

# Indian Institute of Information Technology, Allahabad

## Minutes of 11<sup>th</sup> SUGC meeting

Venue: Exam Cell, IITA

Date and Time: November 21, 2016 at 3:30PM

The 11<sup>th</sup> meeting of SUGC was held on 21/11/2016 in Exam Cell at 3:30 PM. The following members were present:

1. Dr. BS Sanjeev – Chairman
2. Dr. Pavan Saini – Secretary
3. Dr. Abdullah BAB – Member
4. Dr. Pritish Varadwaj – Member (nominee of Prof. Krishna Misra)
5. Dr. Manish Goswami – Member
6. Dr. Pavan Chakraborty – Special Invitee
7. Mr. Sarthak Sharma (IIT2014160) – Student observer
8. Mr. Kshitij Tripathi (ICM2014007) – Student observer

The issues discussed and the resolutions made were as follows:

### 1. Confirming minutes of the previous meeting

Minutes of the 10<sup>th</sup> meeting were confirmed.

### 2. Reg. Appeal from Mr. Varsheindra Guatam (IEC2012071) for re-examination for IDCO730E

SUGC recommended giving Mr. Varsheindra Guatam (IEC2012071) an opportunity to appear for his Back Paper exam in IDCO730E be conducted along with the End-Semester exam of the same.

### 3. Application of Mr. Vansharaj Singh (IBM2014045) regarding Mid-Sem examination

SUGC agreed with the recommendation of DUGC (ECE) that as per his End-Semester performance, the Mid-Semester marks may be proportionally awarded.

### 4. Policy note regarding Make-Up exams for undergraduate students (SUGC Chairperson)

SUGC accepted and forwarded the note on Make-Up exam, including the proposed scheme for Mid-Semester evaluation, to the Senate for approval.

### 5. Issue of students with attendance shortage (SUGC Chairperson)

SUGC nominated Dr. BS Sanjeev and Dr. Abdullah BAB for looking into the issue of students with short attendance.

### 6. Content to be presented on Grade-sheets of Dual Degree

The following resolutions were made on the issue of grade-sheets and transcripts of the Dual-Degree B.Tech./PG courses:

- a. Two transcripts (UG and PG) may be prepared for the Dual Degree M.Tech./MBA courses.
- b. The first (UG) transcript shall list all courses and the resulting CGPI constituting the B.Tech. part of the curriculum. This includes all common (*ie.*, first six) semesters and additional UG related academic courses and requirements (such as two summer projects).
- c. The second (PG) transcript shall list all the courses and the resulting CGPI for the M.Tech./M.B.A. part of the curriculum. This includes the last four semesters of the curriculum.

- d. Grade sheets and Transcripts will consistent with structure as shown in Curriculum Brochure.
- e. All concerned Departments were requested to provide feedback on the issues as proposed above (ie, 4a-d). However, the final layouts (as long as applicable) should be the same across departments.
- f. The Departments were also asked to submit proposal for Exit Policy at the B.Tech. level.

**7. To consider the issue of special Mid-Semester (Student observers)**

The following resolutions were made after lengthy discussion:

- a. Mid-Semester exams will be conducted as per Senate's decision (as discussed in its 5<sup>th</sup> meeting).
- b. Secretary (Senate) was requested to look into the issue of making minutes of Senate available on the Institute's intranet.
- c. As for alternate subject that could be taken by students who were unable to take full courses due to prerequisite problem, it was suggested that such students may be allowed to take any elective that they are qualify to register in, if necessary, from their upcoming semesters.
- d. In order to make the choice safe and manageable, it was suggested that the time table should be made available before course registration is done.

**8. To consider having two back examinations or summer semester and clarification regarding the prerequisite system (Student observers)**

The following resolutions were made:

- a. SUGC recommends carrying out Back-Paper exams only for those subjects that need to be cleared as prerequisites for the immediate Semester.
- b. Such a special Mid-Semester may be held during the first week or two in January.

**9. New attendance system to be followed from the next semester (Student observers)**

SUGC, considering the late decision, recommended that the previous attendance policy be continued for the current semester. SUGC asked the faculty to display the attendance once a month so that students may seek corrections for any wrong entries.

**10. Modified prerequisite subject list w.e.f. 2016-2017 sessions (ECE Dept)**

The proposed modifications in prerequisites from the ECE courses were accepted for recommendation to the Senate.

**11. Approval of new electives for Jan-Jun 2017 session (ECE Dept)**

It is proposed that following courses will be floated as elective (Electronics stream) for ECE VI sem. The subjects will benefit students in research and placements.

Further the other subjects in the basket of electives will be the same as floated by IT branch. The senate may please approve the following courses. Electives for VI-Sem ECE are listed under (a)-(d) below:

- a. Microwave Circuits (EMWC630E)
- b. Testing and Verification (ETNV630E)
- c. Detection and Estimation Theory (EDET630E)
- d. Hardware Design Methodology (EHDM630E)
- e. All electives offered by IT department in both even as well as odd semester may also be offered to ECE students. The code as well as title will remain same.

SUGC recommends floating of the new electives as proposed above. As for (e), the students should fulfil the prerequisites as set for IT courses to register. The DUGC (ECE) was asked for submission of the syllabi of the proposed electives in the prescribed format.

**12. To consider the application of Mr. A.J.S. Ramakrishna (IEC2014061) dated 18/11/2016, 06:00PM regarding re-examination of Mid-Sem (ECE-Annexure-5)**

The decision may be taken as per the policy proposed in Agenda Item #4.

**13. Any other issue with the permission of the chair**

**i. Proposal for Summer Semester (ECE Dept)**

The proposal of Summer Semester (on the lines of IITs) for students who have failed in various courses is agreed for recommendation. Each of the courses floated therein should have at least 20% of the students registered. A student may register at most for two courses.

**14. Agenda items to be submitted for the 6<sup>th</sup> Senate meeting to be held on 28/11/2016**

Agenda items to be submitted on behalf of SUGC for the 6<sup>th</sup> Senate shall be decided in the next SUGC meeting.



(Secretary, SUGC)



(Chairperson, SUGC)

Annexure 1

**Reg. Appeal for Re-examination for IDCO730E**

---

Varsheindra Gautam <iec2012071@iiita.ac.in>

2 September 2016 at 12:36

To: sugc.chair@iiita.ac.in

Cc: Satish Singh <sk.singh@iiita.ac.in>, Neetesh Purohit <np@iiita.ac.in>, "HOD (EC) Hod (EC)" <hod.ec@iiita.ac.in>

Respected Sir,

This is to inform you that, I, Varsheindra Guatam (IEC2012071), am a student of ECE (Batch of 2012). I had missed my scheduled academic classes for IDCO730E (Subject taught by Dr. S.K. Singh) due to some serious health issues in the 7th semester. I was unwell for most of the academic year. For the same, I was taking medications. Due to this, I got a back in the same subject.

Under the new rules, a student can appear for his/ her back paper examination only once in an Academic Year (i.e. July). Since I have again got a back in the back paper examination (held in July 2016), I am eligible for the re-examination next year only (i.e. 2017).

As I am currently working in a company in Gurgaon, I plead you to please give me one more chance to clear the examination this year itself. So that I can continue working in the company. I will be highly obliged to you.

PFA the medical enclosures (Medical Documents.rar) for the consideration. The attachment contains Medical Certificates (19/9/2015 to 26/9/2015 and 06/12/2015 to 17/12/2015), Health Centre IIITA (16/11/2015) as well as the other related documents for my medication.

Thanking You

Yours Faithfully

Varsheindra Gautam  
(IEC2012071)



## Annexure 2

### **Policy note for Make-Up exam**

Make-Up examination is like a regular End Semester examination. Such examinations are permitted for students who miss End Semester examinations due to health-related issues.

For bona fide reasons such as illness, *etc.*, if a UG student fails to appear in the End-Semester examinations in one or more course(s), he/she may request SUGC through the concerned DUGC for Make-Up exams. Such a request must be made on the prescribed form (Appendix - 1) stating medical reason(s) with documentary proof. However, as for non-medical circumstances, permission to appear in Make-Up exam is accorded only in exceptional cases and students are strongly advised to obtain a favourable recommendation from DUGC before the day of concerned exam.

For Mid-Semester examination, the instructor can either:

- a. Consider proportionate marking based on the End-Semester performance, or
- b. Conduct a separate Mid-Semester exam.

The application for Make-Up exam should be made within a day of the last scheduled End-Semester examination. The examination may be held on any date such that the result may be made available at least 3 working days before the completion of course registration duration of the next semester. The decision of the instructor regarding the date of exam shall be final (subject to the guidelines as stated above). A student who fails to appear in the Make-Up exam shall be treated as per the relevant policy applicable to End-Semester exam.

SUGC can permit Make-Up exam only for issues related to ill health. However SUGC, if concurs with positive recommendation of the DUGC for non-medical circumstance(s), shall forward the application to Chairman (Senate) for provisional approval<sup>1</sup>.

Students may appeal to Senate against denial of permission to appear in Make-Up exam.

(Adapted from IIT Kanpur and modified for IIITA)



---

<sup>1</sup> Ratification from Senate is necessary as Make-Up exams are permitted for health-related issues only.

## APPLICATION FORM FOR MAKE-UP EXAMINATION -

Date: \_\_\_\_/\_\_\_\_/201\_

To,  
The Chairman, SUGC  
IIIT Allahabad

I have missed the End-Semester Examination of \_\_\_\_\_ semester (year and semester) in the following course(s) due to the reasons indicated below. I request you to kindly allow me to take the Make-Up Examination:

Sl	Courses in which Make-Up Exam is sought		Is Make-Up exam sought on medical grounds? (YES/NO)*		Period of illness & consulting Medical Officer	
	Course code	Instructor in-charge	Examination held on Date	Time	Name	Period
1						
2						
3						
4						
5						
6						
7						
8						
9						

\* If YES, attach relevant documents. If NO, give reason(s) for consideration with details attached on a separate sheet.

Recommended/ Not recommended

Enrol. No. \_\_\_\_\_ Name of student: \_\_\_\_\_

Convener, DUGC

Academic Programme: \_\_\_\_\_ Department: \_\_\_\_\_

Permitted/Not Permitted

Mobile No. \_\_\_\_\_

CHAIRMAN, SUGC

