

PDPM
Indian Institute of Information Technology
Design and Manufacturing Jabalpur
(IITDMJ)

Manual of Procedures and Guidelines
for the
Bachelors of Technology Programme
(UG Manual)

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PREAMBLE

The objectives of the 4-year Bachelor of Technology (B.Tech.) programme in Computer Science and Engineering (CSE), Electronics & Communication Engineering (ECE) and Mechanical Engineering (ME) are

- *to provide the latest value-based education and training in technology and science to produce creative, proficient and innovative engineers and scientists,*
- *to nurture an environment of open and objective learning as well as knowledge acquisition and assimilation,*
- *to develop technical manpower of the highest quality, and to create an intellectual pool to meet the growing demands of the nation and*
- *to cater to IT enabled design and manufacturing, along with, design and manufacturing of IT needs of industry.*

Keeping these objectives in mind, the undergraduate (UG) programmes at Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing Jabalpur are designed to include courses of study, projects, seminars, hands-on-work experience, industrial training, etc. that will enable a student to intellectual prowess. Besides, the scope of the undergraduate programmes includes incubation of courage, conviction, integrity and sensitization to the needs of the society and the nation.

The undergraduate programmes are designed to achieve these objectives and to inculcate in the student concepts and intellectual skills, courage and integrity, awareness of and sensitivity to the needs and aspirations of the society.

The manual sets out the procedures and requirements of the undergraduate programmes of study that fall under the purview of the Undergraduate Committee of Senate (UGCS) – a standing committee of the Senate. The procedure and requirements stated in this manual embody the philosophy of the UG programme and ensure a high standard of performance by the UG students of the Institute. Within this general framework, subject to the approval of the *Senate* the various faculty/disciplines may impose such additional requirements as will serve their particular academic goal.

1. ADMISSIONS

- 1.1. Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing Jabalpur, hereafter referred to as the Institute, offers a four-year Bachelors of Technology (B.Tech.) programme in Computer Science & Engineering (CSE), Electronics & Communications Engineering (ECE) and Mechanical Engineering (ME).
- 1.2. Admissions to the B Tech programmes of the Institute are made once a year in July through the Joint Entrance Examination (JEE (Main)) previously known as All India Engineering Entrance Examination (AIEEE) conducted by the Central Board of Secondary Education (CBSE). The Counseling of the students/ qualified candidates of the said examination is managed by Central Counseling Board (CCB). The minimum academic qualification for admission is a pass in the final examination of 10+2 system or its equivalent with Physics and Mathematics as compulsory subjects and any one from Biology, Bio-technology, Chemistry and Computer Science as optional subjects. The procedures and other requirements for admission are specified in the JEE Information Brochure brought out every year and CCB website (www.ccb.nic.in).
- 1.3. Reservations for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC) and Physically Handicapped (PH) candidates are as per the Government of India existing rules. The reserved seats are filled on the basis of counseling done as per the specified qualifying norms by the CCB of AIEEE.
- 1.4. Admission to an undergraduate programme of the Institute requires that the applicant
 - i. be eligible (i.e. passed XII standard public examination),
 - ii. satisfies the requirements of the laid-down admission procedure and
 - iii. pays the prescribed fees and other dues.
- 1.5. All students admitted provisionally or otherwise to any programme shall submit copies of their mark sheets, provisional certificates, etc. of the qualifying examination and other documents at the time of admission or by the last date specified for the purpose in the Academic Calendar.
- 1.6. The admission of a student who fails to submit the prescribed documents by the specified date or fails to meet other stipulated requirement(s) may be cancelled by the Senate. The Senate may also cancel the admission of a student at a later time if it is found that the student was unfit at the time of admission or had supplied some false information/ certification or suppressed relevant information while seeking admission to the Institute.
- 1.7. All admissions to the B Tech programmes shall be formally approved by the Institute's Undergraduate Committee of Senate (UGCS) – a subcommittee of the Senate of the Institute.

- 1.8. The Institute is **essentially a residential one** and unless otherwise exempted/permitted, every student shall be required to reside in, and be a boarder of a Hall of residence, to which they are assigned.

2. ACADEMIC SESSION

- 2.1 The academic session of the Institute normally begins in the first week of August every year and ends at the end of July. It is divided into three parts: Semester I, Semester II and Summer Term.
- 2.2 Each of the two semesters consists of about Eighteen (18) weeks inclusive of one week of mid-semester recess. The last week of each semester is used for the end semester examination and a week during the semester is utilized for the mid-semester examinations. Thus, there are about fifteen working weeks (during which classes are held - 5 days of instruction per week) in each semester. The summer term consists of about ten (10) working weeks, including the three days taken up by the mid-term and the end-term examinations.
- 2.3 The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, submission of documents, examinations, submissions of grades, conversion of I-grades, vacations, mid-semester recess, etc., during the Academic Session are specified in the Academic Calendar of the Institute which is approved by the Senate. The academic calendar is normally brought out before the beginning of a calendar year.

3. SEMESTER REGISTRATION

3.1 General Considerations

- 3.1.1 On the dates specified in the Academic Calendar of the Institute, all students are required to register in each semester for the courses to be pursued by them as per their programme requirements. *The entire responsibility for the semester registration rests with the student concerned.*
- 3.1.2 The semester registration in the Institute involves:
- (a) filling of the registration form mentioning the courses to be credited in the semester/summer term from among the courses offered by the Institute and the programme requirements specified in the curriculum,
 - (b) payment of fees and clearance of outstanding dues, if any, and
 - (c) signing of the registration roll in the Academic Section of the Institute.
- 3.1.3 A new student in the Institute, who has appeared in the qualifying examination but has not got the final result of the same, is allowed to register provisionally on submission of a certificate from her/his last institution stating that she/he has

appeared in the final examination including theory as well as practical. Such a candidate is required to submit documents of having passed the qualifying examination by the last date for document submission, as given in the Academic Calendar of the Institute, for getting her/his registration regularized.

3.1.4 If for any compelling reason like illness or any other valid reason, a student is unable to register on the day of registration, he/she can register on the late registration day (i.e., after about a week from the beginning of the semester) specified in academic calendar on payment of the late registration fee. However, if a student seeks prior permission to register late on valid grounds, she/he may be allowed by Convener, UGCS without paying the late registration fees.

3.2 Academic Load and Registration for Courses

3.2.1 A list of courses to be offered during the semester is put up on the notice boards/ website and is made available to the Registration Advisors, to be appointed by the discipline / UGCS.

3.2.2 Each course carries a weightage in terms of credits depending upon the number of contact hours including lectures and tutorials and/or laboratory hours attached with the course. The academic load and the credit for a given course are decided by the following calculation:

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

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

3.2.3 A student is normally permitted to register for twenty to twenty five credits (six/seven courses) every semester as per the UG curriculum of the Institute. The normal academic load consists of about 20-25 credits per semester and 175-200 credits for completing the BTech programme.

3.2.4 A student has the option of choosing three Electives in Modular Form (EMFs) against an elective as per details specified in Section 4.3.

3.2.5 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 by the Senate.

3.2.6 A student having her/his CPI ≥ 8.0 may, however, be permitted by the UGCS to take an overload of maximum of one course for the purpose of

- (i) enriching her/his knowledge or
- (ii) clear backlogs

3.2.7 A student, for *bona fide* reasons (approved by UGCS), may also be allowed to take a reduced load.

3.2.8 An academically deficient student¹ may be required to take a reduced load as per the provisions/ recommendations of the Senate.

3.2.9 Registration of deficient students is done as per the recommendations of the Senate or UGCS.

3.3 Physical Reporting:

3.3.1 It is mandatory for a student to report on the day of reporting at the beginning of the semester failing which his/ her pre-registration will be automatically cancelled.

3.3.2 If for some valid reason a student fails to report, he needs to re-register after paying re-registration fees. However, if a student seeks prior permission to report late on valid grounds, she/ he may be allowed by Convener, UGCS without paying the re-registration fees.

3.3.3 Re-registration can be done only on the date of late registration as mentioned in the academic calendar.

3.4 Registration of a Deficient Student

3.4.1 A deficient student is one who either has not taken or has taken but failed in the course(s) of previous semester(s). The deficiency may be due to poor grades, not registering for course(s) for health and / or other reason(s).

3.4.2 The programme of a deficient student must be framed on advice of UGCS or its sub-committee in such a manner that as many backlog courses as are available are included. It is mandatory on part of a deficient student to follow such advice sincerely. Further, backlog courses must be arranged as far as possible in the sequence of their accumulation.

A deficient student may be advised not to register for the professional courses if any of the following holds:

- (a) Her / his CPI < 5.0, or
- (b) She / he have total backlog of more than five courses of the core curriculum.

¹An 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).

3.5 Adding and Dropping of Courses

- 3.5.1 For a course to be offered in a particular semester, a minimum of three students must be registered for that course.
- 3.5.2 A student may add course(s) within one week of the beginning of the semester or by the last date specified in the *Academic Calendar* of the Institute with the permission of the Registration Advisor. For this, she/he is required to fill the appropriate form, get the endorsement of
- (i) the Registration Advisor and
 - (ii) the Instructors-in-Charge of the course to be added
- and submit the same to the Undergraduate Office for approval.
- 3.5.3 A student may drop course(s) within two weeks of the beginning of the semester or by the last date specified in the *Academic Calendar* of the Institute. In normal circumstances, no endorsement is required for course dropping. However, if due to dropping of a particular course, the student strength falls below the requirement of the specified minimum number of students (Clause 3.5.1) to run the course, then the course drop is permitted (for all the students) only on the endorsement of the Instructor-in-charge.
- 3.5.4 Absence for a period of four (or three) or more weeks at a stretch or in total during a semester (or summer) term shall result in automatic cancellation of the registration of a student from all the courses in that semester (or summer) term.
- 3.5.5 A student is supposed to drop a course at any stage if
- i. Instructor-in-charge recommends as she/he does not meet the requirements of the course, or
 - ii. there is a clash in the student's time table preventing her/him from attending the course (it is the duty of the student to avoid clash right from the beginning), or
 - iii. she/he is found not eligible to register for that course for any other reason, or
 - iv. if the student fails to attend a minimum 75% of attendance in the total classes/labs held in that course. In special circumstances, a relaxation may be permitted to the student in attendance, upto 60% by the Chairperson, Senate on medical grounds. The medical certificate produced by the student must be approved by the Institute doctor.

3.6 Summer Term Registration

- 3.6.1 Summer Term undergraduate courses are offered by the Institute generally to help deficient students in clearing their backlogs.
- 3.6.2 A deficient student would be eligible for registration in the Summer Term only if she/he has attended a minimum of 80% classes offered in the course during

her/his regular semester.

- 3.6.3 Deficient students are required to register during Summer Term on the advice of the Registration Advisor.
- 3.6.4 No student is allowed to register for more than two courses during the Summer Term under any circumstances.
- 3.6.5 A student can register in not more than two backlog courses during the project based internship with at most one course in the summer term and one course in the running Semester I of the academic session during which project based internship is being carried out.

Such students will also be required to stay in the campus and will do in-house project during the period in which they have registered for a backlog course.

- 3.6.6 In view of the short duration of the Summer Term, late registration and adding and dropping of courses are not permitted.

3.7 Cancellation of Registration

- 3.7.1 Absence for a period of four or more weeks at a stretch or in total during a semester/summer term shall result in an automatic cancellation of the registration of a student from all the courses in that semester/summer term.
- 3.7.2 In case the absence is in a particular course then the student is required to drop that course in the given semester.

4. GRADING SYSTEM AND PERFORMANCE INDICES

4.1 Conduct of Courses

- 4.1.1 Each course is conducted by the Instructor-in-charge with the assistance of the required number of instructors and/ or tutors. The Instructor-in-charge 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 term and submitting the grades to the *Academic Section* within the time limit, as specified in the *Academic Calendar*. However, smooth running of a course is a team effort and all instructors and tutors are expected to help the instructor-in-charge in every possible way.
- 4.1.2 The evaluation of students in a course is a continuous process and is based on their performance in mid-semester examination, end-semester examination, quizzes, assignments, tutorials, projects, laboratory work (if any), make-up examinations (if applicable), and regularity of attendance in classes. Instructor will announce at the beginning of the course the break-up of marks for exam, assignments, quizzes, etc.

- 4.1.3 End semester examination is mandatory and will cover the full syllabus of the course. The weightage for end semester examination should be between 30 to 50%.
- 4.1.4 Large departure from recommended mode for examination needs prior approval from the Dean Academic.
- 4.1.5 The schedule for the mid-semester examination, end-semester examination and make-up examination (if any) is prepared and announced by UGCS. All the examinations are held during the days specified in the *Academic Calendar*.
- 4.1.6 If a student, for some bonafide reasons such as illness, etc. fails to appear in the end-semester examination in one or more course(s), she/he may make a request on a prescribed form, personally or through someone to the instructor-in-charge for a make-up examination within two days of the date of the scheduled examination. Such a request must be substantiated by justified reasons and proper document (e.g. a certificate from the Institute' Medical Officer for failure to appear in the examination due to illness).
- 4.1.7 Only one make-up examination, for the end-semester examination, is allowed per course. For failures to appear in mid-semester examination, etc. it is up to the discretion of Instructor-in-charge to determine the proficiency of the student by any other way.
- 4.1.8 Makeup for any absence from mid semester/ test/ quizzes will be at the discretion of the Instructor. Instructor needs to be convinced that the reasons for absence are genuine.
- 4.1.9 A course of a student will be dropped if the student fails to secure a minimum 75% of attendance in the total classes/ labs held in that course. In special circumstances, a relaxation may be permitted to the student in attendance, up to 60% by the Chairperson, Senate on medical grounds. The medical certificate produced by the student must be endorsed by the Institute doctor. Student will be marked 'X' grade in the grade sheet.
- 4.1.10 The course instructor will maintain the attendance record regularly and inform the students who fail to satisfy the criterion of 75% of attendance in each month through the course web page/ general (written) notice.

4.2 Examination/ Assessment

- 4.2.1 The evaluation of the students in a course will be a continuous process and shall be based on their performance in end semester written examination (three hours duration), one mid semester written examination (two hour duration) and a minimum of two assessments in the form of quizzes/ short test/ assignments/ seminars/ course projects.

- 4.2.2 Course based on EMF (Electives in Modular Form) shall be evaluated on the basis of marks obtained in the final examination and at least one of the assessments in the form of assignments/ quizzes/ tests/ seminars.
- 4.2.3 The instructor will announce the modes of evaluation and distribution of weightage for each of the assessments at the beginning of the course at his/ her web page.
- 4.2.4 Every academic staff will maintain a course web page for each course that she/he is teaching in that semester. Course web page must have the following contents –
- (i) Course outline and contents, text and reference books
 - (ii) Grading pattern/ assessment pattern including number of quizzes/ assessments / tests / projects and the weightage attached to each along with the weightage to mid semester and end semester examination
 - (iii) lecture notes/ lecture slides/ links to the course text books reference books, if possible
 - (iv) upload assignments/ project titles and details/ quizzes/ mid semester question paper/ end semester question paper as and when these are over and also examination papers of previous years, sample or practice problems.
- 4.2.5 At the end of the semester academic staff will submit a course file comprising of the course outline and contents, lecture schedule and questions papers/ assignments/ quizzes etc. to the office of the academic affairs.

4.3 Grades and Grade Points

- 4.3.1 On the basis of their performance in various examinations, quizzes, assignments, laboratory work, if any, and regularity of attendance in classes, students registered in various courses are awarded letter grades by the concerned Instructor-in-Charge at the end of the semester/summer term as per the guidelines set by him at the beginning (see 4.1.2) of the semester. These letter grades, along with their numerical equivalent, called *Grade Points* on a 10 points scale are given below:

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

where the letter grade F indicates that the students has failed in a given course and she/he has to repeat/substitute that course. Besides, a student who has obtained a D grade in any course may also repeat the course (optional).

- 4.3.2 In addition, there are three letter grades, viz., **I** (Incomplete), **S** (Satisfactory) and **X** (Unsatisfactory). Letter grades, **S** and **X** are used for all courses of zero credits.
- 4.3.3 If a student does not complete all the requirements of a credit course due to genuine reasons, the Instructor may award an I grade (incomplete). However, the instructor is required to convert an I grade to the proper letter grade on or

before the last date for such a conversion, as specified in the *Academic Calendar*, failing which I grade is automatically converted to an F grade.

- 4.3.4 Project grades finalized by the Discipline/ Department, as per the approved procedure, shall be submitted to the Academic Section by the last date specified for the submission of grades (i.e., within 120 hours of the last date of the end semester examination). An 'I' grade may be given only on medical grounds and is not to be given for mere non-completion of project due to the lack of facilities, etc. If the department feels that a student has to complete his/her project in the Summer Term and/or another semester, the Registration Advisor will seek prior permission of the UGCS and the student will be required to get formally registered.
- 4.3.5 A letter grade once awarded shall not be changed unless the request made by either the Instructor-in-Charge or another Instructor/tutor of the course is approved by the Chairperson, Senate. Any such request for a change of grade must, however be made within six weeks of the start of the next semester in the prescribed form with all relevant records and justification.
- 4.3.6 A student can improve his/her grade (X, F, D, D+) after registering for the course. In case students grade is lowered i.e. D to F, his original grade will retain for calculation of CPI but lower grade will be reflected in the grade sheet with remark (Student has already cleared the course). A student is entitled for registration in a course for grade improvement only if he/she has not fulfilled requirements for completion of degree.
- 4.3.7 A student who has completed all her/his courses but does not possess an CPI of 5.0 will be asked to add/ repeat/ substitute a few courses by his discipline/ Registration Advisor, till he attains an CPI of ≥ 5.0

4.4 Electives in Modular Form (EMF)

- 4.4.1 Institute curriculum for the B Tech program has the provision of Core Electives, Professional Electives and Open Electives. The Institute may offer these electives in the format of Electives in Modular Formats (EMFs) or as full course (40-42 Lecture hours) electives.
- 4.4.2 The duration of an EMF shall be of 10 lecture hours excluding examination/ assessment duration. Each of the EMF will have weightage of one credit. A student can register in four EMFs to replace a course (elective).
- 4.4.3 Regular faculty members, Guest/ Adjunct faculty and professionals working in the industry/ R&D Organizations and Labs who wish to offer an EMF shall be required to propose, at least the lecture-wise schedule of the course, if not the written notes for the same at the time of the course proposal. Course contents of all EMFs shall require a formal approval by the Senate. The curriculum vitae of the proposed Instructor Incharge shall also be a part of the proposal for an EMF

for its approval.

- 4.4.4 Students registered in a given EMF will be provided the Lecture Notes of the concerned course during the period of its running.
- 4.4.5 Running of EMFs shall be coordinated by the UGCS. The UGCS shall announce all EMFs running in a semester.
- 4.4.6 Barring the scheduled examination period, EMFs may run for any duration of the semester in which they are offered. Efforts shall be made to ensure that they are offered in two or more parts and only in very specific cases, it will be run in contiguous manner. However, (i) the Title and the Course Number, (ii) Dates of Lectures, (iii) the Course Content and (iv) the Name of the Instructor(s), for them shall be compulsorily announced at the time of the Semester Registration.
- 4.4.7 Students registered in an EMF shall be graded on the basis of marks obtained in assignments, one or more quiz, the final examination and regularity of attendance in classes. Grading shall be done by the Instructor and submit it to the Convener, UGCS or its nominee.

4.5 Auditing of Courses

- 4.5.1 The Institute encourages students towards extra learning by auditing for additional number of courses. The permission to audit a course has to be taken from the concerned instructor-in-charge. However, the auditing of course(s) is permitted only after a student has satisfactorily completed minimum credit of the course work.
- 4.5.2 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.
- 4.5.3 Grades for a course registered as an audit course may be A+, A, B+, B, or S and shall be displayed on the Grade Sheet of the student for the semester. However, the grades obtained in the courses registered as audit course shall not be counted for the calculation of the Semester Performance Index (SPI) or the Cumulative Performance Index (CPI).

4.6 Performance Indices

- 4.6.1 The Semester Performance Index (SPI) of a student is an indicator of her/his overall academic performance in all the courses she/he registers for during the semester. It is computed as follows:

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

where G_1, G_2 are the letter grades in courses of credits $C_1, C_2, ..$ respectively. While calculating the SPI, courses with S and X grades are ignored.

- 4.6.2 The Cumulative Performance Index (CPI) indicates the cumulative academic performance of a student in all the courses taken including those taken in the previous semester. It is computed in the same manner as SPI.
- 4.6.3 Whenever, a student is permitted to repeat or substitute a course, the new letter grade replaces the old letter grade (along with 'R' or 'S') in the computation of SPI / CPI, but old grades appear in her/his Grade Report.
- 4.6.4 A copy of the Grade Report is issued to each student at the end of the semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.
- 4.6.5 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.
- 4.6.6 CPI will be multiplied by a factor of 10 (notionally) in order to obtain the equivalent numerical percentage.

5. INADEQUATE ACADEMIC PERFORMANCE

5.1 Academic Deficiency

- 5.1.1 The academic performance of each undergraduate student is reviewed by the Senate or UGCS at the end of a regular semester (not summer semester) and is considered inadequate if her/his $SPI \leq 4.5$ or $CPI \leq 5.0$.

Such a student is termed *academically deficient*. Depending on the degree of inadequacy, a deficient student may be placed on *Warning* or *Academic Improvement*, *Academic Break* or *Academic Drop*.

- 5.1.2 For academically deficient students, SPI/CPI will be calculated till 1 decimal point.

5.2 Warning

- 5.2.1 A student is placed on Warning if her/his SPI and CPI at the end of a regular semester are as follows:
 - (a) $0.0 < SPI \leq 4.5$ and $CPI \geq 5.0$ OR
 - (b) $SPI \geq 4.5$ with $CPI < 5.0$ and in the previous regular semester $CPI \geq 5.0$
- 5.2.2 Such a student is issued a letter of warning with a copy to her/his parents/guardian.

5.3 Academic Improvement

5.3.1 A student is put on academic improvement if her/his SPI and/or CPI at the end of a regular semester are/is as follows:

- (a) SPI < 4.5 and CPI < 5.0 OR
- (b) SPI < 3.0 OR
- (c) CPI < 5.0 in two consecutive regular semesters

5.3.2 Such a student is required to sign an undertaking incorporating the following terms and conditions:

- i) She/ he shall attend at least 75 per cent of all lecture, tutorial and laboratory classes of each course,
- ii) Her/ his academic load shall be reduced by at least one course,
- iii) She/ he shall register for all courses (if available) in which the letter grade F is obtained,
- iv) She/ he shall, in addition, repeat those courses (if available) in which the letter grade D / D+ secured if he/she accumulates two or more F grades.
- v) She/ he shall pass at least three courses,
- vi) She/ he shall obtain a minimum SPI of 4.5.
- vii) She/ he shall not hold any elected or nominated position/ office in the Hall of Residence, Students Gymkhana or any other organization/body during academic probation.
- viii) Any other terms/ conditions laid down by the UGCS/ Senate.
- ix) Institute has the right to terminate her/ his term failing any of the above conditions.

The parents/guardians are required to countersign the undertaking. If a student is unable to meet the terms/conditions due to some genuine reasons, she/ he must indicate this to UGCS before the semester ends.

5.4 Academic Break and Academic Drop

5.4.1 If the academic performance of a student under “academic improvement” in a semester does not improve (either has not passed at least three courses or has not secured a minimum SPI of 4.5) at the end of the semester, the student will have the following two options and will be allowed to choose only one in consultation with his parents/ guardian:

- a. Academic Drop:
The student drops his programme and leaves the Institute with immediate effect without getting any degree.
- b. Academic Break:
The student will be put on academic break for one year and will be allowed to improve his performance in courses in which he scored a grade less than C (i.e.

D+ or D or F). The student will also be allowed to complete the courses dropped due to his/ her poor academic performance. A student can opt for courses up to the maximum credits of 18 (4 to 5 credits less than normal semester load). It is expected that student will improve his academic performance to get a CPI of 5.0 at the end of academic break.

- 5.4.1 At the end of the academic break, if a student is able to score CPI of 5.0 or more, he will be allowed to continue his programme with the junior batch as a regular student.
- 5.4.2 In case a student is not able to score CPI of 5.0 at the end of the academic break, his programme will be dropped with immediate effect. This will be termed as “Academic Drop”. The student leaves the Institute with immediate effect without getting any degree.
- 5.4.3 Maximum duration for programme will be 6 years including academic break.

5.5 Termination of Programme

- 5.5.1 The undergraduate programme of a student may be terminated by the Senate if she/he
 - a) is absent without authorized leave of absence for a major part of the semester and does not appear in the end-semester examination of the courses in which she/he is registered.
 - b) fails to report and register by the last date of registration without any bonafide reason.
 - c) involves herself/ himself, in indisciplinary act, in violation of the code of conduct, (in ragging, etc.) and the Senate Standing Committee – Students Advisory Committee of Senate makes a recommendation to that effect.

The student leaves the Institute with immediate effect without getting any degree.

5.6 Reduced Academic Load

- 5.6.1 A student placed on *warning* or *academic probation* shall be permitted a reduced load up to a maximum of two courses (8 credits), as per the recommendations of the Senate or UGCS. However, the courses for which she/he registers will be decided by the Registration Advisor considering the input obtained from the Head, Counseling Service, Instructors, etc. Efforts shall be made to keep her/his parents/guardian informed of her/his progress.

5.7 Appeals against Academic Drop or Termination

- 5.7.1 A student whose programme is either academically dropped on account of inadequate academic performance or terminated otherwise has the right to appeal to the Chairperson, Senate for reconsideration.

- 5.7.2 While making the appeal, she/he is expected to give reasons for her/his poor academic performance and/or to explain why her/his position merits reconsideration.
- 5.7.3 The Senate shall take a final decision after considering all the available inputs. However, the Senate shall not entertain any further appeal for review unless substantial additional information is brought to its notice.

6. CHANGE OF BRANCH

- 6.1 A student may be allowed change of branch on the basis of her/his academic performance, subject to strength constraints of the departments. Change of branch is a privilege and not a right and is awarded normally to meritorious students only.
- 6.2 Application for the change of branch should be made at the end of second semester of B.Tech program to the Convener, UGCS.
- 6.3 The change of branch will be carried out on the basis of decreasing order of CPI up to second semester of the applicants.
- 6.4 The CPI of the applicants should be at least 8.0 for Open category candidates and at least 7.0 for SC, ST and OBC candidates. Further, there should be no backlog of courses.
- 6.5 The strength of the students in a discipline shall not exceed the larger of its existing and sanctioned strengths or fall below 60 % of its sanctioned strength as a result of branch change.
- 6.6 In addition, the top 2% students or students with a CPI of 10 will have the privilege to have any discipline of their choice.

7. LEAVES

7.1 Leave Procedure

Applications for leave of absence should be addressed to the Convener, UGCS and submitted to the Academic Section along with a medical certificate, if applicable. Leave usually must not be availed without prior approval of the Convener, UGCS. In addition, if a student is going out of campus on leave, she/he must inform the Hostel/Institute authorities. Failing this the Hostel/Institute authorities may initiate an action as seen appropriate by them.

7.2 Mid-semester Recess and Vacation

Undergraduate students are entitled to avail of mid-semester recess and vacation as specified in the Academic Calendar of the Institute.

7.3 Short Leave

Leave of absence during the semester shall be discouraged for all registered students. However, for *bona fide* reasons, a student may be granted leave of absence during the semester as under:

Maximum of 15 days – on medical ground;

Maximum of 7 days – for any valid reason.

Permission to grant leave on medical grounds exceeding 15 days in a semester is at the sole discretion of the Chairperson, Senate.

7.4 Temporary Withdrawal / Semester Leave

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to complete her/his studies without any break.

However, for *bona fide* reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence at the discretion of Senate for an extended period. Such leave of absence(s) shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme.

A student who remains on authorized leave of absence due to ill health is required to submit a certificate from a Registered Medical Practitioner (verified by Institute's Medical Officer) to the effect that she/he is sufficiently cured and is fit to resume her/his studies. The student will be allowed to register only when UGCS is fully satisfied of her/his state of health.

7.5 Permission to Proceed to other Institutions

7.5.1 In order to encourage a student to broaden her/his horizon and gain course/work experience, she/he may be permitted to proceed to other academic institutions in India or abroad as a non-degree student.

7.5.2 A student who has (a) completed first four semesters of course work, (b) obtained a CPI ≥ 8.0 and (c) accumulated no backlog of courses may be allowed to spend up to two semesters and/or two summer terms in any academic institution of repute in India or abroad with prior permission of the UGCS or Senate.

7.5.3 Such a student shall make an application to the Senate giving details of the

proposed programme and shall submit a statement of purpose with sufficient information about the institution where she/he has chosen to spend time as a non-degree student. It should not happen that student obtains admission first and then asks for the senate permission.

- 7.5.4 The committee appointed by the Senate will then examine the student's proposal to determine whether the proposed programme is of a nature, both in quality and quantity that, on successful completion, will justify the waiver of at least seven (07) credits per semester and/or four (04) credits per summer term. On the recommendation of the committee, the Senate may approve the proposal and grant permission, with leave of absence, to the student to proceed as a non- degree student to the selected institution. In such a case, the student will be informed about the requirements she/he must fulfill to apply for academic credit on her/his return.
- 7.5.5 Permission to proceed to another institution as a non-degree student does not imply that the student will automatically get waiver from the academic and other requirements of his/her ongoing undergraduate programme at the Institute.
- 7.5.6 The Committee will determine, by whatever means it deems fit, the equivalent courses and/or requirements for which the student may be given a waiver in her/his undergraduate programme at the Institute before she/he proceeds to the other Institute, including the waiver / refund of tuition fees, if any.
- 7.5.7 However, on return, she/he may apply for waiver with an official transcript of the grades obtained by her/him at the selected institution as a non-degree student and other documents/material that may be required for evaluation.
- 7.5.8 On the recommendation of the Committee, the Senate may allow a student waiver for a maximum of eight courses in-lieu of her/his successful completion of the programme elsewhere as a non-degree student.
- 7.5.9 Against each course or requirement for which a waiver is granted, the letter 'W' would appear on the Grade Report with an explanatory note that it stands for waiver granted due to courses taken and/or work done at the selected institution elsewhere. All such courses and/or requirements will be deemed to carry zero credits for SPI/CPI calculations.
- 7.5.10 Those students who are selected by the Institute, using prescribed rules and procedures, to proceed on any Institutional Exchange Programme will also be governed by clauses 7.5.5 – 7.5.9 for the transfer of academic credits, waiver, etc.

8. REQUIREMENTS

8.1 Minimum Residence and Maximum Duration

- 8.1.1 The minimum residence and maximum duration requirements for the B.Tech programmes are eight and twelve semesters respectively.
- 8.1.2 The residence requirement of one semester is equivalent to registration for the normal academic load of courses during a semester.
- 8.1.3 A student failing to complete the programme even within the maximum duration specified may be allowed by the Senate to continue depending on the merits of the case.

8.2 Minimum Academic Requirements

- 8.2.1 A student is required to complete successfully all the courses of the curriculum prescribed for her/his undergraduate programme and attain a minimum CPI of 5.0.
- 8.2.2 Senate may introduce additional specific requirements during the professional curriculum.
- 8.2.3 Minimum requirements for successfully completing the undergraduate programme at the Institute are given in the following Table:

| | B Tech |
|---|----------------|
| Minimum total number of credits | 175-200 |
| Minimum number of credits through the course work | 150 |
| Minimum number of credits through project work | 16 |

- 8.2.4 Senate may grant relaxation in the prescribed minimum residence and/or academic requirements to a student in view of the work done by her/him in the Institute or elsewhere, to the extent considered appropriate according to the merit of the case.

9. DEGREE

- 9.1 A student is deemed to have completed the requirements for graduation if she/he has
- met the residence and academic requirements outlined in **Sections 8**,
 - satisfied additional requirements, if any,
 - paid all dues to the Institute and the Halls of Residence, and
 - no case of indiscipline is pending against her/him.

- 9.2 A student who completes all the graduation requirements specified in **Section 9.1** is recommended by the Senate to the Board of Governors (BOG) for the award of the appropriate degree in the ensuing convocation. The degree can be awarded only after the BOG accords its approval.
- 9.3 Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the Board of Governors withdrawal of a degree already awarded.

10. AMENDMENTS

Notwithstanding anything contained in this manual, the Senate of the PDPM-Indian Institute of Information Technology, Design & Manufacturing Jabalpur reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its undergraduate programmes.