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ORDINANCES

**M.Tech., M.B.A., Ph.D.,
Dual Degree M.Tech.-Ph.D.
&
Dual Degree M.B.A.-Ph.D.**

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



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

DEOGHAT, JHALWA

ALLAHABAD-211002

The provisions contained in these ordinances govern the policies and procedures on the admission of students, imparting instructions of courses, conducting of examinations and evaluation and certification of student's performance. These ordinances, on approval by the Board of Governors, shall supersede all the corresponding earlier set of ordinances of the Institute, with all the amendments thereto, and shall be binding on all students. However, the effect of year-to-year (periodic) refinements in the Academic Regulations & Curriculum, on the students admitted in earlier years, shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of ordinances.

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1. EXTRACTS FROM THE IIIT ACT, 2014

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

1.1 Section 35

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

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

1.2 Section 36

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

1.3 Section 48

- a) Notwithstanding anything contained in this Act-
 - i. the Board of Governors of an Institute functioning as such immediately before the commencement of this Act shall continue to so function until a new Board is constituted for that Institute under this Act, but on the constitution of a new Board under this Act, the members of the Board holding office before the commencement of this Act shall cease to hold office
 - ii. every Senate constituted in relation to every Institute before the commencement of this Act shall be deemed to be the Senate constituted under this Act until a Senate is constituted under this Act for the Institute, but on the constitution of the

- new Senate under this Act, the members of the Senate holding office before the commencement of this Act shall cease to hold office
- iii. the Statutes, Ordinances, rules, regulations and bye-laws of each existing Institute as in force, immediately before the commencement of this Act, shall continue to apply to the Corresponding institute in so far as they are not inconsistent with the provisions of this Act until the first Statutes and the Ordinances are made under this Act
 - iv. any student who joined classes of the existing Institute on or after the academic year 2007-2008 or completed the course on or after the academic year 2010-2011 shall for the purpose of clause (c) of sub-section (1) of section 7, be deemed to have pursued a course of study in the existing Institute located at Kancheepuram only if such student has not already been awarded degree or diploma for the same course of study.
- b) The Central Government may, without prejudice to the provisions of sub-section (1), if it considers necessary and expedient to do so, by notification, take such measures which may be necessary for the transfer of the existing Institute mentioned in column (3) of the Schedule to the corresponding Institute mentioned under column (5) of the Schedule to the corresponding Institute mentioned under column (5) of the Schedule.

2. INTRODUCTION

The objectives of the postgraduate programmes offered at the Indian Institute of Information Technology Allahabad are:

- a) To equip students with state of art knowledge and skill in Information Technology and related fields
- b) To produce manpower with outstanding quality for teaching, research and industry
- c) To create future leaders of industry and profession
- d) To add to the existing intellectual pool of young minds to meet the growing demands of the nation in Science, Engineering and other related areas and
- e) To lay a foundation for lifelong learning ability, penchant for innovation and a capacity for adaptation in the ever changing world

Our postgraduate programmes aim to achieve these objectives by molding young talents into free creative persons who can recognize and solve problems in different technical and social domains. The main emphasis of the programmes is to instill inquisitive thinking and curiosity with a sense of service to the nation and society at large; and with a capacity to recognize the need for a change and drive the change to make the world a better place to live.

To achieve these objectives, the postgraduate programmes are designed to include courses of study that allows specialization and diversification, seminars and project/thesis through which a student may develop his/her concepts and intellectual skills.

The procedures and requirements stated in this ordinance embody the philosophy of the postgraduate education and ensure a high standard of performance at the Institute. Within this general framework, subject to the approval of the Senate, the various departments and programmes may impose such additional requirements as will serve their particular academic goals.

2.1 Postgraduate and Dual Degree Programmes

IITA offers

- a) **Two Year Programmes– Master of Technology (M. Tech.):**
 - i. M. Tech. (IT) which is Master of Technology in Information Technology (IT), with specializations in :
 1. Software Engineering
 2. Wireless Communication Engineering
 3. Intelligent Systems
 4. Robotics
 5. Human Computer Interaction
 6. Cyber Law & Information Security
 7. Bio-Informatics

- ii. M. Tech. (ECE) which is Master of Technology in Electronics & Communications Engineering with specialization in:
 - 1. Microelectronics

- b) **Two Year Programme – Master of Business Administration (M.B.A.)**

- c) **Doctor of Philosophy (Ph.D.) Programme in:**
 - 1. Information Technology,
 - 2. Electronics & Communication Engineering,
 - 3. Management ,
 - 4. Applied Sciences (Physics, Mathematics, Chemistry, Biology etc.)

- d) **Dual Degree Master of Technology – Doctor of Philosophy (M. Tech. – Ph. D.) Programme**
 - (i) Information Technology
 - (ii) Electronic and Communication Engineering
 - (iii) Bioinformatics

- e) **Dual Degree Master of Business Administration – Doctor of Philosophy (M. B. A. – Ph. D.) Programme**

The students of M. Tech. – Ph. D. and MBA- Ph D dual degree programmes will be treated as students of M.Tech/M.B.A programme till the completion of M. Tech./MBA. They shall then be considered Ph D students. All rules as applicable to M. Tech/M.B.A & Ph. D. programmes shall be applicable without any modifications.

2.2 The Senate

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

2.3 Senate Post Graduate Committee (SPGC)

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

The SPGC has jurisdiction in the following matters concerning the postgraduate programmes of the institute:

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

The functions of the SPGC consist primarily of general policy determination, coordination and review subject to approval by the Senate. The Senate retains the power of final review and decides such matters as may be brought in appeal before it. In discharging its responsibilities, the SPGC shall make use of the appraisals and recommendations of the various departmental postgraduate committees (DGPCs) concerned.

2.4 Department Post Graduate Committee (DPGC)

The DPGC consists of a Convener (a faculty, nominated by the Head of the Department in consultation with the faculty of the Department), the Head of the Department, a minimum of four (04) and a maximum of eight(08) faculty members, and two student representatives (chosen by postgraduate students of the Department) for a one-year period. The tenure of the faculty members shall be two years, half of them retiring each year. In the first year, lots will be drawn to decide on the retiring members. The DPGC advises the students in their academic programmes and makes recommendations to the SPGC in all academic matters.

2.5 Office of the Dean (Academic)

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

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

3. ACADEMIC SESSION

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

Odd Semester: July - December

Even Semester: January - June

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

3.1 Academic Calendar

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

4. ADMISSION

- a) The admissions to the M. Tech., M.B.A., Dual Degree M. Tech. – Ph. D. and Dual Degree M.B.A. - Ph. D. programmes are made once in a year for the odd semester. The admission to the Ph.D. programmes may be made in either or both of the two semesters.
- b) Admissions to the Ph.D. programmes are normally made in April-May for the odd semester and in November- December for the even semester. Admissions to the MBA programme are normally made in March-April for the next academic session. Admissions to the M. Tech. programme are normally held in June-July for the odd semester. The Dean (Academic) will notify the admission calendar each semester. The requirement of GATE is waived off for MBBS candidates seeking admission in M Tech (BI) programme.
- c) In addition, the department may process applications for admissions to Ph.D. Programmes on a continuous basis and admit students as per the existing procedure. The candidates admitted during the course of a semester, would be required to register for proportionately reduced credits.

4.1 Admission Procedure

All admissions will be made on approval by the Chairman, Senate on the recommendations of the duly constituted selection committees and the Chairperson, SPGC.

- a) Admission to the M. Tech. and Dual Degree M. Tech. – Ph. D. programmes will be made directly based on the GATE scores through CCMT.
- b) Admission to the MBA and Dual Degree M. B. A. – Ph. D. programmes will be made based on the CAT score and performance in the interview and/or group discussion, of the shortlisted candidates.
- c) Admission to the Ph.D. programmes will be based on written tests and/or interviews of the candidates shortlisted by the DPGC of the department concerned.

4.2 Financial Assistance

- a) The Institute may provide to postgraduate students, financial assistance in the form of teaching or research assistantships (referred to as Institute Assistantship). Assistantships are awarded on a semester to semester basis for a period of up to 24 months (or till the end of 4th semester whichever is earlier) for M. Tech. students and up to five years for Ph.D. students. The stipend for the assistantship is paid at the approved rates as per the GO issued. A student is expected to devote up to eight hours per week towards job(s) assigned to him/her. The renewal of assistantship is contingent on the student's satisfactory performance in the academic programme and in the discharge of assistantship duties.
- b) Some financial assistantships in the form of research assistantships may also be available from sponsored research projects.

- c) Some financial assistance may also be available towards registration fee and travel expenses for
 - i. Attending national international conference, workshops/short term programme etc.
 - ii. Publication charges for SCIE/SSCI journals, if required.

The financial assistance may be given on the recommendation of the supervisor and approval of the DPGC.

5. CURRICULUM

The details of the curricula for the Masters programmes are published in a separate brochure named *Curriculum Brochure* by the Institute. The Senate of Indian Institute of Information Technology, Allahabad, prescribes course work.

5.1 Two Year M.Tech. Programmes

M.Tech programmes are 2-year, 4-semester programmes. Each year has two semesters of 14 instructional weeks each.

Odd semester

Even Semester

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

5.2 Dual Degree M.Tech./MBA-Ph.D. Programmes

Dual Degree M.Tech/MBA + PhD Programmes are minimum 4-year, 08-semester programmes in which two degrees (M.Tech/MBA + PhD) are given together only after successful completion of the programme. Each semester has certain credit requirements. The requirements for courses may include passing core courses, elective courses and projects. The specific details shall be displayed through the Curriculum brochure.

5.3 Ph.D. Programme

Students registered in the Ph.D. programme must pass the prescribed coursework before they are eligible to appear in the comprehensive examination. There is a minimum course credit requirement which depends on the background qualification (M.Tech/B.Tech/MBA/MSc.).

6. REGISTRATION

- a) A student is required to register for the odd semester and even semester for the courses/thesis credits that he/she intends to pursue in that semester/term. The registration process involves:
 - i. Submitting a DPGC approved course programme to be followed in the semester,
 - ii. Payment of fees for that semester and clearance of any outstanding dues.
- b) A new entrant (to the postgraduate programme) who is awaiting the results of the qualifying examination, will 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.). The candidate will submit attested copies of the certificates of having passed the qualifying examination by the last date for document submission as specified in the academic calendar (usually about 8 weeks from the date of registration), failing which the admission may be cancelled.
- c) All students who are not on authorized leave must continue to register in the following semester/term till they submit their thesis. If, however, a student is likely to submit his/her thesis within six weeks from the last date of registration, he/she need not register in that semester/term. This period will not be extended in any case.
- d) Ph.D. students who have submitted their thesis and are waiting for the defence of the thesis will register for zero credits. They may, however, apply for leave from the Institute with permission to defend thesis while on leave.
- e) In very special cases, students who have completed all the experimental work and analysis related to the thesis and are on sanctioned leave, the SPGC on the specific recommendations of the DPGC may allow submission of thesis without registration.
- f) On the recommendation of the DPGC and the approval of the SPGC, the employees of IITA registered for the Ph.D. programmes who have completed the course and thesis unit requirements and the prescribed residence period, may not register in the following semester, provided they have completed experimental work related to their thesis. However, they will be required to submit their thesis within the prescribed maximum.
- g) If maternity leave (granted before the date of registration) extends beyond the date of late registration and expires before the end of seven weeks from the specified date of registration in a given semester the student will be allowed to register only for thesis credits. The number of credits that a student will be allowed to register will be worked out on a pro rata basis.

6.1 Late Registration

- a) If for any compelling reason like illness, a student is unable to register on the day of registration, he/she will be allowed to register on the day of late registration specified in the academic calendar (which is about one week from the date of registration). Any student registering late will be required to pay the specified late registration fee.

- b) In exceptional cases, the SPGC on the recommendation of the DPGC may consider registration beyond the date of late registration. In such a case, the student will be allowed to register for thesis credits only.

6.2 Termination of Registration

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

6.3 Academic Advising

- a) A student will be advised in the selection of courses by the registration adviser appointed by the DPGC of the concerned department or supervisor for PhD students. A student registering for thesis credits must have a thesis supervisor assigned to him/her.

6.4 Adding/Dropping of Courses and Withdrawal from Courses

- a) Adding and dropping of courses after registration is permitted only if the student's request is endorsed by the instructor of the course that he/she is adding or dropping and is also endorsed by the Convener DPGC. The last dates of applying for adding and dropping of courses are specified in the academic calendar.
- b) A student may be required to drop a course at any stage if it is determined that he/she does not fulfill the prerequisites for the course, or if a timetable clash exists which does not permit him/her to attend all the meetings of the course.

7. TEACHING AND EVALUATION

7.1 Teaching

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

7.2 Attendance Requirements

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

- a) A student shall be deemed to have undergone a regular course of study in the Institute if he/she has at least 75% attendance in the lecture/practical of the concerned course.
- b) The above limit includes a maximum leave margin of 25% in each course including approved leave for any reason (medical leave, participation in Seminars/Workshops/Internships, etc). Consequently, a student must physically be present in at least 50% of the classes/labs, and may have a maximum of 25% approved leave for completing a course.
- c) A student who does not meet the above attendance requirement shall have his/her registration in the course canceled. He/she shall be awarded R grade in that subject. This grade shall appear in the grade card till the course is successfully completed.
- d) In the case of a core course, the student should register for and repeat the course when it is offered next. The course may be replaced if the course is not run in the corresponding semester subsequent year with the approval of Dean (Academic). The recommendation of the concerned DPGC shall be considered.

7.2.1 Attendance Marks

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

7.3 Examination and Evaluation

Student enrolled in various Programs of the Institute shall be awarded Letter Grades (i.e. A+, A, B+, B, C, D, E, F, I& R) in each of his/her courses by the concerned instructor at the end of each semester, based on their continuous assessment process. This shall include appropriate weights for all evaluative exercises undertaken by the respective instructor during that semester, Mid Semester Examination, Quizzes, Assignments, Tutorials, Internal Assessment, and Attendance in the courses and End Semester Examination etc.

7.4 Grading System

IIIT-A follows a relative grading system. The following are the grades that may be awarded.

- a) **A+** grade for **OUTSTANDING** performance. Maximum up to 15% of the students may be awarded this Grade.
- b) **A** grade for **VERY GOOD** performance. Maximum up to 25% of the students may be awarded this Grade.
- c) **B+** grade for **FAIR** performance. Maximum up to 30% of the students may be awarded this Grade.
- d) **B** grade for **SATISFACTORY** performance. 20% of the students may be awarded this Grade.
- e) **C** grade for **BELOW AVERAGE** performance. Maximum up to 10% of the students may be awarded these Grades.
- f) **D** grade for poor performance. Students with poor performance may be awarded this grade.
- g) **E** grade denotes that the student is exposed to the course. It is same as **F** grade except that it will enable concerned student to register for any other course(s) for which this course is a prerequisite. The cutoff for **E**-grade is 75% of marks required to acquire the lowest passing grade. **E** is a fail grade.
- h) **F** grade stands for **FAIL**. May be awarded if the performance of the student is below all the above categories or was absent in the End Semester exam.
- i) **I** grade stands for incomplete. If a student does not complete all the requirements for a course for a genuine reason, the instructor may award grade **I** (Incomplete). This grade must be converted by the instructor to a regular letter grade by the last date for such conversion specified in the Academic Calendar, failing which it is automatically converted to an **F** grade. The grade may also be used to indicate result awaited for any other reason till the last day of declaration of results.
- j) **R** grade stands for registration canceled for want of attendance. This grade shall be awarded to students who do not meet the minimum stipulated attendance for the concerned course. Students may be provisionally allowed to appear in the End Semester.

However, approval of Senate, based on student's appeal in the next meeting, is required to obtain appropriate grade.

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

Grade	Description	Weight
A ⁺	Outstanding	10
A	Very Good	9
B ⁺	Fair	8
B	Satisfactory	7
C	Below Average	6
D	Poor	5
E	Exposed	0
F	Fail	0
I	Incomplete (OR) Result Awaited	Not applicable
R	Registration Canceled for Want of Attendance	Not applicable

7.4.1 Semester Grade Point Index (SGPI)

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

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

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

7.4.2 Cumulative Grade Point Index (CGPI)

The cumulative grade point index indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as the SGPI, considering all the courses say, k over all the previous semesters, and is given by:

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

7.5 Back Paper Examination

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

7.6 Make-Up Examination

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

7.7 Academic Deficiency

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

7.8 Grade Sheet and Transcript

- a) Grade cards are issued after the end-semester examination of each semester and the back paper examinations.
- b) The Grade card contains the credits gained by a student in different courses in the semester with his/her performance indicators, SGPI and CGPI. The back paper Grade Card contains the modified credits obtained in the subjects and modified SGPI, CGPI.
- c) Transcripts are issued on request.

¹ R grades are not included in the calculation.

8. LEAVE OF ABSENCE

8.1 Leaves

Students may be granted leave on application to the Head of the Department concerned through the DPGC. Leave will be sanctioned by the Head of the Department/DPGC convener. Applications must be submitted well in advance of the date of commencement of the leave requested. Leave for a period longer than that specified may be sanctioned by SPGC on the recommendation of DPGC and it will entail loss of financial assistantship for the extended period.

8.1.1 Vacation and Casual Leave

- a) A postgraduate student may take a maximum of 30 days vacation leave in an academic year. This leave may be taken during the Institute's vacation period (as defined in the academic calendar), or during the mid-semester recess period (up to maximum of 9 days).
- b) In addition, a student may be allowed casual leave for up to 6 days per semester subject to the condition that such leave will not be allowed for longer than 5 days at a time in a semester. The casual leave cannot be combined with any other kind of leave, and will not be carried over.
- c) There will be no loss of financial assistantship for students going on vacation or casual leave.

8.1.2 Medical Leave

Leave on medical ground, duly supported by a medical certificate, may be granted to a student for up to 8 days per semester. Un-availed leave may be carried over to the next semester up to a maximum of 8 days. However, at a stretch, the medical leave shall not exceed 15 days during the semester. Such leave shall not entail any loss of financial assistantship.

In case of leave due to sickness/medical disability, an application for the grant of leave must be supported by a medical certificate issued by the Institute's Doctor or Institute recognized Hospital(s). In case, the treatment is availed by a registered Private Medical Practitioner, the application should first be approved by the Medical Board of the Institute and then should be submitted to the Head of the Department. The application for medical leave must be submitted either during the period of treatment/hospitalization or within seven days after recovery. In any case, whatsoever, Institute will not entertain any medical certificates after the specified time period, especially before End Semester examination.

8.1.2.1 Medical Certificate

If a student falls ill while on the IIITA campus, the medical certificate must be obtained from the Institute's medical officer. If he/she falls ill outside the campus while on sanctioned leave, the medical certificate must be obtained from a registered medical practitioner.

8.1.3 Maternity Leave

A female student may be granted maternity leave for a maximum of 3 months. Leave up to 6 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Such leave can be combined with any other leave due and will not entail any loss of financial assistantship.

8.1.4 Semester Leave

Semester leave for up to a maximum of two semesters may be sanctioned for bonafide reasons. Except for medical reasons, such leave would not normally be sanctioned before a student has completed his/her residence requirements and in no case before the student has spent two semesters in the programme. However, on medical considerations such leave may be sanctioned after his/her stay of one semester. Leave for more than one semester at a time will not be granted.

8.1.5 Absence for a Minimum of 4 Weeks during the semester

If a registered student is absent on sanctioned leave for a period of 4 weeks or more during a semester, SPGC may decide to convert the leave to a semester/term leave, or reduce the thesis credits (in blocks of 01 credits) appropriately, in case the student is registered only for thesis credits.

8.1.6 Absence without Sanctioned Leave

Absence without sanctioned leave will entail loss of financial assistantship for the period of absence, and may result in the termination of the student's programme on the recommendation of the DPGC and approval of SPGC

8.2 Permission to proceed for academic work outside IITA

In order to help-students broaden their horizons and enrich their cultural and academic experience, provision to proceed to other academic and research institutions in India or abroad as non-degree students is available. Rules and procedures to be followed for availing this provision are as follows:

- a) A Ph.D. student who satisfies the minimum conditions laid down may proceed to another academic institution in India or abroad with prior permission of the SPGC on the recommendation of the DPGC.
- b) Only those PhD students who have spent at least two semesters and have a CGPI of at least 8.0 are eligible to proceed as non-degree students elsewhere.
- c) For permission to spend time as a non-degree student elsewhere, an eligible PhD student will make an application to the SPGC through the DPGC, duly supported by a statement of purpose to undertake the proposed work and sufficient information about the department/institution for the purposes.

- d) The DPGC will consider the student's application and will determine if the proposed programme of work is of such a nature that waiver for at least 12 credits per regular semester is possible. The SPGC may approve the application on the recommendation of the DPGC. In all such cases, the student will be informed about the requirements he/she must fulfill to apply for academic credit on his/her return.
- e) Permission to proceed to an institution as a nondegree student does not imply that the student will automatically get any waiver from the academic requirements of IITTA.
- f) The minimum residence requirement for the students who avail of this provision will remain unchanged for Ph.D. students.
- g) Those students who are selected by the Institute using a Senate-prescribed procedure to proceed on any institutional exchange programme, except for the students going under the a special fellowship programme, will also have to go through the procedure and rules for the transfer of credits as outlined above.

8.3 Permission to proceed for academic activities

PG students can be permitted to proceed for academic activities outside IITTA to carry out field work, library work, computational work, experimental work, and Lab works, and also to attend conference, courses and to undertake other research work etc. as recommended by the department. Permission for a duration upto 30 days be sanctioned by the department with an intimation to SPGC and more than 30 days by the Chairperson- SPGC on the recommendation of the concerned DPGC.

9. PROGRAMME REQUIREMENTS

9.1 Minimum Residence, Maximum Duration and Academic Requirements

The following table lists the minimum residence and maximum duration allowed in the programme, and credits requirements for graduation in the various programmes:

- a) "Course Work" includes only postgraduate course credits unless otherwise stated. To satisfy the "Minimum Residence" requirements, registration must be over consecutive semesters; exception will be made only if the student is on authorized leave. "Maximum Duration" is counted from the student's first registration date. SGPI/CGPI will be calculated on the basis of all postgraduate courses taken by the student.

Programme	Minimum Total Credits	Credits Through Course Work (Minimum)	Credits Through Research/Proj (Minimum)	Minimum Number of Courses	Minimum Residence	Maximum Duration
M. Tech.	80	48	32	10	4 Sem	4 Years
M.B.A.	84	76	8	34	4 Sem	4 Years
Dual Degree (M.Tech.-PhD)	138	48	90	12		7 Years
Dual Degree (MBA-PhD)	148	92	56	34	8 Sem	7 Years
Ph.D. (Engineering) students with B. Tech.	96	32	64	08	6 Sem	7 Years
Ph.D. (Engineering/Management) students with M. Tech./M/Pharm./M.D.	64	16	48	04	4Sem	6 Years
Ph.D. (Management) students with M.B.A. (with M.Sc./B.Tech.)	64	16	48	04	4 Sem	6 Years
Ph.D. (Management) students with M.B.A. (with B.Sc.)	72	24	48	06	4 Sem	6 Years
Ph.D. (Management) students with M.Sc./B. Tech.	80	32	48	08	6 Sem	7 Years
Ph.D. (Sciences) students with M.Sc./M.Tech.	48	16	32	04	4 Sem	6 Years
Ph.D. (Sciences) students with B. Tech./B. Pharm./MBBS	80	24	32	06	4 Sem	6 Years

1. A student may include one undergraduate course (upon permission by the DPGC).
2. A student may register for undergraduate courses as a special case: these courses will be deemed to have zero credits and will be awarded an S/X grade. A student may take additional post graduate courses and will be awarded S/X grades unless the student requests for a course to be used for computing his/her CGPI at the time of registration.

A department may prescribe, with prior approval of the SPGC, additional credits of courses/thesis over and above the minimum specified in the above table.

9.2 Extension of Programme

- a) No student who has completed the prescribed maximum duration in the programme shall be allowed to register in the subsequent semester unless he/she has been granted extension of the programme by the Senate on the recommendations of the DPGC and the SPGC.
- b) However, those Ph.D. students who have submitted their thesis and are waiting for the defence will be treated automatically as registered unless they apply for leave.

9.3 Termination of Programme

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

9.4 Appeals Against Termination

A student whose Programme is terminated on account of inadequate Academic Performance or otherwise has the right to appeal to the Chairman Senate through DPGC and SPGC for reconsideration. While making the appeal against termination, he/she shall give reasons for his/her

poor Academic Performance and/or to explain why his/her position (case) merits reconsideration. The Senate shall take a final decision after considering all the available inputs. However, the Senate shall not entertain any further appeal for review unless substantial additional information is brought to its notice. The maximum time for appeal against termination is one month from the date of the letter of termination.

10. COMPREHENSIVE EXAMINATION OF DUAL DEGREE & Ph.D. STUDENTS

- a) Students registered in the dual degree MBA/M Tech-Ph.D. & Ph.D. programme must pass a comprehensive examination designed to test the overall comprehension of the student. A student can appear in the comprehensive examination only after he/she has completed the course requirements and satisfied the minimum specified CGPI requirement. The structure of Comprehensive Examination for PhD students will be same as dual degree students.
- b) A student will not be allowed to appear in the comprehensive examination more than twice. All such cases shall be brought to the notice of the Senate.

11. CANDIDACY FOR THE Ph.D. DEGREE

A student enrolled in the Ph.D. programme is formally admitted to the candidacy for the Ph.D. degree after he/she has completed the course requirements for the degree with at least the minimum required CGPI, and has passed the comprehensive examination.

12. STATE OF ART SEMINAR

Every Ph.D. student admitted to the candidacy for the Ph.D. degree is required to give a general seminar in the Department covering the review of literature and frontiers of his area of research. This seminar must be given within six months of passing the comprehensive examination.

13. THESIS AND THESIS EXAMINATION

13.1 Appointment of Thesis Supervisors of M Tech. and Ph.D. Students

- a) A student shall not normally have more than two supervisors at any given time. A student may have one supervisor, two supervisors or a supervisor with a co-supervisor.
- b) Thesis supervisor(s) of a student will normally be appointed from amongst the faculty members at IITA using modalities decided by the departments.

13.2 Submission of Thesis for M.Tech. Students

A student of M.Tech. shall be allowed to submit his/her thesis at the end of the 4th semester after approval of their respective supervisor.

13.3 Open Seminar and Thesis Submission for Ph.D. Students

- a) Before proceeding to finalize the thesis, each Ph.D. student must deliver a seminar open to faculty and students. A student must have at least two publications (accepted/published) in Science citation indexed expanded (SCIE/SSCI) journals before the open seminar.
- b) Ph.D. thesis can be submitted only after the thesis board has been duly approved and the intimation of the satisfactory completion of the open seminar has been received. The maximum time duration for the submission of the thesis after the delivery of the open seminar will be six months. In exceptional circumstances, the students may seek an

extension up to three months with proper justification. However, if the thesis is not submitted within the desired period including the extension, the open seminar already delivered will stand cancelled and the student will be required to give a fresh open seminar before he/she submits his/her thesis.

13.4 Constitution of Committee/Board for Thesis and Oral Examination

13.4.1 M. Tech. Thesis Oral Examination Committee

- a) The thesis will be examined by an oral examination committee formed by the thesis supervisor(s) in consultation with the Head of the Department. It must be approved by DPGC.
- b) The committee shall consist of the thesis supervisor(s) and at least two but not more than three other members, one of who should belong to a department other than the student's department/IDP. There shall be one external examiner from outside the Institute chosen from a panel approved by the DPGC. The thesis supervisor/programme coordinator will act as the Convener of the Committee.

13.4.2 Ph.D. Thesis Board

The thesis board shall consist of three members in addition to the thesis supervisor(s) approved by the Chairman, Senate. Unless some special circumstances make it impractical, at least two members of the thesis board (other than the supervisor(s)) must be from outside the Institute and at least one of these two must be from within the country.

13.4.3 Ph.D. Oral Board

- a) The oral board shall consist of four members in addition to the thesis supervisor(s). Of the four, three shall be from among the faculty members of the institute (including those, if any, on the thesis board) and one shall be from among the members of the thesis board within the country but outside the institute. Of the three members from IIITA at least one shall be from a department which is different from the student's own.
- b) The thesis supervisor(s) in consultation with the Head of the Department shall propose the constitution of the oral board (forwarded through the Convener, DPGC) to the Chairperson, SPGC who will forward it to the Chairman, Senate for approval.

13.5 Processing of Thesis

13.5.1 M Tech. Oral Examination

- a) The oral examination will be conducted within four months from the date of submission of the thesis.
- b) The thesis supervisor/programme coordinator will intimate the date of the oral examination to the SPGC office.
- c) The oral examination committee will evaluate the thesis/project, conduct the oral examination and send a report of the examination to the Chairperson, SPGC through the Convener, DPGC.

- d) The mark sheet of the student will contain S grade (if the thesis is accepted) or X grade (if the thesis is rejected). The grades are assigned zero credits.

13.5.2 Ph.D. Thesis Evaluation by the Thesis Board

- a) After the synopsis has been submitted and the thesis board constituted, the SPGC Chairman will send a letter by e-mail/fax to each member of the thesis board enclosing a copy of the synopsis and requesting him/her to serve as an examiner for the thesis.
- b) Copies of the report (without the identity of the examiner) will be sent to the thesis supervisor(s) and the Head of the Department.
- c) On completion of the process detailed above, the Chairperson, SPGC will intimate the supervisor the concurrence of the Chairman, Senate, if given, to initiate the constitution of the oral board. This concurrence of Chairman, Senate will be given if all the examiners recommend acceptance of the thesis. If one of the examiners rejects the thesis, the matter will be referred to Chairman, Senate for deciding further course of action. If two or more examiners reject the thesis, the thesis will be rejected.
- d) In case Chairperson, SPGC is the supervisor of the student concerned, the above processing will be done by concerned Head of Department.

13.5.3 Ph.D. Oral Examination

- a) The Ph.D. oral examination will be an open examination. The supervisor(s)/programme coordinator will be the convener of the oral board and will fix the date of the oral examination and intimate the date to the SPGC office.
- b) If a member of the oral board communicates his/her inability to be present in advance or fails to be present on the specified date and time, the Chairman, Senate may appoint a substitute in consultation with the thesis supervisor(s), Head of the department and Chairperson, SPGC.

14. DEGREES

14.1 Requirements for Degree

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

- a) passed all the prescribed courses;
- b) satisfied the minimum academic requirements;
- c) satisfied all the requirements specified by the concerned Department, if any;
- d) satisfied all the requirements specified by the Senate and the Ordinances;

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

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

14.2 Award of Degree

Degree will be awarded to the students who successfully complete all the post-graduation requirements. The award of the degree will be recommended by the Senate to the Board of Governors (BoG) for the award of the appropriate degree in the ensuing convocation. The degree can be awarded only after the BoG accord its approval. However, provisional degree may be issued for the intervening period between the completion of post graduation requirements and the Convocation. The provisional degree shall be valid for a maximum period of 5 years from the date of issue.

14.3 Withdrawal of Degree

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

15. SCHOLARSHIPS, PRIZES AND MEDALS

- a) In addition to the Financial Assistance to students of MTech, Dual Degree MTech - PhD and PhD students Merit-cum-Means scholarships, Freshships, Notional Prizes and Certificates of Merit shall be awarded to postgraduate students according to the rules laid down by the Senate.
- b) Scholarships and freshships are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material facts and/or supply of false information.
- c) Students leaving the Institute on their own accord without completing the programme of study may be required to refund the amount of scholarship received during that year.
- d) No student can receive two scholarships simultaneously.
- e) Scholarships will not be paid after the month in which a student completes all the prescribed courses.
- f) To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate shall award Prizes/Medals/Scholarships to be instituted either by the Institute or through endowment /grants of donors. The norms and conditions for the institution of such Scholarships/ Prizes/Medals shall require approval of the Board of Governors.

16. CONDUCT AND DISCIPLINE

- a) Each student shall conduct himself, both within and outside the campus of the Institute, in a manner befitting a student of an Institute of National importance. No student is expected to indulge in any activity which tends to bring down the prestige of the Institute. Each student shall show due respect and courtesy to the teachers, administrators, officers and employees of the Institute; and, good neighborly behavior to fellow students. They should also pay due attention and courtesy to the visitors and residents of the campus.
- b) Lack of courtesy and decorum; unbecoming conduct (both within and outside the Institute); willful damage or removal of Institute property or belongings of a fellow student; disturbing fellow students in their studies; adoption of unfair means during examinations; breach of rules and regulations of the Institute; noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct of students.
- c) Violation of the Code of Conduct of students by any student, shall invite disciplinary action and may merit punishment, such as reprimand, disciplinary probation, fine, being debarred from examination, debarring the use of placement services, withholding of grades, withholding of degree, cancellation of registration and even dismissal from the Institute.
- d) The Warden-in-Charge of the concerned Hostel shall have power to reprimand or impose fine or take any other such suitable measure against any resident of the Hostel, who violates either the rules and regulations or the Code of Conduct pertaining to the concerned Hostels.
- e) The Instructor-in-Charge 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. The Instructor /Tutor shall have the power to take appropriate action against a student who attempts to misbehave in the class.
- f) Ragging, in any form, is strictly prohibited and any violation shall be considered as a serious offence, leading even to dismissal from the Institute.
- g) The Senate shall constitute a Standing Committee to investigate the alleged misdemeanor reported and recommend a suitable course of action. The Senate shall also prescribe the procedure for dealing with the recommendations of this Committee. Violation of the Code of Conduct of students, by a student or a group of students can be referred to this Committee by any student or a teacher and the Director or any other functionary of the Institute.
- h) In very exceptional circumstances, the Chairman, Senate may appoint a Special Disciplinary Committee to investigate and/or recommend the action to be taken in case of any act of gross indiscipline involving a large number of students which may tarnish the image of the Institute.
- i) The case of a defaulting student recommended for dismissal from the Institute shall ordinarily be referred to the Senate for its final decision.
- j) A defaulting student who feels aggrieved with the punishment awarded may prefer an appeal to the Chairman, Senate stating clearly the reasons why the punishment should not be awarded. The Senate shall prescribe the procedure to process such an appeal.
- k) A student who is found guilty of some major offence may not be recommended by the Senate to the Board of Governors for the award of a degree/diploma/certificate even if all the academic requirements have been satisfactorily completed by the concerned student.

17. HOSTELS

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

18. AMENDMENTS

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