Academic Guidelines

for

Undergraduate (UG) Programmes

PDPM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur
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Preamble

The rules / guidelines in this manual govern the policies and procedures for the admission of students, course instructions, examinations, evaluating and certifying students' performance. These rules/guidelines, after approval by the Board of Governors (BoG), supersedes all the earlier set of rules/guidelines 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 this revised set of rules/guidelines.

Disclaimer: Extreme care has been taken in the compilation of rules/guidelines of different undergraduate programmes. In case of any disputes regarding the credits of any subjects, pre-requisites, rules/guidelines of the respective programmes, the information available with the Academic office of IIITDM Jabalpur shall be final. Therefore, IIITDM Jabalpur is not responsible for any typographical errors in the publication.

The rules, regulations, and other terms mentioned in the manual are subject 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 Chairperson Senate will be final.

Revision History

This manual has been approved in the 55th meeting of the Senate, held on 27.09.2025. Any subsequent changes in the manual, as approved by the Senate are recorded below. "Rev. No." will be marked in double digit numbers, e.g. 01, 02, and so on. The "Revision Date" is the date from which the changes are effective. "Changes on Page" corresponds to the page number in the most recent version.

Rev. No.	Revision Date	Senate Agenda No.	Changes in Section (s)	Changes on Page

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1.   Introduction

The Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design and Manufacturing, Jabalpur (IIITDM) was established in the year 2005 by the Ministry of Ministry of Education (MoE) erstwhile Ministry of Human Resource Development (MHRD), Government of India to cater the need to train manpower exclusively in the field of Information Technology (IT) enabled Design and Manufacturing (D&M). Strong industry interface and close cooperation with other academic and research institutions are the key features of this Institute.

The Mission of the Institute is to create a multidisciplinary academic environment to prepare and train manpower of excellence for nurturing and promoting knowledge-based activities and innovations in design, fabrication and manufacturing of products by bringing together a collaborative and mutually stimulating mix of different fields of science, engineering and arts. In doing so the Institute shall identify current and future agendas for scholarship, share knowledge and discoveries with the world community and actively cultivate individuals with the desire and capability to contribute to society.

This manual outlines the procedures and requirements for the undergraduate programmes.

2.   Academic Administration

The Senate is a statutory and supreme body that governs all academic matters of the Institute, and the rulings of the Senate are final in regard to all academic issues. A definite time schedule is set by the Senate for various academic activities, through an Academic Calendar issued at the beginning of each academic year. The Senate continuously assesses the Academic Programs and makes appropriate revisions/modifications/ improvements as and when required through the Institute level Senate subcommittees, such as the Academic Programme Committee of Senate (APCS) and the Discipline Undergraduate Committee (DUGC).

2.1 Senate Subcommittees:

2.1.1 Academic Programme Committee of Senate (APCS)

The APCS is a standing sub-committee of the Senate to look after all the issues regarding institute-wide UG as well as PG programmes. It makes recommendations to the senate on all academic issues, including policy matters and specific problem instances related to students and programmes. The APCS will consist of the Director as Chairman, Dean Academic, the conveners of all DUGCs, DPGCs (Department Discipline Postgraduate Committee) where applicable, the last Dean Academic (ex officio), one Senate nominee, and two student representatives (1 each from UG and PG) nominated by the Student Senate. It has jurisdiction in the following matters concerning all academic programmes of the institute:

- Formal recommendation of new courses of instruction,
- Recommending the modifications in the contents of the already approved courses
- Credit valuation of courses as per the approved guidelines of the Senate
- Formal recommendation of the admission of students
- Evaluation of the academic performance of the students,

In case of any academic matter in which an immediate decision needs to be made, APCS will propose recommendations to the Chairperson Senate for approval, and such other related matters as may be referred to it by the senate.

2.1.2 Discipline Undergraduate Committee (DUGC)

There will be a DUGC for each discipline where undergraduate programs are running. DUGC will consist of the Head of the discipline or his/her nominee as the convener and two to three more members based on different specializations of the specific discipline. The Head of the concerned discipline will constitute DUGC for a period of two years. DUGC will be mentoring the undergraduate students. It will help students in deciding the courses and project supervisor(s), if any, after she/he take admission in the Institute. DUGC will also monitor the progress of a student, the grades submitted by the instructors, the vetting of new courses proposed, the curriculum and teaching within the discipline.

2.1.3 Dean Academic and Associate Dean Academic

Dean Academics and/or Associate Dean Academics are the academic authorities for all the Undergraduate (UG) and Postgraduate (PG and Ph.D.) Programs. All the UG Academic matters come under the purview of the Dean Academics.

2.1.4 Academic Office

The office of the Dean Academics, known as the Academic Office, is responsible for the implementation of the decisions taken on academic matters by the Senate and its subcommittees. The Deputy Registrar/ Assistant Registrar will be responsible for keeping the records and communication related to academics.

The academic office will

(i)   disseminates information pertaining to all academic matters
(ii)   Management of all admission processes
(iii)   maintains all records relating to the undergraduate programmes, including curricula, courses offered, academic calendar, registration, leave, examinations, grades, unfair means, scholarships, and award of degrees and prizes,
(iv)   issue of necessary memorandum/orders,
(v)   deals with matters pertaining to the conduct / organizing of academic programmes, such as Orientation, Convocation, etc.
(vi)   assist the Senate and its subcommittees in their tasks
(vii)   assists the Director and Dean Academic in formulating a mechanism for executing academic policies
(viii) acts as a channel of communication between the students, instructors, departments/interdisciplinary programmes and APCS.
(ix)   prepares and issues of Grade Sheets / Degree Certificates/medium of instruction certificate, Fee structure, Transcripts, Verification etc.
(x)   any other Academic Matter not covered above.

3.   The Undergraduate Programmes (B.Tech./B.Des.)

3.1.   Regular Programs

IIITDM Jabalpur offers the following four-year Undergraduate Programs:

- Bachelor of Technology (B.Tech.) programme in
  - Computer Science & Engineering (CSE),
  - Electronics & Communications Engineering (ECE), and
  - Mechanical Engineering (ME)
  - Smart Manufacturing (SM)
- Bachelor of Design (B. Des.) Programme
- Any other program as approved by the Board of Governors

3.2. Dual Degree

The undergraduate student will have an option to convert their program to a Dual degree (B.Tech. + M.Tech.) or (B.Des. + M.Des.) or (B.Tech. + M.Des.) program in their third year (at the end of the 5th semester). Detailed guidelines are as follows:

3.2.1. An option for a change of program to a dual degree will be given to the top 20% of students in class, or those having a CPI of atleast 6.5 with no backlog

3.2.2. To convert, the program students at the end of the V semester of their UG program can apply for the conversion. The APCS will examine the eligibility and approve the conversion of the program. GATE/CEED will not be mandatory in such cases.

3.2.3. Such students will register for additional Master's-level courses, equivalent to 12 credits, on the advice of DPGC in their VI, VII, and VIII semesters.

3.2.4. Such students will be given a waiver from BTP/ PBI and will register for Master's thesis in their 5th year.

3.2.5. At the end of the 5th year, on successful completion of the program, the students will receive a Dual Degree (B.Tech. + M.Tech.) or (B.Des. + M.Des.) or (B.Tech. +M.Des).

3.2.6. They will be eligible for an assistantship equivalent to a Master's student during their VII semester to X semester.

3.2.7. In case of withdrawal from the program without completion of the Dual Degree

  i. The student will be eligible for UG degree, subject to the fulfilment of program requirements

  ii. The student will be required to return the full assistantship amount, which was paid to him/ her.

4. Admission

4.1. Eligibility and Mode

4.1.1. Admissions to the B.Tech. programmes of the Institute are made once a year in June-August through the Centralized Admission Examination (Joint Entrance Examination (JEE (Main)). Counselling of the qualified candidates of the said examination is managed by the Centralized Counselling Board (Joint Seat Allocation Authority (JoSAA) and Central Seat Allocation Board (CSAB)). The academic qualification for admission will be as per the guidelines of the CSAB (JoSAA) for that academic year, however, the minimum eligibility is a pass with at least 75% (with relaxation to reserved category as per norms) in the final examination of 10+2 system or its equivalent with Physics and Mathematics as compulsory subjects.

4.1.2. Admission to the B. Des. Programme of the Institute is made once a year in June-July through the Undergraduate Combined Entrance Examination for Design (UCEED). The academic qualification for admission will be as per UCEED for that academic year; however, the minimum academic qualification for admission is a pass with at least 75% (with relaxation to reserved category as per norms) in the final examination of 10+2 system or its equivalent with any three subjects of science stream as compulsory subjects.

4.1.3. Admissions to Foreign Nationals/Persons of Indian Origin/ Non-Resident Indians/Overseas Citizen of India to undergraduate programmes are offered under various government schemes and policies, such as DASA (Direct Admission of Students Abroad), SII (Study in India), etc. The aspiring candidates need to apply online through the centralized portal of these schemes. They should visit the website of these schemes for further details. The minimum eligibility criterion for admission under this scheme will be as specified in the respective scheme. Default eligibility will be as per CSAB (JoSAA) or UCEED for the respective academic year.

4.1.4. Reservations for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC) and Physically Disabled (PwD) candidates shall be as per the Government of India rules. The reserved seats are filled on the basis of counselling done as per the specified qualifying norms by the JEE/UCEED.

4.1.5. All students admitted to any of the course shall be required to pay the prescribed fee at the time of joining and also in subsequent semesters, the prevailing tuition and other fees as prescribed by the Institute till they are on roll.

4.1.6. A candidate shall submit documents of having passed the qualifying examination by the last date for document submission, as given in the Academic Calendar of the Institute, for getting her/his registration regularized.

4.1.7. The Institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her career on grounds of furnishing of incorrect information at the time of admission , unsatisfactory academic performance, irregular attendance in classes or any act of indiscipline.

4.2. Lateral Entry

4.2.1. In special cases, the Institute may admit students to a course on transfer from other CFTI. Such admission may be made at any level considered appropriate except at first year level, depending on the vacancy and approval from the Chairperson Senate on the recommendation of APCS.

4.3. Credit Transfer

4.3.1. Provisions of this Regulation do not prevent the Institute from allowing students to enrol in a reputed university in India (currently CFTIs) or abroad to attend specified subjects in one or more semesters (maximum two semesters) without leading to any degree, subject to specific terms and conditions, with prior approval from the Chairperson of the Senate.

4.3.2. The course credit earned in such cases will be mapped with the Institute credit system by APCS on the recommendation of DUGC and needs prior approval from the Chairperson of the Senate.

5. Residence requirements

The Institute's programmes are essentially residential ones, and unless otherwise exempted/ permitted, every student shall be required to reside in, and be a boarder of a Hall of residence, to which he/she is assigned.

6. Academic Session

The academic session of the Institute normally begins in the first week of August every year and ends at the end of July. It is divided into three parts: Two regular Semesters and a Summer Term. The summer term is defined only for the undergraduate programme, and it is not a mandatory obligation.

Each of the two semesters consists of approximately seventeen (17) weeks, inclusive of two weeks of examinations, one week of mid–semester recess, and about fourteen weeks of teaching. The summer term consists of around ten (10) working weeks, including examinations.

The exact date of all the important events relevant to academics, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, submission of documents, examinations, submissions of grades, vacations, mid-semester recess, etc., during the Academic Session shall be specified in the Academic Calendar of the Institute, duly approved by the Senate. The academic calendar is normally released before the beginning of a calendar year.

7. Academic Pre-registration and Registration

All students are required to register for the courses they wish to study in a semester as per their programme, on the dates specified in the Academic Calendar. The sole responsibility for the registration rests with the student concerned.

7.1. Pre-registration

7.1.1. All students (except new admissions) are required to compulsorily pre-register for the courses they wish to study in the next semester as per their programme, on the dates specified in the Academic Calendar. The sole responsibility for the pre-registration rests with the student concerned.

7.1.2. The courses pre-registered by a student will be considered as the courses registered for that semester unless otherwise the student has changed the courses using the add-drop mechanism.

7.2. Semester Registration (Physical Reporting)

7.2.1. Physical reporting is mandatory for each student at the beginning of every semester.

7.2.2. The semester registration in the Institute involves (a student is considered to be registered in a semester if all of the following steps are completed by the due date, as mentioned in the academic calendar):

(i) Filling of the registration form mentioning the courses to be credited in the semester/summer term from among the courses offered by the Institute and the programme requirements specified in the curriculum, including the project works, if any. A student must ensure that he/she has completed the pre-requisites, if any, for each course to be registered.

(ii) Payment of fees and clearance of outstanding dues, if any, and

(iii) Physical reporting (signing of the registration roll of the Academic Section) at the Institute.

For the students on project based internship or duty leave, physical reporting will be replaced by online reporting.

7.2.3. If, for any compelling reason like illness or any other valid reason, a student is unable to register by the due date of registration as mentioned in the academic calendar, she/he can register till the last date of physical reporting specified in the academic calendar on payment of the late physical reporting fee. For exceptional and rare cases, the Dean Academic may allow late registration with or without paying the late registration fee, only with prior permission. No late registration is permitted in the summer term.

7.2.4. The student should ensure that the minimum and maximum credit requirements per semester are followed, as mentioned:

a) If a student has a CPI of 6.5 or above, he/she can register for a maximum of seven credits in a semester over and above the normal credit requirements of that semester as per the curriculum.

b) If a student has a CPI below 6.5, but above 4.5, he/she can register for maximum of four credits in a semester over and above the normal credit requirements of that semester as per the curriculum.

c) If a student has a CPI below 4.5, he/she can register only for the normal credit requirements of that semester as per the curriculum. No additional credits be allowed in such a case.

d) If a student wishes, he/she can drop a maximum of six credits in a semester.

In all cases of registration for extra credits, additional fees as per Clause 7.3 must be paid by the student.

7.3. Extra Credits and Early Degree

The Institute encourage students to register for additional credits in addition to the regular credits of the semester as per the curriculum. A student can register for a maximum of seven additional credits above the normal load of that semester as per the curriculum in a regular semester. The student needs to pay additional semester fees on a prorata basis.

A student can complete the programme in seven semesters by earning extra credits.

7.4. Audit course(s)

The Institute encourages students towards extra learning by auditing for an additional number of courses. Adding and dropping of an audit course is permitted only up to the last date of adding/dropping of courses, as given in the Institute's *Academic Calendar*.

Grades when obtained is B or above for courses registered as audit courses shall be displayed on the Grade Sheet of the student for the semester. Grades, below B will not be displayed on the grade sheet. However, the grades obtained in courses registered as audit courses shall not be counted for the calculation of the Semester Performance Index (SPI) or the Cumulative Performance Index (CPI).

7.5. Add/Drop

A student may add or drop course(s) on or before the date specified in the Academic Calendar with the permission of the DUGC. For this, they must fill out the appropriate form and submit the form to the Academic Office for approval.

A student may be required to drop a course at any stage if it is found that he/she 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 he/she is found not entitled to register for that course for any other reason.

Adding and dropping of an audit course is permitted only up to the last date of adding/dropping of courses, as given in the Institute's *Academic Calendar*.

7.6.   Cancellation of Registration in a Course

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

7.6.2.   Any fee deposited shall be forfeited in such cases.

7.7.   Cancellation of semester registration

7.7.1.   Absence for a period of four weeks or more at a stretch or in total during a semester shall result in automatic cancellation of the registration of a student from all the courses in that semester.

7.7.2.   Absence for a period of two weeks or more at a stretch or in total during a summer term shall result in automatic cancellation of the registration of a student from all the courses in that summer term.

7.7.3.   For valid medical reasons with supporting documents and endorsement from the PHC, the Chairperson Senate may revoke the cancellation of registration provided the attendance criterion as mentioned in clause 8 is not violated/relaxed as a special case.

7.7.4.   In case of cancellation of the semester, the semester fee will be forfeited. However, for cases with genuine reasons (e.g. valid medical grounds), and prior approval for the absence, the fee will be adjusted in the next semester, after approval of the Chairperson Senate. No refund of the fee is allowed.

8.   Attendance

Attendance in all classes (lectures, tutorials, laboratories, workshops, Extra Academic Activity including its related camps and other publicized activities etc.) is compulsory. Absence from classes without prior permission will be considered as an act of indiscipline.

8.1. Attendance Rules

8.1.1. For the purpose of attendance calculation, every scheduled lecture, tutorial or lab classes will count as one unit irrespective of the number of contact hours. Attendance record will be maintained based upon roll lists (or any equivalent operation) in every scheduled lecture, tutorial and lab class. The course instructor will maintain and consolidate attendance records for the course (lectures, tutorials and labs together, as applicable).

8.1.2. Attendance of 75% of the total scheduled classes is mandatory in all subjects, individually, irrespective of leave or late registration. All kinds of leave (CL, medical, etc. except duty leave) have to be managed by the students in remaining 25% relaxation. The attendance will be counted from the last date of adding as per the academic calendar.

8.1.3. For final year students the attendance criteria will be of 60% in place of 75%. All other conditions mentioned in Section 8.1.2 will be applicable in this case.

8.1.4. A student, if for any reason, is not able to attend the classes, should avail leave. Leave application must be submitted to the discipline office by the student prior to proceeding on the leave.

8.1.5. In exceptional cases, such as, medical emergencies, leave applications may be submitted within a week of the last absence from the institute. In such cases, the student or his/her family/friend should inform the discipline office about his/her absence through email/letter. Any leave (including medical or duty leave) submitted beyond a week of the last absence will be invalid and will not be considered for any academic purposes.

8.1.6. A course of a student will be dropped if the student fails to secure a minimum attendance as per clause 8.1.2 and 8.1.3 in the total classes/labs held in that course, as reported by the concerned instructor to the academic office. The student will be awarded "CD" grade in the grade sheet in such a case.

8.1.7. In exceptional circumstances, a student with attendance up to 60% may be permitted by the Chairperson Senate on medical grounds involving prolonged hospitalization/ bedrest. The medical certificate produced by the student must be approved by the Institute doctor for claiming such relaxation and should be submitted to the academic section/instructor within a week of resuming the classes.

8.1.8. In case, a student avails duty leaves, the classes conducted for a course during the leave period will not be considered in the total classes of the course for that particular student. {Example: Total 40 classes held for a course, and a student availed 1 week duty leave. In that period 3 classes were conducted then total effective classes for that candidate will be 37, and he has to ensure 75% out of this}. The student has to ensure minimum attendance out of his effective total classes.

8.1.9. In general, a student will not be allowed for a duty leave of more than 2 weeks in a semester. However, in exceptional and rare cases, Dean Students or Dean Academic may permit an additional week(s) of duty leave, if the attendance and academic performance of the student is satisfactory. Under any condition, the overall attendance should not be less than 60% of the actual total classes/lab held in that subject.

8.1.10. Course instructors should maintain the attendance record regularly and inform the students who fail to satisfy the criterion of 75% of attendance in each month through a course web page/email /a general (written) notice. The list of the students having short attendance (less than 75%) will be provided by the instructors at least two working days before the commencement of the mid-semester exam (for issuing a warning to them) and at least one week before the commencement of the End-semester exam (for debarring them from the exam and issuing notice to drop their course).

8.1.11. To encourage startups, a student who has registered their startup through the institute's designated body (IIC, incubation cell, etc.) may be given an attendance waiver of up to 50% of the total scheduled classes, including all types of leave taken.

9. The courses of study and credit schemes

The overall academic system of IIITDM Jabalpur is designed to create a multidisciplinary academic environment to prepare and train manpower of excellence for nurturing and promoting knowledge-based activities and innovations in engineering, science, design, fabrication and manufacturing of products. The courses of study focus on the philosophies aligned with NEP-2020.

There is a prescribed course structure for each discipline (program of study), which is known as the Curriculum. It prescribes the courses, labs and other requirements for the award of the degree and sets out the nominal sequence semester-wise. It also gives the syllabus and a list of texts and reference books for each course. The Curriculum details are updated from time to time, and are made available on the Institute website. The curriculum of IIITDM Jabalpur is designed to provide an inter-disciplinary exposure with a mix of different fields of science, engineering, design and arts. The undergraduate programme begins with a set of science and general engineering courses, which provide a foundation for further studies. The other courses in the advanced semesters can be categorized as discipline-specific core courses, elective courses from a basket of courses in the Humanities and Social Sciences, open electives, hands-on experiences using labs, discipline projects, design and fabrication projects, internships, etc.

The medium of instruction at IIITDM Jabalpur is English. Personal interactions/discussions and queries resolution in Hindi are also encouraged.

9.1. Credit System:

Education at the Institute is organized around the semester-based and/or Choice-based credit system of study. The prominent features of the credit system are a process of continuous evaluation of a student's performance/progress and the flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience. This feature is subject to the fulfilment of the minimum requirement for continuation.

A student's performance/progress is measured by the number of credits that he/she has earned, i.e., completed with a pass grade. Based on the course credits and grade obtained by the student, the SPI and CPI is calculated. A minimum SPI/CPI is required to be maintained for satisfactory progress and continuation in the programme.

Each programme has a minimum credit requirement and a pattern of credit distribution over courses of different categories. Details are given below.

9.1.1. A list of courses to be offered during the semester shall be provided by the discipline to the Academic office at least 2 weeks before the pre-registration date for that semester. The list of the courses shall be prepared from the approved courses with appropriate and approved L-T-P-C structure. Any new course offered should be duly approved by the Chairperson Senate.

9.1.2. Each course carries a weight in terms of credits depending upon the number of contact hours including lectures and tutorials and/or laboratory hours attached with the course. The academic load and the credit for a given course are decided by the following calculation:

$$Credit = L + 0.5T + 0.5P$$

(rounded to the next higher integer value, subject to maximum credit value of 4 per course, except design & fabrication project.)

where L, T, and P are the number of Lectures, Tutorial and Practical (Discussion and Project) hours in a week, respectively.

9.1.3. Evaluation schemes for the courses will be decided by the instructor in the beginning of course and must be informed to the students within the first week of the commencement of the classes. Normally, the evaluation scheme should include two quizzes (usually one before mid-semester exam and another between the mid-semester and end-semester exam), mid-semester exam, end-semester, assignment/term project, lab evaluation. Mid-semester and end-semester exams are scheduled by the academic section during the scheduled period mentioned in the academic calendar; however, quizzes, lab evaluation, etc. have to be scheduled and arranged by the instructor. A few sample evaluation schemes (non exhaustive) are mentioned below.

Schemes	Quiz1	Mid Semester	Quiz2	End Semester	Laboratory	Term paper/Project/Assignments
1.	10	30	15	45	-	-
2.	10	20	10	40	20	-
3.	10	25	10	40	-	15
4.	10	20	-	40	20	10
5.	7.5	15	7.5	30	20	20
6. (Only Lab)	60 (Regular Lab Performance)			40	-	-
7. (Only Lab)	50 (Regular Lab Performance)			40	-	10

9.2. UG Curriculum Structure

The curriculum of the UG programmes is regularly revised by committee constituted by the Chairperson Senate. The structure needs to be discussed in the Senate and approved. The current UG curriculum is available on the institute website.

9.2.1. A student needs to earn minimum credits as per the curriculum approved by the Senate for completing the BTech/BDes programme in different categories of courses, e.g. basic science courses, discipline core courses, projects, electives, etc.

9.2.2. A student is required to ensure that she/he has completed the prerequisite(s), if any, for each course to be registered. At any stage, if it is found that she/he is not meeting the prerequisites of a course, then the registration of the student in that course shall be cancelled by the Dean Academic unless formally permitted by the instructor.

9.2.3. A student may be permitted to take extra credits by the DUGC as per the clause 7.2.4 for the purpose of:

(i)   Enriching her/his knowledge or

(ii)   Clear backlogs

(iii)   Earning a minor degree

9.2.4. Summer Term undergraduate courses are generally offered by the Institute to help students clear their backlogs. A student is allowed to take a maximum of two courses and credits not exceeding 7 during the Summer Term. Students in the final year are allowed to register for maximum 10 credits during the summer term.

9.2.5. For an elective course to be offered in a particular semester, a minimum of fifteen (15) students must be registered for that course during the pre-registration process. If the number of registered/allotted students is less than the threshold of fifteen then the course will be dropped. However, once the course is started, it will continue, irrespective of the number of students (even if the number of students goes below the threshold after add/drop).

9.2.6. A student may add or drop course(s) by the last date specified in the *Academic Calendar* of the Institute with the permission of the DUGC.

9.2.7. An undergraduate student may be allowed to register for the reduced load by the Dean Academic on the recommendation of DUGC in exceptional cases, due to some genuine reason, the student is not able to cope up with the academic load.

9.2.8. The courses of study shall include projects in the following categories:

Discipline/ Optional Projects (starting from Semester one)	• A student can choose a project starting from the first semester and can register for it with the discipline. • Credits for such projects will be two credits in a year. • A student can earn a maximum of 6 credits within 3 years and he/she may get relaxation of 6 credits in the curriculum (Including PBI/Project) as per his/her choice. • The final evaluation of such projects will be carried out by a committee approved by the head of the discipline • The weightage for grading will be: Faculty mentor - 70%, committee-30%. • The discipline will make a committee for evaluation. • Refer to annexure-IV for detailed guidelines on Project (allotment, funding, purchase, evaluation, grading).
Design and Fabrication Project	• All students of B.Tech./B. Des. programmes are required to register for Design and Fabrication project after their fourth

	semester.
	• This project must be of interdisciplinary nature
	• The project shall focus on design and fabrication of a solution to any existing technical/social challenge
	• Outcome of the project must be a prototype / product.
	• Refer to annexure-IV for detailed guidelines on Project (allotment, funding, purchase, evaluation, grading).
Project Based Internship (PBI)	• A student can register for PBI in 7th or 8th Semester for 12 credits (against 3 prof. Electives).
	• Such students will do the project in Industry/ Company/ premier educational Institutes with proper NOC/Permission from the institute for the same, without which the internship will not be considered valid and will not be awarded any grade.
	• Coordination of PBI shall be done by the placement office.
	• In some cases, a year-long internship is also permitted.
	• Refer to Annexure-II for detailed guidelines on PBI and evaluation scheme.

9.3. Elective Courses

9.3.1. 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 electives outside the bucket of offered electives.

9.3.2. For an elective course to be offered in a particular semester, a minimum of fifteen students must be registered/allotted for that course during the pre-registration process. An open elective course may have maximum 90 (Ninety) UG students registered in it. Any PG students may be allowed over this limit.

9.3.3. If the number of registration in any elective course is more than maximum limit, the allotment of the open elective courses will be done on a purely random basis based on the priorities provided by the students during the pre-registration.

9.3.4. Certain elective courses may have prerequisite necessary to register for that course. Students should ensure that such course is not opted by them. Any such course will be dropped automatically, when noticed/reported, without any option to register for a substitute course.

9.3.5. In case any student is allotted a course for which she/he does not meet the prerequisite criteria, she/he should inform the academic section within 3 days of course allotment. No request in this regard will be considered later, and the course will be dropped.

9.3.6. Students will get a chance to replace their allotted elective course at the time of course ADD/DROP based on the vacancy in that course.

9.4. Minor Degree

i.   In each minor degree a student needs to do 5 courses and one project.

ii. There are some compulsory courses which are mandatory part of the minor degree. Remaining courses can be chosen from the list provided for each minor degree.

iii. In case a compulsory course is already done by a student as a part of a major degree he has to take another course from electives.

iv. At Least 2 courses to be done at the Institute level, remaining three courses can be done by Swayama platform or at the Institute Level (if running). Equivalency of the summer course will be checked and approved by corresponding discipline offering a minor degree.

v. Only one course with the same/similar title will be counted for minor degree, either done through Swayam or as a regular course offered by the Institute. For example, if a student registers in Artificial Intelligence as a regular course offered by the Institute, then the Swayam course 'Artificial Intelligence' completed by him/her will not be counted for the minor degree requirement.

vi. Further if there are two courses with 25% or more overlap in their contents, then only one of the courses will be considered for counting the credit requirements for the minor degree.

vii. Any new course either offered by the institute or by SWAYAM which may be relevant for a minor degree can be allowed/included/substituted for any of the requirements for that minor degree. For this, a separate notification will be made by the Academic section suitably.

viii. The credit requirements can vary between 13 to 17 including two credits for project work.

9.5. Startup Semester

Considering the guidelines of NEP 2020 and the Capacity Building for Design and Entrepreneurship (CBDE), students are allowed to register for Startup Semester, anytime during Semester 5-8 of the UG program (by fully or partially replacing the coursework, with due checks and balances) to facilitate the Startup ecosystem of the Institute. The following conditions will apply:

1. The student opting for the Startup semester must pay the fees for the semester but need not register for any course in that semester or can opt for the reduced load.

2. The student can opt for an extension in the program or can cover up the program by taking course overload as per the overload policy of the Institution.

3. Maximum two semesters can be allowed as a Startup semester for a student during his program.

4. For the Startup semester, the student needs to seek permission from the Dean RSPC or Incubation Cell Coordinator.

5. If a student wishes, the Startup semester can be considered as a PBI semester on the approval of the Dean Research or Incubation Cell Coordinator. In such a case, and faculty mentoring the Startup will act as the mentor of the student.

Further following are essential conditions of eligibility for startup semester:

i. The student must have a CPI of more than 5.5 and no backlog.

ii. The student has filed a patent, or his business model is evaluated and passed by the incubation center of the Institute

iii. The student has no disciplinary action against her/him.

9.6. Electives in Modular Form (EMF)

9.6.1. Institute curriculum has the provision of Professional/Discipline Electives and Open Electives. The Institute may offer these electives in the form of Electives in Modular Formats (EMFs) of one or two credits.

9.6.2. The duration of an EMF shall be of 13 - 14 lecture hours for one credit and - 26 - 28 lecture hours for two credits. One elective course can be replaced by EMFs of equivalent credits.

9.6.3. Regular faculty members, Guest/Adjunct faculty and professionals working in the industry/ R&D Organizations and Labs who wish to offer an EMF shall be required to propose the lecture-wise schedule of the course. Course contents of all the EMFs shall require a formal approval by the Senate. The curriculum vitae of the proposed Instructor In-charge shall also be a part of the proposal for an EMF for its approval.

9.6.4. Running of EMFs shall be coordinated by respective disciplines who will announce EMFs running in a semester.

9.6.5. Barring the scheduled examination period, EMFs may run for any duration of the semester in which they are offered. Efforts shall be made to ensure that they are offered in two or more parts and only in very specific cases, it will be run in a contiguous manner. However, (i) the Title and the Course Number, (ii) Dates of Lectures, (iii) the Course Content and (iv) the Name of the Instructor(s), for them shall be compulsorily announced at the time of the Semester Registration (preferably pre-registration).

9.6.6. Students registered in an EMF shall be graded on the basis of marks obtained in assignments, one or more quizzes, and a final examination. The Instructor will announce at the beginning of the course the break-up of marks for attendance (if any), assignments, quizzes, exam, etc.

9.6.7. Grading for the EMF shall be done by the Instructor and will be submitted to the academic office through the Head of the concerned discipline.

9.7. Online/MOOC courses

The institute encourages online learning through selected MOOC (Massive Open Online Courses) platforms, such as, NPTEL, SWAYAM, GIAN, etc. The evaluation process for the online courses will be the same as the evaluation scheme of UG courses, however, the evaluation done by the MOOC platform will be considered for the award of grade. If deemed necessary, an institute level exam may be conducted for any MOOC course on recommendation of the DUGC. The detailed guidelines are available in Annexure-I.

9.8. Summer Courses

To facilitate the students to clear their backlog courses and minimize the number backlog courses in the regular semester, courses may be offered in the summer term, known as summer courses. It is not a mandatory obligation, and summer courses may be offered based on the number of students intending to register for the courses to clear their backlog,

availability of the instructor to offer that course, priority of the student/course, e.g. avoiding extension of degree, etc. The following are the general guidelines for the summer courses:

9.8.1. The students with semester drop due to disciplinary action are usually not allowed to register for the summer course. However, they may be allowed to register any other backlog/improvement course from their other semesters.

9.8.2. Backlog course means drop course or course with F grade, and an Improvement course means a course with C or less grade.

9.8.3. A summer course may be floated only if there are ten or more students intending to register in that course. However, in special cases, such as, for final year students to avoid extension in their degree, a course may run with minimum five students.

9.8.4. Any course floated in a summer term will be open to all other students, if they fulfil the prerequisite for the course, if any.

9.8.5. A student can take maximum of two backlog courses in the summer. However, a student shall be allowed to take only one backlog course in summer along with PBI.

9.8.6. A student in 8th semester can register one extra backlog course on a special request.

9.8.7. The summer courses will consist of 10 weeks including one week for examination.

9.8.8. The list of courses offered in summer term will be finalized by the APCS, preferably along with the list of the courses for the next semester, and the list will be sent to concern discipline for assignment of Instructor subject to availability and readiness of Instructors and proper conduct of courses.

9.8.9. The list of the summer courses should be finalized and circulated to the students, preferably before their pre-registration for the next semester. Also, the list should be sent to the time-table coordinator for fixing slots for classes and examinations, at least a week before the commencement of the summer term.

10. Graduation Requirements and Award of Degree

All students enrolled in the undergraduate programmes are admitted to the candidacy for the bachelor's degree.

A student who completes all the graduation requirements specified in Section 7.3.1 above shall be recommended by the Senate to the Board of Governors (BoG) for the award of the appropriate degree/ diploma in the ensuing convocation. The degree/ diploma can be awarded only after the BoG accords its approval.

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 for withdrawal of the degree already awarded.

10.1. Condition for Degree/ Diploma

A student is deemed to have completed the requirements for award of degree/diploma, if she/he:

10.1.1. has completed successfully minimum academic requirements for the award of degree

10.1.2. completed the minimum requirement of residence

10.1.3. paid all dues to the Institute and the Halls of Residence, and

10.1.4. no case of indiscipline is pending against her/him.

10.2. Minimum academic requirements for the award of degree

A student enrolled in the undergraduate programme (B.Tech./B.Des.) shall formally become eligible for the Bachelor's degree after she/he has:

10.2.1 paid the fees for all semesters as per the fees structure

10.2.2 completed the minimum total credit requirements as per prevailing curriculum, AND

10.2.3 completed the minimum credit requirement from core courses as per prevailing curriculum, AND

10.2.4 completed the compulsory courses/projects/labs, such as, IT workshops, design and fabrication project, project-based internship (internal or external), design project (for B. Des.), design thesis (for B. Des.), and design seminar (for B. Des.), etc. as per the approved curriculum, AND

10.2.5 obtained at least the minimum required CPI of 5.0, AND

10.2.6 satisfied all the additional requirements specified by the discipline and approved by the Senate, if any, AND

10.2.7 satisfied all the requirements specified in Institute Ordinances and by the Senate.

10.3. Minimum and maximum duration of a programme

The minimum duration for completion of undergraduate programmes shall be of eight regular semesters. However, as per the NEP-2020, there is an option for meritorious students to complete the program in seven regular semesters, i.e. 3.5 years. Please refer to clause 7.3 for the detailed guidelines to earn extra credits.

The maximum duration under which the undergraduate programme is to be completed, irrespective of the category of the student, shall be 6 years, excluding the period where the student has opted for the exit option as per the rules.

11. Evaluation and Examination

11.1. Evaluation

The evaluation of the UG students in a course, except EMF, will be a continuous process and shall be based on their performance in the end semester written examination, mid semester written examination and/or additional assessments in the form of quizzes/ short test/ assignments/ seminars/ course projects, etc.

11.1.1. The course instructor should decide and inform the evaluation scheme (weightage of different assessment) at the beginning of the course and should be made available to the students on course webpage/online repository/noticeboard, etc. Unusual and/or large deviation from the sample mode of evaluations as mentioned in section 9.1.3 above, needs prior approval from the Dean Academic.

11.1.2. For the theoretical subjects, the evaluation will be based on instructors assessment based on the performance in quizzes, mid-semester examination, end-semester examination, course project (if any), and any other component decided by the instructor(s).

11.1.3. For the Laboratory/Design/Drawing/Studio/Workshop type of courses, the evaluation will be on the basis of attendance, assessment of the tasks assigned, end-semester quiz/viva/exam, and any other component decided by the instructor(s).

11.1.4. The evaluation of the project courses will be based on work carried out, seminar, project report, project evaluation committees' assessment and any other component decided by the instructor(s).

11.1.5. The evaluation of performance in extra academic activities, if any shall be done by the authorities conducting them, and they will communicate grades to the Academic Section towards the end of the semester and before the last date of grade submission.

11.2. Conditions for examinations

The student may be allowed to appear in the examination if:

11.2.1. She/ he has formally registered in the course/ project/ lab/ thesis with the approval of the competent authority,

11.2.2. She/ he fulfils the prerequisite, if any.

11.2.3. She/ he fulfils the minimum requirement of the attendance, residence, and any other relevant requirement(s).

11.2.4. She / he is not debarred from appearing in the examination due to any disciplinary action.

Else, the student may be debarred from appearing in the semester examination.

11.3. Conduct of examinations

11.3.1. Conduction of all the examinations in a fair manner is the responsibility of the instructors in that course. The academic office and the concerned discipline office will help in the proper conduct of the exam.

11.3.2. The mid-semester and end-semester examination shall be coordinated for regular courses by the Academic Section/ Respective Discipline of the Institute. The class-tests or quizzes will be organized by the instructor concerned.

11.3.3. Makeup for any absence from mid semester/ test/ quizzes will be at the discretion of the Instructor. Instructor needs to be convinced that the reasons for absence are genuine. The instructor may schedule make-up exams for mid-semester/tests/ quizzes/lab assessments in genuine cases.

11.3.4. If a student, for some Bonafide reasons such as illness, any emergency at home, any administrative reason (e.g. representing institute) etc. fails to appear in the end-semester examination in one or more course(s), she/he may make a request on a prescribed form, personally or through (email) someone to the Dean Academic through instructor-in-charge for make-up examination at the earliest possible but not later than within two days of the date of the scheduled examination. Such a request must be substantiated by justified reasons and proper documents (e.g. a certificate from the Institute's Medical Officer for failure to appear in the examination due to illness). The decision of the Dean Academic will be final in this regard. The makeup examination will be conducted as per the Academic Calendar.

11.3.5. The schedule for the mid-semester examination, end-semester examination and make-up examination (of end-semester only) (if any) is prepared and announced by the Time Table Committee in accordance with the Academic Calendar.

11.4. Results of Examinations and Quizzes

11.4.1. The final grades of all the students in a course must be submitted to the Academic office as per the dates mentioned in the academic calendar.

11.4.2. Instructors are required to show the evaluated answer books for all examinations/ quizzes/assignments as soon as possible (as mentioned in the academic calendar). It is the student's responsibility to be available at the time specified by the instructor for this purpose.

11.4.3. Answer sheets of the final examination must be returned to the instructor after students see them, and be preserved by the instructor for a minimum period of 1 year after completion of the course. In case any instructor retires/resigns, the answer sheets must be submitted to the office of the Head of the discipline.

11.4.4. Any tempering (or attempt to do so) with the answer sheets by the student, when it is shown by the instructor after evaluation, will be considered as a case of academic dishonesty.

12. Grading and Semester Result

12.1. Grades and Performance Indices

12.1.1. For the purpose of indicating the relative performance of a Bachelor's student in a given course, students are awarded a letter grade in each course by the concerned Instructor-incharge. The Instructor shall award letter grades at the end of the semester/summer term, taking into account their performance in various examinations, quizzes, assignments, laboratory work (if any), etc. There are a total of 13 distinct letter grades possible under three different categories.

12.1.2. The letter grades in the first category are given below, along with their *correspondence points* on 10 points-scale:

O = 10,	A+ = 10,	A = 9.0,	B+ = 8.0,	B = 7.0,
C+ = 6.0,	C = 5.0,	D+ = 4.0,	D = 3.0,	F = 2

where the letter grade F indicates that the student has failed in a given course and he has to repeat the course. If the performance of some of the students in a course is exceptionally good, they will be awarded letter grade 'O'. The letter grade 'O' shall carry 10 points. Letter grade 'O' can be awarded to maximum 2% distinguished students out of total students registered in that course.

12.1.3. It is expected that the grading pattern for the classes exceeding 50 students follows a near-normal distribution.

12.1.4. In some courses the performance evaluation is binary, i.e. Pass or Fail. Second category of letter grades, namely, Satisfactory (S) / Unsatisfactory (X) is awarded in these courses. Grade 'S' implies *satisfactory performance* (the student has passed the course), whereas, grade 'X' implies *unsatisfactory performance* (the student has failed the course, and needs to repeat it again). S/X grades are not used for the calculation of CPI/SPI, however, these are counted towards total earned credits by the students.

12.1.5. The letter grade 'I' in the third category is termed as incomplete. If, due to genuine reasons, a student does not complete all the requirements of a credit course within the specified time period, the Instructor may award 'I' grade. However, the instructor shall be required to convert an 'I' grade to the proper letter grade on or before the last date for such a conversion, as specified in the *Academic Calendar*, failing which it shall automatically be converted to F or X grade.

12.1.6. The Semester Performance Index (SPI) of a student is an indicator of his/her overall academic performance in all the courses he/she registers for during the semester, is computed as follows:

$$SPI = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + \cdots}{C_1 + C_2 + C_3 + \cdots}$$

- where G_1, G_2 are the letter grades in courses of credits C_1, C_2 .. respectively.

12.1.7. While calculating the SPI, courses (i) with S and X grades and (ii) registered as audit courses are not counted.

12.1.8. The Cumulative Performance Index (CPI) indicates the cumulative academic performance of a student in all the courses taken including those taken in the last semester.

$$CPI = \sum_{i \in ALL} (c_i \times g_i) \Big/ \sum_i (c_i)$$

- where g_i is the letter grade in courses of credits c_i for all the courses completed by the student so far in all the semesters.

12.1.9. Whenever a student is permitted to repeat or substitute or improve a course, the new letter grade is used for SPI calculation, whereas, the best between the old and new letter grade is used in the computation of the CPI, but both grades are mentioned in the Grade Sheet/Transcript.

12.2. Grade submission

12.2.1. Instructor in-charge of a course shall submit the grades for his courses at the end of the semester as per the academic calendar, based on the evaluation scheme and cumulative performance of each student.

12.2.2. The grade submissions will be made online. A print out of the submitted grade has to be taken and signed by the instructor concerned. The signed copy of the grade must be submitted to the academic section through DUGC/Head within due date.

12.2.3. A letter grade once awarded shall not be changed unless the request made upon detection of genuine error of omission and/or commission by the concerned Instructors/coordinators with all relevant records and justification through the respective Head. In such exceptional cases, grades may be allowed to change after the recommendation of APCS and approval by the Chairperson Senate.

12.2.4. Instructor-in-Charge will maintain academic record for a period of one year after the end of the semester. In case, the Instructor-in-Charge is changed/transferred or leaves the organization the same needs to be handed over to the next Instructor-in-Charge of that course or the Head of the discipline.

12.3. Grade Moderation

DUGC of each discipline is expected to examine the grades distribution in each course to ensure that assigned grades are justified/appropriate. If required, DUGC may ask the instructor to submit the cumulative marks distribution.

12.4. Semester Result

Semester results OR grades in the courses will be declared by the academic section before the commencement of the next semester to the students. Result/Grades shall be withheld when the student has not paid his/her dues or when there is a disciplinary action pending against him/her.

12.5. Promotion to Higher Semesters

A student will be promoted to the next semesters up to the 4th semester automatically provided she/he has been regular and no disciplinary action is taken against her/him. However, for any subsequent semesters (5th semester onwards), a student will have to clear all his/her courses from the N-4 semester, where, N represents a semester in which she/he seeks admission. A student needs to register for all backlog courses to clear courses of N-4 semesters.

12.6. Grade Sheet and Transcript

Grade sheets are issued for each semester. The final semester gradesheet also has the result summary (SPI) of each semester. The Grade sheet contains the credits gained by a student in different courses registered in respective semester with his/her performance indicators, SPI and CPI. Any backlog/improvement/audit/substitute courses also appear in the same gradesheet with remarks to indicate the category of the course (backlog/improvement/audit/ substitute). Transcripts are issued on request.

13. Inadequate Academic Performance

A student will be issued a warning letter with a copy to his/her parent if her/his SPI is below 5.0 in a particular semester.

14. Termination of Programme

14.1. Conditions for Termination

The undergraduate programme of a student may be terminated if she/he

14.1.1. is repeatedly involved in academic dishonesty cases more than once (use of unfair means, proxy attendance, etc.) and recommended by the committee for the said purpose.

14.1.2. involves herself/ himself, in an indisciplinary act, in violation of the code of conduct, (in misbehaving with the staff/faculty/students, etc.) and the Students Advisory Committee of Senate makes a recommendation to that effect.

14.1.3.

The student leaves the Institute with immediate effect without getting any degree.

14.2. Appeals against Termination

14.2.1. A student whose programme is terminated has the right to appeal to the Chairperson Senate for reconsideration through Dean Academic with justified reason for her/his poor academic performance.

15. Multiple Entry/Exit Options

In alignment with the New Education Policy, the institute offers multiple entry and exit options.

15.1. Exit options:

The students has following exit points to leave the program before 4 years:

15.1.1. At the end of first year a student can exit his/her program. The student must clear all the subjects of the first year of the UG program. Such Engineering students will be given a certificate in "Foundations of Engineering" and Design students will be given a certificate in "Foundations of Design". The certificate will have the category "Excellent" (CPI >9), Very Good (9 <= CPI > 8), Good (8 <=CPI > 6), Satisfactory (6 <= CPI >3).

15.1.2. At the end of the second year a student can exit the system with a Diploma. Diploma will be granted in the relevant stream he belongs to. In order to get a Diploma the student will acquire the practical knowledge relevant to his discipline through experiments/lab assignments, which are to be completed during the summer term at the end of the second year of the program. Diploma will be granted with the CPI at the end of summer term.

15.1.3. At the end of third year a student can exit the program with Advanced Diploma. A student can opt and complete the elective courses in 5th and 6th semester in the domain she/he wish obtain the Advanced Diploma. Any additional requirements of practical knowledge/credit shortage, etc. if any, can be completed during the summer term. Advanced Diploma in the specific domain/specialization of the discipline will be granted with the CPI at the end of summer term.

15.2. Re-entry options

Sometimes due to circumstances, a student is not able to complete his/her program and leaves the program in between without getting any degree. To give a chance to such students the institute provide a re-entry option as per the following guidelines:

15.2.1. A student exited at the end of 2nd year or 3rd year may apply for a re-entry in the program within two years from his/her exit from the program. For re-entry the student must apply in the first week of April. A three-member committee consisting of Dean Academic, Head of the concerned Discipline and one senior faculty from concerned discipline will evaluate the case and will suggest the mapping of the courses in the present curriculum with the courses already done by the student and suggest the courses to be completed by him/her to complete his program.

15.2.2. Such a student has to do a crash course during the summer term to come to the mainstream and must successfully clear the same. The student will have to register for the semester and courses as per the regular academic calendar.

15.2.3. If a student re-enters in the 3rd year he will be given a period of 4 years to complete his/her program and If a student re-enters in 4th year he will be given a period of 3 years to complete his/her program.

16. Change of Branch/ Discipline for B.Tech. Programme

(i) A student may be allowed change of branch/ discipline on the basis of her/his academic performance, subject to strength constraints of the disciplines. Change of branch/ discipline is a privilege and not a right and is awarded normally to meritorious students only. Reservation policy will be applicable as per GOI rules for vacant seats.

(ii) Application for the change of branch/ discipline should be made at the end of second semester of BTech programme to the Dean Academic.

(iii) Change of Branch/ discipline will be done against the vacant seats and will be based purely on merit basis (CPI of the student towards the end of the second semester).

(iv) The strength of the students in a discipline shall not exceed the larger of its existing and sanctioned strengths or fall below 60% of its sanctioned strength as a result of branch/ discipline change.

(v) Final approval for Change of Discipline will be given by Dean Academic.

(vi) Top 5 students among the of the entire B.Tech. batch shall be eligible to change their branch of their choice above the sanctioned strength or having a CPI of 10.

17. Academic leaves

17.1. Short Leave

Applications for any kind of short leave should be addressed to the Head of the respective discipline for approval. Leave usually must not be availed without prior approval of the Head of the respective discipline. For leave on medical or emergency cases, email intimation should be sent at the earliest to the respective head and wardens, and leave application should be submitted within 7 days of returning from the leave. In addition, if a student is going out of campus on leave, she/he must inform the Hostel/concerned authorities. Following leaves are allowed to student

17.1.1. Causal Leave: A student can avail maximum of 7 days causal leave on valid reason

17.1.2. Medical Leave: A student can avail maximum 15 days leave on medical ground in a semester. Permission to grant leave on medical grounds exceeding 15 days in a semester is to be submitted to the Dean, Academic through Head of the respective discipline.

17.2. Temporary Withdrawal / Semester Leave

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to complete her/his studies without any break.

However, for Bonafide reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence or semester leave at the discretion of Dean (Academic) on the recommendation of Head Discipline for an extended period. Such leave of absence(s) shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme. Except for medical reasons, the Semester Leave shall not be granted unless the student has completed at least 2 semesters in the programme.

A student who remains on authorized leave of absence due to ill health is required to submit a certificate from a Registered Medical Practitioner (verified by Institute's Medical Officer) to the effect that she/he is sufficiently cured and is fit to resume her/his studies.

17.3. Duty Leave

A student shall be permitted to proceed outside the Institute on Duty Leave for maximum of 15 days in a year to carry out field work, library work, experimental work, laboratory work and for other research/academic work permitted by the Dean academic on the

recommendation of Supervisor and Discipline Head. In exceptional cases if the period of Duty Leave is required to exceed 15 days, permission would require a prior approval from the Chairperson Senate. Duty leave cannot be combined with vacation leave.

17.4. Maternity/Paternity Leave

A married student may avail Maternity/paternity Leave as per policy laid down by the government of India time to time. If supported by a proper medical certificate, leave up to 6 weeks may also be granted to married female student against miscarriage including medical termination of pregnancy.

17.5. Leave to Proceed to other Institutions

In order to encourage a student to broaden her/her horizon and gain course/work experience, she/he may be permitted to proceed to other academic institutions in India or abroad as a non-degree student.

17.5.1. An student who has (a) completed first four semesters (UG)/two semester (PG) of course work, (b) obtained a CPI ≥ 6.0 and (c) accumulated no backlog of courses may be allowed to spend up to two semesters and/or two summer terms in any academic institution of repute in India or abroad with prior permission of the Chairperson Senate. In such cases the transfer of credits will be governed as per clause 4.3 of this manual.

17.5.2. Such a student shall make an application to the Dean Academic through Head Discipline giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the institution where she/he has chosen to spend time as a non-degree student along with possible credit transfer. Dean (Academic) shall take recommendations of APCS for credit transfer. Dean (Academic) will place the application to the Senate for approval.

17.5.3. Against each course or requirement for which a waiver is granted, the letter 'W' would appear on the Grade Report and all such courses will be deemed to carry zero credits for SPI/CPI calculations.

17.5.4. 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 above mentioned criteria.

18. Academic Discipline / Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she is expected not to indulge in any activity that is likely to bring down the prestige of the Institute. He/She should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighbourly behaviour to fellow students. Due attention and courtesy are to be paid to visitors to the Institute and residents of the Campus. Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), willful 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. Separate guidelines (SACS

manual) are applicable in case of indiscipline other than academic. The academic indiscipline will be governed by the rules presented here.

18.1. Academic Dishonesty/Misconduct

A student is assessed in various ways for the award of the degree. It is fundamentally important that students are assessed fairly. A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the institute. Any attempt to use unfair means/acts to gain an advantage over another student in the completion of an assessment, or to assist someone else to gain an unfair advantage, is considered academic dishonesty. All incidents of the use of unfair means/acts must therefore be investigated promptly, thoroughly and fairly. Academic dishonesty also includes breaking examination guidelines or any instructions given by the academic office/instructor/invigilator in relation to the exam, helping other candidates commit malpractices, and offering or accepting assistance of any kind—directly or indirectly—or attempting to do so. The basic principle underlying the preparation of any piece of academic work is that the work submitted must be the student's own work. Following are considered as unfair means:

18.1.1. Plagiarism (either intentional or unintentional)

It is using of ideas or work of another person (including experts and fellow or former students or copied from internet) and claiming them as your own. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement. Any form of plagiarism shall be considered dishonest, unprofessional, unethical and therefore unacceptable.

18.1.2. Proxy attendance:

Marking attendance of a student by other student of the same batch or through non-registered students or through junior.

18.1.3. Collusion

It is where two or more students work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur when students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.

18.1.4. Fabrication

It is submitting work (for example, practical or laboratory work), any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.

18.1.5. Document Tampering

Any kind of act (including digital and verbal) in which a document, certificate, or any information is tampered with, changed, manipulated or forged. For example, making changes in valued answer sheets to claim more marks, tempering any certificate, forging signature of any faculty/staff/student, destroying any document/evidence that is useful to any institute authority/personal, etc.

18.1.6. Copying in Examinations

It is an attempt to seek help/copy the answer from other students either through verbal communication OR passing chits/supplements/question paper OR showing/looking at the answersheet of the other student. Some other forms of this academic dishonesty includes communicating with others during toilet breaks during exams, keeping support material in the toilet/bags with the intention to use during breaks and using it.

18.1.7. Possession of prohibited and/or Unfair means in examination

It is gathering information from any kind of sources (such as mobile phone or bringing duplicates, etc.) or any such attempts, exchange or helping in exchange of information with others or any such attempts during the examination (quiz, mid semester or end semester examination or any other examination), either inside the examination hall or outside the examination hall. Bringing a source (such as mobile phone or duplicate, etc.) will also be considered under unfair means.

Any unauthorized item (mobile, smart watch, any electronic gadget, book, notebook, etc.) found in the possession of the student/in the examination hall/room will be permanently seized by the academic section, and will not be returned to the student/owner, irrespective of its price and/or importance to the owner. The students will have no claim on it. (until the enquiry is completed.)

18.1.8. Facilitating the use of unfair means.

It is a kind of unfair means that a student assists a fellow student in using any of the forms of unfair means defined above, for example in submitting bought or commissioned work or showing answer to other fellow student during examination, helping in copying/providing answer in the exam, helping other candidates commit malpractices, and offering or accepting assistance of any kind—directly or indirectly—or attempting to do so.

18.1.9. Impersonation.

Using someone else to write an exam and/or appearing on behalf of someone else in any written/oral/practical exam.

18.1.10. Anything else that is not mentioned above.

Academic dishonesty or use of unfair means/acts also includes anything that is not covered above but that leads to an unfair advantage over others and/or violation/disruption of academic rules. Violation of academic/examination guidelines or any instructions given by academic office/instructor/invigilator in relation to the exam/class/lab will also be considered as academic dishonesty.

18.2. Guidelines for reporting academic dishonesty

Any type of academic dishonesty should be reported to the academic office directly. On discovery of an act of academic dishonesty, the instructor/invigilator/faculty/staff member will prepare a report, collect evidence (preferably photograph/video of the UFM (paper chit, writing on calculator/body/cloths, electronic gadget, etc.) using his/her mobile, screenshots of the mobile, etc.) and submit the same to the academic office in sealed envelop. The report should contain the following:

a. Roll number, name of the student

b. Course code, course name and instructor name (whatever information is available)

c. A report containing a description of the act with date and location (e.g. exam room)

d. A description of the evidence collected, along with the material evidence to the extent possible and answer sheets.

e. A statement from the student in his/her own handwriting, name and signature (may be in the form of an undertaking OR apology OR his/her view/clarification on the incident).

Usually, the case of academic dishonesty should be reported the same day of the incident, but initial intimation (through email/phone to higher authorities, such as, Dean Academic, Concerned head of the discipline (of the student), Instructor-in-charge of the course, etc.) should not delay more than 24 hours. The detailed report may be submitted within a week/ fortnight of the incident; however, an attempt should be made to submit it at the earliest possible.

18.3.   Possible Actions

Any violation of the Code of Conduct shall invite disciplinary action which may include punishments such as reprimand, disciplinary probation, social services, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, lowering the grade in a course, suspension for a semester or year/s from the institute, cancellation of registration and even expulsion from the Institute.

The Instructor-in-Charge/ Invigilator of a course shall have the power to debar a student from the class/examination in which the student is detected to be using unfair means. However, if the invigilator decides to allow her/him to continue, a separate new answer sheet should be provided, and the old answer sheet should be preserved and sent to the academic section along with the report.

Upon receiving any such case/s, the Dean academic will constitute a committee to investigate the case/s that will recommend disciplinary action depending on the severity of the act of malpractice/academic misconduct. The recommendations of the committee will be submitted to the Chairperson Senate for approval. All such cases will be reported to the Senate. The following are the possible actions for the act of academic dishonesty.

18.3.1. Plagiarism/Fabrication/Collusion

- Penalties for such cases, including reproducing material in Assignment / Project / Seminar / Design & Fabrication project / PBI reports without proper citation, range from a warning (in case the mistake was unintentional) to loss of up to two grades in the Project / Seminar / Design & Fabrication project / PBI. For intentional and/or known cases of plagiarism, the minimum penalty is from a minimum loss of one grade to the maximum penalty of an 'F' grade in that project/course.

- In more serious cases of plagiarism/fabrication/collusion, like deliberately claiming false results on experiments, falsely claiming original content in an Assignment / Project / Seminar / Design & Fabrication project / PBI reports/Getting the project fabricated from outside agency (unless otherwise permitted by the Instructor/supervisor), the case should be referred to the APCS, and the penalty could be up to suspension for a period of one year.

- In exceptional cases, when the plagiarism affects/hampers the reputation of the institution, the matter is referred to the Senate through APCS, and the registration of the student may be terminated, with or without an exit degree, depending on the severity of the act.

18.3.2. Proxy attendance:

18.3.2.1. By any student of the same batch: A penalty ranging from marking a few absentees to the student who is caught signing/making proxy attendance for another student in a course. The matter is to be reported to the academic office for the record. A warning letter is issued to the student for whom the proxy is marked, with a copy to the parents of both students. In case a student is repeating the act, he/she will be marked with an 'F' grade in the course (irrespective of whether the act is repeated in the same course or in another course of any semester).

18.3.2.2. By any student not registered in the course (senior or other discipline): Enquiry should be done, how and why such student attended the class, if involvement of the student, for whom the proxy is marked, is suspected then 'F' grade is awarded to him in the course. The student who is caught signing/making proxy attendance for another student in a course should be given a penalty of a reduction in grade of one / two / all subjects in that semester by 1 point, depending on the severity of the case.

18.3.2.3. By any student from a junior batch: In such case, the act will be considered as indiscipline and enquiry should be held from the aspect of forced act/indiscipline by SACS. If any such evidence is found/suspected, then an 'F' grade is awarded to the student for whom attendance is marked and the SACS will take further action as per SACS guidelines. The student who is caught signing/making proxy attendance for another student in a course should be counselled and relaxed in such cases, if he/she supports the investigations.

18.3.2.4. In all other cases, the decision should be taken as 18.3.2.2 above.

18.3.2.5. If a student is found missing at the end of the class after having given attendance, a warning is issued by the instructor. If a second violation is detected, an F grade is awarded to the student in that course, with clear intimation to the student and academic office for the reason of awarding F grade.

18.3.3. Copying in Examinations

The actions for offence in this category should be based on how the case is reported/identified and severity of the case. The following are the possible scenarios (not exhaustive):

18.3.3.1. Communicating with other students during exams

- If a student is found verbally communicating with another student during the examination, in the absence of any other evidence except a signed note from the invigilator, the penalty could be making marks in that component of the evaluation zero or loss of one grade, if it was done after ignoring the warning from the instructor or done in a bold manner.

- If however there is other evidence, like identical answers in the answerbooks, report from the invigilator that the student was warned specifically and there was a clear communication/copying then the student will be awarded an 'F' grade.

- If a student is found passing chits/supplements/other unauthorised material to other students the minimum penalty is an 'F' grade and the maximum penalty is suspension for a semester, to be decided by the committee based on the evidence, other clauses (e.g. related to possession of UFM) and severity of the matter.

18.3.3.2. Detection of copying during evaluation of answer scripts

If during evaluation of answer scripts of an exam, it is detected that a student 'A' has copied from another student 'B', the disciplinary action taken against both the students is an 'F' grade. The matter should be reported to the academic office.

18.3.3.3. Communicating with others during short breaks during exams

The disciplinary action taken against a student who is found using a mobile phone, chits, books and other unauthorised material during short breaks, while the exam is in progress, is an 'F' grade in the course.

18.3.4. Possession/Use of prohibited and/or unfair means in the examination

- If any electronic gadget, e.g. mobile phone, tablet, smart watch, earbuds, etc. is found in the possession of a student after the exam has begun, in the switched-off condition, and the invigilator/committee do not find serious study material / history in the gadget, the penalty is loss of one grade in that subject.

- In all other cases, the maximum penalty for possession of mobile phone or any other electronic device could be up to suspension for 1 semester. The committee needs to investigate the case, and maximum punishment should be given only in case of group activity OR when the student does not cooperate with the committee during the investigation, e.g. not providing access to his mobile/Gmail account/WhatsApp etc. OR the committee considers that the case is detrimental to the healthy academic environment of the institute. The minimum punishment for possession of gadgets in switched-on condition is suspension for one semester.

● If a student is found carrying unauthorised material like chits, writing on calculators/stationery, etc. or is found with scribblings on one's body, the minimum penalty is an 'F' grade in that course and another course of the same semester (this override the grade submitted by the instructor of another course). Detection of such material with the student is enough to attract the penalty. However, if the student is reported to have used these UFM, the penalty may be one of the following depending on the severity of the case:

Replacement of grades of three courses (including the subject in which the material is detected) to 'F' grade, or suspension of that semester marking 'F' in all subjects of that semester.

18.3.5. **Facilitating the use of unfair means**.

● If a student is found facilitating/motivating/promoting use of unauthorised material /means, the maximum punishment is suspension for a semester. For helping another student during the exam, the penalty could be reduction in grade or F grade.

18.3.6. Impersonation.

● Enquiry should be done, how and why such a student impersonated another student during the exam. Depending on the outcome of the investigations, both students may be suspended for up to two semesters. The minimum disciplinary action taken against a student for whom the other student appeared in the exam is suspension for one semester and F grade in that course.

18.3.7. Tampering with official documents like grade sheets, medical certificates etc.

● For tampering with academic documents/information, an F grade is awarded to the student in the respective course and the student is suspended for one semester for severe cases. Penalty for a student found forging signatures of faculty/staff is suspension for one year. Other similar cases should be dealt with the same gravity. The cases may be referred to the SAC for more severe cases, for the actions over and above the above academic penalties.

18.3.8. Anything else that is not mentioned above.

● The committee constituted by the Dean Academic or the Chairperson Senate will decide on the academic dishonesty/malpractices matters, which are not covered above.

18.4.   Repeat offense

The minimum disciplinary action taken against repeat offenders is a suspension for one or more semesters, which could be up to termination/expulsion from the institute, depending on the type and severity of the offense. A committee constituted by the Dean Academic OR Chairperson Senate shall investigate the case and make the recommendations.

The recommendations for any of the above acts may also include other penalties such as social services, fine, etc. The Dean Academic forwards the recommendations/ decisions to the academic office for implementation.

18.5.   Redressal Mechanisms

A student who feels aggrieved with the punishment awarded may, however, may appeal to the Chairperson Senate through Dean Academic stating clearly the case and explaining his/her position, and seeking reconsideration of the decision. Students are allowed for only one appeal against the decisions of the committee/academic section to the Chairperson Senate within 3 weeks of the decision. No appeals will be further entertained.

18.6.   Non-academic Indiscipline

The actions on the students will be taken as per guidelines of SACS.

19.   Amendments

19.1.   Amendments

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

Annexure-I

MOOC Policy and Guidelines

Procedures and guidelines for opting for grades to be earned through MOOC courses.

Basic purpose of allowing MOOC (Massive Open Online Courses) courses to the students is to facilitate the students. This will not substitute the normal teaching. The allowed MOOC platforms are: NPTEL, SWAYAM, and GIAN only. However, the Chairperson Senate may approve a course from other reputed/recognized MOOC platforms also, as a special case. This policy is prepared with SWAYAM as the reference MOOC platform, however, it is applicable to other platforms as well.

1. SWAYAM courses will be allowed to UG students for the following purposes:
    - For obtaining a minor degree
    - To clear backlogs (in elective courses, subject to a maximum limit)
    - To earn extra credits over and above the curriculum requirements
2. **SWAYAM courses cannot substitute the core courses of the disciplines.** The core courses are the discipline specific courses that a student is supposed to clear as per the curriculum.
3. A student who has already done a course (or is expected to do in the coming semesters as per the existing curriculum) with more than 25% of the course content (syllabus) overlapping (in the selected SWAYAM course) is not allowed to opt for that course.
4. Students can do some open electives (within the specified limits, as mentioned below) as per the requirements of curriculum from SWAYAM. However, they are free to earn extra credits over and above the requirements of curriculum from SWAYAM. The limits for number of SWAYAM courses are as follows:
    4.1. Students can opt for a maximum of 20% of electives in a semester to be cleared through SWAYAM.
    4.2. The maximum number of elective course replacement throughout the program should not exceed 20% of the total electives in that program. That means, if there are a total of TEN open electives in B.Tech./B.Des. program, a student can replace/substitute a maximum of TWO open elective courses with an appropriate number of SWAYAM courses equivalent to the credits of replaced/substituted open elective courses.
    4.3. For the courses over and above minimum requirement of the curriculum, there will not be any restriction on the type/area of course to be taken on SWAYAM. However, the discipline should decide the level (I Year, II Year, III Year or Final year) of the course to help student(s) choose the course according to his/her level.
    4.4. A student involved in unfair means in a course cannot replace that course with the SWAYAM course.
5. It will be mandatory to register for SWAYAM courses and submit the result through discipline SWAYAM coordinator in the same semester. **Any old SWAYAM certificate and/or SWAYAM certificate without registration of the course with the**

academic office will not be considered for inclusion in the result sheet of the student.

6. The mapping of credits for the SWAYAM courses will be:

   8 weeks course: 1 Credit

   12 week (or more) course: 2 Credits

7. Maximum credits for the SWAYAM courses will be 2 credits. Courses of duration less than 8 weeks will not be considered for award of any credit.

8. For clearing of the backlog courses, the credits will be mapped to the Institute course credits on recommendation of the discipline. The student may choose more than one SWAYAM course to fulfil the credit requirement of the replaced backlog course, e.g. a 3 credit open elective course can be replaced by two SWAYAM courses of 2 credits each or one course of 2 credits and another course of 1 credit. Course names will also be mapped, and the SWAYAM course(s) will be considered as a "substitute course". The final decision for the substitute course will be taken by the Discipline.

9. Procedure for registering SWAYAM course in the Institute will be as follows:
   9.1. Each discipline would appoint a SWAYAM Discipline coordinator and would notify to the students.
   9.2. The Discipline will decide a list of courses the students can opt, and circulate to the students.
   9.3. In case a student wishes to register for a course other than the courses offered by the discipline, he will send a request to the discipline coordinator giving details of the course, including the syllabus.
   9.4. The SWAYAM coordinator of the discipline will approve or reject the request within one week and inform the student about the decision. The same will also be informed to the academic office for updating the SWAYAM course list for that semester.
   9.5. Once SWAYAM courses are decided, the students will register for the courses on the SWAYAM portal and send the registration details to the SWAYAM coordinator of the discipline within a week of registration on the SWAYAM platform. In case the student fails to send the registration details to the SWAYAM coordinator of the discipline within a week of registration, he will not be allowed to register at a later stage.
   9.6. The Student must mention his institute roll number and institute name on the SWAYAM portal during the course registration.
   9.7. It will be the responsibility of the student to submit all evaluations at the SWAYAM portal and get himself/ herself evaluated. The Institute will not be responsible for any evaluations missed or not conducted by SWAYAM.
   9.8. A declaration regarding point 9.7 needs to be signed by the student and submitted to the discipline coordinator at the time of registration.
   9.9. After the course is completed on SWAYAM, the student will submit the marks/ grade to the SWAYAM coordinator of the Discipline.
   9.10. It will be the responsibility of the student to submit the final result within one week of result declaration on SWAYAM to the discipline coordinator, failing which the course will be automatically dropped.

9.11. The Discipline coordinator will map the SWAYAM result submitted by the student to the Institute grade, and a consolidated list will be sent to the academic office in the following format:

S.No.	Roll No. of the student	Name of the Student	SWAYAM Course code	SWAYAM Course name	No. of total hours /weeks of SWAYAM course	SWAYAM score/grade	Mapped Institute Grade

9.12. The result received from the discipline will be added to the semester result.

9.13. In case the course result(s) are delayed by the SWAYAM (with documentary evidence), and the result of the semester is ready/due for declaration, the course will be added in the result of the next semester. For such a case, the student should submit a request with proper documentation through discipline to the academic office.

Guidelines for Coordinators

The SWAYAM coordinators of the discipline are expected to support the students in choosing the correct course from the available options as per the academic guidelines, requirements and interest of the students as per the branch, etc. The coordinators should ensure the following:

1. The course contents are sufficient as per the replaced course.

2. The course contents do not match more than 25% with the courses already done by him/her or any core course in his/her upcoming semesters.

3. The course contact hours fulfil the credit requirements.

4. After discussion with the student, please ensure that the total number of courses by him/her does not exceed the permissible limit.

Manual and Guidelines for PBI

1. Introduction

The academic curriculum of PDPM Indian Institute of Information Technology, Design & Manufacturing (IIITDM) Jabalpur focuses very strongly on hands-on experience, interdisciplinary education and project-oriented learning. Its agenda is to produce graduates who are not only technically competent but also possess other skills like capability to learn through experience, critical thinking, practical aptitude and ability to synthesize the solution. It also recognizes that not all aspects of learning can be taught in the conventional way of classroom (or laboratory) teaching methodology. Realizing that there are important elements of learning in an organization, the Institute allows project-based internship (PBI) opportunities to its students.

The internship aims to provide on-the-job experience or exposure to ongoing research and development in an organization under the supervision of able practitioners/researchers. The internship would contribute to the development of a student's comprehension of technical skills, knowledge and practical problems.

2. Goals and Objectives

The basic goal of the Project-based Internship is to make the students gain meaningful experience so as to help them meet their future career goals. Besides, it will help the students practice the theory taught in the classrooms and to make them understand how the real world functions. The primary objectives of the internship include:

(i) To satisfy curiosity and hone research potential at research organizations for the research minded students,

(ii) To obtain on-job experience in an industrial / commercial, research or educational environment,

(iii) To provide a platform to students in applying whatever learnt in theory and to integrate theory with practice,

(iv) To enable the students understand the functional behaviour of organizations and to sensitize the students towards corporate/industrial behaviour, man-machine management, entrepreneurship, industrial safety,

(v) To provide opportunities to students to work with industrial practitioners,

(vi) To expose students to potential employers and

(vii) To help students develop personality and soft skills.

3. Execution of Internship

The institute follows a flexible approach in accordance with industry offerings/opportunities subject to academic calendar and fulfilment of the relevant guidelines. Usually, the undergraduate students can take a semester-long project-based internship (PBI) in their 8th semester. However, students may be allowed to join the project-based internship (PBI) in 7th semester, where any top MNC/ reputed organization offers specific/lucrative opportunities to them to join them as an Intern. In another option, if a student has sufficient surplus credit and reputed companies (like Fortune 500, BSE/ NSE top 100 companies etc) offer a year-long internship opportunity to them, the same may be allowed as a special case.

3.1. Internship Components

The internship shall include some or all of the following components:

(i) Hands-on training

(ii) Real project-based assignments

(iii) Research-based activities

(iv) Team-work activities

(v) Leadership and management skills

(vi) Safety awareness

3.2. Duration and special conditions

The period of a semester-long internship would be of 16-25 weeks. Any internship shorter than 16 weeks will not be considered for the award of semester-long PBI grade. Accordingly, PBI should start as follows (the exact start/end date and evaluation schedule will be specified in the academic calendar every year.):

(i) **For PBI in VIII semester:** From the first week of December (but not later than the second week of January) to the month of May/June every year. Students who have completed their Semester VII will be eligible to undergo such internships.

(ii) **For PBI in VII semester:** From the first week of May (but not later than the third week of July) to the month of November/December every year. Students who have completed their Semester VI, and **have got PBI offers only through Placement Cell in any top MNC/ reputed organization** will be eligible to undergo such internships. Such students will be required to come back to the Institute in their VIIIth semester to complete their regular curriculum in the next semester. These students will have to complete academic pre-registration for their VIIIth semester, as per the academic calendar.

The period of a year-long internship would be of minimum 40 weeks, which may start from the first week of May (but not later than the second week of August) to the month of May/June every year. The following are the conditions and guidelines for a year-long internship.

a. Students will be allowed for year-long internship as a special case in reputed companies (like Fortune 500, BSE/ NSE top 100 companies etc) only through the Placement Cell in consultation with the Academic Office. No direct internship offers to the student will be entertained.

b. The total credits for the year-long PBI will be of 27 credits (12 credits for the 7th semester and 15 credits for the 8th semester).

c. A student will be allowed to proceed on the year-long internship if she/he fulfils the following requirements before acquiring/proceeding on the PBI:

   i. The student should have passed all core courses, projects, and PDC courses as per the curriculum.

   ii. The students must have earned a minimum 120 credits till VI th semester.

   iii. The students must have completed all PDC courses successfully till the third year of the program. The student agrees to complete the PDC course for the final year through Swayam on the advice of the discipline Swayam Coordinator without any financial liability to the Institute.

   iv. The student should not have any backlog at the end of semester VI.

   v. Any other requirement specified as per the curriculum by the academic section.

d. In case a student's internship is withdrawn by the company or a student wishes to leave the internship between the end of 7th semester and the start of the 8th semester, his internship will be converted into semester-long internship (subject to the condition that the requirements, as mentioned in **clause 3.2** for semester-long internship are fulfilled), and the student will have to complete remaining credits in the campus through the course work.

e. In case a student's internship is withdrawn in between the semester (either in 7th or 8th semester), the students' program will be extended by one semester. In such a case, the student will have to complete remaining credits in the campus through the course work and/or semester-long internship, as the case may be, by registering in the next semester.

3.3. Approved Organizations for PBI

The Project Based Internship has to be carried out in any of the following category of the organizations:

   (i) In-house (PDPM IIITDM Jabalpur)
   (ii) An institute / university of repute in India or abroad, e.g. IISc, IITs, etc.
   (iii) Government research labs like DRDO, ISRO, BARC, etc.
   (iv) Renowned IT, design, electronics, manufacturing, consultancy company / industry. [The renowned industry / company may be generally defined (not necessary limited to these parameters) in terms of nature of work profile, employees strength, annual turnover, national/ international technology impact, registration on BSE / NSE, societal worthiness and outlook, etc.]
   (v) The internship may also be carried out at some strong and upcoming start-up company in the cutting-edge technology domain that might be contributing to real

product development / design problems and provide an excellent opportunity for learning to the students.

Usually, the placement cell will coordinate for the internship offers / opportunities, however, a student may directly approach and get the offer from a reputed organization and will obtain permission for the same from the placement cell. Usually, direct internships (without placement cell) in the start-up company should be discouraged, however, if placement cell ensures and confirms soundness and credibility of the start-up, the same may be allowed with special approval from the respective Head / dean (academic).

In normal cases, the intern should do the internship at the organization's premises or its workplace in physical mode. In case of "work-from-home" mode of internship, a prior approval must be obtained, else the internship will be terminated and the student will have to repeat it.

The student has to complete the internship (semester-long OR year-long) in a single organization. However, in a rare and exceptional cases, "where any international organization, MNC or highly reputed industry/organization offers internships for shorter duration than the minimum required duration for the semester-long internship" OR "depending on the project need", a maximum of two organizations can be considered with at least 8 weeks of internship in each organization and a mandatory prior approval by the Dean (Academic) for the same on the recommendation of the placement cell/HoD. Preferably, projects (objectives/techniques/ applications) in the two different organizations should be similar/aligned, such that there appears continuity of the project. The evaluation of such students will be done by considering their performance in both organizations.

4. Internship Monitoring Committee (IMC) and Intern Supervisors

The Internship Monitoring Committee (IMC) will consist of at least five members with at least one faculty member from each of the three engineering disciplines CSE, ECE and ME. Names of members of the IMC will be recommended by the academic section and will be approved by the Chairperson, Senate. The IMC shall be responsible for overall monitoring and evaluation of the PBI. The IMC may create subcommittees for proper monitoring and fair evaluation. The grades/scores for the PBI shall be moderated and submitted by the IMC. [It will ensure uniformity in the grades among different disciplines with respect to the level/type of work. It will also ensure that any higher/lower side marks are appropriate]. The IMC will invite the prospective projects from the faculty for in-house project-based internships and the same will be populated to the concerned students well in advance.

The IMC will be created before the commencement of the PBI cycle for a particular batch (preferably in the last week of March every year), which will be responsible for PBI monitoring and evaluation for that complete batch. The tenure of the IMC will end with the submission of grades of all the students of that batch (for approximately 16 months). [There will be an overlap period of IMC of two different batches for approximately 4 months.]

The intern will be required to work under at least one internal faculty member as his/her Intern / Project Supervisor and one project supervisor from the organization if the student intends to work outside the Institute. These supervisors will work as mentors for the students in achieving their project goals. The internal supervisor should be in touch with the intern and external supervisor to monitor the progress, should evaluate various reports and provide feedback on the quality and

quantity of the work and report. The supervisor should also ensure that the intern is following the timeline as per the schedule.

5. Responsibilities of Intern

The student joining as an intern in any organization has to work towards (a) enhancing her/his technical competency. The primary objective of the intern is to derive a learning experience to match her/his career goals and/or academic interests and (b) satisfy the professional expectations of the organization providing internship from the intern. Students are advised to seek new types of on-job educational experiences and get actively involved by the mentors at their respective units. Besides, the student's responsibilities would include:

(i) Ensuring that he/she completes the PBI within the stipulated time and manages arising matters and all issues pertaining to the internship either with the Institute or with the host organization.
(ii) Submission of progress reports to his/her Intern Supervisor(s) as per the schedule.
(iii) Submission of a final Internship report to the IMC after due evaluation and clearance from the respective Intern Supervisor(s) at the end of her/his internship.
(iv) Presentation of a seminar and participation in oral examination to be held in the Institute. The Internship Board (or its subcommittee) will assign the date, time and place for the seminar.
(v) Submission of a confidential evaluation report (duly signed and stamped hard copy) from intern's immediate project supervisor(s) at the host unit regarding his internship performance and completion status.

6. Responsibilities of Supervisor(s)

The supervisor(s) will keep track of the progress of the internship by way of e-communication or direct communication and discussions and by evaluating the progress reports on a regular basis. They will guide the students in conceiving and refining the ideas and their implementations and technical advancements. As mentioned before the supervisors will act as mentors of the interns. They will also be responsible for submitting internship performance evaluation marks (typically, two interim marks (10 each), midterm review marks (25) and final evaluation marks (45) as per the evaluation scheme decided and communicated by the respective IMC) of the student's internship to the IMC by the deadline specified for that batch. The marks should be awarded, preferably, after consultation with the external supervisor, if any. The evaluation marks should consider timely submission of the reports, quality of the report, progress of the report as evident from the report and/or discussion, objectives and accomplishments of the PBI, etc.

7. Responsibilities of the Host Unit

The major responsibility of the host unit is to provide a suitable position for the intern, preferably on an ongoing or futuristic turnkey/ research/ developmental project being carried out by the organization. The host organizations are requested to:

(i) Provide an immediate project supervisor who is willing to mentor the intern on a relevant project and keep a track of the performance. The supervisor/host organization must give his/her consent in writing to the Institute.
(ii) Agree to allow on-site visits by the Internal Supervisor from IIITDM, if requested.
(iii) Guide the intern in obtaining his/her internship objectives in a continuous and uninterrupted manner.
(iv) Complete the intern"s evaluation report at the conclusion of the internship.

(v) Provide a confidential assessment report on the work done by the intern at the completion of her/his internship. The report should preferably be on the letterhead of the organization and should mention satisfactory/unsatisfactory work by the intern. Additional comments, if any, about the intern's performance, knowledge, attitude, etc. may also be specified.

8. Interim, Midterm and Final Reports

The purpose of the intern's interim and midterm reports is to do documentation of his/her experiential learning and to continuously assess the progress of the internship. The objectives of reports include:

(i) To update the Intern Supervisor(s) on the work experiences of the intern.
(ii) To provide the student with a record of his/her learning experience and to continuously assess the progress of the internship.
(iii) To guide the students to evaluate the progress of his/her work vis-à-vis with the stated intern objectives.

At the end of the internship, the candidate has to prepare and submit a comprehensive written report of her/his internship experience to the IMC through Intern Supervisor(s). The final written report would also help in assessing the effectiveness of the internship in terms of stated objectives. Further, it will provide an opportunity for fellow students and faculty members to benefit from intern's experience. The final written report would be one of the requirements on the basis of which grades for PBI will be awarded.

9. On-Campus Seminar and Oral Examination

At the end of internship, students will be required to present a seminar in the campus that will focus on the review of individual experiential learning. The students should be ready to present their internship observations and experiences and justify how they plan to utilize this experience for enhancing their career goals. The students should bring copies of projects, design layouts/flowcharts, drawings / CAD models/ code, photographs, technical manuals and relevant materials that have been associated during their internship.

10. Evaluation of the Internship

The evaluation will be done for individual students. The final grade marks (out of 10) will be awarded towards specific credits applicable to the intern, which is 15 for a semester-long internship, by the IB based on the total scores by the supervisor (out of 90) and evaluation committee (out of 60).

The Progress of the project will be continuously assessed by the Supervisor(s) in the form of two interim evaluations (IEs) of 10 marks each, and a final evaluation after completion of the internship for 40 marks.

The Internship Board will arrange for an online midterm evaluation of 10 marks and a final evaluation cum presentation of 30 marks through an evaluation committee, composed of at least three members. Supervisor cannot be part of the evaluation committee for his/her own student.

The following is the first set of guidelines that has emerged and may be used as a template for the grading pattern:

Evaluation type	Max. Marks	Evaluated by
Interim Review-1	10	Supervisor
Mid-Term	15	Committee
Interim Review-2	10	Supervisor
Final review	30	Supervisor
Final review	35	Committee
Total	100	
Grade Point	Marks/10	IMC

A student on internship would be governed by the terms and conditions as on duty in the campus.

Before departing for internship, a student has to give a signed undertaking on the prescribed format to the Academic Office.

11. Guidelines for Preparation of report of PBI/BTP

The report should have the followings sections:

(i) **Introduction:** The title of Section 1 shall be Introduction. The introduction shall justify and highlight the problem poser and define the topic and the aim and scope of the work presented in the report. Also, briefly summarize the work done so far.

(ii) **Literature Review:** Summarize relevant literature and research related to your project and highlight gaps in existing knowledge and how your project aims to address them.

(iii) **Methodology**: Describe the methods and techniques you're using to conduct your research or project.

(iv) **Progress Update:** Detail the progress made since the last report i.e. during the period of about 30 days. You can also include any challenges encountered and how they were addressed and provide evidence of any milestones achieved.

(v) **Results and Discussions:** This section should include any preliminary results or findings obtained in said period. For this, you can include graphs, charts, or tables to support your results. You have to interpret the results in the context of your objectives, and discuss any unexpected outcomes and their implications. You can also relate your findings to the existing literature.

(vi) **Future Work:** Outline the next steps in your project or next 30 days period.

(vii) **Conclusion:** This will be the final section of the report and that will give the concluding remark. In this section you can summarize the key points of your report and emphasize the significance of your work and its potential impact.

(viii) **References:** Provide a list of all sources cited in your report following a consistent citation style of IEEE (available in MS Office and other word processing tools).

(ix) **General Formatting Guidelines:** Use Times New Roman font with 11 points for text and slightly larger bold for headings.Set uniform margins on all sides of the page with justified alignment, typically ranging from 1 - 1.5 inches, with line spacing of 1.5. Insert page numbers at the bottom of each page. Number and caption all figures and tables, and ensure they are referenced within the text. Include a title page with essential information such as the title of the report, your name, organization, etc. as indicated in the sample on the next page.

Title of Project

by

Name of the Candidate

(Roll No.   )

Internal Supervisor (s):

Name of Internal Supervisor

Department and Institute Address

External Supervisor (s):

Name of Internal Supervisor…

Company /Institute Address…

Discipline full Name

(Ex. Computer Science and Engineering Discipline)

PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING JABALPUR

(Period of work)