



AGENDA

Eleventh (11th) Meeting of SENATE of

Indraprastha Institute of Information Technology, Delhi

Date: 20th May 2010

Day: Thursday

Time: 2.00 PM

**Venue: **Conference Room
3rd Floor, Library Bldg
NSIT Campus
Dwarka, Sector - 3
New Delhi****

ELEVENTH (11TH) MEETING OF SENATE OF IIT-DELHI

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ELEVENTH (11TH) MEETING OF SENATE OF IIT-DELHI

AGENDA

- 11.0 Opening remarks of Chairman**
- 11.1 Confirmation of minutes of the 10th Senate meeting.
(Annexure 1)**
- 11.2 Report on Ph.D Admission (Annexure 2)**
- 11.3 Report on M.Tech Admission (Annexure 3)**
- 11.4 Appeal of students (Annexure 4)**
- 11.5 Workshop on teaching and learning**
- 11.6 Approach/guidelines for disciplinary action, in particular
cheating (Annexure 5)**
- 11.7 Attendance Policy (Annexure 6)**
- 11.8 Any other matter with the permission of Chair**



Minutes of the 10th Senate Meeting of IIIT-D held on April 14th 2010, at 3.00 PM in Conference Room, Library Building, IIIT Delhi.

Following members were present:

- | | | |
|------------------------------|---|----------|
| • Prof. Pankaj Jalote, | - | Chairman |
| • Dr. Astrid Kiehn | - | Member |
| • Dr. Debajyoti Bera | - | Member |
| • Dr. K. K. Biswas | - | Member |
| • Dr. Mayank Vatsa | - | Member |
| • Dr. Ponnurangam Kumaraguru | - | Member |
| • Dr. Pushpendra Singh | - | Member |
| • Dr. Richa Singh | - | Member |
| • Dr. Somitra Sanadhya | - | Member |
| • Dr. Vikram Goyal | - | Member |
| • Dr. Pushpendra Singh | - | Member |
| • Dr. Anirban Mondal | - | Member |
| • Dr. Amarjeet Singh | - | Member |
| • Dr. Somitra Sanadhya | - | Member |
| • Mr. Gaurav Gupta | - | Member |
| • Dr. Vinayak Naik | - | Member |

10.0 Opening remarks of Chairman

The Chairman extended a warm welcome to all those who were present in person as also to those on audio-conferencing.

10.1 Confirmation of minutes of the 9th Senate meeting.

In the previous Senate meeting, the Senate left the matter about the number of units for the non-thesis and thesis options in the M.Tech program to the Chairman, based on the information on it from other Institutes. The Chairman informed the Senate that the feedback he has obtained from some US universities, where the thesis and non-thesis options are prevalent, is that the total number of credits in both the options is usually the same. With this in mind, he has updated the M.Tech program note accordingly by having the

total requirement as 48 units (32 + 16 for with-thesis, and 40 + 8 for without thesis). Revised document for the M.Tech program is attached.

10.2 Changes in B Tech Program

The changes circulated in the note were accepted. These will be applicable for 2010 batch onwards. It was clarified that this was not a UG program review, but only correction of the problems identified in the program in seeing it in action. The revised B.Tech (IT) program will be tabled on the Senate. (Annexure 1)

10.3 Minor Changes in the UG and the PG Manuals

Based on the changes in the UG program, and some errors that were pointed out earlier, some changes were suggested in the UG manual. These will be incorporated in the UG manual and the revised UG manual will be put to the Senate for approval. (Annexure 2 & 3)

Similarly, keeping in mind the requirements of the MTech program that is being started, and some errors that were identified, some changes were suggested in the PG manual. These will be incorporated in the PG manual and the revised manual will be put to the Senate for approval. (Annexure 4)

10.4 Any other matter with the permission of Chair

There being no other item the meeting ended with vote of thanks to the Chair.

Structure of the “BTech in IT” Program

1. Background

IIT Delhi aims to encourage research and innovation in IT and some allied areas. The objective of its BTech program is to prepare students to undertake careers involving innovation and problem solving using IT, or to undertake advanced studies for research careers in IT or the domain areas. The general requirements for the BTech program is defined in the UG Manual of the Institute – this note gives further details of one specific program – BTech (IT).

While Computer Science focuses on the foundations of computing, IT as a discipline focuses on satisfying computing technology needs of organizations. So, in a continuum between principles and application, IT is more towards application, with the goal being to apply knowledge of computing sciences for solving problems. As foundations of IT are in Computer Science, it is feasible to have a CS-based IT program, which will allow a graduate of the program to choose a career in CS or applied aspects of computing. IIT-Delhi aims to have such a curriculum which is CS-based, and which will develop in students’ skills for problem solving using engineering and research approaches, in the field of IT or some domains of IT.

Most engineering programs start with general courses in Sciences and Engineering, and then migrate to specialized courses for the disciplines. While these courses are indeed foundational for many engineering disciplines, they are not foundational for IT – rather they can be treated as application domains (as is evidenced from the fact that most sciences and Engineering disciplines heavily use IT now). Hence, the BTech (IT) program at IIT-Delhi starts with computing oriented courses first, and allows the possibility of doing science courses later. Besides being better suited for an IT program, it also enables the possibility of students seeing newer applications and possibilities of relating IT with these subjects.

With this approach, the BTech program can be divided broadly in two halves. The first half will focus on building the foundations, and will be highly structured. The second part is for further developing the skills and knowledge of the students in various topics – computing and non-computing. This part also provides limited specializations, and different students may follow different paths and take different set of courses in it.

2. The Foundation Program and Core Courses

The Foundation program provides the basic knowledge about CSE/IT through a set of core courses, which are compulsory for all students. This program consists of four major streams: software, hardware, theory, and systems. Besides these, there are courses in Maths and communication skills also as part of the core program. Most of the core courses are done in the first four semesters (and a few in later semesters.)

The courses of the first four semesters are shown in the table below. (Courses mentioned in [] are electives and the name mentioned is only an example course; others are core courses.)

	Sem 1	Sem 2	Sem 3	Sem 4
Software Stream	Intro to Programming	Data Structures and Algorithms	Advanced Programming	Databases and SQL
Hardware Stream	Digital circuits	Computer organization		
Theory Stream	Discrete Maths	Theory of Computing		Algorithm Design and Analysis

Systems stream	System Setup and Management		Operating Systems	Computer Networks
Maths		Adv Calculus and Linear Algebra	Probability and Statistics	
Communications/HSS	Communication Skills	HSS-1	Critical Reading	HSS-2
Other Courses			[Engineering Science]	[Digital Communications]

Besides the core courses mentioned in the Table, there are two other core courses that are covered in later semesters: Software Engineering (generally in 5th Semester), and Technical Communication (generally in 6th Semester).

3. The Advanced Part and Streams

The second half of the program consists mostly of *elective courses*. An elective course is one which is not compulsory, and a student will have choices from which to select the courses he/she wants to do. Some of the electives may be organized as *streams*, where a stream is a sequence of courses in an area providing a limited specialization in that area. Besides electives and streams for specialized areas in IT, as one of the objectives of IIIT Delhi is to have teaching and R&D in some domain areas (like health, life sciences, finance, economics, E-Governance, sciences, etc.), streams and electives from domains will also be offered.

The number and nature of streams and electives will evolve and may change with time, providing the ability to accommodate the evolving nature of IT in the program. The list of streams and elective courses cannot be exhaustive, as it is dynamic. Currently, streams are being planned in the following areas:

- Image Processing and Machine Intelligence
- Data Analytics
- Mobile Computing
- Security and Privacy
- Finance
- Sciences (Physics, Biology)

List of courses in these streams, electives, and further information about the courses is available on the website: <http://www.iiitd.ac.in/courses.php>

4. Requirements for Graduation

General requirements for graduation are given in the UG manual of the Institute. For a BTech(IT) degree, a student must satisfy all the following requirements:

- Earn a total of 152 units (equivalent to 38 full courses – 10 courses a year in the first two years, and 9 courses a year in the last two years.)
- Successfully complete all the core courses.
- Do at least 12 units of humanities and social sciences courses.
- Do 4 units of Community Work / Self Development. These are pass/fail units, which are required to be completed, but do not count for fulfilling the unit requirement (i.e. these are in addition to the requirements mentioned above)

- In each semester, the student must do at least two CS/IT courses.
- A Btech project (BTP) is optional. A student opting for BTP, may take a total of 12 to 16 units of BTP. In a semester, the student can normally register for at most 8 units of BTP.

5. Honors Program

The UG Manual of IIIT-Delhi has provision for an Honors program. An Honors option is designed to challenge the brighter and more ambitious students, without burdening an average student. The BTech(IT) program also offers the Honors option and follows the requirements of the UG Manual, i.e.

- Only students with a CGPA of 8.0 or more are eligible for the Honors program.
- The student must complete an additional 12 units
- The student must do a BTech Project
- At graduation time, the student must have a CGPA of 8.0 or more

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1. Introduction

The objective of the UG programs at IIIT Delhi is to produce well trained and educated professionals in IT and allied fields who will create new products and technologies, create new companies, and who will be ready to undertake advanced studies for a career in R&D. The UG program is designed to achieve the above goal, and also to create in the graduates a broader awareness of their role in society as professionals.

This document gives the main requirements, regulations, and guidelines for UG students in IIIT Delhi. There are two bodies responsible for the UG program.

- Academic Senate
- Dean of Academic Affairs

The academic senate is the main statutory body for all academic matters, including student discipline. The Dean of Academic Affairs (DOAA) is responsible for the implementation of the decisions taken on academic matters by the Senate and ensures smooth functioning of the academic programs approved by the Senate. DOAA's office receives, processes and maintains all records relating to the undergraduate programs including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes; disseminates information and issues orders pertaining to all academic matters; processes requests from students regarding academic matters.

Dean of Student Affairs (DOSA) is responsible for all other student affairs, relating to their welfare, discipline, recreation facilities, etc.

The rules, regulations and structure defined in this manual define the basic philosophy of the undergraduate programs at IIIT Delhi. Within the general framework, the provisions listed in this manual may be waived by the Dean, Academic Affairs in deserving cases as long as it will serve the academic goals of the Institute. The Dean, Academic Affairs may also impose additional requirements in resonance with the basic philosophy. All waivers/additional requirements will be approved by the academic senate.

2. Academic Session and Calendar

IIIT Delhi follows the semester system – there are two regular semesters and one summer term in a year. Most courses are taught in the regular semesters. The semester timeline shall be defined in the academic calendar and will be broadly the following.

1. **Semester I (Monsoon Semester).** Starts around August 1 and ends around the last week of November.
2. **Semester II (Winter Semester).** Starts around January 2 and ends around the last week of April.
3. **Summer Term.** Starts around the middle of May and ends around middle of July.

A regular semester is of about four months in duration with 13 weeks of teaching, one week of mid-semester recess, a mid-semester examination and an end-semester examination. Generally the last 10 days in the semester shall be kept reserved for the end-semester examination, presentations, demos etc. The summer term is about half the duration of the regular semesters, and the courses taught run at faster pace to complete in duration of the summer term.

The **academic calendar** for a year/semester specifying the dates for all major academic activities like registration, examinations, mid-semester recess, etc. will be prepared and published by DOAA, and tabled in the Senate.

3. Admission

Admission to the undergraduate program at IIT Delhi is through an entrance test. The eligibility criteria for appearing in the entrance test of IITD is that the student must have passed class XII and should have obtained above a certain percentage in Physics, Chemistry, and Mathematics. Details about the eligibility criteria and entrance test are announced through the admission prospectus each year. Candidates whose programs had been terminated at any other university/institute on disciplinary grounds shall not be eligible for appearing in the test.

3.1. Reservations

The reservation policy shall be decided by the Board of Governors of the Institute, and largely reflects the policy of Delhi Government. Exact details about these shall be provided in admission prospectus each year. Currently, 85% of the seats are reserved for Delhi candidates (i.e. those who have completed class XII from a school/college/institute located in Delhi), and 15% for outside Delhi candidates. Category-wise reservation is provided within these limits.

3.2. Fulfillment of admission requirements

During counseling, based on the merit list of the admission test and reservations, a candidate will be invited to join the institute. A candidate will be admitted if he/she

- (a) presents original documents fulfilling the eligibility criteria,
- (b) pays the required fee, and
- (c) completes the admission formalities.

Those candidates unable to show the proof of fulfilling the eligibility criteria may be given a provisional admission subject to their presenting such a proof by the following September 30th.

3.3. Cancellation of Admission

The admission of a candidate to the undergraduate program may be cancelled if he/she does not pay the fee by the given date or does not report on the announced day for

registration. The Institute reserves the right to extend the date of reporting and date of depositing fee in case of genuine reasons.

The admission of a student may be cancelled by the Senate at a later date if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

3.4. Non-degree Students

A non-degree student is a student registered for a degree in a recognized university/institute in India or abroad and who is officially sponsored by that Institute/university to complete part of the academic requirements at IIT Delhi. Such students may do courses or projects in IIITD, and will be given transcripts for the academic work carried out at IIT Delhi. During their stay at IIITD, such students will also be governed by all academic and disciplinary rules of IIT Delhi. Credits earned by a non-degree student at IIT Delhi cannot be applied towards any degree/diploma offered by IIT Delhi at any time. The admission to non-degree status is decided on a case to case basis. The applications are received by the Dean, Academic Affairs.

4. UG Program and Curriculum

The normal duration of the BTech program shall be four years (eight semesters), in which the student is expected to successfully complete (or earn) specified number of units. A student completes/earns the units of a registered course when he/she obtains a passing grade in that course. Broadly, the courses fall in the following categories.

- **A 4-unit course.** The course will have 3 hours of lectures per week, with a total of about 39 hours of lectures (13 weeks). In addition, one hour of interaction per week is expected, which may be in form of structured tutorials. There may also be labs in the course.
- **A 2-unit course.** The course will have 1.5 hrs lectures per week for the whole semester, or 3 lectures per week for half the semester. The total lectures hours will be about 20. Intensive short-term courses of 2 units are also possible, though it is expected that the duration of such a course will not be less than 3 weeks. A 2-unit course may or may not have tutorials and labs.
- **A 1-unit course.** The course is likely to be run as a short course on a very specialized topic. Such courses may also be run during vacations. A 1-unit course will have a total of about 10 hours of lecture over a period of, generally, not less than 2 weeks.

Certain courses such as self growth, community work, may be taken for variable number of units.

The BTech program comprises of two parts – foundation part, and advanced part. The foundation part is covered mostly in the first four semesters and largely comprises of compulsory (or core) courses. The advanced part is covered mostly in the last four

semesters and comprises of multiple streams of elective courses. A stream is designed to offer a limited specialization to the student.

Currently, IIITD offers only one BTech program – BTech in Information Technology, BTech (IT). Detailed course requirements and program structure for this program is given in a separate document.

A student enrolled in a BTech program may also graduate with Honors, provided the student completes all the additional requirements for Honors, other than those needed for the BTech program in which he/she is enrolled. Such additional requirements will be formulated for the program and approved by the Senate. These additional requirements will include:

- The student does a BTech thesis.
- The student earns 12 extra units.
- The student has a CGPA of 8.0 or more at graduation.

A student may register in the Honors program at the end of fourth or fifth semester. He/she will be allowed to do so if the CGPA is 8.0 or more. A student can “withdraw” from the Honors program at any time.

5. Registration

At the beginning of each semester, a student shall register for the courses he/she wishes to take in that semester. Registration formally also records the presence of the student in that semester. A student shall normally be allowed to register for a course only if he/she has passed all the necessary pre-requisites for that course.

Registration is compulsory for all students who are not on leave of absence, and is the sole responsibility of the student and must be completed before the last date of registration. Failure to register may lead to termination of the program of the student for that semester.

5.1. Registration Procedure

Registration will generally be done just before the start of classes in a semester. Pre-registration for a semester can be done toward the end of the previous semester. Students will be informed about these dates and other details every semester.

Registration process has two parts: academic, and administrative and both must be completed in order to complete the registration process. Academic registration includes specifying the courses that the student wishes to do in the semester and getting the necessary approvals. Students can seek advice from Advisors nominated for the purpose by Dean of Academic Affairs. Administrative part includes paying all dues to the Institute.

5.2. Late Registration

Late registration is permitted as per academic calendar on the payment of late registration fee. The late fee may be waived if the delay is due to an academic activity undertaken with prior permission. The number of days missed due to late arrival shall be treated as leave of absence.

5.3. Adding or Dropping of Courses

A student can change the courses that s/he does in a semester by adding and dropping courses till the last date for add/drop as specified in the academic calendar. The last date for the latter shall also be mentioned in the academic calendar. In addition, a student can withdraw from at most one elective course any time up to one week after the mid-semester examination, even beyond the last date for add/drop. The last date for the latter shall also be mentioned in the academic calendar. During the summer term, a student may be permitted to drop one course any time up to one week after the mid-semester examination.

5.4. Registration of Students with Backlogs

A student has a backlog if he/she has not taken or has taken but failed in course(s) of previous semester(s). The registration of such a student must be approved by the DOAA who will advise the student. Generally, the student should register in a manner that s/he can clear as many backlog courses as are available. Further, backlog courses must be arranged as far as possible in the sequence suggested in the program. Such students may be advised not to register for some courses.

5.5. Cancellation of registration

A student is solely responsible to ensure that all conditions for proper registration are satisfied, and there are no timetable clashes. The registration may be cancelled by DOAA for a course if any irregularity is found at a later stage. A student's registration for the semester may be cancelled as part of disciplinary action. Leave beyond permissible limits may also result in cancellation of registration for a semester.

5.6. Summer term registration

Registering in the summer term is optional. A student may register for up to 8 units of course/project work. The registration shall be done just before the start of the term. There will not be any late registration in the summer term and a student shall not be allowed to add a course after registration.

5.7. Academic Load

Normally students will take courses as per the program. The normal load of a semester is four to five courses. A student may be allowed, with permission of the Dean, Academic Affairs an overload of up to 4 units in a semester. An overload of one course in one per semester is allowed to students in the honors program. Other students desiring an overload have to request the DOAA. Students under warning or with weak academic

record may not be permitted any overload. Such students may be advised by DOAA to take an underload. Underload for other students may be permitted by DOAA.

6. Teaching and Evaluation

6.1. Teaching

The medium of instruction at IIT Delhi is English for all courses.

Each course is conducted by the Instructor-in-charge with the assistance of tutors and/or teaching assistants. The Instructor-in-charge is responsible for conducting the lectures, tutorials, and labs, holding the tests and examinations, evaluating the performance of the students, awarding grades at the end of the semester/summer term, and transmitting the grades to the DOAA's office within the prescribed time limit.

6.2. Continuous Evaluation System

The Institute follows a system of continuous evaluation, in which, during a course, various instruments like tests, exams, assignments, projects etc. are given by the instructor to assess the learning of students and assign grades. All evaluations are the responsibility of the instructor in-charge of the course. The two main exams – the mid-semester exam and the end-semester exam – shall normally be scheduled as per the academic calendar while the schedule of the rest will be decided by the Instructor. For 1 or 2 unit courses, the Instructor will decide the evaluation criteria and the schedule of tests and exams.

Make-up Exam. If a student, for valid reasons such as illness, etc., fails to appear in the end-semester examination in one or more course(s), he/she may make a request to the instructor for a make-up examination within two days of the date of the scheduled examination. Such a request must, however, be supported by proper documentary evidence for justifying the request. For medical reasons, a doctor's certificate is needed, which must be appropriately countersigned by a parent. Only one make-up examination, for the end-semester examination, is allowed per course. For failures to appear in mid-semester examinations, etc., it is entirely up to the Instructor to ascertain the proficiency of the student by whatever means he/she considers appropriate if he/she is satisfied with the reason(s) of absence given by the student.

6.3. Grading Scheme

At the end of the semester, based on the overall performance and regularity of attendance in the course, a letter grade is awarded to each student by the instructor, reflecting his/her overall performance in that course. The final grades are normally submitted within three days of completion of the end-semester exam.

One of the letter grades given in the following table shall be awarded to a student reflecting his/her overall performance in a course. Each letter grade carries certain points as given in the table, and these points are used in the computation of the SGPA/CGPA as explained later.

Letter Grade	Points	Remarks
A+ (Outstanding)	10	Letter grades A+ to F and I are given only in the regular courses. This grading scheme is effectively A to F; A+ is only to recognize excellent performers in a course – it has same points as A.
A (Very Good)	10	
A –	9	
B (Good)	8	
B –	7	
C (Satisfactory)	6	
C –	5	
D (Marginal)	4	
F (Fail)	2	
I (Incomplete)	Nil	<u>Incomplete (I grade must be converted to one of the letter grade (A to F) as per the academic calendar</u>
S (Satisfactory)	Nil	Incomplete (I grade must be converted to one of the letter grade (A to F) as per the academic calendar S and X are grades for only certain kinds of courses.
X (Unsatisfactory)	Nil	

In the academic courses, the final grades awarded are A to F (A+ is a grade with same points as A, and is there to honor excellence). An I (Incomplete) grade may be awarded in cases when all the requirements for a course are not met by the student at the time of submission of grades, and essentially reflects an “incomplete” status in the course. This grade must be converted to a regular letter grade (A to F) before the registration date of the next semester. For courses other than project / independent study, I is meant primarily for medical reasons. All unconverted I grades get automatically converted to F after the grade conversion deadline.

In certain courses, such as self-growth and community service courses, only S or X grade is awarded.

The F and X grades are “fail” grades and the student shall be required to repeat the course. If the course is a compulsory course, the same course shall be repeated in another

semester when the course is offered. In the case of an elective/optional course, the student can replace the course by an elective course of the same category. Also, for at most one compulsory course, after getting an F twice in the course, a student may be allowed to replace it by an elective course with the permission from DOAA.

An F and X grade obtained in any course shall be reflected in the grade sheet. However when the course is replaced or repeated, the new grade will be used for computation of the CGPA and the older F/X shall not be counted.

Change of Grade Already Awarded. A letter grade once awarded shall not be changed unless the request is made by the Instructor-in-Charge of the course and is approved by the Chairman, Senate. Any such request for change of grade must, however, be made within four weeks of the start of the next semester with all relevant records and justification.

6.4. Performance Indicators

The semester performance is indicated by a **Semester Grade Point Average (SGPA)** which is a weighted sum of all the points earned in the courses done in a semester. The SGPA is given for each semester and is computed using the following formula.

$$SGPA = (u_1.w_1 + u_2.w_2 + \dots + u_n.w_n) / (u_1 + u_2 + \dots + u_n)$$

where u_i is the number of units for the course i and w_i is the points earned through the letter grade in that course, and n is the number of courses taken in the semester. While doing the computation of SGPA, the course/thesis units with grades S and X are ignored.

The overall performance is indicated by a **Cumulative Grade Point Average (CGPA)** which is computed in the same manner as the computation of SGPA but for all the courses done in the program.

A grade report for the semester is issued to each student after the semester. The grade report may be withheld if the student has not paid the fees or other dues, has a disciplinary case pending against him/her, has not completed other formalities, or for any other pertinent reason.

6.5. Waiver and Transfer of CreditsUnits

Students may be permitted to do academic work and courses in places of repute outside IIT Delhi. Based on their performance/quantum of work done and the contents of the course/work, some creditunits requirements may be waived for similar courses/projects. Institutions with which IIITD has arrangements/MOU/student exchange programs, transfer of credits may also be permitted. This transfer/waiver of credits will be done on a case-by-case basis by the DOAA, and will be reported to the Senate.

Comment [Astrid Ki1]: We still do not seem to be uniform wrt credits and units.

7. Scholarships

A number of Merit-cum-Means scholarships, freeships (i.e., tuition waiver), and other scholarships /fellowships may be awarded to the undergraduate students, selected according to the rules and procedures laid down. The scholarships, etc. are paid up to the month in which a student completes all the requirements of his/her program. 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. The list of available scholarships/awards is given in a separate document, which is attached as Appendix A.

8. Inadequate Academic Performance

For continuing in the undergraduate program the student has to show satisfactory academic performance as may be defined by the Senate from time to time. If the academic performance falls short, a student may be asked to repeat the first year, placed under warning, or his/her program may be terminated.

8.1. In the First year

A student who passes all courses in the first year will earn 40 units.

- A student can move to 2nd year standing if he/she passes 7 courses (i.e. earns 28 units) or more.
- If a student passes 5 courses or more, but passes less than 7 courses then he/she will have to repeat the first year.
- If a student passes less than 5 courses, he/she has to leave the Institute.
- ~~If a student has earned a total of less than 18 units at the end of the first year of his/her stay at the Institute by passing the defined courses of the first two semesters of the program, his/her program shall be terminated and the student shall be asked to leave the Institute.~~
- ~~If a student has earned a total of 18 units or more but less than or equal to 22 units at the end of the first year of his/her stay at the Institute by passing the defined courses of the first two semesters of the program, he/she will have to repeat the entire first year (i.e. all the courses of first year) of the program regardless of the grades obtained in individual courses.~~
- ~~If a student is required to repeat the first year, and in the repeated year, has earned a total of less than 24 units by passing the defined courses of the first two semesters of the program, his/her program shall be terminated and the student will be asked to leave the Institute.~~

8.2. Academic Warning

A student shall be placed under academic warning on the grounds of inadequate academic performance for one (subsequent) semester,

- If he/she fails in any course in a semester

- If he/she gets an SGPA of 4.5 or less in a semester, or has a CGPA of 4.5 or less at the end of the semester.

The following will apply to a student who is placed on a warning (academic as well as warning due to disciplinary reasons):

- The student will not be allowed to hold any elected or nominated post for any institute body including the hostel management, students' activities, student council.
- The student will not be allowed to participate in any events outside the Institute as member of the Institute team.
- No academic overload shall be permitted to such students.
- The students may be required by the DOAA to take an underload.
- The student will be required to sign an undertaking to agree and follow all stipulated conditions of warning. All such undertakings shall be countersigned by parent/guardian of the student.

8.3. Termination of program after first year

The program of a student already on academic warning shall be terminated if at the end of that semester (or the beginning of the next semester), the student has not successfully completed the units at the rate of 12 units per semester. Inadequate academic performance may not be the reason for termination of the academic program of any student who has cleared half of the total units required for graduation.

8.4. Appeals

A student, whose program has been terminated, has a right to appeal against the decision. All such appeals shall be made to the Academic Senate within two weeks, and the decision of the Academic Senate shall be final.

9. Attendance and Leave of Absence

A student is required to have an attendance of 75% or more in a course, failing which his/her registration in that course will be cancelled. If a student represents IIIT-D, with prior permission of Dean of Students (DOSA), in some event, absence due to this participation will not be counted.

A student may be allowed to take semester leave, with permission, on account of exchange program or medical reasons. (No fee refund is admissible if the student has registered for the semester which is converted to a semester leave later.) Usually, a student shall not be permitted more than two semester leaves in the entire program. Any circumstances leading to more than two semester leave/drop shall result in automatic termination of the program (like any termination, the student may appeal.)

Comment [Astrid Ki2]: Some changes will have to be made here.

10. Conduct and Discipline

Each student shall conduct himself/herself in a manner befitting his/her association with an educational Institute of repute, and shall not to indulge in any activity which is likely to bring down the prestige of the Institute.

Misconduct shall lead to appropriate actions against the student, including termination from the program. The framework for punishment for acts of indiscipline is given in Appendix B.

11. Minimum and Maximum Duration

The minimum duration for completing the BTech program is 8 semesters. The maximum duration within which the requirements must be completed is six years (12 semesters).

12. Graduation Requirements

A student enrolled in a BTech program may graduate with a BTech or BTech with Honors. S/he is eligible for graduation if:

- Fulfils all academic requirements of the BTech or BTech with Honors in which he/she is enrolled.
- Has completed a minimum of eight semesters in the program.
- Paid all dues to the Institute and hostels.
- Has no disciplinary proceedings pending against him/her.

A student who has completed all the graduation requirements may be recommended for award of the degree.

13. Award of Degrees

A student who completes all graduation requirements is recommended by the Senate to the Board of Governors (BOG) for the award of degree in the convocation.

Under extremely exceptional circumstances, where gross violation of the graduation requirements or use of dishonest means is detected at a later stage, the Senate may recommend to the Board of Governors to **withdraw an already awarded degree**.

14. Prizes and Medals at Graduation

The academic senate of the institute can set up awards, prizes, medals etc. to be given to deserving students at graduation time. Details of these awards will be developed later.

Rules and Regulations for PG Programs in IIIT-Delhi

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1 Introduction

The goal of PG programs in IIIT-Delhi is to serve the R&D needs of organizations in IT and allied disciplines by producing suitable manpower as well as creating new knowledge and IPR in the process of producing this manpower. Education in these programs therefore requires students to develop deep insights into the areas of study, and develop ability for independent inquiry.

The PG programs of the Institute are primarily governed by the following bodies.

1. **Academic Senate.** The Academic Senate of IIIT-Delhi is the supreme body in deciding matters related to the academic governance of the Postgraduate program at IIIT-Delhi.
2. **Postgraduate Committee.** Postgraduate committee (PGC) is a standing committee of senate which shall oversee matters related to the postgraduate program. This committee shall be appointed by the Senate and shall have a term of two years. It may consist of Faculty members, Research staff, and members of the Senate. In addition, there will be one student representative, who will be a full time PG student of the Institute.
3. **Dean of Academic Affairs.** Dean of Academic Affairs (DOAA) is the main functionary who ensures the smooth functioning of the academic programs as approved by the academic senate, executes the policies and decisions of the Senate and PGC, and maintains all records and files.

The rules, regulations and structure defined in this document define the basic philosophy of the postgraduate programs at IIIT-Delhi. Within the general framework, the provisions listed in this manual may be debated upon by the PG committee and in deserving cases certain requirements may be recommended for a waiver as long as it will serve the academic goal of the Institute. The PG committee may also impose additional requirements in resonance with the basic philosophy. Waivers so granted may be reviewed by the academic senate of the Institute. Any condition arising in the PG program and not covered in this manual shall be referred to the PG committee which may refer it to the academic senate.

2 Academic Session and Calendar

IIIT-Delhi follows the semester system for its teaching. There are two regular semesters and one summer term in a year. Most courses are taught in the regular semesters. The semester timeline shall be defined in the academic calendar and will be broadly the following.

1. **Semester I (Monsoon Semester).** Starts around in the first week of August and ends around the end of November.
2. **Semester II (Winter Semester).** Starts around the first week of January and ends around the last week of April.
3. **Summer Term:** Starts around the middle of May and ends around middle of July.

The **academic calendar** of the IIIT-Delhi shall be approved by the Academic Senate and all academic events including registration, examinations, grades submissions, mid-semester recess etc. shall take place as per the academic calendar.

3 Categories of Students

3.1 Sponsored and Regular Students

The students may be admitted under the following categories:

1. **Sponsored** – This category comprises of students who are working professionals and are sponsored by their respective organizations by giving an undertaking (NOC). They will not be entitled to any financial assistance from the Institute, fee waiver, and on-campus placement.
2. **Regular** – This category of students are non-sponsored, normally registered as full time students.

3.2 Full-time and part-time students

A student may be a full-time or part-time student

1. **Full Time Students** – Are those who register for academic load of at least 12 units for those who have a teaching or research assistantship from the Institute, and at least 16 units for those who are not assigned any such responsibilities.
2. **Part Time Students** – Registered students who are not full-time students. [A part-time student is generally expected to register for at least 8 units each semester, though a relaxation of 4 units may be given by the PG Committee.](#)

[A candidate who is employed somewhere will have to produce a no objection certificate from his/her employer before starting the program.](#)

3.3 Migration among various categories

Migration from part time to full time (and vice versa) is permitted [on a case by case basis](#). Migration from Regular to Sponsored and vice-versa is also permitted. All migrations have to be requested along with supporting documentation by the student for approval to the PGC.

4 PG Programs

The following PG programs are available at the Institute.

- MTech (with thesis or without thesis)
- PhD

5 Admission

Admission to the PG program will be based on one or more of the following inputs:

- Past academic and professional record and recommendation letters
- Performance in national/international tests for PG programs
- Performance in the written tests &/or interviews organized by IIIT-D

The eligibility criteria will be decided each year and will be communicated. The eligibility requirements as well as admission criteria may be different for the different categories of students.

5.1 Admission to the MTech Program

The applicant to this program (for both with thesis and without thesis options) must have a BTech/BE/MCA/MSc in CS/IT/EE/ECE or other disciplines as may be announced, from a recognized university ([including State Universities](#))/Institute.

5.2 Admission to the PhD program

The applicant must have a BTech/BE/MCA/MSc or an MTech/ME/MS in CS/IT/EE/ECE or other disciplines as may be announced, from a recognized university/Institute. Students with MTech/ME/MS in CS/IT/EE/ECE may be given certain exemptions in the requirements.

5.3 Visiting students

A visiting student is one who is registered for a degree in a recognized university/institute in India or abroad and who is officially sponsored by that Institute/university to complete part of the academic requirements at IIIT-Delhi. Such students may do courses or projects in IIIT-D, and will be given transcripts for the semesters spent in the Institute. They will be governed by all rules, regulations, discipline of the Institute. Any credit earned by a non-degree student at IIIT-Delhi cannot be applied towards any degree/diploma offered by IIIT-Delhi at any time. The admission to non-degree status is decided on a case to case basis. The applications are received by the Dean, Academic Affairs.

6 Financial Assistance

Financial assistantship is available for PhD students and a limited number of MTech students.

6.1 Types of financial assistantship

There are two kinds of financial assistantship plans of the Institute.

1. Teaching assistantship. The students under this plan are expected to help the instructors in various courses for the smooth running of the course.
2. Research assistantship. The students under this plan are expected to help the faculty members in various research projects. They may be assigned limited academic duties.

Certain other kinds of financial assistantship such as scholarships might also be available from sources other than the Institute. Only full-time regular students are eligible for [a](#)Assistantships

and scholarships. A PhD student is not eligible for any assistantship or scholarship after five years.

The teaching/research assistantship carries with it a stipend, but also has responsibilities for some academic work. The assistantship has three components:

Sustenance Stipend. A student who is admitted on a financial plan will be entitled to the sustenance stipend as long as he remains a full time student of the Institute.

Scholarship: This part of the assistantship is for good scholarship and will be continued as long as the student maintains defined academic performance (and remains a full time student).

Remuneration for academic work. The remaining part can be viewed as remuneration for the academic work being performed for the Institute.

Of the basic assistantship, 25% is sustenance stipend, 25% is scholarship, and 50% is remuneration for academic work. In addition, there will a performance linked incentive/bonus each year (after the first year), which will be over and above the main assistantship and the quantum each year will depend exclusively on the performance in the previous years, and will be decided by PG Committee.

For MTech students, some limited number of assistantship and/or scholarships may be available. Assistantship for MTech students will be viewed as remuneration for the academic work (teaching/research) being performed for the institute.

6.2 Withdrawal and reduction of financial assistantship

The financial support continuation shall be contingent upon the performance in academics and the assigned academic/administrative duties and will be reviewed every semester. The scholarship part of the Assistantship may be terminated if the student's academic performance is not as per defined standards defined later. The assistantship part may be terminated or reduced if the student's performance in his/her assigned duties is not satisfactory, or if the student has spent four years in the PhD program. The sustenance part may will not be terminated or reduced as long as the student remains a full time student of the Institute. The reduction/termination, if any, shall be decided by the PG committee each year, based on the performance of the student. Rules for MTech students will be evolved later.

For MTech students, the financial support continuation shall be based on academic performance and performance in assigned duties (teaching/research). Continuation/reduction/termination of financial support will be decided by the PGC every semester.

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7 Change from One Program to Another

A student can change his/her registration from one program to another. All such requests shall be made by the student along with the supporting documents. After evaluation of the requests, the PG committee may approve the change. The credits for the courses and thesis shall be transferred to the new program. The change shall not be permitted if the academic performance in the old program is not good enough for continuation in the new program. After the changes, the rules for the new program shall be applicable.

A PhD student can change his program to MTech. If this change is done by a student who is on the financial plan of the Institute, he/she will be treated as being in the MTech program from the start of his/her program, and the difference in stipends will have to be refunded.

In special cases when a PhD thesis is not found suitable for PhD, the candidate can convert to MTech and resubmit the thesis with suitable enhancements for MTech (and ensure that other requirements are met).

An MTech student can change his program to the PhD and continue to do the course/research work to enable him to meet the requirements of the PhD degree. The student will be eligible for PhD stipends only from the time he enrolls as PhD student.

8 Registration

All Postgraduate students, full time as well as part time, are required to register each regular semester, regardless of where they are working, unless they are on approved leave of absence. In particular, students working with an external supervisor outside of IIIT-D, must register through the external supervisor through electronic means. The student may discuss his registration plan with his/her supervisor or any other faculty.

Registration process has two parts: academic, and administrative and both must be completed in order to complete the registration process. Academic registration includes filling the registration form and specifying the courses that the student wishes to do in the semester and getting it approved. Administrative part includes paying all dues to the Institute. A student who is outside the Institute with an external supervisor may get this completed through a friend/family member/etc, or by paying through a draft.

The students shall normally register for courses if their course requirement conditions are not fulfilled. A student may register for the courses and thesis simultaneously in a semester. The thesis registration shall be for thesis units in multiple of 4 (i.e. 4, 8, 12 or 16).

8.1 Late Registration

Late registration is permitted as per academic calendar on the payment of late registration fee. The late fee may be waived if the delay is due to an academic activity undertaken with prior permission. The number of days missed due to late arrival shall be treated as leave of absence.

8.2 Adding or Dropping of Courses

A student can change the courses that s/he does in a semester by adding and dropping courses till the last date for add/drop as specified in the academic calendar. In addition, a student can drop, with permission from the PG Committee, some courses even beyond the last date for add/drop. The last date for the latter shall also be mentioned in the academic calendar.

8.3 Cancellation of registration

A student is solely responsible to ensure that all conditions for proper registration are satisfied, and there are no timetable clashes. The registration may be cancelled by DOAA for a course if any irregularity is found at a later stage. A student's registration for the semester may be cancelled as part of disciplinary action. Leave beyond permissible limits may also result in cancellation of registration for a semester.

8.4 Summer term registration

Registration in the summer term is optional. But if a PG student is doing some academic work, he/she is required to register. A PG student on financial plan of the Institute is expected to remain in the Institute and work during the summer term even if he/she is not registered, though he/she may take vacation as per rules. A student may register for up to 4 units of thesis work,

9 Leave Rules

The students may be granted leave of absence on application to the PG committee. The following leaves are applicable.

9.1 Vacation and casual leave

A post graduate student on financial assistance plan from the Institute may be allowed vacation leave during any period of Institute's vacation or during the mid-semester recess up to a maximum of 15 days per semester (six months), subject to a maximum of 30 days at a time. Leave not availed in one semester may be carried over to the next semester.

In addition, a student irrespective of the financial assistance may be allowed to go on casual leave for up to four working days in a semester, with permission.

9.2 On-Duty Leave

[A PhD student may be granted on-duty leave for attending seminars, conferences, traveling on project work, etc. For this leave, the candidate has to take approval from his/her supervisor as well as the PG Committee.](#)

9.29.3 Summer Leave

A PG student who is on financial assistance may be granted leave during the summer vacation period for undertaking internships, projects etc. This will be "leave without pay" and during this period, the student will not get the assistantship/scholarship. Decision on such leave requests will be made by the PG committee, which may not grant this leave if it views that granting of the leave can hinder the completion of the PG program of the student. All students taking such leave, must report for registration the next semester, even if they do not have any course requirement next semester. Any relaxation of this guideline will be decided by the PG committee, and will be granted only on academic grounds (e.g. a student is attending a conference).

9.39.4 Semester leave

Semester leave may be granted to students by the PG committee upon recommendations of the supervisor on various accounts, including medical, for up to a maximum of two semesters in the program. In the case of semester leave, the academic registration of the student shall be cancelled for that semester. The financial assistance to students shall also be not available during the period of semester leave.

When the total days of absence is more than 20 days in a semester, the student may be required to take a semester leave.

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9.49.5 Medical leave

A student can also take up to fifteen days of leave due to medical reasons. Competent authority can give up to six more days of leave under special circumstances. All medical leave requests must be supported by a medical certificate issued by a medical doctor.

9.59.6 Maternity and Paternity leave

As per GoI rules.

9.69.7 Unauthorized absence

Absence of a student without any sanctioned leave will result in the loss of financial assistance and may result in the termination of the student's program.

9.8 Leaving the Program

If a student decides to leave the program, he/she has to leave the program at the end of the ongoing semester. The student has to inform the PGC and advisors in advance (at least one month), complete the teaching duties, if any, return all the equipments and data, and get signatures on no-dues form.

10 Working with Collaborators outside IIIT-D

A PG student may interact and work with an approved external co-supervisor in a collaborating organization. Students shall require permission from the PGC to proceed to work with the external co-supervisor. All students working with the external co-supervisor shall be governed by the following guidelines during the period of absence from IIIT-D.

1. Such students shall be required to register each semester as per the registration procedure of IIIT-D. They shall perform the academic and administrative registration of IIIT-D through the external supervisor using electronic means of communication.
2. The students are expected to follow the rules of the collaborating institute but shall continue to be governed by the rules and regulations of the IIIT-D.
3. They shall be reporting to the external supervisor(s) for their research work on their thesis and shall be in constant touch with the supervisor(s) at IIIT-D. This may be through a regular video/audio conferencing or through regular reporting.
4. Such students are permitted to register as a non-degree/visiting student in an institute other than IIIT-D and may transfer the credit. Transfer of credits will be decided on a case-by-case basis by the PGC. The students can also take course on audit and submit the performance records for the consideration of waiver of course requirements if desired.
5. They shall not be provided any financial assistance from the Institute during the period they are with the external co-supervisor. Financial assistance during these periods shall be provided by the collaborating institute as per their norms, or some other sources like scholarships from agencies, etc.

When working with collaborators outside the Institute, the IP rights will be as decided between the supervisor(s), and the sponsoring agency, if any. Any such arrangement shall be done with the concurrence of the PG Committee, and shall not interfere with the ability of the student to write his/her thesis and publish results of the work.

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11 Grades and Performance Indicators

11.1 Grading Scheme

The IIIT-D awards the following letter grades. Each letter grade earns certain points as given in the table.

Letter Grade	Points	Remarks
A+ (Outstanding)	10	Letter grades A+ to F and I are given only in the regular courses. This grading scheme is effectively A to F; A+ is only to recognize excellent performers in a course – it has same points as A.
A (Very Good)	10	
A(-)	9	
B (Good)	8	
B(-)	7	
C (Satisfactory)	6 points	
C(-)	5 points	
D (Marginal)	4 points	
F (Fail)	2 points	
I (Incomplete)	Nil	
S (Satisfactory)	Nil	Incomplete (I grade must be converted to one of the letter grade (A to F) as per the academic calendar
X (Unsatisfactory)	Nil	S and X are grades for only certain kinds of courses.
Audit	Nil	If a student officially “audits” a course and completes all requirements.

In the academic courses, the final grades awarded are A to F (A+ is a grade with same points as A, and is there to honor excellence). An I (Incomplete) grade may be awarded in cases when all the requirements for a course are not met by the student at the time of submission of grades, and essentially reflects an “incomplete” status in the course. This grade must be converted to a regular letter grade (A to F) within the two weeks from the last date of the submission of the grades as stipulated in the academic calendar. Only for the project works and independent study courses, an additional two weeks will be admissible for the change of I grade. All unconverted I grades get automatically converted to F after this period.

All courses in which a student obtains an F grade must be repeated or replaced by another equivalent course.

The thesis may be registered for 4, 8, 12 or 16 units in a semester. S or X grades can be awarded each semester irrespective of units taken in the semester (4, 8, 12, 16 units). Further, student’s advisor(s) also has(have) to submit a report for student’s progress to PGC.

The thesis work is awarded S and X grades one for each four units of thesis registration. The thesis registration is always for a multiple of 4 units. The thesis may be registered for 4, 8, 12 or 16 units in a semester and the following grades might be awarded.

Thesis Units registered	Possible grades
16	SSSS, SSSX, SSXX, SXXX, XXXX

12	SSS, SSX, SXX, XXX
8	SS, SX, XX
4	S, X

11.2 Performance Indicators – SGPA and CGPA

The semester performance is indicated by a Semester Grade Point Average (SGPA) which is a weighted sum of all the points earned in the courses done in a semester. The SGPA is given for each semester and is computed using the following formula.

$SGPA = (u_1.w_1 + u_2.w_2 + \dots + u_n.w_n) / (u_1 + u_2 + \dots + u_n)$, where u_i is the number of units for the course i and w_i is the points earned through the letter grade in that course.

While doing the computation of SGPA, the course/thesis units with grades S and X are ignored. The overall performance is indicated by a Cumulative Grade Point Average (CGPA) which is computed in the same manner as the computation of SGPA but for all the courses done in the program. While the F and X grades shall show on the grade sheet, the original grade of a course repeated/replaced is ignored in the computation of SGPA/CGPA.

12 Minimum Academic Performance Requirements

The following are the minimum academic performance requirements.

12.1 MTech program

1. The minimum graduating CGPA is 6.5.
2. The minimum CGPA for continuing in the program is 6.0.
3. The minimum CGPA for continuing to get the scholarship component is 7.5
4. The student shall not be allowed to continue in the MTech program if
 - a. His/her CGPA falls below 6.0.
 - b. His/her SGPA is below 6.5 in two consecutive regular semesters.
 - c. He/she obtains two or more F grades.
 - ~~e. He/she accumulates four or more X grades in the thesis units. For those students who migrate from the PhD program to MTech program, the number of X grades accumulated in the MTech part of the thesis only shall be counted.~~
5. The student shall be issued a warning for low academic performance if
 - a. His/her CGPA falls below 6.5 in a semester.
 - b. His/her SGPA is 6.0 or below in a semester and he/she is allowed to continue in the MS program.
 - ~~b. He/she obtains two or more X grades in the thesis in a semester and he/she is allowed to continue in the MTech program.~~

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12.2 PhD program

1. The minimum graduating CGPA is 7.5.
2. The minimum continuing SGPA is 7.0.
3. The minimum CGPA for continuing to get the scholarship component is 8.0
4. The student shall not be allowed to continue in the PhD program if

- a. His/her CGPA falls below 7.0.
 - b. His/her CGPA is below 7.5 in two consecutive regular semesters.
 - c. He/she obtains two or more F grades.
 - ~~e-d. He/she accumulates two or more X in the thesis units.~~
 - ~~e-c. If he/she is under warning and his/her performance is not improving in his/her academics/research/duties (research or teaching).~~
 - ~~d. He/she accumulates four or more X grades in the thesis units.~~
5. The student shall be issued a warning for the low performance if
- a. His/her CGPA falls below 7.5.
 - b. His/her SGPA is 7.0 or below in a semester and he/she allowed to continue in the PhD program.
 - ~~b-c. If his/her advisor(s) and/or PGC feel that the student is not performing well in his/her academics/research/duties (research or teaching).~~
 - ~~e. He/she obtains two or more X grades in the thesis in a semester, or three or more X grades in two consecutive semesters provided he/she is allowed to continue in the PhD program.~~
6. The students who are not allowed to continue in the PhD program may be permitted to transfer their registration to the MS program provided they meet the conditions of continuing in the MS program.

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12.3 Students Under Warning

A student who is under warning will normally not be entitled for two components of his stipend – scholarship and assistantship. He/she will get only the sustenance portion. The student will also not be allowed to be on any elected/nominated committee representing students of the Institute, and if he is on any committee he/she shall resign.

13 Requirements for the MTech Degree

13.1 Per Semester Load Requirements

A normal full time load is ~~16-20~~ units for all PG students. Students who are on assistantship (and are earning the remuneration portion) shall be given a relaxation of 4 units in the normal full time load. A student may be permitted an overload of at most 4 units in a semester, with permission from the PG committee. The students who have completed the stipulated course requirements shall register for the thesis units in multiple of 4 units (i.e. 4, 8, 12 or 16). No overload shall be permitted in the thesis unit registration. Part time students may register for any number of units lesser than the normal full-time load.

13.2 Course Work Requirements

The minimum number of units through courses for an MTech with-thesis is ~~24-32~~ units. The minimum number of course units for an MTech without-thesis is ~~32-40~~ units. The supervisor or the PGC may advise the students with insufficient background to do additional course units.

An MTech student may be permitted to replace up to two courses done by him/her and in which s/he has ~~not~~ obtained passing, but not good (e.g. C or lower), grade. In this case, the earlier course will be listed in the transcript as having been taken on “Audit”. An ~~MS-MTech~~ student may also be allowed to do extra courses to improve the CGPA. All such permissions shall be granted by the PG committee upon requests from the students.

13.3 Thesis credit and Total Credit requirements

Each MTech student is expected to write a thesis report or a scholarly paper. For MTech with-thesis, a student has to complete a minimum of 16 units of thesis. For MTech without-thesis, a student has to do a scholarly paper instead of a thesis, and for this he/she has to complete a minimum of 8 units of thesis. The total minimum credit requirements for an MTech is ~~40~~48.

For the purpose of grading in the thesis units registered, the progress in the thesis work shall be assessed by the thesis supervisor(s). For each ~~4 units of thesis registration semester~~, one S (if the performance is satisfactory) or one X (if the performance is not satisfactory) grade shall be awarded by the thesis supervisor(s). The thesis grades shall be submitted by the thesis supervisor(s) at the end of the semester.

13.4 Thesis/Scholarly Paper Supervisor

The thesis/scholarly paper shall be done under the guidance of a supervisor, who shall be a faculty member of the Institute. An adjunct faculty can also be a supervisor. There may be multiple supervisors for a thesis/paper. A student may also have external co-supervisors for the thesis/scholarly paper. Such external co-supervisor shall be approved by the PG Committee upon a formal request by the student, duly forwarded by the supervisor.

13.5 Thesis/Scholarly Paper submission

A thesis/paper shall be evaluated by an evaluation committee which shall consist of the supervisor(s) and two other faculty members/examiners for the MTech thesis, and the supervisor(s) and one other faculty member/examiner for a Scholarly paper. For a thesis, it is desirable to have one of the committee members from outside the Institute. The committee must be approved by the PG Committee.

13.6 Thesis defense and Evaluation

Each MTech thesis must be defended by the student in front of the thesis evaluation committee. The defense should be held no earlier than one-week after the thesis has been submitted (exceptions may be granted by PG Committee Chair). The thesis evaluation committee shall make its recommendation to the Dean, Academic Affairs.

For the scholarly paper, no defense is required. It is evaluated by the committee and the recommendations, signed by the advisor and examiner, will be sent within two weeks of submission of the paper to the Dean of Academic Affairs.

13.7 Award of degree

Upon a satisfactory report from the Dean, Academic Affairs, the academic senate may recommend the award of the MTech degree to the student. While pending the actual award of the degree in a regular convocation of the Institute, a provisional degree may be granted by the Dean, Academic affairs only after the recommendations from the academic senate.

14 Requirements for the PhD Degree

A student shall be considered for the award of PhD degree by the IIIT-D Senate only upon the completion of the requirements mentioned here. Per semester load requirements of PhD students is same as for MTech students. However, PhD students who are on assistantship shall be given a relaxation of up to 8 units in the normal full time load.

14.1 Course Work Requirement

The requirement of the course work for a PhD student is aimed at providing the basic academic preparation to carry out the research, and have sufficient breadth in the area.

The minimum course requirement for a PhD student is normally ~~24~~32 units for students whose highest degree is ~~not~~ a BMTech (or equivalent), and ~~12-16~~ for those who have an MTech (or equivalent). After the course work, the student is expected to have sufficient breadth in at least three of the main sub-areas of Computer Science. The PG committee may ask the students with insufficient background to do additional courses (in addition to 32/16 units).

In special cases, for students with advance standing by virtue of their academic preparedness and/or by virtue of their professional work experience, some of the course requirements may be waived. All such waivers shall be decided upon by the PG Committee and reported to the Senate.

The PhD students are expected to finish their course requirements as soon as possible and definitely not beyond four semesters.

A PhD student may be permitted to replace up to two courses done by him/her and in which s/he has ~~not~~ obtained passing, but not good, grade. In this case, the earlier course will be listed in the transcript as having been taken on "Audit". He/She may also be permitted to do extra courses to improve the CGPA. All such permissions shall be granted by the PG committee upon requests from the students.

14.2 Transfer of Credits for Courses done Outside

Students may be permitted to do academic work and courses in places of repute outside IIIT-Delhi. Based on their performance/quantum of work done and the content of the course, the PG committee may consider them equivalent to some course credits, and waive credit requirements for similar courses/projects within IIIT-Delhi. Institutions with which IIIT-D has arrangements/MOU/student exchange programs, transfer of credits may also be permitted. Any such waivers/transfer is permitted only if the courses being considered have not been counted for any other degree/diploma requirement.

14.3 Thesis credit requirements

All PhD students irrespective of their entry category are expected to successfully complete a minimum of 56 units by thesis. In truly exceptional cases where the PhD candidate is ready with a thesis before he/she has accumulated these credits, the PG committee can consider waiving off some of these units. For the purpose of grading in the thesis units registered, the progress in the thesis work shall be assessed by the thesis supervisor(s). For each 4 units of thesis registrations semester, one S (if the performance is satisfactory) or one X (if the performance is not satisfactory) grade shall be awarded by the thesis supervisor(s). The thesis grades shall be submitted by the thesis supervisor(s) at the end of the semester.

14.4 Thesis Supervisor and External Co-supervisor

The thesis work shall be done under the guidance of the PhD supervisor, who shall be a faculty member of the Institute. An adjunct faculty can also be a supervisor, with permission of the PGC. There may be multiple supervisors. Normally, a student is expected to decide the supervisor(s) before the end of his/her third first by the start of the second semester but can defer it not later than till the end of second semester. This will be done by informing the PG Committee through a letter, which shall be signed by the supervisor(s). A student can change the supervisor later – for this a formal request will have to ~~made~~ be submitted to PGC ~~which and~~ has to be signed by the old as well as the new supervisor.

A student may also have external co-supervisors for the thesis. Such external co-supervisor shall be approved by the PG Committee upon a request by the student, duly approved and forwarded by the supervisor(s). The request must be accompanied by the CV/Bio or sufficient information about the proposed external co-supervisor which will allow the PGC to evaluate the suitability.

14.5 Monitoring Committee

The PG Committee shall form a monitoring committee for each candidate, whose task will be to independently monitor and report on the progress of the candidate. The committee should generally be formed before the end of the candidate's second semester in the program. The monitoring committee shall consist of at least one supervisor and at least two other experts, who may be faculty members of the Institute. The monitoring committee shall submit its evaluation about the progress of the candidate, at least once a year. If the monitoring committee feels that the candidate is not making sufficient progress, it may recommend suitable actions to be taken.

14.5.14.6 Comprehensive

The aim of the comprehensive examination is to check the understanding of the PhD students about his/her area of research. (Though a comprehensive traditionally was meant to check that the student has sufficient breadth, the Institute feels that this type of breadth requirement should be fulfilled through courses, and the comprehensive should be used to test the “comprehension” of the candidate about his main area of research.) For the comprehensive, the students shall prepare a “survey report” (much on the lines of papers in ACM Surveys) on his area of work, and will give a seminar on it. At least two weeks in advance, the student shall inform, through his/her supervisor, the PG Committee of his/her willingness to take the comprehensive examination, and submit the survey report. ~~The PG Committee shall form an examination panel consisting of at least one supervisor and at least two other experts, who may be faculty members of the Institute.~~ The survey report will be ~~sent to the monitoring committee~~ submitted to a committee formed by ~~the PGC panel of the examiner as soon as possible, and definitely at least~~ one week before the stipulated date of the seminar. The seminar should be open for all to attend. After the seminar, the ~~examination panel~~ monitoring committee will submit its report to the PG Committee. A student is expected to complete his/her comprehensive within first two years of joining. A student will get at most two attempts to complete comprehensive examination requirements.

14.6.14.7 Regular Seminars

This requirement is included to develop the confidence in presentations by the PhD students, as well as provide a forum for the student to present his work (perhaps before taking it to a wider audience.) Each PhD student is expected to give at least one seminar each year in the Institute. It is expected that the later seminars will be based on the student's PhD research work. ~~During~~

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~~his/her stay, the PhD student must give at least two such seminars. Each seminar will also be used as an indicator of progress, and shall be attended by the monitoring committee of the candidate, which shall submit a report to the PG Committee. After each presentation, the advisor or the student can send the announcement about the seminar to the PG Committee for records.~~

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14.714.8 Teaching Requirements

One of the potential career options for the research students is academics. The PhD program at IIT-D aims to develop suitable teaching skills among the research students through teaching requirements. Towards this, it requires all students on financial assistantship plan of the Institute are required to take part in the teaching activities ~~through teaching assistantship (TA).~~

All PhD students must be TA for at least two semesters to satisfy the ~~Teaching-teaching~~ requirements for a PhD degree. Students on research assistantship will also be required to complete this requirement, though they may be assigned lighter load each semester. The feedback received from the course students on the TA work will be part of the PhD student record, and will be an input in evaluation.

Students will be assigned their TA duties towards the end of a regular semester for courses in the next semester. During the break, they should prepare themselves for the course, and with help from the instructor, design the assignments, develop the solutions and grading of the assignments. They will also be involved in the grading of the exam papers and developing the solutions to the exam papers. Senior students are also encouraged to be a tutor as well as take part in the class room teaching, as per along with the corresponding instructors. Such arrangements are to be worked out between the instructor in-charge of the course and the student. It is expected that the load of TA work in a semester will be similar to that of a course, that is, approximately 10 hours per week.

The teaching requirement may be waived for part-time and/or sponsored candidates (as their professional goals are likely to be already defined.)

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14.814.9 Thesis submission

Each PhD student is expected to write a thesis report on the PhD work. The thesis has to be submitted by the student for evaluation.

1. **Submission of Extended Abstract.** The PhD students are required to submit the extended abstract on the thesis, along with the list of papers published and submitted based on PhD work. After the submission of the extended abstract the students are expected to submit their final thesis report within four weeks.
2. **Submission of Thesis:** Each PhD student is expected to submit the thesis on his/her PhD research, which shall be sent to the examiners for evaluation.

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14.914.10 Thesis evaluation and Defense

All PhD theses will be evaluated by a panel of thesis examiners who are experts in that area, and the candidate will have to defend the thesis in front of this panel. The panel will consist of supervisor(s) of the student, and a minimum of three non-supervisor examiners, at most one of which can be from within the Institute. A concurrence will be taken (on email) from the non-supervisor examiners, and extended abstract may be used for this interaction.

For selection of members of the panel, the supervisor(s) of the candidate will suggest a list of at least six possible external examiners to the PG Committee, and, if desired, two additional internal examiners, along with a short bio (or URL) of each (so the PG Committee can judge the suitability). It is expected that the supervisor(s) will take permission from the people listed before including their names. The PG committee shall select the panel from this list.

A thesis defense date will be fixed, after taking inputs from all examiners on the panel. The date should normally be between 6 weeks and 8 weeks but not more than 3 months from the time the thesis is sent for review. The thesis will then be sent to the examiners along with the date of the defense (if some examiner(s) “back out” later, alternate(s) may be arranged by the PG Committee with inputs from the advisors). During the review period, if any further information is needed, a reviewer may request the PG Committee chairman, who may direct these requests to the supervisors.

The deadline for submission of individual reports by the examiners will be one week before the defense date. Each review member is expected to submit the review by the date. The defense can proceed if reports from at least two non-supervisor examiners has been submitted. Each report consists of:

- An overall recommendation on the thesis. This could be one of the following:
 - Category A: The Thesis is worthy of a PhD degree. The suggestions made by me are minor.
 - Category B: The Thesis is worthy of a PhD degree after the suggested modifications have been done and the modifications verified by the advisor(s).
 - Category C: The Thesis requires major modifications as suggested, and the thesis must be sent to the examiners after changes have been incorporated.
 - Category F: The Thesis is not worthy of a PhD degree.
- Suggestions/comments on the thesis.

All examiners are expected to attend the defense. A pre-scheduled defense can proceed if at least two non-supervisor examiners are present. Before the defense, all submitted reviews will be sent to all examiners. During the defense, examiners and the candidate can join the meeting using electronic means like video conferencing, audio conferencing, skype, etc. However, it should be ensured that all members are able to clearly see and hear the presentation, and are able to ask questions when they want. The defense shall be open to all, and arrangements should be made for this also – through presentation, video, webcast, etc.

At the end of the defense, the panel must deliberate and make an overall recommendation. The reports submitted earlier by individual examiners are inputs to these deliberations. The overall recommendation format is also the same as above – the category is what the panel finally decides, and suggestions/comments are those that the committee collectively wants to emphasize beyond the comments by individual reviewer. All the examiners present in the orals must explicitly accept the recommendations – through physical signature or through email, fax, etc. If the decision is not unanimous and some examiners record their “dissent” or a “contrary view”, then the PG committee will decide how to proceed.

If the overall recommendation is F, then the thesis is rejected. Otherwise, the student has to make suitable changes to the thesis, if required, to address the concerns. This revision should normally be done within six months of the defense. When the issues raised by the examiners have been addressed in the thesis by the student, the final thesis is submitted to the PG committee. If the overall recommendation is Category A, then the revised thesis is accepted. If the overall category

is B, the revised thesis is accepted if it has a suitable certification from the advisors. If the overall recommendation is category C, then the PG committee chairman will send the revised thesis to the examiners again. The responses of the examiners will be evaluated by the PG committee to take necessary action regarding accepting the revised thesis.

14.1014.11 Award of degree

Upon acceptance of the revised thesis by the PG committee, the academic senate may recommend the award of the PhD degree to the student. After this recommendation, while pending the actual award of the degree in a regular convocation of the Institute, a provisional degree may be granted by the Dean, Academic ~~affairs~~Affairs.

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MTech in Computer Science @ IIT-Delhi

1 Background

IIT-Delhi subscribes to the view that a Masters degree is primarily industry-focused, though it can be used as a stepping stone for research as well. And the decision whether the degree is to be pursued for skill and knowledge up-gradation or also for building research skills should rest with the student. In addition, the Institute believes that a student should also be given a choice of pursuing MTech (full time) without assistantship or with assistantship (i.e. financial support in-lieu of some academic work). Doing MTech without assistantship can allow a student to finish the MTech sooner, since the student does not have to do any part-time work, as required when the student is receiving an assistantship.

Furthermore the Institute wants to provide specializations within Computer Science in its MTech program. There is today a greater need for specialized manpower in industry as each field gets larger and more complex. With specialization, the Institute plans to develop highly skilled manpower in some focus areas where there is a need in the industry. (Technology companies that IIT-Delhi surveyed also endorsed and appreciated the view of specialized MTechs.)

The rules and regulations of the general MTech program in IIT-Delhi are given in the PG manual of the Institute. This document specifies the requirements for the “MTech in Computer Science” program. In this program, a student has the option of doing “MTech in Computer Science with specialization in <area>”.

2 Requirements

2.1 Overall Requirements

MTech in Computer Science may be done at IIT-Delhi (1) with a thesis or (2) without a thesis but with a scholarly paper. In both options, students have to do certain amount of course work. In addition, students doing MTech *with thesis* will have to do a thesis. Students in MTech *without thesis* have to do additional courses, and instead of a thesis will have to do a scholarly paper. The overall requirements are as follows (A regular, semester course is 4 units):

1. **MTech with thesis.** 32 units of course work + 16 units of thesis. At most 4 units may be earned by doing 300 and 400 level courses.
2. **MTech without thesis .** 40 units of course work + 8 units for a scholarly paper. At most 8 units may be earned through doing 300 and 400 level courses.

For the thesis or the scholarly paper units, though the student has to register, he/she need not be physically present and can do the work while being outside the Institute. It should also be noted that for thesis, the number of units is really notional and does not reflect the amount of work involved in the thesis.

A student admitted to the MTech program will give his/her choice regarding which of the two options he/she wants to pursue. However, this choice can be changed at any time during the program by suitably informing the PG Committee.

2.2 Core Courses

Each student has to do a set of “core courses” which provide advanced, but foundational, training in computer science. A student is expected to take 12 units as part of the core. The core comprises of one course each from the following groups:

- Algorithms/theory: {Advanced algorithms, Theory, ...}
- Systems: {Distributed computing systems, Advanced operating systems,..}
- Software: {Software tools and techniques, Secure programming, ...}

Additional courses may be added later to these sets by consent of the faculty.

2.3 Electives

All other courses are electives and students can chose which courses he/she wishes to do to complete the requirements of the MTech. At most 4 units of “Independent Study” and 4 units of “Minor Project” can be taken.

2.4 Requirements for Specialization

For specializing in an area, from among the areas in which specializations are offered by the Institute, the student must do at least 16 units (excluding the thesis units) of courses in that area, and must do his/her thesis units in that area. (The advisor will certify this). (If a course is in the list of courses for a specialization, as well as in one of the groups for core courses, that course can be used for satisfying both the core and specialization requirements. However, the overall requirements remain unchanged.)

The lists of courses for each specialization are specified separately. (Currently, the Institute is planning to start a MTech with specialization in **Information Security**; other specializations will be added gradually over the next few years.)

While it is possible to do a MTech without specialization, the Institute encourages students to specialize.

3 With or Without Assistantship

Limited number of Assistantships will be available for MTech students. A student who is offered an Assistantship will be required to do appx. 15 hours per week academic work in-lieu of the Assistantship. Assistantship is available only for *with*-thesis option. Furthermore, a student on Assistantship will have a residency requirement of 4 semesters, i.e. he must be enrolled as a full-time student for at least four semesters.

A student with Assistantship will require at least four semesters to finish the program. A student without assistantship can, however, finish the program in 3 semesters, as the student can take a higher academic load since he/she does not have to spend time doing assistantship work. Some sample schedules for various options are given below:

- **Schedule A (without Assistantship, without thesis):**
 - Sem I: 20 unit course work
 - Sem II: 20 units course work
 - Summer: Internship
 - Sem III: 8 units of scholarly paper

- **Schedule B (without Assistantship, without thesis):**
 - Sem I: 20 units course work
 - Sem II: 20 units course work
 - Summer: 4 units of scholarly paper
 - Sem III: 4 units of scholarly paper (which can be done while working elsewhere)

- **Schedule C (without Assistantship, with thesis):**
 - Sem I: 20 unit course work
 - Sem II: 12 units course work + 8 units of thesis
 - Summer: Internship or 4 units of thesis
 - Sem III: 4 or 8 units of thesis

- **Schedule D (with Assistantship, with thesis):**
 - Sem I: 16 units course work
 - Sem II: 12 units course work + 4 units of thesis
 - Summer: Internship or Thesis work
 - Sem III: 4 units course work and 8 units of thesis
 - Sem IV: 4 units of thesis

Schedule D is what a typical student in this category (with Assistantship, with thesis) will follow in an IIT. This schedule as well as the overall duration is essentially same as what is followed in IITs, which only offer this category. In this sense, the proposed MTech program is consistent with the MTech program in IITs.



IIIT-Delhi

Report on Ph. D Program 2010

For the academic year 2010, IIIT-Delhi invited applications for the Collaborative Ph. D Program in 2010. Advertisements were published in the newspapers as well as on the IIIT-Delhi website. In reply, over 260 applications were received from various Institutions in India.

Dr. Mayank Vatsa served as the Ph. D Program Coordinator and a Ph. D Selection Committee was formed for screening the applications and recruiting the students. All the faculty members were the members of the Ph. D Selection Committee.

After due process of screening 24 candidates were shortlisted through campus visits and 101 through applications received. After written and programming tests followed by series of interviews, 7 candidates are recommended for admission in the IIIT-D Ph. D Program.

SI No	Name of the Candidates
1.	Aditi Gupta
2.	Anuda Aggarwal
3.	Mohit Sethi
4.	Paridhi Jain
5.	Rudrasis Chakraborty
6.	Sonam Gupta
7.	Tejas Indulal Dhamecha

The candidates who were unable to attend the examination process, may appear on May 21, 2010 examination process.


(Dr. Mayank Vatsa)

**Result of the PhD Entrance Examination Conducted by IIIT-Delhi
on May 10, 2010**

List of candidates selected for admission to the PhD program at IIIT-Delhi

- Aditi Gupta
- Anuda Aggarwal
- Mohit Sethi
- Paridhi Jain
- Rudrasis Chakraborty
- Sonam Gupta
- Tejas Indulal Dhamecha



IIT-Delhi
Report on M. Tech Program 2010 with Specialization in
Information Security

For the academic year 2010, IIT-Delhi invited applications for the M. Tech Program in Computer Science with Specialization in Information Security. Advertisements were published in the newspapers as well as on the IIT-Delhi website. In reply, 174 applications were received from various Institutions in India.

Dr. Ponnurangam Kumaraguru served as the M. Tech program coordinator and an M. Tech Selection Committee was formed for screening the applications and recruiting the students. The members of the M. Tech selection committee were Dr. Somitra Sanadhya, Dr. Gaurav Gupta, and Dr. Ponnurangam Kumaraguru.

After due process of screening, written and programming tests followed by series of interviews, 25 candidates (along with 16 waiting list). Are recommended for admission in the IIT-D M. Tech Program. A list of candidates, the Selection Committee recommends for admission in the M. Tech Program is attached for your records.


(Dr. Somitra Sanadhya)

(Dr. Gaurav Gupta)

(Dr. Ponnurangam Kumaraguru)

IIT-Delhi

Admission to the M.Tech. Program with specialization in Information Security

List of candidates selected (General category)

TA: Teaching assistantship

WTA: Wait-listed in Teaching assistantship (in the order of rank)

Note: All the candidates in this list are offered confirmed admission. The wait-list category (WTA) is only for teaching assistantship.

Rank	Name	Father's name	Status
1	Himanshu Gupta	Virender Kumar Gupta	TA
2	Mohit Sethi	Satinder Sethi	TA
3	Vidushi Wanchoo	Ramesh Kumar Wanchoo	TA
4	Anshu Malhotra	Anil Malhotra	TA
5	Mohona Ghosh	B.Ghosh	TA
6	Tarun Jain	Rajendra Prakash Jain	WTA
7	Chandrika Bhardwaj	Bankey Lal Sharma	WTA
8	Madhuri Siddula	S Sree Giri Nadh	WTA
9	Anupama Aggarwal	Sanjeev K. Aggarwal	WTA
10	Komal Kochar	M.L.Kochar	WTA
11	Polisetty Balaji	Sankara Rao P	
12	Nilesh Sharma	Kalicharan Sharma	
13	Sakshi Agrawal	Virendra Kumar Agrawal	
	Shikkenawis Gitam	Chandahas Keshavarao	
14	Chandahas	Shikkenawis	
15	Niharika Sachdeva	H.K. Sachdeva	
16	Prateek Dewan	Vinod Kumar	
17	Puneet Srivastava	Prabhat Kumar Srivastava	
18	Komal Sachdeva	Sh. Subhash Chander	
	Kumara Soma Sekhar	L.R.K.Subrahmanyeswara	
19	Babu Lam	Rao	
20	Amit Patel	Ghanshyam Bhai Patel	
21	Dheryta Jaisinghani	C P Jaisinghani	
22	Anuradha Gupta	Manik Chand Gupta	
23	Swati Verma	Pritam Singh Verma	
24	Kamini Sharma	R.K Sharma	

List of candidates selected (SC/ST category)

S. No.	Name	Father's name	Status
1	Sandeep Goutele	Shree Purushottam Goutele	

**List of candidates recommended for selection from among PhD applicants
(Subject to their agreeing for the transition)**

S. No	Name	Status
1	Swati Bhargava	WTA (Rank 6 in this category)
2	Aneesh Sharma	
3	Lekhraj Belchandan	

List of candidates selected in Wait-list (In the order of ranking)

Wait list

Rank	Name	Father's Name
1	Ajay Nehra	Ranjeet Singh
2	Joshi Brijeshkumar Bipinchandra	Joshi Bipinkumar Laxmishankar
3	Virat Satyam Mishra	Murli Dhar Mishra
4	Peenu Singh	Harcharan Singh
5	Ratnala Santosh Kumar	R.S.Narayana
6	Manisha Jain	K.L.Jain
7	Madhvi Gupta	R.K.Gupta
8	Pragya Anand	Kamal Anand
9	Shivani Saluja	Sunil Saluja
10	Nakul Pritam	Pritam Chand
11	Robin Kumar Verma	Satya Narayan Verma
12	Pulkit Mehndiratta	J R Mehndiratta
13	Mansi Gulati	Anil Gulati
14	Manasi Sachdeva	Ramesh Kumar Sachdeva
15	Sneha Shukla	Subodh Shukla
16	Tanvi Jain	Pawan Kumar Jain

Students' Appeals to the Senate, May 2010

1. Appeals to be allowed to repeat the first year.

These students have earned less than 18 units in the first two semesters. According to the UG manual, par. 8.1, the students have to leave the institute.

Appeals have been submitted by

1. Aditya Kumar
2. Abhishek Meena
3. Manish Sagar
4. Rupali Paul
5. Shenali

2. Appeals to be exempted from having to repeat the first year.

These students have earned 18 or 22 units in the first two semesters. According to the UG manual, par. 8.1, the students have to repeat the first year.

Appeals have been submitted by

1. Aarti Chand
2. Aditya Gulati
3. Chirag Gautam
4. Digvijay Singh
5. Rohit Kumar
6. Sumit Aggarwal

3. Appeal to be allowed to continue in the Btech program by Adesh Verma.

Adesh is under academic warning as he failed two courses in the last semester. In this semester he passed 2 out of the 5 courses, only. According to the UG manual, par. 8.3, he has to leave the institute.

4. Appeal to be exempted from the academic warning issued due to short attendance.

1. Rahul Bhatnagar
2. Akashdeep

	TOC 4	DSA 4	CO 4	SM 2	HSS 4	SGPA	Credits 1 st Year 16 + 18=34	
F in DM, IP, DC								
Abhishek Meena	F	F	F	C	F	2.44	6	leave
Rupali Paul	F	F	F	D	F	2.22	6	leave
Aditya Kumar	F	F	F	D	C-	2.89	10	leave
Shenali	F	F	F	B	D	3.11	10	leave
F in DM, DC (only)								
Digvijay Singh	D	C	F	D	B-	4.67	22	repeat
Anish Kumar	D	D	D	B-	C-	4.56	26	
Rohit Kumar	F	D	C-	C	C-	4.22	22	repeat
Manish Sagar	F	F	F	D	D	2.67	14	leave
F in DM, IP (only)								
Aarti Chand	D	F	F	B-	C	3.89	18	repeat
F in DM (only)								
Sumit Aggarwal	F	F	D	C	C-	3.56	22	repeat
Lakshay Panday	C-	C	D	B-	C	5.44	30	
Mannika Solanki	D	F	C-	B	B-	4.89	26	
F in DC (only)								
Surabhi Kabra	C-	C	C-	B	A	6.67	30	
Rahul Gupta								
Sudip Mittal	D	C	C-	A-	B-	6.11	30	
Bhawna Kataria	F	F	F	B-	B-	3.67	18	repeat
Chirag Gautam	F	F	D	C	C-	3.78	22	repeat
F in IP (only)								
Abhishek Singh (RollNo 2008003)	D	F	B-	B-	C	5	26	
Otherwise weak								
Aditya Gulati	F	D	F	B-	F	3	22	repeat

Process for Disciplinary Action against Students

Maintaining proper discipline among students is an inherent part of any good academic institution and an institution must do whatever is necessary to build and maintain proper discipline. Lack of discipline can easily lead to a downfall of an Institute and can hamper academics. IIT Delhi aims to maintain good discipline in the Institute which can nurture academic excellence. ***This note describes an initial process that IIT-Delhi can follow for taking disciplinary actions.*** The process will be refined later after taking further inputs, including from some lawyers.

1. The Director will constitute a disciplinary committee comprising of three faculty members and two student representatives, who will be members of the student council. The committee will be re-constituted every year, though till a new committee is formed, the previous one will continue to function. All cases of indiscipline will be referred to the disciplinary committee (except some cases of cheating where the Instructor of the course can take suitable action and inform the committee).
2. The disciplinary committee will hold its deliberations, and may co-opt members. The committee will invite the accused student to provide his/her view, and may also invite other people whose accounts can help it decide. The student's statement will be taken in writing. The committee will clearly explain to the student what act of indiscipline they are examining. This may be done orally or in writing – if the charges are such that they may lead to termination of the program, then a written show cause notice is required. The committee must also explain to the accused student all the evidence/statements they have.
3. The disciplinary committee will recommend what action, if any, the Institute should take against the student accused of indiscipline, keeping in mind all the circumstances and the nature of the offense.
4. If the punishment recommended is a year drop/expulsion, or less, the Director may accept the recommendations, or refer them to the Senate for possible acceptance. All recommendations accepted by the Director will be tabled to the Senate.
5. If the punishment recommended is more than one year drop/expulsion, the recommendation must be referred to the Senate for possible acceptance. The Director may take suitable interim action/measures till the Senate meets and decides.
6. If the committee feels that termination of the program (i.e. permanent expulsion) is warranted, it can record its findings and recommendation, and refer it to the Senate, which will apply itself to finally arrive at a reasoned decision.

Appeal against a recommendation may be made within two weeks to the Director, who may, after examining the merits of the appeal, may reject the appeal or refer it to the Senate. For permanent expulsion, the appeal has to be made to the Senate, which will take a final view. As Senate is the highest academic body in the Institute, its decision will be final.

Guidelines for Disciplinary Committee

The overall process for disciplinary action has been defined and approved by the Board. This note contains some guidelines for the disciplinary committee. This is an evolving document which will be enhanced based on the experience of disciplinary committees.

Broad Guidelines

The disciplinary committee has to consider two issues: establishing (or not) the charges against the student, and the quantum of punishment, if any. When deliberating, it should keep the following broad principles in mind: (1) The student should be clearly communicated the charges against him/her, (2) the student should be given opportunities of fair hearing, and (3) there should not be any bias in the process. These guidelines can help in conducting the proceedings:

- Ensure that the student knows the charges clearly. Where necessary, the charges may be communicated in writing.
- Give adequate opportunities to the student being charged to explain his side, &/or apologize. This may be done by inviting him/her to hearings, &/or by giving replies or statements in writing.
- Take statements in writing – not only of the student charged, but of all witnesses and anyone else involved in the case. It is best to get as detailed a statement as possible. When possible, the statements, when submitted, should be read, and clarifications sought (by having the writer add more information to the statement), where needed. If statements are taken orally, it is desirable to document them and then have people sign it.
- Ensure that the members in the committee are not biased against or for the student. If any member feels that he/she cannot be totally unbiased, they may excuse themselves from decision making.
- The minutes of the meeting should be documented.
- Reasons for the recommendations should be mentioned in the final recommendation.

Quantum of Punishment

If an act of indiscipline is established, the committee has to recommend the quantum of punishment. The quantum will depend on the severity of the act, the past record of the student, and any other relevant factor(s). The committee may first deliberate upon the severity, and then based on the past record, decide the quantum.

The forms and quantum of punishment that may be given include, but are not limited to, different durations for expulsion / probation (or warning), informing the parents about the violation, asking the student to write a letter to their parents explaining their act, writing a public apology, financial penalty (particularly when financial loss is involved in the act), taking an undertaking from parents and students, banning the student from Institute's

placement and other such services, expelling him/her from the hostel, making him/her do public service, termination from the program, etc. or a combination of these.

For disciplinary cases dealing with academic dishonesty, the punishment may also include academic punishments like giving a zero in the part in which dishonest means were used, reducing the final grade by one (or more), giving an F, etc.

Academic Dishonesty Cases

Academic dishonesty is a common indiscipline among students. Some of the common acts of academic dishonesty are:

- Copying in home assignments (or providing solution for copying).
- Copying programs/code.
- Collaboration and taking help when the instructor has explicitly disallowed it, and where the work is meant to be done individually.
- Copying in term papers and reports. There are two types of violations here – plagiarism (attributing someone else’s ideas as your own), or copyright violation – copying verbatim someone else’s expressions.
- Cheating in exams, including providing help.
- Proxy attendance, or impersonation.
- Changing answer sheets when being shown the graded copies.
- ...

Some suggestions for punishments are given below.

Copying in Home Assignments (including lab assignments). Policy for this can be decided by the instructor and announced in the class. One policy can be:

- First offense: One grade reduction.
- Second offense: F grade + warning

When cheating is detected, it will be assumed that the assignment was copied from that of the “original author” knowingly, as is generally the case, and all involved may be punished. It is for the student to convince the instructor that he/she did not knowingly permit cheating assignment.

The instructor can decide the cases relating to cheating in home assignments, and communicate the decision to the student and the disciplinary committee. The student can appeal to the full disciplinary committee, if he/she wishes.

Copying in Tests/Exams. Copying in test, of course, is a more serious offense. Hence, punishment should be more severe and swift. It is recommended that the punishment for this be “At least a 0 in that test/exam”. (Here it may not be assumed that the “original author” is guilty of facilitating cheating, but if found that cheating was facilitated, then the facilitator will be equally punished.)

Attendance Policy

Attendance policy in a university is a controversial issue – on the one hand there is desire to have students attend classes, on the other one does not want to “force” it.

A quick search on Google shows that while the impact of attendance on learning has been studied a bit in some subjects, many of these studies are correlation analysis but do not really establish causality between attendance and learning. Due to lack of proper evidence, debates on attendance are generally opinions/views.

At IIT-Delhi, as the class sizes grow, the logistics of taking attendance will get harder. Yet, if there is strong evidence that “forced” attendance helps in learning, then the Institute may have to adopt suitable measures.

It is proposed that as there is limited data in public domain about impact on learning of attendance that we do some limited experimentation to learn. The suggestion is:

- We move towards the approach that attendance is taken (maybe even on random days), but it carries no weight or marks and is not a requirement to sit in exam. With this, while there is a gentle pressure since attendance is being recorded, the need for proxy should reduce considerably (and a signup sheet can be used). This will help us study/understand relationship between attendance and performance. (Note however, causality is not yet established – maybe the poor performers are the ones who loose interest and do not attend, while the correlation will show relationship between low attendance and low performance).
- Allow instructor of a course to have experiment with different policies. In particular, a policy can be tried that attendance is taken for the weakest few of the class, but not the rest. And for these students, they may be given a little book in which they get the signature of the instructor at the end of the class (so it becomes the student’s responsibility to get attendance recorded.)
- In some courses, we should do the following – in the first half attendance is made compulsory, while in the second half the instructor announces that he will not take attendance and does not take it. Then we can see the performance of the different groups (high marks, middle, low) in the first half, and the performance of the same group in the second half/end-sem. This can help establish causal relationship between attendance and performance. We can also study how compulsory attendance rule impacts attendance.
- There is possibility of reversing the above – no compulsory attendance in the first, and compulsory attendance in the second.

In a few semesters, if we try different policies, we might have good data to make informed policies. We can also write a paper in some education journal/conference.