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1. Introduction

The UG manual sets out the procedures and requirements of the undergraduate programmes of study that fall under the purview of the Senate Under-Graduate Committee (SUGC), i.e. the BTech, BS, MS, Double Major and Dual Degree Programs. Following committees and administrative units are directly concerned with these programmes:

Departmental Undergraduate Committee (DUGC):

Each academic department constitutes this committee which consists of a Convenor, Head of the department, four to eight members of the faculty, and a few student representatives. The DUGC:

- Advises the students about their curriculum and academic opportunities
- Monitors the progress of academically weak students
- Handles any problem faced by students in their academic programmes

Senate Undergraduate Committee (SUGC):

This is a standing committee formed by the Senate to look after all the issues regarding institute-wide UG programmes. It makes recommendations to the senate on all academic issues.

Dean of Academic Affairs (DoAA):

The office of the DoAA is responsible for the implementation of the decisions taken on academic matters by the Senate and the SUGC.

Add SUGC list

2. Programs of Study

2.1 Branch Change

1. CPI calculations are done on the basis of courses in the advisory template of the first year only
2. If a course is attempted multiple times, the grade obtained in the first attempt is considered.

Eligibility	Student must: <ol style="list-style-type: none">1. Not be barred from applying for branch change2. Not have availed of a branch change already3. To apply in the 2nd semester, passing grade must be obtained in all courses prescribed in the template for the first year4. To apply in the 3rd/4th semester, passing grade need not be obtained in all courses prescribed in the template for the first year
Target Discipline	Any discipline

Minimum CPI	None
Application	In the 2nd, 3rd or 4th semester (On pingala)
Approval Process	In order of decreasing CPI*, subject to strength constraints of home and target departments
Academic Road Map	If granted a branch change, a student must follow the template of the new department.
Withdrawal	If granted, there is no provision for withdrawal
Notes	<ol style="list-style-type: none"> 1. When branch change is granted, the student must register manually during the final registration period. 2. A student cannot revert to their original department.

2.3 Minor

Target discipline	Any discipline other than parent discipline: List of minors available
Minimum CPI	None
Application	In the 4th, 5th and 6th semesters.
Approval Process	On the basis of availability of seats.
Academic Road Map	<ol style="list-style-type: none"> 1. Minor courses may be taken in any HSS, OE, ESO or DE slot. 2. Rules regarding continuation of a Minor in case of failing and/or dropping a required Minor course are department specific. Contact the concerned DUGC convener for details.
Withdrawal	At anytime, by submitting an application, approved by the Minor department's DUGC convener, to the DoAA office.
Notes	<p>A student who completes all the courses required for a Minor without being formally admitted to it may apply for a minor retrospectively in the 8th semester</p> <p>A student may get more than one minor.</p>

2.2 Double Major or Dual Degree

For Dual Degree, there are 3 categories:

1. **Category A:** Both bachelors and masters in the same department
2. **Category B:** Bachelors degree in the parent department and Masters degree in a different department (Except CSE and EE)
3. **Category C:** BTech-MBA or BS-MBA

Program	Double Major	Dual Degree*
Eligibility		Students should have no backlogs in non-OE credits for their UG programme. Approach department to find out if there are additional requirements
Target discipline	Any discipline except parent discipline	Any discipline
Minimum CPI	7.0	6.0
Call for Application	At the end of 4th semester.	Category A: In 5th, 6th or 7th semester Category B/C: In the 6th semester
Approval Process	In order of decreasing CPI.	On the basis of availability of seats
Academic Road Map	Students must complete the DC and, in some cases, DEs in their second major discipline, in addition to completing all the requirements of their parent discipline.	Students must complete all their UG programme requirements in addition to completing required PG courses, and a thesis or project in certain disciplines for the Masters' degree.
Completing additional requirements	Students will be allowed to use overloads, and take courses in the summer term (if offered) Upto 36 OE credits may be waived from the graduation requirements.	Students will be allowed to use overloads, and take courses in the summer term (if offered) <i>after the 8th semester</i> . A maximum of 36 OE credits may be waived from the UG graduation requirement.
Withdrawal	At any time, by submitting an application, forwarded by the DUGC conveners of both the parent and host departments, to the chairperson SUGC.	At any time, by submitting an application, through DUGC conveners of both departments, as well as the thesis supervisor, to the Chairperson, SUGC.
Termination of additional program	The second Major will be - 1. withdrawn at the end of the 8th semester if the student is short of >30 credits for completing the parent department graduation requirement, or her/his CPI is < 6.0. 2. Terminated for a student who accumulates >25 credits of backlogs in the second major.	The PG part of the programme will be withdrawn if a student is more than 40 credits short of the total credit requirement of her/his UG programme at the end of the 8th semester. In case the PG part of the programme is withdrawn, courses taken from the PG template may be counted as OE credits for the UG graduation requirements.
Notes	In case of withdrawal/termination of the Double Major programme, credits taken towards the second major will be	Migration to the Masters part will be done only when the mandatory credit requirements from the UG part of the programme up to the 7th semester are completed.

	treated as OE credits, and may also count towards a Minor if applicable.	
<i>A student may only opt for ONE out of a double major and a dual degree</i>		

3. Registration

3.1 Pre-Registration

Every student must pre-register online on [Pingala](#) for the next semester (and for summer, if required) within the period specified by the academic calendar, as per the following steps:

1. Details about the timeline and the procedures to be followed may be found [here](#).
2. For elective courses, students must make an online request to the course instructor.
 - a. If this course is accepted, it may be added to the form.
 - b. If a course is rejected, it may not be requested again.
3. Students are responsible for ensuring that they have completed any required prerequisites of a course. If a waiver is required for prerequisites, it may be requested via Pingala.
4. If a student fails a prerequisite course which was being done at the time of pre-registration, then it will be removed from the form. It must be added again during add/drop.
5. When all the relevant courses have been accepted, students must submit the online registration form for the approval of the DUGC.
6. While submitting the form, the student should ensure that s/he is meeting the minimum/maximum academic load criteria and that none of his/her courses have timetable clashes, otherwise the form will be rejected.

If a student is unable to do academic pre-registration, s/he should put in an application to the Chairperson SUGC within a month of the last date for academic pre-registration. If the application is approved, the student may do manual registration.

3.2 Final Registration

The student may do manual academic registration under the following circumstances:

- Their pre-registration has been cancelled (as in the case of branch changes)
- They did not do online pre-registration in the previous semester. A fine must be paid to avail this option if they do not have official permission from the Chairperson SUGC to register manually.

3.3 Add-Drop of Courses

Students may add (except in summer term) or drop courses using [pingala](#) during the period specified, with the following steps:

1. Student must request the required add/drop of courses
2. The add/drop request must be accepted by the concerned course instructor.

3. If a request is accepted, students must change their online registration form and submit it to the DUGC for final approval.

3.4 Dropping of Courses

The following conditions apply for the dropping of courses (beyond the add/drop period, until the last date of dropping of courses):

1. Dropping of course(s) should not result in the net registration becoming less than the specified minimum number of credits for a semester.
2. For students of Y16 onwards, the total number of credits dropped in the entire academic program of the student should not exceed 44 (this rule does not apply to courses dropped within the add/drop period).
3. The request to drop course(s) must be approved by the Instructor-in-charge and the Convener, DUGC.

3.5 Late Registration

In exceptional circumstances students may be allowed to complete the process by the date of late registration after paying the late registration fee. The fee may be waived in case of illness or if prior permission has been granted by the SUGC.

3.6 Cancellation of Registration

1. De-registration: An instructor of a course may recommend cancellation of registration of any student in that course up to four weeks prior to the last day of classes.
 2. If a student is found to be absent from all academic activities for more than 20 (10 for summer) working days (not necessarily contiguous) in a semester with or without sanction, then his/her registration from all the courses in that semester will be cancelled.
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4. Academic Load

Students may register for for 35-65 credits (maximum of 25 for the summer term).
Students who are on academic probation may register for a minimum of 30 credits.

4.1 Overload

Students may request for load beyond 65 credits, subject to the following rules:

1. Student must have CPI ≥ 8.5
2. Student must declare, at the time of the registration, which course is registered as extra load.
3. The total credits for the semester may be up to 70 credits only.
4. These courses will not count towards satisfying graduation requirement.
5. The student may take such courses as a letter grade (A-F) or S/X course.
6. The grades earned in these courses will be shown on the transcript, but will not be included in the calculation of SPI/CPI.

4.2 Extra Courses

Students may register for extra courses that are not part of their graduation requirements, subject to the following rules:

1. Students must need ≤ 100 additional credits to complete graduation requirements of their programme.
2. Students should submit the list of the extra course(s) to the DoAA office.
3. The total credits for the semester should be less than 65
4. The student may take such courses on the basis of a letter Grade (A-F) or pass/fail (S/X).
5. All such extra courses will be shown on the student's transcript.
6. If the course is done on the basis of a letter grade, then the grade received in the extra course will be counted towards SPI/CPI.

Note: A student may also attend a course by merely taking prior permission from the instructor (without meeting the criteria outlined in 4.2 and 4.3), but any course done this way will not be shown on the student's transcript.

5. Teaching and Evaluation

5.1 Attendance

1. The instructors decide the attendance policy for their courses, and may de-register students who don't meet the required attendance criteria.
2. If a student is continuously absent from all academic activities in a semester without authorization for more than 20 working days or does not appear, without a compelling reason, for the end-semester examinations in all the courses in which she/he is registered, then her/his programme will be terminated.

5.2 Make-up Examination

1. If a student, for bona fide reasons, fails to appear in the end-semester examinations for any course(s), s/he may make a request to the SUGC Chairperson for a make-up examination within a day of the last scheduled examination, on the prescribed form available from the DoAA site, giving reasons for the failure to appear along with supporting documents.

Note: In case of illness a certificate from the Chief Medical officer of the Institute Health Center should be submitted.

2. If a student fails to appear in mid-semester examination or quiz, or submission of assignments etc., it is up to the instructor to decide whether or not to provide a make-up opportunity, even if the student was on sanctioned leave or unwell.

5.3 Grading

Grade	Grade Point	Description	Connotations
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A*	10	Outstanding	Pass
A	10	Excellent	
B	8	Good	
C	6	Fair	
D	4	Pass	
E	2	Fail/Exposure	Fail Student may be allowed to use this course as a pre-requisite, subject to the approval of the instructor of the concerned course and the concerned DUGC.
F	0	Fail	Fail

In some courses, Satisfactory (S: Pass) / Unsatisfactory (X: Fail) grade is awarded. These are not considered in SPI/CPI calculations.

Two additional letters may be given for a course. These are not grades.

1. **'I' or Incomplete:** Awarded if a student has missed, for a genuine reason, a minor part of the course requirement but has done satisfactorily in all other parts. An 'I' must be converted by the Instructor-in-charge into an appropriate letter grade by the specified date, otherwise it will be converted automatically into an F.
2. **'W' or Waiver:** Awarded when a student earns credits at another institution and the SUGC decides to waive similar credits from her/his programme of study at IIT Kanpur. The grade earned in lieu of which the waiver is granted, is not to be used for computation of SPI/CPI.

5.3 Semester Performance Index and Cumulative Performance Index

If the grade points associated with the awarded grades to a student are g_1, g_2, \dots and the corresponding course credits are c_1, c_2, \dots , then the SPI/CPI are calculated as follows:

$$SPI = \frac{\sum_{i \in SEM} (c_i \times g_i)}{\sum_i (c_i)} \qquad CPI = \frac{\sum_{i \in ALL} (c_i \times g_i)}{\sum_i (c_i)}$$

If 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 grades are mentioned in the Grade Report.

5.5 Change of an already awarded grade

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 Chairperson, Senate. Any such request for a change of grade must be made within six weeks of the start of the next semester on the prescribed form available from the DoAA website, with all relevant records and justifications.

6. Academic Requirements and Inadequate Performance

6.1 Minimum and Maximum Duration (Semesters)

Academic Programme	Minimum Duration	Maximum Duration
BTech/BS	7	12
Dual Degree/Double Major	9	15

This includes any semester(s) in which a student is registered at IITK, but may spend as a non-degree student at some other Institution while still pursuing the said programme at IITK.

The Senate may grant relaxation in the prescribed minimum/maximum residence to a student according to the merit of the case.

6.2 Minimum Academic Requirement

In order to graduate, the student must satisfy the minimum credit requirement in each course-category.

A dual-degree student must achieve at least 6.5 CPI in the PG part of the programme.

If a student is short of 1 credit in the SO/ESO category for the completion of the programme, then s/he may be granted relaxation for the same.

In exceptional circumstances Senate may grant any other relaxation in minimum academic requirements.

6.3 Inadequate Academic Performance

For the following criteria -

N : number of semesters for which the student has registered (in UG)

SC : number of credits completed in the last regular semester

TC : number of credits completed in all the semesters till that point.

6.3.1 For Bachelors Courses

Warning	Academic Probation	Termination
$SC \geq 30$ AND $(24 + N) * N \leq TC < 36N$ OR $SC < 30$ and $TC \geq 36N$	$SC \geq 30$ AND $TC < (24 + N)N$ OR $SC < 30$ AND $(24 + N)N \leq TC < 36N$	On AP AND $SC < 30$ AND $TC < (24 + N)N$

6.3.2 For PG Part of Dual Degree

Warning	Termination
6.0 ≤ CPI < 6.5 AND does not satisfy any termination condition	CPI < 6.0 OR CPI ≤ 6.5 in two consecutive semesters OR Accumulated at least two E/F grades OR Accumulated at least three X in thesis

Notes: If a Dual Degree student's programme is terminated due to CPI considerations in the PG part and if her/his CPI is above 6.0, then s/he may be allowed to continue with the recommendation of the DUGC and the approval of the SUGC.

A student on Warning/AP is required to sign an undertaking incorporating the following conditions:

1. S/he shall register with higher priority for courses(or their substitutes) in which F/E/X is obtained
2. S/he shall not hold any office with any organization/body
3. Any other terms and conditions laid down by the SUGC/Senate

The parents/guardian of these students is required to countersign this undertaking.

If a student is unable to meet these terms and conditions due to some genuine reasons, s/he must explain this to the DUGC/SUGC before the semester ends.

6.3.4 Appeal Against Termination

A student whose programme is terminated may appeal to the Chairperson, Senate, for re-reinstatement in the programme. The student should clearly explain causes for the poor performance, and why they will not adversely affect her/his performance in the future. The Senate shall take a final decision. A student may re-appeal the Senate's termination decision after one semester. The Senate may not entertain any further appeal(s) for review unless substantial additional information is brought to its notice.

Reappeals

After rejection of appeal, any semester

7. Leave of Absence

7.1 Short Leave

A student may apply for leave using [OARS](#), for a maximum of 10 (5 in summer term) working days (for medical reasons) and a maximum of 5 (3 in summer term) working days of leave (for any other valid reason).

7.2 Temporary Withdrawal/ Semester Leave

1. A student may be allowed a leave of absence for a whole semester for bona fide reasons. Such leave of absence shall ordinarily not exceed two semesters of the entire period of the academic programme.
2. An application should be made before the date of registration for the semester, to the SUGC Chairperson via the DUGC convener. Under exceptional circumstances, a student may apply for withdrawal anytime during the semester.
3. The application should be submitted to the UG office with original supporting documents.
4. A student on 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 studies. The Institute may constitute a Medical Board to determine the fitness of the student before registration. In the event that the Board recommends that the student is not yet fit to resume studies, the registration may be cancelled.

7.3 Permission to proceed to other Institutions

1. A student may spend up to two semesters and/or two summer terms in any academic institution of repute.
2. To be eligible, the student must have a CPI ≥ 7.0 and have completed 200 credits of coursework.
3. Students can make an application to SUGC through the concerned DUGC, giving details of the proposed programme and submit a statement of purpose with sufficient information about the chosen Institution.

7.4 Transfer of Credits and Waiver in-lieu thereof

1. On her/his return, the student may apply for waiver of courses from her/his program template which s/he thinks are equivalent to the courses successfully completed at the visited Institute. The student must submit an official transcript of the grades obtained by her/him at the visited Institute and other documents/material that the concerned DUGC may require.
2. The SUGC may allow a student a waiver for a maximum of 100 credits
3. Against each course or requirement for which a waiver is granted, symbol "W" would appear on the Grade Report with an explanatory note.
4. All such courses and/or requirements will be deemed to carry zero credits for SPI/CPI calculation. Under no conditions will the grades earned at any other Institution appear on the Grade Report.

Frequently Asked Questions

Q1. Do I have to register for courses strictly as per the template?

For compulsory Institute core courses, you have to follow the template strictly. For ESO and HSS, you may shift around courses, depending on their availability. For Department Core and Department Electives, please consult your DUGC before shifting any slots. You will NOT be automatically entitled to any required course if you are not taking it in the scheduled semester. Also, you need to ensure that you complete any prerequisites in time to do the succeeding courses.

Q2. How are grades determined in a course?

Each instructor will announce the course's grading policy at the beginning of the semester.

Q3. Can I repeat a course to improve my grade?

No, if you have passed a course with a D grade, you may not repeat it. You are required to repeat a course if you receive an E or F grade in it, since both are failing grades.

Q4. Can I drop a course if I am not performing well in it?

Yes, you may drop a course until the last date specified for this in the Academic Calendar.

Note: Modular (half semester) courses may have a different date for dropping.

Q5. What do I do if I have a complaint regarding any academic matter?

You may contact the Ombudsperson with any complaint regarding academic matters or other Institute-related issues.

Q.6 What is the passing grade, and what is the minimum CPI for graduation?

The passing grade is D. For all BTech/BS programmes, the only graduation requirement is successful completion of all the credit requirements specified in your template.

Q7. Is it possible to withdraw from a programme?

The Senate may grant permission to withdraw from a programme or from the additional part of a programme after considering the circumstances faced by the student and the recommendations of the supervisor (if there is one), DUGC, and SUGC.

- Can I audit some course?
Talk about process, possibility, etc

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

Useful Links

1. [Academic Calendar](#)
2. Scholarships
3. The [course template](#) of each department gives the details of the courses and graduation requirements that must be met by students of each programme.
4. Details of various courses for undergraduate programmes that may be offered by various departments are contained in the [courses of study](#) bulletin.
5. The list of courses being offered in the current semester may be found on the [DOAA website](#).
6. UG Manual:
<https://docs.google.com/document/d/15X9iqV0EtIR4Sz1cEMrs09-ua8cPjhLbAhQpNKbJlO4/edit?usp=sharing>