भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
Indian Institute of Information Technology, Nagpur
"An Institution of National Importance by an Act of Parliament"
Survey No. 140,141/1 behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Bori (Butibori) Tahsil- Nagpur (Rural) District Nagpur - 441108
Website: www.iiitn.ac.in Email: director@iiitn.ac.in, registrar@iiitn.ac.in

ACADEMIC RULES AND REGULATIONS
Academic Year 2025-26 onwards

Governing
All Under Graduate (UG) Programs

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR (IIITN)
INDIA 441108
September, 2025.

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PREFACE

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY NAGPUR (IIITN), is an institution of national importance set up under the INDIAN INSTITUTES OF INFORMATION TECHNOLOGY (PUBLIC-PRIVATE PARTNERSHIP) ACT, 2017. IIITN is set up with the objective of making available facilities for higher education, research and training in various fields of Information Technology to address the challenges faced by the Indian IT industry and growth of the domestic IT market. The Ministry of Education (MoE) (formerly, Ministry of Human Resource Development), Government of India has established Indian Institutes of Information Technology (IIITs), on a not-for-profit Public Private Partnership (PPP) basis. The partners in setting up the IIITs are the Ministry of Education, Governments of the respective States where each IIIT has been established, and the industry.

On the same line INDIAN INSTITUTE OF INFORMATION TECHNOLOGY NAGPUR (IIITN) is established by the Ministry of Education, Government of India and industry partners (i) Tata Consultancy Services, Mumbai (ii) **Haldiram Foods International Pvt. Ltd., Nagpur** Not-for-profit Public Private Partnership (N-PPP) Institution.

The institute is committed to get itself recognized as a leader in Information Technology related Science and Engineering. It wishes to establish a firm foundation for education and research with a high-quality faculty base and having a vision to be the fountainhead of new ideas and innovations in technology and science. IIIT Nagpur is an ambience in which new ideas, research and scholarship flourish and from which the leaders and innovators and IT-entrepreneurs of tomorrow emerge.

This booklet gives comprehensive information on the existing Rules and Regulations for all B. Tech. programs. All the current undergraduate programs will be governed by these rules and regulations based on the global concept of outcome based education.

IIIT Nagpur gives freedom to its various departments to tailor their academic programs as per their specific needs, within the framework of the Rules and Regulations approved by the Senate and the Board of Governance from time to time, keeping in view the ever growing challenges and new developments. The revised program provides additional opportunities and flexibilities for students to optimize their learning experience. This needs continuous and meticulous planning of the academic profile on the part of each student to fully utilize the opportunities. The students, and parents/guardians are therefore advised in their own interest to get

fully familiar with the academic system of the institute, since in many ways it is different from what they would have come across earlier. Student's attention is brought particularly to the assessment procedures and the specific rules governing the grading system, academic performance requirements, etc.

IIIT Nagpur is a very student-oriented place and our endeavor is always to ensure that our students are offered the best opportunities that are needed to create outstanding scientists and engineers.

Associate Dean –IIITN

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1 INTRODUCTION

All undergraduate programs will be governed by these rules and regulations. The curriculum provides broad based knowledge and simultaneously builds a temper for the life long process of learning and exploring. At undergraduate level, a student needs to do compulsory foundation courses in the areas of basic sciences, humanities, social sciences and engineering apart from departmental requirements. Further, students undergo instructions in open electives to develop a broad interdisciplinary knowledge base. The medium of instruction throughout the Course Studies is English.

The Institute follows the semester system. An academic year runs from July through June next year and consists of two semesters. Typically, the first semester (Odd Semester/Autumn) starts in the month of July and ends in the month of December; the second semester (Even Semester/Spring) starts in the month of January and ends in the month of May. Detailed schedule is given in the Academic Calendar which is made available before the start of the academic year. Notwithstanding any clause that is stated in the regulations, the Senate has the right to modify any of those from time to time.

1.1 Common Terminologies

1.1.1 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 programs are defined by the total credit requirement and a pattern of credit distribution over courses of different categories. Details are given in Course Contents.

1.1.2 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.

1.1.3 Earning Credits

At the end of every course for which a student has registered, a two letter grade is awarded in each registered course. 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.

1.1.4 Academic Year

The period of formal academic instruction consists of two semesters and is usually a period of one year.

1.1.5 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 an audit may require the permission of the course coordinator.

1.1.6 Colloquium

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

1.1.7 Comprehension

Comprehension will be a comprehensive viva which will test the knowledge and skills gained by students over three semesters. It will also help them to appreciate the importance of integration. The viva will be conducted by a panel comprising faculty members and industry executives. This will offer an opportunity to expose our students to outside experts who can also give feedback about communication skills of students, curriculum and the pace with which this curriculum is delivered.

1.1.8 Credit Course

A class with specific 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.

1.1.9 Electives and Core

Electives are the academic courses chosen by the student from a set of options, as per the course curriculum. While essentially required or compulsory courses 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.

1.1.10 Grades

Evaluative scores provided for each course, and often for individual examinations or papers written for that course.

1.1.11 Internship

It is mandatory for a period of one semester for which a student will be allowed to work in an Industry having focus on his/her project related field. The year-long internship may be allowed to students in some cases with a requirement of completion of remaining credits in Hybrid mode. This is to enable him/her to grasp all the nuances, ethics and practices of the industry. Alternatively, a student having more inclination towards higher studies can opt for a semester-long in-house/outside internship for research/ academic activities at institute or universities of National and International repute respectively in India and abroad (as per institute rule).

1.1.12 Lecture

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

1.1.13 Major Examination or End Semester Examination

Usually End Semester Examination is final examination conducted at the end of the semester.

1.1.14 Minor or Mid-Semester Examination

Usually Mid Semester Examination is conducted on half of the syllabus at the mid of semester duration.

1.1.15 Open Elective

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

1.1.16 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.

1.1.17 Semester

A period of study of approximately 13-14 weeks, usually half of the academic year.

1.1.18 Summer/winter Internship/workshop/coding competition/other activities

Institute encourages students to participate in various national and international hackathons/competitions and summer/ winter internships for the holistic development of the students. Institute also provides NoCs, and financial support if any that may be required to attend such activities at premier institutions.

1.1.19 Project/Thesis

Students are expected to work on real life problems, preferably extending the scope of their internship/innovative research problem. It is envisaged that students will diagnose the problem and come out with innovative solutions and/or suggest alternative models of doing business in the chosen organization. The project work is a capstone assignment integrating a variety of skills gained, a variety of tools/techniques and an opportunity to display maturity in understanding and implementing business solutions in a holistic manner. This will also provide an opportunity to exhibit their ‚project management' skills.

1.1.20 Tutorial

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.

1.1.21 Course Contents / Syllabus

This is an indicative description about the course.

1.2 Organizational Structure for Academic Administration

The academic program of the Institute is governed by Rules and Regulations approved by the Senate from time to time. The Senate is a statutory and supreme body that governs all academic matters of the Institute, and the rulings of Senate Chairman (Director of the Institute) are final in regard to all academic issues. A definite time schedule is set by the Senate for various academic activities, through an Academic Calendar issued at the beginning of each academic year. The Senate continuously assesses the academic program and makes appropriate revisions/modifications/improvements as and when required. Performance of each student is monitored by the Faculty Advisor. Administrative back-up for all academic matters is provided by the Academic office.

1.3 Academic Calendar

The academic activities of the Institute are regulated by Academic Calendar approved by the Senate, and released at the beginning of each academic year. It is mandatory for students / faculty to strictly adhere to the academic calendar for completion of academic activities. Academic Calendar can be seen on the institute website (www.iiitn.ac.in).

1.4 Academic Departments

Each academic program is offered by a Department or Center. Various departments and their two-letter code are given below:

Table 1.1: Academic Departments

S. No.	Name of Department	Code
1.	Computer Science and Engineering	CS
2.	Electronics and Communication Engineering	EC
3.	Basic Sciences	BS

1.5 Academic Programs Offered

IIITN offers academic programs in Engineering, at Undergraduate levels. Only course based programs (i.e., B. Tech.) are included in this ordinance. For all the undergraduate programs, students are admitted after 10+2 schooling. Admission to these programs is based on the performance in national level tests / entrance examinations followed by interviews in some cases. Details will be published every year in the admission notification. The current Undergraduate programs are mentioned in Table 1.2.

Table 1.2: Undergraduate Programs

S. No.	Department	Program Title	Discipline Code	Qualification
1	Computer Science and Engineering	B. Tech. in Computer Science and Engineering	CSE	As per norms decided by competent authority appointed by MoE
2		B. Tech. in Computer Science and Engineering with Specialization in Artificial Intelligence and Machine Learning	CSA	
3		B. Tech. in Computer Science and Engineering with Specialization in Data Science and Analytics	CSD	
4		B. Tech. in Computer Science and Engineering with Specialization in Human Computer Interaction and Gaming Technology	CSH	
5	Electronics and Communication Engineering	B. Tech. in Electronics and Communication Engineering	ECE	
6		B. Tech. in Electronics and Communication Engineering with Specialization in Internet of Things	ECI	

The normal duration of the B. Tech. Programs will be of 8 semesters. For each academic program, there is a prescribed course structure which in general terms is known as the Curriculum of the Courses of Study. It prescribes all the courses/labs/other requirements for the degree and sets out the nominal sequence

semester-wise. It also gives the syllabus and a list of text/reference books for each course. The Details of Courses of Study are given in course book of each program, which is made available on the institute web site: www.iiitn.ac.in

1.6 Student's Identification No. (Enrollment Number)

Each student shall be allotted an Identity Number during first registration and that will be a permanent identification number. This number will never change and the allotted number will not be offered to any other student even after cancellation of admission. The number shall be valid till the student completes the program or cancels the admission or is removed from the roll. New number shall be assigned when a student takes fresh admission to the same or any other program.

B. Tech. students are given an alpha numeric enrollment no., XXnnYYYmmm, where, 'XX' Indicates Program Code, 'nn' indicates year of admission, YYY indicates discipline code, mmm indicates Sr. No. in program. For example, BT23ECE001 indicates roll number 001 of B.Tech. (Electronics and Communication Engineering) student admitted in 2023.

2 COURSE STRUCTURE AND CREDIT SYSTEM

2.1 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's performance/progress is measured by the number of credits he/she has earned, i.e. completed satisfactorily. Based on the course credits and grades obtained by the student, grade point average is calculated. A minimum grade point average is required to be maintained for satisfactory progress and continuation in the program. Also a minimum number of earned credits and a minimum grade point average should be acquired in order to qualify for the degree. Details are given in the section on degree requirements, regulations and procedures (Section 4).

2.2 Course Credits Assignment

Each course, except a few special courses, has a certain number of credits assigned to it depending on lecture, tutorial and laboratory contact hours in a week.

Lectures and Tutorials:

One lecture hour per week per semester is assigned one credit. Practical/Laboratory: One laboratory hour per week per semester is assigned half credit.

Example:

Course XXXXXX: (3-0-2: 4 credit) has 3 hr. Lectures + 0 hr. Tutorial + 2 hr. Practical per week. The credits indicated for this course are computed as follows:

3 hours/week lectures = 3 credits 0 hours/week tutorial = 0 credit 2 hours/week practical = 0.5 x 2 = 1credit. Total = 3 + 0 + 1 = 4 credits. A few courses are without credit and are referred to as non-credit (NC) courses.

2.3 Course Code Scheme and Evaluation Pattern

- A generic course code shall be DDTNMM, where

DD	Indicates the code of the Department, which is offering the course
T	Indicates the type of course
N	Indicates the level of course, and
MM	Indicates the course number in the category.

- Types of courses shall be as given in Table 2.1. The Table indicates the code, type, structure, credits, and evaluation pattern, in which the subject can be offered.

Table 2.1: Types of courses, credits and evaluation pattern

Code	Type	Structure L+T+P	Credits	Evaluation Weightage	
				Method	**Range**
L	Lecture	a + b + c a: 0/1/2/3 b:0/1/2 c:0	a + b + 0.5c < 5	One Mid-Sem Exam	30 Marks
				Teachers Assessment (TA) (TA shall include surprise quiz, assignment, mini-projects, tutorials etc. It should be quantitative and specific, assessment shall not be vague)	20 (The evaluation criteria must be skill enhancing, challenging and justifiable.)
				End Semester Exam.	50 Marks (However, the papers shall be set for 100 marks which would be scaled down to 50 marks for final gradation)
D	Project based courses	-	1-10	Mid-Semester Evaluation	30-40
				End-Semester Evaluation	60-70
S	Independent Study	-	2/3	Same as D	Same as L
A	No Credit with Exam.	1/2/3	0	Same as L (SS/ZZ)	Same as L

Levels of the course shall be as given in

Table 2.2. The Table also indicates the general guidelines to assign the level to a course. However, there might be exceptions for the B. Tech. specialization (Refer the schemes of specialization for more details).

Table 2.2: Generic level of courses

Course Level	Level of Course	Prerequisite (Optional)	Eligible Students
1xx	Elementary	Nil	Only UG
2xx	First Courses in the Area (Core Courses only)	As per scheme and curriculum.	Only UG
3xx	Second Level Courses (Core / Elective)	As per scheme and curriculum.	Only UG
4xx	Advanced / Elective UG / Basic PG	As per scheme and curriculum.	3rd and 4th year UG, PG, PhD
5xx	Advanced - PG	As per scheme and curriculum.	4th year UG, PG, Ph D

2.4 Earned Credits

At the end of every course, a two-letter grade is awarded in each course to which a student had registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. Student's performance is measured by the number of credits he/she has earned and by the weighted grade point average. A student has the option of registering some courses as Audit Courses. Grades obtained in these audit courses are not counted for computation of grade point average. A minimum number of earned credits are required in order to qualify for a degree and continuation of registration at every stage. The credit system enables continuous evaluation of a student's performance, and allows students to progress at an optimum pace suited to the individual ability and convenience, subject to fulfilling minimum requirements for continuation.

2.5 Course Content Description

Course content description consists of following components: (i) Course Code (ii) Title of the Course (iii) Credit and L-T-P (iv) Pre-requisites (v) Course Outcomes and (vi) Description of the content along with text and reference books, and list of lab experiments (if applicable). An example is given below:

ECL102 – Elements of Electrical Engineering
4 credits (3-0-2)
Pre-requisites: Nil
Course Outcomes:
Content:
Text Books:
Reference Books:
Lab Experiments (If applicable):

2.6 Pre-requisites

Course prerequisite defines that course(s) required to learn a particular course being opted. For example, CSL102 Data Structures has a prerequisite course CSL101 Computer Programming. A student must learn the content of the prerequisite course or complete the prerequisite course successfully before registering in the course being opted.

2.7 Overlapping/Equivalent Courses

Wherever applicable, for a given course overlapping and equivalent courses should be identified. A student is not permitted to earn credits by registering for more than one course in a set of overlapping /equivalent courses. Any two courses having 60% content common can be generally considered as equivalent. Students may use these overlapping/equivalent courses for meeting degree/pre-requisite requirements.

2.8 Grading System

The grading reflects a student's own proficiency in the course. The relative standing of the student is clearly indicated by his/her grades. The process of awarding grades is not only based on fitting performance of the class to some statistical distribution but the associated faculty for a course shall formulate appropriate procedure to award grades.

2.8.1 Grade points

The grades and their equivalent numerical points are given in **Table 2.3**.

Table 2.3: Grade points

Grade	Grade points	Description
AA	10	Outstanding
AB	9	Excellent
BB	8	Very good
BC	7	Good
CC	6	Average
CD	5	Below average
DD	4	Marginal
FF	0	Poor /Unsatisfactory / Absence from end-sem exam
NP	-	Audit pass
NF	-	Audit fail
SS	-	Satisfactory performance in zero credit core course
ZZ	-	Unsatisfactory performance in zero credit core course

2.8.2 Description of Grades

- **AA** grade: This grade stands for outstanding achievement.
- **AB** grade**:** This grade stands for excellent performance.
- **BB** grade: This grade stands for very good performance.
- **BC** grade: This grade stands for good performance.
- **CC** grade: The CC grade stands for average performance. This average performance refers to 'average' as per instructor's expectations in a holistic sense and not only the average marks obtained by the class.
- **CD** grade: This grade stands for below average performance.

- **DD** grade: The DD grade stands for marginal performance. It is the minimum passing grade in any course. Minimum marks for award of DD grade should not be higher than 45% for L type of courses and 50% for other types of courses.
- **FF** grade: The FF grades denote very poor performance, i.e. failing a course or absence in end sem. A student is required to repeat all core courses in which he / she obtains FF grades, till he / she obtains a passing grade. For other (elective) courses if FF grade is obtained, then, a student may take the same course or any other course from the same category. Further, FF grades secured in any course **stay permanently on the grade card**. Students securing FF grade are eligible for re-examination and also for the subsequent summer term, if course is offered in that summer term (see conditions in Section 4.5), provided FF grade was not given due to absenteeism in end semester examination and student is not involved in any disciplinary act.
- **NP** and **NF** grades: These grades are awarded in a course opted as an audit course by a student. Only elective courses can be audited. The audit pass (NP) grade is awarded if the student's attendance is above 75% in the class and he/she has obtained at least DD grade. If either of these requirements is not fulfilled, the audit fail (NF) grade is awarded. The grades obtained in an audit course are not considered in calculation of SGPA or CGPA. No credits are earned through Audit courses.
- **SS** and **ZZ** grades: The SS grade denotes satisfactory performance and completion of a non-credit course / attendance based courses. The ZZ grade is awarded for non-completion of the course requirements. In case, if it is a core/compulsory course, the student must register for the course until he/she obtains the SS grade

Individual course coordinator(s) may define lower / higher marks for grading in a course.

2.9 Performance Evaluation

The performance of a student will be evaluated in terms of two indices, viz. the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time.

- CGPA will be rounded up to the second decimal.
- The Earned Credits (ECR) are defined as the sum of course credits for courses in which students have been awarded grades from AA to DD.
- Earned Grade Points in a semester (EGP) = Σ (Course credits x Grade point) for courses in which AA- DD grade has been obtained
- SGPA = EGP / Σ(Course credits) for courses registered in a semester in which AA- FF grades are awarded

- CGPA = EGP / Σ(Course credits) for courses passed in all completed semesters in which AA- DD grades are awarded

2.10 Course Evaluation

2.10.1 Course Evaluation of Theory Courses

Course evaluation of the Lecture / Tutorial component shall be on the basis of One Mid-Semester Examination, one End Semester Examination and Teacher's Assessment through tests, quizzes, assignments, seminars, group discussions etc. Teacher's assessment shall be on the basis of at least two independent assessment heads.

Mid-Semester examination & End-semester examination should be conducted and results shall be declared as per schedule in the academic calendar. Mid-Semester examination shall be of 1.5 hour & end semester examination shall be of 3-hour duration. Course coordinator can conduct longer duration examination but only with pre-intimation (at the beginning of session) to students and concerned HoD. Answer books shall be shown to the students. Grievance, if any, shall be addressed by HoD on application by the student not later than 15 days from the last day of Mid-semester examination & within 2 days from the last day of display of grades (for end semester examination).

Students who remain absent for Mid-semester examination can be subjected to a suitable mode of evaluation by the course coordinator within 10 days of conduct of the Mid-semester Examination. This provision is made for only genuine cases accounting for illness and circumstances beyond control of student. A student should apply to the concerned course coordinator with recommendations of Faculty Advisor and with relevant documents. It is the discretion of the course coordinator to consider the application. A student who remains absent in Mid-Semester Examination shall be awarded zero marks.

A student who remains absent for End-semester examination shall be given zero marks in End Semester Examination and will be awarded a FF grade. Such a student will not be eligible to appear for re-examination also. If a student is absent from the end semester examination on medical grounds or due to circumstances beyond control of the student, and if the student wishes to appear in re-examination, then, student shall make a written application to the HoD to give permission to appear in the re-examination. This application shall be made through Faculty Advisor before the completion of the entire end semester examination. All the relevant documents which justify the reason for absentee from the end semester examination shall be attached to this application. All B. Tech. students shall give application through Faculty Advisor/Faculty Mentor.

2.10.2 Course Evaluation of Practical & Practical Component of Theory Courses

i. Course Evaluation of Practical Courses and Practical Component of Theory Courses shall be based on continuous assessment and/or lab evaluations.

ii. Assessment can be made either in every lab or in the phases, however the manner in which assessment is planned should be declared in the beginning.

2.11 Final Course Evaluation

- The final evaluation of the courses containing lab shall be done as follows:

  Theory 75% weightage

  Lab 25% weightage

  Example: If a student has earned 80/100 marks in theory and 90/100 in practical, then the final score would be calculated as follows

  $80 \times 0.75 + 90 \times 0.25 = 82.5$

- Note: If the evaluation of theory and lab is not on the scale of 100, then the obtained marks has to be first scaled or mapped on the scale of 100.
- If the course is not having any lab component, then entire evaluation weightage i.e., 100% is assigned to the theory evaluation. In the case of lab courses, the entire evaluation weightage i.e. 100% is assigned to the lab evaluation. There will not be any re-examination for practical courses or lab components of any courses (if applicable).
- For End semester evaluation, if recommended by the Department, an examiner other than course instructor(s), either from within the Institute or from outside the Institute can be nominated. Approval for the external examiner, including the financial aspect shall be obtained from the Director.

2.12 Course Evaluation of Project Type Courses

i. Course evaluation of project type courses shall be on a continuous assessment.

ii. Course evaluation shall be done in a phased manner. One mid-semester evaluation, shall be of 30-40% weightage. End semester evaluation shall be of 60-70% weightage.

iii. End semester evaluation for Project shall have an external examiner. In case of failure, re-registration to the course is mandatory.

iv. Absenteeism for assessment can be condoned by the HoD on genuine grounds beyond control of students, on recommendations from Faculty Advisor and Project Coordinator. Under such circumstances an alternate assessment chance is given to a student.

3 REGISTRATION AND ATTENDANCE

3.1 Registration & Enrollment

Registration is a very important procedural part of the academic system. The registration procedure ensures that the student's name is on the roll list of each course that he/she wants to study. Registration for courses to be taken in a particular semester will be done according to a specified schedule before the end of the previous semester. Each student is required to complete the registration formality in the facility provided by the institute indicating the slot-wise choice of courses. The choice of courses must be approved by his/her Faculty Adviser. If a student does not register within the specified schedule given in the academic calendar then the institute has the right to enforce the semester break. In case of any unprecedented situation, the decision of the competent authority will be final.

3.1.1 Advice on Courses

At the time of registration and enrollment, each student must consult his/her Faculty Advisor to finalize the academic program, keeping in view factors such as, minimum/maximum numbers of total credits, past performance, backlog of courses, SGPA/CGPA, pre-requisite, work load and student's interests, amongst others.

Backlog courses shall be registered first and if slots are available, then, new courses shall be registered. Recommendation from Faculty Advisor is needed if backlog courses are not being registered first.

3.2 MOOC/Online Course Registration

The minimum course weeks for an online/MOOC course should be 12 weeks.

i. A student has to get prior approval from Faculty Advisor/HOD/MOOC Co-coordinator registering for online/MOOC courses.

ii. A mentor Faculty would be assigned to each MOOC course.

iii. A student can do or opt for such courses in any semester from second year to final year, i.e., III semester to VIII semester.

iv. A MOOC course can be taken up from any platform but as far as possible it should be a credit course.

v. Assessment Mechanism for online/MOOC course:

vi. If the MOOC course is a credit course then consolidated score in % provided by the platform would be used for grading.

vii. If the MOOC course is not a credit course, then the following procedure would be applicable.

Course accomplishment (25% weightage): The candidate must successfully complete the registered online course as per the respective course evaluation criteria.

Institute-level assessment (75% weightage): An additional 100 Marks institute level assessment will be conducted and evaluated by the supervisor/course instructor for each such online course registered by the candidate.

Final Score: The final score of the online courses is evaluated on the basis of a combined weighted score secured in both online assessment and Institute-level assessment as follows.

Final Score= 0.25 (Score obtained through online assessment) + 0.75 (Score obtained through Institute-level assessment)

3.3 Gradation

Following Table 3.1 can be used for the award of grades for all the online courses.

Table 3.1: Marks range and corresponding Grades

Tentative range of marks obtained in the evaluation	Grade
81-100	AA
71-80	AB
61-70	BB
56-60	BC
51-55	CC
46-50	CD
40-45	DD
Below 40	FF

Addition, Deletion, Audit and Withdrawal from Courses

HoD will approve/disapprove the cases of add/drop of courses by students under peculiar circumstances like, pre-registered courses could not be run due to non-availability of sufficient number of students as per the timeline given in the academic calendar. A minimum 20 students is must for running an elective or open

course. The maximum number of students in an elective / open course shall be decided by Head of the department in consultation with other HoDs and Dean.

3.4 Limits on Registration

A Student cannot register for more than seven theory courses and five laboratory courses in a semester.

3.5 Semester Withdrawal

If a student is absent for more than 20 teaching days in a semester on medical grounds, he/she may apply for withdrawal from that semester, i.e. withdrawal from all courses registered in that semester. Application for semester withdrawal must be made as early as possible and latest one week before the start of the End Semester Examination. Partial withdrawal from courses registered in a semester is not allowed on medical grounds.

In case of request for withdrawal on medical grounds, students residing in the hostel must produce a certificate from the Institute Health Center. The medical certificate issued by a registered medical practitioner will be acceptable in those cases where a student has valid reasons for his / her absence from the Institute hostel.

3.6 Continuous Absence and Enrollment Status

If a student is absent from the Institute for more than four weeks without notifying the Faculty Advisor or Head of Department or Dean (Acad), his/her registration will be terminated and shall be given a semester break.

- A student can take a maximum of two semester breaks during the course of completion of the program.
- A student who does not register without withdrawing from the semester shall be removed from the roll of the Institute.

3.7 Attendance Rule

i. All students are expected to attend every class and 100% attendance is expected from the students. However, in consideration of the constraints/ unavoidable circumstances, the attendance can be relaxed by course coordinator only to the extent of not more than 25%. Every student must attend a minimum of 75% of the theory and lab classes separately, actually held for that course.

ii. A student with less than 75% attendance in a course in theory or in lab, during the semester may not be eligible to appear for the end semester examination

and re-examination of that course. Even if such a student happens to appear for these examinations, then, answer books of such students may not be evaluated and Zero marks may be given to such students against that examination of a course.

iii. Students will be informed about their attendance status before the Mid-semester examination by the Faculty. He/She would display (share via email etc.) % attendance in theory & lab on Notice board before Mid-semester and End-Sem Examinations.

iv. Students who remain absent for Mid-semester examination due to medical reasons, shall approach course coordinator for a make-up test immediately on return to the class. The request shall be supported with a medical certificate from the Institute Health Center. A certificate from a registered medical practitioner will also be accepted from students normally residing off-campus, provided registration and contact details of the medical practitioner appears explicitly on the certificate.

v. Permission for the make-up test is the discretion of the course coordinator. Note that a medical certificate does not automatically entitle a student to an absentee test.

4 DEGREE REQUIREMENTS, REGULATIONS & PROCEDURES

4.1 Overall Requirements

The minimum credit requirement for all the B. Tech.(4-years program) is **153** credits. The details of credits requirements from various categories of courses are as per the approved schemes of the respective B.Tech. Programs. To account for credits of individual courses, total earned credits of a student may exceed by a maximum 5 over the prescribed requirement (i.e., 153 for B. Tech). Apart from this any additional courses, if opted, shall be treated as audit courses for B.Tech Grade card. However, these shall be uploaded to student' Academic Bank of Credit account.

4.2 Termination of Registration Due to Unsatisfactory Academic Performance

A student will be terminated if any of the following condition is encountered:

1. If number of active FF courses are more than seven*
2. If student earns less than 10 credits in two consecutive semesters*
3. If student exceeds more than 12 regular semesters, excluding those semesters in which drops were taken on medical ground

*If this condition is met at the end of two consecutive semesters (odd + even) in one academic session, then the case may be referred to the Dean. Such a student may be given one/more opportunity, wherein, student can register for all the previous year backlog courses in the next one year. In doing so, at the end of one year, if student is left with eight or more backlogs again, then, student shall withdraw the admission.

4.3 Maximum Time For Completing Degree Requirements

The maximum allowable period for completing all degree requirements is 6 years for B.Tech. from the date of admission. This maximum allowable period excludes semester withdrawal taken by student due to medical reasons.

4.4 Courses of Special Nature

Courses of special nature are: National Cadet Corps (N.C.C.), National Sports Organization (N.S.O.) and National Service Scheme (N.S.S); Independent Study, Practical Training, Colloquium, and Independent Project. Salient features of these courses are given below.

4.4.1 (a) Independent Study

Independent Study is a special case study which student can take with faculty as a guide with the permission of competent authority.

4.4.2 (b) Independent Project

The independent project can be taken up by the student with faculty as a guide with the permission of competent authority.

4.5 Summer Term

In the summer term, registration for the theory courses will be strictly limited to the students with FF grade in the course. Students involved in acts of indiscipline will not be eligible for registration of courses in summer term. In a summer term, a student is permitted to register a maximum of three theory courses.

4.6 Change of Program

4.6.1 Program change at the end of first year

The following regulations apply for a change of program at the end of first year, i.e. end of the second semester.

A student is eligible to apply for a change of branch/discipline at the end of first year only, provided he/she satisfies the following criteria:

i. CGPA : ≥ 8.50

ii. Candidate should have no FF grade

iii. Change of the discipline will be permitted strictly in the order of merit as determined by their CGPA at the end of first year subject to the limitation that-

(a) the actual number of students in the third semester in the discipline to which the transfer is to be made, should not exceed the sanctioned strength and,

(b) the strength of the discipline from which transfer is being made does not fall below 90% of existing strength.

If a student of a particular branch does not get change in Branch A, due to (a) & (b) above, then, the student of lower CGPA from any other branch will also not get change to Branch A.

4.7 Measures for Helping Students Belonging to Socially Weaker Section

A number of measures exist for helping students belonging to the socially weaker section. A senior faculty member is appointed as advisor to those students for advising them weak students over and above normal course requirements.

5 VARIOUS ACADEMIC BODIES

5.1 Board of Studies (BoS)

Each Department shall have a Board of Studies. The BoS shall look after all the programs offered by the Department.

5.1.1 Constitution

Chairman	Head of the Department
Member	All regular faculty members in the Department
Member	One faculty member (preferably Professor) from other department, (to be nominated by BoS, with approval of Chairman, Senate)
Member	One faculty member from other Institutes, preferably from IIT / NIT/ IIIT, (to be nominated by BoS, with approval of Chairman Senate)
Member	One expert from Industry, (to be nominated by BoS, to be nominated with approval of Chairman Senate)

5.1.2 Responsibilities

1. To frame the program qualification.
2. To frame the program requirement.
3. To prepare the course content.

5.2 Class Committee

A class committee shall be framed for each section of a B.Tech program. It comprises class committee chairman nominated by BoS chairman, two faculty members not teaching to the respective section and a diverse group of students from that section.

5.2.1 Responsibilities

1. To review conduct of the course and results after the Mid-semester examinations.
2. To review and address the academic performance based upon the Mid-semester examinations and report the same to HoD.

5.3 Faculty Advisor (FA)

A group of students (preferably one section) shall be allotted to one faculty advisor(s). Faculty advisor(s) shall be allotted in the first year of the program and the student shall have the same faculty advisor preferably till he / she completes the

respective program. Faculty members shall become Faculty Advisors in rotation. If a department has a lesser number of faculty members, the number of students allotted shall be more. On joining the Institute, a class of students is/are assigned to a Faculty Advisor. Each class will have one faculty/Program advisor assigned to it. The students are expected to consult the Faculty Advisor on any matter relating to their academic performance and the courses they may take in various semesters. The Faculty Advisor is the person whom the parents/ guardians should contact for performance related issues of their wards.

5.3.1 Responsibilities

i. Faculty advisor(s) should approve the registration / enrollment of a student.

ii. FA shall monitor the progress of the student and act as his / her mentor.

iii. Any application made by a student shall be forwarded by FA with recommendations.

iv. All applications made by the students on medical ground shall be considered further only if recommended by FA.

v. Guide the students about the rules and regulations governing the courses of study.

vi. Advise students seeking a semester drop about rules and regulations laid down for this purpose and recommend these cases to the director through the HoD and Dean Academics, for consideration.

vii. Keep track of assigned students' performance in Mid-semester exams and inform his/her parents about his/her performance.

viii. To maintain students' records related to all academic matters.

5.4 Course Instructor & Course Coordinator

Course Instructor & Course Coordinator of each course shall be decided by the BoS chairman. Course instructor is the faculty member who is responsible for the conduction of the course & shall act as a course coordinator. In case of a course wherein multiple faculty members are involved in teaching a particular course, a course coordinator can be either one the course instructors or any other faculty member.

5.4.1 Responsibilities

i. He/She shall take care of the syllabus coverage, number of classes or labs conducted before the Mid-semester and end semester examinations by conducting regular meetings/discussions with all the course instructors.

ii. Ensure that the question paper is set as per the syllabus coverage and the quality of the question paper is maintained.

iii. He/She may also provide some additional instructional materials to all the students such as previous recorded lectures, past assignments, etc.

iv. He/She may also conduct remedial classes based upon the students' requests, covering any specific topics.

v. Ensure the common evaluation policy across different sections for each and every examination/evaluation.

vi. Ensure that the teacher's assessment should be consistent across all the sections.

6 CONDUCT OF DISCIPLINE

i. 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.

ii. Each student shall show due respect and courtesy to the faculty members, 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.

iii. The following additional acts of omission and/or commission by the students within or outside the precincts of the College shall constitute gross violation of code of conduct punishable as indiscipline.

iv. Lack of courtesy and decorum; unbecoming conduct (both within and outside the Institute);

v. Willful damage or removal of Institute property or belongings of a fellow student;

vi. Disturbing fellow students in their studies;

vii. Adoption of unfair means during examinations;

viii. Breach of rules and regulations of the Institute;

ix. Hacking in computer systems, either hardware or software or both;

x. Noisy and unseemly behavior and similar other undesirable activities;

xi. 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.

xii. 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.

xiii. 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.

xiv. 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.

xv. The Senate may constitute a Standing Committee to investigate the alleged misdemeanor 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.

xvi. 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.

xvii. The case of a defaulting student recommended for dismissal from the Institute shall ordinarily be referred to the Senate for its final decision.

xviii. 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 enforced. The Senate shall prescribe the procedure to process such an appeal.

xix. 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.

7 SCHOLARSHIPS, PRIZES, AWARDS AND MEDALS

i. 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.

ii. Under exceptional circumstances, where gross violation of the conditions of the awards/recognition or academic misconduct is detected at a later stage, the Senate may recommend to the Board of Governors to withdraw the award and recognition.