

Guidelines for starting a new regular program at IIIT-Delhi

Scope

This document presents the procedures and requirements of starting a regular undergraduate (UG) or postgraduate (PG) program of study at IIIT-Delhi. The online programs, with or without a partner(s), are not included in this document.

Any new proposed program is required to be aligned with the mission and vision of IIIT-Delhi. Also, the proposed UG or PG program should be aligned with the respective objectives of the undergraduate and graduate programs of the Institute.

Process for Starting a New Academic Program:

A team of faculty members may propose to start a new Academic Program at IIIT-Delhi.

1. The first step would be to approach AAC for initial brainstorming and to seek early input.

The group will prepare the following information before coming to the AAC:

- a. Program Basics: Some key questions (non-exhaustive list) could be:
 - i. Why is such a program desired at IIIT-Delhi?
 - ii. What are the other similar programs running at other sister research-led institutes, like IITs, IISERs, etc.?
 - iii. Which discipline(s) would host the program?
 - iv. How much would be the intake? What would be the admission mode?
 - v. What would be the program fee?
 - vi. Are there other programs charging a similar fee?
 - vii. other similar question
- b. Faculty Requirements: Any program may put an additional strain on faculty resources and may require hiring additional faculty members. These requirements need to be captured. The following questions (non-exhaustive list) need to be answered:
 - i. How many faculty members at Professor/Associate/Assistant level are required to run the program successfully?
 - ii. Would new faculty need to be hired, or could it be accommodated within existing faculty members?
 - iii. How would the existing workload of existing faculty members allow them to contribute to this program?
 - iv. What new subscriptions for research would be needed and their cost?
 - v. other similar questions
- c. Space Requirements: Any new program may have additional space requirements. Some key questions (non-exhaustive list) could be:
 - i. How much additional space is needed for:
 - i. Faculty offices

- ii. Students Hostels
 - iii. Faculty Residence
 - ii. Any other special space requirements?
- d. Lab requirements: A new program may require either a specialized lab or specialized equipment for the lab. Some key questions (non-exhaustive list) could be:
- i. Lab set-up: does the program requires new lab(s) to be set up? Please provide details with expected expenditure (one-time set-up and recurring)?
 - ii. Lab equipment: does the program require new lab equipment, e.g., GPU servers, to be purchased? If yes, then please provide details with expected expenditure (one-time set-up and recurring)?
- e. Library requirements: A new program may require new library resources, e.g., books or journals, to be purchased. Some key questions (non-exhaustive list) could be:
- i. What would be new subscriptions that would be required for supporting the program? Please provide details with expected expenditure (one-time set-up and recurring)?
 - ii. Any other possible expenditure to support the new program?
- f. Placement Requirements: The graduates of the program may need placement support from IIIT-Delhi. Some key questions (non-exhaustive list) could be:
- i. What placement support would the graduates of these programs require, i.e., do they require companies that are currently not invited?
 - ii. Would support for internship etc., be needed?
 - iii. What is the market demand for such graduates?
- g. Revenue structure: Since IIIT-Delhi is a self-sustainable institute, each program needs to be self-sustainable in itself. Please provide the overall revenue structure, i.e., all possible incomes (student fee, support from any funding agency, etc.) and possible expenditures? The expenses would have to consider the creation of the ecosystem (labs library resources including journal subscriptions and textbooks, research infrastructure, the cost for hiring new faculty members to offer specialized courses, etc.). The revenue model would have to be also approved by the FC.

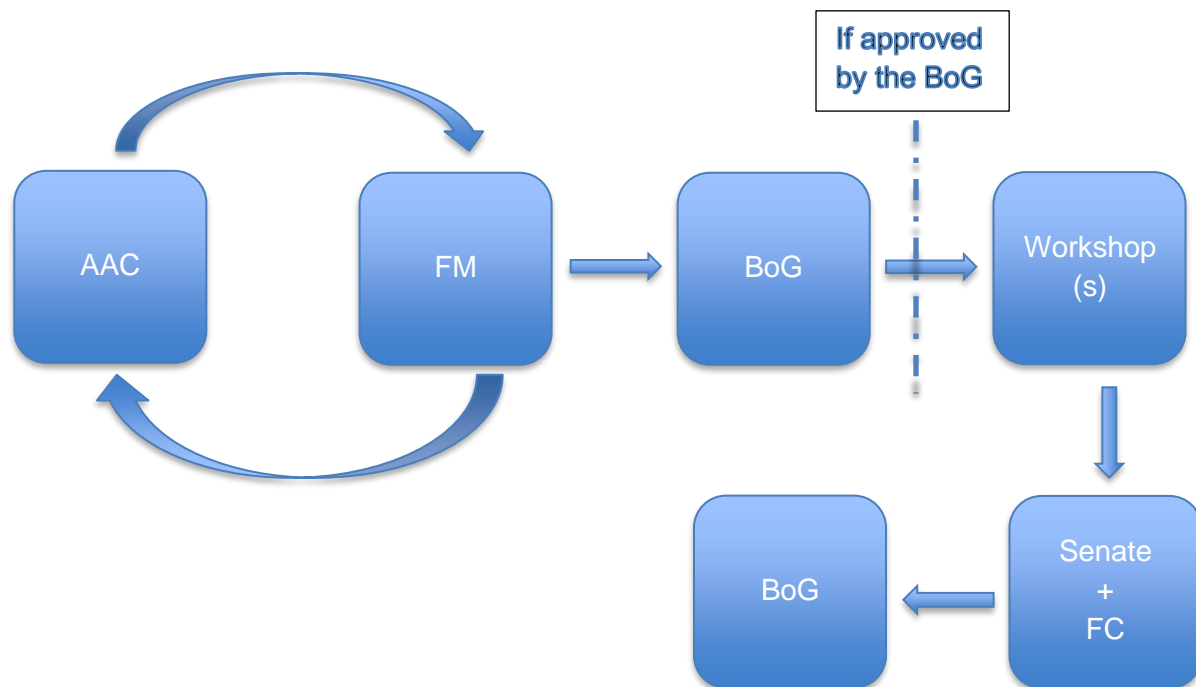
The list is only suggestive and not an exhaustive one.

2. After the AAC is satisfied, a presentation would be made in the General FM to seek comments. The comments received may require the proposal to again go to the AAC for addressing the comments.
3. Once all the internal comments are addressed, an in-principle approval from the BoG will be sought. If the BoG disagrees and does not provide a go-ahead, no further steps will be taken, and the matter will be considered close.
4. If the BoG agrees to start such a program, a workshop would have to be organized. The workshop should have experts representing academia, industry, and other stakeholders (e.g., funding agencies). The number of external experts should be around ten or above. The list of external experts would be vetted and approved by AAC. The AAC members

would be invited to join the workshop. The workshop would also be open to relevant faculty members of IIIT-Delhi. The outcome of the workshop would be documented. If the outcome of the workshop suggests having another workshop, then only another workshop would be conducted. The next workshop members would be chosen as per the recommendation from the first workshop, which may require some common members also or members from domains not previously envisioned.

5. After incorporating the workshop's comments, the program proposal would be taken to the Senate for approval. For the Senate approval, a program specific regulation, minutes of conducted workshops, and any other relevant documents as specified by the academic section would be submitted.
6. In parallel, FC approval for the revenue related aspects of the program would be taken.
7. After the Senate, a final concept note would be prepared and sent to the Director for the program's approval in the BoG meeting.

The Process Workflow would look like



The final program document should have clearly stated program goals and the assessment criteria to evaluate the achievement of the laid down goals. This is in addition to the existing requirements that are covered in the regulation documents of all the programs.

Important Note: Any new program proposed by the department should have the final approval of Senate and BOG atleast 6 months before the start of the admission process. As per the current practice, admissions for almost all the programs (other than Ph.D. programs) are done only in August cycle, for which the admission process starts in March of the particular year. This means any new program that is to be floated in a particular year should have the final approval (along with the regulations) by September end of the previous year.