

# ORDINANCES

## B.Tech, Dual Degree B.Tech-M.Tech, Dual Degree B.Tech-MBA (IT) & Integrated M.Tech

(For students enrolled on the day of adoption and later)



Indian Institute of Information Technology Allahabad, Deoghat,  
Jhalwa, Allahabad-211012

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# 1.

## EXTRACTS FROM THE IIIT ACT, 2014

The following are the extracts from **THE INDIAN INSTITUTES OF INFORMATION TECHNOLOGY ACT, 2014**.

### 1.1 SECTION 35

Subject to the provisions of this Act and the Statutes, the Ordinances of every Institute may provide for all or any of the following matters, namely:–

- (a) the admission of the students to the Institute;
- (b) the courses of study to be laid down for all degrees and diplomas of the Institute;
- (c) the conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the Institute, and shall be eligible for degrees and diplomas;
- (d) the conditions of award of the fellowships, scholarships, exhibitions, medals and prizes;
- (e) the conditions and mode of appointment and duties of examining bodies, examiners and moderators;
- (f) the conduct of examinations;
- (g) the maintenance of discipline among the students of the Institute; and
- (h) any other matter which by this Act or the Statutes is to be or may be provided for by the Ordinances.

Ordinances

### 1.2 SECTION 36

- (1) Save as otherwise provided in this section, Ordinances shall be made by the Senate.
- (2) All Ordinances made by the Senate shall have effect from such date as it may direct, but every Ordinance so made shall be submitted, as soon as may be, to the Board and shall be considered by the Board at its next meeting.
- (3) The Board shall have power by resolution to modify or cancel any such Ordinance and such Ordinance shall from the date of such resolution stand modified accordingly or cancelled, as the case may be.

Ordinances how  
to be made

### 1.3 SECTION 48

(1) Notwithstanding anything contained in this Act-

- (a) the Board of Governors of an Institute functioning as such immediately before the commencement of this Act shall continue to so function until a new Board is constituted for that Institute under this Act, but on the constitution of a new Board under this Act, the members of the Board holding office before the commencement of this Act shall cease to hold office;
- (b) every Senate constituted in relation to every Institute before the commencement of this Act shall be deemed to be the Senate constituted under this Act until a Senate is constituted under this Act for the Institute, but on the constitution of the new Senate under this Act, the members of the Senate holding office before the commencement of this Act shall cease to hold office;
- (c) the Statutes, Ordinances, rules, regulations and bye-laws of each existing Institute as in force, immediately before the commencement of this Act, shall continue to apply to the corresponding institute in so far as they are not inconsistent with the provisions of this Act until the first Statutes and the Ordinances are made under this Act;
- (d) any student who joined classes of the existing Institute on or after the academic year 2007-2008 or completed the course on or after the academic year 2010-2011 shall for the purpose of clause (c) of sub-section (1) of section 7, be deemed to have pursued a course of study in the existing Institute located at Kancheepuram only if such student has not already been awarded degree or diploma for the same course of study.

(2) The Central Government may, without prejudice to the provisions of sub-section (1), if it considers necessary and expedient to do so, by notification, take such measures which may be necessary for the transfer of the existing Institute mentioned in column (3) of the Schedule to the corresponding Institute mentioned under column (5) of the Schedule.

Transitional  
provisions

## 2.

# INTRODUCTION

The objectives of the Undergraduate and Dual Degree programmes offered by Indian Institute of Information Technology-Allahabad (hereafter referred as IIIT-A) are:

- To equip students with state of the art knowledge and skills to produce talent with outstanding ability
- To create entrepreneurs and leaders of industry and profession
- To add to the existing intellectual pool of young minds to meet the growing demands of the nation in Information Technology and other related areas, and
- To lay a foundation for life long learning ability and a capacity for adaptation in the ever changing world

The programmes aim to achieve these objectives by moulding young talents as engineers who can recognize and solve problems in different technical and social domains. The main emphasis of the programmes is to instill inquisitive thinking and curiosity with a sense of service to the nation and society at large.

### 2.1 Undergraduate, Dual Degree and Integrated Programmes

IIIT-A offers the following 4-year Bachelor of Technology (B.Tech) programmes in:

1. Information Technology (B.Tech (IT))
2. Electronics & Communication Engineering (B.Tech (ECE))

The Institute also offers the following 5-year Dual Degree in Bachelor of Technology (B.Tech)-Master of Technology (M.Tech)/Master of Business Administration in Information Technology (MBA (IT)) programmes as follows:

1. B.Tech (IT)-M.Tech (IT) with specializations in:
  - (a) Bioinformatics
  - (b) Cyber Law and Information Security
  - (c) Human Computer Interaction
  - (d) Intelligent Systems
  - (e) Robotics
  - (f) Software Engineering
  - (g) Wireless Communication Engineering
2. B.Tech (ECE)-M.Tech (ECE) with specialization in:
  - (a) Microelectronics

- (b) Biomedical Engineering
- 3. B.Tech (IT) - MBA (IT)
- 4. B.Tech (ECE) - MBA (IT)

During 2012-13 the institute offered a 5-year Integrated M.Tech degree in Biomedical Engineering (Int. M.Tech (BME)).

## 2.2 The Senate

The Senate is the principal academic body of the institution and, subject to the provision of the rules, has the control over and is responsible for the maintenance of standards of teaching, research and training, approval of syllabi, coordination of research activities, examinations and tests within the institution and exercises such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the Institution.

## 2.3 Senate Undergraduate Committee (SUGC)

The Senate Undergraduate Committee (SUGC) is a standing committee of the Senate. The composition of the SUGC and the process of election of its Chairperson is as prescribed by the Senate. The Chairperson of the SUGC convenes and presides over the meetings.

The SUGC has jurisdiction in the following matters concerning the undergraduate programmes of the institute:

- approval of new courses of instruction,
- desirable modifications of courses already approved,
- credit valuation of courses,
- policy matters related to examinations,
- evaluation of academic performance, and
- such other related matters as may be referred to it by the Senate.

The functions of SUGC consist primarily of general policy determination, coordination and review, but, the Senate retains the power of final review and decides such matters as may be brought in appeal before it. The committee consists of Chairperson, all the DUGC Convenors, a Senate nominee, Deputy Registrar (Academic) as *ex officio* Secretary, SUGC Chairperson as a Special Invitee and two student observers from Student Gymkhana. In discharging its responsibilities, the SUGC shall make use of the appraisals and recommendations of the various academic Departments concerned.

## 2.4 Department Undergraduate Committee (DUGC)

The Department Undergraduate Committee (DUGC) consists of a Convenor (a faculty, nominated by the Head of Department in consultation with the faculty of the Department), the Head of the Department as *ex officio* Chairperson, a minimum of four (4) and a maximum of eight (8) faculty members, and two student representatives (chosen by undergraduate students of the Department) for a one-year period. The tenure of the faculty members shall be two years, half of them retiring each year. In the first year, lots will be drawn to decide on the retiring members. The DUGC advises the students in their academic programmes and makes recommendations to the SUGC in all academic matters.



## **2.5 Office of the Dean (Academic)**

The office of Dean (Academic) is responsible for the implementation of the decisions taken on academic matters by the Senate. The office:

- receives, processes and maintains all records relating to the undergraduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes,
- disseminates information pertaining to all academic matters,
- issues necessary memoranda/orders, and
- acts as a channel of communication between the students, instructors and Departments or interdisciplinary programmes.

Students can get information for various academic programmes, rules and regulations from the office of Dean (Academic).

## 3.

# ACADEMIC SESSION

The academic session normally begins in the first week of July every year and ends in June. It is divided into two parts:

- **Odd Semester:** July - December
- **Even Semester:** January - June

Each of the two semesters consists of about twenty one weeks with one week of Mid-Semester break. The last two-three weeks of each semester are used for the End Semester examination and two weeks period during the semesters is utilized for the one Mid Semester examination. Thus, there are 14 working weeks of instructions in each semester.

### 3.1 Academic Calendar

The exact dates of all important events, such as orientation, registration, late registration, commencement of classes, submission of documents, examinations, submission of grades, vacation, Mid-Semester recess, *etc.*, during the academic session are specified in the *Academic Calendar* of the Institute are approved by the Senate.

The Academic Calendar shall be displayed on the Institute's website.

## 4. ADMISSION

### 4.1 Admission Procedure

Admission to all the B.Tech, Dual Degree B.Tech-M.Tech and Dual Degree B.Tech-MBA programmes are made once in a year in as per the guidelines framed by Ministry of Human Resource Development (MHRD), Government of India, from time to time.

The admissions of foreign nationals and Indian students studying abroad to undergraduate Engineering programs in Premier Institutions of India is being done under Direct Admission of Students Abroad (DASA) scheme of MHRD.

Reservation shall be as per MHRD, Government of India, guidelines framed from time to time.

Students shall pursue the respective programmes allocated to them at the time of admission. The Senate may later allow change of branch for a limited number of students as described in the next section.

Admission to any of aforementioned programmes in the Institute requires that the applicant completes all the registration formalities laid down under **REGISTRATION**.

### 4.2 Change of Programme

A student may be allowed change of Programme/Specialization after the first year on the basis of his/her academic performance, subject to strength requirements in the current and target programmes/specializations.

The guidelines for programme change are as follows:

1. The change of programme/specialization is a privilege and not a right.
2. The option is available to students who have been admitted to a programme through the normal admission process into any of the B.Tech and Dual Degree B.Tech-M.Tech/MBA programmes.
3. The applicant must have passed all the courses (no E/F/R grade) in the previous semester(s) of the programme.
4. The SGPI of the previous semester(s) must be not less than 7.5.
5. The change of Programme/Specialization is subject to the number of seats available in the target Programme/Specialization as per its sanctioned strength. The maximum number of seats in the target Programme may be increased by 5% of sanctioned strength.

6. The number of seats in the current programme must not fall below 60% of its sanctioned strength.
7. Students, desirous of having a change, have to submit their applications to the office of Dean (Academic).

### 4.3 Cancellation of Admission

All students admitted provisionally or otherwise to any programme shall submit copies of their mark sheets, provisional certificates, *etc.*, of the qualifying examination and other documents by the last date specified for the purpose in the Academic Calendar. The Senate can cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The Senate may also cancel the admission at any later time if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

### 4.4 Fulfillment of Admission Requirements

Admission to any undergraduate programme requires that the applicant

- be eligible,
- goes through the laid-down admission procedure, and
- pays the prescribed fees.

All admissions to the undergraduate programmes should be formally approved by the Senate.

The fee structures for the aforementioned programmes shall be displayed on the Institute's website.

## 5.

# CURRICULUM

The details of the curricula for the programmes listed under Section **Undergraduate, Dual Degree and Integrated Programmes** of INTRODUCTION are published in a separate document named *Curriculum Brochure* by the Institute. This brochure is a *a one-stop up-to-date curriculum for each admitted batch of students for every program*. However, the syllabi of various subjects shall be published separately on the concerned Departments' website.

### 5.1 Four Year B.Tech. Programmes

B.Tech programmes are 4-year, 8-semester programmes. Each year has two semesters of 14 instructional weeks each, *viz*, *Odd Semester* and *Even Semester*.

Each semester has certain credit requirements. The requirements for courses may include passing core courses, elective courses and projects. The specific details shall be displayed through the Curriculum Brochure.

### 5.2 Dual Degree B.Tech-M.Tech/MBA Programmes

Dual Degree B.Tech-M.Tech/MBA(IT) Programmes are 5-year, 10-semester programmes in which two degrees (B.Tech and M.Tech/MBA(IT)) are given together only after successful completion of the programme.

Each semester has certain credit requirements. The requirements for courses may include passing core courses, elective courses and projects. The specific details shall be displayed through the Curriculum Brochure.

### 5.3 Integrated M.Tech Programmes

Integrated M.Tech Programmes are 5-year, 10-semester programmes.

Each semester has certain credit requirements. The requirements for courses may include passing core courses, elective courses and projects. The specific details shall be displayed through the Curriculum Brochure.

## 6.

# REGISTRATION

All students are required to register each semester for the courses to be pursued by them, as per their programme, on the dates specified in the Academic Calendar. A student must ensure that he/she has completed the pre-requisites, if any, for the registration. The sole responsibility for registration rests with the student concerned.

### 6.1 Registration Procedure

A list of courses to be offered during the semester is available from the Curriculum Brochure. Every course is assigned credits to reflect the amount of course content and number of contact hours per week. One theory credit denotes one hour of lecture per week and one lab (practicals, project, *etc.*) credit denotes one and half hours of laboratory work per week. The courses consist of core, elective and projects. The details of the courses shall be displayed through Curriculum Brochure. Electives shall be allotted based solely on merit.

The registration procedure involves following parts:

1. Filling of the Registration Form
2. Payment of fees and clearance of outstanding dues (if any)

A new student who awaits the final result of the qualifying examination is allowed to register provisionally on submission of a certificate from his/her last institution stating that he/she has appeared in the final examination (both theory and practical). The candidate is required to submit documents of having passed the qualifying examination by the last date given in the Academic Calendar to get his/her registration regularized, failing which their admission shall be cancelled.

### 6.2 Late Registration

If, for any compelling reason like illness, *etc.*, a student is unable to register on the day of registration, he/she can register on the late registration day (*i.e.*, after about a week from the beginning of the semester) specified in academic calendar on payment of the late registration fee. However, if a student seeks prior permission to register late on valid grounds, Chairman, Senate may allow and exempt him/her from payment of late registration fee.

### 6.3 Termination of Registration

If a student fails to report and register by the last date of registration without any bona fide reason, his/her registration may be terminated by Senate.

# 7.

## TEACHING AND EVALUATION

### 7.1 Teaching

- **Medium:** The medium of instruction is English.
- **Approval of courses:** The course structure for a programme is fixed. Introduction of any course, along with its weight in terms of credits, requires approval by Senate.
- **List of elective courses:** The list of electives to be offered in a programme is finalized before the beginning of the semester by Dean (Academic), taking into consideration all the requirements and the recommendations of the Departments. The list is to be reported to the Senate.
- **Conduct of courses:** Each course is conducted by a faculty member as instructor. An instructor is responsible for conducting the course, setting of question papers, holding quiz, assignments, evaluating the performance of the students, awarding the grades at the end of the semester/summer term and submitting the grades to the Examination Cell office within the prescribed time limit. If a course is conducted by more than one instructor, the instructor-incharge shall be responsible for coordination and overall conduction of the course.
- **Teaching assignments:** The instructors for all the courses offered by a Department during the semester are designated by the concerned Departmental Head. If any other Department is also required to participate in teaching a particular course, the respective Head designates the instructor. The allocation is to be finalized by Dean (Academic).

### 7.2 Examination and Evaluation

Student enrolled in various Programmes of the Institute shall be awarded Letter Grades in each of his/her courses by the concerned instructor at the end of each semester, based on their continuous assessment process. This shall include appropriate weights for all evaluative exercises undertaken by the respective instructor during that semester, *viz.*, Mid Semester Examination, quizzes, assignments, tutorials, internal assessment, attendance in the courses, End Semester Examination, *etc.*

### 7.3 Grading System

IIIT-A follows a relative grading system. The following are the grades that may be awarded based on performance of the student in the concerned subject(s).

1. **A+** grade for *outstanding* performance.
2. **A** grade for *very good* performance.

3. **B+** grade for *fair* performance.
4. **B** grade for *satisfactory* performance.
5. **C** grade for *below average* performance.
6. **D** grade for *poor* performance and is the lowest passing grade. Students with poor performance may be awarded this grade.
7. **E** grade denotes that the student is *exposed* to the course. It is same as **F** grade except that it will enable concerned student to register for any other course(s) for which this course is a prerequisite. The cutoff for **E**-grade is 75% of marks required to acquire the lowest passing grade. **E** is a fail grade.
8. **F** grade stands for *fail*. May be awarded if the performance of the student is below all the above categories or was absent in the End Semester exam.
9. **I** grade stands for *incomplete*. If a student does not complete all the requirements for a course for a genuine reason, the instructor may award grade **I** (Incomplete). This grade must be converted by the instructor to a regular letter grade by the last date for such conversion specified in the Academic Calendar, failing which it is automatically converted to an **F** grade. The grade may also be used to indicate *result awaited* for any other reason till the last day of declaration of results.
10. **R** grade stands for *registration cancelled for want of minimum attendance*. This grade shall be awarded to students who do not meet the minimum stipulated attendance for the concerned course. Students may be provisionally allowed to appear in the End Semester. However, approval of Senate, based on student's appeal in the next meeting, is required to obtain appropriate grade.

The above letter grades, their descriptions, and the numerical grade points on a 10-point scale (known as Grade Points) are given in the following table:

Grade	Description	Weight (g)
A+	Outstanding	10
A	Very good	9
B+	Fair	8
B	Satisfactory	7
C	Below average	6
D	Poor	5
E	Exposed	0
F	Fail	0
I	Incomplete (OR) Result awaited	Not applicable
R	Registration cancelled for want of minimum attendance	Not applicable

Table 7.1: Grades, description and weight (grade points)

### 7.3.1 Semester Grade Point Index

The Semester Grade Point Index (SGPI) is the weighted average of the grade points earned by a student in all the courses credited and describes his/her performance in a semester. If the grade points associated with the letter grades awarded to a student are  $g_1, g_2, g_3, \dots, g_n$  and the corresponding credits are  $c_1, c_2, c_3, \dots, c_n$ :

$$SGPI = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

Whenever a student is permitted to appear in a Back Paper, the new letter grade replaces the old letter grade in the computation of the SGPI.



### 7.3.2 Cumulative Grade Point Index

The Cumulative Grade Point Index (CGPI) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as the SGPI, considering all the courses (say  $k$ ) over all the previous semesters, and is given by:

$$CGPI = \frac{\sum_{i=1}^k c_i g_i}{\sum_{i=1}^k c_i}$$

## 7.4 Attendance Requirements

At the time of calculating attendance requirements, following rules will be followed :

1. A student shall be deemed to have undergone a regular course of study in the Institute if he/she has at least 75% attendance in the lecture/practical of the concerned course.
2. The above limit includes a maximum leave margin of 25% in each course including approved leave for any reason (medical leave, participation in Seminars/Workshops/Internships, *etc*). Consequently, a student must physically be present in at least 50% of the classes/labs, and may have a maximum of 25% approved leave for completing a course.
3. A student who does not meet the above attendance requirement shall have his/her registration in the course cancelled. He/she shall be awarded **R** grade.

In the case of a core course, the student should register for and repeat the course when it is offered next. The course may be replaced if the course is not run in the corresponding semester subsequent year with the approval of Dean (Academic). The recommendation of the concerned DUGC shall be considered.

## 7.5 Marks for Attendance

Provided that a student has met attendance requirements as stated above, the student will be awarded *attendance marks* proportional to his/her attendance percentage. Leave of any nature shall not qualify for attendance marks.

## 7.6 Back Paper Examinations

A student who has received a failed grade may be given opportunities to pass the course by appearing in *Back Paper* examinations. For the purpose of calculating the number of Back Papers every credit course (Theory Paper, Term Paper, Practical Examination and Mini Project *etc*.) shall all be treated as one paper each. Nature of, and restrictions on Back Paper examinations are subject to policies set by Senate from time to time.

## 7.7 Make-Up Examinations

*Make-Up* examination is like a regular End Semester examination. Such examinations are permitted for students who miss End Semester examinations due to health-related issues. Students may be allowed to appear in Make-Up examinations through the policy made by Senate from time to time.

## 7.8 Academic Deficiency

A student will be placed in the *Academically Deficient* list if the percentage of credits cleared is less than 50%<sup>1</sup> in the previous academic year (over the Odd and Even semester that academic year) after declaration of the Back Paper examination. Such a student has to register afresh for the courses in which **F**-grade was awarded to clear the failed component (Theory/Lab/Both). For the rest of the previous courses (previous to the last academic year), the student can appear in the Back Paper Exams.

## 7.9 Grade Card and Transcript

Grade cards are issued after the End Semester examination of each semester and the Back Paper examinations.

The Grade card contains the credits gained by a student in different courses in the semester with his/her performance indicators, SGPI and CGPI. The Back Paper Grade Card contains the modified credits obtained in the subjects and modified SGPI and CGPI.

Transcripts are issued on request for a fee.

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<sup>1</sup>R grades are not included in the calculation.

## 8.

# LEAVE OF ABSENCE

### 8.1 Mid-Semester Break and Vacation

B.Tech students are entitled to avail themselves of the Mid-Semester break and vacations as specified in the Academic Calendar.

### 8.2 Short Leave

Leave of absence during the semester is discouraged for all registered students. However, for *bona fide* reasons, a student may be granted leave of absence during the semester by the concerned DUGC. The rules under Short Leave are:

1. Maximum of 15 working days for medical reasons
2. Maximum of 5 working days for non-medical reasons
3. In no case a student can be granted leave of absence in excess of 20 working days in a semester. The stipulations under Section **Attendance Requirements of TEACHING AND EVALUATION** have to be adhered to for individual courses.
4. Short leave is counted under minimum attendance requirements in favour of the student.

Application for leave of absence should be addressed to the Chairperson, DUGC who shall be the competent authority for granting Short Leave. It should be submitted to the DUGC with a medical certificate (in original), if applicable. Leave of absence may not usually be availed without prior approval of the DUGC, and an application with appropriate document(s) should be submitted to the DUGC in such cases.

#### 8.2.1 Grant of Medical Leave

In case of leave due to sickness/medical disability, an application for the grant of leave must be supported by a medical certificate issued by the Institute's Doctor or Institute recognized Hospital(s). In case, the treatment is availed by a registered Private Medical Practitioner, the application should first be approved by the Medical Board of the Institute and then should be submitted to the Head of the Department. The application for medical leave must be submitted either during the period of treatment/hospitalization or within seven days after recovery.

### 8.3 Temporary Withdrawal/Semester Leave

A student may be allowed to withdraw temporarily on leave of absence for a semester for *bona fide* reasons. Such leave of absence shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme.

An application for temporary withdrawal should be made before the date of registration for the semester as mentioned in the Academic Calendar. However, under exceptional circumstances, a student may apply for withdrawal anytime during the semester.

Application for temporary withdrawal should be addressed to the Dean (Academic) along with the recommendation of the concerned DUGC with a medical certificate (in original), if applicable. Dean (Academic) will be the competent authority to grant the leave.

A student who remains on authorized leave of absence due to ill health shall be required to submit a certificate from a Registered Medical Practitioner to the effect that she/he is sufficiently cured and is fit to resume his/her studies. The institute may constitute a Medical Board to determine the fitness of the student to resume studies. The registration of the student shall be provisional till the Board certifies fitness. In the event that the Board recommends that the student is not yet fit to resume studies, the registration may be cancelled.

A student who resumes studies will have to register for the semester from which he had withdrawn to continue his/her programme.

## 8.4 Termination of Programme due to Unauthorized Leave

1. If a student does not appear in the End Semester examination of all the courses in which he/she is registered, his/her program may be terminated by Senate.
2. Unauthorized absence for a long period during a semester his/her program may be terminated by Senate.
3. Unauthorized absence for a period of four or more weeks during a semester shall result in automatic cancellation of the registration of the student from all the courses in that semester.

## 8.5 Permission to Proceed to Other Institutions

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

A student who satisfies the minimum eligibility conditions given below may spend at least one semester and up to two semesters in any academic institution of repute in India or abroad with prior permission of Dean (Academic). Dean (Academic), on the recommendation of the DUGC, may allow a student waiver for the semester in *lieu* of his/her successful completion of the programme elsewhere as a non-degree student.

### 8.5.1 Eligibility

1. No outstanding Back Papers,
2. CGPI of at least 7.0

### 8.5.2 Procedure

The student shall make an application to Dean (Academic) through the concerned DUGC, giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the institution where he/she has chosen to spend time as a non-degree student.

The DUGC shall examine the student's proposal to determine whether the proposed programme is of a nature that the student will benefit from the exposure. Any application for waiver of credits at IIIT-A or transfer of credits from the other institution shall be decided in accordance with the procedure given below. On the recommendation of the DUGC, Dean (Academic) may

approve the proposal and grant permission, with leave of absence, to the student to proceed as a non-degree student to the selected institution.

Only after waiver for the semester in-lieu of his/her successful completion of the programme elsewhere as a non-degree student is granted, a student can proceed to spend time as a non-degree student.

### **8.5.3 Transfer of Credits and Waiver in Lieu Thereof**

Permission to proceed to another institution as a nondegree student does not imply that the student will automatically get waiver from the academic and other requirements of his/her ongoing undergraduate programme at the Institute.

However, on return, he/she may apply for waiver with an official transcript of the grades obtained by him/her at the selected institution as a non-degree student and other documents/material that the concerned DUGC may require for evaluation. The DUGC will determine, by whatever means it deems fit, the equivalent courses (credits) and/or requirements for which the student may be given a waiver in his/her undergraduate programme at the Institute.

Against the semester or semesters for which a waiver is granted, the SGPI can be calculated the basis of the credits/grades earn by him in the selected institution elsewhere. However under no conditions, the grades earned at any other institution shall be considered for CGPI calculations and it will not appear on the final transcript.

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 this clause for the transfer of academic credits, waiver, etc.

## 9.

# PROGRAMME REQUIREMENTS

Minimum academic requirements shall be prescribed by Senate.

### 9.1 Programme Duration

The minimum duration and maximum durations are given in the table below. The semesters for which a student has been granted permission to withdraw temporarily on leave of absence will not be counted towards the calculation of duration for completion of the programme.

### 9.2 Extension Period for Final Semester Students

The maximum duration for completion of the courses listed in the Ordinance can be extended maximum of three months. The student who fails to complete his/her final semester project/thesis presentation within stipulated time frame will have to re-register himself/herself for that semester with prescribed fee. He/she will be awarded degree for the session when he/she completes the prerequisite for the award of degree.

### 9.3 Absence During the Semester Due to Internship/Training

All students absent in the class due to internship/training programme, during the academic session will be marked as absent. This absence will be considered in the category of Short Leave.

### 9.4 Termination

Upon completion of maximum allowable period, the **enrollment** of the student shall be cancelled automatically. Such termination/dismissal can also happen due to reasons listed under any of the other Ordinances, such as under **LEAVE OF ABSENCE** and **CONDUCT AND DISCIPLINE**. The student shall however be free to make an appeal to the Senate for reinstatement explaining reasons for the delay.

Sl	Programme	Min duration	Max duration <sup>1</sup>
1	B.Tech	4 years	7 years
2	Dual Degree B.Tech-M.Tech	5 years	8 years
3	Dual Degree B.Tech-MBA	5 years	8 years

Table 9.1: Total programme length for various courses

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<sup>1</sup>Additional one year relaxation shall be allowable to candidates belonging to SC/ST/PH categories.

## **9.5 Appeal Against Termination**

A student whose Programme is terminated on account of inadequate Academic Performance or otherwise has the right to appeal to the Chairman Senate through DUGC and SUGC for reconsideration. While making the appeal against termination, he/she shall give reasons for his/her poor Academic Performance and/or to explain why his/her position (case) merits reconsideration. 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. The maximum time for appeal against termination is one month from the date of the letter of termination.

# **10.**

## **GRADUATION REQUIREMENTS**

### **10.1 Requirements for Graduation**

A student shall be deemed to have completed the graduation requirements if the student has:

1. passed all the prescribed courses;
2. satisfied the minimum academic requirements;
3. satisfied all the requirements specified by the concerned Department, if any;
4. satisfied all the requirements specified by the Senate and the Ordinances;

In addition, the student should have paid all the dues to the Institute, and, should have no pending case of indiscipline.

A student who has completed all the graduation requirements shall be recommended by the Senate to the Board of Governors (BoG) for the award of appropriate Degree in the ensuing Convocation. A Degree can be awarded only after the Board has approved the award of the Degree.

### **10.2 Award of Degree**

A student who has completed all the graduation requirements shall be recommended by the Senate to the BoG for the award of appropriate Degree in the ensuing Convocation.

A Degree can be awarded only after the BoG has approved the award of the Degree. However, provisional degree may be issued for the intervening period between the completion of graduation requirements and the Convocation. The provisional degree shall be valid for a maximum period of 5 years from the date of issue.

### **10.3 Withdrawal of Degree**

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.



# **11.**

## **SCHOLARSHIPS, AWARDS, PRIZES AND MEDALS**

1. Merit-cum-Means awards/scholarships, freeships and Certificates of Merit shall be awarded to undergraduate students according to the rules laid down by the Senate.
2. Scholarships are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material facts and/or supply of false information.
3. Students leaving the Institute on their own accord without completing the programme of study may be required to refund the amount of scholarship received during that year.
4. No student can receive two scholarships simultaneously.
5. Scholarships will not be paid after the month in which a student completes all the prescribed courses.
6. To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate shall award Prizes/Medals/Scholarships to be instituted either by the Institute or through endowment /grants of donors. The norms and conditions for the institution of such Scholarships/Prizes/Medals shall require approval of the Board of Governors.
7. Dual Degree B.Tech-M.Tech and Integrated M.Tech students are eligible for scholarship as per Government norms made from time to time.

# 12.

## CONDUCT AND DISCIPLINE

1. Each student shall conduct himself/herself, both within and outside the campus of the Institute, in a manner befitting a student of an Institute of National importance. No student is expected to indulge in any activity which tends to bring down the prestige of the Institute. Each student shall show due respect and courtesy to the teachers, administrators, officers and employees of the Institute; and, good neighborly behaviour to fellow students. They should also pay due courtesy to the visitors and residents of the campus.
2. Lack of courtesy and decorum; unbecoming conduct (both within and outside the Institute); willful damage or removal of Institute property or belongings of a fellow student; disturbing fellow students in their studies; adoption of unfair means during examinations; breach of rules and regulations of the Institute; noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct of students.
3. Violation of the Code of Conduct of students by any student, shall invite disciplinary action and may merit punishment, such as reprimand, disciplinary probation, fine, being debarred from examination, debarring the use of placement services, withholding of grades, withholding of degree, cancellation of registration and even dismissal from the Institute.
4. The Warden-in-Charge of the concerned Hostel shall have power to reprimand or impose fine or take any other such suitable measure against any resident of the Hostel, who violates either the rules and regulations or the Code of Conduct pertaining to the concerned Hostels.
5. The Instructor-in-Charge of a course/Chief Proctor shall have the power to debar a student from the examination in which the student is detected to be using unfair means. They Instructor/Tutor shall have the power to take appropriate action against a student who attempts to misbehave in the class.
6. Ragging, in any form, is strictly prohibited and any violation shall be considered as a serious offence, leading even to dismissal from the Institute.
7. The Senate shall constitute a Standing Committee to investigate the alleged misdemeanour reported and recommend a suitable course of action. The Senate shall also prescribe the procedure for dealing with the recommendations of this Committee. Violation of the Code of Conduct of students, by a student or a group of students can be referred to this Committee by any student or a teacher and the Director or any other functionary of the Institute.
8. In very exceptional circumstances, the Chairman, Senate may appoint a Special Disciplinary Committee to investigate and/or recommend the action to be taken in case of any act of gross indiscipline involving a large number of students which may tarnish the image of the Institute.
9. The case of a defaulting student recommended for dismissal from the Institute shall ordinarily be referred to the Senate for its final decision.

10. A defaulting student who feels aggrieved with the punishment awarded may prefer an appeal to the Chairman, Senate stating clearly the reasons why the punishment should not be awarded. The Senate shall prescribe the procedure to process such an appeal.
11. A student who is found guilty of some major offence may not be recommended by the Senate to the Board of Governors for the award of a degree/certificate even if all the academic requirements have been satisfactorily completed by the concerned student.

## 13.

# HOSTELS

1. IIIT-Allahabad is a residential Institute and, therefore, every registered student shall reside in a room assigned to him in one of the Hostels. In exceptional cases, the Director may permit a student to reside with his or her parent/local guardian. Such students shall, however, pay full seat rent and such other dues as may be prescribed from time to time.
2. For each Hostel there shall be a Warden and other staff as may be determined by the Director of the Institute from time to time. The office of the Chairman, Council of Wardens (CoW) and other Wardens shall be held by the members of the academic staff of the Institute. These appointments shall be made by the Director. The Warden of a Hostel shall be responsible for managing it efficiently.
3. Every student residing in a Hostel shall join the Hostel Mess. However, the Warden may exempt an individual student from the Hostel Mess on medical grounds for a specified period.
4. During Institute vacations, messes of a few Hostels will function, depending upon need. All students staying in the Hostel during vacation shall have to join one of these messes. No other arrangement will normally be permitted.
5. Each Hostel shall have a Executive Committee (HEC). The constitution of the HEC and its functions shall be as decided by the CoW.
6. Every resident shall be personally responsible for the safe up- keep of the furniture and other items supplied to the resident and will be charged for any damage or loss caused by design or negligence during the occupancy of the room.
7. Every resident must pay the mess bill by the due date, announced by the Warden. Failure to deposit the dues in time may result in fine or such other penalty as the Warden may deem fit. Even the registration of a student may be cancelled in case of failure to clear the mess dues within 30 days of the due date.
8. Besides the payment of mess dues, every resident will also pay establishment charges every month at the rate prescribed from time to time by the Warden. This is in addition to the mess establishment charges payable to the Institute.
9. Residents shall respect the right of each individual to express his/her ideas, pursue his/her interests and follow the style of life most meaningful to him/her. However, party based political campaigning is prohibited.
10. Visitors of the opposite sex are strictly prohibited to enter the residential blocks of any Hostel.
11. Students are disallowed to enter the residential areas of faculty and employees except on invitation.
12. Use of liquor, drugs, or any other intoxicants in the Hostel premises is strictly prohibited.

13. Every resident shall comply with all the rules and regulations of the Hostel as may be in force from time to time. The Warden shall take necessary action against the defaulters.
14. The guidelines for Hostel residents will be displayed on the Institute website in the form of Hostel Manual.

# **14.**

## **AMENDMENTS**

Any amendments to the Ordinances made by the Senate shall be displayed here.