

Faculty Guidelines for Online Programs with a Partner Agency

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Scope

This document presents the procedures and requirements of starting an online program with a Partner agency.

People and Entities

Those that are likely to be involved in negotiating a certificate/diploma offering by the faculty at IIIT-D are:

Agency: Company like IBM and/or platform provider like UpGrad and Mahindra Education Lanes. In addition, there may be an agency that is roped in for advertising the program.

A faculty representative: All proposed programs will need a faculty representative to champion the negotiations while keeping other interested faculty in the loop. The faculty representative must with the help of Team IOP/(A)DIRD, Academic section, and other faculty get all the required documents in place and any required approvals.

Institute Offices:

Team IOP and (A)DIRD (Initiate the discussions with potential partner/s, build relationship, Finalize T&C / MoU, Oversee smooth operation & closure of the program). (A)DIRD will liaise with faculty, IOP, and the partners as required. (A)DIRD will vet faculty effort and revenue related matters as described later.

Academic Section (vetting of program structure and course descriptions to ensure it meets the requirements of the proposed certification/diploma),
Facilities (for any rooms and facilities that will be used at IIIT-D), and **FC, UGC or PGC (as applicable), Senate** (for program related approvals)

On receipt of information that a program in collaboration is being planned, (A)DIRD/IOP will announce the same to all faculty members. In case a faculty representative brought the opportunity, the same will be announced. Otherwise, IRD will seek one or more representatives to champion the program.

Documents that must be finalized before approval of the proposed program by the senate are (a) Memorandum of Understanding with the agency (b) Program Description Document (c) Faculty effort document and (d) Expected Revenue and Costs

It is desirable to obtain (e) information on the agency's prior experience and any market research that may have been done by the same.

Memorandum of Understanding with the Agency

[Team IOP/IRD will act as a liaison between the institute attorney, faculty involved, and the agency. The faculty representative must connect the agency with IOP/IRD. IOP/IRD will initiate the creation of the MoU keeping all faculty in the loop ensuring that the MoU protects the interests of the faculty and the institute.]

Such a program will require the institute (and involved faculty) to sign a MoU with the agency. The MoU must capture amongst other things:

- The owner of the program/course content that will be delivered during the program,
- Whether faculty can simultaneously or later take part in offering a similar program or one or more courses within the program individually or with a different agency, using or not a similar mode of delivery of content
- The rights of use/modification/dissemination of created content by the partner agency,
- Roles and responsibilities of the institute and the agency including advertising of the program, registration of the participants, and day-to-day administration of the program
- Commercial agreement including sharing of revenue generated by the program, payments to the institute (which includes payments for use of infrastructure and payment to faculty and/or TA(s) /Team IOP involved in the program),
- How and when monies owed to the institute and/or faculty will be paid; the payment timelines and amounts
- Duration in months/years of the agreement,
- Need/role of student TAs,
- Protection against possibility, if any, of monetary losses suffered by the institute
- Any other legal implications for faculty and institute,

- Conditions for exit for either party.

Program Description Document

[The faculty representative together with other faculty will create this document and will share it with Academic Affairs and IRD. The office of AA will vet the document to ensure that it satisfies requirements related to the proposed certification/Diploma. IRD will ensure that faculty who plan on teaching as a part of the program are allowed to do so given their other commitments.]

This document should consist of the following:

- Preamble: A brief justification for the program
- Goals/Program objectives: Certificate in XYZ/ Diploma in XYZ/ ...
- Process of admission and admission criteria
 - Minimum qualifications of prospective candidates
 - Mechanisms that will be used to screen applications
- Program structure
 - Total number of credits required to graduate
 - Courses that will be offered and credits per course and how they map to program objectives, pre-requisites, and the no. of contact hours for each course.
 - Objectives of each course, tentative course structure, assessment plan, and grading scheme are only desirable but not mandatory for the approval of the program
 - Similarly, laboratory and tutorial requirements may be specified
 - The curriculum of any new program that runs for more than 6 months on-campus should involve inputs from external experts in the form of workshop (1 or 2) as the case need be with around 10-12 external experts including academia and industry.
- Program regulations regarding attendance/underload/overload/leave/absence must be specified.
- Course registration rules (add/drop courses): These should be specified along with the rules. Interested faculty may refer to our current UG regulations as pointer, if unclear on what is to be stated under this.

By default, no requirements for internships/placements will be entertained. Any requests, if they arise, will be handled on a case-by-case basis.

Document of Faculty Effort

[To ensure that faculty effort is inline with institute regulations given other faculty obligations. This must be provided to IRD by the faculty representative and must be created in consultation with all involved faculty.]

- Mode of delivery of lectures (in-class or online) and minimum hours that a faculty is expected to spend in delivery must be specified.
- The schedule of delivery of lectures/labs/tutorials must be specified
 - If in-class, the days, and approximate times, of week must be specified.
 - For each course that is to be taught by a IIIT faculty, the instructor (preferably, with a backup instructor) and PhD students that may assist in the course delivery must be specified.
 - Every involved faculty must specify her/his involvement in any similar offering and/or consultancy that is likely to overlap with the proposed program.

Document of Costs and Expected Revenue

[The document must have information to show that the planned number of registrations will generate enough revenue to meet payments to faculty/TA, any other human resource, and institute infrastructure related costs. Institute guidelines on such costs may be obtained from IRD. The document will also state how the received revenue will be shared amongst all the stakeholders at IIIT. This document will be vetted by IRD.]

The document must state:

- Planned number of student registrations and student fee.
- Costs per faculty and any other stakeholders as described above.
 - Costs cannot exceed the max allowed. Say, for example, a faculty member can't be paid more than the allowed per hour rate.
- In case the offering will use classrooms and infrastructure at IIIT
 - an approximate calendar of activities must be shared
 - Classroom/lab/mess and any other requirements must be stated
 - The costs that will be incurred for using facilities (like classrooms, lab facilities, other facilities like photocopier and etc.) in the institute must be stated

Agency information and market research

[Faculty representative will share with IRD]

The faculty must provide information about the collaborating agency and its experience with similar programs. It is desirable (not mandatory, however) that any market research done by the agency be shared.

On Receipt of The Documents

On receipt of documents of the above documents, IRD and the Academic section will vet them to ensure that they are in line with institute rules and regulations. Post this approvals will be sought from the finance committee, the senate and the board.

Other Information That May be Useful

Infrastructure costs and information related to payment of faculty and etc. must be obtained from IRD. These are found in the IRD manual. To get the very latest, the faculty representative may ask the dean whether any changes to the manual are in the pipeline.

Workflow

1. Once the mentioned documents are ready, the ADIRD (and/or other nominated members) would present the program in the AAC and subsequently in FM.
2. 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.
3. 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 or members from domains not previously envisioned.
1. 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, final

MoU and descriptions of all proposed programs, minutes of conducted workshops, and any other relevant documents as specified by the academic section would be submitted. would be submitted.

4. In parallel, FC approval of the MoU and the revenue related aspects of the program would be taken.
5. 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

