

Undergraduate Ordinance 2023

Bachelor of Technology

and

Integrated Post Graduate Courses

(For students enrolled on the day of adoption and later)



विश्वजीवनामृतं ज्ञानम्

ABV-Indian Institute of Information Technology and
Management Gwalior, Morena Link Road, Gwalior,
Madhya Pradesh, India, 474015



विश्वजीवनामृतं ज्ञानम्

The provisions in these ordinances govern the policies and procedures on the admission of students, instructing course instructions, conducting examinations, and evaluating and certifying students' performance. These ordinances, on approval by the Board of Governors (BoG), shall supersede all the earlier set of ordinances of the Institute, with all the amendments thereto, and shall be binding on all students. However, the effect of year-to-year (periodic) refinements in the Academic Regulations & Curriculum, on the students admitted in earlier years, shall be dealt with appropriately and carefully, to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of ordinances.

Disclaimer

Extreme care has been taken in the compilation of ordinances, course structures and syllabi of different B.Tech./Integrated Postgraduate programmes. In case of any disputes regarding the credits of any subjects, pre-requisites, rules/guidelines of the respective programmes, the information available with Dean of Academic Affairs of ABV-IIITM Gwalior shall be final.

Therefore, ABV-IIITM Gwalior is not responsible for any typographical errors in the publication.



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1. VISION, MISSION, AND QUALITY POLICY

VISION

GLOBAL EXCELLENCE IN KNOWLEDGE ECONOMY

MISSION

- Creating a learning environment with focus on research for emerging technologies and business processes for High-Tech solutions in Low-Tech environment.
- Integrating IT technologies and management concepts in cross cultural environments.
- Shaping students to be Innovative, Entrepreneurial, Supportive, Assured, and International.

QUALITY POLICY

ABV-IIITM is committed at offering quality education, training, research, competency development and consultancy to the satisfaction of all its stakeholders. This institute through its innovative teaching methods and research aims at improving effectiveness of IT and management practices on a continuous basis. All along ABV-IIITM works towards creating a knowledge-networked environment. We achieve this through:

- Proper understanding of quality policy and its effective communication across all levels.
- Adherence to this policy on a routine basis.
- Periodical audits on quality procedures.

2. INTRODUCTION

ABV-IIITM Gwalior is an Institute of National Importance set up under the aegis of Ministry of Education (Government of India) and lays special emphasis on technology driven engineering courses in all areas of Information Technology. The programmes are designed to address the demands of the present-generation digital world through academics and corporate engagements.

In keeping with the vision of “Global Excellence in Knowledge Economy”, the Institute has devised teaching and research programmes focusing on different technological, industrial, and commercial domains. All B.Tech. programmes are spread over eight semesters leading to B.Tech. in respective disciplines. In addition, the Institute hosts two Integrated Postgraduate (IPG) programmes spread over ten semesters leading to Integrated M.Tech. in Information Technology and Integrated MBA, respectively. Students of final year Integrated M.Tech. in Information Technology are eligible to receive a monthly fellowship as decided by the

Government from time to time subject to qualifying the prescribed academic credentials and/or a valid GATE score.

The Institute has provisions for flexibility in its courses in line with the mandates of NEP 2020. The courses are structured in a way to facilitate a student with the flexibility to choose the subjects from an interdisciplinary perspective. Further, a student is permitted to take up industrial internships, electives outside the bucket of offered electives by means of open online courses (MOOC), and an option to exit from a given program at the designated exit points in lieu of a Degree/Diploma in their respective disciplines of study. This way, all the undergraduate and IPG programmes at ABV-IIIITM Gwalior are structured around NEP 2020 to facilitate significant academic flexibility for its students. In the Ordinances, unless the context otherwise requires, the following are the definitions to be referred to:

Term	Description
Academic Session	Academic session of the Institute Referred to in section 3 of the ordinance
Act	The Indian Institutes of Information Technology Act, 2014 (30 of 2014)
Authorities, Officers and Faculty Members	In relation to the Institute, respectively mean, the authorities, officers and faculty members of the Institute
Board	The Board of Governors of the Institute
Central Government	The Government of India
Dean	The Dean of the Institute
Degree	The Degree of the corresponding Postgraduate Programme
Department or School or Centre	An Academic Department established to impart instructions and for carrying out research activities in approved programs of the institute
Director	The Director of the Institute
Head or Chair	In relation to a Department or School or Centre, as the Case may be, means the Head thereof
Registrar	The Registrar of the Institute
Institute	Atal Bihari Vajpayee- Indian Institute of Information and Technology and Management Gwalior
Notification	Any notification published under the authority of the Senate and includes all such notifications published under the ordinances
Programme	An academic programme of the Institute
Regulations and by-laws	Means respectively regulations and byelaws made under the ordinances
Rules	The rules made under the Act
Senate	The Senate of the Institute
Student	A student of the Institute pursuing any of the programmes to which these Ordinances apply
Supervisor	A person a person appointed to supervise a Master's Thesis
Co-Supervisor/Joint-Supervisor means	A person appointed to supervise a Master's Thesis in addition to a supervisor

2.1 Undergraduate and Integrated Postgraduate Programmes

ABV-IIITM Gwalior offers 4 year (8-semester) B.Tech. programs [170-185 credits] in the following domains of engineering:

1. B.Tech. in Computer Science and Engineering (Department of Computer Science and Engineering)
2. B.Tech. in Electrical and Electronics Engineering (Department of Electrical and Electronics Engineering)
3. B.Tech. in Mathematics and Scientific Computing (Department of Engineering Sciences)

ABV-IIITM Gwalior offers 5 year (10-semester) Integrated Postgraduate (IPG) programmes in the following domains:

1. Integrated M.Tech. in Information Technology (B.Tech. in Information Technology + M.Tech. in Information Technology) [213 credits] (Department of Information Technology)
2. Integrated MBA in Information Technology (B.Tech. in Information Technology + MBA) [222 credits] (Department of Information Technology and Department of Management Studies)

Under the ambit of NEP 2020, ABV-IIITM Gwalior offers the following in case a student opts for an early exit:

1. Completion of 1 year and earning of 46 credits: Certificate in Engineering Sciences
2. Completion of 2 years and earning of 89-91 credits: Diploma in respective domain
3. Completion of 3 years and earning of 131-132 credits: B.Sc. in respective domain
4. Completion of 4 years and earning of 170-188 credits: B.Tech. in respective domain (only for students admitted to the 4-year B.Tech. programme)
5. Completion of 4 years and earning of 170 credits (Exit option exercised at the beginning of 6th semester of 5-year Integrated M.Tech. and 5-year Integrated MBA): B.Tech. in Information Technology
6. Completion of 4 years and earning of 179 credits (Exit option exercised at the end of 8th semester of 5-year Integrated M.Tech.): B.Sc. (Hons.) in Information Technology
7. Completion of 4 years and earning of 183 credits (Exit option exercised at the end of 8th semester of 5-year Integrated MBA.): B.Sc. in Information Technology + One year Diploma in Management

Under the ambit of NEP 2020, ABV-IIITM Gwalior offers Minor degree in a chosen discipline other than his/her Major specialization:

In addition to the major degrees mentioned at sl.no. 4-7 above, provision for earning Minor degree exists where a candidate is required to earn an additional 22-23 credits from a discipline where such Minor degree is offered with a minimum of 6 CGPA. This is in addition to the minimum required credits mentioned at sl. no. 4-7 above from the core/major specialization of the candidate.

2.2 The Senate

The Senate serves as the apex academic authority of the Institute and holds authority, as per the stipulations of the Rules, over the maintenance of teaching, research, and training standards. It is responsible for approving syllabi, coordinating research endeavors, conducting examinations, and overseeing various academic functions within the Institute. Additionally, the Senate is vested with the power to perform other duties and functions as prescribed or conferred upon it by the Institute's Rules.

2.3 Senate Undergraduate Committee (SUGC)

The Senate Undergraduate Committee (SUGC) is a standing committee of the Senate. SUGC shall consist of one representative from each of the academic programmes (offering undergraduate degree programmes) who must be a convener of the undergraduate programme committee and four additional members nominated by Chairman Senate, of whom one shall be retiring Chairperson (if not otherwise a member) and two shall be undergraduate students from B.Tech./IPG M.Tech./IPG MBA nominate by Dean of Academic Affairs (DoAA). The SUGC will be headed by the Chairperson who will be nominated amongst the DUGC conveners and other faculty members. 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 is assisted by the DUGCs.

2.4 Department Undergraduate Committee (DUGC)

The Departmental Undergraduate 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, three faculty members, and two student representatives (chosen by the HoD) 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, it will be decided voluntarily by the members themselves otherwise, lottery will be drawn to decide the retiring members. The DUGC advises the students in their academic programmes and makes recommendations to the SUGC in all academic matters.

The student members shall not participate when the cases of academic evaluation of the students are being considered, although the student's opinion might be sought prior to taking any decision. Functions of DUGC includes:

- Liaison with the Institute regarding undergraduate program
- Welfare of undergraduate students of the department, including monitoring and advising weaker students
- Making the recommendation to the SUGC in the student related matters
- Scheduling of undergraduate activities
- B.Tech. project allotment and grading
- Initiatives to improve the undergraduate program
- Any other matter referred to it by the Head of the Departments.

2.5 Office of the Dean of Academic Affairs

The office of the Dean of Academic Affairs (DoAA) is responsible for implementing the decisions taken on academic matters by the Senate. It

1. Receives, handles, and manages all records of the undergraduate and postgraduate programs. This includes curricula details, offered courses, the academic timetable, the academic calendar, registration, student leave requests, examination records, grades, as well as the conferral of degrees and awards,
2. Disseminates information of all academic matters,
3. Issues necessary memoranda/orders, and
4. Acts as a communication channel between the students, instructors & departments/interdisciplinary programmes.

3. ADMISSION

3.1 Academic session

The academic session normally begins every year in the last week of July and ends in May, the following year. It is divided into two parts:

Odd Semester: July – December

Even Semester: January - May

Each of the two semesters consists of about sixteen weeks with one week of mid-semester break. The last two weeks of each semester are used for the major examination, and one week period during the semester is utilized for the one minor examination.

In addition, provision of **Summer Semester** is available during May – July meant only for projects, internships, and backlog courses.

3.2 Academic Calendar

The Academic calendar of the Institute, endorsed by the Senate, lays out the precise dates for significant events throughout the academic session. These events encompass orientation, registration, late registration, commencement of classes, document submission, examinations, grade submission, vacations, mid-semester recess, and more.

3.3 Admission process and criteria

3.3.1 Admissions to all the B.Tech. programmes are made once a year as per the guidelines framed by MoE, Government of India, from time to time usually through Joint Entrance Examination (Mains).

3.3.2 Reservation shall be as per Government of India guidelines framed from time to time. Students shall pursue the respective programmes allocated to them at the time of admission. However, there is a provision for change of discipline for a small number of students in the beginning of their 2nd year subject to certain criteria. (See branch change rules in section 13)

3.3.3 The number of admissions that can be made to any approved programme of the Institute shall be as decided by the Senate from time to time. Reservation of seats for various reserved categories shall be governed by reservation rules laid by GoI.

3.3.4 The eligibility requirements and frequency of admission to the B.Tech. programmes as well as approved Integrated Postgraduate programmes shall be decided by the Senate, taking into consideration any requirements that may be specified by the IIIT Council. The Senate shall decide the eligibility requirement for sponsored candidates in case such a need arises.

- 3.3.5 Any student admitted provisionally to any programme of the Institute shall submit copies of the qualifying degree/provisional certificate and such other documents as prescribed by the Senate. These documents must be submitted by the prescribed date.
- 3.3.6 The admission, provisional, of any student who either does not submit the required documents by the stipulated date or fails to meet any other stipulated requirement for admission can be cancelled by the Senate.
- 3.3.7 The admission of any student may also be cancelled by the Senate at any later date if it is found that the student had furnished false information or suppressed the relevant information while seeking admission.
- 3.3.8 The Institute shall be open to persons of either sex and of whatever race, caste, or class, and no test or condition shall be imposed as to religious belief or profession while admitting the students.
- 3.3.9 A program wise curriculum for various academic programmes are published on Institute's official website www.iiitm.ac.in named "Courses of Study" for the admitted batch of students.

3.4 Scholarships, Prizes, Medals, and Financial Assistance

- 3.4.1 The Institute may provide financial assistance at approved rates of Government of India to the postgraduate students (final year Integrated M.Tech. students subject to qualifying academic credentials and/or a valid GATE score). Such students should not be drawing any remuneration/financial assistance from any other source(s). A student receiving financial assistance from the Institute is expected to devote up to eight hours per week towards academic job(s) assigned to him/her. The renewal of the assistantship is contingent on the student's satisfactory performance in the academic programme and in the discharge assistantship duties.
- 3.4.2 Some financial assistantships in the form of research assistantships may also be available from sponsored research projects in case a student is hired by a faculty supervisor/PI of project.
- 3.4.3 Merit-cum-Means scholarships, freeships, Prizes, and Certificates of Merit shall be awarded to students according to the rules laid down by the Senate.
- 3.4.4 Scholarships and freeships are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material facts and/or supply of false information.
- 3.4.5 Students leaving the Institute on their own accord without completing the programme of study may be required to refund the amount of scholarship as per the rules of the Institute.
- 3.4.6 No student can receive two scholarships simultaneously.
- 3.4.7 Scholarships will not be paid after the date by which a student completes all the prescribed requirements of an academic programme or completes the stipulated period on poor performance.

- 3.4.8** To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate shall award Prizes/Medals/Scholarships to be instituted either by the Institute or through endowment /grants of donors. The norms and conditions for the institution of such Scholarships/Prizes/Medals shall require approval of the Board of Governors.
- 3.4.9** Students can also receive financial assistance/stipend from government, public sector organizations, private industrial and commercial organizations, and research/consultancy schemes of the Institute.
- 3.4.10** The institute may facilitate with one-time financial support of up to Rs 10,000/- (on reimbursement basis) to the UG/IPG students for oral presentation in international conference. The same can be revised by the Senate time-to-time.

4. REGISTRATION

- 4.1** The Senate shall lay down norms for registration for all categories of students. The semester registration in the Institute involves:
1. Filling of the registration form /registering the academic courses, mentioning the courses to be credited in the semester/summer semester from among the courses offered by the Institute and the programme requirements specified in the curriculum, and
 2. Payment of prescribed semester fees and clearance of outstanding dues, if any.
 3. In case a student does not register in any semester his/her studentship will be automatically terminated. The termination may be revived by the Chairman Senate on a written request and payment of the fee including late fee wherever applicable, subject to the approval of the Senate.
- 4.2** Before the commencement of each semester, every student, unless otherwise exempted by the Senate, shall register for the prescribed courses to be pursued during that semester on the registration date as specified in the Academic Calendar till the Degree requirements are completed in terms of credits completion. The registration for Summer Semester shall be subject to the conditions that may be laid down by the Senate.
- 4.3** Payment of prescribed semester/summer semester fees and all other dues outstanding against the name of the student to the Institute, the Hostels, or any other recognized unit of the Institute shall ordinarily be a pre-condition for registration.
- 4.4** For bonafide reasons, students may be permitted to register late in a semester on the date so prescribed in the Academic Calendar on payment of the prescribed late registration fee. The Senate shall lay down the conditions and procedure for such late registration. Any other exceptional case of registration shall require the approval of the Senate.
- 4.5** The registration of any student may be cancelled or changed during the semester/summer semester, partly or wholly, according to the norms laid down by the Senate.

- 4.6** A letter grade shall be awarded in a course to a student only if the student is duly registered in the course at the time of awarding the letter grade.
- 4.7** A list of courses to be offered during the semester shall be put up on the notice boards/website and will be made available to the Course Instructor. A student is normally permitted to register for six/seven courses (21-28 credits) per semester. Each course carries a weightage in terms of credits depending upon the number of contact hours, including lectures and tutorials and/or laboratory hours attached to the course. In any case, a student is not permitted to register for more than three back papers in a semester over and above the regular credits of a semester.
- 4.8** The average academic load consists of 24 credits per semester. The minimum credit requirement for each academic programme has been decided by the Senate.
- 4.9** A student is required to ensure that she/he has completed the pre-requisite(s), if any, for each course to be registered for. At any stage if it is found that she/he is not meeting the pre-requisites of a course then the registration of the student in that course may be cancelled.
- 4.10** A student may be permitted to take an overload based on the criteria set down by the Senate.
- 4.11** An academically deficient student may be required to take a reduced load as per the provisions/recommendations of Competent Authorities. An academically deficient student is one who has accumulated a backlog of courses by either not registering for or by failing in the course despite registering in it in previous semester(s). The deficiency may be due to several reasons such as poor grades (see Table 1 in section 8.2), not registering for course(s) due to health and /or other reason(s). Registration of deficient students is done as per the recommendations of the Student Advisory Committee. The programme for deficient student shall be framed on advice of the concerned faculty adviser.
- 4.12** Cancellation of registration: Absence for a period of four or more weeks at a stretch or in total during a semester/summer semester shall result in an automatic cancellation of the registration of a student from all the courses in that semester/summer term. In case the absence is in a course, then the student is required to drop that course in the given semester. However, the minimum attendance requirement in a course is 75 percent. A student securing less than 75 percent in any course is deemed to have dropped the course in that given semester and will not be allowed to appear the examination.
- 4.13** Extension of Programme: No student who has completed the prescribed maximum duration in the programme shall be allowed to register in the subsequent semester unless he/she has been granted extension of the programme by the Senate on the recommendations of the DUGC and the SUGC.
- 4.14** Termination from Programme: Up on completion of the maximum allowable period, the enrollment of the student shall be cancelled automatically. Such termination/dismissal can also happen due to reasons listed under any of the other Ordinances, such as under LEAVE

OF ABSENCE and CONDUCT AND DISCIPLINE. The student shall however be free to make an appeal to the Senate for reinstatement explaining the reasons for the delay.

- 4.15 Appeals Against Termination:** A student whose programme is terminated on account of inadequate Academic Performance or otherwise has the right to appeal to the Chairman Senate through DUGC and SUGC for reconsideration. While making the appeal against termination, he/she shall give reasons for his/her poor Academic Performance and/or to explain why his/her position (case) deserves reconsideration. The Senate shall take a final decision based on the available inputs. However, the Senate shall not entertain any further appeal for review unless substantial additional information is brought to its notice. The maximum time window for an appeal against termination is one month from the date of the letter of termination.

5. INTERNSHIP RULES

The following rules/provisions are made in the curriculum to allow students for the internship in the B.Tech. and Integrated M.Tech./Integrated MBA programmes.

5.1 Eligibility Criteria/Entitlement for applying for internship

A student from 5-year Integrated Postgraduate M.Tech. 9th/5-year Integrated Postgraduate MBA/4-year B.Tech. 7th semester is eligible to apply for the internship to be undertaken in the next semester in India or research internship abroad provided he/she satisfies the following criteria:

1. The student should not have any backlog in any subject in the previous semesters.
2. The student should not have any disciplinary action pending against him/her.
3. The student should not have any financial dues against him/her.
4. A student is entitled to internship only once during his/her academic programme, i.e., either in the summer or in the last semester. The students who are not going for summer internships are required to do thesis work during that time.
5. The student is not entitled to the institute scholarship during the period of internship.
6. The student is required to vacate his/her hostel room if he/she is proceeding on the internship in the last semester.

5.2 Internship rules and guidelines

1. A student from 5-year Integrated Postgraduate M.Tech. 9th/5-year Integrated Postgraduate MBA/4-year B.Tech. 7th semester is eligible for the internship in India in the next semester provided he/she satisfies the eligibility criteria mentioned in Section 5.1.
2. The student is essentially required to register for the internship semester.
3. Application form for the internship duly filled and forwarded by the supervisor(s) needs to be submitted to the Institute academic office at least four working days in advance

before the commencement of the internship for the required prior permission and approval by the duly constituted Academic committee and Internship committee.

4. Joint supervision by the institute faculty and an industry expert/faculty member from a Centrally Funded Technical Institute is permissible, provided the industry expert possesses minimum Post Graduate qualification and 5+ years of experience. In case of any special situation permission of Chairman Senate is required.
5. The student needs to submit a joining report through the ABV-IITM Gwalior supervisor(s) with a brief write-up of the internship programme/project duly forwarded by his/her mentor from the industry/faculty member in the Centrally Funded Technical Institute to the institute academic office within the seven working days after the commencement of the internship.
6. The last semester internship the 5-year Integrated Postgraduate M.Tech. will be evaluated for four credits, the 5-year Integrated Postgraduate MBA will be evaluated for an audit course, and the 4-year B.Tech. will be evaluated for fifteen credits. In case of 5-year Integrated Postgraduate M.Tech., the four credits will be carved out of the 12 credits assigned to thesis of 10th semester.
7. A 5-year integrated MTech/MBA student who does not go for any internship in either summer or 10th semester, shall do a mini project of four credits, in the 10th semester along with his/her M.Tech. Thesis Part-2 for evaluation towards the course Colloquium based summer internship.
8. Submission and evaluation of the thesis and the internship/project report: There will be two evaluations at the end of the final semester to complete the program. The first evaluation will be based on the submission and presentation of the thesis work, and the second will be based on the internship/project report submission and presentation. The grades will be awarded separately.

5.3 Rules related to the credit course during internship for the 8th semester of B.Tech. and 10th semester of Integrated Postgraduate M.Tech./Integrated Postgraduate MBA

1. The students shall be allowed to choose a course of his/her choice from the MOOCs or equivalent with the due approval from the Institute in lieu of the course(s) of the B.Tech. 8th semester/M.Tech. 10th semester. Such approvals should be based on the recommendations of the duly constituted academic committee for the purpose. See Annexure IV for the MOOC rules.
2. The students are required to successfully complete the above course(s) in the same academic year, i.e., either in the prescribed semester or in the previous semester.

5.4 Research Internship Abroad (Rules/Guidelines)

All students from 5-year Integrated Postgraduate M.Tech. 9th/5-year Integrated Postgraduate MBA/4-year B.Tech. 7th semester are eligible for the Research Internship abroad in the next semester subjected to the following conditions.

1. This part/duration of the thesis work will be known as Research Thesis Part- 2 for the 5-year Integrated Postgraduate M.Tech./MBA and B.Tech. project for the B.Tech. 8th semester students.
2. Application form for the internship duly filled and forwarded by the supervisor(s) needs to be submitted to the Institute academic office, at least fifteen days in advance before the commencement of the internship for the prior permission and approval by the duly constituted Academic Committee and Internship Committee.
3. The student needs to submit a joining report through the ABV-IIITM Gwalior supervisor(s) with a brief write-up of the research work, duly forwarded by the foreign supervisor/mentor, to the Institute academic office within the seven working days after the commencement of the internship.
4. At the end of the semester, the foreign supervisor/mentor should submit an evaluation report (award of the grade).
5. In case, the foreign supervisor does not submit evaluation report, an Institute evaluation committee will evaluate the research work and award the grade.

6. LEAVE OF ABSENCE

- 6.1 Absence during the semester shall be discouraged for all registered students. However, for bonafide reasons, a student may be granted leave of absence as per provisions made for such absence in the ordinances. The provisions here in primarily considered the leave rules in respect to the stipend/fellowship. An attendance of 75 percent is compulsory for all students to pass in a course.
- 6.2 Postgraduate students (students of final year 5-year Integrated Postgraduate M.Tech.) receiving fellowship shall be entitled to the following leave of absence without loss of financial assistance:

1. **Vacation and Casual Leave:** A postgraduate student may take a maximum of 22 sanctioned leaves in an academic year (July-June). This leave may be taken during the Institute's vacation period (as defined in the academic calendar), or during the mid-semester recess period. In addition, a student may be allowed casual leave for up to 8 days per semester subject to the condition that such leave will not be allowed for longer than 5 days at a time in a semester. The casual leave cannot be combined with any other kind of leave and will not be carried over. There will be no financial assistance loss for students on vacation or casual leave.

2. **Medical Leave:** Leave on medical grounds, duly supported by a medical certificate, may be granted to a student for up to 15 days in an academic year. Unavailed leave may be carried over to the next semester up to a maximum of 8 days. However, at a stretch, the medical leave shall not exceed 8 days during the semester. Such leave shall not entail any loss of financial assistantship. In case of leave due to sickness/medical disability, an application for the grant of leave must be supported by a medical certificate issued by the Institute's Doctor or Institute recognized Hospital(s). In case, the treatment is availed by a registered Private Medical Practitioner, the Medical Board of the Institute should first approve the application and then should be submitted to the Head of the Department. The application for medical leave must be submitted either during the period of treatment/hospitalization or within seven days after recovery. In any case, whatsoever, Institute will not entertain any medical certificates after the specified time period, especially before the major examination.
 3. **Semester Leave:** Semester leave for up to a maximum of one semester may be sanctioned for bonafide reasons. Except for medical reasons, such leave would not normally be sanctioned. However, on medical considerations, such leave may be sanctioned after his/her stay of one semester. Leave for more than one semester at a time will not be granted. The leave for any reason(s) including medical does not extend the maximum duration of the programme. Students should discuss their academic requirements with their Head of Department before availing semester leaves.
 4. Short Leave and other leaves are as per Government of India norms.
 5. Applications for leave of absence should be addressed to the programme coordinator and submitted to the academic section with a medical certificate, if applicable. Leave usually must not be availed without prior approval of the programme coordinator. In addition, if a student is going out of campus on leave, she/he must inform the Hostel authorities in writing. Failing this the hostel/Institute authorities may initiate an action as deemed appropriate by them.
- 6.3 In case of semester leave/Temporary Withdrawal, no financial assistance will be allowed.
 - 6.4 Leave of absence beyond that provided in the Ordinances may also be granted. However, such leave of absence shall entail loss of financial assistance, if any.
 - 6.5 Without prejudice to the provision made for leave of absence in the Ordinances, absence for a period of four or more weeks at a stretch, during a semester, shall result in automatic cancellation of the registration of students from the course(s) in that semester.
 - 6.6 Unauthorized absence (i.e., absence without due permission) may result in the termination of the student's programme by the Senate in addition to the loss of financial assistance (if any) for the entire period of such unauthorized absence(s) or part thereof.
 - 6.7 Students are expected to complete their programme without any breaks. However, for bonafide reasons, students may be granted leave of absence from the programme. But such absence(s) shall ordinarily not exceed one semester with or without a break, and this break will be counted towards the maximum course duration permitted for the said programme.

6.8 Permission to proceed for academic activities: PG students (final year of 5-year Integrated M.Tech./MBA) can be permitted to proceed for academic activities outside ABV-IIITM Gwalior to carry out field work, library work, computational work, experimental work, and Lab works, and to attend conferences, courses and to undertake other research work, etc. as recommended by the department. Permission for a duration of up to 30 days be sanctioned by the department with an intimation to SPGC and DoAA, and more than 30 days by the Chairperson-SPGC and DoAA on the recommendation of the concerned DPGC. If a student has credit courses in a semester it is not advisable to proceed on outside Institute research activities to maintain the minimum 75 percent attendance requirement.

Note: In addition to SPGC/DPGC, for all cases intimation to and concurrence of DoAA is applicable.

7. RESIDENCE AND ACADEMIC REQUIREMENTS

1. Residential Requirements: For all the full-time courses, the students of all programmes are required to be present physically on a regular basis till the course is completed / till the date of Thesis Viva in case of 5-year Integrated M.Tech./ 5-year Integrated MBA programmes.
2. The evaluation of students in a course is a continuous process and is based on their performance in major examinations, minor examinations, quizzes, assignments, tutorials, projects, laboratory work (if any), etc. The course instructor shall announce the evaluation scheme and the weightage for various components at the beginning of the course. The schedule for the minor examination, major examination, and make-up examination (if any) is prepared and announced by Academic Section.

8. TEACHING AND EVALUATION

8.1 Teaching

1. The medium of instruction shall be English.
2. Each course, along with its weightage in terms of units, shall require approval of the appropriate Standing Committee of the Senate according to the course approval procedures laid down by the Senate. Only approved courses can be offered during any semester/summer semester.
3. Each approved course, whenever offered in any given semester, shall be conducted by the assigned Course-instructors with the assistance of the required number of teaching assistants/Tutors. The Instructor-in-Charge shall be responsible for conducting the course, holding the examinations, evaluating the performance of the students, and awarding the grades at the end of the semester. The grades submitted by the Course Instructor may be put before the moderation committee. The final grades for a course shall be declared after the approval from the Chairman, Senate.
4. The list of all courses to be offered by a department, during any semester/summer semester shall be finalized, before the beginning of the semester/summer semester by

the concerned HoD, taking into consideration all the requirements and the recommendations of the Senate.

5. The Course Instructors, Tutors (if any with course instructor) for all the courses to be offered by a department, during any semester/summer-semester, shall be assigned by the concerned Head of Department.
6. In each semester, there shall normally be one Mid-Semester Examination (called as “Minor examination”) and one End-Semester Examination (called as “Major Examination”). As far as possible, all the examinations shall be conducted during the announced examination periods.
7. Students who fail to appear in any examination, due to bonafide reasons, may be permitted to appear in the Make-up Examination (called as “Re-minor examination/Re-major examination”) as per the procedures laid down by the Senate.
8. The minimum credit requirements for various programmes shall be decided by the Senate.
9. Grade cards will be issued yearly once together for two semesters.

8.2 Award of Grades:

The grade awarded to a student in a course, other than a lab course, for which he/she is registered, will be based on his/her performance in quizzes, tutorials, laboratory work, workshop, and industry and home assignments, attendance as applicable; in addition to a minimum of one minor test and one major test. The distribution of weightage is to be decided and announced by the course instructor. For laboratory courses, the course coordinator will evolve a method of evaluation and announce it in the first laboratory class. The grades that can be awarded, and their equivalent numerical points, are listed in Table 1.

Table 1. Particulars of grading scheme

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

S	-	Satisfactory for Seminar/Presentation Course
X	-	Not Satisfactory for Seminar/Presentation Course

NOTE:

* I grade is normally awarded to a student who does not either possess the minimum attendance requirement for a course or doesn't appear for minor/major examination and the respective make-up examinations. This is also applicable to all thesis and projects. I grade shall be converted to F grade at the time of moderation.

An Audit course shall have one of the grade nomenclatures as "A" through "I" depend on the student's performance in that Audit course. The grade obtained in Audit course will be mentioned in the grade sheet. However, the grade obtained in an Audit course shall not be considered for calculating the CGPA.

8.3 Performance Indices:

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

- The Semester Grade Point Average (SGPA) of a student is an indicator of their overall academic performance in all the courses they register for during the semester. It is computed as.

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

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

- The Cumulative Grade Point Average (CGPA) indicates the cumulative academic performance of a student in all the courses, including those taken in the previous semesters.

$$CGPA = \frac{\sum_{j=1}^m c_j p_j}{\sum_{j=1}^m c_j}$$

where c_j is the number of credits offered in the i^{th} subject till the semester for which CGPA is to be calculated; p_j is the corresponding grade point earned in the j^{th} subject.

- Whenever, a student is permitted to repeat or substitute a course, the new letter grade is used in the computation of CGPA, but old grades appear in her/his Grade Report. To calculate the SGPA or CGPA, only those courses (including minor and major projects) will be taken into account in which the student has been awarded one of the grades (as mentioned in Table 1).
- If a candidate clears a backlog subject in the subsequent semester, then the failed subject's grade will be replaced with the fresh grade obtained while calculating the CGPA.

8.4 Earned Credits

- The credits for the courses in which a student has obtained 'D' (minimum passing grade for a course) or a higher grade will be counted as credits earned by him/her. Any course in which a student has obtained F, I or NP grade will not be counted towards his/her earned credits. In addition to the credit courses, specified number of courses shall be compulsory audit courses. In order to clear compulsory audit courses, a student must get an 'NP' grade to clear them. It is essential that a student pass the compulsory audit course. In the event of his/her failure to do so, he/she shall be not declared pass even though he/she has cleared the credit courses.
- A student is permitted to re-register only for the course, which he/she has undergone and in which he/she has secured an F, I or NF grade. However, the total credits permitted for that semester should not exceed the maximum prescribed limit. The course can be registered only if that course is being offered in that semester.
- I/NP/NF grades will be as per the criteria laid down by the Senate.
- Auditing of Courses - The Institute encourages students towards supplementary learning by auditing for additional courses. The permission to audit a course has to be taken from the concerned coordinators. However, the auditing of course(s) is permitted only after a student has satisfactorily completed minimum credit of the course work.
 - The audit requirements in terms of attendance and some minimal work shall be specified by the course instructor.
 - Auditing of a course is permitted only up to the last date for adding of courses, as given in the Institute's academic calendar. Dropping of an audit course, however, can be done at any time of the semester by filling a formal application for the same. The grades obtained in the courses registered as audit course shall not be counted for the calculation of the Semester Grade Point Average (SGPA) or the Cumulative Grade Point Average (CGPA)
- The grades of a student may be withheld if she/he has not paid her/his dues, or if there is a case of indiscipline pending against her/him, or for any other reason.
- The time limits for preservation of academic records shall be decided by the senate.
- The maximum time limit to complete the 5-year Integrated M Tech /MBA programme is 5 years + 2 years. Similarly, the maximum time limit to complete a B.Tech. programme is 4 years + 2 Years.

8.5 Make-up Examination

Make-up examination is like a regular End Semester examination. Such examinations are permitted for students who miss End Semester examinations due to health-related

issues. Students may be allowed to appear in Make-up examinations through the policy made by Senate from time to time.

8.6 Academic Deficiency

In order to be promoted to the odd semester I the student should simultaneously fulfill two criterion:

1. Credits cleared is more than or equal to 50% in the previous academic year (over the Odd and Even semester in that academic year, semesters I-1 and I-2, for I=3, 5, 7) after declaration of the results.
2. Cleared all courses up to Y-2 for $Y \geq 3$. Y stands for year.

A student will be placed in the academically deficient list if he/she does not meet either or both criterions mentioned above. Such a student must register afresh for the courses in which F-grade was awarded to clear the failed component (Theory/Lab/Both). For the rest of the previous courses (before the last academic year), the student can appear in the Back-log Examinations.

8.7 Grade Sheet and Transcript

Grade cards are issued yearly once together for two semesters. The Grade card contains the credits gained by a student in different courses in each semester with his/her performance indicators, SGPA and CGPA. The Back-log paper Grade Card contains the modified credits obtained in the subjects and modified SGPA, CGPA. Transcripts are issued on request.

8.8 Graduation Requirements and Grant of Degree

- A 5-year Integrated M Tech /MBA/ 4-year B.Tech. student is required to earn the minimum credit prescribed for graduation.
- A student shall be deemed to have completed the graduation requirements if the student has:
 - passed all the prescribed courses
 - attained the minimum credits
 - satisfied the minimum academic and other requirements including residence requirements for the academic programme prescribed by the Senate
 - satisfied all the requirements specified by the concerned department, if any
 - satisfied all the requirements specified by the Senate and the Ordinances.
- In addition, the student should have paid all the dues to the Institute, and should have obtained „No Dues“ clearance from various units as specified by the Senate, and should have no pending case of indiscipline.

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

8.9 Attendance Requirements

At the time of calculating attendance requirements, following rules will be followed:

- A student shall be deemed to have undergone a regular course of study in the Institute if he/she has at least 75% attendance in the lecture/practical of the concerned course.
- The above limit includes a maximum leave margin of 25% in each course including approved leave for any reason (medical leave, participation in Seminars/Workshops/Internships, etc).
- A student who does not meet the above attendance requirement shall have his/her registration in the course canceled.
- In the case of a core course, the student should register for and repeat the course when it is offered next. The course may be replaced if the course is not run in the corresponding semester subsequent year with the approval of Dean of Academic Affairs. The recommendation of the concerned DUGC/DPGC shall be considered.

8.10 Regulations in Respect of Use of Unfair Means in Examinations:

Examination is an important part of academic process. The Institute is committed to conduct fair and transparent examination. In this process, it is imperative that student also conduct himself/herself by observing a code of conduct. He/she is required not to adopt any unfair means during the examination process. In case a student is found adopting or suspected of adopting unfair means in the Examinations, penal action shall be taken by the Institute against the student as may be necessary and adequate to uphold the sanctity and integrity of the examination system and the credibility of the Institute. The nature of unfair means and other details in this regard in available in **Annexure-IV**.

- The disciplinary committee shall enquire into the cases of attempt at unfair means in the test/examination. A student whose offence is established shall be dealt with under the provisions of the disciplinary regulations. The action could include suspension, rustication/expulsion from the institute.

- A student whose guilt is established shall be dealt with under the provisions of the disciplinary regulations.

Note:

1. The term examination includes quizzes, in class assessments etc. of both theory and laboratory taken by the instructor from time to time.
2. Mid semester (minor examination) should not have weightage more than 30 percent, other internal assessments as decided by the instructor should not have weightage more than 30 percent, and the End semester (major examination) should not exceed 50 percent weightage.

9. CONDUCT OF DISCIPLINE

- Each student shall conduct himself, both within and outside the campus of the Institute, in a manner befitting a student at an Institute of National importance. No student is expected to indulge in any activity which tends to bring down the prestige of the Institute. Each student shall show due respect and courtesy to the faculty members, administrators, officers and employees of the Institute, and good unneighborly behavior with fellow students. They should also pay due attention and courtesy to the visitors and residents of the campus.
- Lack of courtesy and decorum; unbecoming conduct (both within and outside the Institute); willful damage or removal of Institute property or belongings of a fellow student; disturbing fellow students in their studies; adoption of unfair means during examinations; breach of rules and regulations of the Institute; noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct of students.
- Violation of the Code of Conduct of students by any student, shall invite disciplinary action and may merit punishment, such as reprimand, disciplinary probation, fine, being debarred from examination, debarring the use of placement services, withholding of grades, withholding of degree, cancellation of registration and even dismissal from the Institute.
- The Warden of the concerned Hostel shall have power to reprimand or impose fine or take any other such suitable measure against any resident of the Hostel who violates either the rules and regulations or the Code of Conduct pertaining to the concerned Hostel.
- The Course Instructor of a course shall have the power to debar a student from the examination in which the student is detected to be using unfair means. The Course Instructor shall have the power to take appropriate action against a student who attempts to misbehave in the class.
- Ragging, in any form, is strictly prohibited and any violation shall be considered as a serious offence, leading to appropriate penal action as laid down from time to time by the institute.
- The disciplinary committee will investigate the alleged misdemeanor reported and recommend a suitable course of action. Violation of the Code of Conduct of students, by

a student or a group of students can be referred to this Committee by any student/faculty/any other functionary of the Institute.

- The case of a defaulting student recommended for dismissal from the Institute shall ordinarily be referred to the Senate for its final decision.
- A defaulting student who feels aggrieved with the decision by the disciplinary committee may prefer an appeal to the Chairman, Senate clearly stating the reasons why the decision should be reverted. The Senate shall prescribe the procedure to process such an appeal. Meanwhile, the Chairman Senate may suspend the student until a decision is taken by the Senate.
- A student who is found guilty of some major offence may not be recommended by the Senate to the Board of Governors for the award of a degree/diploma/certificate even if all the academic requirements have been satisfactorily completed by the concerned student.

10. PROGRAMME REQUIREMENTS

10.1 Minimum Residence, Maximum Duration and Academic Requirements

- The “Minimum Residence” duration required for the B.Tech. is 4 years and the “Maximum Duration” permissible with 2 years of extension is 6 years.
- The “Minimum Residence” duration required for the 5-year Integrated programme is 5 years and “Maximum Duration” permissible with 2 years of extension is 7 years.
- To satisfy the "Minimum Residence" requirements, registration must be over consecutive semesters; exceptions will be made only if the student is on authorized leave. "Maximum Duration" is counted from the student's first registration date. SGPA/CGPA will be calculated based on all courses taken by the student.

10.2 Extension of Programme

No student who has completed the prescribed maximum duration in the programme shall be allowed to register in the subsequent semester unless he/she has been granted an extension of the programme by the Senate on the recommendations of the DUGC/DPGC and the SUGC/SPGC depending on the program which the student belongs to.

11. THESIS/PROJECT AND EXAMINATION

A student will carry M.Tech.Thesis/ B.Tech. project work during the 9th – 10th semesters and 8th semester, respectively under the supervision of assigned supervisor(s).

11.1 Appointment of M.Tech. Thesis/B.Tech. project supervisors

- A student shall not normally have more than two supervisors at any given time.

- Thesis supervisor(s) of a student will normally be appointed from amongst the faculty members at ABV-IIIITM using modalities decided by the departments. The supervisor allotment shall be according to the interest of the student and faculty research areas.
- Supervisor will be appointed before the beginning of a semester in which the Project/Thesis is earmarked.
- Students will submit a choice of supervisor(s) in a prescribed format to DUGC for the B.Tech. project and M.Tech. thesis. A notification will be made by the department in this regard at appropriate time. The DUGC/DPGC will announce the allotment in due time in consultation with the Head of Department and send the same to the SUGC for information.
- If a student's supervisor proceeds on leave for more than three months, the DUGC/DPGC shall appoint a supervisor or a co-supervisor in consultation with the supervisor and the student. In such a case the number of supervisors may be more than two. If a student's supervisor proceeds on leave for not more than three months, the DUGC/DPGC may appoint a programme coordinator to take care of various formalities.
- If all project/research work and related analysis is complete except writing of the thesis/project report, and the supervisor proposes to go on leave, the DUGC/DPGC may appoint a programme coordinator, to take care of the evaluation formalities.
- In case a supervisor resigns/retires or otherwise ceases to be a faculty member of the Institute the DUGC/DPGC will appoint a new supervisor or co-supervisor with consultation of the Head of Department
- In exceptional cases a student can have a co-supervisor from outside the Institute on the recommendation of the Department DUGC/DPGC and the SUGC and approval of the Chairman, Senate. Application along with biodata/CV of external co-supervisor needs to be attached in such cases.
- The appointment or change of supervisor(s) will be communicated to the SUGC by the DUGC/DPGC for information. No change/addition of supervisor(s) is allowed after the thesis has been submitted.

11.2 M. Tech. Thesis/Project Oral Examination Committee

- The thesis/project will be examined by an oral examination committee formed by DUGC/DPGC in consultation with the Head of the Department. The same information will be given to SUGC by DUGC/DPGC.
- The oral examination committee shall consist of:
 - Thesis supervisor(s)/ programme coordinator of the students and
 - At least 2 faculty members (may be across the Department)

One of the committee members will act as the Convener as decided by the Head of the Department on semester basis.

- The oral examination committee will be constituted and duly notified.
- Any changes in the oral examination committee (if required) will be initiated by the Convener. It must be recommended by the DUGC/DPGC and approved by the Head of the department.

11.3 Processing of M.Tech. Thesis/B.Tech. projects (Oral Examination)

- The thesis/project will be examined by an oral examination committee.
- Each department will have a coordinator to coordinate the proceedings of projects/Thesis appointed by the Head of Department.
- The oral examination committee will evaluate the thesis work two times: midterm and end term in a semester. Each semester is evaluated for 100 marks.
 - i. For midterm: Supervisor-25 and Committee-25 marks = 50 marks
 - ii. For end term: Supervisor-25 and Committee-25 marks = 50 marks
 - iii. The total marks obtained from the above term examinations; coordinators assign grades to the students at the end of the semester out of 100 marks.
- After the announcement of the oral exam as per the academic calendar, students have to submit one copy of the progress report/thesis/project report prepared according to the given format, to the committee. The Convener will intimate the date of the oral examination to the committee, student and academic section.
- A student has to appear in oral examination along with presentation and adequate number of loose bindings of thesis/report/progress report. A student must present before the panel of examiners and face a question/answer session. The oral examination committee will evaluate the presented work, thesis/project/progress report, conduct the oral examination and send a report/result to DPGC and DoAA.
- In case of final thesis presentation, if a student does not appear in the oral examination within the maximum permissible time for a given programme, his/her programme would be deemed to have been terminated. However, in exceptional conditions, DUGC/DPGC with the approval of SUGC and DoAA may extend the date of final examination for a student. If no extension is provided by DUGC/DPGC/SUGC/DoAA then, request for reinstatement in the programme by such a student should be addressed to the Chairman, Senate. The request may be considered by the Senate and in case the Senate grants the request it shall specify the requirements that the student must fulfill for the award of the degree.
- In case of final thesis/project presentation, a thesis/report will be considered to have been accepted if the oral examination committee recommends its acceptance. A thesis/report, which is not accepted, will be considered to have been rejected.
- In case of final thesis/project presentation, if a thesis/project is rejected along with a recommendation for resubmission after incorporating any modification/correction suggested by the oral examination committee, oral examination of the re-submitted thesis/project will be conducted by the original committee unless a different

committee is recommended by DUGC/DPGC and approved by the Head of the Department with intimation to DoAA. If the re-submitted thesis is rejected, the matter will be reported to the Senate for appropriate action.

- In case of final thesis/project presentation, if a thesis/project report is accepted, the student has to submit an adequate number of hard bound copies of the thesis/report in prescribed format after incorporating any modification/correction (if any) suggested by the oral examination committee within two weeks of oral examination.

12. GRADUATION REQUIREMENTS AND GRANT OF DEGREES

12.1 Award of Degree

Upon completion of all requirements and on the recommendation of the Senate and with the approval of the Board of Governors of the institute, B.Tech./Integrated Postgraduate degree in the relevant discipline will be awarded.

12.2 Withdrawal of Degree

Under extremely exceptional circumstances, where gross violation of the undergraduate/post-graduate requirements is detected at a later stage, the Senate may recommend to the Board of Governors for withdrawal of a degree already awarded.

NOTE: Any matter not mentioned in this ordinance and/or in case of any conflict, the decision of Chairman Senate is final and must be accepted by the student. However, he/she can appeal to Chairman BoG.

13. BRANCH CHANGE RULES

The option for branch change is given to the second-year meritorious students of the institute. The change of branch among the students having similar eligibility qualification may be allowed based on merit of B.Tech. (CSE) / IMT/ IMG first year examination as per following rules:

13.1 Branch change option shall be allowable upon the consideration of academic merit at the end of the first year (I and II Semester), after taking into consideration the conduct of the student AND shall be independent of the category of the student. No reservation rules shall therefore apply under this option.

13.2 A notification to this effect shall be made by the Academic Section of the Institute, after the First-Year results of the B.Tech. (CSE) / IMT / IMG Degree Programmes are declared, and the desirous student shall have to apply for the same in a prescribed format. After change of branch the number of students in that branch should not fall below the sanctioned intake by more than 10% and should not go above the sanctioned intake. For this purpose, the intake refers to the total sanctioned intake in the class exclusive of students from DASA and Study in India schemes.

- 13.3** If fee waiver student applies for branch change and he is allotted new branch, then such student will have to forfeit the status of Fee Waiver given to him, and student will have to submit full fees from odd semester of second year onwards. However, the merit-cum-mean scholarship (MCM) will continue in the new branch too.
- 13.4** The option for branch change is applicable for all those students who have registered in all approved branches of B.Tech./ IMT/ IMG first year and fulfil following conditions:
1. Students should have passed their examinations (Semester-1 and -2) in one attempt (without any F-grade)
 2. Student should NOT have dropped any course of the first year.
 3. Student must have scored a CGPA greater than or equal to 8.00, based upon all the prescribed credits for the respective first year.
 4. Conduct of the student in the first year at the Institute should be blemish free.
 5. Maximum number of students permitted to change the branch shall be top 10% of the students' sanctioned intake in first year in their respective branch as per clause 3.
- 13.5** Branch change in second year shall be strictly in accordance with the branch merit list prepared by the Institute based on cumulative grade point average (CGPA) obtained by a student in the first year.
- 13.6** In case of tie of first year CGPA, the decision shall be taken based upon the Common Rank List (CRL) of the students concerned in the qualifying entrance examination (presently the JEE Mains Examination), based upon which the initial admission was granted into the B.Tech./ IMT/ IMG Degree Program. Student having rank higher than the other shall be given the option first. For example, between the CRLs 2451 and 2651, the rank 2451 is treated as the higher rank.
- 13.7** Branch change in second year shall be made only against clear vacancy (due to failure in first year, cancellation, withdrawal, etc. of admission in first year) in a particular branch. After branch change, the intake must not be more than the approved intake.
- 13.8** The branch change is not permitted for B.Tech./ IMT/ IMG first year students, after the last date of notification from academic cell about the closure of admission process. Option shall be deemed to have been availed off once the acceptance to that effect has been submitted by the student to the Academic Section. Option thus availed off is irreversible.
- 13.9** Applying for a branch change option does not guarantee of being allowed the change. The consent of the parents is required in the prescribed format meant for the purpose which shall be supplied along with the notification for branch change.

14. EXIT OPTIONS and RULES

There is a provision for EXIT after each year of a given academic program. The candidate opting for an exit shall qualify for a Certificate/Diploma/B.Tech./M.Tech. in the respective discipline based on fulfilling the mandatory credit requirements at the point of exit in that discipline. The detailed nomenclature and structure can be found in the respective course structures available on institute website.

15. SCHOLARSHIPS

- Institute offers Merit-cum-Means (MCM) scholarships and M.Tech. fellowship to its IPG M.Tech. students. The MCM scholarships and the concerned details are notified by the academic office at appropriate times for inviting applications from IPG M.Tech. students. M.Tech. fellowship is paid only for the IPG M.Tech. 5th year students under the following conditions.
 - Valid GATE score is required if the student doesn't have 8.0 CGPA.
 - No GATE score is required if the student has 8.0 CGPA and above.
- To encourage research among the students, institute supports financially for registration in academic conferences and oral presentation up to Rs. 10000.00 once during the course duration.

Note: Students undergoing internship are not entitled for institute scholarship. At any point in time a student shall not receive fellowship/MCM scholarship if he/she is receiving fellowship/scholarship from any other source. The fellowship amount is decided by Ministry of Education, Govt. of India from time to time which is at present Rs. 12400 per month.

16. EXTRACTS FROM THE IIIT ACT, 2014

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

16.1 Section 35

Subject to the provisions of this Act and the Statutes, the Ordinances of every Institute may provide for all or any of the following matters, namely,

- The admission of the students to the Institute
- The courses of study to be laid down for all degrees and diplomas of the Institute
- The conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the Institute, and shall be eligible for degrees and diploma
- The conditions of award of the fellowships, scholarships, exhibitions, medals and prizes

- The conditions and mode of appointment and duties of examining bodies, examiners and moderators
- The conduct of examinations
- The maintenance of discipline among the students of the Institute; and
- Any other matter which by this Act or the Statutes is to be or may be provided for by the Ordinances.

16.2 Section 36

- Same as otherwise provided in this section, Ordinances shall be made by the Senate.
- All Ordinances made by the Senate shall have effect from such date as it may direct, but every Ordinance so made shall be submitted, as soon as may be, to the Board and shall be considered by the Board at its next meeting.
- The Board shall have power by resolution to modify or cancel any such Ordinance and such Ordinance shall from the date of such resolution stand modified accordingly or cancelled, as the case may be.

16.3 Section 48

- Notwithstanding anything contained in this Act-
 - a. the Board of Governors of an Institute functioning as such immediately before the commencement of this Act shall continue to so function until a new Board is constituted for that Institute under this Act, but on the constitution of a new Board under this Act, the members of the Board holding office before the commencement of this Act shall cease to hold office.
 - b. every Senate constituted in relation to every Institute before the commencement of this Act shall be deemed to be the Senate constituted under this Act until a Senate is constituted under this Act for the Institute, but on the constitution of the new Senate under this Act, the members of the Senate holding office before the commencement of this Act shall cease to hold office.
 - c. the Statutes, Ordinances, rules, regulations and byelaws of each existing Institute as in force, immediately before the commencement of this Act, shall continue to apply to the Corresponding institute in so far as they are not inconsistent with the provisions of this Act until the first Statutes and the Ordinances are made under this Act
 - d. any student who joined classes of the existing Institute on or after the academic year 2007-2008 or completed the course on or after the academic year 2010- 2011 shall for the purpose of clause (c) of sub-section (1) of section 7, be deemed to have pursued a course of study in the existing Institute located at Kancheepuram only if such student has not already been awarded degree or diploma for the same course of study.

- The Central Government may, without prejudice to the provisions of sub-section (1), if it considers necessary and expedient to do so, by notification, take such measures which may be necessary for the transfer of the existing Institute mentioned in column (3) of the Schedule to the corresponding Institute mentioned under column (5) of the Schedule to the corresponding Institute mentioned under column (5) of the Schedule.

17. ANNEXURES

- Annexure-I: Personal Information Sheet
- Annexure-II: Registration Form
- Annexure-III: MOOC rules
- Annexure-IV: Unfair Means rules
- Annexure-V: B.Tech. Project/M.Tech. Thesis Title Page
- Annexure-VI: Candidate Declaration
- Annexure-VII: B.Tech. Project/M.Tech. Thesis Supervisor Allocation form
- Annexure-VIII: Supervisor Change Form

B.Tech. Project/M.Tech. Thesis Supervisor Allocation is coordinated at the department level and the respective proforma will be made available by the department(s), in which case an intimation will be made in advance. Department(s) may modify the forms or ask for more details as per the requirements on a per semester basis.

Disclaimer

The rules, regulations, and other terms mentioned in the ordinance are subjected to change time to time with the approval of the Senate/Competent Authority, or notification by the Ministry. In any discrepancy/conflict, the decision of the senate chairman will be final.

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Roll No.

**Atal Bihari Vajpayee
Indian Institute of Information Technology & Management, Gwalior**

STUDENTS PERSONAL INFORMATION

(Use Capital Letters Only)

**Students Latest
Color Photo**

Name: (In English)

(In Hindi).....

Blood Group.....Family Annual Income

Father's Name..... Profession

Mother's Name..... Profession

Father's Mobile No. Mother's Mobile No. Father's Email ID Land Line No. (Home) Date of Birth: / / Category: General SC ST PH OBC Gender: Male Female Marital Status: Married Single Religion: Hindu / Muslim / Sikh / Christian / Others (plz. Specify) Pin code Home Address

City.....District State.....

Email Students Mobile No. Residential Background: Rural Urban Metropolitan Students 2nd Contact No. Hostel: BH-1 BH-2 BH-3 GH Room No.....

Local Guardian (if any).....

Contact Person in case of emergency: Name:

Address:

Phone No..... Mobile **Your Personal Bank Details:-**

Name of Bank	Address of Bank	Bank Account No.

Aadhar Number:

(Signature of Student)



ANNEXURE-II

Roll no.

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Atal Bihari Vajpayee-**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, GWALIOR****REGISTRATION FORM FOR SEMESTER:- _____**

SN	ITEM	DESCRIPTION
1	Program	B. Tech. (CSE/EEE/MSC) / IMT / IMG
2	Academic Year	202__-202__
3	Semester	I/II/III/IV/V/VI/VII/VIII/IX/X
4	Session	January-May/July – December

Name (In English):

Department:

Mobile No(s):

Email (Institute):@iiitm.ac.in

S. No.	Code	Subject Name	Type	Credits
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Total Credits				

(Signature of Student)

Academic Section

Rules related to the credit course (substituted with MOOC) during internship for the 8th semester of B.Tech. and 10th semester of Integrated Postgraduate M.Tech./Integrated Postgraduate MBA

- (i) Discuss with your thesis/project supervisor at ABV-IIITM Gwalior for the MOOC subject and inform the office of the academic office through email.
- (ii) The MOOC course should **NOT** be less than 10 weeks in duration, relevant to your program of study, and **NOT** repetitive in your transcript.
- (iii) You are required to submit the obtained marks and grades in the MOOC subject to the office of the academic office through email. The final grades in your transcript at the ABV-IIITM Gwalior shall be awarded based on the above marks and grades by a committee constituted by the competent authority. Committee may take viva-voce examination before deciding grades.
- (iv) You are required to inform the start and end date of your internship to the academic office before you proceed for your internship.
- (v) You are required to submit the internship mentor's/supervisor's name, designation, his/her highest qualification, and contact details, including email and mobile/phone number, to the academic office through email preferably before you proceed for your internship.
- (vi) You are required to submit a brief description of the internship project to your supervisor and the academic office through email within a week from registration for that semester.
- (vii) You need to register for the current semester, failing which your program will be terminated.

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Nature of Unfair Means and Associated Penalties

Type	S.No.	Nature of UFM Offence	Penalty
A	1.	Student doesn't follow the instruction given by the Centre Superintendent/Invigilator/Instructor.	Based on the severity of offense and written report of room Invigilator(s)/Flying Squad/Evaluator/Centre Superintendent, a warning will be issued to the student not to repeat in future. If repeated, the concerned Minor/Major subject examination will be awarded ZERO marks.
	2.	Student communicates with another examinee or tries to pass on information even after a word of caution from the invigilator(s) or any competent authority.	
	3.	Any sort of writing on the question paper except the personal data at the given space.	
	4.	Any examination relevant literature found near or just beneath his/her seat, but he/she has not copied from the said material as ascertained by Centre Superintendent/flying squad/Invigilator(s)/Evaluator.	
	5.	Student indulges in writing the matter relevant to subject before commencement of examination.	
	6.	Student's indecent behaviour at the examination centre or the examination hall.	
	7.	If the examinee is found in his possession notes, chits, answer book of any other examination materials; however, he/she has not written from the said material in his/her answer book.	
	8.	If examinee changes the seat without permission of invigilator/instructor.	
Type	S.No.	Nature of UFM Offence	Penalty
B	1.	Use of indecent or abusing words in the answer book.	Concerned subject as whole will awarded "F" grade
	2.	Possess any sort of relevant exam material in the examination hall or even outside the examination hall like toilet, lobby, etc. or tries to contact any	

B		unauthorized person during the examination timing.	
	3.	Brings any non-smart electronic gadget (except memory less scientific calculator if permitted in that paper) in the examination hall.	
	4.	Any sort of writing on the question paper regarding solution of the questions.	
	5.	If the examinee obstruct/threatens orally the invigilator(s) or any competent authority on exam duty.	
Type	S.No.	Nature of UFM Offence	Penalty
C	1.	If the examiner finds some written/printed papers, etc. of exam related material from the answer book of an examinee.	Cancellation of results of the Concerned subject and two other cleared subject/passed subjects in which the student has secured the lowest grade except the subject in which student has UFM i.e., total three papers will be awarded "F" grades.
	2.	If the examiner reports that the examinee's answer book is written with more than one type of handwriting.	
	3.	If the examiner reports about missing pages or additional pages in the answer book of examinee.	
	4.	If the examinee attempts to bribe by way of keeping currency notes in his/her answer book.	
	5.	Attempts to bribe the examiner by mentioning address, contact details, mobile no. etc. or to contact the examiner directly or through any representative for his/her favour.	
	6.	Examinee has copied from another examinee or deliberately allows other examinee to copy from his own answer book or pass on the exam relevant material or literature in any form to another examinee in exam hall.	
	7.	Attempts to get rid of or to destroy any kind of exam relevant prohibited material with which he is caught or helps other in such an act.	
	8.	Examinee is found to throw away his	

C		answer booklet, question paper, practical job or part thereof in the examination hall.	
	9.	If examinee is found to have torn the answer booklet, question paper, any other exam related material or part of his/her own or other examinee.	
	10.	If the examinee obstructs the process of conducting the examination in any way.	
	11.	If the examinee tries to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination.	
	12.	Examinee has indulged in exchange of answer book with another examinee.	
	13.	If the examinee repeats anyone or several points of Case-A and /or Case-B.	
	14.	Brings any smart electronic gadgets, e.g., watch, mobile, in the examination hall.	
Type	S.No.	Nature of UFM Offence	Penalty
D	1.	If the examinee found with bulk material like book, notebook and short note etc, related to the concerned subject.	Cancellation of result of the examinee of all examinee of all the examination of registered courses in that concerned year (theory and practical) will be cancelled. (All the paper will be awarded "F" grade).
	2.	If the examinee obstructs/threatens orally or assaults the invigilator(s) or any competent authority on examination duty.	
	3.	Tries to bring duly written answer book or supplementary from outside prior to start of examination.	
Type	S.No.	Nature of UFM Offence	Penalty
	1.	If the examinee carries away an answer booklet, supplementary or practical job or part thereof outside the exam hall.	Based on the severity of offense and written report of room Invigilator(s)/Flying Squad/Evaluator/Centre Superintendent, one of the following actions will be taken:

E			Case 1: If the answer booklet is recovered in intact form within 15 minutes after the exam gets over. The concerned subject AND Two other cleared/passed subject in which the student has secured the lowest marks, will be awarded "F" grade
			Case 2: If case 1 does not apply and the answer booklet is recovered in intact form after 15 minutes from the time when the exam gets over. ALL examination of registered courses in the concerned semester will be awarded "F" grade.
E	2.	If the examinee leaves the examination hall without submitting his/her answer book or tries to destroy it.	Based on the severity of offense and written report of room Invigilator(s)/Flying Squad/Evaluator/Centre Superintendent, ALL examination of registered courses in the concerned semester will be awarded "F" grade.
	3.	If the person impersonates as examinee and this fact is detected during or after the examination.	
	4.	If the student is being helped by other student(s) of the institute or outsider and behaves in indiscipline manner during examination.	
Type	S.No.	Nature of UFM Offence	Penalty
F	1.	Possesses Gun, Revolver, Knife or any other prohibited weapon in or around exam hall.	The result of the examinee of all the registered courses in that year or that years plus 1 more year will be cancelled (all the paper will be awarded "F" grade).
	2.	Physically assaulting invigilator or any competent authority on examination duty.	
	3.	Physically assaulting examiner.	
	4.	If anyone is writing other's examination.	
Type	S.No.	Nature of UFM Offence	Penalty
G	1.	If examinee is found UFM case in re-registered course.	The UFM rule as stated in this table will apply on the course of the current semester.

Type	S.No.	Nature of UFM Offence	Penalty
H	1.	If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in clause A to G as above and which has been bearing on the examination or result of the examination and/or any other examinee.	The UFM Committee/ Exam Committee shall decide the penalty depending upon the nature/severity of offence, complexity of involvement of the examinee concerned and other reports, if any, on case-to-case basis.
Type	S.No.	Nature of UFM Offence	Penalty
I	1.	If a person is not appearing in that particular examination but student of other examination of the Institute/outsider behaves in an indiscipline manner during particular examination or helps other examinee by using unfair means.	The personal helping the examinee will be punished as per decision of the Institute administration.
	2.	If a person is writing other's examination.	
Type	S.No.	Nature of UFM Offence	Penalty
J	1.	Abnormal behaviour/threatens orally during the answer book showing.	A disciplinary/inquiry committee will be formed to see on the case-to-case basis. The decision once approved by the competent authority will be final.
	2.	Indiscipline and/or plagiarism case during the BTech project/MTech thesis.	
	3.	Abnormal behaviour/threatens orally during comprehensive examination.	

Title

A

report submitted in fulfillment for the award of the degree of

Integrated Post Graduate

in

Information Technology

By

Name and Roll No

Under the Supervision of

.....

Department of



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ABV-INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
AND MANAGEMENT GWALIOR

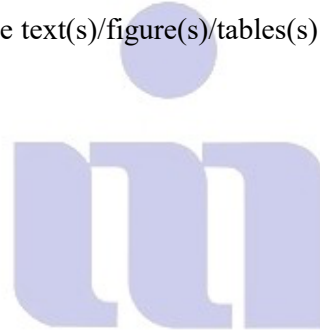
GWALIOR, INDIA

DECLARATION

I hereby certify that the work, which is being presented in the report/thesis, entitled Thesis Title _____, in fulfillment of the requirement for the award of the degree of Integrated Post Graduate – Master of Technology in Information Technology/ Integrated Post Graduate - Master of Business Administration and submitted to the Institution is an authentic record of my/our own work carried out during the period July 20xx to May 20xx under the supervision of _____.

I also cited the reference about the text(s)/figure(s)/tables(s) from where they have been taken.

Date :



Signature of candidate

This is to certify that the above statement made by the candidate(s) is correct to the best of my knowledge.

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Date:

Signature of supervisor

Supervisor Allocation form (for M.Tech.Thesis) (Student Copy)

Name	Roll No	CGPA	Mobile No.	Area of Interest	Signature

Faculty Consent

I, hereby give my consent to mentor/supervise the above students in their M.Tech. thesis for the session_____.

Sl. No.	Supervisor Name	Co-supervisor (if any)
1.		
Signature		

Supervisor Allocation form (for M.Tech.Thesis) (Co-ordinator Copy)

Name	Roll No	CGPA	Mobile No.	Area of Interest	Signature

Faculty Consent

I, hereby give my consent to mentor/supervise the above students in their M.Tech. thesis for the session_____.

Sl. No.	Supervisor Name	Co-supervisor (if any)
1.		
Signature		

Supervisor Allocation form (for M.Tech.Thesis) (Supervisor Copy)

Name	Roll No	CGPA	Mobile No.	Area of Interest	Signature

Faculty Consent

I, hereby give my consent to mentor/supervise the above students in their M.Tech. thesis for the session_____.

Sl. No.	Supervisor Name	Co-supervisor (if any)
1.		
Signature		

Supervisor Allocation form for BTech Project (Student Copy)

Name	<u>Roll No</u>	<u>CGPA</u>	<u>Mobile No.</u>	<u>Area of Interest</u>	<u>Signature</u>

Faculty Consent

I, hereby give my consent to mentor/supervise the above students in their B.Tech. project for the session_____.

Sl. No.	Supervisor Name	Co-supervisor (if any)
1.		
Signature		

Supervisor Allocation form for BTech Project (Co-ordinator Copy)

Name	<u>Roll No</u>	<u>CGPA</u>	<u>Mobile No.</u>	<u>Area of Interest</u>	<u>Signature</u>

Faculty Consent

I, hereby give my consent to mentor/supervise the above students in their B.Tech project for the session_____.

Sl. No.	Supervisor Name	Co-supervisor (if any)
1.		
Signature		

Supervisor Allocation form for BTech Project (Supervisor Copy)

Name	<u>Roll No</u>	<u>CGPA</u>	<u>Mobile No.</u>	<u>Area of Interest</u>	<u>Signature</u>

Faculty Consent

I, hereby give my consent to mentor/supervise the above students in their B.Tech project for the session_____.

Sl. No.	Supervisor Name	Co-supervisor (if any)
1.		
Signature		

Supervisor Change Request form for M.Tech.Thesis/BTP

Name	Roll No	CGPA	Mobile No.	Area of Interest	Signature

Faculty Consent

I, hereby give my consent to release the above students in their M.Tech. Thesis/BTP for the session 2023-24.

Sl. No.	Supervisor Name	Other Supervisor (if any)
1.		
Signature		

Faculty Consent

I, hereby give my consent to mentor/supervise the above students in their M.Tech. Thesis/BTP for the session 2023-24.

Sl. No.	Supervisor Name	Other Supervisor (if any)
1.		
Signature	विश्वजीवनामृतं ज्ञानम्	