

ORDINANCES

[IPG/M.Tech/MBA]



**ATAL BIHARI VAJPAYEE- INDIAN INSTITUTE OF
INFORMATION TECHNOLOGY & MANAGEMENT,
GWALIOR**

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Index

| Ordinance Number | Title | Page No |
|-------------------------|--|----------------|
| - | EXTRACTS FROM IIIT ACT 2014 | 3 |
| 0 | INTRODCUTORY | 4 |
| 1 | ACADEMIC PROGRAMMES AND DEGREES/DIPLOMAS | 5 |
| 2 | ACADEMIC CALENDAR | 6 |
| 3 | ADMISSIONS & CURRICULUM | 7 |
| 4 | REGISTRATION | 9 |
| 5 | LEAVE OF ABSENCE | 11 |
| 6 | RESIDENCE AND ACADEMIC REQUIREMENTS | 12 |
| 7 | TEACHING & EVALUATION | 13 |
| 8 | THESIS EVALUATION | 16 |
| 9 | CONDUCT OF DISCIPLINE | 17 |
| 10 | GRADUATION REQUIREMENTS AND GRANT OF DEGREES | 19 |
| 11 | HOSTELS | 20 |
| 12 | SCHOLARSHIPS/ PRIZES, MEDALS AND FINANCIAl- ASSISTANCE | 21 |
| - | <i>Disclaimer</i> | 22 |
| - | <i>Glossary</i> | 23 |

EXTRACTS FROM THE IIIT ACT, 2014

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

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; Ordinances
- (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
- (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.

SECTION 36

(1) Save as otherwise provided in this section, Ordinances shall be made by the Senate.

(2) All Ordinances made by the Senate shall have effect from such date as it may direct, but every Ordinance so made shall be submitted, as soon as may be, to the Board and shall be considered by the Board at its next meeting.

(3) The Board shall have power by resolution to modify or cancel any such Ordinance and such Ordinance shall from the date of such resolution stand modified accordingly or cancelled, as the case may be.

ORDINANCE NO. 0: INTRODUCTORY

- 0.1 The constituents of the Senate and its functions are as defined in the Act and Statutes of the Institute. The Senate shall primarily be concerned with the academic affairs of the Institute encompassing academic staff, students and instructional matters.
- 0.2 The Senate shall ensure that every Academic programme, leading to the award of a Degree/Diploma as appropriate to the Programme, conforms to the Ordinances of the Institute.
- 0.3 The Senate shall discharge its duties and responsibilities generally through its Standing and Special Committees; and, Academic Streams/Divisions/Departments, Interdisciplinary programmes, and Centres. The Senate may delegate any of its powers to the Chairman Senate or to its Committees at any relevant or appropriate time.
- 0.4 The senate is the apex body recommending all academic matters of the institute to the Board of Governance for approval/ratification. The Senate may empower the Dean(Academics)/Professor-in-charge(Academics) for smooth functioning of the academic matters.

ORDINANCE NO. 1: ACADEMIC PROGRAMMES AND DEGREES/DIPLOMAS

- 1.1 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.
- 1.2 The recommendations of the Senate on each proposal for introduction of a new Programme shall be considered by the Board of Governors. In case no new Degree/Diploma is being mooted in the said proposal, the Board may approve the proposed Programme recommended by the Senate for implementation. However, in case the proposal involves the award of a new Degree/Diploma and Board concurs with the recommendations of the Senate, the Board shall seek the advice of the IIIT Council for introduction of such a Degree/Diploma.
- 1.3 The minimum admission standards and the duration of each Programme, whether existing or new, shall be advised by the IIIT Council.
- 1.4 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.
- 1.5 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.
- 1.6 Conferment of an Honorary Degree of the Institute shall be in accordance with Statute 24. The Senate shall approve the format of the Honorary Degree in each case.

ORDINANCE NO. 2: ACADEMIC CALENDAR

- 2.1 The academic year normally begins in July every year and ends in June. Each Academic Session shall consist of two regular semesters and a Summer-semester, apart from vacations, and mid-semester breaks. Each regular semester shall consist of about fourteen working weeks in addition to one week of mid-semester break and two weeks of examination period. The Summer-Semester shall consist of about six working weeks, excluding the examination period.
- 2.2 The exact dates for the important academic events scheduled during the Academic Session shall be specified in the Academic Calendar. In particular, the dates for the following events shall be specified:
- Orientation, Registration, Late Registration, Commencement of Classes, Adding and Dropping of Courses, Submission of Documents, Date of Essential Examinations, Submission of Grades, Moderation of Grades, Vacations, Mid-Semester Breaks.*
- 2.3 The Academic Calendar shall be displayed on the Institute's website.

ORDINANCE NO. 3: ADMISSIONS & CURRICULUM

- 3.1 Admissions to all the IPG/M Tech/MBA programmes are made once in a year in as per the guidelines framed by MHRD, Government of India, from time to time. The admissions of foreign nationals and Indian students studying abroad to Engineering programs in Centrally Funded Institutions (CFIs) is being done under DASA (Direct Admission of Students Abroad) scheme.
- 3.2 These admissions to the IPG/M Tech/MBA shall be made once a year on the basis of the entrance examinations as specified by the IIIT Council. The admissions to Ph.D programme shall be twice a year.
- 3.3 Reservation shall be as per MHRD, Government of India, guidelines framed from time to time. Students shall pursue the respective programmes allocated to them at the time of admission.
- 3.4 The number of admissions that can be made to any approved Programme of the Institute shall be as decided by the Senate from time to time. Reservation of seats for various reserved categories shall be as prescribed by the IIIT council.
- 3.5 The eligibility requirements and frequency of admission to the M Tech (Two Year) and MBA (Two year) programmes as well as approved Postgraduate Programmes shall be decided by the Senate, taking into consideration any requirements that may be specified by the IIIT Council. The eligibility requirement for sponsored postgraduate candidates shall be decided by the Senate.
- 3.6 Candidates studying in the final year of their qualifying degree may be considered for provisional admission to the M.Tech/MBA/Ph D and other Postgraduate Programmes provided they satisfy all other essential eligibility and qualify the admission process requirements for admissions to such programmes prescribed by the Senate.
- 3.7 The admission procedure for Postgraduate Programmes shall be as laid down by the Senate from time to time.
- 3.8 The admission requirements and procedures for all categories of students shall be as laid down by the Senate.
- 3.9 Every student, admitted provisionally to any Programme of the Institute, shall submit copies of the qualifying degree/provisional certificate and such other documents as prescribed by the Senate. These documents must be submitted by the prescribed date.
- 3.10 The admission, provisional, of any student who either does not submit the required documents by the stipulated date or fails to meet any other stipulated requirement for admission can be cancelled by the Senate.
- 3.11 The admission of any student may also be cancelled by the Senate, at any later date, if it is found that the student had supplied some false information or

suppressed some relevant information while seeking admission.

- 3.12 The Institute shall be open to persons of either sex and of whatever race, caste or class, and no test or condition shall be imposed as to religious belief or profession while admitting the students.
- 3.13 The details of the curricula for various academic programmes are published in a separate document named "Courses of Studies" by the Institute. This brochure is a one-stop up-to-date curriculum for each admitted batch of students for every program. The syllabi of various subjects shall be published separately on website.

ORDINANCE NO. 4: REGISTRATION

- 4.1 The Senate shall lay down norms for registration for all categories of students.
- 4.2 The semester registration in the Institute involves:
- (a) filling of the registration form /registering the academic courses online mentioning the courses to be credited in the semester/summer semester from among the courses offered by the Institute and the programme requirements specified in the curriculum, and
 - (b) payment of fees and clearance of outstanding dues, if any.

The entire responsibility for the semester registration rests with the student concerned.

- 4.3 Before the commencement of each semester, every student, unless otherwise exempted by the Senate, shall register for the prescribed courses to be pursued during that semester on the registration date as specified in the Academic Calendar till the Degree requirements are completed in terms of credits completion. The registration for Summer-Semester shall be subject to the conditions that may be laid down by the Senate.
- 4.4 Payment of prescribed semester/summer semester fees, and all other dues outstanding against the name of the student to the Institute, the Hostels or any other recognized unit of the Institute shall ordinarily be a pre-condition for registration.
- 4.5 For bonafide reasons, students may be permitted to register late in a semester on the date so prescribed in the Academic Calendar on payment of prescribed late registration fee.
The Senate shall lay down the conditions and procedure for such late registration. Any other exceptional case of registration shall require approval of the Senate.
- 4.6 The registration of any student may be cancelled or changed during the semester / summer semester, partly or wholly, according to the norms laid down by the Senate.
- 4.7 A letter grade shall be awarded in a course to a student only if the student is duly registered in the course at the time of the award of the letter grade.
- 4.8 A list of courses to be offered during the semester shall be put up on the notice boards/website and will be made available to the Course Instructor. A student is normally permitted to register for six/seven courses per semester as per the IPG/M.Tech/MBA curriculum of the Institute. 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 normal academic load consists of 25-30 credits per semester.

The minimum credit requirement for each academic programme shall be determined by the Senate.

- 4.9 A student is required to ensure that she/he has completed the pre-requisite(s), if any, for each course to be registered for. 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.
- 4.10 A student may, be permitted to take an overload based on the criteria set down by the senate. Similarly, a student, for valid reasons may also be allowed to take a reduced load.
- 4.11 An academically deficient student may be required to take a reduced load as per the provisions / recommendations of Cmpetent Authorities. An academically deficient student is one who has accumulated backlog of courses by either not registering for or by failing in the course in spite of registering in it in previous semester(s). The deficiency may be due to several reasons such as poor grades, not registering for course(s) due to health and /or other reason(s). Registration of deficient students is done as per the recommendations of the Student Advisory Committee.
The programme for deficient student shall be framed on advice of the concerned faculty adviser.
- 4,12 Cancellation of registration: Absence for a period of four or more weeks at a stretch or in total during a semester/summer semester shall result in an automatic cancellation of the registration of a student from all the courses in that semester/summer term. In case the absence is in a particular course then the student is required to drop that course in the given semester.

ORDINANCE NO. 5: LEAVE OF ABSENCE

5.1 Absence during the semester shall be discouraged for all registered students. However, for bonafide reasons, a student may be granted leave of absence as per proviso made for such absence in the Ordinances.

5.2 Postgraduate students shall be entitled to the following leave of absence without loss of Financial assistance:

Short Leave, Maternity leave/Paternity Leave (as per GOI norms) Temporary Withdrawal / Semester Leave (Partial withdrawal from the semester shall not be allowed)

Applications for leave of absence should be addressed to the programme coordinator and submitted to the academic section with a medical certificate, if applicable. Leave usually must not be availed without prior approval of the programme coordinator. In addition, if a student is going out of campus on leave, she/he must inform the Hostel authorities in writing. Failing this the hostel/Institute authorities may initiate an action as deemed appropriate by them

5.3 Leave of absence beyond that provided in the Ordinances 5.1 to 5.2 may also be granted. However, such leave of absence shall entail loss of financial assistance, if any.

5.4 Without prejudice to the provision made for leave of absence in the Ordinances, absence for a period of four or more weeks at a stretch, during a semester, shall result in automatic cancellation of the registration of students from the course(s) in that semester. However, award of partial credit of research units, if applicable, may be considered for such students.

5.5 Unauthorized absence (i.e., absence without due permission) may, result in termination of the student's programme by the Senate in addition to loss of financial assistance for the entire period of such unauthorized absence(s) or part thereof.

5.6 Students are expected to complete their Programme without any break. However, for bonafide reasons, students may be granted leave of absence from the Programme. But such absence(s) shall ordinarily not exceed two semesters with or without break, and this break will be counted towards the maximum course duration permitted for the said Programme

ORDINANCE NO. 6: RESIDENCE AND ACADEMIC REQUIREMENTS

- 6.1 Residential Requirements: For all the full time courses, the students of all programmes are required to be present physically on regular basis till the course is completed / till the date of Thesis Viva for IPG/M.Tech/MBA programme.
- 6.2 Each course is conducted by the course instructor (in some cases with the assistance of the teaching assistants/tutors). The course instructor is responsible for planning and running the course, conducting the examinations, evaluating the performance of registered students, awarding the grades at the end of semester / summer semester and submitting the grades to the Academic Section.
- 6.3 The evaluation of students in a course is a continuous process and is based on their performance in end-semester examination, mid-semester examination, quizzes, assignments, tutorials, projects, laboratory work (if any), etc. The course instructor shall announce the evaluation scheme along with the weightage for various components at the beginning of the course. The schedule for the mid-semester examination, end-semester examination and make-up examination (if any) is prepared and announced by Academic Section.

ORDINANCE NO. 7: TEACHING & EVALUATION

- 7.1 The medium of instruction shall be the English Language.
- 7.2 Each course, along with its weightage in terms of units, shall require approval of the appropriate Standing Committee of the Senate according to the course approval procedures laid down by the Senate. Only approved courses can be offered during any semester/summer semester.
- 7.3 Each approved course, whenever offered in any given semester, shall be conducted by the assigned Course-instructors with the assistance of the required number of teaching assistants/Tutors. The Instructor-in-Charge shall be responsible for conducting the course, holding the examinations, evaluating the performance of the students and awarding the grades at the end of the semester. The grades submitted by the Course Instructor may be put before the moderation committee appointed by the Senate. The final grades for a course shall be declared after the approval from the Chairman, Senate.
- 7.4 The list of all courses to be offered by a department, during any semester/summer-semester shall be finalized, before the beginning of the semester/summer-semester by the concerned Head of the Stream/Division/Department, taking into consideration all the requirements and the recommendations of the Senate.
- 7.5 The Course Instructors, Tutors (if any with course instructor) for all the courses to be offered by a department, during any semester/summer-semester, shall be assigned by the concerned Head of Department./Stream/Division.
- 7.6 In each semester, there shall normally be two Mid-Semester Examinations (called as "Minor examinations") and one End-Semester Examination (called as "Major Examination"). As far as possible, all the examinations shall be conducted during the announced examination periods.
- 7.7 Students who fail to appear in any examination, due to bonafide reasons, may be permitted to appear in the Make-up Examination (called as "Re-minor examination/Re-major examination") as per the procedures laid down by the Senate.
- 7.8 The minimum credit requirements for various programmes shall be decided by the Senate. Normally, for five year Integrated Post Graduate programme the credit requirement is of the order of 230-240 credits, 58-70 for M.Tech/MBA, and 12-14 for PhD.
- 7.9 **Award of Grades** :The grade awarded to a student in a course, other than laboratory course, for which he/she is registered, will be based on his/her performance in quizzes, tutorials, laboratory work, workshop and industry and home assignments, as applicable; in addition to a minimum of two minor tests and one major test. The distribution of weightage is to be decided and announced by the course instructor. For laboratory courses, the course

coordinator will evolve a method of evaluation and announce it in the first laboratory class.

The grades that can be awarded, and their equivalent numerical points, are listed in Table 7.1

Table 7.1: Grade and associated grade points

| Grade | Grade Points | Description of Performance |
|--------------|---------------------|-----------------------------------|
| A | 10 | Outstanding |
| A(-) | 9 | Excellent |
| B | 8 | Very Good |
| B(-) | 7 | Good |
| C | 6 | Above Average |
| C(-) | 5 | Average |
| D | 4 | Below Average |
| F | 0 | Very Poor |
| I | - | Incomplete |
| NP | - | Audit Pass |
| NF | - | Audit Fail |

7.10 **Performance Indices** - The Semester Grade Point Average (SGPA) of a student is an indicator of her/his overall academic performance in all the courses she/he registers for during the semester.

The Cumulative Grade Point Average (CGPA) indicates the cumulative academic performance of a student in all the courses taken including those taken in the previous semesters. It is computed in the same manner as SGPA.

$$SGPA = \frac{\sum_{i=1}^n c_i P_i}{\sum_{i=1}^n c_i}$$

where c_i is the number of credits offered in the i^{th} subject of a semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

7.11 Whenever, a student is permitted to repeat or substitute a course, the new letter grade replaces the old letter grade in the computation of SGPA/CGPA, but old grades appear in her/his Grade Report.

- 7.12 For the purpose of calculation of SGPA or CGPA, only those courses (including minors and majors projects) will be taken into account in which the student has been awarded one of the grades (as mentioned in Table 7.1)
- 7.13 **Earned Credits (EC)** -The credits for the courses in which a student has obtained 'D' (minimum passing grade for a course) or a higher grade will be counted as credits earned by him/her. Any course in which a student has obtained F, I or NP grade will not be counted towards his/her earned credits. In addition to the credit courses, specified number of courses shall be compulsory audit courses. In order to clear compulsory audit courses, a student must get an 'NP' grade to clear them. It is essential that a student pass the compulsory audit course. In the event of his/her failure to do so, he/she shall be not declared pass even though he/she has cleared the credit courses.
- 7.14 A student is permitted to re-register only for the course, which he/she has undergone and in which he/she has secured an F, I or NF grade.
- 7.15 The requirements for I Grade/NP/NF grades will be as per the criteria laid down by the Senate.
- 7.16 **Auditing of Courses** - The Institute encourages students towards supplementary learning by auditing for additional courses. The permission to audit a course has to be taken from the concerned course coordinators. However, the auditing of course(s) is permitted only after a student has satisfactorily completed minimum credit of the course work. The audit requirements in terms of attendance and some minimal work shall be specified by the course instructor.
- Auditing of a course is permitted only up to the last date for adding of courses, as given in the Institute's academic calendar. Dropping of an audit course, however, can be done at any time of the semester by filling a formal application for the same. The grades obtained in the courses registered as audit course shall not be counted for the calculation of the Semester Grade Point Average (SGPA) or the Cumulative Grade Point Average (CGPA)
- 7.17 The grades of a student may be withheld if she/he has not paid her/his dues, or if there is a case of indiscipline pending against her/him, or for any other reason.
- 7.18 The time limits for preservation of academic records shall be decided by the senate.
- 7.19 The maximum duration permissible for a Programme shall be decided by Senate.

ORDINANCE NO. 8: THESIS EVALUATION

- 8.1 The evaluation procedure for IPG/M.Tech//MBA theses shall be laid down by the Senate.
- 8.2 The ordinances for Ph.D. thesis evaluation are laid down separately by the Senate.

ORDINANCE NO. 9: CONDUCT OF DISCIPLINE

- 9.1 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 faculty members, administrators, officers and employees of the Institute; and good neighbourly behaviour to fellow students. They should also pay due attention and courtesy to the visitors and residents of the campus.
- 9.2 Lack of courtesy and decorum; unbecoming conduct (both within and outside the Institute); wilful damage or removal of Institute property or belongings of a fellow student; disturbing fellow students in their studies; adoption of unfair means during examinations; breach of rules and regulations of the Institute; noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct of students.
- 9.3 Violation of the Code of Conduct of students by any student, shall invite disciplinary action and may merit punishment, such as reprimand, disciplinary probation, fine, being debarred from examination, debarring the use of placement services, withholding of grades, withholding of degree, cancellation of registration and even dismissal from the Institute.
- 9.4 The Warden 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 Hostel.
- 9.5 The Course Instructor 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 Course Instructor shall have the power to take appropriate action against a student who attempts to misbehave in the class.
- 9.6 Ragging, in any form, is strictly prohibited and any violation shall be considered as a serious offence, leading to appropriate penal action as laid down from time to time by the institute. .
- 9.7 The Senate may constitute a Standing Committee to investigate the alleged misdemeanour reported and recommend a suitable course of action. The Senate may 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/faculty /any other functionary of the Institute.
- 9.8 In exceptional circumstances, the Chairman, Senate may appoint a Special Disciplinary Committee to investigate and/or recommend the action to be taken in case of any act of gross indiscipline involving a large number of students which may tarnish the image of the Institute.
- 9.9 The case of a defaulting student recommended for dismissal from the Institute shall ordinarily be referred to the Senate for its final decision.

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

ORDINANCE NO. 10: GRADUATION REQUIREMENTS AND GRANT OF DEGREES

- 10.1 An IPG student with a CGPA below 5.0 is not eligible for graduation.
An M.Tech./MBA student with a CGPA below 6.0 is not eligible for graduation.
- 10.2 A student shall be deemed to have completed the graduation requirements if the student has:
- (a) passed all the prescribed courses;
 - (b) attained the minimum required CGPA;
 - (c) satisfied the minimum academic and other requirements including residence requirements for the academic programme prescribed by the Senate;
 - (d) satisfied all the requirements specified by the concerned stream/division/department, if any;
 - (e) 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 obtained 'No Dues' clearance from various units as specified by the Senate, and, should have no pending case of indiscipline.

- 10.3 A student who has completed all the graduation requirements shall be recommended by the Senate to the BOG for the award of appropriate Degree/Diploma in the ensuing Convocation. A Degree/Diploma can be awarded only after the Board has approved the award of the Degree/ Diploma.
- 10.4 Under exceptional circumstances, where gross violation of the graduation requirements is detected at any later stage, the Senate may recommend to the Board of Governors to withdraw the Degree/Diploma, already awarded.

ORDINANCE NO. 11: HOSTELS

- 11.1 The Institute 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.
- 11.2 For each Hostel, there shall be a Warden/Assistant warden(s). The office of the Warden shall be held by the members of the academic staff of the Institute. These appointments shall be made by the Director. The Warden shall be responsible for managing the Hostel efficiently.
- 11.3 Every student residing in a Hostel shall join the Hall Mess. However, the Warden may exempt an individual student from the Mess on medical grounds for a specified period.
- 11.4 During Institute vacations, messes of a few Hostels will function, depending upon need. All students staying in the Hostels during vacation shall have to join one of these messes. No other arrangement will normally be permitted.
- 11.5 The passing out IPG/M. Tech/MBA students will have to vacate hostel latest up to the date of 30th June of calendar year (in case Final Thesis Viva is held before 30th June of calendar) or up to the date of viva (with payment of semester registration fees). Ph.D students will have to vacate the Hostel latest by the Final Thesis Submission date.
- 11.6 Every student shall be personally responsible for the safe up-keep of the furniture and other items supplied to him/her and will be charged for any damage or loss caused by design or negligence during the occupancy of the room.
- 11.7 Every student 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 prescribed due date.
- 11.8 Hostel 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 without hurting /disturbing the other hostel residents. However, political campaigning is prohibited.
- 11.9 Visitors and persons of the opposite sex are strictly prohibited to enter the residential blocks of the Hostels.
- 11.10 Use of liquor, drugs, or any other intoxicants in the Hostels and all premises is strictly prohibited.
- 11.11 Every resident shall comply with all the rules and regulations of the Hostels as may be in force from time to time. The Institute shall take necessary actions against the defaulters.

ORDINANCE NO. 12: SCHOLARSHIPS, PRIZES, MEDALS AND FINANCIAL ASSISTANCE

- 12.1 Merit-cum-Means scholarships, Freeships, Prizes and Certificates of Merit shall be awarded to students according to the rules laid down by the Senate.
- 12.2 Scholarships and freeships are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material facts and/or supply of false information.
- 12.3 Students leaving the Institute on their own accord without completing the programme of study may be required to refund the amount of scholarship as per the rules of the Institute.
- 12.4 No student can receive two scholarships simultaneously.
- 12.5 Scholarships will not be paid after the date by which a student completes all the prescribed requirements of an academic programme.
- 12.6 To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate shall award Prizes/Medals/Scholarships to be instituted either by the Institute or through endowment /grants of donors. The norms and conditions for the institution of such Scholarships/ Prizes/Medals shall require approval of the Board of Governors.
- 12.7 Indian Nationals who are admitted as non-sponsored, regular, full-time postgraduate students shall be eligible for financial assistance according to the norms approved by the Board of Governors and by the Ministry of Human Resource Development.
- 12.8 Postgraduate students can also receive financial assistance/stipend from government, public sector organizations, private industrial and commercial organizations, and research/consultancy schemes of the Institute.

DISCLAIMER

- 1.** Any doubt or dispute about the interpretation of these Ordinances and Regulations shall be referred to the Chairman, Senate whose decisions shall be final.
- 2.** Any other matter not covered in the Ordinances shall be referred to the Senate.
- 3.** These Ordinances may be reviewed from time to time.

GLOSSARY

Academic Programmes

- **Integrated Post Graduate (IPG) Programme**
The Institute offers a five-year dual degree Integrated Post Graduate (IPG) programme leading to dual degree of Bachelor of Technology in Information Technology and Master of Technology/ Master of Business Administration.
- **Master of Technology Programme**
The Institute offers a four-semester Master of Technology programme (M.Tech) in the areas of Advanced Network, Digital Communication, Information Security, Visual Information Processing and VLSI.
- **Master of Business Administration Programme**
The Institute also offers a four-semester programme Master of Business Administration. The focus of the programme is to integrate IT with business processes.

Curriculum of a Programme - a prescribed set of courses and other academic activities

Course - a sequence of topics which can be covered during a semester

Approved - a course approved by the appropriate body using the guidelines provided by the Senate

Credits - approved weight of a course which is based on the total effort expected of a student

Credit System

Education at the Institute is organized around the semester-based credit system of study. The prominent features of the credit system are a process of continuous evaluation of a student's performance/progress and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience, subject to fulfilling minimum requirements for continuation.

A student is allowed to attend classes in a course and earn credit for it, only if he/she has registered for that course.

A student's performance/progress is measured by the number of credits that he/she has earned, i.e. completed satisfactorily. Based on the course credits and grade obtained by the student, grade point average is calculated.

All programmes are defined by the total credit requirement and a pattern of credit distribution over courses of different categories.

(a) Course credits assignment

Each course, except a few special courses, has a certain number of credits assigned to it depending upon its lecture, tutorial and laboratory contact hours in a week. This weightage is also indicative of the academic expectation that includes in-class contact and self-study outside of class hours. Lectures and Tutorials: One lecture or tutorial hour per week per semester is assigned one credit.

Practical/Laboratory: Two laboratory hours per week is assigned one credit.

(b) Earning credits

At the end of every course for which a student has registered, a letter grade is awarded in each course for which a student had registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he/she has earned and by the weighted grade point average. A student has the option of auditing some courses. Grades obtained in these audit courses are not counted for computation of grade point average. However, a pass grade is essential for earning credits from an audit course; this does not apply to postgraduate programmes.

Academic year

The period of formal academic instruction, usually extending from July through June. It is divided into two semesters and summer semester.

Audit

Enrolling in a class on an audit basis means the class would not count for credit or grade point average. In some cases, Registration for audit may require the permission of the course coordinator.

Colloquium

A gathering of students to discuss a given topic over a period of a few hours to a few days.

Comprehension

Comprehension will be a comprehensive viva which will test the knowledge and skills gained by students. It will also help them to appreciate the importance of integration.

Credit course

A class with specified learning goals which the student is required to meet in order to pass the course and that may be applied toward the fulfillment of degree requirements at the Institute.

Electives

Electives are the academic courses chosen by the student from a set of options, as opposed to a required course. While required courses (sometimes called core courses) are deemed essential for an academic degree, elective courses tend to be more specialized. Elective courses usually have fewer students than the required core courses.

Grades

Evaluative scores provided for each course, and often for individual examinations or papers written for that course. There are letter grades (usually A, A(-), B, B(-), C, C(-), D, F, I) .

Incomplete - grade 'I' used by Course Instructor at the time of submission of grades when the performance of a student in a course/project cannot be assessed due to valid reasons.

Lecture

A lecture is an oral presentation intended to present information or teach students about a particular subject.

Major Examination

Usually a major examination is given at the end of the semester.

Minor Examination:

Usually two minor examinations are given in the semester.

Open Elective

Open Elective courses allow a student to explore additional areas of interest, work toward a focused area.

Practical

A practical is a learning opportunity that involves a brief presentation by the lecturer or tutor, followed by students participating in various exercises or experiments. Practicals provide opportunities to study and gain hands on experience on the practical applications of the concepts taught in the Lectures for a particular subject.

Examination - a procedure used to evaluate the academic performance of a student

Comprehensive - written and/or oral evaluation of a Ph.D. student to assess his /her preparation for starting research work; a requirement for admittance to Ph.D. candidacy.

Minor - examination conducted during the semester

Re-minor/Re-major examination - meant for a student who is not able to appear in the scheduled examination

Graduation Requirement - minimum academic and other requirements which entitles student for the award of a degree/diploma

Registration – enrolment for semester with payment of semester fess (as applicable)

Academic Registration- enrolment of the courses/research that a student wants to pursue during a semester as required by the Programme of the student

Semester

A period of study of approximately 14 weeks, usually half of the academic year.

Seminar

Most commonly offered as upper-level and postgraduate courses, these are small classes of approximately 15 students each, designed to facilitate intensive study of specific subject areas.

Summer Internship

In Summer internships to students undertake projects at various other Institutes / Industries /Organizations like Bank, insurance/ Research Organizations, that not only give them an opportunity to learn but also to contribute to these Institutes / Industries /Organizations like Bank, insurance/ Research Organizations. They work on cross functional operational projects that expose them to all the verticals of the company. This internship will expose the students to real life environment and will also sensitize them about contemporary models of business. It is also expected students will sharpen their soft skills and also prepare them for careers in Technology Sector and business. After the Summer Internship, the assessment is done by in the **Colloquium**.

Student - a bona-fide student on the rolls of the Institute

Academically Deficient - a student not satisfying the prescribed academic requirements

Postgraduate- a student enrolled for the M.TECH/ MBA/ Ph.D. Programme

IPG - a student enrolled for the Integrated Post Graduate Programme

Syllabus

This is a detailed course description with topics to be covered, required reading.

Tutorial

A method of providing help to students by instruction outside of class. A tutorial is a method of transferring knowledge and may be used as a part of learning. More interactive and specific than a book or a lecture; a tutorial seeks to teach by example and supply the information to complete a certain task. Teaching course that is generally offered in conjunction with a lecture in which the material is dealt with actively in more depth. A tutorial system is basically a form of one on one teaching.