the 6th meeting of the Senate held on 26th December 2020, following seat matrix was approved for the B.Tech programme. This included additional 5% EWS so as to meet the mandatory requirement of 10% EWS seats. Also 10% women quota was also introduced:

Branch	GEN EWS	GEN EWS PWD	EWS WOMEN	OPEN	OPEN PwD	OPEN WOMEN	ST	ST PwD	ST WOMEN	SC	SC PwD	SC WOMEN	OBC	OBC PwD	OBC WOMEN	Total	Remarks
CSE	19	1	2	76	4	9	15	1	1	29	1	3	54	2	3	220	276
IT	5	0	1	19	1	2	3	0	1	6	0	0	15	2	1	56	
	24	1	3	95	5	11	18	1	2	35	1	3	69	4	4	276	

8. To have a uniform batch size of sections, it is proposed to increase the numbers of seats in IT and maintain the number of seats in CSE. The proposed revised seat matrix is as under:

Branch	GEN EWS	GEN EWS PWD	EWS WOMEN	OPEN	OPEN PwD	OPEN WOMEN	ST	ST PwD	ST WOMEN	SC	SC PwD	SC WOMEN	OBC	OBC PwD	OBC WOMEN	Total	Remarks
CSE	16	1	2	68	4	8	12	1	1	26	1	3	48	2	3	196	273
IT	7	0	1	27	1	3	5	1	1	8	1	1	18	1	2	77	
	23	1	3	95	5	11	17	2	2	34	2	4	66	3	5	273	

Decision: *Following decisions were given by the Senate:*

(a) **M.Tech.** *The Senate noted the requirement necessitating the changes in seat matrix. The revised seat matrix was approved by the Senate. However, they suggested that such changes should not be a regular feature. There is no quota for women seats in the CCMT system. The women seats will be merged in the respective categories of Gen Open, Gen EWS, SC, ST and OBC appropriately.*

(b) **BTech.** *The Senate noted the requirement necessitating the changes in seat matrix. The revised seat matrix was approved by the Senate.*

SEN:7.6 ANY OTHER ITEM WITH THE APPROVAL OF CHAIR

There was no other agenda on the table; however the esteemed members decided to record the appreciation that the Institute was working in the right direction and giving serious thoughts to meet the teaching learning requirements of the students. They also appreciated how the faculty and students adapted to the remote classes' methodology in the challenging situation.

The meeting ended with thanks to the Chair.

Annex - I

Office of the Registrar IIIT Vadodara <registrar_office@iiitvadodara.ac.in>

Office Order: Academic Instructions - Corona Pandemic (COVID 19) | OO: IIITV/2019-20/ 65 dated 27.03.2020

Office of the Registrar IIIT Vadodara <registrar_office@iiitvadodara.ac.in>

Fri, Mar 27, 2020 at 9:50 AM

To: All Students of IIIT Vadodara <students@iiitvadodara.ac.in>, faculty <faculty@iiitvadodara.ac.in>, Staff <staff@iiitvadodara.ac.in>, visitingfaculty@iiitvadodara.ac.in

Cc: Director IIITV <director@iiitvadodara.ac.in>, Registrar IIITV <registrar@iiitvadodara.ac.in>, N R Katwale project_engineer <project_engineer@iiitvadodara.ac.in>, AR Finance <ar_finance@iiitvadodara.ac.in>, IIITV Assistant Registrar <ar_academics@iiitvadodara.ac.in>

Office of Registrar

OO: IIITV/2019-20/ 65
27.03.2020

Office Order: Academic Instructions - Corona Pandemic (COVID 19)

1. Please refer to Institute Office Order No OO: IIITV/2019-20/62 dated 19th March 2020.
2. Following may be noted by the students:

(a) **2016-17 Batch BTP Evaluation**: B Tech 8th semester B. Tech Project will be evaluated by 15th May 2020. This will be worked out through video conferencing mode. Exact schedule of events will be intimated by mid-April. Efforts will be made to keep the schedule as per academic calendar. Students don't have to visit Institute at Gandhinagar. The presentation will be made through video conference mode. Students will be responsible for online connectivity and their availability on the assigned date and time.

(b) **Second In-Semester Exams**. The second in-semester exam (2nd, 4th and 6th semester) has been done away with. Students will be evaluated for this portion based on quizzes taken by the course teacher. The schedule for this is to be worked out by individual course teachers and intimated to the students. Those who have missed the first in-semester exams, their evaluation will be intimated separately. However, they should be ready to appear for the test immediately once the academic session resumes. The examination will be based on course covered till 7th March 2020.

(c) **End Semester Exams**. The current semester session which was closed for a mid-semester break (from 9 March to 15 March) will resume from 01 June 2020; subject to notification of the Government on the opening of the Institutes. Students are not required to come to the Institute before 30th/ 31st May 2020 even if the situation improves. This is clarified so that there is no anxiety for booking train/ airways tickets. Accordingly after a class schedule of approximately three weeks (courses covered through remote video conferencing mode, and 3 week class) the end semester examination of the winter semester 2019-20 (current semester) will be held. The examination will be completed by 30 June 2020. Following this there will be end semester break (break of 2-3 weeks) for students and the results will be declared before the new session starts. **Online lectures being offered now will continue as per the academic calendar i.e. upto 24th April 2020.**

(d) **Academic Session 2020-21**. The new academic year 2020-2021 will start at the desired time as mentioned in the Academic Calendar Winter 2019-20 (available on Institute website).

(e) **Supplementary Examinations**: Supplementary exams will be held after the declaration of results and before the beginning of the new academic session (2020-21) on short notice. Students must note this. Further, this may be the last supplementary exams which will be held.

(f) **2017-18 batch Summer Internship.** Due to the current COVID-19 crisis, the 2017-18 batch Summer Internship has been done away with. The same will not be reflected in the grade sheet and will be removed from the graduation requirement (this is being considered as an emergency measure considering the unprecedented condition through which the world is passing due to Covid2019). However, students who have arranged their internship and like to complete; the institute will issued bonafide certificate. Institute under no case will adjust the academic schedule/ time table as now it is not going to be part of graduation requirement. Please note that this is only for 2017-18 admission batch and for the current academic year only.

(g) **Second Year M.Tech Students.** Second Year M.Tech project will continue as per schedule.

(h) **First Year M.Tech Students.** Class and examination of First Year M.Tech students will be as per B.Tech schedule mentioned above.

(j) **PhD Students.** PhD students should interact with PIC PG/ Supervisor for their schedule and activities.

3. **All are advised to check their emails/ Institute website for further instructions.**

This has the approval of the Director.

**Sd/-XXX
Registrar**

Distribution:-

Director – for information please
All faculty/ Officer/ Staff – By email
All Students
Notice Board
Office Copy



Minutes of the meeting of the faculty
17th April, 2020
3:30 pm to 4:30 pm

The meeting was chaired by the director. The following were present during the meeting:

1. Prof. Sarat Kumar Patra, The Director, IIITV
2. Pratik Shah, IIIV
3. Dharendra Sinha, IIITV
4. Jignesh Bhatt, IIITV
5. Ashish Phophalia, IIITV
6. Kamal K Jha, IIITV
7. Ajay Nath, IIITV
8. Barnali Chetia, IIITV
9. Sunil Dutt, IIITV
10. Novarun Deb, IIITV
11. Naveen Kumar, IIITV
12. Punit Bhavsar, IIITV
13. Bhupendra Singh, IIITV
14. Amandeep Singh, IIITV
15. Antriksh Goswami, IIITV

Agenda:1

Status of academic teaching-learning activities for courses offered during Winter 2019-20

Discussion:

Before the students went on a mid-semester break, close to 70% of the teaching-learning activities in terms of lectures/ laboratories/ tutorials were already completed. For the remaining of contact hours, the students and faculty members have tuned in to ICT tools for teaching activities.

Decision:

PIC Academics will take input from visiting faculty members on the status of courses taught by visiting faculty.

As per the discussion with the faculty members, the status of teaching-learning activities for different courses is attached in **Annexure V** as reference.

Agenda:2

Revising the academic planning in view of the extended lockdown in the country and permission to academic institutions to start operating academic activities in terms of class and examination.

Discussion:

Following the countrywide lockdown and closure of academic institutions, the IIIT Vadodara students have been informed that the academic programs will resume at the institute on 01 June



2020 and students were advised accordingly. The current situation due to the Covid19 pandemic is uncertain. There is a finite possibility that the academic institutions may not be permitted to resume work by 01 June 2020. Under such uncertainties, academic institutions may not be permitted to resume academic activities before 31 July 2020. Under such a circumstance, it will not be possible to conduct the end-semester examinations at the institute during June 2020. Many of the IITs have planned to conduct the examination late July 2020. Following this, start the new academic session (2020-21) after 01 August 2020. Some institutes plan to start the new academic session in mid August 2020.

The following points came out of discussion which suggest that online examinations may be considered for 6th semester students

1. Students returning in the month of June/July/Aug in a staggered manner for examination is not viable considering the logistics to be put in place.
2. Timelines for third year students to opt for internships and placement activities is another factor which suggests to conclude the examinations for third year early.
3. In some courses, one hour quizzes have been tried out online. The overall feedback is positive, both from faculty and students.

Some of the concerns raised

1. For some courses, due to the nature of the course, the questions are descriptive and very generic. For these courses, it is difficult to conduct online examinations with students located at remote locations. This is more specific in humanities and social science courses.
2. Not all students have access to the internet. Considering that students are located in different cities and states around the country, some students have a genuine difficulty in internet access.

Following options were discussed:

1. **End-semester examinations to be conducted online (Preferably 6th semester courses suitable for the purpose):** As a trial basis online examination can be conducted for courses 6th semester. Concerned faculty members have shown confidence in conducting the end semester examination online. Students will be communicated the examination question paper at the stipulated time and date as per the time table. Students will be required to write down answers and at the end scan and compile a single PDF. This PDF will be uploaded on the link provided within stipulated time. During the examination students will be required to keep their camera on so that their activities can be tracked. Students who fail to appear examination on this more will have to appear examination when the institute reopens.

Schedule: To be worked out in discussion with students (online examination)

What infrastructure is required at students' end?

Students only need a mobile phone equipped with camera and internet to access the google mail, google form and a camera.



What to expect?

- a. It will be a positive step forward. This assumes a strong moral system in place and trust relationship between students and faculty.
- b. Questions will be similar to open-book/ open-internet type examination.
- c. In case there was no compensation for the second in-sem exam in the form of quizz or assignments in a course, appropriate additional weightage will be assigned to the end-semester examination.
- d. If any student fails to appear/ complete examination in any of the courses due to technical difficulty, he/ she will appear the examination in normal mode after the institute reopens. Such requests from students will only be accepted within one hour from closing of examination. Requests can be made through email directly to the course teacher with a copy to Asst registrar academic.

2. End-semester examinations to be conducted in normal format at the institute as and when the institute re-opens.

Decision:

PIC Academics to take input from students on the conduct of online examination, and formulate a proposal for conduct of end-semester examinations. The same to be put up for discussion in the next faculty meeting.



Minutes of the meeting of the faculty
24th April, 2020
12:30 pm to 1:30 pm

The meeting was chaired by the director. The following were present during the meeting:

1. Prof. Sarat Kumar Patra, The Director, IIITV
2. Pratik Shah, IIIV
3. Dharendra Sinha, IIITV
4. Jignesh Bhatt, IIITV
5. Ashish Phophalia, IIITV
6. Kamal K Jha, IIITV
7. Ajay Nath, IIITV
8. Barnali Chetia, IIITV
9. Sunil Dutt, IIITV
10. Novarun Deb, IIITV
11. Naveen Kumar, IIITV
12. Punit Bhavsar, IIITV
13. Bhupendra Singh, IIITV
14. Amandeep Singh, IIITV
15. Antriksh Goswami, IIITV
16. Vijay Ukani, Nirma University
17. Vishal Parikh, Nirma University
18. Nityesh Bhatt, Nirma University
19. Santosh Bharti, PDPV
20. Jay Prakash, IIITB
21. Vikas Kumar, CUG

Prof. Manik Lal Das could not attend the meeting, however he has conveyed his comments on the agenda of discussion and has been recorded.

Agenda:1 To review the status of teaching learning activities in respective courses

Except for three courses for which the lectures will be completed by 1st of May, for all other courses the contact hours for lectures have been met with. The course teachers have confirmed completion of the teaching and learning process.

Decision:

The director appreciated the efforts put up by the faculty members during the testing times to help students. The director also conveyed his appreciation to visiting faculty members for their overwhelming support and making it possible to complete the curriculum in-spite of their busy schedule.



Agenda:2 To discuss the proposal on conduct of end semester examination

Preamble: In view of the lockdown due to COVID19 pandemic, the institute was forced to curtail the academic activities at the campus. The students were informed of the development from time to time. The students have also been advised not to return before 01 June 2020. However, the exact date return for students depends on the government directives on the issue (if the government permits academic activities to start before 01 June 2020, students will be required to return to the campus on 01 June 2020. If the government advisory will delay the start of academic activities, students will be intimated suitably. Students after leaving for mid-semester break during 9-13 March, were advised not to return in light of the Covid19 pandemic. The second in-semester examinations also have not been conducted (it was scheduled to start in the week starting 16 March 2020).

Considering the country wide situation, the institute decided to continue with the academic process through online mode. This decision was primarily taken to ensure continuity of teaching-learning activities and prepare for the worst case scenario. The institute decision was inline with advisory from MHRD, different IITs, AICTE and other agencies. Looking at the current scenario and developments in the issue, it seems unlikely that the institute may be in a position to permit students to return to the campus before July 2020. The timeline to conduct in-person classes and proceed with the examinations can not be finalised only after appropriate government advisory is received.

Before students left for semester break, about 65%-70% of the course content was covered in most of the courses. With support of all stakeholders, use of ICT tools and faculty taking up new challenges of remote lecture, it has been possible to conduct online class. This has made it possible to complete teaching activities by 24th April, 2020 for almost all courses. As expected, the institute being IT institute, the faculty members and students have adapted to online learning effectively seamlessly.

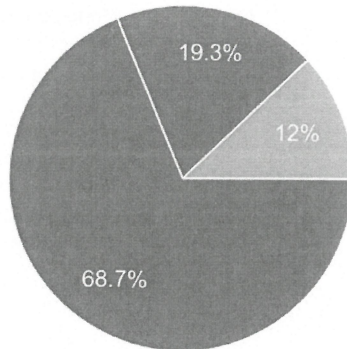
On 18th April a student survey was initiated to collect input from the major stakeholders of the institute regarding the conduct of end-semester examinations. Each batch of students were asked to provide their opinion on conduct of end-semester examination. The survey results are presented below.

B.Tech. CSE and IT : 2017 Batch



End-semester examinations

83 responses

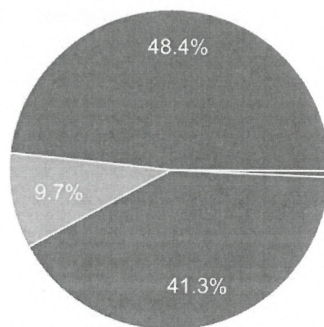


- to be conducted online (Schedule: Preferably to begin on or after 1st May and should be concluded before 15th May)
- to be conducted online (Schedule: To be concluded before 1st June, exams may be conducted on weekends)
- to be conducted in person at the institute as and when the institute re-opens

B.Tech. CSE and IT : 2018 Batch

End-semester examinations

155 responses

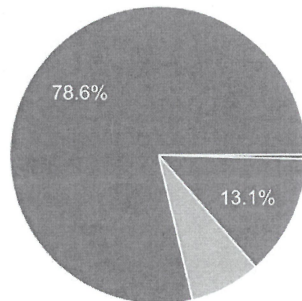


- to be conducted online (Schedule: Preferably to begin on or after 1st May and should be concluded before 15th...)
- to be conducted online (Schedule: Preferably to begin on or after 17th May and should be concluded before 31st...)
- to be conducted online (Schedule: Preferably to begin on or after 1st Jun...)
- to be conducted in person at the institute as and when the institute re-opens

B.Tech. CSE and IT : 2019 Batch

End-semester examinations

206 responses

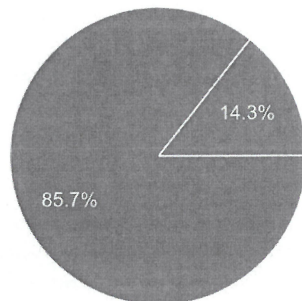


- to be conducted online (Schedule: Preferably to begin on or after 1st May and should be concluded before 15th...)
- to be conducted online (Schedule: Preferably to begin on or after 17th May and should be concluded before 31st...)
- to be conducted online (Schedule: Preferably to begin on or after 1st Jun...)
- to be conducted in person at the institute as and when the institute re-opens

M.Tech. CSE 2019 Batch

End-semester examinations

7 responses



- to be conducted online (Schedule: Preferably to begin on or after 1st May and should be concluded before 15th May)
- to be conducted in person at the institute as and when the institute re-opens

Before the survey concluded, the students were asked to join PIC Academics for a discussion on how to plan for academic activities affected due to the national emergency. Concerns and queries of students were recorded during the discussion on 20th April, 9 - 10 am 2019 and 2018 batches and 10 - 11 am 2017 batch.

Following major points came out of the discussions with the students:

1. When and how is the institute planning to conduct the end-semester examination?
2. What will be the method of accommodating second in-semester examinations in grade calculation?
3. The students are attending class through online mode. Peer learning (through personal meetings) is missing in this method of education. Discussion in the classroom is also

much less compared to normal teaching methodology. Addressing mechanisms to cope with it is important?

4. Students of the 2019 batch find it difficult to focus on studies due to mental stress and anxiety. These students, being in the first year of their studies find it very difficult to cope with recent social developments.
5. Can online examinations be planned for one (2017) batch or more students.
6. How to schedule the examination so that the 2017 batch students will be in a position to complete their internship.
7. How to take forward the academic program for the 2017 batch students? This is important as an alternate measure in likelihood of AY 2020-21 being partially affected due to the Covid19 pandemic. It is important to consider this issue at this appropriate time. The institute has following options as possible suggestions for consideration of the senate:
 - a. Can consider permitting these students to opt for online elective courses with credit transfer to ease out class scheduling in the coming semester (Autumn semester of 2020-21 session)?
 - b. IT students have 3 technical electives and 1 science elective plus three core courses and CSE students have 4 technical electives and two core courses in the coming semester.
 - c. It is very likely that the next academic session may begin very late (in the month of September worst case). It will be difficult for students to manage the placement activities, preparation for competitive examinations and semester course load simultaneously.
 - d. Chances of prolonged effects of Covid 2019 and recurrence of the same can not be ruled out.

The following is under consideration for the conduct of examination for Winter 2019-20 Proposal:

1. B.Tech. CSE and IT 2017 Batch and M.Tech. CSE 2019 Batch
 - a. The examination can be held on the weekends in the month of May (10, 16, 17, 23, 24, 30/31). Three hour examination sessions will be held. Examination will be between 1:00 - 5:30 pm. The examination for each course will be of 3 sessions of one hour with 30 minutes break after each session for online submission of scanned answer sheets.
 - b. For a course, the exam will be conducted in three consecutive sessions of one hour each with a break of 20 mins. During this break, students will scan and submit the answers online through google classroom assignment. Only after the submission of one unit the next unit questions will be communicated to the students.
 - c. Examination cell will bring out the examination schedule. Examination cell will not be responsible for the conduct of online examinations.



- d. Examination will be conducted under the responsibility of the respective course instructors.
- e. If a student fails to appear the exam in scheduled time or upload answers to one or more units, the student will report to the course instructor immediately. Following this the student will not appear for the remaining subsequent unit of the exam for the course (on the day).
- f. All such students will be required to re-appear the examination at the campus when held. They will appear for the examination of only those courses which were missed out or they were unable to upload all the answer sheets.
- g. If a student fails to attend the remote examination he/ she will be provided with an opportunity to appear for examination at a specified date. All such cases will require approval of the Director.
- h. The faculty members may compensate for second in semester examination evaluation by either taking multiple quizzes or weighing the first in sem exam and end sem exam proportionately.
- i. For the remote examination, the student will be required to write the examination of each course in a new copy/ notebook. Pages of the copy should be numbered sequentially before the examination. Each page margin should contain student Roll number and Name along with signature. These should be completed before the examination starts. While uploading the scanned copy of the answer sheet pages, the scanning should include the binding margin (on left or right side as appropriate), the Roll number and name should be present in each scanned page. On arrival at the institute following the lockdown/ academic session, the answer copy should be submitted to the course teacher. The students should use a new copy for each examination session.
- j. Any unfair means of sharing answers with fellow students will be handled as per student discipline manual.
- k. Considering that, remote examination will be without invigilator, the examinations will be open book type. The faculty members will be required to set questions suitably. In light of this and to maintain uniformity, the exam to be conducted on campus will also be an open book exam.

What infrastructure is required at students' end?

Students only need a mobile smart phone equipped with internet connectivity. Students who do not possess a smartphone, have the option of using the smart phone of their relatives or family members. Students who do not get access to a smart phone can not appear the examination in this mode.

For course Instructors:

- a. Definitely, it is a very positive step forward and indicates a strong moral system in place and trust relationship between students and faculty.
- b. Questions will be suitable designed to suit an open-book, open-internet type examination.



2. B.Tech. CSE and IT 2018 Batch, B.Tech. CSE and IT 2019 Batch
 - a. Examinations to be conducted as and when the institute re-opens. However, the decision on the conduct of the exam will be revisited from time to time based on the evaluation of the countrywide Covid19 scenario.
 - b. The faculty members may compensate for second in semester examination evaluation by either taking quiz or weighing the first in sem exam and end sem exam proportionately.

Decision:

The faculty members after multiple interactions and discussions have decided to go ahead with the draft proposal.

A handwritten signature in blue ink, consisting of stylized initials and a long horizontal stroke extending to the right.

Indian Institute of Information Technology Vadodara				
Winter 2019-20 (Revised)				
Academic Calendar (Strike outs have been deliberately kept to bring it to the attention)				
Sr. No.	Event	Date(s)	Day(s)	Remarks
1	Commencement of Winter Semester	2 Jan 20	Thursday	Followed in pre lock-down period
2	Registration for Returning Students (After Noons)	On or Before 3 Jan, 2020		
3	Supplementary Exams (Autumn)	30 December - 4 January 2020	Monday - Saturday	
4	Last date of Add-Drop Course	10 Jan 20	Friday	
5	Announcement of Results (Supplementary Exam)	17 Jan 20	Friday	
6	1st In-sem Examination	5 - 8 February, 2020	Wednesday - Saturday	
7	Ph.D. Comprehensive Exam	2 Mar 20	Monday	
8	Semester Break for Students	9 - 13 March, 2020	Monday - Friday	
9	2nd In-sem Examination	18 - 21 March, 2020	Wednesday - Saturday	Could not be held
10	Course Feedback	13 - 17 April, 2020 4 - 8 May 2020	Monday - Friday	To be revised
11	Pre-registration for Autumn Semester	17 Apr 20	Friday	To be deleted
11	Remote End-Semester Examination (B.Tech. 2017 batch, M.Tech. 2019 batch)	27 April - 2 May, 2020 10-31 May 2020 (during weekends)	Monday - Saturday	To be revised
12	Remote End-Semester Examination (B.Tech. 2018, 2019 Batches)	3rd/ 4th Week of June 2020		If held
13	On campus End-Semester Examination (All those who have not appeared for remote examination.)			As and when the institute reopens. The dates will be communicated at least a month in advance.
14	B.Tech. Project Evaluation	4 - 6 May, 2020	Monday - Wednesday	Through VC mode
15	Last Date of Submission of Grades to Academic Section	8 May, 2020 5 June, 10 July 2020	Friday	(for Remote examinations only) To be revised
16	Result Coordination Committee Meeting	15 May, 2020 12 June, 17 July 2020	Friday	(for Remote examinations only) To be revised
17	Senate Meeting	25-30 May, 2020	July and September 2020	Will be decided as per the availability of Esteemed Members; Likely on VC mode
18	Announcement of Results	June, 2020 July 2020 and September 2020		
19	Ph.D. Research Progress Seminars	18 - 19 May 2020, 15-16 June, 2020	Monday, Tuesday	(Remote/ at Institute as appropriate), To be revised
20	Ph.D. Registration	15 June 2020 3 August 2020	Monday	(Remote/ at Institute as appropriate), To be revised
21	M.Tech. Thesis Defense	24-30 June, 2020	Wednesday-Tuesday	(Remote/ at Institute as appropriate)
22	Vacation Period (For faculty members)	20 May - 10 July, 2020		On case to case basis; based on situation
23	B.Tech. Student Vacation	4 May, 2020 - 17 July, 2020		No formal vacation for B Tech students considering the time lost in lockdown. B Tech 6th semester students can join internship at any time. The remote end semester examination is scheduled during the week ends.
24	Internship Period	5 May, 2020 - 16 July, 2020 or till institute reopens which ever is later		The Summer Internship has been scrapped due to uncertainties related to COVID-19 Pandemic
25	Supplementary Exams (Winter 2019)	13 - 17 July, 2020 31 Aug - 4 Sept 2020	Monday-Friday	At Institute
26	Supplementary Exam Results	July, 2020 September 2020		To be revised
27	Autumn 2020-21 (Registration for Returning Students)			During first week of commencement of Classes (September 2020)
28	Autumn 2020-21 Commencement of Classes for Students (subject to permission by Govt to reopen the institute and call students to campus)		7 Sep 20	Monday As per guidelines of MHRD and Government of Gujarat

Annex - V

Indian Institute of Information Technology, Vadodara													
Course Assignment – Winter 2019-20													
Program	Semester	Course Code	Course Name	L	T	P	C	Remarks on status	End-sem exam and evaluation	Faculty	Affiliation		
BTech- CSE & IT (2 sections)		MA114	Introduction to Discrete Mathematics	3	1	0	4	Lectures will be completed by 24th April	Possible online	Swapnil Lokhande	IIITV		
		PH120	Waves and Electromagnetics	3	1	0	4	Lectures will be completed by 24th April	Possible online	Ajay Nath	IIITV		
		PH180	Waves and Electromagnetics Laboratory	0	0	2	1	Conclude next week.	Possible online	Ajay Nath	IIITV		
		EE100	Basic Electrical Engineering	3	1	0	4	Lectures will be completed by 24th April	Possible online	Dhirendra Sinha	IIITV		
		EE170	Basic Electrical Engineering Laboratory	0	0	3	2	Shifted to next semester.	Possible online	Dhirendra Sinha	IIITV		
		CS112	Introduction to Data Structures	3	0	0	3	Lectures will be completed by 24th April	Possible online	Naveen Kumar, Sunil Gautam	IIITV, IAR		
		CS172	Introduction to Data Structures Laboratory	0	1	2	2	Completed	Possible online	Naveen Kumar, Sunil Gautam	IIITV, IAR		
		HS112	Science Technology and Society	3	0	0	3	Lectures will be completed by 24th April	Possible online	Co-ordinator: Amandeep Singh, Sarat K Patra, Jignesh Bhatt, Bhupendra Singh, Ashish Phophalia, Pratik Shah	IIITV		
				Total		15	4	7	23				
		BTech- CSE & IT (2 sections)		CS204	Database Management System	3	0	0	3	Lectures will be completed by 24th April	Possible online	Antariksh Goswami	IIITV
CS262	Database Management System Laboratory			0	0	3	2	One additional week required for lab	Possible online	Antariksh Goswami	IIITV		
HS202	Economics			3	0	0	3	Status not known- Lectures will be completed by 24th April	Possible online	Vikas Kumar	PhD from CMC		
CS206	Operating System			3	0	0	3	Status not known- Lectures will be completed by 30th April	Possible online	Jay Prakash	IIITB		
CS266	Operating System Laboratory			0	0	3	2	Status not known- Lectures will be completed by 20th April	Possible online	Jay Prakash	IIITB		
CS208	Computer Organization and Architecture			3	0	0	3	Lectures will be completed by 24th April	Possible online	Kamal K Jha	IIITV		
CS268	Computer Organization and Architecture Laboratory			0	0	2	1		Possible online	Kamal K Jha	IIITV		
MA202	Numerical Techniques			0	1	2	2	Lectures will be completed by 1st May	Possible online	Jignesh Bhatt	IIITV		
CS202	System Software			3	0	0	3	Lectures will be completed by 24th April	Possible online	Naveen Kumar, R K Devangan	IIITV, NIRMA		
				Total		15	1	10	22				
BTech-IT	IV	IT202	Web Technology	3	0	0	3	Status not known- Lectures will be completed by 24th April	Possible online	Santosh Bharti	PDPU		
		IT262	Web Technology Laboratory	0	0	2	1	Status not known- Lectures will be completed by 24th April	Possible online	Santosh Bharti	PDPU		
		Total		15	0	10	21						
B.Tech. CS/IT	VI	HM1	HSS Elective	3	0	0	3						
		IT306	Software Project Management	3	0	2	4	Status not known- Lectures will be completed by 24th April	Possible online	Vishal Parikh	NIRMA		
B.Tech.-IT		IT307	Human Computer Interaction	3	0	0	3	Status not known- Lectures will be completed by 30th April	Possible online	Vijay Ukani	NIRMA		
		IT308	Human Computer Interaction Laboratory	0	1	2	2	Status not known- Lectures will be completed by 30th April	Possible online	Vijay Ukani	NIRMA		
		IT309	Introduction to Information Retrieval	3	0	2	4	Lectures will be completed by 24th April	Possible online	Pratik Shah	IIITV		
		IT310	E-Commerce	3	0	0	3	Status not known- Lectures will be completed by 30th April	Possible online	Nityesh Bhatt	NIRMA		
		TE1	Technical Elective	3	0	2	4						
		Total		18	1	8	23						
B.Tech. - CS	VI	CS306	Compiler Design	3	0	0	3	Lectures will be completed by 24th April	Possible online	Ashish Phophalia	IIITV		
		CS307	Compiler Design Laboratory	0	1	3	3		Possible online	Ashish Phophalia	IIITV		
		CS308	Introduction to Artificial Intelligence	3	0	2	4	Lectures will be completed by 24th April	Possible online	Pratik Shah	IIITV		

CS309	Introduction to Cryptography and Security	3	0	0	3	Lectures will be completed by 24th April	Possible online	Manik Lal Das	DAIICT
CS310	Computer Architecture	3	0	2	4	Lectures will be completed by 1st May	Possible online	Sumil Dutt	IIITV
SE2	Science Elective	3	0	0	3				
	Total	18	1	7	23				
B.Tech. CS/IT VIII	B. Tech. Project	0	0	36	18			Kamal K Jha	IIITV
	Total	0	0	36	18				
Mtech CSE II	Modeling and Simulation	3	0	2	4	Lectures will be completed by 24th April	Possible online	Ashish Phophalia	IIITV
MA602	Optimization Techniques	3	0	0	3	Lectures will be completed by 24th April	Possible online	Bhupendra Singh	IIITV
CS604	Advanced Computer Architecture	3	0	2	4	Lectures will be completed by 1st May	Possible online	Sumil Dutt	IIITV
	Program Elective	3	0	0	3				
HM602	Technical Writing	2	0	0	2	Typesetting tools and Graphics in LaTeX is pending	Possible online evaluation	Amandeep Singh	IIITV
	Total	14	0	4	16				
Science Elective	Information Theory, Inference, and Learning	3	0	0	3	Lectures will be completed by 1st May	Possible online	Bhupendra Singh	IIITV
PE/TE1/SE2	Introduction to Deep Learning	3	0	2	4	Lectures will be completed by 24th April	Possible online	Jignesh Bhatt	IIITV
CS308	Introduction to Artificial Intelligence	3	0	2	4	Lectures will be completed by 24th April	Possible online	Pratik Shah	IIITV
HM305	Group Discussion - A Communicative Approach	3	0	0	3	Lectures will be completed by 24th April	Possible online	Barnali Chetia	IIITV