

REGULATIONS FOR BTECH PROGRAM

1 General

- (1) While, the Senate is the main statutory body for all academic matters, including student discipline, the Dean of Academic Affairs (DOAA) shall be responsible for the implementation of the decisions taken on academic matters by the Senate and smooth functioning of the academic programs. DOAA's office receives, processes and maintains all records relating to the undergraduate programs including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes; disseminates information and issues orders pertaining to all academic matters; processes requests from students regarding academic matters.
- (2) A course may be of 4, 2, or 1 credit. A registered student who passes a course earns the credits assigned for that course.
 - a) **A 4-credit course.** The course will have 3 hours of lectures per week, with a total of about 39 hours of lectures (13 weeks). In addition, one hour of interaction per week is expected, which may be in form of structured tutorials. There may also be labs in the course.
 - b) **A 2-credit course.** The course will have 1.5 hrs lectures per week for the whole semester, or 3 lectures per week for half the semester. The total lectures hours will be about 20. Intensive short-term courses of 2 credits are also possible, though it is expected that the duration of such a course will not be less than 3 weeks. A 2-credit course may or may not have tutorials and labs.
 - c) **A 1-credit course.** The course is likely to be run as a short course on a very specialized topic. Such courses may also be run during vacations. A 1-credit course will have a total of about 10 hours of lecture over a period of, generally, not less than 2 weeks.
- (3) Certain courses such as self growth, community work, may be taken for variable number of credits.

2 Academic Session and Calendar

- (1) There are two regular semesters and one summer term in a year. Most courses are taught in the regular semesters. The semester timeline shall be defined in the academic calendar and will be broadly the following.

- a) **Semester I (Monsoon Semester).** Starts around August 1 and ends around the last week of November.
 - b) **Semester II (Winter Semester).** Starts around January 2 and ends around the last week of April.
 - c) **Summer Term.** Starts around the middle of May and ends around middle of July.
- (2) A semester is of about four months in duration with 13 weeks of teaching, a mid-semester recess, a mid-semester examination, and an end-semester examination. Generally the last 10 days in the semester are reserved for the end-semester examination, presentations, demos etc. The summer term is about half the duration of the regular semesters, and the courses taught run at faster pace to complete in duration of the summer term.
- (3) The **academic calendar**, published every year/semester specifies the dates for major academic activities like registration, examinations, mid-semester recess, etc. will be prepared and published by DOAA, and tabled in the Senate.

3 Admission

3.1 General

- (1) Admission to the undergraduate program at IIIT-Delhi is through entrance test(s). The eligibility criteria for appearing in the entrance test(s) is that the student must have passed class XII and should have obtained above a certain percentage in Physics, Chemistry, and Mathematics. Details about the eligibility criteria and entrance test are announced through the admission prospectus each year.
- (2) Candidates whose programs had been terminated at any other university/institute on disciplinary grounds shall not be eligible for appearing in the test.

3.2 Reservations

The current reservation policy (decided by the Board of Governors) of the Institute largely reflects the policy of Delhi Government. Currently, 85% of the seats are reserved for Delhi candidates (i.e. those who have completed class XII from a school/college/institute located in Delhi), and 15% for outside Delhi candidates. Category-wise reservation is provided within these limits, as explained in the prospectus for each year.

3.3 Fulfillment of admission requirements

- (1) During counseling, based on the merit list of the admission test and reservations, a candidate will be invited to join the institute. A candidate will be admitted if he/she
 - a) presents original documents fulfilling the eligibility criteria,
 - b) pays the required fee, and
 - c) completes the admission formalities.
- (2) Those candidates unable to show the proof of fulfilling the eligibility criteria may be given a provisional admission subject to their presenting such a proof by the following September 30.

3.4 Cancellation of Admission

- (1) The admission of a candidate to the undergraduate program may be cancelled if he/she does not pay the fee by the given date or does not report on the announced day for registration. The Institute reserves the right to extend the date of reporting and date of depositing fee in case of genuine reasons.
- (2) The admission of a student may be cancelled by the Senate at a later date if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

3.5 Non-degree Students

A non-degree student is a student registered for a degree in a recognized university/ institute in India or abroad and who is officially sponsored by that Institute/university to complete part of the academic requirements at IIIT-Delhi. Such students may do courses or projects in IIIT-D, and will be given transcripts for the academic work carried out at IIIT-Delhi. During their stay at IIIT-D, such students will also be governed by all academic and disciplinary rules of IIIT-Delhi. Credits earned by a non-degree student at IIIT-Delhi cannot be applied towards any degree/diploma offered by IIIT-Delhi at any time. The admission to non-degree status is decided on a case to case basis. The applications are received by the Dean, Academic Affairs.

4 Registration

1. At the beginning of each semester, a student shall register for the courses he/she wishes to take in that semester. A student shall normally be allowed to register for a course only if he/she has passed all the necessary pre-requisites for that course.
2. Registration is compulsory for all students who are not on leave of absence, and is the sole responsibility of the student and must be completed before the last date of

registration. Failure to register may lead to termination of the program of the student for that semester.

4.1 Registration Procedure

- (1) Registration will generally be done just before the start of classes in a semester. Pre-registration for a semester can be done toward the end of the previous semester. Students will be informed about these dates and other details every semester.
- (2) Registration process has two parts: academic, and administrative and both must be completed in order to complete the registration process. Academic registration includes specifying the courses that the student wishes to do in the semester and getting the necessary approvals. Students can seek advice from Advisors nominated for the purpose by Dean of Academic Affairs. Administrative part includes paying all dues to the Institute.

4.2 Late Registration

Late registration is permitted as per academic calendar on the payment of late registration fee. The late fee may be waived if the delay is due to an academic activity undertaken with prior permission. The number of days missed due to late arrival shall be treated as leave of absence.

4.3 Adding or Dropping of Courses

A student can change the courses that he/she does in a semester by adding and dropping courses till the last date for add/drop as specified in the academic calendar. In addition, a student can withdraw from at most one elective course up to the last date specified in the academic calendar, which will normally be after the mid-semester examination. During the summer term, a student may be permitted to drop one course any time.

4.4 Registration of Students with Backlogs

A student has a backlog if he/she has not taken or has taken but failed in course(s) of previous semester(s). The registration of such a student must be approved by the DOAA who will advise the student. Generally, the student should register in a manner that he/she can clear as many backlog courses as are available.

4.5 Cancellation of registration

A student is solely responsible to ensure that all conditions for proper registration are satisfied, and there are no timetable clashes. The registration may be cancelled by DOAA for a course if any irregularity is found at a later stage. A student's registration for the semester may be cancelled as part of disciplinary action. Leave beyond permissible limits may also result in cancellation of registration for a semester.

4.6 Summer term registration

Registering in the summer term is optional. A student may register for up to 8 credits of courses that are offered during the summer term. The registration shall be done just before the start of the term. There will not be any late registration in the summer term and a student shall not be allowed to add a course after registration.

4.7 Academic Load

Normally students will take courses as per the program. Normal load for a semester is 16 to 20 credits. An overload is defined as when a student takes more than 20 credits in a semester. A student may be allowed, with permission of the Dean, Academic Affairs an overload of up to 4 credits in a semester. Students in the Honors program are allowed 4 credit overload in one semester during the last four semesters of their program, without needing permission for the same. Students under warning or with weak academic record may not be permitted any overload. Such students may be advised by DOAA to take an under-load. Under-load for other students may be permitted by DOAA.

5 Teaching and Evaluation

5.1 Teaching

Each course is conducted by the Instructor-in-charge with the assistance of tutors and/or teaching assistants. The Instructor-in-charge is responsible for conducting the lectures, tutorials, and labs, holding the tests and examinations, evaluating the performance of the students, awarding grades at the end of the semester/summer term, and transmitting the grades to the DOAA's office within the prescribed time limit.

5.2 Continuous Evaluation System

- (1) The Institute follows a system of continuous evaluation, in which, during a course, various instruments like tests, exams, assignments, projects etc. are given by the instructor to assess the learning of students and assign grades. All evaluations are the responsibility of the instructor in-charge of the course. The two main exams – the mid-sem exam and the end-semester exam – shall normally be scheduled as per the academic calendar while the schedule of the rest will be decided by the Instructor. For 1 or 2 credit courses, the Instructor will decide the evaluation criteria and the schedule of tests and exams.
- (2) **Make-up Exam.** If a student, for valid reasons such as illness, etc., fails to appear in the end-semester examination in one or more course(s), he/she may make a request to the instructor for a make-up examination within two days of the date of the scheduled examination. Such a request must, however, be supported by proper documentary evidence for justifying the request. For medical reasons, a doctor's

certificate is needed, which must be appropriately countersigned by a parent. Only one make-up examination, for the end-semester examination, is allowed per course. For failures to appear in mid-semester examinations, etc., it is entirely up to the Instructor to ascertain the proficiency of the student by whatever means he/she considers appropriate if he/she is satisfied with the reason(s) of absence given by the student.

5.3 Grading Scheme

- (1) One of the letter grades given in the following table shall be awarded to a student reflecting his/her overall performance in a course. Each letter grade carries certain points as given in the table, and these points are used in the computation of the SGPA/CGPA as explained later.

Letter Grade	Points	Remarks
A+ (Outstanding)	10	Letter grades A+ to F and I are given only in the regular courses. This grading scheme is effectively A to F; A+ is only to recognize excellent performers in a course – it has same points as A. Incomplete (I grade must be converted to one of the letter grade (A to F) as per the academic calendar
A (Very Good)	10	
A –	9	
B (Good)	8	
B –	7	
C (Satisfactory)	6	
C –	5	
D (Marginal)	4	
F (Fail)	2	
I (Incomplete)	Nil	
S (Satisfactory)	Nil	S and X are grades for only certain kinds of courses.
X (Unsatisfactory)	Nil	

- (2) In the academic courses, the final grades awarded are A to F (A+ is a grade with same points as A, and is there to honor excellence).
- (3) An I (Incomplete) grade may be awarded in cases when all the requirements for a course are not met by the student at the time of submission of grades, and essentially reflects an “incomplete” status in the course. This grade must be converted to a regular letter grade (A+ to F) before the registration date of the next semester. For courses other than project / independent study, I is meant primarily for medical reasons. All unconverted I grades get automatically converted to F after the grade conversion deadline.
- (4) In certain courses, such as self-growth and community service courses, only S or X grade is awarded.
- (5) The F and X grades are “fail” grades and the student shall be required to repeat the course. If the course is a compulsory course, the same course shall be repeated in another semester/summer when the course is offered. In the case of an

elective/optional course, the student can replace the course by another elective course.

- (6) For at most one compulsory course, after getting an F twice in the course, a student may be allowed to replace it by an elective course with the permission from DOAA.
- (7) An F and X grade obtained in any course shall be reflected in the grade sheet. However when the course is replaced or repeated, the new grade will be used for computation of the CGPA and the older F/X shall not be counted.

5.4 Change of Grade Already Awarded

As mentioned in Ordinances, a letter grade once awarded shall not be changed unless the request is made by the Instructor-in-Charge of the course and is approved by the Chairman, Senate. Any such request for change of grade must, however, be made within four weeks of the start of the next semester with all relevant records and justification.

5.5 Performance Indicators

- (1) The semester performance is indicated by a Semester Grade Point Average (SGPA) which is a weighted sum of all the points earned in the courses done in a semester. The SGPA is given for each semester and is computed using the following formula.

$$\text{SGPA} = (u_1.w_1 + u_2.w_2 + \dots + u_n.w_n) / (u_1 + u_2 + \dots + u_n)$$

where u_i is the number of credits for the course i and w_i is the points earned through the letter grade in that course, and n is the number of courses taken in the semester. While doing the computation of SGPA, the course/thesis credits with grades S and X are ignored.

- (2) The overall performance is indicated by a Cumulative Grade Point Average (CGPA) which is computed in the same manner as the computation of SGPA but for all the courses done in the program.
- (3) A grade report for the semester is issued to each student after the semester. The grade report may be withheld if the student has not paid the fees or other dues, has a disciplinary case pending against him/her, has not completed other formalities, or for any other pertinent reason.

5.6 Waiver and Transfer of Credits

Students may be permitted to do academic work and courses in places of repute outside IIIT-Delhi. Based on their performance/quantum of work done and the contents of the course/work, some credit requirements may be waived for similar courses/projects. Institutions with which IIIT-D has arrangements/MOU/student

exchange programs, transfer of credits may also be permitted. This transfer/waiver of credits will be done on a case-by-case basis by the DOAA, and will be reported to the Senate.

6 Continuing in the Program

For continuing in the undergraduate program the student has to show satisfactory academic performance as may be defined by the Senate from time to time. If the academic performance falls short, a student may be asked to repeat the first year, placed under warning, or his/her program may be terminated.

6.1 Rules for the first year

- (1) A student will be put on probation at the end of the 1st semester, if he/she passes 2 or less CSE/Maths courses only in the first semester.
- (2) If a student passes 3 or less CSE/Math courses in the entire first year, his/her program will be terminated.
- (3) If a student passes 4 or 5 CSE/Math courses only in the entire first year, he/she will have to repeat the year.
- (4) If a student repeating the first year fails in more than 1 CSE/Math courses in the first semester of the repeat year, his/her program will be terminated.
- (5) A student repeating the first year may be allowed transfer of credits for the non CSE/Maths courses that he/she had passed in his/her previous attempt.
- (6) A student is allowed to move to 2nd year standing, if he/she passes at least 6 of the CSE/Math courses of the first year. Regular rules for backlog will apply for any courses he/she may have failed.

6.2 Academic Warning/Probation

A student shall be placed under academic warning/probation on the grounds of inadequate academic performance for one (subsequent) semester

- (1) If he/she fails in any course in a semester
- (2) If he/she gets an SGPA of 4.5 or less in a semester, or has a CGPA of 4.5 or less at the end of the semester.

The following will apply to a student who is placed on a warning (academic as well as warning due to disciplinary reasons):

- (1) The student will not be allowed to hold any elected or nominated post for any institute body including the hostel management, students' activities, student council.
- (2) The student will not be allowed to participate in any events outside the Institute as member of the Institute team.
- (3) No academic overload shall be permitted to such students.
- (4) The students may be required by the DOAA to take an under load.
- (5) The student will be required to sign an undertaking to agree and follow all stipulated conditions of warning. All such undertakings shall be countersigned by parent/guardian of the student.

6.3 Appeals

A student, whose program has been terminated, may appeal against the decision. All such appeals shall be made to the Academic Senate within two weeks, and the decision of the Academic Senate shall be final.

6.4 Attendance and Leave of Absence

- (1) A student is expected to attend all classes. For any absence of more than two days, the student should apply for and take a leave of absence.
- (2) A student may be allowed to take semester leave, with permission, on account of exchange program or medical reasons. (No fee refund is admissible if the student has registered for the semester which is converted to a semester leave later.) Usually, a student shall not be permitted more than two semester leaves in the entire program. Any circumstances leading to more than two semester leave/drop shall result in automatic termination of the program (like any termination, the student may appeal.)
- (3) If a student is absent from the Institute for more than 20 days in a semester due to medical or any other reason, this may be converted to a semester leave for that semester by DOAA. However, if a student represents IIIT-D in some event, with prior permission of Dean of Students (DOSA), absence due to this participation will not be counted.

7 Graduation Requirements and Award of Degree

7.1 Minimum and Maximum Duration and Credits

The minimum duration for completing the BTech program is 8 semesters. The minimum number of credits for a BTech program is 152. The maximum duration within which the requirements must be completed is six years (12 semesters).

7.2 Graduation Requirements

A student enrolled in a BTech program is eligible for graduation if he/she:

- a) Fulfils all academic requirements of the BTech program in which he/she is enrolled.
- b) Has completed a minimum of eight semesters in the program.
- c) Paid all dues to the Institute and hostels.
- d) Has no disciplinary proceedings pending against him/her.

A student who has completed all the graduation requirements may be recommended for award of the degree.

7.3 Graduating with Honors

A student enrolled in a BTech program may also graduate with Honors, provided the student completes all the additional requirements for Honors, as specified by the regulations for the program in which he/she is enrolled. These additional requirements include:

- a) The student earns at least 12 extra credits.
- b) The student's program includes a BTech thesis.
- c) The student has a CGPA of 8.0 or more at graduation.

7.4 Award of Degrees

- (1) A student who completes all graduation requirements is recommended by the Senate to the Board of Governors (BOG) for the award of degree in the convocation.
- (2) As mentioned in ordinances, under extremely exceptional circumstances, where gross violation of the graduation requirements or use of dishonest means is detected at a later stage, the Senate may recommend to the Board of Governors to withdraw an already awarded degree.

7.5 Prizes and Medals at Graduation

The academic senate of the institute can set up awards, prizes, medals etc. to be given to deserving students at graduation time. Details of these awards will be developed later.

8 Change History

This is the V 2.0 of the UG Manual, applicable from 2010. Main changes: Organized as Ordinances and Regulations; Minimum credit requirement for graduation increased to 152. Repeat rules for first year changed assuming 10 courses in first year.