

UNDERGRADUATE PROGRAMMES

B.TECH.

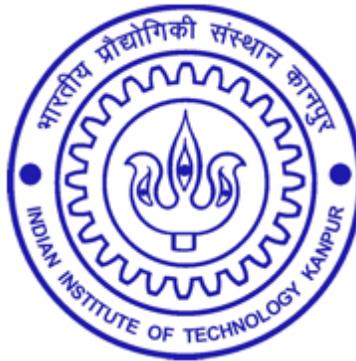
B.S.

Bachelors-Masters Dual Degree

M.SC. Two-Year

M.Sc.-Ph.D. (MSPD) Dual Degree

PROCEDURES & REQUIREMENTS



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

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Chapter 1

Introduction

The objectives of the undergraduate programmes at IIT Kanpur are:

- To provide the highest level of education in technology and science, and to produce competent, creative, and imaginative engineers and scientists
- To promote a spirit of free and objective enquiry, and development of knowledge in different disciplines
- To produce highly skilled technologists and scientists with well honed managerial and entrepreneurial skills having team spirit and leadership qualities
- To increase student participation in nation building through technology development that is sensitive to local needs

This manual sets out the procedures and requirements of the undergraduate programmes of study that fall under the purview of the Senate Under-Graduate Committee (SUGC), which include BTech, BS, MSc, Double Major, and Dual Degree programmes. Following are the committees and administrative units in the institute that are directly concerned with the above programmes:

Departmental Undergraduate Committee (DUGC): Each academic department constitutes this committee which consists of a Convenor nominated by the Head of the department (in consultation with the faculty of the department), Head of the department, four to eight members of the faculty, and two student representatives. The student representatives are elected by the undergraduate students of the department. The DUGC:

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

Senate Undergraduate Committee (SUGC): This is a standing committee formed by the Senate to look after all the issues regarding institute-wide UG programmes. It makes recommendations to the senate on all academic issues including policy matters and specific problem instances related to UG students and UG programmes. Its constituents are the convenors of various DUGCs, PUGCs (Programme UnderGraduate Conveners) where applicable, last SUGC chairperson (ex-officio), two Senate nominees, and four student representatives nominated by Student Senate. The chairperson is elected by the constituent members. The SUGC constitutes two subcommittees, namely, Academic Performance Evaluation Committee (APEC) and Core Curriculum Committee (CCC).

Dean of Academic Affairs (DoAA): The office of the Dean of Academic Affairs (DoAA) is responsible for the implementation of the decisions taken on academic matters by the Senate and the SUGC. It

- Receives, processes and maintains all records related to the undergraduate programmes including curricula, courses offered, Academic Calendar, registration, leave, examinations, grades and award of degrees
- Disseminates information pertaining to all academic matters
- Issues necessary memoranda/orders as per SUGC and Senate decisions
- Acts as a channel of communication between students, instructors, departments/interdisciplinary programmes and SUGC.

The undergraduate (UG) office of the Academic Section assists the SUGC and its subcommittees in their tasks.

Chapter 2

Programmes of Study

2.1 Programmes for New Students

2.1.1 Admission through JEE: Currently students are admitted to the following programmes. New programmes may be added as and when approved by the Senate.

- a) Bachelor of Technology (BTech): A 4-year programme in Aerospace Engineering (AE), Biological Sciences and Bio-Engineering (BSBE), Chemical Engineering (CHE), Civil Engineering (CE), Computer Science and Engineering (CSE), Electrical Engineering (EE), Mechanical Engineering (ME), Material Science and Engineering (MSE), Earth Sciences (ES) (from 2017)
- b) Bachelor in Science (BS): A 4-year programme in Chemistry (CHM), Economics (ECO), Mathematics and Scientific Computing (MTH), Physics (PHY)

2.1.2 Admission through JAM:

- a) Master of Science (MSc): A 2-year programme in CHE, MTH, PHY, STAT
- b) Master of Science-Doctor of Philosophy (MSPD Dual Degree): This programme is currently offered only in PHY

2.2 Options for Already Enrolled Students: A student already admitted to a programme described in section 2.1, may switch to another department or to a multi-disciplinary programme through branch change, enhance his/her programme to a double-major or a dual-degree programme, or include a minor in his existing programme. The rules governing these changes are given in Chapter 10.

2.2.1 Branch Change

A BTech/BS student may choose to apply for a change to a BTech/BS program in any other discipline, including multi-disciplinary programme (BTech) in Engineering Sciences which is offered in two streams (i) Engineering Science (Mechanics) and (ii) Engineering Science (Energy, Environment and Climate).

2.2.2 Double Major

This is a five year programme for a Bachelors degree with majors in two departments/disciplines that offer BTech/BS degrees. The first major is in the parent department, while the second major is in the department to which the student is admitted for this purpose after the 4th semester.

2.2.3 Dual-Degree

Bachelors-Masters Dual Degree: This is a five-year programme in which a student earns a Bachelors and a Masters degree. The dual degree programme has three categories:

Category A: In this case both degrees are in the same discipline/department. There are two combinations in this Category – BTech-MTech and BS-MS.

Category B: This is a two discipline/department programme where the Bachelors degree is in the parent discipline/department and the Masters degree is in a different discipline/department. Thus six degree combinations are possible in this category: BTech-MTech, BTech-MS, BTech-MDES, BS-MTech, BS-MS, BS-MDES.

Category C: In this case the Bachelors degree is in the parent discipline/department and the Masters degree is MBA. Thus the two possible combinations are BTech-MBA and BS-MBA.

MSPD Dual Degree: A 2-year MSc student may apply for a dual degree combining Masters with a PhD in departments where this is allowed.

2.2.4 Minors

Students may include a specialization within a discipline other than their parent discipline during the regular 4-year Bachelor's programme. This specialization is called a Minor, and is acknowledged as such on a student's grade sheet. Completion of a Minor requires no addition of time or credits to a student's regular 4-year Bachelors' programme. A list of Minors available to students may be found in the templates.

Chapter 3

Admission Procedure and Rules

3.1 For New Students

3.1.1 BTech and BS Programmes: The rules and procedures for both programmes are the same.

- a) **General Admission:** Admission to the BTech and BS programmes is done once a year in the month of July through the Joint Entrance Examination (JEE) conducted on an All India level by the IITs. The procedures and other requirements for admission are specified in the JEE Information Brochure brought out every year.
- b) **Admission Against Reserved Seats:** Reservation of seats for various categories shall be as prescribed by the Board of Governors subject to the current policy formulated from time to time by the Government of India. Details about the breakup of reserved seats for various categories can be found with the JEE office. The admission process for reserved seats is as stated below:
 - 1) **SC and ST Candidates:** Reserved seats are filled on the basis of JEE qualifying norms specified for them. In case these reserved seats remain vacant, other SC and ST candidates (who appeared in JEE and satisfy certain relaxed conditions) are offered admission to the Preparatory Course of one year duration in Physics, Chemistry, Mathematics and English. On completion of the preparatory course and passing of the examination conducted by the Institute, the candidates are offered admission to the first year of BTech/BS programmes against the vacant reserved seats of the year of their appearance in JEE.
 - 2) **OBC Candidates (Not belonging to Creamy Layer):** Reserved seats are filled on the basis of JEE qualifying norms specified for them. In case these reserved seats remain vacant, other candidates may be offered admission.
 - 3) **PwD (Person with Disability) Candidates:** Reserved seats are filled on the basis of JEE qualifying norms specified for them. In case these reserved seats remain vacant, other candidates in their respective categories may be offered admission.
- c) **Admission with Advanced Standing:** Normally, admissions are made to the first year of the BTech and BS programmes. However, under exceptional circumstances, the Senate may admit a student with advanced standing (up to a maximum of four semesters) on the basis of her/his partial completion of a similar programme elsewhere.

3.1.2 MSc and MSPD Programmes

- a) **General Admission:** Admission is done once a year in the month of July through the Joint Admission Test for MS (JAM) conducted on an all India level. The minimum academic qualification for admission is a B.Sc. degree (or equivalent) from a recognized university. The procedures and other requirements for admission are specified in the JAM Information Brochure brought out every year.
- b) **Admission against Reserved Seats:** Details of the reservation of seats among various categories as approved by the Board of Governors subject to the current policy formulated from time to time by the Government of India may be found with the JAM office. The admission process for the reserved seats is as stated below:
 - 1) **SC and ST Candidates'** reserved seats are filled on the basis of JAM qualifying norms specified for them.
 - 2) **Other Backward classes (OBC) candidates'** (Not belonging to creamy layer) reserved seats are filled on the basis of JAM qualifying norms specified for them.
 - 3) **PwD (Person with Disability) Candidates'** reserved seats are filled on the basis of JAM qualifying norms specified for them. In case these reserved seats remain vacant, other candidates in their respective categories are offered admission.

3.2 Non-Degree Students

A non-degree student is a student who is registered for a degree in a recognized Institute (other than IIT Kanpur) or a University in India or abroad, and who is officially sponsored by that Institute or University to complete a part of her/his academic programme at IIT Kanpur. For that purpose, the non-degree student may carry out research, take courses for credit or otherwise, or may use other academic facilities at IIT Kanpur. An official transcript of work done at IIT Kanpur, along with grades obtained, if any, would be given to the non-degree student for her/his use as s/he may deem appropriate. However, any credits earned at the Institute, by a non-degree student, cannot be counted towards any degree programme of IIT Kanpur at any time.

A person will be admitted as a non-degree student on the basis of a sponsored application to the Dean of Academic Affairs, who will recommend for admission on the approval of the Chairperson Senate. The Chairperson's decision will be based on the advice of the concerned DUGC and the SUGC. A non-degree student may be admitted for a maximum period of one year only. The strength of non-degree students in any programme should not be more than 5% of the programme strength.

A non-degree student will be required to pay all applicable fees depending upon the status, programme and nationality. Students so admitted will be governed by all rules, regulations and discipline of IIT Kanpur.

3.3 Validity of Admission and Its Cancellation: Admission to any undergraduate programme requires that the applicant fulfill all three of the following conditions:

- 1) Be eligible
- 2) Go through the laid-down admission procedure
- 3) Pay the prescribed fees

All admissions to undergraduate programmes should be formally approved by the Senate.

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

3.4 Withdrawal from Admission

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

Chapter 4

Academic Session

The academic session normally runs from the end of July in one year to the middle of July in the next year. It is divided into three parts:

Semester I: From the fourth week of July to the last week of November

Semester II: From the last week of December to the last week of April

Summer Term (not a regular semester): From the middle of May to the middle of July

Each of the two regular semesters consists of about eighteen weeks including one week of mid-semester recess. About nine working days of each semester are used for the end-semester examination and one week period during the semester is utilized for the mid-semester examination. The first day of classes in a regular semester and the first day of the end-semester examination should normally be a Monday. The equivalent of fourteen weeks is devoted to teaching which excludes all holidays and days spent on both the examinations, in each semester. The Summer Term consists of eight teaching weeks, not including holidays and examinations days.

4.1 Academic Calendar

The dates of all academic activities including those of registration, late registration, last date of document submission, first and the last days of classes, add-drop of courses, examinations, make-up examination, deadline for final grade submission, conversion of I to a grade, mid-semester recess, and vacation are published in the Academic Calendar every year by the DoAA office. The Academic Calendar is available on the DoAA website.

Chapter 5

Curriculum

5.1 BTech and BS Programmes: The entire curriculum is divided into several parts.

Institute Core: This is a compulsory set of courses for all BTech/BS student. It includes:

- Basic courses in Physics, Chemistry, Mathematics, Biological Sciences, Computing, Electronics, Engineering Graphics, Manufacturing Processes, Communication Skills and Physical Education
- Electives from a basket of Science/Engineering-Science options (SO/ESO)
- Electives from a basket of courses in the Humanities and Social Sciences (HSS)

Open electives (OE): These are elective courses that students may take from any department/programme in the Institute. The only condition is that they should not do more than one course on the same topic and at the same level of coverage. They are meant to widen the student's knowledge beyond the parent discipline.

Departmental compulsory courses (DC): This is the compulsory set of courses for Bachelor's students in their parent discipline.

Departmental elective (DE): These are elective courses that students have to take from within their parent discipline.

The details of the programmes may be found in the course templates available from the DoAA website.

5.1.1 Double Major

Students who opt for a Double Major are required to complete Departmental Compulsory Courses and, in some cases, Departmental Electives in their second major discipline, in addition to completing all the requirements of their parent discipline. The courses taken in the second discipline will provide a knowledge-base in this discipline which is comparable to students' knowledge-base in their parent discipline. The Institute Core courses will obviously be done only once. The course templates for the double Major programme of each department may be found with the regular four-year programme templates at the DoAA website.

5.2 Bachelors-Masters Dual Degree Programmes

This programme requires students to complete all their Bachelors programme requirements in addition to completing required post-graduate courses to gain a strong foundation in their chosen Masters' discipline. These may include seminar courses in certain disciplines. In addition, the Masters' part of the programme also requires a thesis or project in certain disciplines to provide students with research experience. The course template of each department, available from the DoAA website, gives the details of the courses and credits to be done by the Bachelors-Masters Dual Degree students.

5.3 MSc Programmes

This programme requires students to take a set of compulsory courses designed to lay a strong foundation in the discipline. In addition, a few elective courses are to be credited to develop and pursue an area of specialization. In some departments there is a project, while in other departments projects may be replaced by elective courses. In some programmes, seminars are also included in the curriculum. The templates of MSc programme are available from the DoAA website.

5.4 MSPD Dual Degree Programme

Students are required to take a set of compulsory courses designed to lay a strong foundation in the discipline. In addition, some elective courses are to be credited to develop and pursue an area of specialization. The students are initiated into research methodology quite early. The programme is aimed to provide young motivated individuals with rigorous training,

desired level of understanding and scientific maturity and solid base at an early stage to enable them to pursue a research career. The templates of MSPD Dual Degree programme are available at the DoAA website.

5.5 Courses

Details of various courses for undergraduate programmes being offered by various departments are contained in the COURSES OF STUDY bulletin, published periodically by the Institute, and available from the DoAA website.

Chapter 6

Registration

Each admitted student is required to register before the commencement of each semester/summer to study during that period in the Institute. There are two parts to the registration process: academic registration and administrative registration. The responsibility for completing both parts of this process rests with the students. If a student fails to complete the registration process within the specified time, then her/his programme may be terminated by the Senate.

6.1 Academic Registration

This involves the selection of courses consistent with the programme template and subject to some rules described below. The academic registration process gets completed after the DUGC convenor approves the form. A registration is considered valid only if there is no time-table conflict between the courses for which the student has registered.

6.1.1 Pre-Registration

Every student must pre-register for the next semester at the time specified in the Academic Calendar for this purpose within the current semester. Pre-registration is done entirely online. Students may directly register for compulsory core courses at the time specified in the template. For all other courses, students must make an online request to the concerned course instructor. If the instructor accepts the request, students may add the course to their registration form. Otherwise, they must make a request for other course(s). Students may select the number of courses permitted by course load rules, while ensuring that there is no timetable clash amongst the courses. Courses with a timetable clash will be dropped automatically from students' online registration form. When all the courses they plan to do in the next semester have been accepted by the concerned instructors, students need to submit the online registration form for the approval of the DUGC.

If due to an unavoidable reason, a student is unable to do academic pre-registration during the specified period, the student should put in an application to the Chairperson SUGC for permission to do manual final registration at the specified time at the beginning of the next semester. This application should be submitted to the Chairperson SUGC within a month of the last date for academic pre-registration. If the application is approved, the student may do manual registration during the Final Registration period.

6.1.2 Final Registration

Academic pre-registration is compulsory for all students. However, if there is a problem with a student's pre-registration, the student may do manual academic registration at the beginning of the new semester on the specified day in the Academic Calendar during the Final Registration period. Students may use the Final Registration option only under the following circumstances:

- Their pre-registration has been cancelled.
- They did not do online pre-registration at the specified time in the previous semester. In such cases, if they do not have official permission from the Chairperson SUGC to do manual final registration, they will need to pay a fine to avail the Final Registration option.

6.1.3 Add-Drop of Courses

Students may add or drop courses using the online registration system during the period specified for this purpose in the Academic Calendar. Each add/drop request needs to be accepted by the concerned course instructor. Once an add/drop request has been accepted, students need to change their online registration form accordingly and submit it to the DUGC for final approval.

Students may also drop course(s) up to about four weeks prior to the last date of classes (exact date is specified in Academic Calendar) with the following conditions:

- a) Dropping of course(s) should not result in the net registration becoming less than the specified minimum number of credits for a semester.
- b) The request to drop course(s) must be approved by the Instructor-in-charge and the Convener, DUGC.

Adding of courses is not permitted in the summer term. However, students may drop a course up to two weeks prior to the last day of classes.

6.1.4 Cancellation of Registration in a Course

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

An instructor of a course may also recommend cancellation of registration of any student in that course for reasons such as missing ten or more scheduled contact hours without proper authorization. The instructor may recommend such de-registration of students up to four weeks prior to the last day of classes. The instructor should send de-registration recommendations to the SUGC Chairperson. The same information should also be sent the concerned DUGC. The SUGC Chairperson's decision in each case shall be conveyed to the instructor and the student at least two weeks prior to the last day of classes.

6.1.5 Academic Load in Regular Semesters

Each course carries a weightage in terms of credits indicating the approximate number of contact hours (lectures and tutorials and/or laboratory hours) as well as self-study hours per week required for the course.

Normal academic load is fifty credits per semester. Students may register for up to 30 percent less or 30 percent more credits than the normal load. That is, students may register for 35-65 credits.

Students who are identified as academically deficient (on academic probation) may register for a minimum of 30 credits.

Students with high CPI may request for load beyond 65 credits. The rules regarding such registration are as follows.

- a) Only students with CPI 8.5 or higher are eligible for registering for more than 65 credits.
- b) Student at the time of the registration, has to declare which course s/he intends to register as extra load.
- c) If a student registers for additional load, then the total credits for that semester may be up to 70 credits.
- d) These courses will not count towards satisfying their graduation requirement.
- e) The student can choose to take such courses on the basis of a letter grade (A-F) or pass/fail (S/X). The grades earned in the overload courses will be shown on the student's transcript. But these grades will not be included in the calculation of SPI/CPI.

Students in their final year may request for registration in course(s) in addition to the courses required to complete their programme. The rules regarding such registration are as follows:

- a) Students are allowed to take extra course(s) only during their final year with the consent of the course Instructor(s).
- b) Students should submit the list of these extra courses to the DoAA office.
- c) Student at the time of registration has to declare whether s/he would do the extra course(s) on the basis of a letter Grade (A-F) or pass/fail (S/X).
- d) The maximum credit limit rule will apply to the total credits registered, including the credits for the extra courses.
- e) The extra courses will be shown on the student's transcript. If the student has opted for S/X grade for such a course, then it will not be included in the CPI calculation.

6.1.6 Academic Load in Summer Term

Students may register for a maximum of 25 credits in a summer term when advised by DUGC. The summer term is not a regular semester and only academically deficient students, Double Major students, Bachelors-Masters Dual Degree students (only after their eighth semester) and such students who are short of only one or two courses to complete all graduation requirements may register during this period. In case any vacancies are left in the courses being offered during the summer term once the requirements of the above categories of students are fulfilled, other students may register for these courses to fulfill some of their graduation requirements in advance.

6.1.7 Cancellation of Registration

If a student is found to be absent from all academic activities for more than 20 working days (not necessarily contiguous) in a semester with or without sanction, then his/her registration from all the courses in that semester will be cancelled. The corresponding number of days of absence for a summer session is 10.

6.2 Administrative Registration: This involves two steps:

- a) Payment of fees and clearance of outstanding dues (if any)
- b) Signing the registration roll in the office of the Dean, Students Affairs (DOSA)

6.3 Late Registration

Students are expected to complete the registration process (both academic and administrative) by the date specified in the Academic Calendar. In exceptional circumstances they may be allowed to complete the process by the date of late registration after paying the late registration fee. The fee may be waived in case of illness or if prior permission has been granted by the SUGC.

Chapter 7

Teaching and Evaluation

7.1 Teaching

7.1.1 Medium

The medium of instruction is English. All students admitted to the first year of the BTech and BS programmes are required to take a diagnostic test in English. Based on their performance, they are advised to credit a course in English Language and Communication Skills as part of their HSS course requirement.

7.1.2 Duration of Courses

Courses may be for one full semester or half a semester. A semester-long course typically has 40 lectures of 50 minutes each or any other combination of equivalent time. Half-semester modular courses are taught in half the time of a normal semester-long course.

7.1.3 Conduct of Courses

Each course is conducted by the Instructor-in-charge with the assistance of the required number of instructors, tutors, and teaching assistants. The Instructor-in-charge is responsible for conducting the course, holding the examinations, evaluating the performance of the students, awarding and submitting the grades to the Undergraduate office.

7.1.4 Attendance in Class

Students are expected to attend every class, laboratory session, workshop session, examination, quiz etc. If required, a student may apply for leave and avail it only if sanctioned. Even if a student is on sanctioned leave, s/he is responsible for any material covered in class during this period. If the student misses any assignments, quizzes or the mid-semester exam while on sanctioned leave, there is no binding obligation on the instructor to provide make-up opportunities to the student.

If a student remains absent for 10 or more contact hours of a course (not necessarily contiguous) without sanctioned leave, then the course instructor may de-register the student from the course.

If a student is found to be absent from all academic activities for more than 20 working days (not necessarily contiguous) in a semester, with or without sanction, then his/her registration for all the courses in that semester will be cancelled.

If a student is found to be absent from all academic activities in a semester without authorization for more than 20 working days contiguously or does not appear, without a compelling reason, for the end-semester examinations in all the courses in which she/he is registered, then her/his programme will be terminated.

7.1.5 Work-Week and Class Timings

The institute operates on a 5-day per week schedule. Classes are held Monday through Friday from 8am to 6:30pm. No classes are scheduled on a regular basis outside this time period. Lecture / tutorial classes are usually scheduled in 50 minute slots, with some 75 minute slots for PG-level courses. Lab classes are usually scheduled in 180 minute slots. No classes are usually held on Saturdays and Sundays, unless previously specified in the Academic Calendar.

Extra classes may be scheduled by an instructor in case the regular schedule does not allow for 40 hours of instruction (in a lecture course), and/or if an instructor has to miss a regularly scheduled class. In such cases, the instructor may schedule an extra class in consultation with the students registered in the course at a time mutually convenient to everyone. Extra classes to hold a quiz or a laboratory test should not be inconveniently scheduled for any concerned student.

7.2 Evaluation and Performance Feedback

The evaluation of students' performance in a course is a continuous process. Students' performance is evaluated through a mid-semester examination, an end-semester examination, quizzes (short-tests), assignments, laboratory work (if applicable), etc. The weightage of each component to determine the final grade in the course is decided by the course instructor who must inform the students about these weightages at the start of the semester.

7.2.1 Examinations

The mid-semester and end-semester examinations are scheduled by the Dean of Academic Affairs during the periods specified in the Academic Calendar.

A modular course has only one examination. It is held during the mid-semester examination period if the course is taught during the first half of the semester. Otherwise this exam is held during the end-semester examination period.

7.2.2 Quizzes

Core course instructors will conduct at least two quizzes, one before the mid-semester examination and the other between the mid- semester and the end-semester examination. In a core modular course there must be at least one quiz since it has only one examination. Schedule and number of quizzes for other courses will be decided by the instructor.

7.2.3 Make-up Examination

If a student, for bona fide reasons such as illness, etc., fails to appear in the end-semester examinations in one or more course(s), s/he may make a request to the SUGC Chairperson for a make-up examination within a day of the last scheduled examination. Such a request must be made on the prescribed form available from the DoAA site, giving reasons for the failure to appear along with documents supporting the given reason. In case of illness a certificate from the Chief Medical officer of the Institute Health Center should be submitted.

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

7.2.4 Results of Examinations and Quizzes

The final grades of all the students in a course must be submitted to the DoAA within 72 hours, 96 hours, and 120 hours after the examination for the courses with class strength up to 50, between 51 and 150, and above 150 respectively. Instructors are required to show the graded answer books for all examinations/quizzes/assignments as soon as possible. It is the student's responsibility to be available at the time specified by the instructor for this purpose. Answer books of the final examination must be returned to the instructor after the students see them, and saved by the instructor for six months.

7.2.5 Letter Grades and Weightages

At the end of the semester/summer term, students are awarded a letter grade in each course by the concerned Instructor-in-charge taking into account their performance in various examinations, quizzes, assignments, laboratory work (if any), etc., besides regularity of attendance in classes. In some courses such as projects, seminars, physical education etc. Satisfactory (S) / Unsatisfactory (X) grade is awarded. This grade is not used for the calculation of CPI/SPI.

Each department has its own procedure for the award of grades in project courses.

There are seven letter grades: A*, A, B, C, D, E and F. The letter grades, their descriptions, and the numerical equivalents on a 10-point scale (called Grade Points) are as follows:

<i>Grade</i>	<i>Grade Point</i>	<i>Description</i>
A*	10	Outstanding
A	10	Excellent
B	8	Good
C	6	Fair
D	4	Pass
E	2	Fail/ Exposure
F	0	Fail

A* grade is intended to recognize and encourage outstanding performance in a class. This grade is to be used sparingly.

E grade indicates that the student has failed the course but s/he may be allowed to register for a course for which this course is a pre-requisite, even before this course is repeated and passed. This facility of waiver of pre-requisite requirement is subject to the approval of the instructor of the course (of which this course is pre-requisite) and the concerned DUGC.

Two additional letters, namely, 'I' and 'W', which stand for Incomplete and Waiver respectively, may be given for a course. These are not grades.

Incomplete: A student may be awarded the letter I (Incomplete) in a course if s/he has missed, for a genuine reason, a minor part of the course requirement but has done satisfactorily in all other parts. An 'I' must, however, be converted by the Instructor-in-charge into an appropriate letter grade and communicated to the undergraduate office by the last date specified in the Academic Calendar. Any outstanding 'I' after this date shall be converted automatically into an F grade. In case of project courses 'I' may not be awarded for mere non-completion of project due to lack of facility etc.

Waiver: The letter 'W' is awarded when a student earns credits at another institution and the SUGC decides to waive similar credits from her/his programme of study at IIT Kanpur. The grade earned in lieu of which the waiver is granted, is not to be used for computation of SPI/CPI.

7.2.6 Semester Performance Index

The Semester Performance Index (SPI) is a weighted average of the grade points earned by a student in all the courses credited in a semester. If the grade points associated with the awarded grades to a student are g_1, g_2, \dots in a given semester and the corresponding course credits are c_1, c_2, \dots , then the SPI for that semester is calculated by multiplying the number of credits for each course with the grade point for that course, adding these up for all the courses registered in the semester, and then dividing this sum by the total course credits for the semester:

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

S and X grades shall not be considered in the computation of the SPI.

7.2.7 Cumulative Performance Index

The Cumulative Performance Index (CPI) indicates the overall academic performance of a student. It is computed in the same manner as the SPI, except that here we consider all the courses registered up to and including the latest completed semester/summer term.

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

Whenever a student is permitted to repeat or substitute a course, the new letter grade replaces the old letter grade in the computation of the CPI, but both grades are mentioned in the Grade Report.

7.2.8 Declaration of the Final Result

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

7.2.9 Withholding of Grades

The grades of a student may be withheld if s/he has not paid her/his dues, or if there is a case of indiscipline pending against her/him, or for any other appropriate reason.

7.2.10 Change of an already awarded grade

A letter grade once awarded shall not be changed unless the request is made by either the Instructor-in-charge or another Instructor/tutor of the course, and is approved by the Chairperson, Senate. Any such request for a change of grade must be made within six weeks of the start of the next semester on the prescribed form available from the DoAA website, with all relevant records and justifications.

Chapter 8

Academic Requirement and Degree Eligibility

8.1 Minimum and Maximum Duration

The minimum duration and maximum duration requirements for various undergraduate programmes are as under:

Academic Programme	Minimum Duration (Semesters)	Maximum Duration (Semesters)
BTech, BS	7	12
Bachelors-Masters Dual Degree, Double Major	9	15
MSc	4	6
MSPD Dual Degree (MSc Part)	8	-

The minimum and maximum duration requirements will include any semester(s) in which a student is registered at IITK, but may spend as a non-degree student at some other Institution while still pursuing the said academic programme at IITK.

The Senate may grant relaxation in the prescribed minimum residence to a student in view of the work done by her/him in the Institute or elsewhere, to the extent considered appropriate according to the merit of the case.

A student failing to complete the programme even within the maximum duration specified may be allowed by the Senate to continue depending on the merits of the case.

8.2 Minimum Academic Requirement

In order to graduate, a student must clear all courses as per the respective programme template, satisfying the minimum credit requirement in each course-category. In addition, a Bachelors-Masters dual-degree student must achieve at least 6.5 CPI in the PG part of the programme, and MSc or MSPD dual degree student (in MSc part) must achieve at least 6.0 CPI. For students admitted to the MSc Integrated programme (discontinued in 2011), the minimum graduation CPI is 5.0.

If a student is short of 1 credit in the SO/ESO category for the completion of the programme, then s/he may be granted relaxation for the same. In exceptional circumstances Senate may grant any other relaxation in minimum academic requirements.

8.3 Graduation

A student is deemed to have completed the requirements for graduation if s/he has:

- Met the minimum duration and academic requirements outlined in Sections 8.1 and 8.2
- Satisfied additional requirements, if any, of the concerned department
- Paid all dues to the Institute and the Halls of Residence
- No case of indiscipline is pending against her/him

8.4 Award of Degrees

A student who completes all the graduation requirements specified in Section 8.3 is recommended by the Senate to the Board of Governors (BOG) for award of the appropriate degree in the ensuing convocation. The degree can be awarded only after the BOG accords its approval.

8.5 Withdrawal of the Degree

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

Chapter 9

Inadequate Academic Performance

A student is expected to maintain at least a minimum level of performance at all times. The academic performance of each UG student is reviewed by the Academic Performance Evaluation Committee (APEC) at the end of each regular semester. A deficient student may be placed on Warning or Academic Probation or his/her academic programme may be Terminated as per rules applicable for that particular batch. A student on Warning or Academic Probation is required to sign an undertaking incorporating the following conditions:

- S/he shall register with higher priority for those courses (or their substitute) in which grade F/E/X is obtained
- S/he shall not hold any office in the Hall of Residence, Students Gymkhana or any other organization/body
- Any other terms and conditions laid down by the SUGC/Senate

The parents/guardian of these students is required to countersign this undertaking. If a student is unable to meet these terms and conditions due to some genuine reasons, s/he must explain this to the DUGC/SUGC before the semester ends.

The criteria for placing students on Warning, Academic Probation, and Program Termination are described in the following sections. Here N denotes the number of semesters for which the student has registered, SC denotes the number of credits completed in the last regular semester, and TC denotes the number of credits completed in all the semesters till that point.

9.1 Warning

The following table shows the criteria for being placed on Warning:

Batch	BTech/BS/Bachelors-Masters Dual-Degree/MS(I)	MSc and MSc part of MSPD Dual Degree
2010 and earlier	$SPI \leq 4.5$ and $CPI \geq 5.0$ OR $SPI > 4.5$ and $CPI < 5.0$	$SPI \leq 5.5$ and $CPI \geq 6.0$ or $SPI > 5.5$ and $CPI < 6.0$
2011,2012	None	Same as above
2013 and later	$SC \geq 30$ and $(24 + N)N \leq TC < 36N$ or $SC < 30$ and $TC \geq 36N$ <i>For PG part of Dual Degree:</i> $6.0 \leq CPI < 6.5$ but does not satisfy any termination condition given in Section 9.3	Same as above

Students in the PhD part of the MSPD dual degree programme will be governed by PG rules.

9.2 Academic Probation

The following table shows the criteria for being placed on Academic Probation:

Batch	BTech/BS/Bachelors-Masters Dual-Degree/MS(I)	MSc and MSc part of MSPD Dual Degree
2010 and earlier	$SPI \leq 4.5$ and $CPI < 5.0$	$SPI \leq 5.5$ and $CPI < 6.0$
2011,2012	$TC < 35$ for $N = 1$ $TC < 37.5N$ for $N \geq 2$, for N in UG <i>PG part of Dual Degree: No provision of AP</i>	Same as above
2013 and later	$SC \geq 30$ and $TC < (24 + N)N$ or $SC < 30$ and $(24 + N)N \leq TC < 36N$, for N in UG <i>PG part of Dual Degree: No provision for AP</i>	Same as above

A student on academic probation may be allowed by the DUGC to register for a minimum of 30 credits in the subsequent semester.

9.3 Programme Termination

No student's programme may be terminated who is not already on academic probation (on warning in case of the PG part of a programme).

The following table shows the criteria for programme termination:

Batch	BTech/BS/Bachelors-Masters Dual-Degree/MS(I)	MSc and MSc part of MSPD Dual Degree
2010 and earlier	<p>On Probation and $SPI < 4.5$</p> <p><i>For PG part of Dual Degree:</i></p> <p>CPI < 6.0</p> <p>OR</p> <p>CPI ≤ 6.5 in two consecutive semesters</p> <p>OR</p> <p>Accumulated at least two E/F grades</p> <p>OR</p> <p>Accumulated at least three X in thesis</p>	On Probation and $SPI < 5.5$
2011,2012	<p>On Probation and $TC < 25N$, for N in UG</p> <p><i>PG part of Dual Degree:</i> Same as above</p>	Same as above
2013 and later	<p>On Probation and $SC < 30$ and $TC < (24 + N)N$, for N in UG</p> <p><i>PG part of Dual Degree:</i> Same as above</p>	Same as above

If a Bachelors-Masters student's programme is terminated due to CPI considerations in the PG part and if her/his CPI is above 6:0, then s/he may be allowed to continue on the recommendation of the DUGC and the approval of the SUGC.

Students in the PhD part of the MSPD dual degree programme will be governed by PG rules.

9.4 Appeal Against Termination

A student whose programme is terminated may appeal to the Chairperson, Senate, for re-reinstatement in the programme. In cases of termination due to inadequate academic performance, the student should clearly explain causes for the poor performance, including why those causes will not adversely affect her/his performance in the future. The Senate shall take a final decision after considering all available inputs. A student may re-appeal the Senate's termination decision, but only after a period of one semester. However, the Senate may not entertain any further appeal(s) for review unless substantial additional information is brought to its notice.

Chapter 10

Rules Governing Change or Addition in the Programme

10.1 Branch Change

A student may be allowed a change of branch / programme, including change to the multi-disciplinary Engineering Science programme, on the basis of her/his academic performance, subject to strength constraints of the departments. Change of branch / programme for a student is a matter of privilege and not a right. Once a Branch Change has been granted a student cannot revert to the original department.

10.1.1 Eligibility

- Only those students may apply who have not been barred from applying for branch change by the Senate or any of its standing committees.
- A student may apply after her/his second, third, or fourth semester.
- The privilege of branch change may be used at most once in a programme.
- There is no minimum CPI qualification to apply for branch change. Branch change is granted in decreasing order of CPI to applicants, subject to fulfillment of other eligibility criteria and strength constraints of the home and the target departments.
- CPI and credit calculations will be based on all courses specified in the advisory template of the first year.
- If a student has attempted a particular course more than once, the grade obtained in the first attempt will be counted.

The criteria for calculating the strength constraints of departments are given in section 10.6.1.

10.1.2 Application Process

- The DoAA office will call for branch change applications twice in an academic year in April and November.
- Eligible students may apply on the prescribed branch change form addressed to the Chairperson, SUGC.
- Completed application forms should be submitted in the UG section of the DoAA office by the given deadline.
- Students whose branch change applications have been accepted will be informed accordingly before the date for Final Registration in the following regular semester.

10.1.3 Academic Road-Map

- Once a branch change has been granted, students are expected to follow the template for the new department to which they have been admitted.
- Students granted a branch change will have their pre-registration cancelled. Such students will be expected to do manual academic registration during the final registration period.
- These students should register for courses after consulting the DUGC convener of the department to which they have been admitted.
- Each such student is responsible for ensuring that all academic requirements of the new department are fulfilled.
- For students who are granted branch change after their third or fourth semester, it is mandatory to complete any additional department-specific requirements for the third and/or fourth semester as listed in the template.
- There is no provision for withdrawal from a branch change. Once a student's branch change application has been accepted, s/he will be considered a student of the new department for the entirety of her/his programme.

10.2 Bachelors-Masters Dual Degree Programme

The Bachelors-Masters Dual Degree programme is divided into three categories:

Category A: Both degrees in the same department (available in all departments running a Bachelors programme)

Category B: Bachelors and Masters degrees in different departments (Masters under this category is NOT available in CSE and EE; it is available in all other departments and programmes, including Design, EEM, IME, NET, and Photonics)

Category C: Bachelors in any department combined with an MBA degree

10.2.1 Eligibility

- Students should have a minimum CPI of 6.0 at the time of applying.
(Senate approved a one-time relaxation of this criterion to 5.0 CPI for BS students of the 2011 and 2012 batches applying for MS in MTH, CHM, or ECO)
- Students should have no backlogs in non-OE credits for their UG programme at the time of applying.
(Senate approved a one-time relaxation of this criterion to up to a 36 credit backlog in either OE or non-OE credits from the UG programme at the time of applying)
- For students applying under Category B or C, there may be additional norms, such as interviews or written tests, in certain departments. Students may approach the concerned department / programme for details regarding such additional eligibility norm.
- Admission into the dual degree programme is subject to the fulfillment of eligibility criteria and availability of seats in the concerned department / programme. Details regarding seat availability are given in Section 10.6.2.
- Students opting for the Dual Degree programme will not be allowed to do a Double Major.

10.2.2 Application Process

- For Category A dual degree programme, students may apply after their fifth, sixth, or seventh semester
- For Category B and C, students may apply only once after their sixth semester
- The DoAA office will call for Dual Degree applications under all three categories twice a year in April and November
- Eligible students may apply on the prescribed Dual Degree application form addressed to the Chairperson, SUGC.
- Completed application forms should be submitted in the UG section of the DoAA office by the given deadline.
- Completed application forms received by the deadline will be processed by the DoAA office after the results of that semester have been declared, and forwarded to the concerned departments. Departments will be expected to convey the results to the DoAA office latest by the day before registration for the next semester is due to begin.
- Students who have been granted admission into the Dual Degree programme will be informed accordingly before the date for Final Registration in the semester following the submission of the application.

10.2.3 Academic Road-Map: Details of Dual Degree course work is available in UG course templates of each department.

- Dual Degree students will be allowed to use OE slots and overloads (overload rules are given in Section 6.1.5 and 6.1.6) to complete their dual degree course requirements. The use of such slots should be done in consultation with the DUGC convener of the parent (UG) as well as the host (PG) department / programme.
- A maximum of 36 OE credits may be waived from the UG graduation requirement to be used for PG requirements by Dual Degree students. Details regarding all such waivers for Dual Degree students are given in the course templates.
- Dual Degree students may be allowed to take relevant courses in the Summer Term, if offered, (up to 25 credits) after the eighth semester.
- OARS should allow registration for mandatory laboratory courses, if any, if the instructor arranges alternate times for the dual degree students without changing the normal schedule of the laboratories.
- Migration to the Masters part of the Dual Degree programme will be done only when the student has completed all the mandatory credit requirements from the undergraduate part of the programme up to the seventh semester.
- At the end of the eighth semester a student should apply for any swapping of completed courses between their UG and PG parts of the programme. Such swapping may be done only once during the dual degree programme.
- Upon migration to the Masters part of the Dual Degree programme, the student will be issued a new roll number for the PG part of the programme.
- A Dual Degree student will be governed by existing APEC rules for UG students until s/he officially migrates to the Masters part of the programme. In the PG part of the programme, the student will be governed by existing APEC rules for PG students.

10.2.4 Withdrawal from the Bachelors-Masters Dual Degree Programme

- Request for withdrawal from the PG part of the programme will be entertained at any time during the course of the Dual Degree programme. The request should be made to the Chairperson, SUGC, through the DUGC conveners of both (UG and PG) departments, as well as the thesis supervisor (if one has been assigned). Permission to withdraw from the PG part of the programme is subject to the approval of the Chairperson, SUGC.
- The PG part of the programme will be withdrawn if a student is more than 40 credits short of the total credit requirement of her/his UG programme at the end of the eighth semester.
- In case the PG part of the programme is withdrawn, the student will be required to complete all mandatory graduation requirements of the undergraduate programme in the parent department. However, courses taken from the PG template in lieu of OE options may be counted as OE credits for the UG graduation requirements.

10.3 Double Major

10.3.1 Eligibility

- Students should have a minimum CPI of 8.0 at the time of applying.
- Students opting for Double Major are not allowed to do any Minor or change to the Dual Degree programme.
- Admission to the Double Major programme is subject to overall CPI ranking and availability of seats. Details regarding seat availability are given in section 10.6.3.

10.3.2 Application Process

- Students may apply for the Double Major programme only once towards the end of their fourth semester.
- The DoAA office will call for Double Major applications once every year in April.
- Eligible students may apply on the prescribed Double Major application form.
- Completed application forms should be submitted in the UG section of the DoAA office by the given deadline.
- Completed application forms received by the deadline will be processed by the DoAA office after the results of that semester have been declared, and forwarded to the concerned departments. Departments will be expected to convey the results to the DoAA office latest by the day before registration for the next semester is due to begin.
- Students who have been granted admission into the Double Major programme will be informed accordingly before the date for Final Registration in the semester following the submission of the application.

10.3.3 Academic Road-Map: Detailed list of courses that need to be completed for a Double Major are given alongside the course templates.

- Double Major students will be allowed to use OE slots and overloads to complete requirements for their second major. The use of such slots should be done in consultation with the DUGC convener of the parent as well as the host (second major) department / programme.
- A maximum of 36 OE credits may be waived from the parent department graduation requirements to be used for the second major requirements of Double Major students.
- Double Major students may be allowed to take relevant courses (up to 25 credits) in the Summer Term, if offered.
- Once a student is admitted into the Double Major programme, s/he will be advised by the DUGC conveners of both the parent and the second Major departments.

10.3.4 Withdrawal from the Double Major Programme

- A student may withdraw at any time from the Double Major programme. To do so, the student needs to submit an application stating the intention to withdraw from the programme to the chairperson SUGC. The application should be forwarded by the DUGC conveners of both the parent and host (second major) departments.
- The second Major part of the programme will be withdrawn at the end of the eighth semester if the student is short of 30 credits or more of completing the parent department graduation requirement, or her/his CPI falls below 6.0.
- The Double Major programme will be terminated for a student who accumulates more than 25 credits of backlogs in the second major. **Remark: This rule is unclear.....**

- In case the student withdraws from the Double Major programme or the programme is terminated, the student will graduate with a Bachelor's degree in the parent department only. In this case, all credits taken towards the second major will be treated as OE credits in the parent department. These credits may also be counted towards a Minor if applicable.

10.4. MINOR

10.4.1 Eligibility

- Students doing a Double Major are NOT eligible to do a Minor.
- All other students may apply for a Minor in any department except their own. Economics students may also apply for a Minor in another discipline within the HSS department.
- There is no CPI criterion for Minors. Admission is based only on availability of seats as detailed in section 10.6.4.
- A student who manages to complete all the courses required for a Minor without being formally admitted to the Minor may also apply for a Minor retrospectively in her/his 8th semester.
- A student can get more than one Minor.

10.4.2 Application Process

- Students may apply for a Minor during their 4th, 5th, or 6th semester.
- The DoAA office will call for applications for Minors in every semester at least two weeks before the dates for pre-registration as given in the Academic Calendar.
- Eligible students may apply on the prescribed Minor application form.
- Completed application forms should be submitted in the UG section of the DoAA office by the given deadline.
- Completed application forms received by the deadline will be processed by the DoAA office through the relevant departments. Departments will be expected to convey the results to the DoAA office latest by the day before pre-registration for the next semester is due to begin.
- Students who have been granted admission to a Minor will be informed accordingly before pre-registration begins for the next semester.
- A student may apply for a Minor after completing some of the courses in the Minor.

Retrospective Minor:

- The DOAA office will call for applications for retrospective Minors once a year in April.
- Eligible students may apply on the prescribed Minor form.
- Completed application forms should be submitted to the UG section of the DOAA office by the given deadline.
- Completed application forms received by the deadline will be processed by the DOAA office through the departments after the grade submission deadline for that semester.
- Approved retrospective Minors will appear in the student's final grade sheet.

10.4.3 Academic Road-Map

- Details regarding required courses for each Minor are given alongside departmental course templates.
- A Minor entails the completion of 27-36 credits through specified courses within a discipline / programme.
- A student may take Minor courses in any OE, HSS, ESO, or DE slot, as advised by the parent department's DUGC convener.
- Rules regarding continuation of a Minor in case of failing and/or dropping a required Minor course are specific to the department / programme offering the Minor. Students need to contact the concerned department's DUGC convener for details in this regard.

10.4.4 Withdrawal from a Minor

A student may withdraw from a Minor at anytime by submitting an application to this effect with the approval of the Minor department's DUGC convener, to the DoAA office.

10.5 MSPD Dual Degree Programme: Students in the MSc two-year programme may apply for this dual degree programme in departments where it is available.

10.5.1 Eligibility

- Students should have a CPI of 7.0 at the time of applying.
- Students should have no backlog of courses at the time of applying.
- Admission into the MSPD dual degree programme is subject to fulfillment of eligibility criteria and availability of seats in the programme.

10.5.2 Application Process

- Students should consult the DUGC to confirm details of the application process within their own department.
- Students may apply at the end of their second or third semester.
- Students should include two letters of recommendation with the application. At least one of the letters of recommendation should be from an instructor with whom the student has done a course at IIT Kanpur.

10.5.3 Academic Roadmap

- After migration to the PG part of the programme, whenever it occurs, a student shall be considered a PhD student.
- During the PG part of the programme, students will be governed by the rules and regulations specified in the PG manual, including SPI / CPI rules, fee structure, scholarships and other assistantships.
- Students are required to clear the comprehensive examination by the end of the sixth semester. If a student fails to do so, her/his PhD programme is terminated as per rules given in the PG manual.
- A student who fails to clear the comprehensive examination may be permitted, depending on the merits of the case, to revert to the MSc two-year programme.
- Students shall be awarded the MSc degree at the end of the sixth semester provided they have completed all the course requirements of the two-year programme as specified in the template with a CPI of 6.0.

10.5.4 Withdrawal from the MSPD Dual Degree Programme

There is no provision for withdrawal from this dual degree programme to revert to the MSc two-year programme except in cases where the PhD part of the programme is terminated as per the rules specified above.

10.6 Calculation of Seat Availability

10.6.1 Branch Change

- The vacancies in various programs, and allotment of branch changes, will be computed irrespective of all categories, except where Senate has specifically mandated the preference to be given to specific categories (GN/SC/ST/OBC/PD etc.).
- Seat availability will be calculated such that no programme exceeds the larger of E and $S + 2$, where E is its existing and S is the sanctioned strength. At the same time, no programme should fall below 55% of its sanctioned strength as the result of branch change allotments.
- Existing and Sanctioned strength of a programme are calculated as follows:
 - Existing Strength of batch is $L + A - T$, where
 - L = Number of students registered on the last date of the semester
 - A = Number of students who are on authorized leave for that semester
 - T = Number of students whose programs have been terminated at the end of that semester, and whose appeals have not been accepted by Senate.
 - Sanctioned strength for batch is $St + E + C$, where
 - St = Larger of the sanctioned strength approved by Senate and the actual number of students admitted
 - E = Number of extra seat(s) created by Senate for this batch in the previous semester(s)

C = Number of extra seat(s) created by Senate as special cases in previous semester(s)

Note

- a) Seats fallen vacant in the parent department due to seats created in other department for branch change of students securing 10.0 CPI will be considered as vacant for the purpose of branch change.
- b) Seats fallen vacant in the parent department due to TIE among two or more students given branch change/permanent withdrawal by any student or due to death of any student will be considered as vacant for the purpose of branch change.
- c) Seat of terminated student will be considered as vacant for the purpose of branch change only after Senate has turned down her/his appeal or the student has not appealed.
- d) Extra seats created for students securing 10.0 CPI and/or for allotting to the students among TIE, shall not be added to the actual sanctioned strength for the purpose of branch change.

10.6.2 Bachelors-Masters Dual Degree

- For Dual Degree Category A (Master's degree in the same department as the Bachelor's), there is no limit on the number of available seats.
- For Dual Degree Category B and C (Master's degree in a department / programme different from the Bachelors), available seats are given in the table below:

Name of Department	Seats available for Bachelors-Masters Dual Degree Category B / C
Aerospace Engineering	10
Biological Sciences and Bio-Engineering	10
Chemical Engineering	Flexible
Chemistry	Flexible
Civil Engineering	20
Computer Science and Engineering	None
Design Programme	10
Economics	15
Electrical Engineering	None
Envir. Engg. and Mgmt. Programme (EEM)	10
Industrial and Management Engineering	15 for MBA; Not specified for MTech
Materials Science and Engineering	Flexible
Materials Science Programme	Not specified
Mathematics and Statistics	10
Mechanical Engineering	20% of sanctioned strength
Nuclear Engineering and Technology	Not specified
Photonics Science and Engg. Programme	Not specified
Physics	05

10.6.3 Double Major

Name of the Department	Seats Available for Double Major
Aerospace Engineering	15
Biological Sciences and Bio-Engineering	04
Chemical Engineering	08
Chemistry	10
Civil Engineering	20
Computer Science and Engineering	10
Economics	Not specified
Electrical Engineering	10
Materials Science and Engineering	Not specified
Mathematics and Statistics	05
Mechanical Engineering	10% of sanctioned strength

Physics	Not specified
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10.6.4 Minor

A department will admit at least smaller of 20% of their existing batch strength or 10 students to a Minor where the first course of the Minor is a compulsory department course.

If the first course of the Minor is not a compulsory department course, the department will admit up to 20% of their existing batch strength. If the number of students exceeds the number that a department can accommodate, the department should clearly state the criterion it is going to apply to limit the number of students. This limitation in number of students applies only in the first course of a Minor. In subsequent courses this limit does not apply to students who have already been admitted to the Minor.

Chapter 11

Leave of Absence

11.1 Mid-Semester Recess and Vacation

Undergraduate students are entitled to avail the mid-semester recess, winter and summer vacations as specified in the Academic Calendar without seeking any permission.

11.2 Short Leave

Leave of absence during the semester is discouraged for all registered students. However, for bona fide reasons, a student may apply for leave using the online registration system. The extent of this leave for medical reasons can be a maximum of ten working days. A maximum of five working days of leave may also be granted for any other valid reason. In no case may a student be granted leave of absence in excess of fifteen working days in a semester.

The leave of absence in the summer term shall correspondingly be five working days (medical) and three working days (others), i.e., eight working days total.

11.3 Temporary Withdrawal/ Semester Leave

- A student may be allowed a leave of absence for a whole semester (temporary withdrawal) for bona fide reasons. Such leave of absence shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme.
- An application for temporary withdrawal should be made before the date of registration for the semester as mentioned in the Academic Calendar. However, under exceptional circumstances, a student may apply for withdrawal anytime during the semester.
- Application for temporary withdrawal should be addressed to the Chairperson, SUGC, and routed through the DUGC convener. It should be submitted to the Undergraduate office with supporting documents such as a medical certificate (in original) in case of an illness.
- A student who remains on authorized leave of absence due to ill health shall be required to submit a certificate from a Registered Medical Practitioner to the effect that s/he is sufficiently cured and is fit to resume her/his studies. The Institute may constitute a Medical Board to determine the fitness of the student before registration. The registration of the student shall be provisional till the Board certifies the fitness. In the event that the Board recommends that the student is not yet fit to resume studies, the registration may be cancelled.

11.4 Penalty for Unsanctioned or Excessive Leave

- If a student remains absent from 10 or more contact hours of a course (not necessarily contiguous) without sanctioned leave, then the course instructor may de-register the student from the course.
- If a student is found to be absent from all academic activities for more than 20 working days (not necessarily contiguous) in a semester with or without sanction, then her/his registration for all the courses in that semester will be cancelled.
- If a student is found to be absent from all academic activities in a semester without authorization for more than 20 working days contiguously or does not appear, without a compelling reason, for the end-semester examinations in all the courses in which s/he is registered, then her/his programme will be terminated.

11.5 Permission to proceed to other Institutions

In order to help students to broaden their horizons and gain course-work experience, they may be permitted to proceed to other academic institutions in India or abroad as a non-degree student. The following guidelines and procedures apply for this purpose:

- A student who satisfies the minimum eligibility conditions given below may spend up to two semesters and/or two summer terms in any academic institution of repute in India or abroad with prior permission of the SUGC.
- The semester spent as a non-degree student will be counted as a part of the time spent in pursuit of the degree.

11.5.1 Eligibility

- Completion of 200 credits of course work
- CPI of at least 7.0

11.5.2 Application Procedure

- The student shall make an application to SUGC through the concerned DUGC, giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the Institution where s/he has chosen to spend time as a non-degree student.
- The DUGC shall examine the student's proposal to determine whether the proposed programme is of a nature that the student will benefit from the exposure.
- On the recommendation of the DUGC, SUGC may approve the proposal and grant permission, with leave of absence, to the student to proceed as a non-degree student to the selected Institution.
- Any application for waiver of credits at IIT Kanpur or transfer of credits from the other Institution shall be decided in accordance with the procedure given below.

11.5.3 Transfer of Credits and Waiver in-lieu thereof

- Permission to proceed to another institution as a non-degree student does not imply that the student will automatically get waiver from the academic and other requirements of her/his ongoing undergraduate programme at the Institute.
- On return, s/he may apply for waiver of courses from her/his program template which s/he thinks are equivalent to the courses successfully completed at the visited Institute as a non-degree student. With the application the student must submit an official transcript of the grades obtained by her/him at the visited Institute as a non-degree student and other documents/material that the concerned DUGC may require for evaluation. The DUGC will determine, by whatever means it deems fit, the equivalent courses (credits) and/or requirements for which the student may be given a waiver in her/his undergraduate programme at IIT Kanpur.
- On the recommendation of the DUGC, SUGC may allow a student a waiver for a maximum of 100 credits against the course work completed elsewhere as a non-degree student.
- Against each course or requirement for which a waiver is granted, symbol "W" would appear on the Grade Report with an explanatory note that it stands for waiver granted due to courses taken and/or work done at the selected Institution elsewhere. All such courses and/or requirements will be deemed to carry zero credits for SPI/CPI calculation.
- Under no conditions will the grades earned at any other Institution appear on the Grade Report.

Those students who are selected by the Institute, using prescribed rules and procedures, to proceed on any Institutional exchange programme will also be governed by this clause for the transfer of academic credits, waiver, etc.

Chapter 12

Scholarships, Awards and Medals

12.1 Scholarships

A number of Merit-cum-Means scholarships, freeships (i.e., tuition waiver), free basic messing and pocket allowance (for SC and ST categories), and endowment scholarships/fellowships are awarded to undergraduate students according to the rules and procedures laid down by the Senate. These scholarships/fellowships are administered by the Senate Scholarships and Prizes Committee (SSPC). More details about these scholarships can be found from the Dean of Students' Affairs (DoSA) office and DoSA webpage.

The scholarships, etc. are paid up to the month in which a student completes all the requirements of her/his programme.

These scholarships, etc. are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material facts and/or giving false information.

A student leaving the Institute on her/his own accord without completing the programme of study may be required to refund the amount of scholarship, etc. received during the academic session in which he/she leaves the Institute.

12.2 Awards and Medals

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate awards a number of prizes and medals established by the Institute on its own or through endowments/grants made by donors, with the approval of the Board of Governors. Details of the same can be found at the DOSA webpage. All matters related to awards and medals are handled by the Senate Scholarships and Prizes Committee (SSPC).

Chapter 13

Conduct and Discipline

13.1 Code of Conduct

Students are expected to conduct themselves with integrity and proper consideration for others at all times. In academic matters, absolute honesty is mandatory. The institute has a zero tolerance policy for any adoption of unfair means during examinations. In every other respect also, students are expected to do their academic work with integrity, with proper acknowledgement if material from other sources is included in their own work. Plagiarism, whether intended or not, is an act of academic dishonesty and penalized as such. If there is any doubt about what constitutes plagiarism, students should consult their instructors to ensure maintenance of academic honesty in their work. Any case of cheating will be dealt with strictly by the Institute.

Students are expected to exhibit proper respect for others in their personal behavior and interpersonal interactions, both within and outside the campus. The institute strictly prohibits ragging and sexual harassment; any instance of either should be reported immediately and will be dealt with as a serious offense.

Students are expected to respect Institute property and follow all institute rules and regulations at all times.

If students feel victimized by the conduct, academic or personal, of any other member of the Institute, they may register a complaint with the Ombudsperson for whom the contact information is available from the DoSA website. In case of any complaint related to sexual harassment, students should contact the Women's Cell (women_cell@iitk.ac.in).

13.2 Disciplinary Action and Related Matters

Any violation of the Code of Conduct shall invite disciplinary action which may include punishments such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute. In certain cases, the student may be barred from applying for a change of programme.

The Instructor-in-Charge of a course may debar a student from the examination in which s/he is detected to be using unfair means. The Instructor/Tutor may take appropriate action against a student who misbehaves in his/her class. In all such cases, the Instructor/Tutor shall inform the DoAA office of all concerned information for record.

The Warden-in-Charge of a Hall of Residence may reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or rules and regulations pertaining to the concerned Hall of Residence. In all such cases, the Warden-in-Charge shall inform the DoSA office of all the details for record.

Involvement of a student in ragging may lead to his/her expulsion from the Institute.

The Senate Student Affairs Committee (S-SAC) investigates alleged misdemeanors, complaints, etc. and recommends a suitable course of action. Violation of the Code of Conduct by an individual or of a group of students can be referred to this committee by a student, teacher or other functionary of the Institute. Further, in exceptional circumstances, the Chairperson, Senate, may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in her/his view, may tarnish the image of the Institute.

The recommendation of S-SAC are submitted to Chairperson, Senate for approval. In cases when the expulsion of a student from the Institute has been recommended, the matter is sent to the Senate for the final decision.

A student, who feels aggrieved with the punishment awarded, may appeal to the Chairperson, Senate stating clearly the case and explaining her/his position, and seeking reconsideration of the decision.

The Senate may not recommend a student who is found guilty of a major offense to the Board of Governors for the award of a degree/diploma/certificate even if s/he has satisfactorily completed all the academic requirements.

Chapter 14

A Quick Guide for Students

Important Information:

- 1) The Academic Calendar is available on the DoAA website. It contains all the important dates for the calendar year, such as pre-registration, last date for dropping of courses, exams, and vacations.
- 2) The course templates for all UG programmes are available through the DoAA website under Courses of Study.
- 3) All students have to do online academic pre-registration for courses to be taken next semester during the specified pre-registration period.
- 4) The minimum academic load in a regular semester is 35 credits; the maximum is 65 credits.
- 5) During the summer term, eligible students may register for a maximum of 25 course credits.
- 6) Parent programme refers to the basic four-year programme to which a student has been admitted (through JEE or Branch Change). For any questions regarding this programme, consult the parent programme's DUGC.
- 7) For questions regarding change / addition to the parent programme (dual degree, double major, minor), consult the Associate Dean of UG affairs (ADUG).
- 8) Students may apply for short leave online through OARS.
- 9) Information regarding financial aid and scholarships is available from the DOSA website.

Here are answers to some of the most frequently asked questions regarding UG programmes:

Q.1 Do I have to register for courses strictly as per the template?

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

Q.2 What happens if I do not do academic pre-registration?

You may do academic registration during Final Registration as specified in the Academic Calendar after paying a penalty fee for not doing academic pre-registration. In special circumstances this penalty fee may be waived by the SUGC if you apply for such a waiver within one month of the conclusion of the pre-registration period.

Q.3 When and how can I apply for branch change?

You may apply for Branch Change at the end of your second, third, or fourth semester. The DoAA office will send out a call for applications, and you need to apply on the specified form by the given deadline.

Q.4 When and how can I apply for Double Major, Dual Degree or Minor?

Double Major: At the end of your fourth semester if you have a CPI of 8.0 or above.

Dual Degree: For category A (within the same department), at the end of your fifth, sixth, or seventh semesters; for category B/C (in another department/programme), at the end of your sixth semester only.

MSPD Dual Degree: Students in the departments offering this programme may apply after the second or third semester if they have a CPI of 7.0 or above. Details regarding the application process should be confirmed from the DUGC.

Minor: During your fourth, fifth or sixth semester. You CANNOT apply for a Minor if you are doing a Double Major. In all cases, the DOAA office will send out calls for applications at appropriate times, and you need to apply on the specified forms by the given deadline.

Q.5 How are grades determined in a course?

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

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

The passing grade is D. For all BTech/BS programmes, the only graduation requirement is successful completion of all the credit requirements specified in your template. For MSc 2-year, graduation requirement is completion of all required courses and a minimum CPI of 6.0. For all dual-degree students, the graduation requirements for the PG part of the programme are as per the PG manual.

Q.7 Can I repeat a course to improve my grade?

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

Q.8 Can I drop a course if I am not performing well in it?

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

Q.9 Can I take courses in the summer term?

Summer courses are primarily for clearing backlogs to ensure timely graduation and for Double Major / Bachelors-Masters Dual Degree students. If any seats are left over in the offered courses after admitting all students in the above categories, they may be given to students who are attempting to do courses in advance.

Q.10 Can I take leave during a semester?

In a semester, you may apply online for a maximum of 10 days of leave for bona fide medical reasons, and a maximum of 5 days for family emergencies. You are responsible for making up any missed work during this period; the instructor is not obliged to provide any make-up assignments, quizzes, exams, etc. for those missed while you are on leave. For end-semester examinations, a make-up will be provided for those with CMO (IITK Chief Medical Officer) certified leave or any other compelling reason for absence during the exam period.

Q.11 What do I do if I have a complaint regarding any academic matter?

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

Q.12 What do I do if I have a complaint regarding sexual harassment?

You may contact the Women's Cell (women_cell@iitk.ac.in) with any complaint related to sexual harassment from any member of the Institute (student, staff or faculty).

Chapter 15

Responsibilities of Students, Faculty, Departments, and Administration

15.1 Students' Responsibilities:

- Attending lectures, tutorials and labs regularly, submitting assignments and project work within deadlines
- Collecting grades assignments / quizzes / exam copies and earnestly trying to improve the performance based on the feedback
- Ensuring a healthy learning environment in the classroom by eliminating unnecessary interruptions and maintaining proper decorum
- Being regular with self-study hours required by each course
- Completing assigned academic work in time and with full academic integrity
- Consulting the course instructor directly in case of any course-related concerns to resolve the issues
- Respecting faculty and fellow students by coming prepared and on time for any academic meeting arranged outside regular class hours
- Ensuring that the relevant course template is strictly followed
- Consulting the DUGC convener for any possible deviation from the template
- Knowing all the rules and regulations governing their academic programme (including graduation requirements, leave rules, code of conduct etc.)
- Consulting the DUGC convener and/or DoAA to clarify any doubts regarding their academic programme
- Keeping aware of calls for applications for various changes/additions in programme as well as scholarships/awards, and meeting the announced deadlines
- Applying for any required waiver / transfer of credits and/or variation on other graduation requirements in a timely fashion to the SUGC chairperson via the DUGC convener

15.2 Faculty Responsibilities: This is an outline of some of the responsibilities of faculty members related to academic management.

- *New Course:* A new course may be floated by a faculty member by submitting the course content and other details in the appropriate format (available from the DoAA website) to the DUGC. The DUGC will circulate the course details among the entire Institute faculty for their feedback. After a two week's period, the instructor will suitably modify the course proposal based on the feedback, and the DUGC will then forward it to the SUGC for approval.
- *Pre-Registration:* During the pre-registration period it is desirable to clear the requests for courses as soon as possible.
- *Class Schedule:* The classes for a course must be held in the time slot given in the time table. In exceptional situation another empty slot may be used for regular classes if it suits all the registered students, and it is between 8:00AM and 6:30PM.
- *Course Outline:* At the start of a course the instructor must provide an outline of the course which describes the weightages of assignments, examinations, quizzes, laboratory work, and workshop in determining the final grade. This outline may also describe the course content and textbooks and other reading material.
- *Extra Class:* Extra class should be scheduled only after consultation with the students registered in the course at a time mutually convenient to everyone. Extra classes to hold a quiz or a laboratory test should not be inconveniently scheduled for any concerned student.
- *Availability to students:* Instructors should specify office hours during which they will be available for consultation by students in their offices.
- *De-Registration:* If an instructor finds that a registered student has missed 10 or more contact hours in the course without sanctioned leave, then s/he can be de-registered from the course. The request for de-registration must reach SUGC at least 4 weeks before the last class.

- *Quizzes in Core Courses:* The core course instructors must hold at least one quiz before the mid-semester exam and at least one quiz between the mid-semester and the end-semester examination.
- *Continuous Performance Report:* It is of utmost importance that the graded copies of the examinations and quizzes be shown to the students as soon as possible.
- *Examination Copies:* The mid-semester examination and quiz copies should be returned to the students. The end-semester examination copies should be taken back after showing them to the students.
- *Submission of Grades:* The instructor in charge must submit the final grades after 72 hours if the class has up to 50 students, 90 hours if the class size is greater than 50 but no more than 150, 120 hours if the class size is greater than 150.

15.3 DUGC Responsibilities:

- Providing guidance to students regarding courses to be taken
- Approving registration forms (during pre-registration as well as final registration) in a timely fashion
- Providing information about various additions to the programme offered by the department
- Ensuring timely consideration of various applications for changes / additions to programmes forwarded to the department by the DoAA office. Final results should reach the DoAA office at least one week before the date for Final Registration in the upcoming semester.
- Informing the DoAA office of any students added to the double major / dual degree / minor programme in the department to ensure proper maintenance of records

15.4 Administration (DoAA UG Office) Responsibilities:

- Ensuring that scholarships for first-year first-semester students are decided latest by the end of August
- Ensuring that the students whose scholarship is continuing for the next semester are informed about it before the beginning of the next semester
- Sending out call for applications for various changes / additions to programmes at set times as per the following schedule:

Call for Branch Change Applications: Two weeks before end-semester examinations in both regular semesters (for students in their second, third or fourth semester)

Call for Double Major Applications: Two weeks before the end-semester examination in the even semester (for students in their 4th semester)

Call for Dual Degree Category-A Applications: Two weeks before end-semester examinations in both regular semesters (for students in their fifth, sixth, or seventh semester)

Call for Dual Degree Category-B/C Applications: Two weeks before the end-semester examination in the even semester (for students in their sixth semester)

Call for Minor Applications: One month before pre-registration in both regular semesters (for students in their fourth to sixth semester)

Call for Retrospective Minor Applications: One month before end-semester examinations in both regular semesters (for graduating students)

- Ensuring that received applications are properly updated and sent out to the departments in a timely fashion (within one week of declaration of final grades in the odd semester; within one month of declaration of final grades in the even semester) for their consideration
- Ensuring that departments / students are contacted in a timely fashion to ensure that the academic programme progresses smoothly

Chapter 16

Waiver and Amendments

16.1 Waiver

The procedures and requirements set out in this manual, other than those in Chapters 3, 7.2, 8, and 9, may be relaxed or waived in special circumstances by SUGC. All such exceptions are reported to the Senate.

16.2 Amendments

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