UNDERGRADUATE PROGRAMMES

**B.TECH.
B.S.
DUAL DEGREE
M.SC. (2 YEAR)
M.SC.-PH.D. (DUAL DEGREE)**

PROCEDURES & REQUIREMENTS

भारतीय प्रौद्योगिकी संस्थान कानपुर

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

CONTENTS

1.0 INTRODUCTION

The objectives of the undergraduate programmes are:

- *to provide the highest level of education in technology and science and to produce competent, creative and imaginative engineers and scientists,*
- *to promote a spirit of free and objective enquiry in different fields of knowledge,*
- *to make a significant contribution towards the development of skilled technical manpower, and*
- *to create an intellectual reservoir to meet the growing demands of 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.

This manual sets out the procedures and requirements of the undergraduate programmes of study that fall under the purview of the Senate Under-Graduate Committee.

1.1 UNDERGRADUATE PROGRAMMES[1]

1.1.1 Admission through JEE-Advanced

a) BACHELOR OF TECHNOLOGY (B.TECH.)
4 Year degree programme in:

i) Aerospace Engineering
ii) Biological Sciences and Bio-Engineering
iii) Chemical Engineering
iv) Civil Engineering
v) Computer Science and Engineering
vi) Electrical Engineering
vii) Materials Science and Engineering
viii) Mechanical Engineering

b) BACHELOR OF SCIENCE (B.S.)
4 Year degree programme in:

i) Chemistry
ii) Economics
iii) Mathematics and Scientific Computing
iv) Physics

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[1] Amended vide Senate meeting 2014-15/2nd dated 10-10-2014

1.1.2 Admission through JAM

a) MASTER OF SCIENCE (M.Sc.) – 2 YEAR
2 Year degree programme in:

    i)   Chemistry
    ii)   Mathematics
    iii)   Physics
    iv)   Statistics

b) MASTER OF SCIENCE – DOCTOR OF PHILOSOPHY (M.Sc.-Ph.D. – Dual Degree)

    i)   Physics

1.1.3 MULTIDISCIPLINARY PROGRAMMES

Admission through Branch/Programme Change option by existing enrolled students

a) BACHELOR OF TECHNOLOGY (B.TECH.)

    i)   Engineering Science (Mechanics)
    ii)   Engineering Science (Energy, Environment & Climate)

1.1.4 Option for Programme change by existing enrolled students

a) DUAL DEGREE PROGRAMME
5 Year degree programmes

    i)   B.TECH.-M.TECH. (with M.Tech. in same department)
    ii)   B.TECH.-M.TECH. (with M.Tech. in other department)

    iii)   B.S.-M.S. (with M.S. in same department)
    iv)   B.S.-M.S. (with M.S. in other department)

    v)   B.S.-M.TECH.
    vi)   B.TECH.-M.S.

    vii)   B.TECH.-M.DES.
    viii) B.S.-M.DES.

    ix)   B.TECH.-MBA

x) B.S.-MBA

(Detailed information regarding Dual Degree programme is detailed in Section 9.2.2)

b) DOUBLE MAJOR

Text will be inserted when available

1.1.5 Option to add MINOR by existing enrolled students

Text will be inserted when available

1.2 SENATE UNDER-GRADUATE COMMITTEE (SUGC)

The Senate Under-Graduate Committee (SUGC) is a standing committee of the Senate. The Senate manual prescribes the constitution of SUGC, and also the process of election of its Chairperson. The Chairperson of the SUGC convenes and presides over the meetings.

The SUGC has jurisdiction in the following matters concerning the undergraduate programmes of the Institute:

- approval of new courses of instruction,
- desirable modifications of courses already approved,
- credit valuation of courses,
- approval of the admission of first year students and others with advance standing,
- recommending grant of degrees,
- policy matters related to examinations,
- evaluation of academic performance, and
- such other related matters as may be referred to it by the Senate.

Functions of the SUGC consist primarily of general policy determination, coordination and review, but, the Senate retains the power of final review and decides such matters as may be brought in appeal before it. In discharging its responsibilities, the SUGC shall make full use of the appraisals and recommendations of the various academic departments concerned.

The SUGC has two standing sub-committees, namely **Core Curriculum Committee (CCC)** and **Academic Performance Evaluation Committee (APEC)**, and is assisted by the Departmental Under-Graduate Committees (DUGCs). The

Chairperson of SUGC nominates the Chairpersons of both CCC and APEC. These Chairpersons, in consultation with the SUGC Chairperson, form their respective committees consisting of five faculty members drawn from amongst the SUGC members. The CCC oversees the core curriculum, coordinates its various facets and performs all other relevant functions. The APEC evaluates the academic performance of the undergraduate students to make recommendations regarding (i) their further programme of studies and (ii) action to be taken in the case of deficient students. ***Both these committees make their recommendations to the SUGC.***

The **Department Under-Graduate Committee (DUGC)** consists of a convener (a faculty, nominated by the Head of the Department in consultation with the faculty of the Department), the Head of the Department, a minimum of four (4) and a maximum of eight (8) faculty members, and two student representatives (chosen by undergraduate students of the Department) for a period of one year. The tenure of the faculty members shall be two years, half of them retiring each year. In the first year, lots will be drawn to decide on the retiring members. The Department Undergraduate Committee (DUGC) advises the students in their academic programmes and makes recommendations to the SUGC in all academic matters.

1.3 OFFICE OF THE DEAN OF ACADEMIC AFFAIRS

The office of the Dean of Academic Affairs (DOAA), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the Senate and the SUGC. It:
   a) receives, processes and maintains all records related to the undergraduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees,
   b) disseminates information pertaining to all academic matters,
   c) issues necessary memoranda/orders,
   d) acts as a channel of communication between students, instructors, departments/interdisciplinary programmes and SUGC. The under graduate (UG) office of the Academic Section assists the SGUC and its subcommittees in their tasks.

1.4 WAIVER CLAUSE

The procedures and requirements set out in this manual, other than those in Sections 3, 6.3, 7, 9 and 10 may be waived in special circumstances by the SGUC. All such exceptions are, however, reported to the Senate.

2.0   ACADEMIC SESSION

The academic session normally begins in the fourth week of July every year and ends in the middle of July. It is divided into three parts:

Semester – I: From the fourth week of July to week of November

Semester – II: From the last week of December to the last week of April

Summer Term: From the middle of May to the middle of July

Each of the two semesters consists of about eighteen (18) weeks with one week of mid-semester recess. About nine (9) working days of each semester are used for the end-semester examination and one week period during the semester is utilized for the mid-semester examination. The first day of the end-semester examination and the first day of the classes in a regular semester should normally on a Monday. Thus, there are 14 working weeks in each semester. The Summer term consists of about eight (8) weeks, excluding the four days taken up by the mid-term and end-term examinations.

2.1   ACADEMIC CALENDER

The exact dates of all important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, submission of documents, examinations, submission of grades, conversion of I-grades, vacation, mid-semester recess, etc. during the Academic session shall be specified in the Academic Calendar of the Institute, approved by the Senate.

3.0   ADMISSIONS

3.1   B.TECH. and B.S. Programmes

a) **Through Joint Entrance Examination –** Admissions to the B.Tech. and B.S. programmes are made once a year in the month of July through Joint Entrance Examination (JEE) conducted on an All India level by IITs. The procedures and other requirements for admission are specified in the JEE Information Brochure brought out every year.

b) **Reservation of Seats and Admission for reserved seats –** Reservation of seats for the various categories shall be as prescribed by the Board of Governors and the current status for the reserved seats is given in Annexure – 5. The admission process for the reserved seats is as stated below:

i) **SC and ST Candidates –** Reserved seats are filled on the basis of JEE qualifying norms specified for them. In case these reserved seats remain vacant, other SC and ST candidates (who appeared in JEE and satisfy certain relaxed conditions) are offered admission to the Preparatory Course of One year duration in Physics, Chemistry, Mathematics and English. On completion of the preparatory course and passing of the examination conducted by the Institute, the candidates are offered admission to the first year of B.Tech./B.S. programmes against the vacant reserved seats of the year of their appearance in JEE.

ii) **OBC Candidates (Not belonging to Creamy Layer) –** Reserved seats are filled on the basis of JEE qualifying norms specified for them. In case these reserved seats remain vacant, other candidates may be offered admission.

iii) **PD (Physically Disabled) Candidates –** Reserved seats are filled on the basis of JEE qualifying norms specified for them. In case these reserved seats remain vacant, other candidates in their respective categories may be offered admission.

c) **Admission with Advanced Standing –** Normally, admissions are made to the first year of the B.Tech. and B.S. programmes. However, under exceptional circumstances, the Senate may admit a student with advanced standing (up to a maximum of four semesters) on the basis of his/her partial completion of a similar programme elsewhere.

d) **Change of Programme –** The students shall normally pursue the respective B.Tech./B.S. programmes allocated to them at time of admission. However, the Senate may permit a limited number of students to change their programme as per the approved guidelines. (Annexure – 1)

3.2 M.Sc. (2 Year) and M.Sc.-Ph.D. (Dual Degree) Programmes[2]

3.2.1 M.Sc. (2 Year) Programme

a) **Through Joint Admission Test for M.Sc. –** Admissions to the M.Sc. (2 Year) and M.Sc.-Ph.D.

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[2] Amended vide Senate meeting 2014-15/2nd dated 10-10-2014

(Dual Degree) programmes are made once a year in the month of July through Joint Admission Test for M.Sc. (JAM) conducted on an All India level by IITs. The minimum academic qualification for admission is a B.Sc. degree (or equivalent) from a recognized university. The procedures and other requirements for admission are specified in JAM Information Brochure brought out every year.

b) **Reservation of Seats and Admission for reserved seats –** Reservation of seats for the various categories shall be as prescribed by the Board of Governors and the current status for the reserved seats is given in Annexure-5. The admission process for the reserved seats is as stated below:

   i) **SC and ST Candidates –** Reserved seats are filled on the basis of JAM qualifying norms specified for them.

   ii) **Other Backward classes (OBC) Candidates (Not belonging to creamy layer) –** Reserved seats are filled on the basis of JAM qualifying norms specified for them.

   iii) **PD (Physically Disabled) Candidates –** Reserved seats are filled on the basis of JAM qualifying norms specified for them. In case these reserved seats remain vacant, other candidates in their respective categories are offered admission.

3.2.2 M.Sc.-Ph.D. (Dual Degree) Programme

Text will be inserted when available.

3.3 Admission of Non-degree Students

A non-degree student is a student who is registered for a degree in a recognized Institute or a University in India or abroad, and who is officially sponsored by that Institute or University to complete a part of his/her academic programme at the Institute. For that purpose, the non-degree student may carry out research or take courses for credit or otherwise or may use other academic facilities. An official transcript of work done at the Institute along with grades obtained, if any, would be given to the non-degree student concerned for

his/her use as s/he may deem appropriate. However, any credits earned at the Institute, by a non-degree student, cannot be applied for any degree programme of IIT Kanpur at any time.

A person will be admitted as a non-degree student on a duly sponsored application to the Dean, Academic Affairs who will recommend admission on the advice of DUGC and SUGC to the Chairman, Senate for approval. A non-degree student may be admitted for a maximum period of one year only. The strength of non-degree students in any programme should not be more than 5% of the programme strength.

A non-degree student will be required to pay all applicable fees depending upon the status, programme and nationality. Students so admitted will be governed by all rules, regulations and discipline of the Institute.

3.4 Cancellation of Admission

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 by the last date specified for the purpose in the Academic Calendar. The Senate can cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The Senate may also cancel the admission at any later time if it is found that the student had supplied false information or suppressed relevant information while seeking admission.

3.5 Fulfilment of Admission Requirements

Admission to any undergraduate programme requires that the applicant
  a) be eligible,
  b) go through the laid-down admission procedure, and
  c) pay the prescribed fees

All admissions to the undergraduate programmes should be formally approved by the SUGC.

4.0 CURRICULUM[3]

Details of the curriculum for Undergraduate programmes are contained in the **"COURSES OF STUDY"** bulletin, published periodically by the Institute.

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[3] Amended vide Senate meeting 2014-15/2nd dated 10-10-2014

4.1 B.Tech. and B.S. Programmes

These are divided into two distinct but compatible parts called Core Curriculum and Professional Curriculum. Each student is required to go through the Core Curriculum, irrespective of his/her chosen branch of specialization. It consists of a package of compulsory courses in Physics, Chemistry, Mathematics, Biological Sciences, Computing, Electronics, Engineering Graphics, Manufacturing Processes, Communication Skills and Physical Education, besides a few elective courses from Engineering Science (as recommended by the department) and Humanities and Social Sciences as well as open electives.

The professional Curriculum is meant for the chosen branch of specialization. It consists of a set of compulsory courses, electives and/or project work.

All students admitted to the first year of the B.Tech. and B.S. programmes are required to take a diagnostic test in English. Based on their performance, they are advised to credit a course in English Language and Communication Skills.

The structure of B.Tech. and B.S. programmes is given in Annexure 2.

4.2 M.Sc. – 2 Year Programmes

This programme require students to take a set of compulsory courses designed to lay a strong foundation in the discipline. In addition, a few elective courses are to be credited to develop and pursue an area of specialization. In some departments, there is a project, while in other departments, projects may be replaced by elective courses. In some programmes, seminars are also included in the curriculum. The course structure of M.Sc. (2 Year) programme is given in Annexure – 2.

4.3 M.Sc.-Ph.D. (Dual Degree) Programme

The students are required to take a set of compulsory courses designed to lay a strong foundation in the discipline. In addition, some elective courses are to be credited to develop and pursue an area of specialization. The student are initiated into research methodology quite early. The programme is aimed to provide young motivated individuals with rigorous training, desired level of understanding and scientific maturity and solid base at an early stage to enable them to pursue a research career. The course

structure of M.Sc.-Ph.D. (Dual Degree) programme is given in Annexure – 2.

5.0   REGISTRATION

All students are required to register each semester for the courses to be pursued by them, as per their programme, on the dates specified in the Academic Calendar. A student must ensure that s/he has completed the pre-requisites, if any, for each course to be registered. Also, the student must ensure that there is no conflict in the timetable of the courses that s/he has registered.

For students in the B.Tech. and B.S. programmes, the curse structure is flexible. Since the programmes follow a credit based system, the students are allowed to register as per their choice. A template for each programme has been recommended to help the students to select courses in each semester. The templates have been designed to ensure that if a student follows them, there will be no scheduling conflicts, and pre-requisite courses are completed in time. DUGC Conveners may require registration of certain courses in specific semesters.

All courses of core curriculum which happen to be pre-requisites for subsequent courses in the core and/or the professional curriculum are offered in both the regular semesters or in one regular semester and one summer term put together.

The sole responsibility for registration rests with the student concerned.

5.1   Registration Procedure

A list of courses to be offered during the semester is put up on the website (Online Academic Registration System – OARS) and is made available to the Convener, DUGC.

DUGC provides the necessary information on the curriculum, courses offered, rules and procedures, and any other relevant information during registration in each semester.

The registration procedure consists of two parts:

Part – 1:
   a) Filling of the registration form mentioning the courses to be credited in the next semester.

Part – 2:
   a) Payment of fees and clearance of outstanding dues (if any), and

b) Signing of the registration roll in the office of the Dean, Students Affairs (DOSA).

Dates for Part-1 and Part-2 are specified in the Academic Calendar as dates for "pre-registration" and "registration" respectively.

For students who did not complete Part-1 during the pre-registration time for any reason can complete it during registration time after payment of a prescribed penalty.

The pre-registration of students may also be cancelled for reasons such as, not passing a course in the previous semester. Such students will have to repeat Part-1 during the registration time.

New students who await the final result of the qualifying examination are allowed to register provisionally on submission of a certificate from their last institutions stating that they have appeared in the final examinations (both theory and practical). Such students are required to submit documents of having passed the qualifying examination by the last date given in the Academic Calendar, failing which their admission shall be cancelled.

5.2 Late Registration

If for any compelling reason (like illness), a student is unable to register on the day of registration, s/he can register on the late registration day specified in academic calendar on payment of the late registration fee. However, if a student seeks prior permission to register late on valid grounds, the Chairperson, SUGC may allow and exempt him/her from payment of late registration fee.

5.3 Adding and Dropping of Courses

A student may add or drop course(s) till the last date(s) specified in the Academic Calendar with the permission of the SGUC. For this, s/he must fill the appropriate form, get the endorsement of the Instructor-in-charge and Convener, DUGC and submit the form to the Undergraduate section for approval.

A student may also drop course(s) up to about 4 weeks prior to the last date of classes (exact date is specified in Academic Calendar) with following conditions:

a) Dropping of course(s) should not result in the net registration less than the specified minimum number of credits.

b) The request to drop course(s) must be endorsed by the Instructor-in-charge and the Convener, DUGC.

5.4   Cancellation of Registration in a Course

Registration of a student in a course may be cancelled at any stage if it is found that s/he does not meet the pre-requisites of the course, or if there is a clash in the student's time table preventing him/her from attending the course or if it is found that s/he is not eligible to register for that course for any other reason.

An instructor of a course may also recommend cancellation of registration of any student in that course for reasons such as absence from classes, along with relevant details. Such a recommendation must be received by SUGC up to 4 weeks prior to the last day of classes. Proceedings for such cancellation shall e completed no later than two weeks prior to the last day of classes.

5.5   Academic Load[4]

5.5.1   Each course carries a weightage in terms of credits depending upon the number of contact hours (lectures and tutorials and/or laboratory hours (see Annexure 3 for details). Normal academic load may be given as 50 credits per semester. A student is allowed to register up to 30 percent less or 30 percent more credits than the normal load. That is, a student must register for 35-65 credits.

5.5.2   Students, who are identified as academically deficient (on academic probation) can register for a minimum of 30 credits.

5.5.3   A student with CPI of 8.5 or higher may request registration in course whose credits will not be counted for computation of CPI/SPI, and will not be counted towards satisfying the graduation requirements. Grades earned in such additional courses will appear on the transcript. The maximum credits allowed for registration (including this extra course) may be increased to 70.

5.5.4   **a)** Student will be allowed to take extra course(s) during his/her final year with the consent of the course Instructor(s). The application listing the extra courses along with the reasons for crediting them, should be submitted to the SUGC, duly recommended and forwarded by the DUGC.

b) The Student at the time of the registration, has to declare whether he/she would do the extra course(s) on the basis of a letter Grade (A – F) or S/X.

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[4] Amended vide Senate meeting 2014-15/1st dated 9-9-2014

c) The extra courses will be shown on the students' transcript.
If a letter grade has been assigned then it will be included in the CPI calculation.

5.6 Summer Term Registration

Students register for these courses at the beginning of the Summer Term on the advice of DUGC.

No student is allowed to register for more than 25 credits during the summer term.

Adding of courses is not permitted in the summer term. However, a student may drop a course up to two weeks prior to the last day of classes.

Provisions of Clause 5.4 are applicable to the summer term as well.

5.7 Cancellation of Registration for the Semester

Absence for a period of 20 working days or more (including sanctioned leave, if any) during a semester shall result in automatic cancellation of the registration of a student from all the courses in that semester.

5.8 Termination of Programme

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

6.0 TEACHING AND EVALUATION

6.1 Teaching

a) Medium – The medium of Instruction is English.

b) Approval of Courses – Each course along with its credits is approved by the SUGC as per the procedures laid down by the Senate (Annexure 3). Only approved courses may be offered during any Semester/Summer term.

c) List of Courses – The list of courses to be offered by a department/ interdisciplinary programme is finalized before the beginning of the semester/ summer term by the

concerned Head, taking into consideration all the requirements and the recommendations of the standing committees of the Senate.

d) **Conduct of Courses –** Each course is conducted by the Instructor-in-charge with the assistance of the required number of instructor and/or tutors. The Instructor-in-charge is responsible for conducting the course, holding the examinations, evaluating the performance of the students, awarding and submitting the grades to the Undergraduate office.

e) **Modular Courses –** In addition to 'normal' courses that run for a full semester/summer term, 'modular' courses may also be offered. These courses will run for exactly half a semester and will have at least one quiz during the course and only one examination at the end. The examination period of a modular course is the first half-semester will coincide with the mid-semester examination, as announced in the Academic Calendar. The registration for all modular courses will take place along with the regular courses.

6.2 Evaluation

The evaluation of students in a course is a continuous process and is based on their performance in the mid-semester and end-semester examinations, quizzes/short tests, tutorials, assignments, laboratory work (if any), make-up examinations (if applicable), etc.

a) **Schedule of Examinations –** The schedule for the mid-semester, the end-semester and the make-up examinations in all courses is prepared and announced by the Dean of Academic Affairs. All the examinations are usually held during the periods/days specified in the Academic Calendar.

b) **Make-up Examinations –** If a student, for bona fide reasons such as illness, etc., fails to appear in the end-semester examinations in one or more course(s), s/he may make a request to SUGC for a make-up examination within a day of the last scheduled examination. Such a request must be made on the prescribed form (Appendix – 5), giving reasons for the failure to appear was due to illness, a certificate from a Medical officer of the Institute Health Centre should also be submitted.

For failures to appear in mid-semester examinations, etc., it is entirely up the Instructor to ascertain the proficiency of the

student by whatever means s/he considers appropriate if s/he is satisfied of the student's bona fides.

OR

The make-up examination for the mid-semester examinations may be held in the weekend subsequent to the week of the mid-semester examinations. The process for applying for a make-up examination is the same as that for the end-semester examination.

6.3   Grading System

a) **Grades and Grade Points –** At the end of the semester/summer term, a student is awarded a letter grade in each of his/her courses by the concerned Instructor-in-charge taking into account his/her courses performance in the various examinations, quizzes, assignments, laboratory work (if any), etc., besides regularity of attendance in classes. The grades are submitted in the undergraduate office within the prescribed time limit as given below:

Registration	Prescribed time-limit
Less than 50	72 hours
51 to 150	96 hours
More than 150	120 hours

Each department shall evolve a procedure for the award of letter grades in project courses.

There are seven letter grades: A*, A, B, C, D, E and F. The letter grades, their descriptions and the numerical equivalents on a 10-point scale (called Grade Points) are as follows:

Grade	Weight	Description
A*	10	Outstanding
A	10	Excellent
B	8	Good
C	6	Fair
D	4	Pass
E	2	Fail/ Exposure
F	0	Fail

A* grade is intended to recognize and encourage outstanding performance in a class. This grade is to be used sparingly.

An E grade may be used to satisfy pre-requisites. However, DUGC of the department offering a course may prescribe that only passing grades can be used to satisfy pre-requisites in that course.

In addition, there are four letter grades, viz., I, S, X and W which stand for Incomplete, Satisfactory, Unsatisfactory and Waiver respectively.

b) **Incomplete Grade 'I' –** A student may be awarded the grade 'I' (Incomplete) in a course if s/he has missed, for a genuine reason, a minor part of the course requirement but has done satisfactorily in all other parts. An 'I' grade must, however, be converted by the Instructor-in-charge into an appropriate letter grade and communicated to the undergraduate office by the last date specified in the Academic Calendar. Any outstanding 'I' grade after this date shall be automatically converted into 'F' grade.

c) **(Un)Satisfactory Grades –** Grades 'S' and 'X' do not carry any numerical equivalence, and are not used for computation of SPI/CPI. Courses such as, projects, seminars, physical education, etc., are offered with S/X grades. Grade 'S' implies that the student has earned the credits. Grade 'X' implies that the student has failed in the course.

d) **Waiver grade (W) –** This grade is awarded when a student earns credits at another institution and the SGUC decides to waive similar credits from his/her programme of study at IIT Kanpur. This grade is not to be used for computation of SPI/CPI.

e) **Project Grades -** Project grades shall be submitted by the last date specified for the submission of grades. An 'I' grade will not be given for mere non-completion of project due to lack of facilities, etc. An 'I' grade may be given only on medical grounds.

f) **Change of Grade already awarded –** A letter grade once awarded shall not be changed unless the request is made by either the Instructor-in-charge or another Instructors/tutor of the course, and is approved by the Chairman, Senate. Any such request for change of grade must be made within six weeks of the start of the next semester in the prescribed form (Appendix 6) with all relevant records and justifications.

g) Semester Performance Index (SPI) – The Semester Performance Index (SPI) is a weighted average of the grade points earned by a student in all the courses credited and describes his/her academic performance in a semester. If the grade points associated with the letter grades awarded to a student are g_1, g_2, g_3, g_4 and g_5 in five courses and the corresponding credits are c_1, c_2, c_3, c_4 and c_5, the SPI is given by:

$$SPI = \frac{c_1g_1 + c_2g_2 + c_3g_3 + c_4g_4 + c_5g_5}{c_1 + c_2 + c_3 + c_4 + c_5}$$

'S' and 'X' grades shall not be considered in the computation of the SPI.

h) Cumulative Performance Index (CPI) – The Cumulative Performance Index (CPI) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/summer term. It is computed in the same manner as the SPI, considering all the courses (say, n), and is given by

$$CPI = \sum_{i=1}^{n} c_i g_i \bigg/ \sum_{i=1}^{n} c_i$$

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

i) Declaration of Result - The grades earned by a student in a semester shall be communicated to him/her after ten days of the last date for submission of grades. A printed copy of the Grade-Report will be issued to each student after each semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

j) Withholding of Grades – The grades of a student may be withheld if s/he has not paid his/her dues, or if there is a case of indiscipline pending against him/her, or for any other reason.

7.0 INADEQUATE ACADEMIC PERFORMANCE[5]

The academic performance of each UG student is reviewed by APEC at the end of a regular semester. A deficient student may be placed on Warning or

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[5] Amended vide Senate meeting 2014-15/1st dated 9-9-2014

Academic Probation or his/her academic programme may be Terminated as per rules applicable for that particular batch.

7.1 WARNING

7.1.1 2010 & EARLIER BATCHES

A B.Tech/ M.Sc.(Integrated)/ M.Sc.-2Yr/ MS-PD (Dual Degree) student of 2010 and earlier batches is placed on Warning if his/her SPI and CPI at the end of a regular semester are as follows:

BTech/BTech-MTech (Dual degree)/ degree)/ M.Sc.(Int.)	MSc-PhD (Dual M.Sc. (2 year)
a) SPI <= 4.5 and CPI >= 5.0	a) SPI <=5.5 and CPI >= 6.0
or	*or*
b) SPI > 4.5 and CPI < 5.0	b) SPI > 5.5 and CPI < 6.0

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

i) He/she shall register for all courses (if available) in which the letter grade F is obtained,

ii) He/she shall not hold any office in the Hall of Residence, Students Gymkhana or any other organization/body during Warning.

iii) Any other term/condition laid down by SUGC/Senate.

The parents/guardian will be requested to countersign the undertaking. If a student is unable to meet the terms/conditions due to some genuine reasons, he/she must indicate this to the DUGC/SUGC before the semester ends.

7.1.2 2011 & 2012 BATCHES

A) A student of 2011 & 2012 batch of M.Sc.–2 Year and MS-PD (Dual Degree) is placed on Warning on the same criteria as mentioned above in 7.1.1.

B) Warning criteria is not applicable for B.Tech. or BS students of 2011 & 2012 batch.

7.1.3 2013 AND LATER BATCHES

A) A student of **2013 batch of M.Sc.–2 Year and MS-PD (Dual Degree)** is placed on Warning on the same criteria as mentioned above in 7.1.1.

B) A student of **M.Sc.–2 Year and MS-PD (Dual Degree) of 2014 & later batch** is placed on Warning if his/her SPI and CPI at the end of a regular semester are as follows:

SPI $4.0 \leq SPI < 5.0$

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

   i) He/she shall register for all courses (if available) in which the letter grade F/E is obtained,

   ii) He/she shall not hold any office in the Hall of Residence, Students Gymkhana or any other organization/body during Warning.

   iii) Any other term/condition laid down by SUGC/Senate.

The parents/guardian will be requested to countersign the undertaking. If a student is unable to meet the terms/conditions due to some genuine reasons, he/she must indicate this to the DUGC/SUGC before the semester ends.

C) A student of **B.Tech./BS programme of 2013 and later batch** is placed on warning if his/her SC and/or TC at the end of a regular semester are as follows:

> $SC \geq 30$ and $(24+N)*N \leq TC < 36*N$
> **OR**
> $SC < 30$ and $TC \geq 36*N$

Where SC = Credits obtained in preceding Semester; TC = Total Credits obtained, N = Number of regular semester a student was registered in.

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

i) He/she shall register for all courses (if available) in which the letter grade F/E is obtained,

ii) He/she shall not hold any office in the Hall of Residence, Students Gymkhana or any other organization/body during Warning.

iii) Any other term/condition laid down by SUGC/Senate.

The parents/guardian will be requested to countersign the undertaking. If a student is unable to meet the terms/conditions due to some genuine reasons, he/she must indicate this to the DUGC/SUGC before the semester ends.

7.2 ACADEMIC PROBATION

7.2.1 2010 & EARLIER BATCHES

A B.Tech/ M.Sc.(Integrated)/ M.Sc.-2Yr/ MS-PD (Dual Degree) student of 2010 and earlier batches is placed on Academic Probation if his/her SPI and CPI at the end of a regular semester are as follows:

BTech/BTech-MTech (Dual degree)/ degree)/ M.Sc.(Int.)	MSc-PhD (Dual M.Sc. (2-year)
SPI <= 4.5 and CPI < 5.0	SPI <= 5.5 and CPI < 6.0

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

i) His/her academic load shall be reduced. The student can register for a maximum of 17 credits.

ii) He/she shall register for all courses (if available) in which the letter grade F is obtained.

iii) He/she shall obtain a minimum SPI of 4.5 or 5.5 if belonging to B.Tech./ B.Tech.-M.Tech. (Dual-degree)/

M.Sc. (Integrated) or M.Sc. (2 year) programme, respectively.

iv) He/she shall not hold any office in the Hall of Residence, Students Gymkhana or any other organization/body during academic probation.

v) Any other term/condition laid down by SUGC/Senate.

vi) He/she shall automatically leave the Institute if fails to fulfill any of the above conditions.

The parents/guardian will be requested to countersign the undertaking. If a student is unable to meet the terms/conditions due to some genuine reasons, he/she must indicate this to the DUGC/SUGC before the semester ends.

7.2.2   2011 & 2012 BATCHES

A) A M.Sc.–2 Year and MS-PD (Dual Degree) student of 2011 & 2012 batch is placed on Academic Probation on the same criteria as mentioned above in 7.2.1.

B) A student of **B.TECH. and BS programme of 2011 & 2012 batch** will be placed on Academic Probation if he/she **does not obtain a passing grade in at least 75% of the cumulative normal load,** *calculated with normal load defined as 50 credits per semester.* However, for students in the first semester of their programme, the minimum requirement of credits to be cleared will be 35 credits.

(1) For credit calculation only the semesters the student is registered in, will be used.

(2) A student on academic probation will be allowed to register for a minimum of 30 credits for the subsequent semester, in consultation with the DUGC/APEC considering the inputs of the Counselling Service, Instructors, etc.

The following conditions shall be applicable to students on academic probation:

(i)   He/she shall register for all CORE/compulsory courses (if available) in which the letter grade E/F/X is obtained.

      (ii)   He/she shall not hold any official position or represent the institute in any extra-curricular activities during the period of academic probation.

      (iii)   He/she shall submit an undertaking ensuring good academic conduct.

      (iv)   Any other terms/conditions laid down by the SUGC/Senate.

The parents/guardian will be requested to countersign the undertaking. If a student is unable to meet the terms/conditions due to some genuine reasons, he/she must indicate this to the DUGC/SUGC before the semester ends.

C) **PG part of the Dual Degree programme of 2011 and later batch students,** *other than MS-PD (Dual Degree)* will be governed by the new PGRC which states as follows:

A student goes on Academic Probation **if s/he fails to accumulate 'B' or higher grade in at least 30% of the cumulative course credits** up to that point.

7.2.3   2013 AND LATER BATCHES

A) A **M.Sc.–2 Year and MS-PD (Dual Degree) student of 2013 batch** is placed on Academic Probation on the same criteria as mentioned above in 7.2.1.

B) **Academic Probation criteria is not applicable for M.Sc-2 Year and MS-PD (Dual Degree) students of 2014** and onward batches.

C) A student of **B.TECH. and BS programme of 2013 and later batch** is placed on Academic Probation if his/her SC and/or TC at the end of a regular semester are as follows:

> **SC≥30 and TC<(24+N)*N**
> **OR**
> **SC<30 and (24+N)*N≤TC<36*N**

Where SC = Credits obtained in preceding Semester; TC = Total Credits obtained; N = Number of regular semester a student was registered in.

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

i) He/she shall register for all courses (if available) in which the letter grade F/E is obtained,

ii) He/she shall not hold any office in the Hall of Residence, Students Gymkhana or any other organization/body during academic probation.

iii) Any other term/condition laid down by SUGC/Senate.

The parents/guardian will be requested to countersign the undertaking. If a student is unable to meet the terms/conditions due to some genuine reasons, he/she must indicate this to the DUGC/SUGC before the semester ends.

D) **PG part of the Dual Degree programme of 2011 and later batch students,** *other than MS-PD (Dual Degree),* will be governed by the new PGRC as detailed above in clause 7.2.2 (C).

7.3 TERMINATION

7.3.1 2010 & EARLIER BATCHES

A) The academic programme of a **B.Tech/ M.Sc.(Integrated)/ M.Sc.-2Yr/ MS-PD (Dual Degree) student of 2010 and earlier batch** may be terminated by the Senate if he/she:

a) is on Academic Probation and fails to secure a minimum SPI as under:

Programme	Minimum SPI
B.Tech./M.Sc. (Integrated):	4.5
B.Tech.-M.Tech. (Dual degree):	4.5
M.Sc.-2-year/ MS-PD (Dual Degree):	5.5

b) 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 he/she is registered.

c) Fails to report and register by the last date of registration without any *bona fidé* reason.

d) Involves himself/herself, in violation of the code of conduct, in ragging, etc. and the Senate Student Affairs Committee (S-SAC)/ a special Institute committee makes a recommendation to that effect.

B) PG part of the BT-MT (Dual Degree) programme of 2010 and earlier batches may be terminated by the Senate under the following conditions:

   i) His/her CPI is below 6.0;

   ii) His/her CPI is below 6.5 in two consecutive semesters (however, SPGC *(SUGC, for BT-MT-Dual)* may consider continuation as per provisions of para 3 of PG Manual);

   iii) He/she obtains two Fs or two Es or one F and one E in the same or different courses;

   iv) He/she accumulates three or more Xs towards thesis grades.

7.3.2   2011 & 2012 BATCHES

A) Academic programme of a M.Sc.–2 Year and MS-PD (Dual Degree) of 2011 and 2012 batch students may be terminated by the Senate on the same criteria as mentioned above in 7.3.1 (A).

B) The academic programme of **B.Tech. and BS students of 2011 and 2012** may be terminated by the Senate under the following conditions:

   (1) **He/she is on academic probation and fails to acquire 50% of the cumulative normal load up to that semester** *calculated with normal load defined as 50 credits per semester.*

   For credit calculation only the semesters the student is registered in, will be used.

   (2) 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 he/she is registered.

(3) Fails to report and register by the last date of registration without any *bona fidé* reason.

(4) Involves himself/herself, in violation of the code of conduct, in ragging, etc. and the Senate-Student Affairs Committee (S-SAC)/ a special Institute committee makes a recommendation to that effect.

C) **PG part of the Dual Degree programme of 2011 and later batch students,** *other than MS-PD (Dual Degree)* will be governed by the new PGRC which states as follows:

The programme of the student is terminated **if s/he is on Probation and fails to accumulate at least 20% of the cumulative credits up to that point** with 'B' grade or better. The semesters that the student may be on leave are excluded from the computation. Once the student acquires a minimum of 'B' grade in 50% of the mandatory course credits, s/he is not subject to APEC rules for course credits. The APEC rules regarding grades in thesis credits remain same as at present.

7.3.3 2013 AND LATER BATCHES

A) Academic programme of a M.Sc. – 2 Year and MS-PD (Dual Degree) of 2013 batch students may be terminated by the Senate on the same criteria as mentioned above in 7.3.1 (A).

B) Academic programme of **M.Sc.–2 Year and MS-PD (Dual Degree) of 2014 & later batch** students may be terminated by the Senate under the following conditions:

(1) **He/she is under Warning for two consecutive Semesters**
OR
CPI < 4.0 in any Semester

(2) 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 he/she is registered.

(3) Fails to report and register by the last date of registration without any *bona fidé* reason.

(4) Involves himself/herself, in violation of the code of conduct, in ragging, etc. and the Senate-Student Affairs Committee (S-SAC)/ a special Institute committee makes a recommendation to that effect.

C) Academic programme of **B.Tech. and BS students of 2013 and later batches** may be terminated by the Senate under the following conditions:

(1) If he/she is on Academic Probation in the immediately preceding semester and falls under following criteria:

SC<30 and TC<(24+N)*N

Where SC = Credits obtained in preceding Semester; TC = Total Credits obtained; N = Number of regular semester a student was registered in.

(2) Is absent without authorized leave of absence for a major part of the semester and does not appear in the end-semester examination of all the courses in which he/she is registered.

(3) Fails to report and register by the last date of registration without any *bona fidé* reason.

(4) Involves himself/herself, in violation of the code of conduct, in ragging, etc. and the Senate-Student Affairs Committee (S-SAC)/ a special Institute committee makes a recommendation to that effect.

D) PG part of the Dual Degree programme of 2011 and later batch students, *other than MS-PD (Dual Degree)* will be governed by the new PGRC as detailed above in clause 7.3.2 (C).

7.4   APPEAL AGAINST TERMINATION

A Student whose programme is terminated may appeal to the Chairman, Senate, for re-instatement in the programme. In cases of termination due to inadequate academic performance, the student should clearly explain causes for the poor performance, including why those causes will not adversely affect his/her performance in future. The senate shall take a final decision after considering all

the available inputs. However, the Senate may not entertain any further appeal(s) for review unless substantial additional information is brought to its notice.

8.0   LEAVE OF ABSENCE

8.1   Mid-Semester Recess and Vacation

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

8.2   Short Leave

Leave of absence during the semester is discouraged for all registered students. However, for bona fide reasons, a student may be granted leave of absence during the semester by SUGC. The extent of this leave for medical reasons can be a maximum of 10 working days. SUGC may also grant a maximum of 5 working days of leave for any other valid reason. In no case a student can be granted leave of absence in excess of 15(Fifteen) working days in a semester.

The leave of absence in the summer term shall correspondingly be 5 working days (medical), 3(Three) working days (others) and 8(Eight) working days total.

Application for leave of absence should be addressed to the Chairperson, SUGC, and routed through the DUGC convener of the department. It should be submitted to the Undergraduate office with a medical certificate (in original), if applicable. Leave of absence may not usually be availed without prior approval of the SUGC, and an application with appropriate documents should be submitted to the SUGC in such cases.

8.3   Temporary Withdrawal/ Semester Leave

A student may be allowed to withdraw temporarily on leave of absence for a semester for bona fide reasons. Such leave of absence shall ordinarily not exceed two semesters with or without bread during the entire period of the academic programme.

An application for temporary withdrawal should be made before the date of registration for the semester as mentioned in the Academic Calendar. However, under exceptional circumstances, a student may apply for withdrawal anytime during the semester.

Application for temporary withdrawal should be addressed to the Chairperson, SUGC, and routed through the DUGC convener of the department. It should be submitted to the Undergraduate office with a medical certificate (in original), if applicable.

A student who remains on authorized leave of absence due to ill health shall be required to submit a certificate from a Registered Medical Practitioner to the effect that s/he is sufficiently cured and is fit to resume his/her studies. The Institute may constitute a Medical Board to determine the fitness of the student to resume studies. The registration of the student shall be provisional till the Board certifies the fitness. In the event that the Board recommends that the student is not yet fit to resume studies, the registration may be cancelled.

8.4 Termination of Programme

a. If a student is absent without authorized leave of absence for a major part of the semester, his/her program may be terminated by Senate.

b. If a student does not appear in the end-semester examination of all the courses in which s/he is registered, his/her program may be terminated by Senate.

8.5 Permission to proceed to other Institutions

In order to help a student to broaden his/her borazon and gain course/work experience, he/she may be permitted to proceed to other academic institutions in India or abroad as a non-degree student. The following guidelines and procedures apply for this purpose:

A student who satisfies the minimum eligibility conditions given below may spend up to two semesters and/or two summer terms in any academic institution of repute in India or abroad with prior permission of SUGC.

a) **Eligibility:**
   i) Completion of 200 credits of course work
   ii) CPI of at least 7.0

b) **Procedure:**
   The student shall make an application of SUGC through the concerned DUGC, giving details of the proposed programme and shall submit a statement of purpose with sufficient

information about the Institution where he/she has chosen to spend time as a non-degree student.

The DUGC shall examine the student's proposal to determine whether the proposed programme is of a nature that the student will benefit from the exposure. Any application for waiver of credits at IIT Kanpur or transfer of credits from the other Institution shall be decided in accordance with the procedure given below. On the recommendation of the DUGC, SUGC 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.

c) Transfer of Credits and Waiver in-lieu thereof:
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.

However, on return, s/he may apply for waiver with an official transcript of the grades obtained by him/her at the selected Institution as a non-degree student and other documents/material that the concerned DUGC may require for evaluation. The DUGC will determine, by whatever means it deems fit, the equivalent courses (credits) and/or requirements for which the student may be given a waiver in his/her undergraduate programme at the Institute.

On the recommendation of the DUGC, SUGC may allow a student waiver for a maximum of 100 credits in-lieu of his/her successful completion of the programme elsewhere as a non-degree student.

Against each course or requirement for which a waiver is granted, the grade '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 calculation.

Under no conditions, the grades earned at any other Institution shall appear on the Grade Report.

Those students who are selected by the Institute, using prescribed rules and procedure, to proceed on any Institutional Exchange Programme will also be governed by this clause for the transfer of academic credits, waiver, etc.

d) The Semester spent as a non-degree student will be counted for the purpose of evaluating the academic performance (Clause 7.0)

9.0 REQUIREMENTS [6]

9.1 Minimum Duration and Maximum Residence

The minimum duration and maximum residence requirements for various undergraduate programmes are as under:

Academic Programme	Minimum Duration (Semesters)	Maximum Residence (Semesters)
B.Tech.	7 (Seven)	12 (Twelve)
B.S.	7 (Seven)	12 (Twelve)
Dual Degree	9 (Nine)	15 (Fifteen)
Double Major	9 (Nine)	15 (Fifteen)
M.Sc. (2 Year)	4 (Four)	6 (Six)
M.Sc.-Ph.D. (Dual Degree) (UG Part)	8 (Eight)	--

The minimum and maximum residence requirements will include any semester(s) that a student is registered at IITK and semester(s) he/she may have spent as a non-degree student at some other Institution while still pursuing an academic programme at IITK.

9.2 Programme/ Branch Change

9.2.1 Programme/ Branch Change through Branch Change option:

A student may be allowed change of branch/programme on the basis of his/her academic performance, subject to strength constraints of the departments, using the guidelines given below. Change of branch/programme for a student is a matter of privilege and not a right.

a) Application for change of branch/programme should be made to the Chairperson, SUGC.

b) The privilege of branch change can be used at most once in a programme.

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[6] Amended vide Senate meeting 2014-15/2nd dated 10-10-2014

c) No programme may exceed the larger of **E and S+2***, where **E** is its existing and **S** is the sanctioned strengths or fall below 55% of its sanctioned strength as a result of these changes. The procedure to compute the existing and sanctioned strength is given at the end.

d) As many branch/programme changes as possible may be granted in decreasing order of CPI to applicants, subject to eligibility and strength constraints of the programmes.

CPI and credit calculations will be based on all courses specified in advisory template of the first year. In case a particular course has been attempted more than once, the grade obtained in the first attempt will be counted. The eligibility criteria for the change of programme at the end of different semesters are given below.

Eligibility criteria at the end of Semester II, III & IV:

Only those students are eligible who have not been barred from applying for a change in branch/programme by the Senate or any of its standing committees and have acquired credits for all first year courses where S/X grades are awarded.

The vacancies in various programs should be computed irrespective of all categories. All branch changes should be without consideration of categories, except where Senate has specifically mandated the preference to be given to specific categories. Consider the students admitted in year "X" through JEE and students admitted in year "X+1" through preparatory course, then:

a) **the existing strength of each program for batch "X" equals (L + A - T), where:**

   i) **L equals** the number of students registered on the last date of the semester,
   ii) **A equals** the number of students who are on authorized leave for that semester, and

iii) **T equals** the number of students whose programs have been terminated at the end of that semester, and whose appeals have not been accepted by Senate.

b) **The sanctioned strength of each program for batch "X" equals (St + E + C), where:**

i) **St equals** either the sanctioned strength as approved by Senate for that batch, or the actual number of students admitted, whichever is higher.

ii) **E equals** the number of extra seat(s) created by Senate for this batch in the previous semester(s).

iii) **C equals** the number extra seat(s) created by Senate as special cases in previous semester(s).

Note:

a) Students who aspire for a branch/programme change must ensure that they have acquired credits for all first year courses where S/X grades are awarded.

b) Seats fallen vacant in the parent department due to seats created in other department for branch change of the student securing 10.0 CPI will be considered as vacant for the purpose of branch change.

c) Seats fallen vacant in the parent department due to TIE among two or more students given branch change/ Permanent withdrawal by any student or due to death of any student will be considered as vacant for the purpose of branch change.

d) Seat of terminated student will be considered as vacant for the purpose of branch change only after Senate has turned down his/her appeal or the student has not appealed.

e) Extra seats created for students securing 10.0 CPI and/or for allotting to the students among TIE, shall not be added to the actual sanctioned strength for the purpose of branch change.

9.2.2 Programme Change through Dual Degree option

There are three available categories under Dual Degree programme:

 i) Students admitted to the B.Tech./B.S. program in a department migrating to the PG part of the same department (CATEGORY – A)

 ii) Students admitted to B.Tech./B.S. program in a department migrating to the PG part of another department/program (CATEGORY – B)

 iii) Students admitted to the B.Tech./ B.S. program in a department opting for an MBA as a Dual Degree option (CATEGORY – C)

Currently available options under Dual Degree programme:

Category – A

Sl. No.	Prog.	Parent Dept.	Other Dept.
1.	B.Tech.-M.Tech.	B.Tech. & M.Tech., both in same department	
2.	B.S.-M.S.	B.S. & M.S., both in same department	

Category – B

Sl. No.	Prog.	Parent Dept.	Other Dept.
1.	B.Tech.-M.Tech.	*From B.Tech. in:* AE, BSBE, CHE, CE, CSE, EE, ME, MSE, ES	*M.Tech. in:* AE, BSBE, CHE, CE, ME, MSE, M.DES.
2.	B.S.-M.S.	*From B.S. in:* CHM, ECO, MTH, PHY	*M.S. in:* CHM, ECO, MTH, STA
3.	B.Tech.-M.S.	*From B.Tech. in:* AE, BSBE, CHE, CE, CSE, EE, ME, MSE, ES	*M.S. in:* CHM, ECO, MTH, STA
4.	B.S.-M.Tech.	*From B.S. in:* CHM, ECO, MTH, PHY	*M.Tech. in:* AE, BSBE, CHE, CE, ME, MSE, M.Des.

Category – C

Sl. No.	Prog.	Parent Dept.	Other Dept.

1.	B.Tech.-MBA	*From B.Tech. in:* AE, BSBE, CHE, CE, CSE, EE, ME, MSE, ES	*Dual Degree in:* MBA
2.	B.S.-MBA	*From B.S. in:* CHM, ECO, MTH, PHY	*Dual Degree in:* MBA

iv) Academic Load and proposed road-map:

a) Dual Degree students should be allowed to use the OE slots, and overloads, in consultation with DUGC convener of the parent department and the host department for the PG part of the programme. The overloads and use of OE slots, to complete the course work, should be allowed from the time the student is given the program change.

b) A student opting for the dual degree programme will not be allowed to do dual major. This is to allow for a smoother management of course work, and to reduce clashes and difficulties with placement of courses by departments.

c) OARS should allow registration for mandatory laboratory courses, if any, if the instructor arranges alternate times for the program change students – without changing the normal schedule of the laboratories.

d) The program change students should be allowed to take relevant courses in the Summer term (up to 23 credits) after the eight semester, if offered.

v) Programme change rules governing various categories:

For dual degree, Category – A

a) Students can apply for program change to Dual degree from after completion of their fifth semester to the beginning of their eight semester of their UG program. (Only the semesters that the student is registered are counted, excluding semester drops.)

b) Application for program change should be made to the Chairman, SUGC, through the DUGC convener of the parent department.

c) The students should have a minimum CPI of 6.0, at the time of applying.

d) The student should have cleared all current non-OE credits of the parent department, as per the undergraduate template of the department, at the time of applying.

e) Migration to the M.Tech./M.S. part of the program will be done only when the student has completed all the mandatory credit requirements from the undergraduate part of the programme up to the seventh semester.

f) The M.Tech./M.S. part of the program change will be withdrawn if the student accumulates more than 40 credits of backlog by the end of the eight semester.

g) Request for withdrawal from the M.Tech./ M.S. part of the program will be entertained at anytime during the course of the UG/PG program. The request should be made to the Chairman, SUGC, through the DUGC convener of the department.

For dual degree, Category – B & C

a) Students wanting to opt for an M.Tech./M.S. program in a department that is not his/her parent department or for MBA/M.Des. program can apply at the end of the sixth semester of their academic program.

b) Application for program change should be made to the Chairman, SUGC, through the DUGC convener of the parent department.

c) The student should have no backlogs, with respect to the UG template of their parent department, at the time of application.

d) The student should have a minimum CPI of 6.0 at the time of application. Dual degree option should

be given against the desired options, according to availability of seats and CPI of the student. Some departments may implement additional norms, for example, interviews or written tests for students wishing to pursue the PG program.

e) Migration to the PG program will be done only after all credit requirements for an undergraduate degree in the parent department are completed.

f) Request for withdrawal from the MBA/M.Des. part of the program will be entertained at any time during the course of the UG/PG program. The request should be made to the Chairman, SUGC, through the DUGC convener of both the departments.

g) The PG part of the program change will be withdrawn if the student accumulates more than 40 credits of backlog by the end of the eight semester.

9.2.3 Programme Change through Double Major option

Text to be added when available.

9.2.4 Adding Minor

Text to be added when available.

9.3 Transfer from MSc to PhD Part in Dual-degree Programme

Text to be added when available.

9.4 Academic

A student is required to complete successfully al the courses/credits of the curriculum prescribed for his/her undergraduate programme and attain a minimum level of academic performance, i.e., obtain a minimum CPI/Credits as under:

Academic Programme	Department	Minimum CPI/Credits requirement
B.Tech. (Y11 and later batches)	AE	418/222 Credits
	BSBE	414/429 Credits
	CHE	415/434 Credits
	CE	422/441 Credits

	CSE	424/441 Credits
	EE	431/444 Credits
	MSE	421/434 Credits
	ME	434/447 Credits
B.Tech. (Y10 and earlier batches)	All	5.0 CPI
B.S.	CHM	421/430 Credits
	ECO	423/440 Credits
	MTH	422/435 Credits
	PHY	410 Credits
Dual Degree (Y11 and later batches)	Text will be added when available.	
Dual Degree (Y10 and earlier batches)	All	6.5 CPI
M.Sc. (Integrated)	All	5.0 CPI
Double Major	Text will be added when available.	
M.Sc. (2 Year)	All	6.0 CPI
M.Sc.-Ph.D. (Dual Degree)	All	6.0 CPI (M.Sc. part)

9.5   Graduation

A student is deemed to have completed the requirements for graduation if s/he has:

a) met the minimum duration and academic requirements outlined in Sections 9.1 and 9.4,

b) satisfied additional requirements, if any, of the concerned department,

c) paid all dues to the Institute and the Halls of Residence, and

d) no case of indiscipline is pending against him/her.

9.6   Relaxation Provisions

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

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.

10.0   DEGREES

10.1   Award of Degrees
A student who completes all the graduation requirements specified in **Section 9.4** 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.

10.2   Withdrawal of the Degree

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.

11.0   SCHOLARSHIPS, PRIZES AND MEDALS

The Senate Scholarships and Prizes Committee (SSPC) determines the general policy regarding recommendations for the award of the different types of scholarships, stipends, medals and prizes available to the Institute students. It also coordinates and reviews the application of the policy and makes recommendations to the Senate for its final decision. The detailed norms and conditions for the award of various scholarships, prizes and medals are contained in the brochure entitled "Rules and Procedures for Scholarships and Prizes" of the Institute.

11.1   Scholarships

A number of Merit-cum-Means scholarships, freeships (i.e., tuition waiver), free basic messing and pocket allowance (for SC and ST categories), and endowment scholarships/fellowships are awarded to the undergraduate students according to the rules and procedures laid down by the Senate.

The scholarships, etc. are paid up to the month in which a student completes all the requirements of his/her programme.

These scholarships, etc. are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material, facts and/or giving false information.

A student leaving the Institute on his/her own accord without completing the programme of study may be required to refund the amount of scholarship, etc. received during the academic session in which he/she leaves the Institute.

11.2   Prizes and Medals

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate awards a number of prizes and medals, established by the Institute on its own or through endowments/grants made by donors, with the approval of the Board of Governors.

12.0   CONDUCT AND DISCIPLINE

12.1   Code of Conduct

Students shall conduct themselves both within and outside the Institute in a manner befitting their association with this Institute. It is expected that they will not indulge in activities which may tarnish the image of the Institute and/or are in conflict with the objectives of the Institute.

Lack of courtesy and decorum, unbecoming conduct, wilful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging and harassment of any fellow student in any form is strictly prohibited and is considered a serious offence.

12.2   Disciplinary Actions and Related Matter

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute. In certain cases, the student may be barred from applying for a change of programme.

The Instructor-in-Charge of a Course may debar a student from the examination in which s/he is detected to be using unfair means. The Instructor/Tutor may take appropriate action against a student who misbehaves in his/her class. In all such cases, the Instructor/Tutor shall inform all the details to the office of the DOAA for record.

The Warden-in-Charge of a Hall of Residence may reprimand, impose fine or take any other suitable measure against a resident who

violates either the Code of Conduct or rules and regulations pertaining to the concerned Hall of Residence. In all such cases, the Warden-in-Charge shall inform all the details to the office of the DOSA for record.

Involvement of a student in ragging may lead to his/her expulsion from the Institute.

The Senate Student Affairs Committee (S-SAC) investigates alleged misdemeanours, complaints, etc. and recommends a suitable course of action. Violation of the Code of Conduct by an individual or of a group of students can be referred to this committee by a student, teacher or other functionary of the Institute. Further, in exceptional circumstances, the Chairman, Senate may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute.

The recommendation of S-SAC shall be submitted to Chairman, Senate for approval. In cases when the expulsion of a student from the Institute has been recommended, the matter shall be sent to the Senate for final decision.

A student, who feels aggrieved with the punishment awarded, may appeal to the Chairman, Senate stating clearly the case and explaining his/her position, and seeking reconsideration of the decision.

The Senate may not recommend a student, who is found guilty of a major offence, to the Board of Governors for the award of a degree/diploma/certificate even if he/she has satisfactorily completed all the academic requirements.

13.0   AMENDMENTS

Notwithstanding anything contained in this manual, the Senate of the Indian Institute of Technology, Kanpur reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its undergraduate programmes.