

Ordinance

for

Undergraduate Programs

(With effect from Academic Year 2025-26)



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
BHOPAL

(An Autonomous Institute of National Importance under act of Parliament)

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Preamble

The field of Information Technology (IT) plays a decisive role in the development of different industries / sectors within the knowledge based global economy. India's software and IT sectors have been expanding gradually, and our country has positioned itself as an emerging global player in the world economy. Global demand of skilled manpower in IT sector continues to grow rapidly. Therefore, it is essential to prioritize education and training in IT to meet this growing demand. In order to address this need, Central Government has taken the initiative and established 20 Indian Institutes of Information Technology (IIITs) in Public-Private Partnership (PPP) Mode. As per the scheme, the capital cost of each IIIT will be contributed in the ratio of 50:35:15 by the Central Government, the State Government and the Industry Partner(s), respectively (57.5:35:7.5 in case of North-Eastern region). These institutions are designed to offer undergraduate, postgraduate, and Ph.D. programs in IT and allied subjects.

Indian Institute of Information Technology Bhopal (IIIT Bhopal), is one of these 20 Premier Institution of Country established by the Ministry of Education (MoE), Formerly Ministry of Human Resources and Development), Government of India (GoI) on Not-for-profit PPP, *i.e.*, N-PPP, ground. IIIT Bhopal is an Institute of National Importance (INI) founded under the Indian Institute of Information Technology University Act 2017. As per guideline, IIIT Bhopal is a joint venture of the MoE, GoI (50% capital contribution), and Government of Madhya Pradesh (M. P.) (35% capital contribution), and Rajiv Gandhi Proudhyogiki Vishwavidyalaya (RGPV), Bhopal, (M. P.) (15% contribution).

The IIITs' creative governance structure gives them the freedom, flexibility, and transparency to operate independently and to create their own academic programs, including new courses, curricula, and assessment techniques. IIIT Bhopal established in 2017 with three B. Tech. programmes, *viz.*, Computer Science & Engineering (CSE), IT, and Electronics and Communication Engineering (ECE). In short span of time, Institute's growth is exceptional and now (from academic year 2024-25) IIIT Bhopal is offering four more branches in B. Tech. CSE, namely, Artificial Intelligence (AI), Data Science (DS), Cyber Security (CS) and Cyber Physical System (CPS). The students are admitted in all B. Tech. programmes through JEE (Mains). The Institute's admission process is regulated by Central Seat Allocation Board (CSAB), GoI and Joint Seat Allocation Authority (JoSAA).

In addition to this, from academic session 2024-25, the Institute started offering Master of Computer Application (MCA) programme in regular mode and Master of Technology (M. Tech.) (Regular/Full-Time and Professional/Part Time) degree programme in three disciplines, that is, M. Tech. in: AI (CSE), DS (IT), and CPS (ECE). The admission to postgrad-

uate programmes in M. Tech. and MCA will be done through centralized online process by CCMT and NIMCET, respectively.

Ph.D. programmes are essential for the knowledge-based economy. They are all about creating new knowledge, discovering new things, and developing new skills. A Ph.D. program will provide a strong atmosphere for research, enabling the Institute to make a major contribution to the advancement of knowledge in important fields. The initiative will raise the Institute's scholarly profile and increase its appeal to faculties and potential students. Partnerships with funding agencies, business executives, and other research institutions can be facilitated by a Ph.D. program. This collaboration can lead to increased research funding and more opportunities for students and faculty. Advancing further on this academic front, IIIT Bhopal is dedicated to start its Ph.D. programs in respective departments of Institute by 2024-25 academic session.

The creation of new courses and branches that are scheduled to be introduced in the future, as well as those that are currently offered by IIIT Bhopal, are done so in accordance with rapidly changing International and National IT industry needs. Impact of our up-to-date courses / curricula, quality of education and industry's recognition of our graduates' skills and potential are very well reflected in our placement record. For example, in the year 2023, the Institute achieved 99.2% placement of the enrolled students with an average cost to company of 20.51 Lakhs.

Over the years, the Institute has consistently strived to bridge the gap between academia and industry, ensuring that the students studying at IIIT Bhopal are not only academically proficient but also industry-ready. Based on the efforts of entire IIIT Bhopal community and past placement trends, in the near future, the Institute shall very soon reach the milestone of 100% placements.

Abbreviations, Acronyms and Definitions

- (i) **Academic Calendar:** The exact dates for the important academic events scheduled during the Academic Session shall be specified in the Academic Calendar.
- (ii) **Academic year:** Institute's academic year begins from July 1 and ends on June 30 every year.
- (iii) **HoD:** Head of the Department
- (iv) **DUPC:** Departmental Undergraduate Program Committee
- (v) **JoSAA:** Joint Seat Allocation Authority
- (vi) **CSAB:** Central Seat Allocation Board
- (vii) **DASA:** Direct Admission of Student Abroad
- (viii) **NEP:** National Education Policy
- (ix) **Even semester:** Semester that begins every year in the month of January and ends by June.
- (x) **Odd semester:** Semester that begins every year in the month of July and ends by December.
- (xi) **Institute:** Means IIIT, Bhopal.
- (xii) **Registration:** Enrollment for the courses/research that a student wants to pursue during a semester as required by the Program.
- (xiii) **SENATE:** Senate of the Institute.

Note: 'He' & 'His' imply both genders and may be interpreted as 'he'/'she' and 'his'/'her', as the case may be.

1 Introduction

The requirements for the B. Tech. degree will be specified in a set of rules and regulations referred to as UG Ordinances, which are detailed later in this document. These UG Ordinances will also apply to any new program(s) introduced in the future. A student becomes eligible for the B. Tech. degree upon meeting all the academic requirements outlined in this Ordinance. The B. Tech. degree program offered by IIIT Bhopal is residential. The Institute offers the following B. Tech. programs:

- Computer Science and Engineering (CSE)
- Information Technology (IT)
- Electronics and Communication Engineering (ECE)
- Computer Science and Engineering (Artificial Intelligence)
- Computer Science and Engineering (Data Science)
- Computer Science and Engineering (Cyber Security)
- Computer Science and Engineering (Cyber Physical System)

The objectives of the Undergraduate programs offered by IIIT Bhopal are:

- To provide students with cutting-edge knowledge and skills to cultivate exceptional talent.
- To create entrepreneurs and leaders of industry and professions.
- To meet the increasing demand for skilled manpower in the field of Information Technology at both the International and National levels by enhancing the existing pool of young talent.
- To establish a strong foundation for lifelong learning and the ability to adapt to a constantly changing world.

The programs aim to achieve these objectives by shaping young talents into engineers who can identify and solve problems in various technical and social areas. The main focus of the programs is to foster inquisitive thinking and curiosity, along with a sense of dedication to serving the nation and society as a whole.

2 Academic Calendar

Each academic session is divided into two semesters, the Odd/ Even semester. Each semester is approximately eighteen weeks long and includes at least seventy working days for classes. Students have a schedule of five working days per week to complete their academic activities in the campus. The Senate approved schedule of academic activities for a session, inclusive of dates for registration, mid-semester and end-semester examinations, inter-semester breaks etc., shall be laid down in the academic calendar for the session.

3 Admission

3.1 Admission Procedure

Admission to all B. Tech. programs is conducted once a year following the guidelines set by the Ministry of Education (MoE, Formerly Ministry of Human Resource Development), Government of India. Guidelines are subject to revision by MoE.

The Institute's admission process is regulated by Central Seat Allocation Board (CSAB), Government of India and Joint Seat Allocation Authority (JoSAA).

In addition, Institute accepts admissions under Direct Admissions for Students Abroad (DASA) mode for Undergraduate students. This scheme allows admission to deserving and eligible Foreign Nationals / Person of Indian Origin / Overseas Citizen of India / Non-Resident Indians to undergraduate programs in premier Technical Institutions of India. Details of this program can be found on Ministry of Education's website.

Reservation shall be as per MoE, Government of India, guidelines framed from time to time. The courses that are assigned to students at the time of admission must be followed. Later on, the Senate could let a restricted number of students to switch to a different branch, as the next section explains.

The applicant must fulfill all of the registration requirements outlined in the Registration Section 4 in order to be admitted to any of the aforementioned programs offered by the Institute.

3.2 Change of Branch Rules

- (a) Normally a student admitted to a particular branch of the undergraduate program will continue studying in that branch till completion. However, in special cases the Institute may permit a student admitted through CSAB/DASA/ Study in India to change from one branch of studies to another subject to availability of vacant seats.
- (b) Only those students will be considered eligible for change of branch/program after the second semester, who have completed and passed all the common credits required in the first two semesters of their studies in their first attempt.
- (c) Applications for a change of branch/program must be made by intending eligible students in the prescribed form. The academic section will call for applications at the end of second semester of each academic year and the completed forms must be submitted by the last date specified in the notification.
- (d) Students may enlist their choices of branch/program, in order of preference, to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.

- (e) Change of branch/program 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 along with category of the student. In case of a tie, the JEE rank of the applicants will be considered.
- (f) The applicants may be allowed a change in branch/program, 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.
- (g) All changes of branch/program made in accordance with the above rules will be effective from the third semester of the applicants concerned. No change of branch/program shall be permitted after this.
- (h) All changes of branch/program will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch/program offered.

3.2.1 Eligibility Criteria

Students are eligible to apply for change of branch/discipline at the end of 1st Year only, provided he/she satisfies the following criteria:

- (i) Students having CPI > 8.50 (General, EWS & OBC category) and CPI > 8.00 (SC, ST & PWD category) at the end of 2nd semester and must have cleared all subjects.
- (ii) Candidate should not have F and/or I grade.
- (iii) The strength of the discipline from which transfer is being made does not fall below 90% of the existing strength.
- (iv) Students are advised to consult their parents for change of branch. Branch once allotted will be final and binding to the student, and further changes will not be allowed.
- (v) Merit list will be prepared according to their CPI in the first year. In case of tied CPI score, their JEE (Main) All India Rank (through which they have taken the admission in first year) will be used.
- (vi) The allotment will be made on merit as per CPI of the student and the options given by him/her.
- (vii) The reservations of EWS, SC, ST, OBC, PH, etc. will be kept as it is, and no change of category will be permitted as per MoE guidelines.
- (viii) The change of branch will be subjected to approval from Director, IIIT Bhopal.
- (ix) Student may also exercise the option of a branch where vacancies are indicated as NIL, as vacancies subsequently created in re-allotment will be operated as per student option.
- (x) The allotment will be made on the SPOT purely on merit as per CPI of the student and the option given by him/her.

- (xi) The seats which will remain vacant after the process of branch change will be kept vacant if the student of the relevant quota is unavailable.

3.3 Cancellation of admission

- (i) All students who have been admitted, whether provisionally or otherwise, to any program must submit copies of their mark sheets, provisional certificate, and other relevant documents by the deadline specified in the Academic Calendar. The Senate has the authority to cancel the admission of any student who fails to submit the required documents by the specified date or to meet other specified requirements. Furthermore, the Senate reserves the right to cancel admission at any time if it is discovered that the student provided false information or withheld relevant information during the admission process.
- (ii) There will be no refund of the fee under any circumstance, except for the caution money, hostel, and mess charges (where applicable), if a student cancels their admission at any point in time. This policy applies to all undergraduate programs offered by the Institute.

3.4 Fulfillment of admission requirement

Any undergraduate program requires that an applicant:

- (i) Be eligible (as per the eligibility criteria by JoSAA/CSAB/DASA)
- (ii) Complete the established admissions process; and
- (iii) Pay the required fees in order to be admitted.

The Senate should formally approve admission to all undergraduate programs. The Institute's website will provide the fee structures for all undergraduate programs.

4 Registration

- a. Every student is required to register for approved courses through the assigned Faculty Advisor at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar. The registration of one or more courses may be cancelled if they are found to violate some rules or if there are restrictions imposed due to disciplinary reasons.
- b. Students failing to register by the deadline will be deemed to have withdrawn for the semester from the program, and the future course of action will be based on the student's status and the provisions of these Ordinances.
- c. 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 the Institute and Hostel dues for the current semester, and
- iii. not been debarred from registering on any specific ground.
- d. During 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 be less than 70% of the prescribed credits and should not exceed 125%.
- e. Students may add and drop course(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 Clause c above.

5 Teaching & Assessment

5.1 Teaching

- a. **Medium:** The medium of instruction is English as well as Hindi.
- b. **Approval of courses:** The course structure for a program is fixed. Introduction of any course, along with its weight in terms of credits, requires approval by the Senate.
- c. **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 quizzes, 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 within the prescribed time limit. If a course is conducted by more than one instructor, the instructor-in-charge shall be responsible for coordination and overall conduction of the course.
- d. **Course structure:** Teaching of the courses shall be reckoned in credits; credits are assigned to the courses based on the general pattern as shown in Table 1:

Table 1: Definition of Credits

Activity	Credits
1 hour of Lecture (L) per week	1 Credit
1 hour of Tutorial (T) per week	1 Credit
2 or 3 hours of Laboratory (P) per week	1 Credit

- e. **Definition of course code:** Course Code Conversion is carried out according to the generalized scheme mention in Figure 1

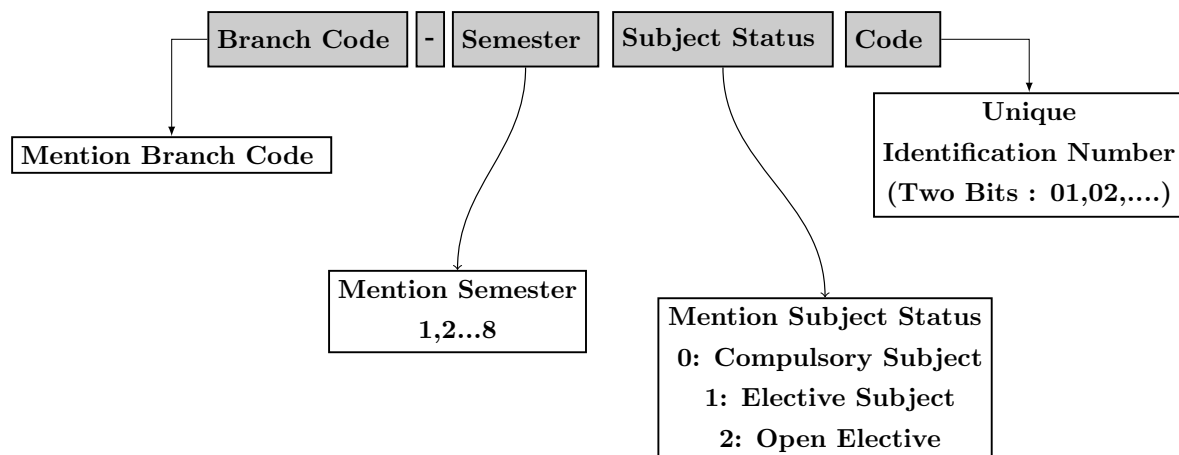


Figure 1: Course Code Conversion

- f. **List of elective subjects:** The list of electives to be offered in a program is finalized before the beginning of the semester by Prof. In charge (Academics), taking into consideration all the requirements and the recommendations of the Departments.
- g. **List of open elective subject:** The list of open electives to be offered in all programs is finalized before the beginning of the semester as per Section 5.1, Clause f.
- h. **Teaching assignments:** The instructors for all the courses offered by a department during the semester are designated by the concerned Departmental Head. If any other Department is also required to participate in teaching a particular course, the respective Head designates the instructor. The allocation is to be finalized by Prof. In charge (Academics).
- i. **Marks Evaluation Process:**

Theory Paper

End-term Examination (Duration 180 minutes) Maximum marks	Mid Term Continuous Evaluation			Total Marks (Theory)
	Distribution		Total	
60	Mini Test	10	40	100
	Mid Term Exam	20		
	Innovative work / Assignment / Quiz	10		

Practical

End-term Examination (Maximum marks)	Continuous Evaluation (Practical)		Total Marks (Practical)	
	Distribution			Total
60	Laboratory / Workshop work	20	40	100
	Mid Term Submission & viva	20		

5.2 Attendance Requirement

- (a) Students are required to attend all the classes (Lectures, Tutorials, Laboratories, Practical, Workshops, etc.) for which they have been registered.
- (b) At the time of calculating attendance requirements, the following rules will be followed:
 - i. A student must have at least 75% attendance in the Lectures, Tutorials, Laboratories, Practical, etc. of the concerned course in order to be eligible for the examinations.
 - ii. The above limit includes a maximum leave margin of 25% in each course, including approved leave for any reason (medical leave, participation in Seminars/Workshops/Internships, etc.).
- (c) Students will have to attend all classes. A student may be debarred from appearing in an end-semester examination if his/her attendance falls below 75% and will then be awarded an “FA” grade in that course.
- (d) However, the student awarded the FA grade in a particular core course may appear in the supplementary examination in the upcoming semesters with the approval of Prof. In charge (Academics). The recommendation of the concerned Departmental Undergraduate Program Committee (DUPC) shall be considered.

5.2.1 Leave of Absence

- (a) Students are not expected to be away from the Institute during a semester.
- (b) Students may be granted permission to leave for special occasions like death in the immediate family circle. Such leave will in no case exceed one week.
- (c) Absence due to illness not exceeding three weeks will be allowed after taking due permission. Due to emergencies, such permission may be taken later, and by the guardian if necessary.
- (d) If the period of absence in a semester exceeds three weeks, the student will have to drop the semester by dropping all courses he/she has registered for. The Senate may allow longer absences only in special circumstances and only after ascertaining

the student's ability to make up for the lost time.

- (e) The leave of absence as per Clauses 5.2.1 (a) to (d) will not be condoned for attendance.
- (f) It will be the responsibility of the student to intimate the Warden of the hostel in which he/she is residing, and the concerned instructors regarding his/her absence before proceeding on leave.

5.3 Examinations

5.3.1 Examination

- (a) All the examinations will be conducted as per the Academic Calendar of the Institute.
- (b) A student may be debarred from appearing in the end semester examination due to the following reasons:
 - i. If any disciplinary action is taken against him/her.
 - ii. On recommendation of a teacher, if his/her attendance in the Lecture/Tutorial/Studio/Practical classes has less than the prescribed minimum during the semester.
- (c) If the student fails in the elective subject and the subject is not available in the next semester, then the special exam will be conducted by the Institute. However, the maximum duration allowed to complete the program will not exceed as mentioned in the Clause 6.1.

5.3.2 Supplementary Examination for Improvement of "P" Grades.

- (a) There will be an option of supplementary examinations for students with a CPI less than 5.0 at the end of an odd semester in at most two courses in which they have obtained a 'P' grade. In case they fail in the supplementary, the 'P' grade will remain; else it will be replaced by the better grade obtained in the supplementary examination.
- (b) Any debarred student who has been awarded FA grade in a particular core course may appear in the supplementary examination.

5.3.3 Make Up Examination

- (a) Students who have missed an end-semester examination on valid reasons and have been awarded "I" grade are eligible for a make-up examination which may be held a few days after the end semester examinations. Alternatively, a supplementary examination for the course can be used as a make-up examination.

- (b) No make-up examination will be scheduled for the mid-semester examination and quizzes. It is entirely up to the instructor to ascertain the proficiency of the student by whatever means considered appropriate to him/her if he/she is satisfied of the bonafides of the case.

5.3.4 Provision for Internship

(a) Eligibility:

- i. The student should not have any backlog in previous semesters.
- ii. The candidature shall be considered for internship only after VIth Semester.

(b) Norms and Procedure:

- i. The students shall be permitted to opt for NPTEL courses (approved by HoD of the concerned Department) right from their VIth Semester onwards and credits so earned shall be adjusted against the elective courses of VIIIth semester.
- ii. Interested students shall submit application, with offer letter from the industry and undertaking in the prescribed format to respective Training and Placement Office (TPO).
- iii. The HoD of the Department shall make its recommendation with the NPTEL courses to be taken by the student equivalent to the courses of the respective semester.
- iv. The recommendations of HoD shall be forwarded to office of TPO for necessary approval of the Competent Authority and issuance of order.
- v. Student cannot change the subject they have chosen. Only the subjects which they have submitted along with the form will be considered.
- vi. Student who has been selected in the company cannot change the company during Internship. If required, he/she has to take permission from TPO.

(c) Duration:

- i. The duration of the internship shall be of 12-16 weeks.
- ii. After successful completion, the candidate must report back to the Institute by end of the concerned semester, as specified in the Academic Calendar.

(d) Progress & Evaluation:

- i. In order to meet the minimum academic credit requirements, the student is required to undertake NPTEL courses, equivalent to the courses prescribed in the Scheme of Studies of the Semester, as approved by HoD of the Department. The grade sheet / certificate issued by NPTEL shall be submitted to TPO for compilation of the results.
- ii. The students shall bear all the costs associated with NPTEL courses. Institute shall not be liable to any such costs.

- iii. The students going on Internship and opting NPTEL courses shall have to write the NPTEL examination only.
- iv. Candidate shall report his progress to the internal supervisor at least once in two weeks through online presentation/video conferencing/physical presence, whichever is feasible.
- v. After the successful completion of the Internship, the student shall submit, to TPO a report of the work carried out by him/her, duly countersigned by Industry mentor/authorized person with certificate of successful completion of the Internship.
- vi. The final evaluation of the internship shall be made through presentation and recommendations of supervisors (External and Internal) and TPO, on the dates specified in the academic calendar.

5.4 Grading System

5.4.1 Grade point mapping

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:

Letter Grade	Grade Point
<i>A+</i>	10
<i>A</i>	9
<i>B+</i>	8
<i>B</i>	7
<i>C</i>	6
<i>D</i>	5
<i>P</i>	4
<i>F</i>	0

In addition, there shall be two transitional grades FA and I. A student is considered to have completed a subject successfully and earned the credits if he secures a letter grade other than FA, I, or F in that subject. A letter grade F in any subject implies a failure in that subject.

5.4.2 The Transitional Grades FA and I

- (a) 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 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.
- (b) All 'I' grades awarded by teachers will be converted to a letter grade after a make-up examination. There may be a make-up examination shortly after the end semester examinations, or the supplementary examination for the subject will be used as the make-up examination. There will be no restrictions on grades even though the supplementary examination is being used in evaluation (see Section 12).
- (c) If a student falls short of attendance and is not eligible to appear in the examination, FA grade will be awarded. A student has to re-register for the course to obtain letter grades.

5.4.3 SPI and CPI Calculation

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

$$\text{SPI} = \frac{(C_1 \cdot G_1 + C_2 \cdot G_2 + C_3 \cdot G_3 + \cdots + C_n \cdot G_n)}{(C_1 + C_2 + C_3 + \cdots + C_n)}$$

where:

- n is the number of courses registered during the semester,
 - C_i is the number of credits allotted to a particular course,
 - G_i is the grade points corresponding to the grade awarded for the course.
- (b) 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 of the student from the first semester up to the end of the semester to which it refers, and will be calculated as follows:

$$\text{CPI} = \frac{(C_1 \cdot G_1 + C_2 \cdot G_2 + C_3 \cdot G_3 + \cdots + C_m \cdot G_m)}{(C_1 + C_2 + C_3 + \cdots + C_m)}$$

where:

- m is the number of courses registered up to that semester,
- C_i is the number of credits allotted to a particular course,

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

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.

- (c) 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.
- (d) When a student gets the grade “FA” or “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 “FA” and “I” graded course(s). After conversion of “I” grade(s) to appropriate grade(s), the SPI and CPI for that semester will finally be recalculated after taking the converted grade(s) into account.
- (e) There are, however, a few other academic requirements for undergraduate programs where students will be awarded the following two grades:
 - “S” - Satisfactory
 - “NS” - Not Satisfactory

All noncredit subjects (such as Physical Training, NCC, NSO, NSS, industrial training, field visits, Extra Academic Activities, Health & Yoga, Ethics and Human Values for Engineers) belong to this category. Some credit-based courses may also be offered with the S-NS option. No grade points are associated with these grades, and performance in these subjects is not taken into account in the calculation of the SPI or CPI. However, the award of the degree is subject to obtaining an “S” grade in all such subjects.

- (f) The faculty advisor may permit a student to register for an audit course provided the course instructor allows auditing a course. The word “AU” shall be written alongside the Course Name in the Grade Card. The audit course & the grade “AU” shall not carry any credits and grade points. Pass or fail status will be shown in the grade card as “S” for Satisfactory and “NS” for Not Satisfactory. However, a student is not required to register again for passing a failed audit course.
- (g) **Multiplication Factor (to convert CPI to Percentage):** The Institute does not award any rank or division to the students. However, the following conversion formula may be used to obtain the numerical percentage from CPI:

$$\text{Percentage of Marks} = (\text{CGPA or CPI} - 0.5) \times 10$$

Award of Division:

- Division shall be awarded to a student only after the successful completion of all the eight semesters for B.Tech.
- A candidate obtaining 65% and above will be awarded First division.

- A candidate who has obtained less than 65% and passed in the program will be awarded Second division.

5.4.4 The ‘F’ Grade and Repetition of Courses

- Students obtaining the grade ‘F’ in any subject (other than an elective and lab practical) will be deemed to have failed in that course. To pass the course, the student will have two options:
 - The student can repeat the course by registering for it in a regular semester when the course is offered.
 - The student can sit for a supplementary examination in that subject. If this option is taken by the student, the grade will be decided only on the basis of the performance in this examination. However, the grade awarded in such cases will be one lower than the grade achieved. The maximum number of times a supplementary examination can be taken after a student fails in a course is two. If the student fails to clear the course in spite of these two supplementary chances, he/she will have to repeat the course. If the student fails the course on repeating it, he/she will again be given a chance to appear in two supplementary examinations, and the cycle will repeat until the student passes the course.
- Students obtaining the grade ‘F’ in an elective subject may either opt for a supplementary examination if it is offered, or register for any course that is deemed by the authorities to be an equivalent elective subject (this could be the same subject).
- In case of failure in a Laboratory/Practical subject, the student will have to re-register for it in the next appropriate semester.
- When a student registers for a course, his/her grade will be used for SPI calculation in that semester. A student taking a course again will get two grades for the same course. The supplementary examination grades will be shown separately. The better of the two grades (the old and the new) of that course will be considered for CPI calculations.

5.4.5 Assessment of Performance

There will be continuous assessment of a student’s performance throughout the semester and grades will be awarded by the teacher concerned or the appropriate committee appointed for this purpose on the following basis:

- In case of courses,
 - For theory courses, the evaluation will be based on instructor’s assessment (attendance, quizzes etc.), mid-semester examination, and end-semester examination.

- ii. For laboratory courses, the evaluation will be on the basis of attendance, assessment of the tasks assigned, and end-semester test/viva.
- (b) In case of other requirements such as seminar, extra academic activities etc., evaluation will be as determined by the grade awarding authority.
- (c) The mid-semester and end-semester examination will be conducted centrally by the Academic Section of the Institute every semester. Every theory course must have a mid-semester and an end-semester examination. The durations of the examinations will be as laid down by the Senate from time to time. No course can have an examination of shorter durations. The class-tests or quizzes will be organized by the instructor concerned.
- (d) The weightage assigned to different components of assessment will be announced by the concerned instructor(s) in the beginning of the semester.
- (e) The results of performance of the students in the mid-semester and end-semester examination shall be announced by the instructors. The following process will be followed to allow corrections in evaluations:
 - i. For spot verification by students, the evaluated answer scripts shall be made available during one of the lecture classes/lab classes/tutorials or during a special session, as may be deemed fit by the instructor.
 - ii. At least a week ahead of the notified time-schedule for verification of answer scripts by the students, individual course instructor(s) may display the model answers relating to the question paper, through website for information to the students.
 - iii. Students shall point out discrepancies in the evaluation by the instructor, if any, on the spot.
 - iv. After conclusion of the spot verification, the answer scripts of the students shall be returned to the instructor and preserved for two semesters and no claim whatsoever shall be entertained afterward.
- (f) The final grades for a subject must be submitted after the end-semester examination by the concerned instructor(s) to their HoD for onward transmission to the Assistant Registrar (Academics) within the date stipulated in the academic calendar.

5.4.6 Evaluation of Projects

- (a) The project work is normally in two/three stages, each spread over a semester. At the end of the first stage, the student is required to submit a preliminary report of his/her work by a prescribed date to be evaluated by an Internal Project Evaluation Committee. The second stage of the work is continued in the following semester.
- (b) Internal Project Evaluation Committee will consist of the following members:

- i. HoD
 - ii. Supervisor
 - iii. Internal Member (Within Department)
 - iv. One External Member (Other Department of Institute)
- (c) 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 unbounded copies of the report for examination. On successful completion of the oral examination, each student will be required to submit corrected bound copies of the project report, one each to the department and the supervisor(s).
- (d) Similarly, the third stage of project work is also evaluated in the same manner as in the earlier stages (for the new scheme). However, in the third stage, the students are required to submit unbounded copies of the report for examination. On successful completion of the oral examination, each student will be required to submit corrected bound copies of the project report, one each to the department and the supervisor(s).
- (e) Those who fail in the first stage assessment will be required to re-register for the first stage in the following semester. Likewise, those who obtain an ‘F’ grade in the final (second/third stage) assessment will be required to re-register for it in a subsequent semester.
- (f) For students having insufficient progress either in the second/third stage of a two/three stage project or in a single/double 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.
- (g) Plagiarism is a serious offence, and at any stage, if it is found that the content of the project is plagiarized beyond the limit (less than 20%) prescribed by the Competent Authority/Senate, the project shall be withdrawn. A certificate to the effect that the project is not plagiarized (beyond the certain limit) has to be submitted by the student at the time of submission of the project. Projects to be submitted must be checked by an appropriate software like “Turnitin” etc.

5.4.7 Use of Unfair Means (UFM)

- (a) Use of unfair means in any examination of the Institute is strictly prohibited and is considered as a serious offense. If any such matter is reported by an invigilator, the disciplinary committee will recommend any one of the following punishments

based on the written report of the invigilator, relevant papers etc. The disciplinary committee will use its own discretion for all the points of category/punishment not covered in the following table.

Category	UFM Type	Punishment
A	During the course of any examination if any book or written paper related to the examination is found with the candidate.	Examination of that theory paper of the candidate will be cancelled.
B	If a candidate leaves the examination hall finally without handing over the answer book to the invigilator or smuggles in an answer book or replaces the continuation sheet during or after the examination.	Examination of that theory paper of the candidate will be cancelled.
C	Getting impersonated by any other person or refuses to hand over the materials used for copying or destroyed the proofs or refuses to sign on UFM Performa all such candidates will be put under this category.	Present examination will be cancelled in full and the student will be debarred from appearing in the next examination and therefore the candidate cannot be admitted in next coming semester exams.
D	If a candidate tries to disrupt or actually disrupts the examination or tries to forcefully obstructs the others not to appear in the Examination.	Present examination will be cancelled in full and the candidate will be Debarred for next two examinations.
E	A candidate misbehaves or uses abusive languages or beats or fights or threatens to harm or tries to bribe or actually bribes an invigilator or a person appointment for examination work at the centre or carries any weapon in examination centre or takes any dog or any other animal or birds in the exam hall will be grouped under this category.	Cancellation of present full Examination and debarred from appearing in the next four Examinations, and FIR will be registered with the police for criminal proceedings against the candidate.

- (b) Copying of the project from any source at any stage is strictly prohibited and is treated as a criminal offense. If any candidate is found guilty in this offense at any stage of the program, his/her project liable to be cancelled after a due departmental inquiry set up by the Chairman Senate for the same. The Chairman senate is empowered to take any decision

on such matters including the termination of the program of candidate.

5.4.8 Method of Awarding Letter Grades

- (a) The instructor(s) shall submit a copy of letter grades to the Academic section, by the due date specified in the Academic Calendar.
- (b) End-semester examination answer scripts and the sheet containing details of marks converted to grades shall be preserved by the instructor(s) concerned for a period of two semesters.
- (c) **Changes in Grades Already Awarded:** If a student feels that he/she has not been awarded a deserving grade in a course, he/she may request the instructor of the course within one week of the start of the next semester, to show him/her the end-semester answer script in order to ensure that all the questions have been evaluated properly. In case of any change in grade, the same with due justification has to be communicated by the Instructor to the Academic Coordinator through the Head of Department.

6 Course Structure

- a. Teaching of the courses shall be reckoned in credits. Credits are assigned to the courses based on the general pattern as shown in Table 1 (see Section 5.1).
- b. In order to qualify for a B. Tech. degree of the Institute, a student is required to complete the credit requirement as prescribed in the curriculum for a particular program.
- c. The course work requirements may be broadly divided into the following four main groups of courses:
 - i. Humanities and Social Sciences
 - ii. Science and Mathematics
 - iii. Common Engineering courses
 - iv. Professional courses
- d. The total course package for a department will consist of the following components:
 - i. Common Engineering courses
 - ii. Departmental Core courses
 - iii. Departmental Elective courses
 - iv. Institutional Elective courses (including HSS electives)
- e. Every B. Tech. program will have a curriculum and syllabi for the courses approved by the Senate.
- f. Medium of instruction, examination, and project reports will be in English.

- g. **Faculty Advisor:** To help the students in planning their courses of study and getting general advice on the academic program, the concerned department will assign a Faculty Advisor to each student.

6.1 Duration of Program

Normally, a student shall complete all the requirements for the undergraduate program in eight consecutive semesters. However, a student must complete the program in at most 14 regular semesters, in each of which the student registers for at least one course, the total time elapsed must not exceed 8 years. If either of these limits is crossed, the student's registration in the program will be terminated.

6.2 Multiple Entry and Exit System

IIIT Bhopal has proposed a dynamic Multi Entry and Exit system that aligns with the National Education Policy (NEP) 2020 to empower students to make well-informed educational decisions and attain their career goals. This forward-thinking approach offers students flexible options at various stages of their undergraduate journey.

In accordance with the NEP recommendations, the proposed undergraduate degree program incorporates two distinct entry and exit points, catering to a range of student preferences and ambitions. The program's structure with Entry and Exit Options is as follows:

- **Entry 1:** Admission through JoSAA/CSAB/DASA/Study in India program.
- **Exit 1:** After the second year, students who choose this exit point will earn a diploma in engineering after completing 84 credits (mandatory).
- **Entry 2:** Eligibility for entry is extended to students who hold an engineering diploma from IIIT Bhopal after successfully completing a two-year (84-credit) undergraduate engineering program. A window of up to three years is allowable after acquiring the diploma to qualify for this entry. Students must meet the stipulated B. Tech. degree criteria within the timelines mentioned in Section 6.1 of the Institute ordinances of the B.Tech program. Notably, the permissible gap duration is excluded from the computation of the overall time limit (8 years), as mentioned in Section 6.1 of the Institute ordinances of the B.Tech program.
- **Exit 2:** Upon completing the fourth year, students will be conferred with a Bachelor's degree (B.Tech), necessitating a minimum of 150 credits.

This progressive educational model empowers students to shape their academic journey according to their aspirations and circumstances. By adopting this Multi Entry and Exit system, IIIT Bhopal aims to cultivate a more adaptable and empowered generation of engineers in alignment with the vision of NEP 2020.

6.3 Temporary Withdrawal from the Institute

- a. A student who has been admitted to an undergraduate program of the Institute may be permitted to withdraw temporarily from the Institute on the grounds of prolonged illness or grave calamity in the family for a period of one semester or more, provided:
 - i. He/she applies to the Institute within at least 6 weeks of the commencement of the semester or from the date he/she last attended his/her classes, whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her guardian;
 - ii. 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 Section 6.1 above;
 - iii. There are no outstanding dues or demands in the Institute/Hostel/Department/Library.
- b. A student who has been granted temporary withdrawal from the Institute under the provisions of Clause (a) above, will be required to pay fees/charges (except tuition fees and hostel dues) till such time as his/her name is on the Roll List. However, fees once paid will not be refunded.
- c. Normally, a student will be permitted only two such temporary withdrawals during his/her tenure as a student of the undergraduate program.

6.4 Warning, Academic Probation, and Termination from the program

- a. A student's registration in a program may be terminated on the following grounds:
 - i. If a student is absent for more than 6 (six) weeks in a semester without sanctioned leave.
 - ii. Ragging in any form is strictly prohibited, and any violation will be considered as a severe offense. It may even lead to dismissal from the Institute.
 - iii. A decision is taken on disciplinary grounds.
 - iv. On having been found to have produced false documents or having made a false declaration at the time of seeking admission.
- b. Failure to attain a CPI as follows:
 - i. CPI of 1.50 at the end of one year in the program,
 - ii. CPI of 2.00 at the end of two years in the program,
 - iii. CPI of 2.50 at the end of three years in the program, and
 - iv. CPI of 3.00 at the end of the fourth year in the program.
- c. The maximum permissible duration of the program has been exceeded.
- d. Warning is to be issued to a student if he/she gets an SPI of less than or equal to

2.00 in any semester.

- e. A student getting an SPI of 3.00 / CPI of 4.00 or less will be placed on academic probation. A student on academic probation will have to take fewer credits as per the advice of the faculty advisor. A student will come out of academic probation on getting an SPI/CPI of 4.00 or more in two consecutive semesters.

7 Conduct and Discipline

The student conduct process at IIIT Bhopal is in place to ensure the safe and efficient operations of the Institution and to support its academic mission. It is designed to be educational, emphasizing individual responsibility, self-discipline, and respect for others' rights. Disciplinary sanctions are imposed to foster a safe and respectful environment for all members of the Institute. Students at IIIT Bhopal must maintain a balance between their freedom to pursue intellectual endeavors and respecting the rights of all students to enjoy the same freedom. IIIT Bhopal students are expected to conduct themselves in a manner that aligns with the Institute's role as an Institute of National Importance. Students are accountable for their actions. The Institute reserves the right to address violations of its Code of Conduct, whether they occur on or off-campus or on the Internet. Following are the guidelines that students of IIIT Bhopal must adhere to. Any deviation from these guidelines will be considered a violation of the Institution's Code of Conduct.

- a. All students must conduct themselves, both on and off the Institute's campus, in a manner that is fitting for a student of an Institute of National Importance. Students are expected to avoid engaging in any activity that could damage the Institute's reputation. Each student must show respect and courtesy to the faculty, administrators, officers, and employees of the Institute, as well as exhibit good neighborly behavior towards fellow students. They should also be courteous to the visitors and residents of the campus.
- b. Behaviors such as lack of courtesy and decorum, inappropriate conduct within or outside the Institute, intentional damage or theft of Institute property or belongings of a fellow student, disrupting fellow students' studies, cheating during exams, violating Institute rules and regulations, engaging in noisy or disruptive behavior, and similar undesirable activities are considered violations of the student Code of Conduct.
- c. Any student who violates the Code of Conduct will face disciplinary action, which may include:
 - Reprimand,
 - Disciplinary probation,

- Fines,
 - Being barred from taking exams,
 - Restricted access to placement services,
 - Withholding of grades,
 - Withholding of degree,
 - Cancellation of registration, and
 - Possible dismissal from the Institute.
- d. The Warden-in-Charge of the hostel has the authority to reprimand, impose fines, or take other appropriate measures against any resident who violates the rules, regulations, or code of conduct of the hostel.
 - e. The Instructor-in-Charge of a course or Chief Proctor has the authority to disqualify a student from an examination if the student is caught using unfair means. The instructor or tutor also has the authority to take appropriate action against a student who attempts to misbehave in the class.
 - f. Ragging in any form is strictly prohibited, and any violation will be considered a severe offense, even leading to dismissal from the Institute.
 - g. The Senate will establish a Standing Committee to investigate reported misconduct and recommend an appropriate course of action. The Senate will also define the process for addressing the Committee's recommendations. Any student or teacher, as well as the Institute's Director or any other official, can refer any violation of the student Code of Conduct by an individual student or a group of students to this Committee.
 - h. In rare cases, the Chairman of the Senate may appoint a Special Disciplinary Committee to investigate and recommend action in the event of serious indiscipline involving a significant number of students that could damage the Institute's reputation.
 - i. The case of a student who fails to meet their academic obligations and is recommended for dismissal from the Institute shall be referred to the Senate for its final decision.
 - j. If a student who has been penalized and is unhappy with the punishment received, he/she may elect to appeal to the Senate Chairman with a detailed justification for why the sentence was unjustified. The method by which such an appeal is handled will be determined by the Senate.
 - k. If a student is found guilty of a major offense, the Senate may not recommend him/her to the Board of Governors for the award of a degree/certificate, even if they have satisfactorily completed all academic requirements.
 - l. Except for bicycles, no vehicles are allowed for students in the Institute Campus.

7.1 Withholding of Grades

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

7.2 Fine on Students

7.2.1 Fine for Leave of Absence from Classes

A fine will be imposed on students who are absent from the Institute without obtaining prior permission. The amount of the fine will be determined by Institute Authorities and may be revised from time to time.

7.2.2 Fine for Late Registration

A late registration fee will be imposed on students registering late. A “last date” will be defined, and a late registration fee will be specified, which may change from time to time. Students registering after the due date and on or before the “last date” will have to pay a fine as decided by the administration based on circumstances. Any student registering after the “last date” will not be allowed to register, and their semester will be “dropped.” Exceptions on medical grounds will be approved by the Chairman Senate.

8 Eligibility for the Award of Undergraduate Degree

A student shall be declared to be eligible for the award of B. Tech. degree if he/she has:

- i. Completed all the credit requirements for the degree with a grade "P" or higher in each of the subjects (Theoretical, Laboratory, Studio, Workshop, Sessional etc), Seminar, Project, etc.
- ii. Completed all the credit requirements with a minimum CPI of 5.0.
- iii. Satisfactorily completed all the non-credit requirements for the degree, such as Extra Academic Activities, Industrial Training, etc. (if any).
- iv. No dues to the Institute, Department, Hostels, Library, and Accounts.
- v. No disciplinary action pending against him/her.
- vi. The award of the B. Tech. degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

9 Rules for Hostel Facility

- a. IIIT Bhopal provides hostel facilities for all students; however, hostels are compulsory for all 1st-year boys and girls students. In exceptional cases, the Director, IIIT

Bhopal, may permit a student to reside with his or her parent/local guardian. Such students shall, however, pay full seat rent and such other dues as may be prescribed from time to time.

- b. Each hostel will have a Warden and additional staff as decided by the Institute's Director. The Director will make these appointments. The Warden of a hostel will be responsible for its efficient management.
- c. Every student residing in a Hostel shall join the Hostel Mess. However, the Prof. In charge (Student Welfare) may exempt an individual student from the Hostel Mess for a specified period on medical grounds.
- d. During Institute vacations, some hostels will have operational messes based on the requirement. All students residing in the hostel during vacations must choose one of these messes. No other arrangements will be allowed under normal circumstances.
- e. Each resident is personally responsible for the safe upkeep of the furniture and other items supplied to them. They will be charged for any damage or loss caused by deliberate actions or negligence during their occupancy of the room.
- f. Visitors of the opposite sex are strictly prohibited from entering the residential blocks of any Hostel.
- g. Use of liquor, drugs, or any other intoxicants in the Hostel premises is strictly prohibited.

10 Scholarship/Prize/Awards and Medals

- a. Merit-cum-Means awards, scholarships, and Certificates of Merit will be given to undergraduate students based on rules framed by the Senate.
- b. Scholarships may be revoked, partially or entirely, for misconduct, intentional concealment of important facts, and/or provision of false information.
- c. Students leaving the Institute on their own accord without completing the program of study may be required to refund the amount of scholarship received during that year.
- d. No student can receive two scholarships simultaneously.
- e. Scholarships will not be paid after the month in which a student completes all the prescribed courses.
- f. To promote and recognize academic excellence, constructive leadership, and overall growth and development of students, the Senate shall award Prizes/Medals/Scholarships to be instituted either by the Institute or through endowment/grants of donors. The norms and conditions for the institution of such Scholarships/Prizes/Medals shall require approval of the Board of Governors.

11 Formation of Departmental Undergraduate program Committee

- a. In order to manage and monitor the different academic programs of the Institute, an Undergraduate program Committee is to be formed in every Department where such programs exist.
- b. The composition of the DUPC committee and its functions will be as follows:

1	HoD (ex-officio)	Chairperson
2	Three faculty members to be nominated by the HoD. (Note: If the faculty strength of a department is less than or equal to four, then all the faculty members will be members of the DUPC)	Member
3	Faculty Member to be nominated by the HoD	Member Secretary
4	One faculty member from another department, nominated by the HoD of that department	Member
5	One student, each with a CPI not less than 7.0 and not subjected to any disciplinary action by the Institute, selected by the undergraduate students of the 2nd, 3rd, and 4th years	Member
Tenure		
1	Two years for faculty members and one year for student members. The Secretary's tenure shall also be two years.	
Functions of the Committee		
1	To oversee the conduct of all undergraduate courses of the department and ensure that the ordinances related to the programs are being followed.	
2	To ensure proper academic standards are maintained in the courses offered by the department.	
3	To consider malpractices by students in academic matters referred to DUPC by a course instructor and recommend actions.	
4	To consider cases of students not performing as required and recommend follow-up actions on a case-by-case basis.	
5	To discuss and recommend changes in the syllabi of all undergraduate courses offered by the department from time to time before sending them to the Senate.	

6	To review student feedback (summary data only) of courses and recommend corrective measures if any.	
Functions of the DUPC secretary		
1	To hold DUPC meetings at least twice in a semester and as often as required.	
2	To prepare agendas and minutes of meetings.	
3	To keep track of students' academic performance in UG programs and put up cases to the DUPC as needed.	
4	To coordinate the assignment of students to faculty for projects.	
5	To coordinate feedback from students of the courses offered by the department.	

12 Change of Rules

Although the rules and regulations mentioned in this ordinance are not variable, the Senate, as the Supreme Academic Body of the Institute, may revise, amend, or alter the regulations, courses of study, their credits, and syllabus from time to time, as and when found necessary. In case a rule needs urgent revision for the smooth conduction of an academic semester, the same can be done by the Chairman Senate and will be ratified in the subsequent Senate meeting. *If there is a difference of opinions in understanding or interpretation of any rule or regulation mentioned herein, the decision of the Chairman Senate shall be final.*