

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

DRAFT 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:

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 the admission in the various programmes of the Institute.

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

1. The Institute shall offer four-year Bachelors of Technology(B.Tech.)programme inComputerScience&Engineering(CSE),Electronics&CommunicationsEngineering(EC E),MechanicalEngineering(ME) and Bachelor of Design Programme (B.Des.).
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))). The 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 Bachelor of Design 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 are 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 above,
 - 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:
 - i) Regular,
 - ii) Sponsored,

- iii) Externally Registered
- iv) Quality Improvement Programme (QIP) (for Ph.D.),
- v) Part Time
- vi) Project Staff

The Academic Senate of the Institute shall be empowered to add any other category and also to decide to make it void for a particular year.

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
Sponsored	10% above the Regular
External Registered	10% above the Regular
QIP	20% above the Regular
Part Time	20% above the Regular
Project Staff	20% above the Regular

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) 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 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.

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/MA/MBA., etc.) as the specified minimum for admission in a Ph.D. programme.

5. Relaxation for reserved category in the eligibility requirements shall be as per Govt. of India norms.
6. **In case of *sponsored and External Registration categories***, candidates shall have a regular employment and shall be required to apply through the employer. Such candidate shall have served for at least two years in reputed R&D establishment/organization/CFTIs/ company associated with design, development

- and/or manufacturing of engineering products as approved by the Chairperson, Senate.
7. Eligibility criteria for the candidates under **QIP** will be the same as laid down by central QIP admission committee.
 8. **Students under Dual Degree**
 - A) Towards the middle of fourth semester of the Masters' programme students of the institute having CPI ≥ 8.5 (for SC/ST CPI ≥ 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 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 (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. 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 to admission under following categories shall be the same as per the guidelines decided by the Senate:
 - i) Regular,
 - ii) Sponsored,
 - iii) Externally Registered
 - iv) Part Time
 - v) Project Staff
 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 Dean Academic.
 12. **Part-time Category**
 - A) Candidates who have been locally employed within the radius of 50 km from the institute as Professionals in an establishment/ organization/Institute approved by the Senate and Employee of PDPM IIITDM Jabalpur may apply for the admission in the postgraduate

- programme under the Part-time category.
- B) At the time of applying for admission, a candidate under the category of part-time must be in regular scale or regular employment of the approved organization.
 - C) A candidate in this category shall require to apply through the employer who must specifically undertake to provide full salary to him/her till the completion of the programme and to undertake to relieve her/him for the purpose of (i) attending the classes of the courses registered by him/her in a given semester as per institute's work schedule and (ii) doing work as per thesis/ research requirements of the Institute.
 - D) Fulfilment of the requirement of valid GATE/CEED score for the Masters programme may be waived for the candidates as Part-time Students. In that case, they shall appear for a written test/interview.
13. **For Project Staff (PS) category:**
- A) For admissions under the Project Staff category, project staff working on the sponsored projects undertaken by the Institute shall be eligible. The duration of the project at the time of admission shall be 2 years or more.
 - B) The eligibility criteria to apply for PhD under PS category will be same as regular PhD category.
 - C) The selection of the PS shall be done along with the open selection process of Institute for PhD.
 - D) The PS shall apply through the PI of the project and forwarded by the head of the discipline under PS category and shall clearly mention in his/her application that "*Financial Assistance for the Stipend or Fellowship shall strictly be borne by the project funds and not by MHRD/Institute Assistantship*".
 - E) The selection committee shall place its recommendations to the Dean Academic. If the candidate is found suitable, the selected candidates shall be admitted to Ph.D programme under PS category.
 - F) The PS shall not be paid any scholarship (He/She will be receiving his 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 from PS category to other category. Decision for the conversion will be taken by the Director on the recommendation of RPC, DPGC and Dean Academic.
 - G) The library, medical and other facilities shall remain the same for the PS converted to Ph.D as that of the regular Ph.D student under institute assistantship.
 - H) The credit requirements, minimum time period of Ph.D and other academic rules shall remain invariant as imposed on regular Ph.D student under institute assistantship.
 - I) The PS shall perform assignment assigned by the PI of the project under this category.
14. The offer of admission may also stand withdrawn if the candidate who has accepted the offer by paying his/her fee but fails to register in the programme by the last date of registration.
15. In exceptional cases, a student admitted in the programme, who has paid his/her fee 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 by one semester. However, all cases of *deferred admissions* shall be required to be ratified by the Senate and may stand cancelled otherwise.

16. 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 is essentially a residential one and unless otherwise exempted/permitted, every student shall be required to reside in, and be a boarder of a Hall of residence, to which they are assigned.
2. Students under sponsored category shall be require to stay for full duration of programme and the sponsoring organization must specifically undertake to relieve him/her for the said period.
3. Students in the external registration programme 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.

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 Semester and 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 these 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
3. physical reporting (signing of the registration roll) in the Academic Section of the Institute.
4. A new entrant in the postgraduate programme, who is awaiting the results of his/ her qualifying examination, shall be allowed to register *provisionally* on submission of a certificate from his/her institution certifying that he/she has appeared in the final qualifying examination including all papers in theory, practical, project, oral, etc.
5. 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.
6. 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, he/she 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.
7. A student need to pre-register for the next semester on the dates specified.
8. 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, 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

9. 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.

10. 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 weightage 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:

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

Academic Load AL	Course Weightage or Credit Units
≤ 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-discipline approach
 - Focus on IT enabled Design, development and manufacturing projects for hands on experience

Undergraduate (BTech/BDes)

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

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

5. The courses of study shall include projects:

Optional Project (starting from Semester one)	<ul style="list-style-type: none"> A student can choose project starting from first semester and can register at any time in a year after discussing with faculty mentor. The project will be of two credits in a year. 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. The evaluation of this optional project will be in the summer by an approved committee at the discipline level. The weightage of grading will be: Faculty mentor-70%, committee-30%. The faculty mentor will be convener of the process of evaluation of his student.
External Project (Project Based Internship)	<ul style="list-style-type: none"> It is in 7th Semester for 12 credits. Student will do the project in Industry/Company
Design and	<ul style="list-style-type: none"> A student shall choose project in fourth semester

Manufacturing Projects	<ul style="list-style-type: none"> • This project shall give the outputs of product
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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 may be cancelled by the Dean Academic.
7. A student having her/his $CPI \geq 8.0$ may however, be permitted by the Departmental 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. A student, for *bonafide* reasons, may also be allowed to take a reduced load on the recommendations of respective DUGC.
9. 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.
10. 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 8 credits during the Summer Term.
11. For a course to be offered in a particular semester, a minimum of five students must be registered for that course.
12. 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.
13. If an undergraduate student is unable to cope up with her/his semester load, she/he may request DUGC for reduced load. Based on the recommendation of DUGC, Dean Academic may allow for a reduced load.

Postgraduate Programme (MTech/MDes/PhD)

1. The courses of study of postgraduate programme shall comprises of
 - Professional Communication course
 - Core Courses
 - Electives or Electives in Modular Form (EMF)
 - Thesis Work

2. Minimum requirements for successfully completing the postgraduate programme:

	MTech	MDes	Ph.D. [after M. Tech./ME/ MA/MBA etc]	Ph.D. [after B Tech/BE/ MSc]
Minimum total number of credits	70	72	74	106
Minimum number of credits through the course work	24	36	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	28	16	32	32
Minimum number of courses to be cleared	06 ¹	09 ¹	04 ¹	10 ¹
Minimum courses from the discipline	03	03	3	Nil

¹May include maximum two undergraduate course(s) with the permission of DPGC

3. It is mandatory for all PG students to credit course on “*Professional Communication Skills*” of 2 credits. Students will get S or X in the course. Those Ph.D. students who have completed this course during their Masters programme at this Institute are exempted from the course.
4. Courses for Research Scholars in other foreign languages such as Japanese, German or French, will be allowed to run as per the availability of foreign language teachers on audit basis.
5. Thesis can be registered for in a semester in terms of units of 4 credits each.
6. If a student clears the comprehensive examination before the last date of adding, 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 work will be evaluated by S or X grades.

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 10–12 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, at least the lecture-wise schedule of the course, if not the written notes for the same at the time of the course proposal. Course contents of all 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 final examination. The Instructor will announce at the beginning of the course the break-up of marks for regularity of attendance, 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 and master's programmes are admitted to the candidacy for the Bachelor's and 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. 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.
4. 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 a 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.
5. Large departure from recommended mode as mentioned in section 2 above, needs prior approval from the Dean Academic.
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 his/her 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

- 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

- 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: Residence Requirements

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 maximum duration under which the undergraduate programme is to be completed, irrespective of the category of the student, shall be 6 years.
4. The maximum duration under which the Masters programme is to be completed, irrespective of the category of the student, shall be 4 years.
5. 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, Senate is empowered to give extension.

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. M Tech students and PhD 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 HarijanSamajKalyan 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 (a) BTech batch and (b) MTech/MDes/PhD 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 BTech students and the best cross-disciplinary thesis from among the graduating MTech / MDes / PhD students. Award of design and manufacturing proficiency gold medal (D&MPGM) 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 BTech batch and (ii) the best thesis from among the graduating MTech/MDes/ PhD 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. **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 his/her 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 APCS and approved by the Chairperson Senate.
2. In cases where grades are having large deviation from the normal curve, Dean Academic is authorized to propose a committee of three faculty members (including the Head of the concerned Discipline) for moderation of the grades submitted by an instructor. The committee will be empowered to review the grades and propose modified grades (if any). The committee's recommendation will be based on scrutinizing the standard /level of various quizzes, examination, projects, etc. and grading scheme adopted by the Instructor in-charge. The Dean, Academic will be authorized to change the grade as per the recommendations of the Committee as the case may be. The changed grades will require authentication of the Chairperson, Senate.
3. 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.

4. DUGC will be guiding a student 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 and Thesis Supervisor(s)

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 Master student is required to decide her/his supervisor at the end of the first semester
4. A PhD 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 be constituted of Supervisor(s) and two faculty from 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 be constituted of Supervisor(s), two faculty from discipline and one from other.
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. 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.
9. 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.
10. 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.

11. 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.
12. 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.
13. 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.
14. 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.
15. 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 awards letter grades. These letter grades, along with their *correspondence points* on 10 points-scale are given below:

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

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

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

where the letter grade F indicates that the students has failed in a given course and he has to repeat the course.

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:

$$SPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots}{C_1 + C_2 + C_3 + \dots}$$

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

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 APCS for investigation. APCS 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

- The Instructor-in-Charge/ Invigilator of a course shall have the power to debar a student from the examination in which the student is detected to be using unfair means.
- Following procedure to be adopted:
 - i) Concern Instructor-in-charge will investigate the case at his level. If it is in examination hall, invigilator will submit his report to Instructor-in-charge.
 - ii) Instructor-in-charge of the course will call for the written explanation from the student and subsequently will decide the level of unfair means and takes a decision out of:

Level I: Making assessment of that part of the exam zero or Imposing a penalty of decrease in final grade or Marking “F” in that particular course

Level II: Instructor may refer a more serious case to Dean (Academic), *provided there is sufficient and clear evidence of use of unfair means*. Claims by the student not to have understood the nature of unfair means, to have included the material unintentionally, or to have personal mitigating circumstances, should not be accepted as good reason for the case to go unreported. These may be significant issues for the student not the facts of the case.
 - iii) In case, the case is referred to Dean Academic, either investigation will be done by himself/ herself or case may be referred to SACS. The Dean Academic/ SACS will forward/submit its recommendation to the Senate. Final decision will be taken by Senate.
 - iv) A "Warning" letter should be sent to the student and her/his parent/ guardian and the case is recorded on the file of the student.

- v) A student found to be involved in the use of unfair means will not be eligible to receive any scholarship/prizes/award from the Institute during the entire period of her/ his programme.
- vi) Student(s) shall have the right to appeal against the decision to the Chairperson Senate.

g.2: Non-academic Discipline:

1. Non-academic Disciplines: Following shall be the 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

1. Committees and their purview

- Bodies of the Institute that are authorized to advise and recommend disciplinary action(s) against defaulting student(s) shall be (i) Students Advisory Committee of the Senate (SACS) and (ii) Students Advisory Committee of the Hall of Residence (SACHR) for each Hall of Residence of students.
- While the SACS shall be responsible for considering cases of indiscipline among students pertaining to (i) their overall and general activities, (ii) hostel level issues involving more than one Hall of Residence and (iii) major issues of indiscipline pertaining to a given Hall of Residence, SACHRs shall be responsible for considering cases of minor indiscipline pertaining to their own Hall of Residence. Thus SACHRs shall, more or less, act as sub-committees of the SACS.
- In case of the complaint lodged to SACS regarding indiscipline during the conduct of an examination, SACS shall have no discretion in advising and making recommendation regarding the grade(s) to be awarded in the course(s) registered by the concerned student(s). The ultimate authority for awarding a

suitable grade to students registered in a given course shall rest solely with the instructor in-charge(s) of the concerned course(s).

- Students Advisory Committee of the Senate (SACS) shall comprise of Convener who shall be appointed by the Senate or the Chairman Senate, Head Counseling Service, Two Wardens, A faculty member who is not a warden of any Hall of Residence, Two nominees of Students Senate, UG Coordinator of the Counseling Service, PG Coordinator of the Counseling Service.
- SACHR for each Hall of Residence shall comprise of Warden In-charge of the concerned Hall of Residence (Convener) A member from the Council of Wardens, A student nominee of the Counseling Service who shall be a resident of the concerned Hall of Residence.

2. Filing and Admitting a Complaint

- When an act of indiscipline has been committed by a student or a set of students, any member of the faculty, staff, and students body may file a complaint in writing with the Convener, SACS or the Convener, SACHR of the concerned Hall of Residence, as the case may be, within a reasonable time, stating the nature and circumstances of the alleged act of indiscipline.
- After a complaint has been received, the Convener, SACS or the Convener, SACHR, as the case may be, shall make the preliminary examination of the case by collecting as many prima-facie details of the case as possible. Depending on the nature of the complaint and the prima-facie evidence collected by the Convener, she/he may call the concerned student(s) and may dispose off the case by issuing simple warning to concerned student(s) without calling the meeting of the concerned advisory body.
- In case the lodged complaint is of serious nature and warrants discussion among the members of the concerned advisory committee, the Convener, SACS or the Convener, SACHR, as the case may be, shall convene the meeting, share the information collected with the members of the concerned committee and decide to admit the complaint for the necessary action.

3. Procedures Adopted by SACS/SACHR after Admitting a Complaint

- 2.3.1 All efforts shall be made to hear the witnesses of the case/complaint directly before the Committee for the purpose of verifying the details of the incident.
- 2.3.2 If so required, the Committee may also solicit help from professional experts for determining the veracity of facts brought to its notice.
- 2.3.3 Student(s) against whom the complaint has been lodged shall be given a fair chance to defend her/his/their case before the Committee by giving her/him/them an advance notice, and if the need be, to present evidence and witnesses in her/his/their own defense. In doing so, the Committee members shall be required to take utmost care in ensuring that the student(s) concerned are not psychologically harassed or threatened with undesirable consequences to her/his/their academic programme.
- 2.3.4 During the course of hearing, i.e. till it is completed, members of the committee may ask questions at any point, seek additional materials or testimony, visit any relevant location, recall or review evidence or testimony

provided earlier, and in general seek to obtain information relevant to the case from any source.

- 2.3.5 During the course of investigation and hearing of the complaint, the Committee and its members shall be required to maintain utmost confidentiality about the deliberations made in its meetings.
- At the completion of the hearing, the Convener shall make summary remarks on behalf of the committee and shall close the hearing.

ADVICE: ITS NATURE AND MODES

1. Method of Arriving at the Recommendation

- By keeping the seriousness of the violation committed by the student(s) in mind, the SACS or the SACHR, after completing the enquiry of the case, shall recommend the appropriate advice for student(s) concerned for its implementation.
- 3.1.2 At least 2/3rd of the members of the Committee shall be required to be present in the meeting of the Committee in which the final view of the incident is to be taken.
- 3.1.3 All efforts shall be made by the Convener of the Committee to reach a consensus regarding the nature of advice to be given to concerned student(s). However, if the same is not possible, the decision shall be taken by the simple majority of those who are present in the meeting.
- 3.1.4 If there is a split in the opinion regarding the nature of advice to be given to concerned student(s), any member from the minority shall be entitled to give a *note of dissent* in writing. A note of dissent, if given, shall be required to be annexed with the recommendations made by the Committee.

2. Possible Modes of Advice by SACS

- In making its recommendation, the SACS shall give specific thoughts to consider the following aspects pertaining to the advice to be given to concerned student(s): (a) How does the advice given to the student(s) help an introspection by her/him/them regarding her/his/their action in the alleged incident? (b) What is likely to be the effect of the action taken by the Institute on other students? Will it force them to refrain themselves from indulging in such or similar incident(s)/action(s)? and (c) Does the advice given to the student merely affect the parents without causing any serious influence on the defaulting student(s)?
- As recommendation regarding a given case, the SACS may advise the following or any other or a combination thereof:

i. Warning:

Warning, the mildest form of the advice, shall be a formal admonition issued in writing to the concerned student(s) with the expectation that the concerned student(s) shall be able to refrain herself/himself/ themselves from any future violation.

ii. Community Service

For incidents involving vandalism, ragging, etc, in which a student often indulges and is not able to understand on her/his own the impact of her/his

action on other students/system, she/he may be advised to undergo a Community Service for a specified duration of time. However, the advice regarding the Community Service shall be so designed that the student is forced to introspect into her/his behaviour with the objective of refraining herself/himself from objectionable actions in future. The advice shall not involve heavy physical exertion during its implementation.

iii. Restitution

In order to compensate partly or fully for the damages, loss of properties belonging to the Institute or the Hall of Residence, a student may be advised to pay a charge towards restitution. In such a case, the Committee shall also fix a time limit within which the amount is to be paid by the defaulting student(s).

iv. Fine

The Committee may advise imposition of a refundable or a non-refundable fine of an appropriate amount. In such a case, the Committee shall also fix a time limit within which the amount is to be paid by the defaulting student(s).

v. Disciplinary Probation (DP)

- Disciplinary Probation (DP) shall be a status imposed on student(s) for a specified period of time during which she/he/they shall be required to demonstrate a conduct conforming to Institute norms and value system.
- Conditions restricting privileges or eligibility for participating in otherwise normal student activities, such as contesting an election for a post of Students Gymkhana or Hall of Residence, holding the coordinatorship of a club, membership of a committee of the Institute, etc, may also be imposed during the period of the Disciplinary Probation (DP). In case, the concerned student is holding an elected or nominated post and is to be placed on the Disciplinary Probation, she/he shall be required to resign from the post immediately.
- Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary advice.

vi. Debarring from the Students Placement Cell of the Institute

The SACS may advise the non-registration of a defaulting student from the Students Placement Cell of the Institute. In such a case, the student shall not be eligible for applying for her/his placement in companies organized by the Institute.

vii. Suspension from the Programme

- The SACS may advise the suspension of student status of a defaulter for the specified period of time. The specified period of time shall be the remaining duration of the semester in which the advice is given and may include subsequent semester(s).
- The student(s) put on suspension shall be required to vacate the hall within the specified time limit. She/he shall also be debarred from using Institute facilities such as the Library, Computer Center, laboratories, etc during the period of her/his suspension.

- The fee paid by the student for the semester in which student status for her/him has been suspended shall not be refunded / adjusted with the fee to be paid in the next semester in which she/he will be required to register.

viii. Withholding of Degree

The SACS may advise withholding of the degree of a defaulting student for a specified period of time. No *provisional certificate*, stating that all academic requirements of the programme have been completed by the student, shall be issued to the concerned student(s) during such a period.

ix. Expulsion

The SACS may advise the permanent termination of student status from the Institute.

IMPLEMENTATION OF ADVICE

Advice Given by SACHRs

- Convener of SACHR shall submit its committee's recommendation for approval, along with the note of dissent, if any, to the Convener SACS who may either herself/himself approve the same or may send them to the Chairman Senate for approval.
- If the Chairman Senate or the Convener SACS are of the opinion that all the facts relating to a complaint have not been fully taken into account, they shall have the right to send the recommendations back for reconsideration to the Convener SACHR of the concerned Hall of Residence. In such a case, the Convener SACHR will reconvene the meeting. The SACHR shall review the case in light of fresh evidence provided and may make fresh recommendations.
- Till the recommendations of the SACHR are approved, all members of the Committee shall maintain an utmost confidentiality regarding the recommendations made.
- After recommendations on a given case are approved, Convener SACHR shall call the concerned student(s) within ten days after the approval has been received and advise them on their future course of action.

Advice Given by SACS

- Convener of SACS shall submit its committee's recommendation for approval, along with the note of dissent, if any, to the Chairman Senate for approval.
- If the Chairman Senate is of the opinion that all the facts relating to a complaint have not been fully taken into account, she/he shall have the right to send the recommendations back for reconsideration to the Convener SACS. In such a case, the Convener SACS shall reconvene the meeting. The SACS shall review the case in light of fresh evidence provided and may make fresh recommendations for the approval.

- Till the recommendations of the SACS are approved by the Chairman Senate, all members of the Committee shall maintain an utmost confidentiality regarding the recommendations made.
- After recommendations on a given case are approved, Convener SACS shall call the concerned student(s) within ten days after the approval has been received and advise them on their future course of action.

APPEALING AGAINST THE ADVICE

- Student(s) shall have the right to appeal against an advice.
- All appeals for reconsideration of the case shall be addressed to the Chairman Senate. The appeal may be for reconsidering the entire advice or for reducing the punishment envisaged in the advice.
- The Chairman Senate, after examining the appeal, shall have the right to dispose it off or mark the same to the Convener SACS or the Convener SACHR, as the case may be, for reconsidering the advice. The entire case may be reopened if new set of evidences pertaining to the case have been given with the appeal.
- The mere fact that an appeal has been filed against the advice shall not be the reason to hold the implementation of the advice.
- The Senate or the Chairman Senate may constitute a separate committee to look into a specific incident causing concern in the Institute. In such a case the matter shall not be referred to SACS and recommendations shall be made directly to the Chairman Senate.
- Provisions of this manual may be amended, changed, added at any time 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.

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).

SAVING CLAUSE – The Chairperson, Senate may give exemption on the above rules in special cases on the recommendations of Dean, Academic or any Committee thereof.