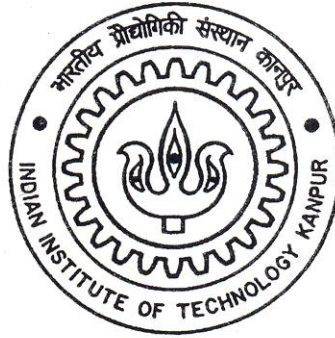


UNDERGRADUATE PROGRAMMES

B.Tech.

B.S.

Procedures & Requirements



भारतीय प्रौद्योगिकी संस्थान कानपुर

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

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1.	INTRODUCTION
	<p>The objectives of the undergraduate programmes are</p> <ul style="list-style-type: none"> • <i>to provide the highest level of education in technology and science and to produce competent, creative and imaginative engineers and scientists,</i> • <i>to promote a spirit of free and objective enquiry in different fields of knowledge,</i> • <i>to make a significant contribution towards the development of skilled technical manpower, and</i> • <i>to create an intellectual reservoir to meet the growing demands of the nation.</i> <p>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.</p> <p>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.</p>
	1.1 Undergraduate Programmes
	<p>a) Bachelor of Technology (B.Tech.) 4-year programmes in:</p> <ul style="list-style-type: none"> i) Aerospace Engineering ii) Biological Sciences and Bio-Engineering iii) Chemical Engineering iv) Civil Engineering v) Computer Science and Engineering vi) Electrical Engineering vii) Material Science and Engineering, and viii) Mechanical Engineering. <p>b) Bachelor of Science (B.S.) 4-year programmes in:</p> <ul style="list-style-type: none"> i) Chemistry ii) Economics iii) Mathematics and Scientific Computing, and iv) Physics. <p>c) Text to be inserted as and when available</p>
	1.2 Senate Under-Graduate Committee (SUGC)
	<p>The Senate Under-Graduate Committee 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.</p>

	<p>The SUGC has jurisdiction in the following matters concerning the undergraduate programmes of the institute:</p> <ul style="list-style-type: none"> • <i>approval of new courses of instruction,</i> • <i>desirable modifications of courses already approved,</i> • <i>credit valuation of courses,</i> • <i>approval of the admission of first year students and others with advance standing,</i> • <i>recommending grant of degrees,</i> • <i>policy matters related to examinations,</i> • <i>evaluation of academic performance, and</i> • <i>such other related matters as may be referred to it by the Senate.</i> <p>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.</p> <p>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. <i>Both these committees make their recommendations to the SUGC.</i></p> <p>The Department Under-Graduate Committee (DUGC) consists of a Convenor (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 one-year period. 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.</p>
1.3	Office of the Dean of Academic Affairs

		<p>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 (i) receives, processes and maintains all records relating to the undergraduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees, (ii) disseminates information pertaining to all academic matters, (iii) issues necessary memoranda/orders, (iv) acts as a channel of communication between the students, instructors, departments/ interdisciplinary programmes and SUGC. The under-graduate (UG) office of the Academic Section assists the SUGC and its subcommittees in their tasks.</p>
	1.4	Waiver Clause
		<p>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 SUGC. All such exceptions are, however, reported to the Senate.</p>
2.	ACADEMIC SESSION	
		<p>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:</p> <p style="padding-left: 40px;">Semester I: From the fourth week of July to the last week of November</p> <p style="padding-left: 40px;">Semester II: From the last week of December to the last week of February</p> <p style="padding-left: 40px;">Summer Term: From the middle of May to the middle of July</p> <p>Each of the two semesters consists of about eighteen (18) weeks with one week of mid-semester recess. The last 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 be on a Monday. Thus, there are 14 working weeks in each semester. The summer term consists of about eight (8) working weeks, excluding the four days taken up by the mid-term and the end-term examinations.</p>
	2.1	Academic Calendar
		<p>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 <i>Academic Calendar</i> of the</p>

	Institute, approved by the Senate.
3.	ADMISSIONS
3.1	B.Tech. and B.S. Programmes
	<p>a) Through Joint Entrance Examination - Admissions to the B.Tech. and B.S. programmes are made once a year in 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.</p> <p>b) Reservations 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:</p> <p style="padding-left: 40px;">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.</p> <p style="padding-left: 40px;">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.</p> <p style="padding-left: 40px;">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.</p> <p>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.</p> <p>d) Change of Programme - The students shall normally pursue the respective B.Tech./B.S. programmes allocated to them at the time of admission. However, the Senate may permit a limited number of students to change their programme as per</p>

		the approved guidelines (Annexure 1).
	3.2	M.Sc. (2 year) and M.Sc.-Ph.D. (Dual degree) Programmes
		a) Text to be inserted as and when available
	3.3	Admission of Non-degree Students
		<p>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.</p> <p>A person will be admitted as a non-degree student on a duly sponsored application to the Dean of 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.</p> <p>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.</p>
	3.4	Cancellation of Admission
		<p>All students admitted provisionally or otherwise to any programme shall submit copies of their marksheets, 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.</p>
	3.5	Fulfillment of Admission Requirements
		Admission to any undergraduate programme requires that the applicant

		<p>a) <i>be eligible,</i></p> <p>b) <i>go through the laid-down admission procedure, and</i></p> <p>c) <i>pay the prescribed fees.</i></p> <p>All admissions to the undergraduate programmes should be formally approved by the SUGC.</p>
4.	CURRICULUM	
	Details of the curriculum for the undergraduate programmes are contained in the “ COURSES OF STUDY ” bulletin, published periodically by the Institute.	
4.1	B.Tech. and B.S. Programmes	
	<p>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, Computing, Electronics, Engineering Graphics, and Manufacturing Processes, besides a few elective courses from Engineering Science (as recommended by the department) and Humanities and Social Sciences.</p> <p>The Professional Curriculum is meant for the chosen branch of specialization. It consists of a set of compulsory courses, electives and/or project work.</p> <p>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 Composition.</p> <p>The structure of B.Tech. and B.S. programmes is given in Annexure 2.</p>	
4.2	M.Sc. (2 year) Programmes	
	Text to be added when available.	
4.3	M.Sc.-Ph.D. (Dual degree) Programme	
	Text to be added when available.	
5.	REGISTRATION	
	All students are required to register each semester for the courses to be pursued by them, as per the ir programme, on the dates specified in the Academic Calendar. A student must ensure that s/he has	

	<p>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.</p> <p>For students in the B.Tech. and B.S. programmes, the course 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.</p> <p>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.</p> <p><i>The sole responsibility for registration rests with the student concerned.</i></p>
<p>5.1</p>	<p>Registration Procedure</p>
	<p>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.</p> <p>DUGC provides the necessary information on the curriculum, courses offered, rules and procedures, and any other relevant information during registration in each semester.</p> <p>The registration procedure consists of two parts:</p> <p>Part 1: <i>filling of the registration form mentioning the courses to be credited in the next semester.</i></p> <p>Part 2:</p> <ul style="list-style-type: none"> a) <i>payment of fees and clearance of outstanding dues (if any), and</i> b) <i>signing of the registration roll in the office of the Dean, Students Affairs.</i> <p>Dates for Part 1 and Part 2 are specified in the Academic Calendar as dates for “pre-registration” and “registration” respectively.</p> <p>For students who did not complete Part 1 during the pre-registration time for any reason can complete it during registration time. These include newly admitted students.</p>

		<p>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.</p> <p>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.</p>
	5.2	Late Registration
		<p>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, Chairperson, SUGC may allow and exempt him/her from payment of late registration fee.</p>
	5.3	Adding and Dropping of Courses
		<p>A student may add or drop course(s) till the last date(s) specified in the Academic Calendar with the permission of the SUGC. For this, s/he must fill the appropriate form, get the endorsement of the Instructors-in-Charge and the Convener, DUGC and submit the form to the Undergraduate Office for approval.</p> <p>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 the following conditions.</p> <ol style="list-style-type: none"> 1. Dropping of course(s) should not result in a net registration less than the specified minimum number of credits. 2. The request to drop course(s) must be endorsed by the Instructors-in-Charge and the Convener, DUGC.
	5.4	Cancellation of Registration in a course

	<p>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.</p> <p>An instructor of a course may also recommend cancellation of registration of any student in that course, 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 be completed no later than two weeks prior to the last day of classes.</p>
5.5	Academic Load
	<p>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 taken 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.</p> <p>Students, who are identified as academically deficient (on academic probation) can register for a minimum of 30 credits.</p> <p>A student with CPI of 8.5 or higher may request registration in courses 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.</p>
5.6	Summer Term Registration
	<p>Students register for these courses at the beginning of the Summer Term on the advice of DUGC.</p> <p><i>No student is allowed to register for more than 25 credits during the summer term.</i></p> <p>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.</p> <p>Provisions of Clause 5.4 are applicable to summer term as well.</p>
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. ¹
	5.8	Termination of Programme
		If a student fails to report and register by the last date of registration without any <i>bona fide</i> reason, his/her programme may be terminated by Senate.
6.	TEACHING AND EVALUATION	
	6.1	Teaching
		<p>a) Medium - The medium of instruction is English.</p> <p>b) Approval of Courses - Each course along with its credits is approved by SUGC as per the procedures laid down by the Senate (Annexure 3). Only approved courses may be offered during any semester/summer-term.</p> <p>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.</p> <p>d) Conduct of Courses - Each course is conducted by the Instructor-in-charge with the assistance of the required number of instructors and/or tutors. The Instructor-in-charge is responsible for conducting the course, holding the examinations, evaluating the performance of the students, awarding grades at the end of the semester/summer term and transmitting the grades to the undergraduate office within the prescribed time limit.</p>
	6.2	Evaluation
		<p>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.</p> <p>a) Schedule of Examinations: The schedule for the mid-</p>

¹ Not attending classes is covered under Clause 5.4 and provisions of this clause may not be applied

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 fidé* reasons such as illness, etc., fails to appear in the end-semester examination 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 in the end-semester examination. In case the failure 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 to 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 fidés*.

OR

The make-up examination for the mid-sem examinations may be held in the weekend subsequent to the week of the mid-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 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
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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 is not awarded simply because a student has failed to appear in examination(s). 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 SUGC decides to waive similar credits from his/her programme of study at IIT Kanpur.
- 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 Instructor/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 justification.

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

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

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 appear on his/her Grade Report.

) **Grade Report** - A copy of the Grade Report is issued to each student at the end of the semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

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. INADEQUATE ACADEMIC PERFORMANCE

The academic performance of each B.Tech. and B.S. student is reviewed by APEC at the end of a regular semester. A deficient student may be placed on *Academic Probation*, or his/her academic programme

	may be <i>Terminated</i> .
7.1	Academic Probation
	<p>A student will be placed on “Academic Probation” if s/he does not earn an average of at least 37.5 credits per semester. However, students in the first semester of their programme will be placed on Academic Probation only if they have earned less than 35 credits.</p> <p>In calculating the average credits earned per semester, only the number of semesters that the student has registered in, will be used.</p> <p>The following conditions shall be applicable to students on academic probation:</p> <ol style="list-style-type: none"> a) S/he shall register for all CORE/compulsory courses (if available) in which the letter grade E/F/X is obtained. b) S/he shall not hold any official position or represent the institute in any extra-curricular activities during the period of academic probation. c) S/he shall submit an undertaking counter-signed by the parents, ensuring good academic conduct. The proforma for the undertaking is available from undergraduate office. d) Any other terms/conditions laid down by the SUGC/Senate. <p>If a student is unable to meet the terms/conditions due to some genuine reasons, s/he must indicate this to the DUGC/SUGC before the semester ends.</p> <p>A student on academic probation may 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.</p>
7.2	Termination of Programme
	<p>The programme of a student may be terminated by Senate if s/he is on Academic Probation and does not earn an average of at least 25 credits per semester. In calculating the average credits earned per semester, only the number of semesters that the student has registered in, will be used.</p>
7.3	Appeal against Termination
	<p>A student whose programme is terminated may appeal to the Chairman, Senate, for re-instatement in the programme. In cases</p>

		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. Appeals (including re-appeals) against termination for reinstatement may not be entertained after a period of 12 months from the date of termination.
8.	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
		<p>Leave of absence during the semester is discouraged for all registered students. However, for bona fidé 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 working days in a semester.</p> <p>The leave of absence in the summer term shall correspondingly be 5 working days (medical), 3 working days (others) and 8 working days (total).</p> <p>Application for leave of absence should be addressed to the Chairperson, SUGC and 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 document(s) should be submitted to the SUGC in such cases.</p>
	8.3	Temporary Withdrawal / Semester Leave
		<p>A student may be allowed to withdraw temporarily on leave of absence for a semester for bona fidé reasons. Such leave of absence shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme.</p> <p>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</p>

	<p>student may apply for withdrawal anytime during the semester.</p> <p>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 fitness. In the event that the Board recommends that the student is not yet fit to resume studies, the registration may be cancelled.</p>
8.4	Termination of Programme
	<ol style="list-style-type: none"> 1. 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.² 2. 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
	<p>In order to help a student to broaden his/her horizon 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:</p> <p>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.</p> <p>a) Eligibility -</p> <ol style="list-style-type: none"> i) Completion of 200 credits of course work, ii) CPI of at least 7.0, <p>b) Procedure – The student shall make an application to 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.</p> <p>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</p>

² Not attending classes is covered under Clause 5.4 and provisions of this clause may not be applied

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, he/she 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 calculations.

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 procedures, to proceed on any Institutional Exchange Programme will also be governed by Clause 8.4c for the transfer of academic credits, waiver, etc.

9.	REQUIREMENTS		
9.1	Minimum Duration and Maximum Residence		
	The minimum duration and maximum residence requirements for various undergraduate programmes are as under:		
	Programme	Minimum Duration (Semesters)	Maximum Residence (Semesters)

		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">B.Tech./B.S.:</td> <td style="width: 33%; text-align: center;">Seven (07)</td> <td style="width: 33%; text-align: center;">Twelve (12)</td> </tr> </table> <p style="text-align: center;">Text to be added when available</p>	B.Tech./B.S.:	Seven (07)	Twelve (12)	
B.Tech./B.S.:	Seven (07)	Twelve (12)				
9.2	Transfer from BTech to MTech Part in Dual-degree Programmes					
		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					
		<p>A student is required to complete successfully all 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 as under:</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid black;">Programme</th> <th style="text-align: center; border-bottom: 1px solid black;">Minimum CPI Requirement</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">B.Tech. / B.S.:</td> <td style="text-align: center;">None</td> </tr> </tbody> </table> <p style="text-align: center;">Text to be added when available</p>	Programme	Minimum CPI Requirement	B.Tech. / B.S.:	None
Programme	Minimum CPI Requirement					
B.Tech. / B.S.:	None					
9.5	Graduation					
		<p>A student is deemed to have completed the requirements for graduation if s/he has</p> <ol style="list-style-type: none"> a) met the residence 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.	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.	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 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
		<p>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.</p> <p>The scholarships, etc. are paid up to the month in which a student completes all the requirements of his/her programme.</p> <p>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.</p> <p>A student leaving the Institute on his/her own accord without</p>

		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.	CONDUCT AND DISCIPLINE	
	12.1	Code of Conduct
		<p>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.</p> <p>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.</p> <p><i>Ragging and harassment of any fellow student in any form is strictly prohibited and is considered a serious offence.</i></p>
	12.2	Disciplinary Actions and Related Matter
		<p>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.</p> <p>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.</p>

	<p>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.</p> <p><i>Involvement of a student in ragging may lead to his/her expulsion from the Institute.</i></p> <p>The Senate Student Affairs Committee (S-SAC) investigates alleged misdemeanors, 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.</p> <p>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 and approved, the matter shall be reported to the Senate.</p> <p>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.</p> <p><i>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.</i></p>
13.	AMENDMENTS
	<p>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.</p>