

**Annexure-I**

**PANDIT DWARKA PRASAD MISHRA  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING,  
JABALPUR**

**ORDINANCES OF PDPM-IIITDM JABALPUR**

Section 35 Ordinances: Subject to the provisions of this Act and the Statutes, the Ordinances of each Institute may provide for all or any of the following matters, namely:

**0. ACADEMIC PROGRAMMES AND DEGREES/ DIPLOMAS**

1. The Senate, after examining each proposal for introduction of a new Programme from the point of view of its viability and desirability in the light of broad goals as set forth in the Act & Statutes of the Institute, shall make suitable recommendations to the Board of Governors of the Institute.
2. The recommendations of the Senate on each proposal for introduction of a new Programme shall be considered by the Board of Governors.
3. The minimum admission standards and the duration of each Programme, whether existing or new, shall be advised by the Senate.
4. The curriculum of each Programme, required for its successful completion, shall require prior approval of the Senate. Any change in the approved curriculum of any existing Programme shall also require prior approval of the Senate.
5. The Senate shall approve the format of each Degree/Diploma to be awarded to a student after successful completion of the Programme. Any revision in the format of a Degree/Diploma shall also require approval of the Senate.
6. Conferment of an Honorary Degree of the Institute shall be in accordance with Statute.

**a) The admission of the students to the Institute**

The Senate shall decide the criteria and policies for-admission in the various programmes of the Institute.

**a.1 Undergraduate Programmes (B.Tech./B.Des.)**

1. The Institute shall offer four-year
  - i. Bachelors of Technology (B.Tech.) programme in
    - a. Computer Science & Engineering (CSE),
    - b. Electronics & Communications Engineering (ECE), and
    - c. Mechanical Engineering (ME)
  - ii. Bachelor of Design (B.Des.) Programme
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.
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).
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.
5. Admission to an undergraduate programme of the Institute requires that the applicant
  - i. be eligible (i.e. passed XII standard public examination) as per the requirement mentioned in 2 or 3 above, and
  - ii. satisfies the requirements of the laid-down admission procedure, and
  - iii. pays the prescribed fees and other dues as applicable.

**a.2 Postgraduate Programmes (M.Tech./M.Des./Ph.D.)**

1. The Institute shall offer
  - i) *Four-Semesters Masters programme*, i.e. Master of Technology (M.Tech.) and Master of Design (M.Des.) programmes and
  - ii) *Doctoral of Philosophy (Ph.D.) programmes*
2. Postgraduate students shall be admitted under the following categories:  
**FULL TIME**
  - i) Institute Assistantship (IA)
  - ii) Govt./Semi Govt. Fellowship Award (FA) (QIP, Deity, CSIR, UGC, DAE, DST, DBT, NBHM, etc.)

- iii) Sponsored Candidates (SW)

#### **PART TIME**

- i) Institute Staff (IS), for Institute Staff of IIITDM Jabalpur
- ii) Project Staff (PS), for Project Staff of IIITDM Jabalpur
- iii) External candidates, sponsored by recognized R & D organizations / academic institution / industry (EX)

#### **2.1 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.

#### **2.2 Fellowship Award (FA)**

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.

#### **2.3 Sponsored Candidate (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.

#### **2.4 Institute Staff (IS)**

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.

#### **2.5 Project Staff (PS)**

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.

#### **2.6 External (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:

- a. 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.
  - b. 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.
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   |

4. Eligibility for Admissions

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) or equivalent examination conducted at national level will be essential. The candidate should have valid GATE/

CEED/ UGC-JRF score.

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) or equivalent examination conducted at national level at any time.

5. Relaxation for reserved category in the eligibility requirements shall be as per Govt. of India norms.
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.
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.
8. Students under Dual Degree
  - A) 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.
  - B) 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.
  - C) 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.
9. Direct Admission to Ph.D after B.Tech
  - A) 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.
  - B) 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.
- C) They shall be admitted through the same regular admission process as specified for the regular Ph.D. students.
10. The process of admission under the following categories shall be the same as per the guidelines approved by the Senate:
- 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)
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.
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:
- a. 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*".
  - b. 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.
  - c. 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.
- d. The PS shall perform assignment assigned by the PI of the project under this category.
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
  14. A student may apply for conversion of categories (IA, FA, SW to EX) through RPC, as per the guidelines framed by the Senate. Approval for such conversion may be given by the Chairperson Senate on the recommendation of Head of the Discipline and Dean Academic.
  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.
  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.
  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.

#### **RESIDENCE REQUIREMENTS**

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. 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.

3. Students registered in the EX category (non-local) will be required to stay in the campus at least as long it takes to
  - complete the course work and pass the comprehensive examination and
  - 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.
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.

### **ACADEMIC SESSION**

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.
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. 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.

### **REGISTRATION**

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.*
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.

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

### **Cancellation of Semester Registration**

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.
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.

**b) The courses of study to be laid down for all degrees *and* diplomas of the Institute**

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

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

Academic Load <b>AL</b>	Course Weightage or <b>Credit Units</b>
≤06	2
07-08	3
09-12	4
13-15	5

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

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

**Undergraduate (B.Tech/B.Des)**

4. A student needs to earn minimum credits as per the curriculum approved by the Senate for completing the B.Tech/B.Des programme in different natures of courses:

Total Credit in BTech	160	
	<b>81</b>	
<b>Professional courses</b>	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)
	<b>79</b>	
<b>Core courses (ES+NS+DS+MN+HS)</b>	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)

5. The courses of study shall include projects:

<b>Optional Project (starting from Semester one)</b>	<ul style="list-style-type: none"> <li>A student can choose project starting from first semester and can register at any time in a year after discussing with faculty mentor.</li> <li>Credits for this project will be two credits in a year.</li> <li>A student can earn maximum of 6 credits within 3 years and he/she may get relaxation of 6 credits in the curriculum (Including PBI/Project) as per his/her choice.</li> <li>The final evaluation of this optional project will be carried out by a committee approved by the head of the discipline</li> <li>The weightage for grading will be: Faculty mentor-70%, committee-30%.</li> <li>The faculty mentor will be convener of the process of evaluation of his student.</li> </ul>
<b>External Project (Project Based Internship (PBI))</b>	<ul style="list-style-type: none"> <li>A student can register for PBI in 7<sup>th</sup> Semester for 12 credits (against 3 prof. Electives).</li> <li>Such students must earn remaining 8 credits from other semester out of which at least 4 credits should be before PBI.</li> <li>Such student will do the project in Industry/ Company/</li> </ul>

	<p>premier educational Institutes and requires approval of DUGC.</p> <ul style="list-style-type: none"> <li>• Coordination of PBI shall be done by the Discipline.</li> </ul>
<b>Design and Manufacturing Projects</b>	<ul style="list-style-type: none"> <li>• All students of B.Tech. programmes are required to register for Design and manufacturing project in their fourth semester</li> <li>• This project must contain interdisciplinary contents</li> <li>• The project shall focus on design and fabrication of prototype of a product</li> <li>• Final outcome of the project must be a prototype of a project.</li> </ul>

6. 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.
7. A student having her/his  $\text{CPI} \geq 8.0$  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 :-
  - (i) Enriching her/his knowledge or
  - (ii) clear backlogs
8. 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.
9. 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.
10. For an elective course to be offered in a particular semester, a minimum of five students must be registered for that course.
11. 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.
12. An undergraduate student may be allowed to register for the reduced load by the Dean academic on the recommendation of DUGC, if
  - (i) A student is unable to cope up with her/his semester load and is under academic probation/ academic break
  - (ii) In exceptional cases, due to some genuine reason, the student is not able to cope up with the academic load.

## Postgraduate Programme (M.Tech/M.Des/Ph.D)

1. The courses of study of postgraduate programme shall comprise of
  - Professional Communication course
  - Core Courses
  - Electives or Electives in Modular Form (EMF)
  - Thesis Work
2. Minimum credits requirements for completing the postgraduate programme:

	<b>M.Tech.</b>	<b>M.Des.</b>	<b>Ph.D. [after Masters' programme]</b>	<b>Ph.D. [after B.Tech./ B.E./ M.Sc./MA]</b>
Minimum total number of credits	70	94	72	106
Minimum number of credits through the course work	28	60	16	40
Minimum number of credits through Graduate/Progress Seminar	04	04	06	06
Credits through Teaching Work*	—	—	02	02
Credits through Summer Internship	-	02	-	-
Minimum number of credits through thesis research	32	20	48	48
Professional Communication Skills course	02	02	02	02

3. 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.
4. 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.
5. Thesis work can be registered in a semester in multiples of 4 credits.
6. 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.
7. *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.
8. 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.
9. 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.
  10. A postgraduate student (except M.Des.) shall register for 16-20 credits in a semester.
  11. Students registered under EX category shall be required to register for 10-14 credits in a semester.

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

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

- 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;

**c.1: Conditions under which students shall be admitted to the degree/ diploma**

1. All students enrolled in the undergraduate / master's programmes are admitted to the candidacy for the Bachelor's / Master's degree.
2. A student enrolled in the Doctoral programme is formally admitted to the candidacy for the Doctoral degree after he/she has completed :
  - a. the minimum credit requirements of the Course work with minimum CPI of 7.0.

AND

  - b. has successfully completed the comprehensive examination.

**c.2: Conditions for Admission to the Examinations:**

1. The student may be allowed to appear in the examination if:
  - a) She/ he has formally registered in the course/ project/ lab/ thesis
  - b) She/ he fulfills the minimum requirement of the attendance, residence, and any other relevant requirement(s)
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.
3. Large deviation from recommended mode of evaluation as mentioned in section 2 above, needs prior approval from the Dean Academic.
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.
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.
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. 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.

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

#### **c.3: Degree/ Diploma**

1. A student is deemed to have completed the requirements for award of degree/diploma, if she/he:
  - a) has completed successfully minimum academic requirements for the award of degree
  - b) completed the minimum requirement of residence
  - c) paid all dues to the Institute and the Halls of Residence, and
  - d) no case of indiscipline is pending against her/him.
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.
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.

#### **c.4: Minimum Academic Requirements for the award of degree**

##### **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:

- a) completing the minimum credit requirements of Course/ Project work as per the approved curriculum.

AND

- b) have at least the minimum required CPI of 5.0



AND

- c) Satisfied all the additional requirements specified by the Discipline and approved by the Senate, if any,

AND

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

#### **Master's Students**

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

- a) completed the minimum credit requirements of each of the following

- i. Coursework
- ii. Graduate seminars and
- iii. Thesis/ Project work,

AND

- b) have at least the minimum required CPI of 6.5

AND

- c) must have successfully defended her/his thesis and submitted her/ his final thesis

AND

- d) satisfied all the additional requirements specified by the Discipline and approved by the Senate, if any,

AND

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

### **Doctoral Students**

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

- a) completed the minimum credit requirements of each of the following
  - i. Course work
  - ii. Teaching work
  - iii. Progress Seminars and
  - iv. Thesis work

AND

- b) have at least the minimum required CPI of 7.0 in course work

AND

- c) must have successfully defended her/his thesis and submitted her/ his final thesis

AND

- d) Satisfied all the additional requirements specified by the Discipline and approved by the Senate, if any

AND

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

### **c.5: Minimum and Maximum Duration of a Programme**

1. The minimum duration for completion of undergraduate programmes shall be of eight regular semesters.
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.
3. The minimum duration for completion of Doctoral programmes under part time category shall be of 6 semesters.
4. The maximum duration under which the undergraduate programme is to be completed,

irrespective of the category of the student, shall be 6 years.

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

A handwritten signature in blue ink, appearing to read "S. J."

**d) The conditions of award of the fellowships, scholarships, exhibitions, medals and prizes;**

1. In order to financially assist (a) meritorious students coming from weaker economic background, (b) girl students and (c) Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Caste (OBC) students, the Institute may award
  - (i) Scholarships,
  - (ii) Tuition Waivers (Freeships),
  - (iii) Book and other Grants,
  - (iv) Pocket Allowance,
  - (v) Free Basic Messing Facility and any other facilities from its own funds as per government policies and guidelines applicable at the time of the award.
2. Board of Governors of the Institute may instate such fellowship, scholarship, medals and prizes on the recommendation of the Senate.
3. In order to promote an outstanding or excellent academic performance, excellence in a given course of the program, excellence in research, social service, games and sports, cultural activities, participation in students counselling, participation and constructive leadership in gymkhana involving all round overall performance, the Institute may award various scholarships, prizes, medals and awards either from its own funds or from funds obtained from other governmental or non-governmental sources.
4. In order to promote the study at the postgraduate level, the Institute may award various scholarships/assistantships to its students either from its own funds or from funds obtained from other governmental or non-governmental sources.
5. In order to promote research and development in specified fields, the Institute may award various scholarships, prizes and medals to its undergraduate as well as postgraduate students either from its own funds or from funds obtained from other governmental or non-governmental sources.

**d.1: Financial Assistance From Institute Funds**

**Merit-cum-Means (MCM) Scholarships for Undergraduate Students**

1. In order to financially assist meritorious students coming from economically weaker background, the Institute may award Merit-cum-Means scholarships to needy students from its own funds made available by the Ministry of Human Resource & Development (MHRD) for this purpose.
2. The total number of MCM scholarships awarded in a given batch shall not exceed 25 % of the students enrolled in that batch of the B Tech program. 20 % of the total number of available MCM Scholarships for each batch shall be reserved for students belonging to the SC/ST categories.
3. MCM Scholarships, if unutilized by any particular batch, may be transferred to another

✓/

batch. Also, unutilized MCM Scholarships reserved for SC/ST students may be transferred for award to the general category students.

4. The amount of MCM Scholarship for both general as well as SC/ST category of students shall be as prescribed from time to time by the Ministry of Human Resource & Development (MHRD), and approved by the Board of Governors of the Institute.
5. The award of the MCM Scholarship would also imply granting of Tuition Waiver, i.e. the Freeship.
6. Depending on the number of assistantships available with each discipline, the Institute may award them to meritorious students of the M Tech/MDes programme for those receiving the Institute Assistantship and who have a valid qualifying Graduate Aptitude Test in Engineering (GATE) Score with them. However, those M Tech students who have done their B Tech from IITs and have secured a graduating CPI  $> 8.0$  on a scale of 10.0, shall be eligible to receive Institute Assistantship without having a valid qualifying GATE Score.
7. Amount of the Institute Assistantship for M Tech students shall be as per the directive of the Ministry of Human Resource & Development (MHRD) and may change from time to time
8. All M Tech Institute Assistantship holders shall be required to assist the Institute by carrying out the specified work assigned to them. The work to be assigned shall be as per guidelines of MHRD and shall be monitored by the Convener DPGC or his/her nominee(s).
9. All regular PhD students of the Institute, except those who have been sponsored by their respective organizations, shall be awarded the Institute Assistantship.
10. Amount of the Institute Assistantship for PhD students shall be as per the directive of the Ministry of Human Resource & Development (MHRD) and may change from time to time
11. All Ph.D. Institute Assistantship holders shall be required to assist the Institute by carrying out the specified work assigned to them. The work to be assigned shall be as per guidelines of MHRD and shall be monitored by the Convener DPGC or his/her nominee(s).

#### **Tuition Waiver, i.e. Freeship**

1. All undergraduate MCM Scholarship holders shall be entitled to a tuition waiver. They shall, however, be required to pay all other fees such as gymkhana fees, hostel seat rent, etc. as per rules.
2. All undergraduate SC/ST students are awarded the Tuition Waiver. They may, however, be required to pay all other fees such as gymkhana fees, hostel seat rent, etc. as per rules.
3. An additional 10 % of students of each batch of the undergraduate programme, beyond those awarded the MCM Scholarships, may be awarded only Tuition Waiver. The following category of students may be considered eligible for such additional Tuition



**Waivers:**

- a. Applicants who were eligible for the award of the MCM Scholarship, but could not be awarded the same because of the non-availability of enough number of MCM Scholarships.
- b. Under very special conditions, the SPACS considers suitable for the grant of a Tuition Waiver for a student.
4. Except SC/ST students of M Tech or PhD programmes, postgraduate students are not entitled for full Tuition Waiver. The Institute may, however, waive part of the tuition fee for its regular students in different postgraduate programmes.
5. From the funds made available by the Ministry of Social Justice and Empowerment/ Ministry of Tribal Affairs, a selected number of SC/ST students of the B Tech programme, whose parent's total annual income from all sources is within the prescribed maximum limit shall be given an annual book grant and other grants
6. Master's and Ph.D. students of the Institute may be provided an annual contingency grant as decided by the Institute administration. However, this will be governed by the guidelines as decided by the institute administration from time to time. Those SC/ST students of the B.Tech. programme, whose parents' total annual income from all sources is less than the prescribed upper limit, the Institute may give boarding and lodging charges to a maximum of (i) 10 Scheduled Castes students and (ii) 5 Scheduled Tribes students per batch awarded by the Ministry of Social Justice and Empowerment and Ministry of Tribal Affairs, respectively.
7. Those students who are not awarded the boarding and lodging facilities but have their parent's total annual income from all sources less than the prescribed upper limit as defined, may be awarded the Free Basic Messing facility through funds made available for this purpose either by the Harijan Samaj Kalyan Department of the State Government or by the Ministry of Human Resource & Development. Under this scheme, the bill for basic messing, as applicable for the individual hostel where the concerned students reside, shall be paid by the Institute.
8. All SC/ST students desirous of availing the Free Boarding and Lodging facility, awarded by the Ministry of Social Justice and Empowerment/Ministry of Tribal Affairs, or Free Basic Messing Facility and the Pocket Allowance awarded by the Harijan Samaj Kalyan Department of the State Government or by the Ministry of Human Resource & Development shall be required to submit applications, with the requirements specified to the Convener SPACS in the beginning of each academic year.

**d.2: Institute Medals And Prizes**

1. **Chairman's Gold Medal:** The Chairman's Gold Medal (CGM), to be presented at the Institute Convocation every year, shall be awarded to the student with the best academic performance in the entire graduating B Tech batch. However, a reporting CPI of 9.0 shall be the minimum requirement for the award of the Chairman's Gold Medal.



2. **Director's Gold Medals** Director's Gold Medals (DGMs), to be presented at the Institute Convocation every year, shall be awarded for the best all round performance from among the graduating Undergraduate and Postgraduate students. Students of all disciplines/programme shall be eligible for the award of DGM.
3. **D&M Proficiency Gold Medals:** Design and Manufacturing Proficiency Gold Medals are awarded at the time of Institute's Convocation for the best cross-disciplinary project from among the graduating B.Tech. students and the best cross-disciplinary thesis from among the graduating M.Tech. / M.Des. / Ph.D. students. Award of design and manufacturing proficiency gold medal (DMPGM) is applicable for BTP/PBI or Design and Fabrication projects.
4. **Academic Performance Proficiency Silver Medals:** Academic Performance Proficiency Silver Medals shall be awarded at the time of Institute's Convocation for the outstanding academic performance to the best graduating student of each discipline of the B Tech program.
5. **IIITDM Proficiency Prizes:** IIITDM Proficiency Prizes is normally awarded for (i) the best B Tech project in the graduating B.Tech. batch and (ii) the best thesis from among the graduating M.Tech./ M.Des. students in each of the discipline. The recipient(s) of the D&M Proficiency Gold Medals shall be eligible for the award of the IIITDM Proficiency Prizes
6. **Director's Silver Medals:** Director's Silver Medals (DSMs) shall be presented at the time of Institute's Convocation for the outstanding performance in (i) Games & Sports activities and (ii) Cultural activities from among the graduating undergraduate and postgraduate students.
7. **Best Ph.D. Thesis Prize:** Best Ph.D. thesis prize is normally awarded for the best thesis from among the graduating Ph.D. students of all the disciplines. The recipient(s) of the D&M Proficiency Gold Medals shall be eligible for the award of the Best Ph.D. thesis prize.

In case in a year, none of the candidate is found suitable for the medal/ prize/ award as listed in 1 to 7 above, same may not be awarded in that year.

8. **Notional Prizes and Certificates of Merit:** Notional Prizes and Certificates of Merit shall be awarded to 7 percent of the students of each undergraduate and postgraduate batch for excellent academic performance in an academic year. In the first two years, the 7 percent shall be calculated for the entire B.Tech. batch, whereas for the third year the award shall be made for each discipline taking into account their respective strengths. For PG student, the 7 percent shall be calculated based on the academic performance of the first two semester of PG program for each discipline taking into account their respective strengths.

## **INSTITUTION OF OTHER SCHOLARSHIPS, PRIZES AND MEDALS**

The Institute welcomes starting of new scholarships, prizes and medals for its undergraduate as well as postgraduate students from other Governmental and non-Governmental sources. However, the purpose of instituting new scholarships, prizes and medals should fulfil the goals for the same as described above. Institution of any new award at the Institute shall require the approval by its Senate. In order to do the same, the proposal from an outside source shall be examined by the Scholarships, Prizes and Awards Committee of the Senate (SPACS). If found suitable, the SPACS shall recommend the same to the Senate by ensuring that the proposal necessarily contains the following information: (a) the title of the award, (b) the nature of the award, (c) the time of presentation, and (d) the criteria for selection/eligibility (e) Amount of endowment to be deposited with the Institute.

- e) **The conditions and mode of appointment and duties of examining bodies, examiners and moderators;**
  - 1. 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.
  - 2. 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.
  - 3. 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.
  - 4. 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.
  - 5. Dean Academic or her/ his nominee can assign duty of any faculty as invigilator during the mid/end semester exams.
  - 6. Invigilators will be responsible for the fair conduct of the exams and is authorized to take appropriate action for the fair conduct of exams.

#### **Moderations**

- 1. 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 APSC and approved by the Chairperson Senate.
- 2. 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.
- 3. 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.

#### **Advisory and Progress Committees for the Undergraduate Students**

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.
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.

#### **Advisory and Progress Committees for Postgraduate Students**

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.
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.
3. A Masters' student is required to decide her/his supervisor at the end of the first semester
4. A Ph.D. student is required to decide her/his supervisor in the beginning of first semester.
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.
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. 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.
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.

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.
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.
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.
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.
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.

**f) The conduct of examinations;**

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:
  - a) In case of
    - i. 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).
    - ii. 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).
    - iii. 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).
  - b) 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.
  - c) The weightage assigned to different components of assessment will be announced by the concerned instructor(s) in the beginning of the semester.
  - d) 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.
  - e) 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.
  2. Changes in Grades awarded shall be made as per the procedures laid down by the Senate.
  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.
  4. A student may be debarred from appearing in the end semester examination due to the following reasons:
    - a) If any disciplinary action is taken against him/her.

- b) On recommendation of a course instructor, if his/her attendance in the Lecture/ Tutorial/ Practical classes has not been satisfactory during the semester.
- 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.
- 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. Grades shall be withheld when the student has not paid his/her dues or when there is a disciplinary action pending against him/her.
- 8. 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 i.e. 7.0.
  - 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 as per policy of the discipline approved by the APCS.
  - iv. The Comprehensive Examination Board of a Doctoral student shall be same as his/her RPC and thesis supervisor shall be the convener.
  - v. The convener of the Comprehensive Examination Board shall be responsible to send the report of the Comprehensive Examination to the Convener, DPGC within eight weeks of the date of *approval* of the Board.
  - vi. 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.
- 9. Thesis submission for evaluation by postgraduate students:

- i. A Doctoral candidate shall be allowed to submit the thesis within the stipulated time after successfully completion of the open seminar.
  - ii. It will be duty of the student submitting the thesis to check the thesis against possible plagiarism.
  - iii. 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.
  - iv. 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.
10. Open Seminar by Doctoral Students
- a. Before proceeding to finalize the thesis, each Doctoral student shall be required to deliver an Open Seminar.
  - b. A student shall become eligible to give open seminar after completion of all academic requirements for the Doctoral Programme including thesis work.
  - c. 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.
  - d. The thesis supervisor/ programme coordinator shall constitute a committee for open seminar. The committee shall comprise of
    - i. RPC members of the student
    - ii. 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.
11. Thesis evaluation for the Master's students shall be coordinated by the Convener DPGC or her/his nominee. Thesis evaluation for the Doctoral students shall be coordinated by the Dean Academic or her/his nominee.
12. Defense of the Master's student shall be carried out by a defense board constituted by the Convener DPGC or her/his nominee. The defense board normally consists of PGPC of the student, one external examiner and a member other than the discipline, and shall be approved by the Dean Academic.
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.

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:

**Category I:**

If an examiner suggests corrections regarding punctuation, grammer, 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.

**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.

**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.

15. 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.
16. 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.

## 17. 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 Dean Academic. The thesis supervisor shall authenticate that all the suggestions of the Thesis Defense Board have been incorporated in the revised copy.

## Grades and Performance Indices

1. For the purpose of indicating the relative performance of a Bachelor's and Master's student in a given course, the Instructor shall award 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:

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

where the letter grade F indicates that the student 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.

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

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

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

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

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

#### **Inadequate Academic Performance:**

Inadequate academic performance shall be as per the extend rules of the Institute as approved by the Senate.



**g) The maintenance of discipline among the students of the Institute,**

The maintenance of the discipline among the students of the Institute shall be divided in two categories:

- Academic Discipline: In all the matters related to the academic dishonesty and academic discipline shall be dealt by the Dean Academic.
- Non-academic Discipline: All the matters related to other than academic dishonesty shall be dealt by the Dean Students.

**g.1: Academic Discipline:**

**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:

**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 plagiarism 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 APSCS for investigation. APSCS will submit its recommendations to senate through Dean (Academic) and further course of action will be based on Senate decision.

**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.

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.

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.

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.

**Possible Actions**

Possible action in such cases shall be as per the extend rules of the Institute as approved by the Senate

**g.2: Non-academic Discipline:**

1. Non-academic Disciplines: Following shall be the Non- academic Discipline

Ragging:

(a) Any action which raises fear or apprehension thereof in a fresher or a junior student and (b) asking a fresher or a junior student to do any act or perform something which she/he will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect her/his physique or psyche shall be considered by the Institute as acts of ragging and therefore treated as an act of gross indiscipline by Students Advisory Committee of the Senate (SACS).

i. If the individuals directly committing ragging are not clearly identified by the available *prima-facie* evidence, collective punishment could be restored to act as a deterrent.

2. Objectionable Behaviour with other Members of the Campus Community:

Followings shall be considered as acts of gross indiscipline by SACS:

- a. Harassment of a student or the Institute staff on the basis of caste, sex, religion, etc.,
- b. a disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness any other campus resident,
- c. indulging in rowdy activities which causes or is likely to cause annoyance, hardship or psychological harm to campus resident,
- d. threatening with the intent to place the persons in reasonable fear for his/her safety or for the safety of his/her family

i. Unauthorized Conduct in the Campus:

- (a) Forgery, alteration, or misuse of any Institute document, record, key, electronic device etc., (b) theft of, conversion of, destruction of, or damage to any property of the Institute, (c) providing false information in deliberate, systematic and planned manner with the purpose of misguiding Institute authorities and personnel shall be considered as acts of indiscipline by SACS.

ii. Unauthorized Conduct in Halls of Residence:

Disrespecting the circulars of wardens and other Institute authorities regarding Hall regulations, (b) disrespecting rights, privileges, and sensibilities of other Hall residents, (c) inducement of other students including self-consumption of alcohol and other drugs in the Hall, (d) organizing unlawful activities and meetings, (e) screening of unlawful films, (f) keeping unauthorized guests in the rooms and (g) damaging Hall property shall be considered serious offences either by Students Advisory Committee of the Hall of Residence (SACHR) or SACS for appropriate advice.

3. Indiscipline in Gymkhana, its Various Activities/Events and other Organizational Matters:

Followings shall be considered as serious offences by SACS.

- a. Disrespect to student bodies such as Students Senate, coordination committees, etc,
- b. misconduct in various clubs and general events,
- c. misbehaviour with participants coming from other colleges in events organized by Gymkhana or its clubs,
- d. damage of Gymkhana equipments and facilities

4. Participation in events that Cause Disturbance of Peace in the Campus:

Holding of unlawful demonstrations or assembly of students, without trying to settle down issues through discussions in meetings and taking out procession shall be considered as acts of gross indiscipline by SACS.

5. Any other acts which are not mentioned above but are viewed as serious offences by SACS or SACHRs.

#### **Procedures for Advising Defaulting Students**

Advice given in all such cases shall be as per the extend rules of the Institute as approved by the Senate.

- h) Any other matter which by this Act or the Statute is to be or may be provided for by the ordinances.**

#### **h1. Change of Branch/ Discipline for BTech Programme**

1. 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/ discipline is a privilege and not a right and is awarded normally to meritorious students only. Reservation policy will be applicable as per GOI rules for vacant seats.
2. Application for the change of branch/ discipline should be made at the end of second semester of BTech programme to the Dean Academic.
3. 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).
4. 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.
5. Final approval for Change of Discipline will be given by Dean (Academic).
6. Top 5 students of the entire B.Tech. batch shall be eligible to change their branch of their choice above the sanctioned strength.

#### **h1. Academic Leaves**

##### **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

- a. **Causal Leave:** A student can avail maximum of 7 days causal leave on valid reason
  - b. **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.
  - c. **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
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.
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.
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.

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.

- a. 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.
- b. 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.
- c. 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.
- d. 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.

**NOTE**

- i) The Senate, may give exemption on the above rules in special cases on the recommendations of Dean Academic or any Committee constituted by the Senate as and when required.
- ii) The Senate of the Institute is empowered to make rules and regulations to execute the rules mentioned in the ordinances.
- (iii) These ordinances will be applicable on the students who are admitted on and after the approval of theses ordinances by the board.