

**ORDINANCES AND REGULATIONS
FOR
BACHELOR OF TECHNOLOGY (B.TECH)**

IIITSM 2023



भारतीय सुचना प्रौद्योगिकी संस्थान सेनापति, मणिपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SENAPATI, MANIPUR
(An Institute of National Importance by Act of Parliament, Government of India)
Mantripukhri, Imphal East- 795002, Manipur, India
www.iiitmanipur.ac.in

PREFACE

The Indian Institute of Information Technology Senapati, Manipur, is one of the institutes of national importance set up by the MHRD, Government of India, in public-private partnership (PPP) mode with the objective of providing facilities for higher education, research, and training in various fields of science & technology. This ordinance is framed in accordance with Section 33 of the Indian Institute of Information Technology (Public-Private Partnership) Act, 2017.

This booklet gives the general regulations governing the conditions for imparting courses of instruction, the conduct of examinations, and the evaluation of the performance of students leading to a B. Tech. degree in any branch of Engineering.

The departments can tailor their academic programs as per their specific needs within the framework of the Rules and Regulations approved by the Senate from time to time, keeping in view the ever-growing challenges and new developments in the fields of Science and Technology. These regulations provide opportunities and flexibilities for students to optimize their learning experience. This requires continuous and meticulous planning of the academic outline on the part of each student to fully utilize the opportunities. The students and their parents or guardians are advised to become fully familiar with the academic system of the institute. Students' attention is drawn particularly to the assessment procedures and the specific rules governing the grading system, academic performance requirements, etc. Notwithstanding all that has been stated in these Regulations, the Senate has the right to review and change them from time to time.

At IIIT Senapati, Manipur, strive to provide students with the best facilities necessary to develop into outstanding scientists and engineers. As a student-oriented institution, we are dedicated to the complete development of students.

Director

CONTENTS

Page No

1	SHORT TITLE AND COMMENCEMENT	1
2	DEFINITIONS	1
3	ORDINANCES	1
4	REGULATIONS	2
4.1	ACADEMIC CALENDAR	2
4.2	ACADEMIC PROGRAMMES	2
4.3	DURATION OF THE PROGRAMME	2
4.4	ADMISSION CRITERIA	3
4.4.1	National Students	3
4.4.2	International Students	3
4.4.3	Unable to Join the Institute	3
4.4.4	Document Required for Admission	3
4.4.5	Provisional Admission due to non-submission of documents	4
4.5	PROVISION FOR ACCOMMODATION	4
4.6	FACULTY ADVISOR	4
4.7	ACADEMIC SESSION	4
4.8	CHANGE OF PROGRAMME/BRANCH	5
4.9	ATTENDANCE REQUIREMENT	5
4.10	LEAVE OF ABSENCE	6
4.11	REGISTRATION	6
5	COURSE STRUCTURE	8
5.1	CONTACT HOURS	8
5.2	ACADEMIC LOAD PER SEMESTER	8
5.3	EXTRA ACADEMIC ACTIVITY	8
5.4	INDUCTION PROGRAMME	8
5.5	EXTRA COURSE LOAD PER SEMESTER	8
5.6	FOREIGN LANGUAGE COURSES	9
6	SUMMER INTERNSHIP	9
7	PROJECT	9
8	OPTION FOR INTERNSHIP OR PROJECT WORK IN 8TH SEMESTER	10
9	ONLINE COURSES	10
10	SUMMER TERM COURSES	10

11	STUDY SEMESTER ABROAD OR IN OTHER INSTITUTIONS OF NATIONAL IMPORTANCE/ UNIVERSITIES	11
12	EXAMINATIONS	11
	12.4 MALPRACTICES	12
13	RE-EVALUATION OF END SEMESTER ANSWER SCRIPT	12
14	MAKE UP EXAMINATIONS	12
15	WITHHOLDING OF GRADES	13
16	BREAK IN STUDIES	13
17	TERMINATION FROM THE PROGRAMME	13
18	GRADING SYSTEM	14
	18.3 TRANSITIONAL GRADE I	14
	18.4 SEMESTER PERFORMANCE INDEX	15
	18.5 CUMULATIVE PERFORMANCE INDEX	15
	18.6 ROUND-OFF	15
	18.7 CONVERSION OF TRANSITIONAL GRADE	15
	18.8 GRADE TO PERCENTAGE CONVERSION	16
19	ELIGIBILITY FOR THE AWARD OF B. TECH. DEGREE	16
20	CONSOLIDATED GRADE CARD	16
21	CERTIFICATE AND TRANSCRIPTS	16
22	DEPARTMENTAL UNDERGRADUATE PROGRAMME COMMITTEE (DUPC)	16
23	INSTITUTE UNDERGRADUATE PROGRAMME COMMITTEE (IUPC)	17
24	BOARD OF STUDIES	17
	24.1 GUIDELINES OF BOARD OF STUDIES	17
	24.2 COMPOSITION OF BOARD OF STUDIES	17
	24.3 CONSTITUTION AND FUNCTIONS OF BOARD OF STUDIES	18
	24.4 OPINION BY CIRCULATIONS	18
25	AMENDMENTS TO REGULATIONS AND CURRICULUM	18

1. SHORT TITLE AND COMMENCEMENT

- 1.1** The regulations listed under this Section are common for the Engineering Degree Undergraduate level programmes (B.Tech.) offered by Indian Institute of Information Technology Senapati, Manipur with effect from the academic year 2023-24 and they are called "IIITSM 2023"
- 1.2** The here under are subject to amendments as may be made by the SENATE from time to time, keeping the recommendations of the Departmental Undergraduate Programme Committee (DUPC). Any or all such amendments shall be effective from such date and to such batches of students including those already undergoing the programme, as may be decided by the Senate.

2. DEFINITIONS

- 2.1** 'Programme' means cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the award of a degree.
- 2.2** 'Course' means a unit of teaching, which encompasses various topics, that typically lasts one semester, is led by one or more faculties and has a fixed set of registered students.
- 2.3** 'Degree' means an academic degree conferred by the Institute upon those who complete the undergraduate programme successfully.
- 2.4** 'Regular Students' means students enrolled into the four year programme in the first year.
- 2.5** 'Academic Year' means constituting of two consecutive (one odd + one even) semesters.
- 2.6** 'Choice Based Credit System (CBCS)' provides more flexibility and autonomy to students in selecting courses and designing their own academic paths. Under CBCS, students often have the opportunity to choose elective courses from a variety of options in the preferred semester complying prerequisites and based on their learning aptitudes. These elective courses can be within their own department or from other related disciplines, allowing students to explore interdisciplinary subjects.
- 2.7** 'The Academic Section' means the Academic Section oversees educational matters and student-related affairs within the institution.

3. ORDINANCES

- 3.1** The provisions of these regulations shall be applicable to all B.Tech. programmes offered by the Institute.
- 3.2** All the regulations noted below shall be applicable to any new B.Tech. programme(s) that may be introduced in future.
- 3.3** A student becomes eligible for the award of the B.Tech degree after fulfilling all the academic and non-academic requirements prescribed by the Senate of the Institute.
- 3.4** Notwithstanding all that has been stated in the regulations, the Senate has the right to modify/relax any of the regulations from time to time.

4. REGULATIONS

4.1 ACADEMIC CALENDAR

- i The academic session is divided into two semesters each of approximately seventeen (17) weeks duration: an Autumn Semester (July-November) and a Spring Semester (January-April).
- ii The Senate-approved schedule of academic activities for a session, inclusive of dates for registration, assessments and end-semester examinations, inter-semester breaks etc., shall be laid down in the Academic Calendar for the session and published on Institute Website.

4.2 ACADEMIC PROGRAMMES

The institute offers Bachelor of Technology programmes in:

- i Computer Science and Engineering
- ii Computer Science and Engineering with specialization in Artificial Intelligence and Data Science
- iii Electronics and Communication Engineering
- iv Electronics and Communication Engineering with specialization in VLSI and Embedded System.

The nomenclature and its abbreviation given below shall continue to be used for the offered degree programmes.

- 4.2.1. Bachelor of Technology shall be abbreviated as B.Tech. in parenthesis. Besides, the subject of the programme shall be indicated. For example, undergraduate (UG) degree programme in Computer Science and Engineering shall be mentioned as

Bachelor of Technology (B.Tech.)

in

Computer Science and Engineering

- 4.2.2. Bachelor of Technology with specialization, specialization shall be indicated in parenthesis after the subject of the program. For example, UG degree programme in Computer Science and Engineering with specialization in Artificial Intelligence and Data Science shall be mentioned as

Bachelor of Technology (B.Tech.)

in

Computer Science and Engineering

(with specialization in Artificial Intelligence and Data Science)

4.3 DURATION OF THE PROGRAMME

Normally, a student should complete all the requirements for undergraduate programme in eight semesters.

However, academically weaker students who do not fulfill some of the requirements in their first attempt and have to repeat them in subsequent semesters may be permitted up to 12

consecutive semesters (from the first semester registration) to complete all the requirements of the degree.

Under any exceptional circumstance, a further extension of one more year may be granted subject to approval of Director for the requisition made by the student.

4.4 ADMISSION CRITERIA

4.4.1. National Students

Admission to all disciplines will be made in the Autumn Semester of each session at the First Year level through JEE(Main), the counseling for which is done by Joint Seat Allocation Authority (JoSAA) and Central Seat Allocation Board (CSAB).

4.4.2. International Students

Besides the successful JEE candidates, a specified number of foreign nationals selected under the policy laid down by the Government of India may be admitted directly to the 1st year of any of the programmes covered by these regulations.

4.4.3. Unable to Join the Institute

If a student fails to join the Institute and attend classes within a week of starting of classes, (s)he will be deemed to have abandoned the programme. In case of serious illness or a family calamity, (s)he may be granted leave according to the appropriate provisions. In serious cases, a student may, with approval of the Senate, take break for a year and join the Institute along with the next batch of students.

4.4.4. Documents Required for Admission

At the time of admission, the student is required to provide the following documents:

- i. JEE Admit Card and Score Card
- ii. Admission offer Letter
- iii. 10th Class Mark Sheet and Pass Certificate
- iv. 10+2th Class Mark Sheet and Pass Certificate
- v. Date of Birth certificate
- vi. Community certificate for SC/ST/OBC-NCL (If applicable)
- vii. EWS certificate (If applicable)
- viii. AADHAAR Card
- ix. Three copies of recent passport size photos (size 3.5x4.5 cm).
- x. Medical fitness Certificate from Registered Medical doctor
- xi. Anti-Ragging Affidavit (Student and Parent)
- xii. Gap year Affidavit (if these is a break after 12th grade)

4.4.5. **Provisional Admission due to non-submission of documents**

A provisional admission may be given if any of the certificates/documents is not produced. It has to be submitted within 2 weeks or any other date to be fixed by the Institute, failing which admission will be cancelled and all fees deposited will be forfeited.

If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Dean of Academic Affairs may revoke the admission of the candidate and report the matter to the Senate.

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 the grounds of unsatisfactory academic performance or undisciplined conduct.

4.5 PROVISION FOR ACCOMMODATION

4.5.1. The institute is wholly residential and all students shall be required to reside in, and be members of the hostel to which they are assigned at the time of registration. Only in exceptional circumstances, a student may be permitted to change from one hostel to another.

4.5.2. Under special circumstances, the Director/Dean of Academic Affairs may permit a student to reside with his/her Parent/Guardian in the Institute Campus or within a reasonable distance from the Institute. Such a student shall, however, be attached to a hostel and will be required to pay seat rent according to rules, and Hostel establishment charges fixed by the Institute. However, this permission may be withdrawn at the discretion of the Institute, at any time considered appropriate by it, without assigning any reason.

4.5.3. No married accommodation shall be provided to any student of the undergraduate courses.

4.5.4. All students must abide by the rules and regulations of the hostel as may be framed from time to time by the Hostel Management Committee.

4.6 FACULTY ADVISOR

The Academic Section will assign one (or more) faculty member(s) to each batch of students to serve as 'Faculty Advisor', who will continue to act till all students admitted in a batch graduate or leave the Institute. (S)he will serve as a mentor to the students and shall proactively monitor their academic progress. (S)he will approve selection of elective courses, liaison with course teachers in matters of attendance and performance, recommend leave of the students to higher authorities, and communicate with their parents.

4.7 ACADEMIC SESSION

The academic session is divided into two semesters each of approximately seventeen (17) weeks duration:

- i. Autumn/Odd semester (July – November) and
- ii. Spring/Even semester (January – May).

In addition, a Summer Term Course (May – July) may be offered in specific courses at the discretion of the Senate under special circumstances.

4.8 CHANGE OF PROGRAMME/BRANCH

- 4.8.1. Normally, a student admitted to a particular branch of the undergraduate programme will continue studying in that branch till completion.
- 4.8.2. However, in special cases the Institute may permit a student admitted through JEE Main to change from one branch of studies to another after the successful completion of first two semesters. Such changes will be permitted, in accordance with the provisions laid down hereinafter, from a B. Tech. programme in any branch to a B. Tech. programme in any other branch.
- 4.8.3. Only those students will be eligible for consideration of a change of branch/programme after the second semester, who have completed all the common credits required in the first two semesters of their studies with a CPI of 8.00 or more, in their first attempt, without having had to pass any course requirement in the summer term examination.
- 4.8.4. Applications for a change of branch/programme must be made by intending and eligible students in the prescribed form. The Academic Affairs Office will call for applications in the beginning of the odd semester of each academic year and the completed forms must be submitted by the last date specified in the notification.
- 4.8.5. Students may enlist up to three choices of branch/programme, in order of preference, to which they wish to change over. It will not be permissible to alter the choice after the application has been submitted.
- 4.8.6. Change of branch/programme shall be made strictly in order of merit of the applicants. For this purpose the CPI obtained at the end of the second semester shall be considered. In case of a tie, the JEE Main rank of the applicants will be considered.
- 4.8.7. The applicants may be allowed a change in branch/programme, strictly in order of inter-se-merit, subject to the limitation that the strength of a branch should not fall below the existing strength by more than ten percent and should not go above the sanctioned strength by more than ten percent.
- 4.8.8. All changes of branch/programme made in accordance with the above rules will be effective from the third semester of the applicants concerned. No change of branch/programme shall be permitted after this.
- 4.8.9. All changes of branch/programme will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch/programme offered.

4.9 ATTENDANCE REQUIREMENT

- 4.9.1. Students are required to attend all the classes (Lectures, Tutorials, Laboratories, Practical, Studio, Workshops etc) for which they have been registered. Students are required to attend all the classes of Extra Academic Activities (NCC, NSS,

NSO including camps and other pre-publicised programmes) for which they have been registered.

- 4.9.2. A student will be debarred from appearing in an examination if his/her attendance falls below 75 %. A student will not be awarded certificate in Extra Academic Activities if his/her attendance falls below 75 %.
- 4.9.3. The teacher concerned may condone absence from classes for a very short period due to unavoidable reasons provided (S)he is satisfied with the explanation.

4.10 LEAVE OF ABSENCE

- 4.10.1. If the period of leave is for a short duration (less than two weeks), prior application for leave shall have to be submitted to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting document(s). Such leave will be granted by the Head of the Department.
- 4.10.2. Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the Head of the Department provided (s)he is satisfied with the explanation.
- 4.10.3. If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department to the Dean of Academic Affairs with supporting documents in each case; the decision to grant leave shall be taken by the Dean of Academic Affairs on the recommendation of the Head of the Department.
- 4.10.4. The Dean of Academic Affairs may, on receipt of an application, also decide whether the student be asked to withdraw from the course for that particular semester because of long absence.
- 4.10.5. The leave of absence as per paras 4.10.1 to 4.10.3 will not be condoned for attendance.
- 4.10.6. It will be the responsibility of the student to intimate the Warden of the hostel in which (s)he is residing, and the concerned instructors regarding his/her absence before availing the leave.
- 4.10.7. In exceptional circumstances, the Dean of Academic Affairs in consultation with the Chairman, Senate may relax any of the above requirements.

4.11 REGISTRATION

- 4.11.1. Every student is required to register for the approved courses through the Faculty Advisor at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar.
- 4.11.2. Students who do not register on the day announced for the purpose may be permitted late registration up to the notified day in the Academic Calendar on payment of an additional fee.

- 4.11.3. Only those students will be permitted to register who have:
- i. Cleared all Institute, Hostel and Library dues and fines (if any) of the previous semesters,
 - ii. Paid all required advance payments of Institute and Hostel dues for the current semester, and
 - iii. Not been debarred from registering on any specific ground.
- 4.11.4. During the registration, the following conditions must be fulfilled:
- i. A student must pass all first year courses before registering for the third year courses.
 - ii. Normally, the number of credits registered for during a semester should not exceed 24 credits. The L-T-P loading for a semester should not exceed 32 contact hours per week.
 - iii. Nevertheless, a student can register for two backlog courses with a maximum of 8 additional credits along with the regular semester courses without dropping any course. In such case, (s)he has to pay additional fee for each course apart from the regular semester fee.
 - iv. Students with more than two backlog courses should drop regular course(s) proportionately as advised by the Faculty Advisor. No fee will be charged for the backlog course(s) taken in lieu of the dropped course(s) in the current semester.
- 4.11.5.
- i. Students obtaining grade 'FF' in any compulsory/elective subject in any semester may clear it in the next appropriate semester when it is offered.
 - ii. Similarly, in case of failure in Extra Academic Activities the student will have to re-register for it in the appropriate semester of the next academic session.
- 4.11.6. A student who obtains a CPI lower than 5.00 with grade 'DD' in some subjects or grade 'FF' in some subjects may be permitted by the Dean of Academic Affairs on the recommendations of the DUPC to repeat one or more DD graded subjects along with the failed subjects, provided, the subject(s) is /are being offered therein.
- 4.11.7. When a student re-registers for a subject, in accordance with paras 4.11.5 and 4.11.6 above, his/her new grade will be used for SPI calculation, whereas for CPI calculation, the better of the two grades (the old and the new) of that subject will be considered.
- 4.11.8. Students may add and drop subject(s) with the concurrence of the Faculty Advisor, and under intimation to the concerned course instructors and the academic section provided this is done within the date mentioned in the Academic Calendar and as per the conditions given in para 4.11.4 above.

5. COURSE STRUCTURE

The curricula for the different degree programmes offered by the respective departments have been evaluated by DUPC/IUPC and approved by the Senate. Medium of instruction, examination and project reports will be in English.

5.1 CONTACT HOURS

All courses will have Lecture-Tutorial-Laboratory-Credits components (L-T-P-C) to indicate the contact hours.

Credit definition	
1 Hr. Lecture (L) per week	1 Credit
1 Hr. Tutorial (T) per week	1 Credit
2 Hours Practical (P) per week	1 Credit

Theory courses will have 3-0-0 (3 credits) or 3-1-0 (4 credits) structure. Laboratory courses will be offered as distinct 0-0-2 (1 credit) & 0-0-4 (2 credits). Normally, courses based on engineering or scientific principles or on thought - provoking information, where it is possible to conduct a closed book examination, will be taught as theory courses, whereas those based on applications and practice (conceptual, computational or experimental) will be covered under practical courses.

5.2 ACADEMIC LOAD PER SEMESTER

In a semester, there shall be maximum 6 theory courses and maximum 3 lab courses. Total credits in semester shall be within 24 credits.

5.3 EXTRA ACADEMIC ACTIVITY

In first year, there shall be an Extra Academic Activity (EAA) consisting of at least 3 hours activity per week. The EAA may be Yoga, N.S.S., N.C.C., physical education, sports, self-defence training, music and drama or any other physical or cultural activity approved by the Senate. The detailed instructions will be imparted, practiced and supervised by the concerned faculty and/or officers. EAA course shall have syllabi, instruction and examination like any other courses. The class timing of the EAA courses will be chosen differently from the timing of academic courses, depending on weather conditions.

5.4 INDUCTION PROGRAMME

A one-week mandatory induction program for students shall be given at the beginning of the course. The idea behind this is to make the students feel comfortable in their new environment, open them up, set a healthy daily routine, develop awareness, sensitivity and understanding of the self, people around them, society at large, and nature. There shall be 1 credit for Induction programme.

5.5 EXTRA COURSE LOAD PER SEMESTER

A student is allowed to take additional course load of maximum 4 credits (per semester) in 5th and/or 6th semester(s) over and above the normal semester load (as prescribed in the curriculum book) of the department for the concerned semester if (s)he has CPI 8.00 or above. The credits earned in the extra course will be added to the

CPI of the student like other credit courses. The grade in the extra course will not be counted towards eligibility for the Institute medals.

A student with CPI less than 8.00 can be permitted to take additional theory courses or laboratory (maximum 4 credits per semester) in lieu of final year Research Projects which (s)he may carry out during summer vacation and beyond, e.g. till mid semester examination of the semester after the final semester. Courses with EAA tag can be taken over and above the normal load since there will be no time-table clashing with this course.

5.6 FOREIGN LANGUAGE COURSES

During the first year, students have the option to choose a foreign language in lieu of the mandatory course viz. "English Language Skills." The eligibility criteria for this alternative are as follows:

- 5.6.1 Those students who have studied in English Medium in School/Institute till class 12.
- 5.6.2 Students should have obtained at least 70% marks in English in Class X and Class XII.
- 5.6.3 Those students who have to qualify in the Communication/ Language skill test in English conducted by the institute.

6. SUMMER INTERNSHIP

A short-term industrial or research experience or Internship is included in the curricula of B.Tech. of 8 weeks duration after the 6th semester. The experience may be obtained in any reputed industry, research laboratory, IIT, NIT and any other organization of comparable repute. Evaluation is based on work done, quality of report, performance in viva-voce, presentation etc. On completion of the programme, this will earn 2 credits in the 7th semester.

7. PROJECT

Every B.Tech. student must carry out a project in final year under the guidance of one or two supervisors. The B.Tech. project work is to be carried out in two stages (BTP-I and BTP- II), during the 7th and 8th semesters. At the end of first stage (BTP I), the student is required to submit a preliminary brief report of their work by a prescribed date to the Project Coordinator and present it to a Project Evaluation Committee as a seminar. Out of total credits assigned to the project, 30% of weightage comes from Project guide and the remaining 70% is awarded by the Project Evaluation Committee (PEC).

The second stage (BTP-II) of the work is continued in the following semester. The second stage of project work is also evaluated in the same manner as in the first stage. However, in the second stage the students are required to submit bounded copies of the report for examination. On successful completion of the oral examination, the grade will be given to each student by both evaluation committee members and the supervisor for his/her overall performance.

For students having insufficient progress either in the second stage of a two-stage project or in a single stage project, extension of time in the summer vacation not exceeding ten weeks

from the announced last date for submission of the project report may be granted. In such cases, the concerned students will be temporarily awarded an 'I' grade. Further, if the reports are not submitted within the allowed period of time, the 'I' grade will be automatically converted to an 'F' grade.

8. OPTION FOR INTERNSHIP OR PROJECT WORK IN 8TH SEMESTER

A student may opt for pursuing an internship in reputed industry/ academic/ research institute on live project as a semester course in 8th semester as an alternative to the B.Tech. project work (BTP- II). Interested students have to submit their application along with internship offer letter and company details to the concerned HoD at least one month prior to starting of the academic session. One institute faculty member will be the co-supervisor of the internship. The DUPC will examine the proposal and may recommend IUPC for consideration.

9. ONLINE COURSES

The Ministry of Education, Govt. of India has started programmes like Global Initiative of Academic Networks (GIAN), Study Webs of Active-learning for Young Aspiring Minds (SWAYAM) etc. where the students can register for the online courses, attend, and get evaluated. The credit obtained in these online courses can be transferred to the student's account as per the following guidelines:

- 9.1** Maximum up to 20% of the total credits per student in the career will be permitted under this scheme.
- 9.2** The MOOC course(s) registered under GIAN/ SWAYAM will be considered within the Institute credit requirement. The coordinator of the course may also conduct continuous assessments and end semester examination for the online courses. In case of backlog, a student may be permitted to enrol in the same course if offered in the subsequent semester or the DUPC can recommend alternate course if not offered in the subsequent semester.
- 9.3** Departmental Undergraduate Programme Committee (DUPC) will identify the list of online courses which can substitute the courses of the respective departments.
- 9.4** The course(s) and credits completed under GIAN/ SWAYAM will be included in the grade card and CPI calculation.

10. SUMMER TERM COURSES

The summer course is offered at the end of spring semester. The eligibility criteria, registration and duration for the summer course are as follows:

- 10.1** The students having backlog in the 1st year course(s) at the end of 4th semester may be allowed to take that/those backlog course(s) not exceeding two courses as summer course. This will give them an opportunity to clear the 1st year backlog course(s) to avoid the year break.
- 10.2** The students having backlog at the end of 8th semester may be allowed to take that/those backlog course(s) not exceeding two courses as summer course. This will give them an opportunity to clear the backlog course(s) to avoid the year loss.

- 10.3** Registration for the Summer Term Courses will be done towards the end of the spring semester.
- 10.4** The maximum number of courses that can be registered for the summer course is only 2 (two courses).
- 10.5** Duration of course is one month intensive including the continuous assessments and final examination.
- 10.6** No separate examination will be arranged for students who miss the summer course.

11. STUDY SEMESTER ABROAD OR IN OTHER INSTITUTIONS OF NATIONAL IMPORTANCE/ UNIVERSITIES

Students may study abroad or in other Institutions/Universities in India approved by UGC/AICTE/MoE and other institutions of national importance during 3rd year or 4th year B.Tech. programme. The eligibility criteria are as follows:

- 11.1** The curriculum of the institute should match at least 50% of the existing syllabi of IIIT Senapati Manipur pertaining to that Semester(s) and the remaining 30% curriculum should be related to the programmes.
- 11.2** Duration of study abroad or in other Institutions\Universities is one semester or maximum two semesters.
- 11.3** Those students who have successfully completed all the credits without any backlog in the preceding semesters of their studies with a CPI of 7.00 or more are only eligible.
- 11.4** The learning agreement and the proposed institute for the study should be recommended based on the courses offered in the host institute and regulation of the Institutions/Universities by the Department consisting of HoD and three faculty members from the same department nominated by the Director and the Dean of Academic Affairs will put-up the same to the Director for approval to pursue the semester abroad/away.
- 11.5** In case of specified courses like Cyber security/ Cybercrime/ Cyber forensic or other multidisciplinary leading to specialised degree, then the item no. 11.1 is exempted.

12. EXAMINATIONS

- 12.1** In assessing the student's attainment in subjects (Theory, Laboratory, Assessments), seminars, project work etc., the system of continuous assessment is adopted. In conformity with this practice, there will be three continuous assessments (Assessment I, Assessment II, and Assessment III) with 25 marks each for theory courses. Additionally, an end semester examination covering the full syllabus will be conducted for every theoretical subject, carrying 100 marks. The weightage of marks distribution is as follows:
 - i. 50% weightage will be equally distributed among the three assessments, and
 - ii. The end semester examination will be 50% weightage.
- 12.2** A student may be debarred from appearing in the end semester examination due to the following reasons:

12.2.1 If any disciplinary action is taken against him/her.

12.2.2 On recommendation of a faculty, if

- i. His/her attendance in the Lecture/Tutorial/Studio/ Practical classes has not been satisfactory during the semester, and/or,
- ii. His/her performance in the sessional work done during the semester has been unsatisfactory.

12.3 In the event of a final year student failing in a Laboratory and/or Sessional subjects, the teacher concerned may, at his/her discretion, grant the student an extension of time not exceeding 3 months and award an 'I' grade. If no such extension is given to a student (s)he will have to re-register for the same requirement in the earliest succeeding semester in which it is offered.

12.4 MALPRACTICES:

The Dean, Academic affairs refers the cases of malpractices in Continuous Evaluation and End Semester Examinations to an Academic Disciplinary Committee. Such committee shall follow the approved scales of punishment. The Dean of Academic affairs shall take necessary action, against the erring students based on the recommendations of the committee.

13. RE-EVALUATION OF END SEMESTER ANSWER SCRIPT

Under the following conditions, students are eligible to request a re-evaluation of their End Semester Answer script:

- 13.1** The candidates seeking Re-evaluation of their answer script must apply within 7 days from the date of publications of the results. No application will be entertained after the stipulated period mentioned above.
- 13.2** Re-evaluation in a maximum of 2 (two) courses will be allowed.
- 13.3** Students are required to remit fees per course according to the institute rates.
- 13.4** The application for Re-evaluation must be submitted to the Academic Section along with details of the requisite Fees paid to the institute.
- 13.5** Marks awarded after the Re-evaluation shall be retained as the final marks even if such marks may be lower than the marks originally awarded and a fresh Grade-sheet shall be issued. No claim whatsoever for retaining the original marks shall be entertained.

14. MAKE UP EXAMINATIONS

- 14.1** Students who have missed an end semester examination on valid reasons and awarded "I" grade are eligible for make-up examination. They should make an application to the Dean of Academic Affairs through the Instructor/HOD within seven days from the date of examination missed explaining the reasons for their absence.
- 14.2** No make-up examination will be scheduled for the Assessments. It is entirely up to the teacher to ascertain the proficiency of the student by whatever means considered appropriate to him/her if (s)he is satisfied of the bonafides.

14.3 Official permission to take a make-up examination will be given under exceptional circumstances such as admission to a hospital due to illness and a calamity in the family at the time of examination. Students residing in the hostels should produce a medical certificate issued by the Medical registered doctor. The Dean of Academic Affairs can use his/her discretion in giving permission to a student to take a make-up examination.

15. WITHHOLDING OF GRADES

Grades shall be withheld when the student has not paid his/her dues or when there is a disciplinary action pending against him/her.

16. BREAK IN STUDIES

A candidate is not normally permitted to temporarily break the study. However, if a candidate intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to re-join the programme for a period of one semester or more, provided:

16.1 (S)he shall apply in advance to the Institute stating the reasons therefore in any case, not later than ten instruction days after starting of the academic session.

16.2 The Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the B. Tech. Degree within the time limits specified in para 4.3 above.

16.3 There are no outstanding dues or demands in the Institute / Hostel / Department / Library / NCC / NSS / NSO.

16.4 A student who has been granted temporary withdrawal from the Institute under the provisions of regulations 2023 will be required to pay applicable fees/charges till such time as his/her name is on the Roll List.

16.5 Normally, a student will be permitted only one such temporary withdrawal during his/her tenure as a student of the undergraduate programme.

17. TERMINATION FROM THE PROGRAMME

Student is required to leave the Institute on the following grounds:

17.1 If a student fails to secure a CPI of 4.0 at the end of any semester. However, a student securing a CPI below 4.0 may be allowed to continue in the following semester on the recommendation of DUPC and with the approval of IUPC. Subsequently, the student will be issued a warning. Students who secure a CPI below 4.0 in two consecutive semesters will not be allowed to continue in the undergraduate programme.

17.2 If a student is absent for more than 6 (six) weeks in a semester without sanctioned leave his/her name will be struck off the rolls.

17.3 A student may also be required to leave the Institute on disciplinary grounds.

17.4 On having been found to have produced false documents or having made false declaration at the time of seeking admission.

- 17.5** On having been found to be concurrently employed and performing duty or carrying out business in contravention to academic schedules of the Institute and without approval from the Institute.

18. GRADING SYSTEM

- 18.1** Based on the performance of a student, each student is awarded a final letter grade in each subject at the end of the semester. The letter grades and the corresponding grade points are as follows:

GRADE	GRADE POINT
AA	10
AB	9
BB	8
BC	7
CC	6
CD	5
DD	4
FF	0

- 18.2** In addition, there shall be transitional grade **I** used by the instructors. A student is considered to have completed a subject successfully and earned the credits if he secures a letter grade other than **I**, or **FF** in that subject. A letter grade '**FF**' in any subject implies a failure in that subject.

18.3 TRANSITIONAL GRADE I

- 18.3.1** The teacher of a subject may award the grade '**I**' to a student if the latter was compelled to absent himself from the end semester examination on account of:
- i. Illness or accident which disabled him/her from appearing at the examination.
 - ii. A calamity in the family at the time of the examination, which, in the opinion of the Institute, required the student to be away from the campus. A student will be eligible for the award of grade '**I**' only if his/her attendance at classes and performance in other components of assessment are complete and satisfactory.
- 18.3.2** All '**I**' grade awarded by teachers must be converted by them to appropriate letter grade and communicated to the Academic Section (through Head of the Department) within two days of the respective make up examination. Any outstanding '**I**' grade two days after the last scheduled make up examination will be automatically converted to an '**FF**' grade.

18.4 SEMESTER PERFORMANCE INDEX

A Semester Performance Index (SPI) will be computed for each semester. The SPI will be calculated as follows:

$$SPI = \frac{C_1 \times G_1 + C_2 \times G_2 + C_3 \times G_3 + \dots C_m \times G_m}{C_1 + C_2 + C_3 + \dots C_m}$$

Where, m is the number of courses registered **during** the semester,

C_i is the number of credits allotted to a particular course, and

G_i is the grade points corresponding to the grade awarded for the course.

$$i=1, 2, 3, \dots m$$

18.5 CUMULATIVE PERFORMANCE INDEX

A Cumulative Performance Index (CPI) will be computed at the end of each semester and communicated to the students along with the SPI and the grades obtained by them for that semester. The CPI gives the Cumulative Performance Index of the students from the first semester up to the end of the semester to which it refers, and will be calculated as follows :

$$CPI = \frac{C_1 \times G_1 + C_2 \times G_2 + C_3 \times G_3 + \dots C_n \times G_n}{C_1 + C_2 + C_3 + \dots C_n}$$

Where, n is the number of courses registered **up to** that semester,

C_j is the number of credits allotted to a particular course, and

G_j is the grade points corresponding to the grade awarded for the course,

$$j=1, 2, 3, \dots n$$

Whenever a student repeats or substitutes a course in any semester, the lower grade(s) obtained by him/her in the course is to be ignored in the computation of CPI from that semester onwards.

18.6 ROUND-OFF

Both SPI and CPI will be rounded off to the second place of decimal and recorded as such. Whenever these CPI are to be used for the purpose of determining the merit ranking of a group of students, only the rounded off values will be used.

18.7 CONVERSION OF TRANSITIONAL GRADE

When a student gets the grade 'I' for any course during a semester, the SPI for that semester and the CPI at the end of that semester will be tentatively calculated ignoring 'I' graded course(s). After conversion of 'I' grade to appropriate grade(s), the SPI and CPI for that semester will finally be recalculated after taking the converted grade(s) into account.

18.8 GRADE TO PERCENTAGE CONVERSION

To obtain numerical percentage, the **CPI** is required to be multiplied by a factor of **10**.

19. ELIGIBILITY FOR THE AWARD OF B. TECH. DEGREE

A student shall be declared to be eligible for the award of B. Tech. degree if (s)he has:

- 19.1 Completed all the credit requirements for the degree with a grade "DD" or higher grade in each of the subjects (Theoretical, Laboratory, Studio, Workshop, Sessional etc), Seminar, Project etc;
- 19.2 Satisfactorily completed all the non-credit requirements for the degree viz Extra Academic Activities, Industrial Training, etc (if any);
- 19.3 No dues to the Institute, Department, Hostels, NCC, NSS and NSO; and
- 19.4 No disciplinary action is pending against him/her.
- 19.5 The award of B. Tech. degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

20. CONSOLIDATED GRADE CARD

A consolidated grade card containing credits and grades obtained by the candidates shall be issued after completion of the four year B.Tech. programme along with additional credits earned (if any) printed in that.

21. CERTIFICATE AND TRANSCRIPTS

After successful completion of academic programme (B.Tech.), a student is provided the following certificates subject to payment of applicable fees.

- i. Provisional Degree Certificate
- ii. Original Transcript
- iii. Original Degree Certificate is issued on the day of/ after Convocation.

The institute does not provide any "Migration/Transfer Certificate" to the candidates who have completed the programme.

22. DEPARTMENTAL UNDERGRADUATE PROGRAMME COMMITTEE (DUPC)

Sr No	Composition	
i.	Head of the Department (Ex-officio)	Chairman
ii.	Six faculty members to be nominated by the HOD of which one will be nominated by the HOD as the member secretary. (Note: If faculty strength of a department is less than or equal to six, then all the faculty members will be members of the DUPC)	Member
iii.	One faculty member from another department. The department will be chosen by the committee. The faculty member from the chosen department will be nominated by the HOD of that department.	Member
iv.	Two students with CPI not less than 7.5 nominated by respective HoD from 2 nd and 3 rd years of the programme. One student member from any other department may be co-opted if necessary.	Member

22.1 Tenure: Two years for faculty members and one year for student members.

22.2 Functions:

- 22.2.1 To oversee the conduct of all undergraduate courses of the department.

- 22.2.2 To ensure academic standard and excellence of the courses offered by the department.
- 22.2.3 To discuss and recommend the syllabi of all the undergraduate courses offered by the department from time to time before sending the same to the Institute Undergraduate Programme Committee (IUPC).
- 22.2.4 To consider any matter related to the undergraduate programme of the department.

23. INSTITUTE UNDERGRADUATE PROGRAMME COMMITTEE (IUPC)

Sr No	Composition	
i.	Dean of Academic Affairs (ex-officio)	Chairman
ii.	Head of the Departments	Member

23.1 Tenure: Two years.

23.2 Functions:

- 23.2.1 To oversee the conduct of all undergraduate courses of the Institute.
- 23.2.2 To consider the proposals from the departments and make recommendations to the Senate for consideration and approval.
- 23.2.3 To issue guidelines to various departments on evaluation pattern of the courses to maintain uniformity.
- 23.2.4 To consider and recommend the assessment procedure to be adopted by various departments.
- 23.2.5 To consider and recommend any other matter concerning the undergraduate programme of the Institute.

24. BOARD OF STUDIES

24.1 GUIDELINES OF BOARD OF STUDIES

The Board of Studies (BoS) is the basic constituent of the academic system of an Institute. Its functions will include framing the content of various courses, reviewing and updating the content from time to time, introducing new courses of study etc.

24.2 COMPOSITION OF BOARD OF STUDIES

The composition of the member of the Board of Studies is given below:

- i. The Head of the Department as Chairman.
- ii. All Professor / Associate Professor / Assistant Professor of the Department.
- iii. One senior professor to be co-opted by the BoS from other department nominated by the Director in consultation with Head of Department (If necessary).
- iv. One faculty member to be the BoS coordinator nominated by the Head of the Department.
- v. One subject expert (ACADEMIC) nominated by the Director on the recommendation of the Head of concerned Department. Experts should be from IISc / IITs / NITs / IIITs/ other reputed academic Institutions.

- vi. One subject expert (R&D / INDUSTRY) nominated by the Director on the recommendation of the Head of concerned Department. Experts should be from Central / State Organization / R&D labs or from the Industry.
- vii. In addition to the above members, One Senior Alumni (ACADEMIC / R&D / INDUSTRY) to be co-opted by the BoS nominated by the Director in consultation with Head of the Department. (If necessary)

24.3 CONSTITUTION AND FUNCTIONS OF BOARD OF STUDIES

- i. The BoS shall be constituted by the department for a period of THREE years.
- ii. The meetings of the BoS shall be arranged at least ONCE IN A YEAR.
- iii. The members of the BoS will be nominated by the Director from the list recommended by the Head of the department.
- iv. In the absence of the Chairman (BoS), the senior member of the BoS will act as Chairman with the director's approval.
- v. The BoS shall co-opt experts in a particular field as a member of BoS with prior approval of the Director.
- vi. The Board of Studies shall have a power:
 - a) To prepare a detailed content of different courses of the programme of each department and submit to the Senate for approval.
 - b) Revise/update the contents of the syllabi from time to time and submit to the Senate for approval.

24.4 OPINION BY CIRCULATIONS

In case of exigency, the Chairman (BoS) / Head of the department / Director may obtain the opinion of the members of BoS by circulation of any proposal. Such opinion together with the action taken thereon shall be communicated to all the members of BoS and to the Senate.

25. AMENDMENTS TO REGULATIONS AND CURRICULUM

The Senate may revise, amend or alter the Regulations, courses of study, syllabus and scheme of examinations as and when found necessary. Any other relevant rules needing urgent revisions can be framed and implemented by the Director / Chairman of the Senate and ratified in the subsequent Senate meeting. In case of difference of opinion regarding the interpretation of any of the regulations, the decision of the Chairman of the Senate shall be final.