Academic Guidelines
for
Undergraduate (UG) and Postgraduate (PG) Programmes

1. The admission process

1.1   Undergraduate Programmes (B.Tech./B.Des.):

1.1.1   The Institute shall offer four-year
- i) Bachelors of Technology (B.Tech.) programme in
  - ➢ Computer Science & Engineering (CSE),
  - ➢ Electronics & Communications Engineering (ECE), and
  - ➢ Mechanical Engineering (ME)
- ii) Bachelor of Design (B.Des.) Programme

1.1.2   Admissions to the B.Tech. programmes of the Institute are made once a year in July through the Centralized Admission Examination (Joint Entrance Examination (JEE (Main)). Counseling of the students/ qualified candidates of the said examination is managed by Centralized Counseling Board (Joint Seat Allocation Authority (JoSAA)). The minimum academic qualification for admission is a pass in the final examination of 10+2 system or its equivalent with Physics and Mathematics as compulsory subjects.

1.1.3   Admission to the B.Des. Programme of the Institute is made once a year in July through the Undergraduate Combined Entrance Examination for Design (UCEED).

1.1.4   Reservations for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC) and Physically Handicapped (PH) candidates shall be as per the Government of India rules. The reserved seats are filled on the basis of counseling done as per the specified qualifying norms by the JEE/UCEED.

1.2   Postgraduate Programmes (M.Tech./M.Des./Ph.D.)

1.2.1   The Institute shall offer
- i) Four-Semesters Masters programme,

  - ▪ Master of Technology (M.Tech.) in
    - ➢ Computer Science & Engineering (CSE)
    - ➢ Electronics & Communication Engineering (ECE) with specializations
      - (i).   Power & Control
      - (ii).   Microwave Communication Engineering
      - (iii). Micro & Nano Electronics
    - ➢ Mechanical Engineering (ME) with specializations
      - (i).   CAD/CAM
      - (ii).   Design
      - (iii). Manufacturing
    - ➢ Mechatronics
  - ▪ Master of Design (M.Des.)

ii) Doctoral of Philosophy (Ph.D.) programme in

- Computer Science & Engineering (CSE)
- Electronics & Communication Engineering (ECE)
- Mechanical Engineering (ME)
- Design
- Physics
- Mathematics
- English

1.2.2 Postgraduate students shall be admitted under the following categories:

i) Full Time

- Institute Assistantship (IA)
  The students under this category are entitled to financial support (Teaching Assistantship), as per the MHRD norms. Further, the student is required to assist 8 hours of work per week assigned by the Discipline.
- Govt./Semi Govt. Fellowship Award (FA) (QIP, Deity, CSIR, UGC, DAE, DST, DBT, NBHM, etc.)
  These candidates are financially supported under various Govt. / Semi Govt. schemes (CSIR, UGC, DAE, DST, DBT, NBHM, etc.), Department of Electronics and Information Technology (Deity), Aeronautics Research & Development Board (ARDB), Department of Science and Technology (DST), Atomic Energy Regulatory Board (AERB), Department of Atomic Energy (DAE), etc. The candidates under this category may be assigned teaching assignment per week by the Discipline, as per the requirement of the concerned fellowship.
- Sponsored Candidates (SW)
  These candidates are sponsored by recognized R&D organizations/academic institution/ industry for doing research work in the Institute. Candidates are expected to be relieved for full time research work at the Institute for a minimum period of three years. They will not receive any financial support from the Institute.

ii) Part Time

- *Institute Staff (IS), for Institute Staff of IIITDM Jabalpur*
  This category is only for the persons employed as Institute Staff at IIITDM Jabalpur and the candidate should have worked in the Institute for at least 2 years on a regular position at the time of admission.
- *Project Staff (PS), for Project Staff of IIITDM Jabalpur*
  This category refers to the candidates employed at IIITDM Jabalpur and

working on sponsored projects undertaken by the Institute and admitted to the Ph.D. programme. A candidate will be eligible to apply under this category if the remaining duration of the project at the time of admission is 2 years or more. The students under this category will receive their fellowships from the project in which they are employed and shall perform duty as per the requirements of the project.

- *External candidates, sponsored by recognized R & D organizations / academic institution / industry (EX)*

  This category refers to a student employed in an R&D organization/ academic institution/ industry having adequate research facilities. Such organizations shall be approved by the Senate. The Institute does not provide any assistantship/ fellowship to such a student. There shall be two sub-categories in this:

  ➢ Candidates who are local (that is they are able to attend all classes, labs, etc. on regular basis) and have been employed as professionals in an establishment/ organization/ institute. Such candidates shall not be having any bounding of the residence requirement.

  ➢ Candidates who are non-local (that is they are not able to attend all classes, labs, etc. on regular basis) and have been employed as professionals in an establishment/ organization/ institute approved by the Senate. The research work leading to the Ph.D. degree by such students may be carried out largely in the parent organization of the candidate under a local supervisor approved by the Senate from the organization but with the overall guidance provided by a faculty member (Institute Supervisor) of the Discipline in which she/he is registered. Such candidates are:

  - (i). required to be resident of the institute till they complete the course work and pass the comprehensive examination and

  - (ii). get the approval of the Chairperson, Senate on a written proposal (prepared in consultation with his supervisor(s)) outlining the work proposed to be done in his thesis.

1.2.3 In each postgraduate programme, seats shall be reserved as per prevalent Government of India norms. The number of seats is given below.

Regular (Institute Assistantship)	Sanctioned strength
Sponsored	Up to 10% of the sanctioned strength and over and above the sanctioned strength
Govt./Semi Govt. Fellowship Award (FA)	As approved by the fellowship authority or up to 20% of the sanctioned strength (over and above the sanctioned strength)
Part Time	Up to 20% of the sanctioned strength and over and above the sanctioned strength

1.2.4 Eligibility for Admissions

    i) Master's Programme

        A minimum of 60 percent marks OR a CPI/CGPA of 6.0 (on the scale of 10.00) or equivalent shall be required in the qualifying examination (B.Tech./B.Des. or equivalent) as the specified minimum for admission in a master's programme.
For admission to two years Masters Programme under regular category, qualifying marks/certificate in GATE/CEED/(CSIR/UGC-JRF/NET) examination conducted at national level will be essential (as per the programme need). The candidate should have valid GATE/ CEED/ UGC-JRF score.

    ii) Doctoral Programme

        A minimum of 60 percent marks OR a CPI/CGPA of 6.0 (on the scale of 10.00) shall be required at the master's level qualifying examination (M.Tech./ M.Des./ M.Sc./ M.A./ M.B.A., etc.) as the specified minimum for admission in a Ph.D. programme. Minimum duration for such masters' programme shall be two years.
For admission to Doctoral Programme, the candidate must have qualified GATE/ CEED/ (CSIR/ UGC-JRF/ NET) examination conducted at national level at any time (as per the programme need).

1.2.5 Relaxation for reserved category in the eligibility requirements shall be as per Govt. of India norms.

1.2.6 In case of *sponsored and part time categories,* candidates shall have a regular employment and shall be required to apply through proper channel (the employer or her/his authorized signatory). Such candidate shall have served for at least two years in a reputed R&D establishment/ organization/ academic institution/ company associated with design, development and/or manufacturing of engineering products as approved by the Chairperson, Senate, except for Ph.D. in English literature in which case, the candidate shall have served in a reputed academic institution.

1.2.7 In case of *Fellowship Award category*, eligibility criteria for the candidates shall be the same as laid down by the fellowship awarding agency. Such candidates will be exempted from requirement of qualified GATE/ CEED/ (CSIR/UGC-JRF/NET) or equivalent examination conducted at national level.

1.2.8 Students under Dual Degree

    i) Towards the middle of fourth semester of the Masters' programme students of the institute having CPI $\geq$ 8.5 (for SC/ST CPI $\geq$ 8.0) can submit request for the conversion of their program to Dual Degree (M.Tech.+Ph.D.) along with research proposal. Research proposal should be comprehensive in nature.

ii) PGPC will give its recommendation to Dean Academic for the conversion after evaluating and weighting the research proposal. The recommendation will go to the Chairperson Senate for final approval.

iii) After the conversion, student will be considered as a regular Ph.D. student from the date of registration in the dual degree and must complete all requirements of Ph.D. Relaxation in course work/ modification in course work may be allowed on the recommendation of RPC and approved by Dean Academic.

1.2.9 Direct Admission to Ph.D after B.Tech

i) Students who are currently in their final year in any of the Centrally Funded Technical   Institutions (CFTIs) will only be eligible for the admission under this category.

ii) To be eligible for the admission under this category, a candidate is required to have a minimum CPI of at least 8.0 CPI or equivalent (on a scale of 10) at the end of the seventh semester under OPEN and OBC categories. For SC/ST category students, the minimum CPI requirement will be relaxed to 7.0. Qualified and valid NET/GATE score is mandatory in this case.

iii) They shall be admitted through the same regular admission process as specified for the regular Ph.D. students.

1.2.10 The process of admission under the following categories shall be the same and shall be through open advertisements

i)   Institute Assistantship (IA)

ii) Fellowship Award (FA),

iii) Sponsored Candidates (SW)

iv) Institute Staff (IS), for Institute Staff of IIITDM Jabalpur

v) Project Staff (PS), for Project Staff of IIITDM Jabalpur

vi) External candidates, sponsored by recognized R & D organizations / academic institutions / industry (EX)

1.2.11 Admissions to different Doctoral programmes may be recommended on the basis of the performance in the qualifying examination and performance in written test and/or interview for all categories recommended by the duly constituted Selection Committee of the Discipline and approved by the Chairperson Senate on the recommendation of Head of the Discipline and Dean Academic.

1.2.12 Project staff working on sponsored projects undertaken by the Institute shall be eligible for admission under the category of part time subject to following

additional conditions:

i) Project staff shall apply through the PI of the project along with a research proposal in line with the project on which he/she is working. Such application shall be forwarded by the head of the discipline under PS category and shall clearly mention in her/his application *"Financial Assistance for the Stipend or Fellowship shall strictly be borne by the project funds and not by MHRD/Institute Assistantship"*.

ii) If the candidate is found suitable, she/he shall be given provisional admission up to the next selection process. The provisional admission will be confirmed, only if she/he is selected through the regular selection process. In case the project staff does not get selected, the provisional admission shall stand cancelled and he/she cannot continue the Ph.D. programme.

iii) The Project Staff shall not be paid any Institute assistantship (She/ He will be receiving his scholarship /assistantship from the project in which he/she is employed) and the institute shall have no liability whatsoever, in case the project tenure is over and the PI is unable to pay the assistantship to the student. The financial onus of the student strictly lies with the Principal Investigator (PI) and the Project. In case the project gets over at the end of 2 years, the candidate can apply for conversion to other category.

iv) The PS shall perform assignment assigned by the PI of the project under this category.

1.2.13 The credit requirements, minimum time period and other academic rules shall remain invariant as imposed on regular Ph.D. student of all categories except otherwise mentioned elsewhere

1.2.14 A student may apply for conversion of categories (IA, FA, SW to EX) through RPC, as per the guidelines given below. Approval for such conversion may be given by the Chairperson Senate on the recommendation of Head of the Discipline and Dean Academic. The guidelines for conversion are as under

i) A PG student can convert the category (After comprehensive examination of PhD students and after completion of course works of master students) with the recommendation of supervisor, PGPC/RPC, Dean Academic and approval of Chairperson Senate. The student should fulfill all the requirements of the category where he wants to convert.

ii) Ph.D External- Self Supported

- Research Scholars in regular category who got a job offer can get relief from the programme as a special case, while keeping their registration alive on payment of a required fees every semester with the consent of thesis supervisor(s),

recommended by Dean Academic and approved by Chairperson Senate if they have completed the following requirements

- ➢ Minimum residential requirements
- ➢ Course Works
- ➢ Comprehensive Examination
- ➢ First Progress seminar with proper direction of research

- ▪ The candidate should have applied for the job through proper channel (recommended by Ph.D. supervisor(s) and on the approval of Convener, APCS). Copy of the same should be enclosed at the time of application.
- ▪ The candidate must submit a copy of the offer letter from his future employer at the time of application.
- ▪ The student must submit a no objection letter from his future employer at the time of application.
- ▪ The change of category shall be approved as per the recommendation of an Evaluation Board.
  The Evaluation Board of a Doctoral student shall consists of RPC members
- ▪ The student must give one progress seminar before the Evaluation Board in each semester.

iii) Conversion of M.Tech. programme to External- Self supported

- ▪ An M. Tech. student in regular category who got a job /paid-internship offer can convert his programme to External-Self Supported and can get relief from the programme as a special case while keeping his/her registration alive on payment of a required fees every semester with the consent of thesis supervisor(s), recommended by PGPC and approved by the Chairperson Senate if he/she successfully completed the course work requirements and other requirements for the award of M. Tech. degree except for the thesis credits. The candidate must submit the following document with his/her application for conversion of his/her programme from regular to external-self supported mode.
  - ➢ A self-attested copy of the offer letter from his / her future employer.
  - ➢ A no objection letter from his future employer at the time of application.
- ▪ Change of category shall be recommended by the PGPC and thesis supervisor of the student.
- ▪ The student will be required to give one graduate seminar before the PGPC in each semester.
- ▪ Each case of conversion from the regular to external-self supported category will be considered for approval by the Chairperson Senate on the recommendation of the Dean Academic.

1.2.15 The offer of admission may also stand withdrawn if the candidate who has accepted the offer by paying her/ his fee but fails to register in the programme by the last date of registration.

1.2.16 In exceptional cases, a student admitted in the programme, who has paid her/ his fees but is unable to register within the *registration dates* as mentioned in academic calendar due to valid reasons, may request for the *deferred admission*. On the recommendation of the Dean Academic, the Chairperson Senate may allow the deferment of admission for the duration not normally exceeding one semester. However, all cases of *deferred admissions* shall be required to be ratified by the Senate and may stand cancelled otherwise.

1.2.17 The admission of a student who fails to submit the prescribed documents by the specified date or fails to meet other stipulated requirement(s) may be cancelled by the Dean Academic. The Dean Academic may also cancel the admission of a student at a later time if it is found that the student was unfit at the time of admission or had supplied some false information/ certification or suppressed relevant information while seeking admission to the Institute.

2. Residence requirements

2.1 The Institute's programmes are essentially residential ones and unless otherwise exempted/ permitted, every student shall be required to reside in, and be a boarder of a Hall of residence, to which he/she is assigned.

2.2 A student registered under sponsored and fellowship award category shall be required to stay for required duration as specified by the Institute and the sponsoring organization must specifically undertake to relieve him/her for the said period.

2.3 Students registered in the EX category (non-local) will be required to stay in the campus at least as long it takes to
   a) complete the course work and pass the comprehensive examination and
   b) get the approval of the Chairperson, Senate on a written proposal (prepared in consultation with his supervisor and co-supervisor) outlining the work proposed to be done in his thesis.

2.4 Students registered under the EX category (local) will not be required to stay in the campus but they need to attend all the regular classes, labs, seminars and exams as per the need of their programme.

3. Academic session

3.1 The academic session of the Institute normally begins in the first week of August every year and ends at the end of July. It is divided into three parts: Two regular Semesters

and a Summer Term. The summer term is defined only for undergraduate programme. For the PG programmes, there is no summer term.

3.2 Each of the two semesters consists of about Seventeen (17) weeks inclusive of two weeks of examinations, one week of mid–semester recess and about fourteen weeks of teaching. The summer term consists of about ten (10) working weeks including examinations.

3.3 The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, submission of documents, examinations, submissions of grades, conversion of I- grades, vacations, mid-semester recess, etc., during the Academic Session shall be specified in the Academic Calendar of the Institute duly approved by the Senate. The academic calendar is normally brought out before the beginning of a calendar year.

4. Registration

4.1 On the dates specified in the Academic Calendar of the Institute, all students shall register in each semester for the courses to be pursued by them as per their programme requirements. *The entire responsibility for the semester registration rests with the student concerned.*

4.2 The semester registration in the Institute involves:
   a) filling of the registration form mentioning the courses to be credited in the semester/summer term from among the courses offered by the Institute and the programme requirements specified in the curriculum, including the thesis work, if any.
   b) payment of fees and clearance of outstanding dues, if any, and
   c) physical reporting (signing of the registration roll) in the Academic Section of the Institute.

4.3 A new entrant in the postgraduate programme, who is awaiting the results of her/ his qualifying examination, shall be allowed to register *provisionally* on submission of a certificate from her/ his institution certifying that she/ he has appeared in the final qualifying examination including all papers in theory, practical, project, oral, etc.

4.4 Such a candidate shall submit documents of having passed the qualifying examination by the last date for document submission, as given in the Academic Calendar of the Institute, for getting her/his registration regularized.

4.5 If for any compelling reason like illness or any other valid reason, a student is unable to register on the day of registration as mentioned in academic calendar, she/ he can register on the late registration day specified in academic calendar on payment of the late registration fee. However, if a student seeks prior permission to register late on valid grounds, she/ he may be allowed by Dean Academic without paying the late registration fee.

4.6 A student needs to pre-register for the next semester on the dates specified in the academic calendar of the Institute.

4.7 It is mandatory for all students to physically report on the first day of reporting as laid in the academic calendar. If for some valid reason a student fails to report, she/ he needs to late register after paying late registration fees. However, if a student seeks prior permission to report late on valid grounds, she/he may be allowed by Dean Academic without paying the late registration fees only till the date of late registration as mentioned in the academic calendar.

4.8 Registration in Audit course:

a) The Institute encourages students towards extra learning by auditing for additional number of courses.

b) Adding and dropping of an audit course is permitted only up to the last date of adding/dropping of courses, as given in the Institute's*Academic Calendar*.

c) Grades when obtained B or above for courses registered for as audit courses shall be displayed on the Grade Sheet of the student for the semester. Grades, when below B will not be displayed on the grade sheet. However, the grades obtained in courses registered as audit courses shall not be counted for the calculation of the Semester Performance Index (SPI) or the Cumulative Performance Index (CPI).

4.9 Attendance

a) A course of a student will be dropped if the student fails to secure a minimum 75% of attendance in the total classes / labs held in that course. Student will be, marked "CD" grade in the grade sheet in such a case.

b) In special circumstances, a relaxation may be permitted to the student in attendance, upto 60 % by the Chairperson, Academic Senate on medical grounds. The medical certificate produced by the student must be approved by the Institute doctor.

c) Course instructor will maintain the attendance record regularly and inform the students who fail to satisfy the criterion of 75% of attendance in each month through the course web page / general (written) notice.

5. Cancellation of semester registration

5.1 Absence for a period of four or more weeks at a stretch or in total during a semester shall result in automatic cancellation of the registration of a student from all the courses in that semester.

5.2 Absence for a period of three or more weeks at a stretch or in total during a summer term shall result in automatic cancellation of the registration of a student from all the courses in that summer term.

6. The courses of study and credit schemes

6.1 A list of courses to be offered during the semester shall be provided by the discipline to the Academic office.

6.2 Each course carries a weight in terms of credits depending upon the number of contact hours including lectures and tutorials and/or laboratory hours attached with the course. The academic load and the credit for a given course are decided by the following calculation:

Academic Load: $\mathbf{AL}=3.0 \times \mathbf{L}+1.0 \times \mathbf{T}+1.5 \times \mathbf{P}+0.0 \times \mathbf{D}+0 \times \mathbf{PR}$

Academic Load AL		Course Weightage or Units
Course Credits or Units	≤ 06	2
	(06, 08]	3
	(08, 11]	4
	(11, 13]	5
	>13	6

where L, T, P, D and PR are number of lecture, tutorial, practical, discussion and project hours in a week respectively.

6.3 The courses of study shall focus on following philosophies.
   a) Choice based credit systems
   b) Project based learning.
   c) Industrial experience
   d) Inter-disciplinary approach
   e) Focus on IT enabled Design, development and manufacturing projects for hands on experience

6.4 Evaluation schemes for UG and PG courses:

Schemes	Quiz1	Mid Semester	Quiz2	End Semester	Laboratory	Term paper/Project/Assignments
1.	15	30	15	40	-	-
2.	10	20	10	40	20	-
3.	10	20	10	40	-	20
4.	10	20	-	40	20	10
5.	10	20	-	30	40 Design & Manufacturing Project)	
6. (Only for PG)	10	20	-	40	-	30
7. (Lab Course)	60 (Regular Lab Performance)			40	-	-

6.5 Credit System

6.5.1 Undergraduate (BTech/BDes)

i) A student needs to earn minimum credits as per the curriculum approved by the Senate for completing the BTech/BDes programme in different natures of courses:

Total Credit in BTech	160	
Professional courses	81	
	Professional core: 33	courses from Engineering disciplines (EC,CS,ME)
	Professional Ele: 34 -38	courses from Engineering disciplines (EC,CS,ME)
	Project: up to 04-08	Project from all disciplines (EC,CS,ME, NS, DS)
	Professional Lab: 6	courses from Engineering disciplines (EC,CS,ME)
Core courses (ES+NS+DS+MN+HS)	79	
	Engineering Science (ES): 30	courses from different disciplines (core+elective)
	Natural Science(NS): 21	Courses from natural Science(core+elective)
	Humanities (HS): 12	Courses from English, Environmental Science and others (core+elective)
	Design (DS): 8	Courses of Design in nature (core)
	Manufacturing (MN):4	Courses of Manufacturing in nature (core)
	Management Science (MS):4	Courses of Management in nature (core)

ii) The courses of study shall include projects:

Optional Project (starting from Semester one)	• Credits for this project are two credits in a year (consisting of 2 regular semester and a summer term). • A student may earn maximum of six credits within 3 years (i.e. 6 th semester) by opting optional projects and he/she may get relaxation of maximum 6 credits against the electives in the curriculum (Including PBI/Project) as per his/her choice. • A student may choose the project starting from first semester individually or in a group consisting of maximum five members. The members of the group may be from any discipline. • The group can register in a particular discipline (irrespective of her/his branch) after discussing with the faculty mentor latest by September 15 of each year. • The weightage for grading will be: Faculty mentor-70%, Evaluation committee-30%. The evaluation committee(s) is/are constituted by the head of the discipline (i.e. discipline where the student registers). The faculty mentor will not be the part of

	the committee for her/his student. • The final grading will be done by a new committee constituted by Head of the Discipline (i.e. discipline where the student registered for the project) based on the total marks obtained in the discipline. For same marks, different grades cannot be awarded to maintain the uniformity. • The concern discipline will submit the grades of all the registered students (who have registered in that discipline) in the academic office on/before two days prior to the date of registration for the next semester.
External Project (Project Based Internship (PBI))	• A student can register for PBI in 7th Semester for 12 credits (against 3 prof. Electives). • Such students must earn remaining 8 credits from other semester out of which at least 4 credits should be before PBI. • Such student will do the project in Industry/ Company/ premier educational Institutes and requires approval of DUGC. • Coordination of PBI shall be done by the Discipline.
Design and Manufacturing Projects	• All students of B.Tech. programmes are required to register for Design and manufacturing project in their fourth semester • This project must contain interdisciplinary contents • The project shall focus on design and fabrication of prototype of a product • Final outcome of the project must be a prototype of a project.

iii) A student is required to ensure that she/he has completed the pre-requisite(s), if any, for each course to be registered. At any stage if it is found that she/he is not meeting the pre-requisites of a course then the registration of the student in that course shall be cancelled by the Dean Academic unless formally permitted by the instructor.

iv) A student having her/his CPI≥6.0 may however, be permitted by the Discipline Under Graduate Committee (DUGC) to take an overload of maximum of 4 credits (earned through one or more courses) for the purpose of :-

➢ Enriching her/his knowledge or
➢ clear backlogs

v) Registration of deficient students is done as per the recommendations of the DUGC and she/he may be required to take a reduced load as per the provisions/ recommendations of the respective DUGC.

vi) Summer Term under graduate courses are offered by the Institute generally to help deficient students in clearing their backlogs and a student is allowed to take maximum of two courses and credits not exceeding 10 during the Summer Term.

vii) For an elective course to be offered in a particular semester, a minimum of five students must be registered for that course.

viii) A student may add or drop course(s) by the last date specified in the *Academic Calendar* of the Institute with the permission of the DUGC.

ix) An undergraduate student may be allowed to register for the reduced load by the Dean academic on the recommendation of DUGC, if

➢ A student is unable to cope up with her/his semester load and is under academic probation/ academic break

➢ In exceptional cases, due to some genuine reason, the student is not able to cope up with the academic load.

6.5.2 Postgraduate Programme (MTech/MDes/PhD)

i) The courses of study of postgraduate programme shall comprise of
➢ Professional Communication course
➢ Core Courses
➢ Electives or Electives in Modular Form (EMF)
➢ Thesis Work

ii) Minimum credits requirements for completing the postgraduate programme:

	M.Tech.	M.Des.	Ph.D. in Engg [after ME/ MTech/ MDes]	Ph.D. in NS [after M.Sc./ MA]	Ph.D. in Engg. [after B.Tech./ B.E./]
Minimum total number of credits	70	94	72	90	106
Minimum number of credits through the course work	28	60	16	24	40
Minimum number of credits through Graduate/Progress Seminar	04	04	06	06	06
Credits through Teaching Work*	—	—	02	02	02
Credits through Summer Internship	-	02	-	-	-
Minimum number of credits through thesis research	32	20	48	48	48
Professional Communication Skills course	02	02	02	02	02

iii) It is mandatory for all PG students to credit a course on "*Professional Communication Skills*" of 2 credits. Students will be awarded either S or X grade in the course. Those Ph.D. students who have completed this course during their Masters' programme at this Institute shall be exempted from the course.

iv) PhD students will be permitted to register in courses on foreign language communication skills such as Japanese, German or French, as per the availability of foreign language teachers on audit basis.

v) Thesis work can be registered in a semester in multiples of 4 credits.

vi) If a student clears the comprehensive examination before the last date of adding courses as specified in the Academic Calendar, she/he would be allowed to add progress seminar by dropping the research seminar in that particular semester.

vii) *Graduate Seminar* and *Progress Seminar* carry 2 credits each and are required to be registered by all Master's and Doctoral students respectively in different semesters of their programmes.

viii) All Doctoral students shall be required to register against progress seminar in every semester of their programme after successful completion of the comprehensive examination and before the successful completion of open seminar.

ix) If any student gives the open seminar and recommended by the open seminar committee to submit the thesis, the progress seminar and thesis unit registered in that semester will be cancelled automatically.

x) The credits through teaching work will be evaluated by the faculty appointed by the head of the discipline for the purpose. The teaching credits will be evaluated by S or X grades.

xi) A postgraduate student (except M.Des.) shall register for 16-20 credits in a semester.

xii) Students registered under EX category shall be required to register for 10-14 credits in a semester.

6.6 Electives in Modular Form (EMF) for undergraduate and postgraduate programmes

6.6.1 Institute curriculum for the postgraduate program has the provision of Professional Electives and Open Electives. The Institute may offer these electives in the format of Electives in Modular Formats (EMFs) of one or two credits.

6.6.2 The duration of an EMF shall be of 10–11 lecture hours for one credit and 20-22 lecture hours for two credits. One elective course can be replaced by EMFs of equivalent credits. Postgraduate students may opt for EMFs against electives by registering for the EMFs of equivalent number of credits with the consent of the thesis supervisor(s)/ Convener DPGC.

6.6.3 Regular faculty members, Guest/Adjunct faculty and professionals working in the industry/ R&D Organizations and Labs who wish to offer an EMF shall be required

to propose, the lecture-wise schedule of the course. Course contents of all the EMFs shall require a formal approval by the Senate. The curriculum vitae of the proposed Instructor In-charge shall also be a part of the proposal for an EMF for its approval.

6.6.4 Running of EMFs shall be coordinated by respective disciplines who will announce EMFs running in a semester.

6.6.5 Barring the scheduled examination period, EMFs may run for any duration of the semester in which they are offered. Efforts shall be made to ensure that they are offered in two or more parts and only in very specific cases, it will be run in contiguous manner. However, (i) the Title and the Course Number, (ii) Dates of Lectures, (iii) the Course Content and (iv) the Name of the Instructor(s), for them shall be compulsorily announced at the time of the Semester Registration.

6.6.6 Students registered in an EMF shall be graded on the basis of marks obtained in assignments, one or more quizzes, and a final examination. The Instructor will announce at the beginning of the course the break-up of marks for attendance (if any), assignments, quizzes, exam, etc.

6.6.7 Grading for the EMF shall be done by the Instructor and will be submitted to the academic office through Head of the concerned discipline.

6.7 On-line Courses: Following structures of on-line courses are allowed for UG and PG students.

NPTEL		VII Semester B. Tech.
GIAN		UG & PG
SWAYAM	Full Course	UG & PG
	Blended form	

The guidelines for on-line courses are

i) The UG student is allowed to take online course in 5th semester onwards and PG students in any semester against an elective. They are allowed to take at most two online courses throughout the programme.

ii) The weightage of the online course will be 2 credits.

iii) The evaluation process for the online courses will be same to the evaluation scheme of UG and PG courses.

iv) The instructor will arrange at least one contact hour in a week for discussion in addition to examination duration.

v) The students can take these courses as audit/credit course.

vi) A faculty can float at most one online course and it will be consider equivalent to 25% load of the regular classroom course.

vii) A student is not allowed to repeat a course already done as a regular/ online course.

6.8 Summer Courses:

i) Backlog course means drop course or course with F grade.

ii) To minimize the number of backlog courses, atmost three summer courses shall be floated in the summer for first year students. Also, the course shall be floated for first year students if 10 or more students have backlogs in that course.

iii) The courses for forth year students and above will be floated only in the summer on genuine reasons like extension of degree or similar.

iv) The courses floated as per conditions (b) and (c) above will be open to all other students if they have backlogs in that courses.

v) A student can take maximum of two backlog courses in the summer. However, a student shall be allowed to take only one backlog course in summer along with PBI. Also, two backlog courses shall be allowed to student to register in the regular semester along with PBI.

vi) A student in 8th semester can register one extra backlog course as a special request.

vii) The summer courses will be consist of 10 weeks including one week for examination

viii)   A faculty can take maximum of 6 hour Lectures and 2 hour tutorial in a week in the summer.

ix) A faculty can take maximum of two weeks of leave during the summer if he will take any course in the summer.

x) The list of course offered in summer term will be finalized by APCS and the list will be sent to concern discipline for assignment of Instructor subject to availability and readiness of Instructors and proper conduct of courses.

xi) Also, the list will be sent to time table coordinator for fixing of slots for classes and examinations.

7. Examinations

7.1   Conditions under which students shall be admitted to the degree/ diploma

i) All students enrolled in the undergraduate / master's programmes are admitted to the candidacy for the Bachelor's / Master's degree.

ii) A student enrolled in the Doctoral programme is formally admitted to the candidacy for the Doctoral degree after he/she has completed:
i) the minimum credit requirements of the Course work with minimum CPI of 7.0. AND
ii) has successfully completed the comprehensive examination.

7.2   Conditions for examinations

7.2.1 The student may be allowed to appear in the examination if:
   i) She/ he has formally registered in the course/ project/ lab/ thesis
   ii) She/ he fulfills the minimum requirement of the attendance, residence, and any other relevant requirement(s)

7.2.2 The evaluation of the UG and PG students in a course except EMF will be a continuous process and shall be based on their performance in end semester written examination, one mid semester written examination and a minimum of two assessments in the form of quizzes/ short test/ assignments/ seminars/ course projects.

7.2.3 Large deviation from recommended mode of evaluation as mentioned in section 2 above, needs prior approval from the Dean Academic.

7.2.4 Makeup for any absence from mid semester/ test/ quizzes will be at the discretion of the Instructor. Instructor needs to be convinced that the reasons for absence are genuine.

7.2.5 If a student, for some bonafide reasons such as illness, at home etc. fails to appear in the end-semester examination in one or more course(s), she/he may make a request on a prescribed form, personally or through someone to the Dean Academic through instructor-in-charge for make-up examination within two days of the date of the scheduled examination. Such a request must be substantiated by justified reasons and proper document (e.g. a certificate from the Institute's Medical Officer for failure to appear in the examination due to illness). The decision of Dean Academic will be final in this regard. The makeup examination will be conducted as per Academic Calendar.

7.2.6 The schedule for the mid-semester examination, end-semester examination and make-up examination (if any) is prepared and announced by Academic office in accordance with *Academic Calendar*.

7.2.7 If a Doctoral Student registers for more than 8 thesis credits in a semester prior to Comprehensive examination, she/he has to register for research seminar in that semester. Research seminar will be evaluated by the RPC (Research Progress Committee) of the scholar and the scholar will be awarded 'S' or 'X' grade based on her/ his satisfactory or unsatisfactory performance respectively. Academic programme of a research scholar will be dropped in case she/he accumulates three or more X's towards research seminars.

7.2.8 After completion of course work, a doctoral student need to give a comprehensive examination.

7.3　　Condition for Degree/ Diploma

7.3.1 A student is deemed to have completed the requirements for award of degree/diploma, if she/he:
  i) has completed successfully minimum academic requirements for the award of degree
  ii) completed the minimum requirement of residence
  iii) paid all dues to the Institute and the Halls of Residence, and
  iv) no case of indiscipline is pending against her/him.

7.3.2 A student who completes all the graduation/ post-graduation requirements specified in Section 1 above shall be recommended by the Senate to the Board of Governors (BOG) for the award of the appropriate degree/ diploma in the ensuing convocation. The degree/ diploma can be awarded only after the BOG accords its approval.

7.3.3 Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the Board of Governors for withdrawal of a degree already awarded.

7.4　　Minimum academic requirements for the award of degree

7.4.1 Undergraduate students
A student enrolled in the undergraduate programme (B.Tech./B.Des.) shall formally become eligible for the Bachelor's degree after she/he has completed:
  i) completing the minimum credit requirements of Course/ Project work as per the approved curriculum AND
  ii) have at least the minimum required CPI of 5.0 AND
  iii) Satisfied all the additional requirements specified by the Discipline and approved by the Senate, if any AND
  iv) Satisfied all the requirements specified in Institute Ordinances and by the Senate.

7.4.2 Master's students
A student enrolled in the Master's programme shall formally become eligible for the Master's degree after he/she has:
  i) completed the minimum credit requirements of each of the following
    ➤ Coursework
    ➤ Graduate seminars and
    ➤ Thesis/ Project work,
  AND
  ii) have at least the minimum required CPI of 6.5
  AND
  iii) must have successfully defended her/his thesis and submitted her/ his final thesis
  AND
  iv) satisfied all the additional requirements specified by the Discipline and approved

by the Senate, if any,
AND

v) satisfied all the requirements specified in Institute Ordinances and by the Senate.

7.4.3 Doctoral students

A student enrolled in the Doctoral programme shall formally become eligible for the Doctoral degree after he/she has:

i) completed the minimum credit requirements of each of the following
  ➢ Course work
  ➢ Teaching work
  ➢ Progress Seminars and
  ➢ Thesis work
AND

ii) have at least the minimum required CPI of 7.0 in course work
AND

iii) must have successfully defended her/his thesis and submitted her/ his final thesis
AND

iv) Satisfied all the additional requirements specified by the Discipline and approved by the Senate, if any
AND

v) Satisfied all the requirements specified in Institute Ordinances and by the Senate.

7.5   Minimum and maximum duration of a programme

7.5.1 The minimum duration for completion of undergraduate programmes shall be of eight regular semesters.

7.5.2 The minimum duration for completion of both Master's and Doctoral programmes shall be of 4 semesters and for Doctoral students directly admitted to Ph.D. programme after B.Tech. shall be of 6 semesters.

7.5.3 The minimum duration for completion of Doctoral programmes under part time category shall be of 6 semesters.

7.5.4 The maximum duration under which the undergraduate programme is to be completed, irrespective of the category of the student, shall be 6 years.

7.5.5 The maximum duration under which the Masters programme is to be completed, irrespective of the category of the student, shall be 4 years.

7.5.6 The maximum duration under which the Doctoral programme is to be completed, irrespective of the category of the student, shall be 6 years. In exceptional cases, the Senate is empowered to give extension.

7.6 Conditions and mode of appointment and duties of examining bodies, examiners and moderators

i) Instructor in charge of a course shall be empowered to evaluate and submit the grades at the end of the semester in that course as per the academic calendar.

ii) The instructor will announce the modes of evaluation and distribution of weightage for each of the assessments at the beginning of the course in his class and through its web page.

iii) Instructor-in-Charge will maintain academic record for a period of one year after the end of the semester. In case, the Instructor-in-Charge is changed/ transferred or leaves the organization the same needs to be handed over to the next Instructor-in-Charge or Head of the discipline.

iv) Conduction of all the examination in fair manner is the responsibility of the instructors in that course. Academic office and concerned discipline will help in the proper conduct of the exam.

v) Dean Academic or her/ his nominee can assign duty of any faculty as invigilator during the mid/end semester exams.

vi) Invigilators will be responsible for the fair conduct of the exams and is authorized to take appropriate action for the fair conduct of exams.

7.7 Moderations

i) Grades submitted by the instructor will not be changed. In exceptional case, grades may be changed based on the proper justification by the instructor incharge on recommendation of APCS and approved by the Chairperson Senate.

ii) In cases where grades are having large deviation from the normal curve, Head of discipline shall constitute a committee of three faculty members (including the instructor incharge) for moderation of the grades submitted by an instructor.

iii) If further deviations are observed, Dean Academic is authorized to propose a committee of three faculty members (including the Head of the concerned Discipline or nominee) for moderation of the grades. As per the recommendation of committee, the Instructor shall change the grade and submit to academic office. The changed grades will require authentication of the Chairperson, Senate.

7.8 Advisory and progress committees for the undergraduate students

7.8.1 There will be a Discipline Undergraduate Committee (DUGC) for each discipline. DUGC will consist of Head of the discipline or his/her nominee as the convener and two to three more members based on different specializations of the specific

discipline. DUGC will be constituted by the Head of the concerned discipline.

7.8.2 DUGC will be guiding undergraduate students in deciding the courses and project supervisor(s), if any, after she/he takes admission in the Institute. DUGC will also monitor the progress of a student.

7.9 Advisory and progress committees for postgraduate students

7.9.1 There will be a Discipline Post Graduate Committee (DPGC) for each discipline. DPGC will consist of Head of the discipline or his/her nominee as the convener and two to three more members based on different specializations of the specific discipline. DPGC will be constituted by the Head of the concerned discipline.

7.9.2 DPGC will be guiding a student (Masters/Ph.D.) in deciding the courses and supervisor(s), after she/he takes admission in the Institute. DPGC will also monitor the progress of a student until she/ he decides a supervisor.

7.9.3 A Masters' student is required to decide her/his supervisor at the end of the first semester

7.9.4 A Ph.D. student is required to decide her/his supervisor in the beginning of first semester.

7.9.5 Once a student makes a decision about his supervisor(s), she/he will register for the thesis credits on the recommendation of the supervisor.

7.9.6 In the case of Master students DPGC will constitute a PGPC (Post Graduate Progress Committee) for a group of students, based on their common research areas. Each student will be assigned to one of the PGPCs formed by the DPGC, based on her/his research topic. Supervisor(s) of the student will be members of the PGPC. The PGPC will constitute of Supervisor(s) and two faculty member from the discipline.

7.9.7 In case of doctoral students, Supervisor(s) will propose members of the RPC (Research Progress Committee). Application for the registration of supervisor(s) and RPC/ PGPC will be forwarded by the Convener DPGC to the Dean Academic, who will be the approving authority for the same. DPGC/ Dean Academic may also add one or two members in the RPC if required. The RPC will consist of Supervisor(s), two faculty members from the discipline and one faculty member from other discipline.

7.9.8 During the period in which student has not decided the supervisor, Head of the concerned Discipline or his nominee will be forwarding all applications of the student related to leave, assistantship or other such matters.

7.9.9 If a student wishes to add another supervisor (as a co-supervisor) during her/his academic programme, she/he will submit a request to the Dean academic through her/his supervisor. Such applications will be recommended by the DPGC to the Dean

Academic for final approval.

7.9.10 A student shall not normally have more than two supervisors at any given time. At least one supervisor of the student must be from the concerned discipline except for the degree programmes which do not fall under a specific discipline.

7.9.11 On the recommendation of DPGC and approval of Dean Academic, a student may have a co-supervisor from outside the Institute in exceptional cases.

7.9.12 If a student's supervisor proceeds on long leave, resigns/retires or otherwise ceases to be a faculty member of the institute, the supervisor has the responsibility to appoint a co-supervisor or a supervisor in consultation with the student. Nevertheless, in such a case, the supervisor is required to get approval from the Dean Academic. In this case the number of supervisors may be more than two if an external supervisor already exists. In this case the entire responsibility of the student lies with co-supervisor or the new supervisor, as the case may be.

7.9.13 In exceptional cases, a postgraduate student may be permitted to change supervisor/co-supervisor on recommendation of PGPC/RPC after obtaining the consent of

i) the present supervisor/co-supervisor and
ii) the proposed supervisor/co-supervisor.

7.10 The conduct of examinations

7.10.1 There will be continuous assessment of a student's performance throughout the semester and grades shall be awarded by the Instructor concerned or the appropriate committee appointed for this purpose on the following basis:

i) In case of

 ➢ Theoretical subjects, the evaluation will be based on instructors assessment based on the performance in quizzes, mid semester examination, end semester examination, and any other component decided by the instructor(s).
 ➢ Laboratory/Design/Drawing/Studio/Workshop etc., the evaluation will be on the basis of attendance, assessment of the tasks assigned, end semester test/viva and any other component decided by the instructor(s).
 ➢ The evaluation of the project courses will be based on work carried out, seminar, project report, project evaluation committees' assessment and any other component decided by the instructor(s).

ii) The mid-semester and end-semester examination shall be conducted for regular courses by the Academic Section/ Respective Discipline of the Institute. The class-tests or quizzes will be organized by the instructor concerned.

iii) The weightage assigned to different components of assessment will be announced by the concerned instructor(s) in the beginning of the semester.

iv) The final letter grades for a subject must be submitted after the end-semester examination by the concerned instructor(s) within the date stipulated in the academic calendar.

v) End-semester examination answer scripts and the sheet containing details of marks converted to grades shall be preserved by the instructor(s) concerned for a period of one year.

7.10.2 Changes in Grades awarded shall be made as per the procedures laid down by the Senate.

7.10.3 The evaluation of performance in extra academic activities, if any shall be done by the authorities conducting them and they will communicate grades to the Academic Section.

7.10.4 A student may be debarred from appearing in the end semester examination due to the following reasons:

i) If any disciplinary action is taken against him/her.

ii) On recommendation of a course instructor, if his/her attendance in the Lecture/ Tutorial/ Practical classes has not been satisfactory during the semester.

7.10.5 Students who fail to appear in end semester examination, due to bonafide reasons, may be permitted to appear in the Make-up Examination as per the procedures laid down by the Senate.

7.10.6 No make-up examination will be scheduled for the mid-semester examination and quizzes. It is entirely upto the instructor to ascertain the proficiency of the student by whatever means considered appropriate to him/her if he/she is satisfied of the bonafides of the case.

7.10.7 Grades shall be withheld when the student has not paid his/her dues or when there is a disciplinary action pending against him/her.

7.10.8 Procedure of Comprehensive Examination of Doctoral students:

i) Students registered in the Doctoral programme must pass a Comprehensive Examination designed to test the overall comprehension of the student in various subjects relevant for his/her field of specialization. A student can appear in the Comprehensive Examination only after he/she has completed the minimum course requirements and satisfied the minimum specified CPI requirement.

ii) Students may appear in the Comprehensive Examination at the earliest at the end of the first semester but latest by the end of fourth semester from the admission and registration in the Doctoral programme. The above time limits are exclusive of the period of sanctioned leave, if any.

iii) The Comprehensive Examination shall be conducted as written and oral.

iv) The Comprehensive Examination Board of a Doctoral student shall be same as his/her RPC. The thesis supervisor of the student shall be the Convener of the Comprehensive Examination Board. The thesis supervisor(s) will send the Comprehensive Examination Board with the date of written and oral examination to the Dean (Academic) through DPGC for approval.

v) The Comprehensive Examination Board will float atleast 6 subjects in the direction of the student research work. The student will opt two courses from the floated courses for written examination.

vi) After written examination, the student is allowed for oral examination.

vii) A student shall be considered to have passed the Comprehensive Examination if all members of the Board, except at the most one member, are satisfied with student's performance in the examination. The convener of the Comprehensive Examination Board shall be responsible to send the report of the Comprehensive Examination to the Dean, Academic for approval through Convener, DPGC.

viii) If a student fails in the Comprehensive Examination in his/her first attempt, a second Comprehensive Examination shall be conducted by the same Board that was constituted earlier unless otherwise changed by Dean Academic on the recommendation of the DPGC. A student shall be recommended for termination if he/she fails to pass the Comprehensive Examination even after two attempts. All such cases shall be brought to the notice of the Senate.

ix) After the comprehensive examination, Doctoral Student needs to register for progress seminar in every semester till she/he appears for the open seminar.

x) After the completion of comprehensive examination, Doctoral Student needs to register total teaching credits of two (2) in two different semesters.

7.10.9 Thesis submission for evaluation by postgraduate students:

➢ A Doctoral candidate shall be allowed to submit the thesis within the stipulated time after successfully completion of the open seminar.

➢ It will be duty of the student submitting the thesis to check the thesis against possible plagiarism.

➢ Master's thesis for evaluation shall be submitted to the Convener DPGC or nominee through supervisor. Date of thesis submission will be considered as the date on which thesis is received by the Convener DPGC.

➢ Doctoral thesis for evaluation shall be submitted to the Dean Academic or nominee through supervisor. The thesis should be forwarded by the Convener DPGC. Date of thesis submission will be considered as the date on which thesis is received by the Dean Academic.

7.10.10   Open Seminar by Doctoral Students

i) Before proceeding to finalize the thesis, each Doctoral student shall be required

to deliver an Open Seminar.

ii) A student shall become eligible to give open seminar after completion of all academic requirements for the Doctoral Programme including thesis work.

iii) The seminar, which will be delivered to the faculty and students of the concerned discipline(s), shall deal with research work done by the Doctoral candidate with the objective of obtaining comments and criticism, if any, which may be incorporated in his/her thesis before its submission.

iv) The student required to submit a draft of thesis to the academic office before the open seminar.

v) The thesis supervisor/ programme coordinator shall constitute a committee for open seminar. The committee shall comprise of
  ➢ RPC members of the student
  ➢ One nominee of the Dean Academic.

The thesis supervisor/programme coordinator shall act as the Convener of the committee. The committee shall be approved by the Dean Academic.

7.10.11 Thesis evaluation for the Master's students shall be coordinated by the head of discipline (Convener DPGC) or her/his nominee. Thesis evaluation for the Doctoral students shall be coordinated by the Dean Academic or her/his nominee.

7.10.12 Defense of the Master's student shall be carried out by a defense board consists of PGPC of the student, one external examiner and a member other than the discipline, and shall be approved by the Dean Academic. The details for the evaluation of thesis are given below
  ➢ Three experts for a group of 4-8 students depending on area of research/specialization wise will be proposed by Head/programme coordinator and approved by the Dean, Academic.
  ➢ The thesis and synopsis of 6-8 pages (after the approval of Supervisor and convener DPGC) will be submitted in discipline on or before 1st July and the Viva-voice will be scheduled between 01st July to 15th July.
  ➢ All communications to the external expert and arrangement of viva-voice will be done by Head/programme coordinator/Head nominee of the Discipline and he/she will submit the final grade to the academic office.
  ➢ Only synopsis will be sent to external expert for reference.
  ➢ The final thesis after viva-voice will be submitted by the student in the academic office (one hard copy and soft copy).
  ➢ Students, those could not submit their theses before the registration of next semester, are required for the registration in next semester.
  ➢ The evaluation of thesis through viva-voice will be done through letter grades (S, X and F). In case of F, the student has to register in the next semester.

7.10.13 Defense of the Doctoral students shall be carried out by a defense board proposed by the supervisor of the student and consisting of RPC of the student and one external examiner, and shall be approved by the Dean Academic. Along with the thesis, the student shall submit a synopsis of 6-7 pages. A pannel of experts (six from India and six from abroad) shall proposed by the supervisor to the Dean academic through the convener, DPGC. The panel will go to chairperson Senate for approval. The thesis will be sent to three experts (atleast one from India) for evaluation.

7.10.14 Reports of Doctoral thesis evaluation from the examiners, received in the Academic Section of the Institute, shall be placed before Dean Academic who shall categorize them in one of the following three categories:

i) Category I
If an examiner suggests corrections regarding punctuation, grammar, spelling or language, the report shall be considered of Category I. In such a case, thesis supervisor(s) may use his/her/their discretion regarding incorporation of such suggestions.

ii) Category II
If an examiner points out minor technical mistakes, raises some queries or suggests modifications but does not imply that the acceptance of the thesis is subject to removal of these defects to the examiner's satisfaction, the report shall be considered Category II. In such a case, the supervisor shall send the student's response to the queries raised to the Dean, Academic and the same shall be incorporated in the thesis to the satisfaction of the Thesis Defense Board. The examiner(s) concerned shall be informed by Dean Academic of the changes made on the basis of his/her/ their suggestions.

iii)Category III
If an examiner raises technical points or suggests modifications which must be answered/ carried out to the examiner's satisfaction before the thesis is accepted the report shall be considered of Category III. In such a case, the supervisor shall send the student's response to the queries raised to the Dean, Academic and, along with the examiner's comments which will be sent to the examiner with a request to respond within six weeks. If the examiner's response is not received within this period, a reminder shall be sent and if no reply is received within six weeks, further action will be initiated.

7.10.15 If one of the examiners outright rejects the thesis, the matter shall be referred to the Chairperson Senate for deciding the further course of action. If two or more examiners reject the thesis, the thesis shall be out rightly rejected.

7.10.16 The defense of a thesis shall be required to be necessarily conducted within six months from the date of receiving of all the examiners' report. If the concerned student fails to appear for the defense within this period, her/ his programme would be deemed to have been terminated.

7.10.17 If a thesis is rejected along with a recommendation for resubmission after incorporating any modifications/ corrections suggested by the Thesis Defense Board, defense of the re-submitted thesis shall be conducted by the originally constituted Board, unless a different Board is approved by the Chairperson Senate. If the re-submitted thesis is also rejected, the matter shall be reported to the Senate for an appropriate action.

7.10.18 Final thesis submission:
After successful defense, the student will submit an abstract, a hard bound copy and a soft copy of the final thesis to the library after incorporating changes suggested by the committee, if any and approval of the chairperson Senate. The thesis supervisor shall authenticate that all the suggestions of the Thesis Defense Board have been incorporated in the revised copy.

7.11   Grades and performance indices

7.11.1 For the purpose of indicating the relative performance of a Bachelor's and Master's student in a given course, the Instructor shall awards letter grades. These letter grades, along with their *correspondence points* on 10 points-scale are given below:

O = 10,	A+ = 10,	A = 9.0,	B+ = 8.0,	B = 7.0,
C+ = 6.0,	C = 5.0,	D+ = 4.0,	D = 3.0,	F = 2

However, for Doctoral students in a given credit course, the Instructor shall award the following letter grades:

A = 10,   B = 8.0,   C = 6.0,   D = 4.0,   F = 2

where the letter grade F indicates that the students has failed in a given course and he has to repeat the course. If performance of some of the students in a course is exceptionally good, they will be awarded letter grade 'O'. The letter grade 'O' shall carry 10 points. Letter grade 'O' can be awarded to maximum 2% students out of total students registered in that course.

7.11.2 If, due to genuine reasons, a student does not complete all the requirements of a credit course within the specified time period, the Instructor may award I grade (incomplete). However, the instructor shall be required to convert an I grade to the proper letter grade on or before the last date for such a conversion, as specified in the *Academic Calendar*, failing which it shall automatically be converted to F grade.

7.11.3 The grade S implies *satisfactory performance* and the grade X implies *unsatisfactory performance*. Both S and X grades have no correspondence points. Similarly, grade W implies waiver in a given course.

7.11.4 The course mentioned as Thesis and Teaching Work is not awarded any letter grade but is given as *satisfactory* (S) or *unsatisfactory* (X).

7.11.5 At the end of each semester, thesis supervisor(s) of a student registered with him/her/them shall assess the progress made towards the thesis work and shall award either S (*satisfactory*) or X (*unsatisfactory*) for every 4 credits of thesis registered for. A student registered for 16 credits of thesis in a semester can get one of the following five combinations: SSSS, SSSX, SSXX, SXXX, XXXX.

7.11.6 In case a PG students is allowed to visit premier Institutes of India and abroad for their research work, the grades submitted by their external mentors through internal supervisor may be considered as thesis grades in the running semester in which student was under supervision of external mentor.

7.11.7 At the end of each semester, faculty member(s) with whom a student is associated as Teaching Assistant shall assess his/her performance towards the teaching work and shall award either S (*satisfactory*) or X (*unsatisfactory*) grade. A student associated with "n" number of courses as Teaching Assistant in the entire tenure of his/her programme should secure a minimum of 0.75n S grades (i.e. 75% of the grades secured for teaching work should at least be S) in his/her entire programme to earn 2 credits of teaching work in order to fulfil minimum requirement for his/her degree.

7.11.8 If a student is on leave for a part of the semester OR submits his/her thesis in the middle of a semester, his/her thesis credits shall be reduced appropriately in a proportionate manner.

7.11.9 The courses *Graduate Seminar* and *Progress Seminar* carry 2 credits and shall be awarded letter grades.

7.11.10 The Semester Performance Index (SPI) of a student is an indicator of his/her overall academic performance in all the courses he/she registers for during the semester, is computed as follows:

$$SPI = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + \cdots}{C_1 + C_2 + C_3 + \cdots}$$

where G_1, G_2 are the letter grades in courses of credits C_1, C_2 .. respectively.

7.11.11 While calculating the SPI, courses (i) with S and X grades and (ii) registered as audit courses are not counted.

7.11.12 The Cumulative Performance Index (CPI) indicates the cumulative academic

performance of a student in all the courses taken including those taken in the last semester.

7.12   Inadequate Academic Performance

<u>Undergraduate:</u>

Inadequate academic performance shall be as per the extend rules of the Institute as approved by the Senate. The academic performance of each undergraduate student of a regular semester (not summer semester) is considered inadequate if her/his SPI ≤ 4.5 or CPI ≤ 5.0. Such a student is termed *academically deficient*. Depending on the degree of inadequacy, a deficient student may be placed on *Warning* or *Academic Improvement*, *Academic Break* or *Academic Drop*. For academically deficient students, SPI/CPI will be calculated till 1 decimal point.

7.12.1   Warning

A student is placed on Warning if her/his SPI and CPI at the end of a regular semester are as follows:

i) $*0.0 < SPI \leq 4.5$ and CPI ≥ 5.0 OR
ii) $SPI \geq 4.5$ with CPI < 5.0 and in the previous regular semester CPI ≥ 5.0

*For first year, first semester student only SPI will be considered.
Such a student is issued a letter of warning with a copy to her/his parents/ guardian.

7.12.2   Academic Improvement

A student is put on academic improvement if her/his SPI and/or CPI at the end of a regular semester are/is as follows:
i) $SPI < 4.5$ and CPI < 5.0 OR
ii) $SPI < 3.0$ OR
iii) CPI < 5.0 in two consecutive regular semesters

Such a student is required to sign an undertaking incorporating the following terms and conditions:
i)   Her/ his academic load shall be reduced by at least one course (at least 4 credit),

ii) She/ he shall register for all courses (if available) in which the letter grade F is obtained,

iii) She/ he shall, in addition, repeat those courses (if available) in which the letter grade D / D+ secured if she/ he accumulates two or more F grades.

iv) She/ he shall pass at least three courses,

v)   She/ he shall obtain a minimum SPI of 4.5.

vi) She/ he shall not hold any elected or nominated position/ office in the Hall of Residence, Students Gymkhana or any other organization/body during academic deficiency.

vii) Any other terms/ conditions laid down by the Senate.

viii) Institute has the right to terminate her/ his term failing any of the above conditions.

ix) The parents/guardians are required to countersign the undertaking.

7.12.3   Academic Break and Academic Drop

If the academic performance of a student under "academic improvement" in a semester does not improve (either has not passed at least three courses or has not secured a minimum SPI of 4.5) at the end of the semester, the student will have the following two options and will be allowed to choose only one in consultation with his parents/ guardian:

i)   Academic Drop

The student drops his programme and leaves the Institute with immediate effect without getting any degree.

ii) Academic Break

The student will be put on academic break for one year (including one summer term) and will be allowed to improve his performance in courses in which he scored a grade less than C (i.e. D+ or D or F). It is expected that student will improve his academic performance to get a CPI of 5.0 at the end of academic break.

Registration for a student on academic break will be done as per following guidelines:

i)   A student can register for maximum of four courses in a semester during the period of academic break.

ii) A student is required to first register for backlog courses offered in that semester.

iii) In case she/ he is having less than 4 backlog courses, she/he can opt for maximum two forward courses (courses of higher semester).

iv) Application of a student to register in a forward course will be duly recommended and forwarded by DUGC for approval of the Dean (Academic).

v)   A student may be permitted to register only for PBI if she/he has cleared all courses up to six semesters but is still on academic break.

A student will be out of academic break

i)   if she/he is able to score "CPI of 5.0 or more" at any assessment during the academic break or at the end of a year. In such a case, she/he will be allowed to continue her/his programme as a regular student. However she/he has to first clear all backlogs.

OR

ii) if she/he is able to show significant improvement in academic performance. That is "SPI of 6.0 or above" and "not having more than 2 backlogs", at the end of each assessment. Such students will be placed on Academic Improvement. However she/he has to first clear all backlogs.

Academic programme of a student will be dropped at the end of academic break with immediate effect, in case she/he does not satisfy requirements. This will be termed as "Academic Drop". The student leaves the Institute with immediate effect without getting any degree. Maximum duration for programme will be 6 years including academic break.

Post Graduate:

7.12.4   A deficient student may be allowed to continue in the programme, by issuing a warning, if

i)   Her/his SPI in the first semester she/he registers for ≥ 6.0 but < 6.5 for Master programme **OR**

ii) Her/his SPI in the first semester she/he registers for ≥ 6.5 but < 7.0 for Doctoral programme, **OR**

iii) Her/his SPI is below 6.5 and CPI ≥ 6.5 in semester two and above of her/his master programme **OR**

iv) Her/his SPI is below 7.0 and CPI ≥ 7.0 in semester two and above of her/his doctoral programme

v)   She/ he accumulates one or more "X" grade against the thesis credits

7.12.5   The programme of a Master student is likely to be Academically Dropped, if

i)   Her/his SPI is below 6.0 in first semester **OR**

ii) Her/his SPI is below 6.0 and CPI is below 6.5 in subsequent semesters, **OR**

iii) Her/his CPI is below 6.5 in two consecutive semester **OR**

iv) She/he obtains two Fs OR one F and one D in the same or different courses **OR**

v)   SHe/he accumulates 3 or more Xs towards thesis credits.

7.12.6   The programme of a Doctoral student is likely to be Academically Dropped, if

    i) Her/his SPI is below 6.5 in first semester **OR**

    ii) Her/his SPI is below 6.5 and CPI is below 7.0 in subsequent semesters, **OR**

    iii)Her/his CPI is below 7.0 in two consecutive semester **OR**

    iv)She/he obtains two Fs OR one F and one D in the same or different courses **OR**

    v) She/he accumulates 5 or more Xs towards thesis credits.

7.12.7   Termination of Programme (UG & PG)
The programme of a student may be terminated if she/he

    i)   is absent without authorized leave of absence for a major part of the semester and does not appear in the end-semester examination of the courses in which she/he is registered.

    ii) involves herself/ himself, in indisciplinary act, in violation of the code of conduct, (in ragging, etc.) and Students Advisory Committee of Senate makes a recommendation to that effect.

The student leaves the Institute with immediate effect without getting any degree.

7.12.8   Appeals against Academic Drop or Termination (UG & PG)

    i)   A student whose programme is either academically dropped on account of inadequate academic performance or terminated otherwise has the right to appeal to the Chairperson, Senate for reconsideration through Dean (Academic) with justified reason for her/his poor academic performance.

    ii) The Senate shall take a final decision after considering all the available inputs. However, the Senate shall not entertain any further appeal for review unless substantial additional information is brought to its notice.

8. Change of Branch/ Discipline for B.Tech. Programme

i) A student may be allowed change of branch/ discipline on the basis of her/his academic performance, subject to strength constraints of the disciplines. Change of branch/ disciplineisaprivilegeandnotarightandisawardednormallytomeritorious students only. Reservation policy will be applicable as per GOI rules for vacant seats.

ii) Application for the change of branch/ discipline should be made at the end of second semester of BTech programme to the Dean Academic.

iii) Change of Branch/ discipline will be done against the vacant seats and will be based purely on merit basis (CPI of the student towards the end of the second semester).

iv) The strength of the students in a discipline shall not exceed the larger of its existing and sanctioned strengths or fall below 60% of its sanctioned strength as a result of

branch/ discipline change.

v) Final approval for Change of Discipline will be given by Dean (Academic).

vi) Top 5 students of the entire B.Tech. batch shall be eligible to change their branch of their choice above the sanctioned strength.

9. Academic leaves

9.1 Short Leave

Applications for any kind of short leave should be addressed to the Head of the respective discipline for approval. Leave usually must not be availed without prior approval of the Head of the respective discipline. In addition, if a student is going out of campus on leave, she/he must inform the Hostel/concerned authorities. Following leaves are allowed to student

9.1.1 Causal Leave: A student can avail maximum of 7 days causal leave in a semester on valid reason

9.1.2 Medical Leave: A student can avail maximum 15 days leave on medical ground in a semester. Permission to grant leave on medical grounds exceeding 15 days in a semester is to be submitted to the Dean, Academic through Head of the respective discipline.

9.1.3 Vacational Leave: Maximum 15 day in a semester are allowed to PG students during mid-semester recess or Institute vacations. The vocational leave shall be carried over to the next semester if not availed and the entire duration of vacation leave shall not exceed 30 days at a time in any case

9.2 Temporary Withdrawal / Semester Leave

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to complete her/his studies without any break.

However, for bonafide reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence or semester leave at the discretion of Dean (Academic) on the recommendation of Head Discipline for an extended period. Such leave of absence(s) shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme. Except for medical reasons, the Semester Leave shall not be granted unless the student has completed at least 2 semesters in the programme.

A student who remains on authorized leave of absence due to ill health is required to submit a certificate from a Registered Medical Practitioner (verified by Institute's Medical Officer) to the effect that she/he is sufficiently cured and is fit to resume her/his studies.

9.3 Duty Leave

A student shall be permitted to proceed outside the Institute on Duty Leave for maximum of 15 days in a year to carry out field work, library work, experimental work, laboratory work and for other research/academic work permitted by the Dean academic on the recommendation of Supervisor and Discipline Head. In exceptional cases if the period of Duty Leave is required to exceed 15 days, permission would require a prior approval from the Chairperson Senate. Duty leave cannot be combined with vacation leave.

9.4 Maternity/Paternity Leave

A married student may avail Maternity/paternity Leave as per policy laid down by the government of India time to time. If supported by a proper medical certificate, leave up to 6 weeks may also be granted to married female student against miscarriage including medical termination of pregnancy.

An absence against maternity/paternity leave beyond the permissible period shall normally entail financial loss.

9.5 Leave to Proceed to other Institutions

In order to encourage a student to broaden her/her horizon and gain course/work experience, she/he may be permitted to proceed to other academic institutions in India or abroad as a non-degree student.

9.5.1 An student who has (a) completed first four semesters (UG)/two semester (PG) of course work, (b) obtained a CPI $\geq$ 8.0 and (c) accumulated no backlog of courses may be allowed to spend up to two semesters and/or two summer terms in any academic institution of repute in India or abroad with prior permission of the Senate.

9.5.2 Such a student shall make an application to the Dean (Academic) through Head Discipline giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the institution where she/he has chosen to spend time as a non-degree student along with possible credit transfer. Dean (Academic) shall take recommendations of APCS for credit transfer. Dean (Academic) will place the application to the Senate for approval.

9.5.3 Against each course or requirement for which a waiver is granted, the letter 'W' would appear on the Grade Report and all such courses will be deemed to carry zero credits for SPI/CPI calculations.

9.5.4 Those students who are selected by the Institute, using prescribed rules and procedures, to proceed on any Institutional Exchange Programme will also be governed by above mentioned criteria.

10. Discipline

10.1   Academic Dishonesty

A student is assessed in various ways for the award of degree. It is fundamentally important that students are assessed fairly. Any attempt to use unfair means to gain advantage over another student in the completion of an assessment, or to assist someone else to gain an unfair advantage, is considered as academic dishonesty. All incidents of the use of unfair means must therefore be investigated promptly, thoroughly and fairly. The basic principle underlying the preparation of any piece of academic work is that the work submitted must be the student's own work. Following are considered as unfair means:

10.1.1   Plagiarism (either intentional or unintentional)

It is using of ideas or work of another person (including experts and fellow or former students or copied from internet) and claiming them as your own. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement. Any form of plagrism shall be considered dishonest, unprofessional, unethical and therefore unacceptable.

Possible Actions:

The case will be referred to Dean (Academic). Dean (Academic) will refer this case to APCS for investigation. APCS will submit its recommendations to senate through Dean (Academic) and further course of action will be based on Senate decision.

10.1.2   Collusion

It is where two or more students work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.

10.1.3   Fabrication

It is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.

10.1.4   Unfair means in examination

It is gathering information from any kind of sources (such as mobile phone or bringing duplicates, etc.) or any such attempts, exchange or helping in exchange of information with others or any such attempts during the examination (quiz, mid semester or end

semester examination or any other examination), either inside the examination hall or outside the examination hall. Bringing a source (such as mobile phone or duplicate, etc.) will also be considered under unfair means.

10.1.5   Facilitating the use of unfair means.

It is a kind of unfair means that a student assists a fellow student in using any of the forms of unfair means defined above, for example in submitting bought or commissioned work or showing answer to other fellow student during examination, etc.

10.1.6   **Possible Actions (for 10.1.2 to 10.1.5)**

The Instructor-in-Charge/ Invigilator of a course shall have the power to debar a student from the examination in which the student is detected to be using unfair means. Following procedure to be adopted:

- Concern Instructor-in-charge will investigate the case at his level. If it is in examination hall, invigilator will submit his report to Instructor-in-charge.

- Instructor-in-charge of the course will call for the written explanation from the student and subsequently will decide the level of unfair means and takes a decision out of:
i) Level I: Making assessment of that part of the exam zero or Imposing a penalty of decrease in final grade by one or two grade points or Marking "F" in that particular course
ii) Level II: Instructor may refer a more serious case to Dean (Academic), provided there is sufficient and clear evidence of use of unfair means. Claims by the student not to have understood the nature of unfair means, to have included the material unintentionally, or to have personal mitigating circumstances, should not be accepted as good reason for the case to go unreported. These may be significant issues for the student not the facts of the case.

- In case, the case is referred to Dean (Academic), either investigation will be done by himself/ herself or a committee constituted by Dean, Academic.

- The Dean (Academic) will forward/submit its recommendation to the Chairperson Senate for approval.

- A letter should be sent to the student and her/his parent/ guardian and the case is recorded on the file of the student.

- A student found to be involved in use of unfair means may not be eligible to receive any scholarship/prizes/award from the Institute during the entire period of her/ his programme.

10.2   Non-academic Indiscipline

The actions on the students will be taken as per guidelines of SACS.