

Aide Memoire of the **4<sup>th</sup> Meeting of SCDMC** held on Friday, August 25, 2017 in QIP Conference Room

Members Present: S K Chaudhury (ME), Rajeev Gupta (ADPG), G. Santhanam(MTH), Aditya K Kelkar (NET), Md. Furquan, Parth Sharma, Y N Mohapatra (PHY)

Initial Remarks by Chairperson:

At the outset, YNM explained that unfortunately no meeting could be held since the third meeting because of his indisposition.

Our earlier plan was to complete setting up most processes before the next Committee takes over in October. However, as circulated earlier, the Senate Nomination Committee has proposed that since the present SCDMC has started functioning only in July, most members can be re-nominated to the Committee for purposes of continuity, and members have individually agreed to do so. YNM thanked them for their cooperation.

**1. Digital Course File': The proposal on Maintenance of Digital Course File (DCF)-2017' circulated earlier was discussed in detail.**

- a) After circulating the proposal, the only comment received was that instructors normally do not care about branch-wise distribution of grades data. It was clarified that this data will be provided by OARS/DOAA and can give valuable insights for First Year Courses and core courses where students many different disciplines register.
- b) The proposal seeks to maintain only minimum data on the basis of which patterns can emerge or trouble spots can be located. There is no need to have all the data that instructors put out on their typical course websites. A record of websites or links to them would be futile from that point of view. It was noted that many instructors keep valuable data about courses over years on their course websites. But SCDMC does not want all instructors to do so.
- c) The question was raised whether Question Papers and Assignments be kept in Group A documents available to students. It was decided that in keeping with transparency norms, there is no harm in doing so. It was also raised that if whether Question Papers and Assignments are proprietary material – or, at least as proprietary as notes and PPT files typically circulated by instructors. On this, it was decided that we will take a call after receiving feedback from various quarters.
- d) It was decided to add a 10<sup>th</sup> document in the Group B documents requiring authorized access, consisting of summary comments of SCDMC or any of its authorized sub-committee.
- e) It was decided to add another clause 2.7 which explicitly states that DCF does not seek to keep student feedback in it. Any comments that may emerge from student feedback have to be through an authorized committee and summarized appropriately in Document 10.
- f) A question on attendance of tutors was added to the proposed forms for Tutors' impressions and suggestions.

It was decided that YNM would circulate a revised proposal, and once everybody has seen and sent further comments, it would be circulated to all HoDs/SUGC/SPGC/Faculty and Student Representatives and feedback be received within two weeks. Individual faculty members also would be welcome to send feedback. It was feared that we may get swamped by the amount of emails in response. YNM suggested that we risk it and see the response.

**2. Modification of Student Course Feedback Form:**

Some of the principles that should guide us was briefly discussed. But it became clear that the issues were complex, and this matter will require more careful thought.

YNM's meeting with OARS staff suggested

- i) that paper format should not be abolished though it takes a lot of time to process. If there are multiple paper format, then the task will be even harder.

ii) from processing point of view, electronic feedback is good but logistics may not allow it for all courses.

iii) There was a feeling that students do not trust that electronic feedback forms are truly anonymous. They must be taken into confidence to make them trust that it is indeed anonymous.

The student representatives were urged to take all measures possible to convince the student body that their feedback is taken seriously, and many academic decisions are taken based on them. By far, the students are honest in reflecting their views, but still a campaign is essential to make the students take feedback form seriously and respond in large numbers.

It was also suggested that Chairperson SCDMC may write to the students directly. YNM agreed to do so.

3. The meeting ended by deciding to meet next on **Thursday at 4:45 PM for 45 minutes.** in QIP Conference Room.

Please suggest modifications, or additions if I have missed anything.

-ynm

**Post Script:** *Because of last minute changes in YNM's travel plans, the meeting on Thursday had to be postponed. YNM has requested Mr. Parth Sharma to circulate a doodle form through which we can arrive at the next meeting schedule preferably on Thursday.*

