MINUTES

OF

THE ACADEMIC COUNCIL (SENATE) MEETING

HELD IN

JUNE, 2020 BY CIRCULATION

भारतीय सुचना प्रौद्योगिकी संस्थान सेनापति, मणिपुर
Indian Institute of Information Technology Senapati, Manipur

The Minutes of the 2nd Meeting of the Academic Council (Senate) Of IIIT Senapati, Manipur Held In 10th April, 20June 2020 By Circulation

TABLE OF CONTENTS / MINUTES

भारतीय सूचना प्रौद्योगिकी संस्थान सेनापति, मणिपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SENAPATI MANIPUR
Mantripukhri, Imphal – 795002, Manipur, India. Phone: 0385-2421017, www.iiitmanipur.ac.in

Ref. No.:- IIITM/2_Senate_Minutes/2020

Date: 28/06/2020

Minutes of the 2nd meeting of Academic Council (Senate) of IIIT Senapati, Manipur held in June, 2020 by circulation:

The following members participated in the meeting:

SN	NAME OF THE MEMBERS	DESIGNATION
1.	Prof. Amarendra Kumar Das	Director/ Chairman
2.	Prof. P K Das	Professor, CSE Department, IIT Guwahati, External Member
3.	Prof. H B Nemade	Professor, ECE Department, IIT Guwahati, External Member
4.	Prof. A Srinivasan	Professor, Physics Department, IIT Guwahati, External Member
5.	Prof. B K Sharma	Professor, Mathematics Department, IIT Guwahati, External Member
6.	Dr Bhargab Deka	In-charge, Academic Section, HBS Department, IIIT Senapati Manipur
7.	Dr L. Sarbajit Singh	In-charge, Students' Affairs, HBS Department, IIIT Senapati Manipur
8.	Dr Nagesh Ch.	HOD ECE Department, IIIT Senapati Manipur
9.	Dr N. Kishorjit Singh	HOD CSE Department, IIIT Senapati Manipur
10.	Dr Subasit Borah	In-charge, Administration, ECE Department, IIIT Senapati Manipur (Invitee)
11.	Dr Kabita Th.	In-charge, Library, CSE Department, IIIT Senapati Manipur (Invitee)
12.	Dr Gaurav Saxena	In-charge, Research and Development, ECE Department, IIIT Senapati Manipur (Invitee)
13.	Dr Navanath Saharia	In-charge, Training and Placement, CSE Department, IIIT Senapati Manipur (Invitee)
14.	Dr R. C. Mishra	Coordinator, TEQIP III, ECE Department, IIIT Senapati Manipur (Invitee)
15.	Dr Sanjib Choudhury	Nodal Officer, Procurement, TEQIP III, HBS Department, IIIT Senapati Manipur (Invitee)
16.	Dr Murli Manohar	Asst. Professor, ECE Department, IIIT Senapati Manipur (Invitee)
17.	Dr Prerna Mohit	Asst. Professor, CSE Department, IIIT Senapati Manipur (Invitee)
18.	Mr. Kaushal Bharadwaj	Technical Officer, CSE, IIIT Senapati Manipur (Invitee)
19.	Mr. Dibya Jyoti Goswami	Interim Registrar, IIIT Senapati Manipur (Secretary)

Prof. Amarendra Kumar Das, the Chairman, Senate, extended appreciations to all the external members for sparing their valuable time to put forward their valuable comments/ suggestions.

In the introduction, Dr Bhargab Deka, In-charge Academic Section, circulated the agenda items through mail on 24th June 2020. The items were presented over telephone to the external members by Dr Bhargab Deka for deliberation.

Item No. 1: Closure of 2nd, 4th, 6th and 8th Semesters for the Academic Year, 2019-20

The current scenario due to the outbreak of COVID-19 across India makes the return of the students to the IIIT Senapati, Manipur campus in the coming weeks and the resumption of the spring semester 2019-20 highly unlikely. Some of the key challenges among many will remain even with the gradual ease of lockdown as:

1. Travelling of students from different parts of the country to Imphal (IIIT Senapati, Manipur campus) will be difficult for quite some time.

2. Govt. of Manipur has established the COVID- 19 quarantine center (130 bedded) in the three Hostel Blocks of the Institute since May 04, 2020. Hostels and other facilities at IIIT Senapati will need to be made ready after quarantine facility is removed to accommodate the students.

3. The final year students have to graduate so that they can step into their new phase of life whether getting placed somewhere or getting into higher studies.

Furthermore, final year students have to graduate yielding places to the new upcoming 1st year batch, the semester has to end at some time without too much inconvenience to all, and the academic calendar has to be maintained with as little disturbance as possible. Meanwhile, many of the Premier Institutes like IIT Bombay, IIT Kanpur etc. have already made appropriate arrangements for the delivery of instruction, evaluation and closure of the semester. It is understood that an extraordinary situation like this pleas for taking up extraordinary decision(s).

In view of the above, the following proposals have been placed to the Senate:

i. Spring Semester 2019-20 for the B.Tech. 2nd, 4th, 6th and 8th semesters will be closed without requiring the students to return to IIIT Senapati. Final grading of all courses (incl. Theory / Projects) will be completed latest by June 30, 2020.

ii. Final grading of Theory courses will be based on the evaluation, which has been completed till (and inclusive of) the mid-semester examination. Instructors may decide for an additional evaluation using a suitable on-line mode for a maximum weightage of 20%, provided all registered students can avail the same. Instructor may also consider to provide a likewise opportunity to students who might have missed the mid-semester examination for genuine reasons. While Instructors will generally be lenient on these issues, the final decision will remain with an instructor only.

iii. The grading for the theory and project based courses will be done for the full credit of a course for AA/AB/BB/BC/CC/CD/DD/FF grades.

iv. As a one-time exception, for the theory courses, students awarded a letter grade from AA to DD in scheme will be eligible to opt for the special satisfactory "S" grade in one or multiple courses. A "FF" grade cannot be converted to "S" grade. The special satisfactory "S" grade is a place-holder and depicts notionally a PASS in a course, which will contribute to the credit but will not be used for SPI/CPI calculations. The "S" grade in a course, if it is opted, will be suo moto converted to a PP grade. The PP grade counts only to the credit requirement and is not used for SPI/CPI calculations. A time-window for opting for 'S' grade will be declared after declaration of the grading of the theory courses by the Academic section.

v. Evaluation of project-based courses will be undertaken over VC mode and completed latest by June 30, 2020. Students cannot opt for the "S" grade in project based courses.

vi. The lab- based courses will be graded [AA to FF] only after reopening of the Institute. The students shall have to appear in a 100 marks examination for the same lab course after returning to the campus. Until the evaluation of the lab- based courses, a provisional grade card will be issued to the students without considering the credit of the lab courses.

vii. The remaining portion of the theory courses, after mid semester, left for the 2nd, 4th and 6th semester will be covered and included in the subsequent semesters in appropriate manner.

Resolution 1: The Senate resolved to approve the following scheme for Closure of 2nd, 4th, 6th and 8th Semesters for the Academic Year, 2019-20:

i] The grading for the theory and project based courses will be done for the full credit of a course for AA/AB/BB/BC/CC/CD/DD/FF grades.

ii] Final grading of Theory courses of 2nd, 4th, 6th and 8th Semesters for the Academic Year, 2019-20 will be based on the evaluation, which has been completed till (and inclusive of) the mid-semester examination. Instructors may decide for an additional evaluation using a suitable on-line mode for a maximum weightage of 20%, provided all registered students can avail the same. Instructor may also consider to provide a likewise opportunity to students who might have missed the mid-semester examination for genuine reasons. While Instructors will generally be lenient on these issues, the final decision will remain with an instructor only.

iii] As a one-time exception, for the theory courses of 2nd, 4th and 6th Semesters for the Academic Year, 2019-20, students awarded a letter grade from AA to FF (the instructor may choose to give 'I' grade instead of 'FF' grade) in scheme will be eligible to opt for the special satisfactory 'S' grade in one or multiple courses.

A student, who opts for 'S' grade in a course, will get ONE chance later to convert the 'S' grade to a letter grade [AA to DD] by appearing in a 100 marks examination for the same course. The 'ONE chance' refers to a course-specific single examination and not student-specific multiple examinations for a single course. Efforts will be made to conduct this make-up examination by October 2020 or once the students are back to the campus.

Important to note that students appearing for the 100 marks examination to improve the 'S'

grade in a course, have to accept the final letter grade (from AA to FF), which will be based on the performance in the 100 marks examination. Therefore, the 'S' grade is not a terminal grade and is rather designed to provide an opportunity to the students to improve a grade considering the difficulties they have gone through.

A time-window for opting for 'S' grade will be declared after declaration of the grading of the theory courses by the Academic section by middle of July 2020.

iv] The lab- based courses which are only in the 2nd, 4th and 6th semesters will be graded [AA to FF] only after reopening of the Institute. The students shall have to appear in a 100 marks examination for the same lab course after returning to the campus. Until the evaluation of the lab- based courses, a provisional grade card will be issued to the students without considering the credit of the lab courses.

v] Evaluation of project-based courses will be undertaken over VC mode and completed latest by June 30, 2020. Students cannot opt for the 'S' grade in project based courses.

vi] The remaining portion of the theory courses, after mid semester, left for the 2nd, 4th and 6th semester will be covered and included in the subsequent semesters in appropriate manner.

vii] Spring Semester 2019-20 for the B.Tech. 8th semesters will be closed without requiring the students to return to IIIT Senapati. Final grading (from AA to FF) of Theory and Project based courses of 8th Semester for the Academic Year, 2019-20 will be done as per the method mentioned in the point [ii]. Evaluation of project-based courses for B.Tech. 8th semesters will be undertaken over VC mode. There will be no option for opting 'S' grade in the 8th semester courses.

Item No. 2: Proposal based on the students' feedback received on the Item No. 1 regarding Closure of 2nd, 4th, 6th and 8th Semesters for the Academic Year, 2019-20

Based on the students' feedback (Annexure I) received, the following points may be considered by the Senate:

Point 1: Total 95% students agreed to the proposal.

Point 2: 5 students [17010128 (Avaneesh Ranadive), 17010114 (Mohit Gupta), 17010108 (Shashank Verma), 17010115(Radhe Raman Tiwari), 17010113 (Harsh Vardhan)] from CSE, 6th Sem are mentioning their difficulties as they had hardware based projects, they may be given a chance to complete the project once they come back to the campus with the consent of concerned project supervisor. Their project report and viva may be taken on the completed part of the project till now. In this case, S grade may be given to the abovementioned students and later on after reopening of the Institute he/she may be permitted to appear in the final project presentation to convert the S grade to the letter grade (AA to FF).

Point 3: Some students are mentioning low internet bandwidth in their area which may be problem during VC. In that scenario, such students may be asked to submit recorded video presentation in advance as a backup option, so that live presentation timing can be reduced.

Point 4: Based on the opinion received, three students bearing Roll No.s 19010213 (Sachin Kumar, ECE 2nd Sem), 19010112 (Abhishek Raj, CSE 2nd Sem) and 18010207(Pydi sekhar ECE 4th Sem) may be offered S grade in the current semester and may be considered for appearing the semester end examination in the next academic year 2020-21 along with the 2020 batch for converting the S grade to the letter grade (AA to FF).

Resolution 2: The Senate resolved to approve the scheme as mentioned in the Point No. [i] – [vi] of the Resolution 1 herein applicable to the points raised in the Item No. 2.

The meeting is ended after circulating an appreciation email to the Chair.

ANNEXURE-1

Senate Meeting regarding Closure of Spring Semester, Academic Year, 2019-20

Pradip Kumar Das <pkdas@iitg.ac.in>   Wed, Jun 24, 2020 at 2:20 PM
To: Bhargab Deka <bhargab@iiitmanipur.ac.in>

The minutes are fine with me. Please proceed.

Get Outlook for Android

From: Bhargab Deka <bhargab@iiitmanipur.ac.in>
Sent: Wednesday, June 24, 2020 12:24:56 PM
To: Pradip Kumar Das <pkdas@iitg.ac.in>; Harshal Bhalchandra Nemade <harshal@iitg.ac.in>; A Srinivasan <asrini@iitg.ac.in>; Bhaba Kumar Sarma <bks@iitg.ac.in>; Director IIIT Manipur <director@iiitmanipur.ac.in>; registrar@iiitmanipur.ac.in <registrar@iiitmanipur.ac.in>
Subject: Senate Meeting regarding Closure of Spring Semester, Academic Year, 2019-20

[Quoted text hidden]

WebMail

Bhargab Deka <bhargab@iiitmanipur.ac.in>

Senate Meeting regarding Closure of Spring Semester, Academic Year, 2019-20

Harshal Bhalchandra Nemade <harshal@iitg.ac.in>
To: Bhargab Deka <bhargab@iiitmanipur.ac.in>

Thu, Jun 25, 2020 at 1:49 PM

Dear Dr Deka

I support the proposed agenda items regarding spring semester of academic year, 2019-20.

Best regards

Harshal Nemade

Professor, EEE
IIT Guwahati.

From: Bhargab Deka <bhargab@iiitmanipur.ac.in>
Sent: Wednesday, June 24, 2020 12:24 PM
To: Pradip Kumar Das <pkdas@iitg.ac.in>; Harshal Bhalchandra Nemade <harshal@iitg.ac.in>; A Srinivasan <asrini@iitg.ac.in>; Bhaba Kumar Sarma <bks@iitg.ac.in>; Director IIIT Manipur <director@iiitmanipur.ac.in>; registrar@iiitmanipur.ac.in <registrar@iiitmanipur.ac.in>
Subject: Senate Meeting regarding Closure of Spring Semester, Academic Year, 2019-20

[Quoted text hidden]

WebMail   Bhargab Deka <bhargab@iiitmanipur.ac.in>

Senate Meeting regarding Closure of Spring Semester, Academic Year, 2019-20

Bhaba Kumar Sarma <bks@iitg.ac.in>   Fri, Jun 26, 2020 at 12:42 PM
To: Bhargab Deka <bhargab@iiitmanipur.ac.in>, Pradip Kumar Das <pkdas@iitg.ac.in>, Harshal Bhalchandra Nemade
<harshal@iitg.ac.in>, A Srinivasan <asrini@iitg.ac.in>, Director IIIT Manipur <director@iiitmanipur.ac.in>, "registrar@iiitmanipur.ac.in"
<registrar@iiitmanipur.ac.in>

Dear Dr. Deka,

Thank you for circulation of the Agenda. I have the following observation:

1. Giving letter grades to all courses of 8th semester is preferred, so that graduating students do not face problems later.
2. Giving letter grades in courses for ongoing students may have some problems. Online assessments may be quite erroneous, whereas performance till mid-sem may not assess the student fully for various reasons. I would suggest one of the following is employed.
(i) The students are assessed and promoted with grades PP/NP and once they are in campus, they are given letter grade after an (in lieu of end-sem) exam.
(ii) Students are given letter grades on the basis of their performance till mid-sem. However, all students (including those getting FF grade) who opt for are given an I grade, and promoted as an one-time measure. They will clear the I grade with some make-up exam once they are back to campus.

With best wishes,
Bhaba Sarma

From: Bhargab Deka <bhargab@iiitmanipur.ac.in>
Sent: 24 June 2020 12:24
To: Pradip Kumar Das <pkdas@iitg.ac.in>; Harshal Bhalchandra Nemade <harshal@iitg.ac.in>; A Srinivasan <asrini@iitg.ac.in>; Bhaba Kumar Sarma <bks@iitg.ac.in>; Director IIIT Manipur <director@iiitmanipur.ac.in>; registrar@iiitmanipur.ac.in <registrar@iiitmanipur.ac.in>
Subject: Senate Meeting regarding Closure of Spring Semester, Academic Year, 2019-20

[Quoted text hidden]

WebMail

Bhargab Deka <bhargab@iiitmanipur.ac.in>

Senate Meeting regarding Closure of Spring Semester, Academic Year, 2019-20

A Srinivasan <asrini@iitg.ac.in>   Sun, Jun 28, 2020 at 12:18 AM
To: Bhaba Kumar Sarma <bks@iitg.ac.in>, Bhargab Deka <bhargab@iiitmanipur.ac.in>, Pradip Kumar Das <pkdas@iitg.ac.in>, Harshal Bhalchandra Nemade <harshal@iitg.ac.in>, Director IIIT Manipur <director@iiitmanipur.ac.in>, "registrar@iiitmanipur.ac.in" <registrar@iiitmanipur.ac.in>

Dear Dr. Deka,

After discussing with you and Prof. Das over phone, many things are clear. I also discussed the agenda with Prof. B.K. Sarma. After all these discussions, I have the following comments/suggestions for the consideration of the Senate members:

1) As suggested by Prof. Sarma, the final semester students should be given letter grades so that they can get their provisional degree upon completion of all courses successfully.

2) For 3rd to 6th semester students, letter grades based on assessment made can be given with an option for S grade. Such S grades should be converted into letter grade by end of september 2020. If not, they will get the earlier mentioned letter grades. Please get the student consent for this so that there are no complaints later.

3) The same strategy can be used for branch change for 2nd semester students. Again, take their consent.

4) Please plan for the start, mode of teaching for the next semester. A convocation is necessary (may be virtual) to award degrees to the outgoing students.

with best regards,
srinivasan

Dr. A Srinivasan
Professor in Department of Physics &
Dean of Faculty Affairs
Indian Institute of Technology Guwahati
Guwahati - 781039, INDIA

Ph: +91 361 258 2712
Alternate email: asrini2007@gmail.com
Web page: http://www.iitg.ac.in/physics/fac/asrini/index.htm

From: Bhaba Kumar Sarma <bks@iitg.ac.in>
Sent: 26 June 2020 12:42
To: Bhargab Deka <bhargab@iiitmanipur.ac.in>; Pradip Kumar Das <pkdas@iitg.ac.in>; Harshal Bhalchandra Nemade <harshal@iitg.ac.in>; A Srinivasan <asrini@iitg.ac.in>; Director IIIT Manipur <director@iiitmanipur.ac.in>; registrar@iiitmanipur.ac.in <registrar@iiitmanipur.ac.in>
Subject: Re: Senate Meeting regarding Closure of Spring Semester, Academic Year, 2019-20

[Quoted text hidden]