UNDER GRADUATE RULES AND GUIDELINES

(UG Manual)

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
ALLAHABAD

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1. INTRODUCTION

The objectives of the undergraduate programmes offered by IIITA are:

- To equip students with state of art knowledge and skill in Information Technology and related fields and to produce engineers with outstanding ability

- To create future leaders of IT industry and profession

- To add to the existing intellectual pool of young minds to meet the growing demands of the nation in Information Technology and other related areas and

- To lay a foundation for life long learning ability and a capacity for adaptation in the ever changing world

Our undergraduate programmes aim to achive these objectives by moulding young talents as engineers who can recognize and solve problems in different technical and social domains. The main emphasis of the programmes is to instill inquisitive thinking and curiosity with a sense of service to the nation and society at large.

1.1 Undergraduate Programme

IIITA offers a
a) **Four Year Programmes - Bachlor of Technology (B.Tech.)**:
   i. B.Tech. (I.T.) which is Bachlor of Technology in Information Technology (IT), and
   ii. B.Tech. (ECE) which is Bachlor of Technology INElectronics & Communications Engineering

and
b) **Five Year Dual degree Programmes - Bachlor of Technology – Master of Technology/Business Adminstration (B. Tech.-M. Tech./MBA)** :
   i. **B. Tech.(IT) - M. Tech.(IT)** with specializations in :
      1. Software Engineering
      2. Wireless Communication Engineering
      3. Intelligent Systems
      4. Robotics
      5. Human Computer Interaction
      6. Bio Informatics
      7. Cyber Law & Information Security
   ii. **B. Tech.(ECE) - M. Tech.(Electronics Engineering)** with specialization in:
      1. Microelectronics
   iii. **B. Tech. (IT) - MBA (IT)**
   iv. **B. Tech. (ECE) - MBA (IT)**

The seat matrix of the programmes is given in **Annexure 1.**

1.2 The Senate

The Senate is the principal academic body of the institution and, subject to the provision of the Rules, has the control over and is responsible for the maintenance of standards of teaching, research and training, approval of syllabi, coordination of research activities, examinations and tests within the institution and exercises such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the Institution.

1.3 Senate Under - Graduate Committee (SUGC)

The Senate Under-Graduate Committee (SUGC) is a standing committee of the Senate. The composition of the SUGC and the process of election of its Chairperson is as prescribed by the Senate. The Chairperson of the SUGC convenes and presides over the meetings.

The SUGC has jurisdiction in the following matters concerning the undergraduate programmes of the institute:
- *approval of new courses of instruction,*
- *desirable modifications of courses already approved,*
- *credit valuation of courses,*
- *approval of the admission of first year students and others with advance standing,*
- *recommending grant of degrees,*
- *policy matters related to examinations,*
- *evaluation of academic performance, and*
- *such other related matters as may be referred to it by the Senate.*

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

The SUGC has two standing sub-committees: Core Curriculum Committee (CCC) and Academic Performance Evaluation Committee (APEC). Further, it is assisted by the Departmental Under-Graduate Committees (DUGCs). The composition of the CCC, APEC and DUGC is precribed by the Senate. The Chairperson of SUGC nominates the Chairpersons of both CCC and APEC. These Chairpersons, in consultation with the SUGC Chairperson, form their respective committees consisting of five (05) faculty members drawn from amongst the SUGC members.

The CCC oversees the core curriculum, coordinates its various facets and performs all other relevant functions.
The APEC evaluates the academic performance of the undergraduate students to make recommendations regarding
(i) their further programme of studies and
(ii) action to be taken in the case of deficient students.

Both these committees make their recommendations to the SUGC.

The DUGC consists of a Convenor (a faculty, nominated by the Head of the Department in consultation with the faculty of the Department), the Head of the Department, a minimum of four

(04) and a maximum of eight (08) faculty members, and two student representatives (chosen by undergraduate students of the Department) for a one-year period. The tenure of the faculty members shall be two years, half of them retiring each year. In the first year, lots will be drawn to decide on the retiring members. The DUGC advises the students in their academic programmes and makes recommendations to the SUGC in all academic matters.

1.4 Office of the Dean of Academic affairs

The office of the Dean of Academic Affairs is responsible for the implementation of the decisions taken on academic matters by the Senate . It

  i.   receives, processes and maintains all records relating to the undergraduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes,
  ii.   disseminates information pertaining to all academic matters,
  iii. issues necessary memoranda/orders, and
  iv.   acts as a channel of communication between the students, instructors & departments/interdisciplinary programmes.

Students can get information for various academic programmes, rules and regulations from the office of the Dean of Academic Affairs.

1.5 Waiver Clause

The procedures and requirements set out in this manual, other than those in Sections 3, 6.3., 9, and 11 may be waived in special circumstances by the Chairman, Senate. All such exceptions are, however, reported to the Senate.

2   ACADEMIC SESSION

The academic session normally begins in the first week of July every year and ends in June. It is divided into two parts:

  Odd Semester: From the first week of July to the last week of December
  Even Semester: From the first week of January to the last week of June

Each of the two semesters consists of about twenty one (21) weeks with one week of mid–semester break. The last two-three weeks of each semester are used for the end- semester examination and two weeks period during the semesters is utilized for the one mid-semester examination. Thus, there are 15-16 working weeks in each semester.

2.1 Academic Calendar

The exact dates of all important events, such as orientation, registration, late registration, commencement of classes, submission of documents, examinations, submission of grades, vacation,

mid-semester recess, etc., during the Academic Session are specified in the Academic Calendar of the Institute are approved by the Senate.

The Academic Calendar 2014-15 is given in **Annexure 4**.

3. ADMISSION

3.1 Four Year Programmes and Five Year Dual Degree Programmes

a) Admission to all four years programmes and five year dual degree programmes are made once in a year in July through Joint Entrance Examination - JEE (Main). Students are encouraged to look at the JEE (Main) entrance examination webpage regularly for different notifications regarding admission.

Admissions into Postgraduate programmes are through CCMT on the basis of valid GATE score. Admissions in MBA Programme are through institute's conducted entrance examination for the students with a valid CAT score. The Institute has Ph.D. Programme in different areas of IT, ECE, Management and Applied Sciences through the institute's conducted entrance examination. For details, please visit the relevant webpage of the institute website.

All the aspirants interested in pursuing B.Tech. and 5 year Dual Degree program (B.Tech + M.Tech/MBA) are advised to visit CSAB-2014 website for further details.

b) **Admissions under DASA**

The admissions of foreign nationals and Indian students studying abroad to undergraduate Engineering programs in Centrally Funded Institutions (CFIs) is being done under DASA (Direct Admission of Students Abroad) scheme from the academic session 2001- 02 onwards.

Those seeking admission under DASA scheme have to apply online, for details please visit the relevant webpage of the institute website. The Seat Matrix (UG Programmes) for DASA students is given in **Annexure 1-A.**

3.2   Cancellation of Admission

All students admitted provisionally or otherwise to any programme shall submit copies of their mark sheets, provisional certificates, etc. of the qualifying examination and other documents by the last date specified for the purpose in the Academic Calendar. The Senate can cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The Senate may also cancel the admission at any later time if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

3.3   Fulfillment of Admission Requirements

Admission to any undergraduate programme requires that the applicant
   a) be eligible,
   b) goes through the laid-down admission procedure, and

c) pays the prescribed fees.

All admissions to the undergraduate programmes should be formally approved by the Senate.
The fee structure of the 4 year programmes and 5 year dual degree programmes is given in **Annexure 3.**

4. CURRICULUM

The details of the curricula for the 4 year programmes and 5 year dual degree programmes are published in a separate brochure named **"Courses of Study"** by the Institute. The Senate of Indian Institute of Information Technology, Allahabad, prescribes course work.

4.1 Four Year B.Tech. Programmes

The B. Tech. is a 4 year, 8 semester programme with a fixed course structure. Each year has two semesters of 15-16 instructional weeks each
- Odd semester (July-December)
- Even Semester (January-June).

Each semester has fixed credit requirements. There are two sets of courses from fifth semester onwards – Core & Elective. Students have to select courses from elective course baskets to meet their credit requirement for the corresponding semester. The final 8th semester is an internship semester in which the students go to the Industry/Academic Institute for internship.

The structure of B.Tech programmes is given in **Annexure 2-A**.

4.2 Five Year Dual Degree B. Tech. +M. Tech./MBA Programmes

5 year dual degree programme are 5 years, 10 semesters programme in which two degrees (B.Tech. + M.Tech./MBA) are given together only after successful completion of the programme. The course structure is fixed. The first 6 semesters are common with the undergraduate/B.Tech. (IT)/B.Tech. (ECE) programme while the last 4 semesters are common with the lateral entry PG programme (M.Tech. (IT)/ M.Tech. (EE)/MBA).

The structure is given in **Annexure 2-B**

5. REGISTRATION

All students are required to register each semester for the courses to be pursued by them, as per their programme, on the dates specified in the Academic Calendar. A student must ensure that he/she has completed the pre-requisites, if any, for the registration. The sole responsibility for registration rests with the student concerned.

5.1 Registration Procedure

A list of courses to be offered during the semester is put up on the notice boards/website. Every course is assigned a credit to reflect the amount of course content and number of contact hours per week. One theory credit denotes one hour of lecture per week and one practical credit denotes one and a half hour of laboratory work per week. Normally a course is 2-4 credits. The courses consist of compulsory and electives. The elective courses are offered in the VI & VII semester of B.Tech. programme and VI, VII, VIII and IX semester of the Dual degree programme. Students have to submit their choice of elective courses to the Office of Dean of Academic affairs and are allotted in accordance with the merit of the student and availability of seats in a particular elective course.

The registration procedure involves following parts :
    a) filling of the registration form
    b) payment of fees and clearance of outstanding dues (if any),

A New student who awaits the final result of the qualifying examination is allowed to register provisionally on submission of a certificate from his/her last institution stating that he/she has appeared in the final examination (both theory and practical). The candidate is required to submit documents of having passed the qualifying examination by the last date given in the Academic Calendar to get his/her registration regularized, failing which their admission shall be cancelled.

5.2 Late Registration

If for any compelling reason like illness, etc. a student is unable to register on the day of registration, he/she can register on the late registration day (i.e., after about a week from the beginning of the semester) specified in academic calendar on payment of the late registration fee. However, if a student seeks prior permission to register late on valid grounds, Chairman, Senate may allow and exempt him/her from payment of late registration fee.

5.3 Termination of Registration

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

6.   TEACHING AND EVALUATION

6.1 Teaching

   a) **Medium** - The medium of instruction is ENGLISH.

   b) **Approval of Courses** - Each course along with its weight in terms of credits is approved by Senate. The course structure for a programme is fixed.

   c) **List of Elective Courses** - The list of electives to be offered in a programme is finalized before the beginning of the semester by the Dean of Academic Affairs, taking into consideration all the requirements and the recommendations of the Departments. The list is to be reported to the Senate.

d) **Conduct of Courses** - Each course is conducted by a faculty member as instructor. An instructor is responsible for conducting the course, setting of question papers, holding quiz, assignments, evaluating the performance of the students, awarding the grades at the end of the semester/summer term and submitting the grades to the Examination Cell office within the prescribed time limit. If a course is conducted by more than one instructor, the instructor-incharge shall be responsible for coordination and overall conduction of the course.

e) **Teaching Assignments** - The instructors for all the courses offered by a department during the semester are designated by the concerned Departmental Head/ Cordinator. If any other department is also required to participate in teaching a particular course, the respective Head/Coordinator designates the instructor. The allocation is to be finalized by the Dean of Academic Affairs.

6.2 Evaluation

Student enrolled in various Programs of the Institute shall be awarded Letter Grades (i.e. A+, A, B+, B, C, D, F) in each of his/her courses by the concerened instructor at the end of each semester, based on their continuous assessment process. This shall include appropriate weightage for all evaluative exercises undertaken by the respective instructor during that semester, viz. Mid Semester Examination, Quizzes, Assignments, Tutorials, Internal Assessment, Attendance in the courses and End Semester Examination etc.

6.3 Grading System

IIITA follows a relative grading system:

(i) **A+ Grade** for OUTSTANDING students. Maximum up to 15% of the students may be awarded this Grade.

(ii) **A Grade** for VERY GOOD students. Maximum up to 25% of the students should be awarded this Grade.

(iii) **B+ Grade** for FAIR Performance. Maximum up to 30% of the students may be awarded this Grade.

(iv) **B Grade** for SATISFACTORY performance. 20% of the students may be awarded this Grade.

(v) **C Grade** for BELOW AVERAGE students. Maximum up to 10% of the students may be awarded these Grades.

(vi) **D Grade** for POOR performance. Students with poorperformance may be awarded this grade.

(vii) **F** stands for Fail. May be awarded if the performance of the student is below all the above categories.

The above seven letter grades, their descriptions, and the numerical grade points on a 10 point scale (known as Grade Points) are given in the following table:

Grade	Description	Weight (g)
A+	Outstanding	10
A	Very good	9
B+	Fair	8
B	Satisfactory	7
C	Below Average	6
D	Poor	5
F	Fail	0

a) **Semester Grade Point Index (SGPI)** – The semester grade point Index is the weighted average of the grade points earned by a student in all the courses credited and describes his /her performance in a semester. If the grade points associated with the letter grades awarded to a student are $g_1, g_2, g_3, \ldots, g_n$ in all courses and the corresponding credits are $c_1, c_2, c_3, \ldots, c_n$ the SGPI is given by

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

Also, Whenever a student is permitted to appear in a backpaper, the new letter grade replaces the old letter grade in the computation of the $SGPI$.

b) **Cumulative Grade Point Index (CGPI)** - The cumulative grade point index indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as the $SGPI$, considering all the courses say, k over all the previous semesters, and is given by

$$CGPI = \frac{\sum_{i=1}^{k} c_i g_i}{\sum_{i=1}^{k} c_i}$$

6.4 Back Paper Examination

A student who has received F grade in one to four courses in a semester or over several previous semesters put together shall be given opportunities to pass the course by appearing in backpaper examinations. For the purpose of calculating the number of Back Papers every credit course (Theory Paper, Term Paper, Practical Examination & Mini Project etc.) shall all be treated as One Paper each. For passing the back papers a maximum of four opportunities will be given irrespective of whether he/she appears in the subsequent back paper examination OR not.

The backpaper examination will be held once in an year in the first week of July prior to the start of the odd (July to December) semester.

The Institute publishes a separate related manual **"Examination and Grading"**.

6.5   Change of Programme

a) Four Year and Five Year Dual Degree Programme

A student may be allowed change of Programme/Specialization after the 1st semester on the basis of his/her academic performance, subject to strength requirements in the current and target programmes/Specializations.

The guidelines and format of programme change option is given in **Appendix – 1.**

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~~**Exit policy for students of 5 year dual degree programme**~~
~~**Change from BTech to MTech**~~

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6.6 Grade Card and Transcript

Grade cards are issued after the end-semester examination of each semester and the back paper examinations.
The Grade card contains the credits gained by a student in different courses in the semester with his/her performance indicators, SGPI and CGPI. The back paper Grade Card contains the modified credits obtained in the subjects and modified SGPI, CGPI.
Transcripts are issued on request. The transcripts fee is Rs.100/- per copy.

7. LEAVE OF ABSENCE

7.1 Mid-semester Break and Vacation

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

7.2 Short Leave

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

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

a)   Grant of Medical Leave

In case of leave due to sickness/medical disability, an application for the grant of leave must be supported by a medical certificate issued by the Institute's Doctor or Institute recognized Hospital(s). In case, the treatment is availed by a registered Private Medical Practitioner, the application should first be approved by the Medical Board of the Institute and then submitted to the Dean/ Head of the department as the case may be. The application for medical leave must be submitted either during the period of treatment/hospitalization or within seven days after recovery. In any case, whatsoever, Institute will not entertain any medical certificates after the specified time period especially before the end-semester examination.

7.3 Temporary Withdrawal / Semester Leave

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

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

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

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

A student who resumes studies will have to register for the semester from which he had withdrawn to continue his/her programme.

7.4 Termination of Programme

  i.   If a student is absent without authorized leave of absence for a major part of the semester, his/her program may be terminated by Senate.
 ii.   If a student does not appear in the end-semester examination of all the courses in which he/she is registered, his/her program may be terminated by Senate.
iii.   Absence for a period of four or more weeks during a semester shall result in automatic cancellation of the registration of a student from all the courses in that semester.

7.5 Permission to Proceed to other Institutions

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

A student who satisfies the minimum eligibility conditions given below may spend at least one semester and up to two semesters in any academic institution of repute in India or abroad with prior permission of SUGC. On the recommendation of the DUGC, SUGC may allow a student waiver for the semester in-lieu of his/her successful completion of the programme elsewhere as a non-degree student.

a) **Eligibility** -
   i) No outstanding backpapers,
   ii) CGPI of at least 7.0,

b) **Procedure** – The student shall make an application to SUGC through the concerned DUGC, giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the institution where he/she has chosen to spend time as a non-degree student.

The DUGC shall examine the student's proposal to determine whether the proposed programme is of a nature that the student will benefit from the exposure. Any application for waiver of credits at IIIT-A or transfer of credits from the other institution shall be decided in accordance with the procedure given below. On the recommendation of the DUGC, SUGC may approve the proposal and grant permission, with leave of absence, to the student to proceed as a non-degree student to the selected institution.
Only after waiver for the semester in-lieu of his/her successful completion of the programme elsewhere as a non-degree student is granted, a student can proceed to to spend time as a non-degree student.

c) **Transfer of Credits and Waiver in-lieu thereof**
Permission to proceed to another institution as a nondegree student does not imply that the student will automatically get waiver from the academic and other requirements of his/her ongoing undergraduate programme at the Institute.

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

Against the semester or semesters for which a waiver is granted, the SGPI can be calculated the basis of the credits/grades earn by him in the selected institution elsewhere. However under no conditions, the grades earned at any other institution shall be considered for CGPI calculations and it will not appear on the final transcript.

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 this clause for the transfer of academic credits, waiver, etc.

8. REQUIREMENTS
8.1 Academic
A student is required to pass successfully all the courses of the curriculum prescribed for his/her undergraduate programme.

8.2 Minimum and Maximum Duration for Programme Completion

The minimum duration for completion for completion of of 4 year B.Tech. programmes is 4 years (8 semesters) and for 5 year dual degree programmes is 5 years (10 semesters).

The maximum duration for completion of 4 year B.Tech. programmes is 6 years (12 semesters) and for 5 year dual degree programmes is 7 years ((14 semesters)). If any student fails to complete his/her course in the stipulated timeframe his/her name will be struck out from the rolls of the Institute and he/she will be declared failed to complete the course.

The semesters for which a student has been granted permission to withdraw temporarily on leave of absence will not be counted towards the calculation of duration for completion of the programme.

8.3 Restriction of Promotion

A Student who has received more than Four or more than four Back Papers i.e. an F Grade, either in a single semester or several semesters put together shall deemed to be not promoted to the Next Semester. He/she will not be given the opportunity to appear in Backpaper examination.
However, a student is promoted from the first semester of any programme is proposed to second semester irrespective of the number of back papers.

8.2 Extension Period for Final Semester Students and Date for Award of Degree

The maximum duration for completion of B.Tech. & M.Tech. final semester can be extended maximum of three months i.e. 30th September. The student who fails to complete his/her final semester Project Presentation within stipulated timeframe will have to re-register himself/herself for that semester with precribed fee. He/she will be awarded degree for the session when he/she completes the prerequisite for the award of degree.

8.3 Attendence Requirements

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

(a) A student shall be deemed to have under-gone a regular course of study in the Institute, if he/she has attended at least 75% in the aggregate of lectures/practicals of each course.

(b) A margin of 25% in each course of the total attendance shall be accorded to the student on account of sickness and/or participation in Seminars/ Workshops/ Internships etc., provided that the related leave application, duly counter signed by the Head of the department , is sent to the concerned Dean within seven days of the activity/ function.

(c) In case, students' academic leave/ medical leave is approved by the competent authority, it will enable him to get the relaxation in attendance percentage of 75%. In case his/her attendance (actual attendance percentage + approved leave of absence) does not fulfil the 75% attendance norms and attendance percentage falls in the range of 50% to 75% then the student will be placed one grade lower in that particular course.

(d) Further, students with less than 50% attendance (actual attendance + approved leave of absence) in a course will not be allowed to appear in the end-semester examination/ back paper examination of that course and he will have to repeat the course in the next academic session and will appear in the mid-semester and end-semester examination accordingly.

(e) Chairman Senate, may, in special circumstances, condone any shortage in the attendance.

9   Awards of Attendance Marks

The students having attendance equal to or more than 80% will be awarded attendance marks between 8 to 10 for 3 credit hours and between 5.6 to 7 for 2 credit hours course. Students having less than 80% attendance will be awarded Zero marks, and one grade will be lowered in the respective subject.

10   Absence during the semester due to Internship/Training

All students absent in the class due to internship/ training programme, during the academic session will be marked as absent. This absence will be considered in the category of the 25% leave (non-mandatory) applicable to them. These students are expected to be regular in attending the classes after their internship programme so that there is no further shortage.

All efforts should be made to arrange training during vacations in such a way that it may be completed within the duration of the vacation, and it will not affect the attendance requirement of the student.

9. DEGREES

9.1   Award of Degrees

Degree will be awarded to the students who successfully complete all the graduation requirements specified in Section 8.1 recommended by the Senate to the Board of Management (BOM) for the award of the appropriate degree in the ensuing convocation. The degree can be awarded only after the BOM accord its approval. However, provisional degree may be issued for the intervening period between the completion of graduation requirements and the Convocation. The provisional degree shall be valid for a maximum period of 5 years from the date of issue.

In case of Dual Degree Courses, both Degrees will be awarded at the end of successful completion of the course.

9.2   Withdrawal of the Degree

Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the Board of Management for withdrawal of a degree already awarded.

10.   SHOLARSHIPS, PRIZES AND MEDALS

10.1 Scholarships

   Annexure 5

10.2 Prizes and Medals

   Annexure 6

11.   CONDUCT AND DISCIPLINE

11.1 Code of Conduct

The Code of Conduct for students aims to develop a congenial academic atmosphere and maintain discipline in the Institute. The bulletin "Student's Code of Conduct" is published separately by the Institute.
The Student's Code of Conduct is given in **Annexure 7**

12.   STUDENT GYMKHANA

To encourage overall development of the students and ensure their participation in Institution activities and management, a Student Gymkhana has been constituted. A separate bulletin **"Student Gymkhana"** is published by Institute which contains the required details.

13.   MEDICAL FACILITY

Round the clock medical facility with doctors and 10 beds clinic is available at the Institute campus; however, two multi-speciality hospitals are also attached with the Institute. MEDICLAIM cum Accidental Insurance Policy is also available at the Institute. The detailes of the medical facility available and services provided by the health centre is given in a separate brochure published by the Institute.

Annexure-1

Seat Matrix (UG Programmes)

Program	Open	Open (PWD)	OBC	OBC (PWD)	SC	SC (PWD)	ST	ST (PWD)	Total Strength
B.Tech. (Information Technology)	68	2	37	1	20	1	10	1	140
B.Tech. (Electronics & Communication Engineering)	40	1	20	2	12	0	6	0	81
5 Yrs Integrated MTech (Bio-medical Engg.)	22	1	12	0	7	0	3	0	45
5 Yrs. Dual degree BTech (IT) & M.Tech. (IT) Spl. (Software Engineering)	3	0	2	0	1	0	1	0	7
5 Yrs. Dual degree BTech (IT) & M.Tech. (IT) Spl. (Wireless Communication Engineering)	3	0	2	0	1	0	1	0	7
5 Yrs. Dual degree BTech (IT) & M.Tech. (IT) Spl. (Intelligent Systems)	3	0	2	0	1	0	1	0	7
5 Yrs. Dual degree BTech (IT) & M.Tech. (IT) Spl. (Robotics)	3	0	2	0	1	0	1	0	7
5 Yrs. Dual degree BTech (IT) & M.Tech. (IT) Spl. (Human Computer Interaction)	4	0	2	0	1	0	0	0	7
5 Yrs. Dual degree BTech (IT) & M.Tech. (IT) Spl. (Bio Informatics)	3	1	2	0	1	0	0	0	7
5 Yrs. Dual degree BTech (ECE) & M.Tech. (EE) Spl. (Micro Electronics)	4	0	2	0	1	0	0	0	7
5 Yrs. Dual degree BTech (IT) & M.Tech. (IT) Spl. (Cyber Law & Information Security)	4	0	2	0	1	0	0	0	7
5 Yrs. Dual degree BTech (ECE) & MBA(IT)	2	0	1	0	1	0	0	0	4
5 Yrs. Dual degree BTech (IT) & MBA(IT)	5	0	2	0	1	0	1	0	9
Total	164	5	88	3	49	1	24	1	335

SC: Scheduled caste, ST: Scheduled tribe, OBC: Other backward class, PWD: Persons with disability

IT: Information Technology, ECE: Electronics and Communication Engineering, EE: Electronics Engineering

Seat matrix (UG Programmes) for RGIIT Amethi (A Campus of IIIT Allahabad)

Program	Open	Open (PWD)	OBC	OBC (PWD)	SC	SC (PWD)	ST	ST (PWD)	Total Strength
B.Tech. (Information Technology)	45	1	24	1	14	0	7	0	92

Annexure 1-A

Seat Matrix (UG Programmes) for DASA Students

S.No.	Name of Campus	Branch	Seats Available under DASA
1.	IIIT Allahabad	BTech (IT)	26
		BTech (ECE)	13
		5 Yrs Integrated MTech (Bio-medical Engg.)	7
		5 Yrs. Dual degree BTech (IT) & M.Tech. (IT) Spl. (SE)	1
		5 Yrs. Dual degree BTech (IT) & M.Tech. (IT) Spl. (WCE)	1
		5 Yrs. Dual degree BTech (IT) & M.Tech. (IT) Spl. (IS)	1
		5 Yrs. Dual degree BTech (IT) & M.Tech. (IT) Spl. (RO)	1
		5 Yrs. Dual degree BTech (IT) & M.Tech. (IT) Spl. (HCI)	1
		5 Yrs. Dual degree BTech (IT) & M.Tech. (IT) Spl. (BI)	1
		5 Yrs. Dual degree BTech (ECE) & M.Tech. (EE) Spl. (MI)	1
		5 Yrs. Dual degree BTech (IT) & M.Tech. (IT) Spl. (CLIS)	1
		5 Yrs. Dual degree BTech (ECE) & MBA(IT)	1
		5 Yrs. Dual degree BTech (IT) & MBA(IT)	1
2.	RGIIT Amethi (A Campus of IIIT Allahabad)	BTech (IT)	14

Annexure 2-A
Course Structure

Annexure 2-B
Course Structure

FEE STRUCTURE FOR B.TECH PROGRAMME

Sl. No.	Items of Fee	1st Sem.	2nd Sem.	3rd Sem.	4th Sem.	5th Sem.	6th Sem.	7th sem.	8th Sem
A	**One Time FEE**								
	Admission Fee	2500							
	Enrolment Fee	1000							
	Identity Card Fee	1000							
	Alumni Fund	8000							
B	**Annual Dues**								
	Benevolend Fund	500		500		500		500	
	Gymkhana Fees	500		500		500		500	
	Group Insurance and Student Welfare Fund	1000		1000		1000		1000	
	Library Fee	1000		1000		1000		1000	
C	**Semester Fees**								
	Tuition Fee	35000	35000	35000	35000	35000	35000	35000	35000
	Hostel rent (Double Occupancy Rs. 4500/-) (Single Occupancy Rs. 9000/-)	4500	4500	4500	4500	4500	4500	4500	4500
	Examination Fee	1000	1000	1000	1000	1000	1000	1000	1000
	Grade Card Fee	500	500	500	500	500	500	500	500
	Medical Fee	500	500	500	500	500	500	500	500
	Mess Fee	12000	12000	12000	12000	12000	12000	12000	12000
	TOTAL	**69000**	**53500**	**56500**	**53500**	**56500**	**53500**	**56500**	**53500**

FEE STRUCTURE FOR FIVE YEAR (DUAL DEGREE) PROGRAMMES

Sl. No.	Items of Fee	1st Year		2nd Year		3rd Year		4th Year		5th Year.	
		1st Sem.	2nd Sem	3rd Sem.	4th Sem.	5th Sem.	6th Sem.	7th sem.	8th Sem	9th sem.	10th Sem
A	**One Time FEE**										
	Admission Fee	2500									
	Enrolment Fee	1000									
	Identity Card Fee	1000									
	Alumni Fund	8000									
B	**Annual Dues**										
	Benevolent Fund	500		500		500		500		500	
	Gymkhana Fees	500		500		500		500		500	
	Group Insurance and Student Welfare Fund	1000		1000		1000		1000		1000	
	Library Fee	1000		1000		1000		1000		1000	
C	**Semester Fees**										
	Tuition Fee	35000	35000	35000	35000	35000	35000	35000	35000	35000	35000
	*Hostel rent (Double Occupancy Rs. 4500/-) (Single Occupancy Rs. 9000/-)	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500
	Examination Fee	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
	Grade Card Fee	500	500	500	500	500	500	500	500	500	500
	Medical Fee	500	500	500	500	500	500	500	500	500	500

*Mess Fee (Fee will be calculated on exact no. of days basis in the beginning of each Semester)	12000	12000	12000	12000	12000	12000	12000	12000	12000	12000
TOTAL	**69000**	**53500**	**56500**	**53500**	**56500**	**53500**	**56500**	**53500**	**56500**	**53500**

Annexure 4

Academic Calendar for the
Odd Academic Semester: July-December: 2014

Institute Reopens	**- 7th July, 2014 (Mon)**
Semester Registration (Fee Deposition)	- 07th July, 2014 (Mon) – 11th July, 2014 (Fri)
Last Date for finalizing options for elective (B.Tech. & M.Tech. Students)	**- 11th July 2014 *(Fri)***
Commencement of classes	- 8th July, 2014 (Tue)
Semester Late Registration (Fee Deposition)	**- 14th July 2014 *(Mon)* – 18th July 2014 *(Fri)***
Back Paper Examination -	– 11th August 2014 *(Mon)-18th August, 2014 (Mon)* *(Including Saturday and Sunday)*
Last date for submission of documents by newly admitted students	………………………..
Mid Semester Examination	**- 11th Sept 2014 *(Thu)* – 26th Sept 2014 *(Fri)*** *(Including Saturday and Sunday)*
Mid Semester Break -	– 27th Sept 2014 *(Sat)- 05th October,2014 (Sun)*
Effervescence -	**– 17th October 2014 *(Fri)-19th October 2014 (Sun)***
Preparatory Leave -	– 18th Nov 2014 (Tue) -19th Nov 2014 (Fri)
End Sem Exam -	**– 20th Nov. 2014 (Thu) - 05th Dec. 2014 (Mon)** *(Including Saturday and Sunday)*
End Sem Break -	– 6th December, 2014 (Thu)-04th January 2015 *(Sun)*
Institute Reopens	**- 05th January 2015 *(Mon)***
Semester Late Registration (Fee Deposition)	**- 05th January 2015 (Mon)– 14th January 2015 *(Wed)***

Annexure 5
Scholarships

Annexure 6
Prizes and Medals

Annexure 7
Student's Code of Conduct

Appendix-1

Guidelines for Change of Programme/Specialization

Change of Programme/Specialization is granted purely on the basis of academic performance. A student may be allowed change of Programme/Specialization after the 1st semester on the basis of his/her academic performance, subject to strength requirements in the current and target programmes/Specializations. The change of programme/Specialization is a privilege and not a right and is available to students who have admitted to a programme through the normal admission process. Sponsored students are not eligible for change of programme/Specialization.

The guidelines are as follows.

Students studying in the 4 year BTech programme or 5 year dual degree BTech-MTech/BTech-MBA programme can apply for change of Programme/Specialization. They may submit their application to the Chairman SUGC.

Eligibility Criteria

The applicant must have passes all the courses (no F grade) in the 1st semester of the programme.

The SGPI at the end of the 1st semester must be not less than 8.0

Strength Requirements

The change of Programme/Specialization is subject to the number of seats available in the target programme/Specialization as per its sanctioned strength.

The number of seats in the current programme must not fall below 60% of its sanctioned strength.

Procedure

As many Programme/Specialization changes as possible, are granted in the decreasing order of SGPI to applicants, subject to the eligibility criteria and strength requirements of the programmes. Students desirous of having a change, have to submit their applications to the office of Dean of Academic Affairs. The format for exercising the programme change option is given below.

Date:

The Dean (Academic),
IIIT-Allahabad,
Devghat, Jhalwa,
Allahabad – 211012

Sir,

<p align="center"><u>Sub:</u> Exercise of Branch Change Option</p>

In furtherance to the Institute Notification vide this is to request that I wish to apply for the 'Branch Change Option'. My relevant details are as follows:

Name:………………………………………………………………
Enrollment No:…………………….
Semester grade Point Index :
B.Tech. First Semester (July – Dec 20…):………………………..

Current Branch Allocation:
Branch Change desired to :

It is Certified that the Information given by me above is true. Further, I fully understand that this application does not guarantee the Branch Change to me, as the same is subject to Institute Rules. In case, I am allowed the desired change, the change shall be binding upon me.

Signature of the Student with Date

Mobile No.: