



AGENDA

Fifth (5th) Meeting of SENATE of

Indraprastha Institute of Information Technology, Delhi

Date: 27th July 2009

Day: Monday

Time: 3.00 PM

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

FIFTH (5TH) MEETING OF SENATE OF IIT-DELHI

AGENDA

- 5.0. Opening remarks of Chairman**
- 5.1. Confirmation of minutes of the 4th Senate meeting. (Also confirmed through circulation by majority) *(Annexure 1)***
- 5.2. UG Manual Adoption – to be discussed *(Annexure 2)***
- 5.3. PG Manual Adoption – to be discussed *(Annexure 3)***
- 5.4. Process for approving elective courses *(Annexure 4)***
- 5.5. Anti-ragging Initiatives *(Annexure 5)***
- 5.6. Any other matter with the permission of Chair**



Minutes of the 4th Senate Meeting of IIIT-D held on July 1, 2009, at 3 PM in Conference Room, Library Building, IIIT Delhi.

Following members were present:

- Prof. Pankaj Jalote, Director, (Chairman),
- Dr. A. Subramanian, (Secretary),
- Dr. Veena Bansal,
- Dr. Astrid Kiehn,
- Dr. Mayank Vatsa,
- Dr. Richa Singh,
- Dr. Vikram Goyal,
- Mr. Sunpreet Arora, (Student member),
- Mr. Saurav Maitra, (Student member),
- Dr. Saugat Sen, Cadence.

Members Present through Audio Conferencing:

- Prof. Kamal Karnapalam, IIIT Hyderabad,
- Prof. Rajat Moona, Indian Institute of Technology (IIT) Kanpur,
- Prof. Prem Kalra, Indian Institute of Technology (IIT) Delhi,
- Dr. C. Anantram, TCS,
- Dr. Manish Gupta, Associate Director, IBM IRL,
- Dr. Pawan Goel, Adobe Systems, Noida

4.1. Chairman's opening remarks.

The Chairman extended welcome to all the members and who were on audio-conferencing mode. Chairman informed the Senate that in view of the Supreme Court ruling on Anti-Ragging effective steps and code would be put in place.

4.2. Confirmation of the minutes of 3rd Senate Meeting.

The Minutes of 3rd Senate meeting had been circulated and as there was no comment the same were taken as confirmed.

4.3 To consider the disciplinary case against Mr. Pranshu Raghuvansh

[Documents sent to Senate members earlier: Show cause notices; their replies; the minutes of the disciplinary committee meeting; the background note; statements of Shashank and Pranshu given to the Senate; Statements of Ishaan, Pranshu, and Shashank given earlier; statement of Honey; the High court orders.]

The Senate Chairman (the Director of IIITD) first explained the situation. He informed about the order passed by the Hon. High Court laying a process to be followed by the Senate, which is being followed. As part of this process, a written charge sheet was given to Mr. Pranshu Raghuvansh (dated: May 22, 2009), to which he sent a written reply (dated: June 23, 2009). The charge sheet, the reply, and other documents including the statements of students and earlier recommendation of the disciplinary committee, have been sent to the entire Senate. Based on all the facts, as per the Hon Court's order, the Senate has been requested to give a reasoned order.

He further requested the Senate that in keeping with the spirit of the Hon Court's judgment, the case should be considered a-fresh. He also requested the Senate not to be weighed down by the possibility of further litigation, but act as it sees appropriate, in a free and fair manner. He further requested the Senate to first discuss the extent of the indiscipline involved, and thereafter discuss the quantum of punishment, if any, to be given.

In response to some of the points made in the reply, the Registrar informed the Senate (i) that Academic Institutions have inherent powers to enforce and maintain discipline in academic matters, and IIIT-D also has these powers to take necessary actions to maintain discipline (Statute – 7 (3), 21(2)). (ii) Necessary steps were taken a few weeks ago with regards to the security agency and the guard. (iii) The joint statement of Ishaan and Shashank was not sent, as they had given separate statements later after admitting that they had not explained the complete picture earlier (in any case, this document was already available to Mr. Pranshu from earlier proceedings).

During the course of the discussions, Mr. Pranshu was invited to the Senate meeting. He made some statements to the Senate (which he also submitted in written form.) Mr Shashank was also invited and he stated that he has nothing more to add beyond his written submission. Mr. Ishaan, even though he was issued a show-cause notice and asked to be present for the Senate meeting, neither sent a reply nor was present, even though the show-cause notice clearly stated that if he does not reply within a week, the charges will be assumed to be true (It should be pointed out that after receiving the show cause notice, he did ask for documents based on which the charges were made, and these were provided to him.)

After a discussion, the following conclusions were reached:

- 1 It is clearly established through various statements and evidences that two major acts of indiscipline, both extremely serious, were committed on the night of April 23rd, 2009:
 - i. An illegal entry was made into Ms. Astrid's room, and a question paper for the exam was obtained. Not only do the students involved in the act admit to this, Mr. Honey Singla's statement also shows that Ishaan knew some exam questions on the night of 23rd.
 - ii. Academic records were altered – both in the hard copy folder maintained, as well as the electronic file in the laptop of Ms. Astrid. The actual records show this, and statements of Ishaan and Shashank also establish it.

- 2 Mr. Pranshu Raghuvansh was knowingly a part of the group that planned and committed the act of illegally entering the room of Ms. Astrid's and obtaining the question paper (their "common cause"). This is established on the following grounds:
 - (a) Shashank had said that Ishaan informed him and Pranshu after meeting Ms. Astrid around 3:30 pm that "we can access TOC exam paper as he has some mutual understanding with the security guard of the night shift ... and we mildly accepted but in a light way what he was saying" (Ishaan says that the "guard was known to all three of us"). So, it is clear that a plan was hatched early in the afternoon for the acts done in the night, and Pranshu very much knew about it. (Ishaan, in fact, states that Pranshu participated actively and entered the room and tampered the records along with him.) It may be noted that Pranshu is not a resident of the hostel but was present in the hostel on the said night.
 - (b) In the initial statements given by Pranshu, Shashank, and Ishaan there is no mention of "going to IIITD to play pool". And this was not suggested even in the interactions during Sat and Mon (25th and 27th). This "purpose" is stated first in the written statements submitted to the first Senate meeting on the evening of April 28, clearly suggesting that it is an afterthought and an attempt to escape the consequences of their acts.
 - (c) At no point in their statements or in interactions did Shashank and Ishaan indicate that Pranshu was just an "innocent bystander". If there was an innocent man getting caught, surely his friends (which they were, even according to Pranshu) will try to help him so he does not get punished!
 - (e) In general, the reasonable response of an intelligent person who is not involved in an act as serious as this would be to leave the place immediately, and report it to the right authorities. This holds even more here since Pranshu was already under warning from the Institute for an act of indiscipline and

academic dishonesty. Pranshu did neither – he stayed in the building till the end and finally left with the group about 2 hours later (during which the room was illegally entered into, the paper was stolen, the paper was copied by hand, record were changed, printing of records was tried, etc.) This again shows that he was very much a part of the group.

- (f) It was said in the court documents that Pranshu “... saw the conduct of the students, he went to the guard of the Institute and informed him but he was indifferent”. But the guard mentions no such reporting by Pranshu in his statement (and denied it during interactions). If he had reported the incident to the guard, even though the guard was indifferent (as Pranshu claims), Pranshu could not have assumed that the guard will not report it to the authorities, and so the natural thing expected of him was to report it to the Institute authorities the same night (e.g. by sending an email) or early next day, particularly if he was not involved. The fact that he made no such attempt, even after it was announced in the class that the break-in has been discovered, indicates that he was very much a part of the act, and not an innocent bystander who tried to stop the serious act, as he claims.
- (g) It is evident that Ishaan had planned this act early in the afternoon and came in the night to execute his plan – otherwise he (both Shashank and Pranshu claim that he signed) will have no reason to sign a fake name in the two night entry registers. Since he came with the intent of “accessing the TOC paper”, he would do everything possible to ensure that there are no witnesses and will clearly not want to bring witnesses along – and according to Pranshu “Ishaan suggested that we go to play pool...”. Furthermore, if an “innocent bystander” is witnessing a crime, how can the person committing the crime be so sure that the witness will not report the crime. As Pranshu’s statement does not indicate any coercion/threat from Ishaan to keep silent, it is clear Ishaan was certain that Pranshu will not say anything – this kind of confidence can be there only if Pranshu was a “partner in crime”.
- (h) One cannot lose sight of the fact that the present incident is second offense committed by Pranshu and Ishaan. From the incident of indiscipline in Jan 2009 it is already known that Pranshu is willing to use dishonest means to help his friend Ishaan, even when he himself has nothing to benefit from it. As per Pranshu’s confession: “I, Pranshu, went to the exam....to help my friend Ishaan. We planned that we sit close but Goel Sir made me sit away from him. Finally when paper ended...we decided.... that I should give my paper with his name”. This whole plan was clearly to help Ishaan, as Pranshu, even after getting a 0 in that test, passed comfortably and got a B grade. So, he clearly seems to be inclined and willing to help Ishaan even by participating in acts of severe indiscipline/academic dishonesty where he has nothing to gain. (For this act, as a concession/leniency he (and Ishaan) was only placed under Warning. It is sad to note that this same concession/leniency is now being twisted to suggest that it was a minor act.)

- (i) The fact that Pranshu did not attempt some questions only shows that he could not figure out how to answer them. Even Ishaan did not attempt all questions. Answering the question, even if known, requires knowledge and skill, particularly since one cannot go to anyone else to get the solutions, that too at the last minute.
- 3 On Fri afternoon, Pranshu, along with three others, went to meet the guard at Dwarka Mor and complimented/thanked him for not identifying the group earlier in the day when Institute authorities had taken the guard to the hostel. The guard has stated this clearly in his written statement (dated May 02). This was a clear attempt to cover up their acts.
- 4 Though academic performance is not relevant while discussing such acts of indiscipline/dishonesty, it may be mentioned that Pranshu is not as good a student as he claims – in the Discrete Maths course (which he refers to as theory course in first semester), he stood 20 (and not 5th as he has claimed in court documents), and overall in the first semester there are 16 students with a higher SGPA than his. In the winter 2009 semester his performance was not good (in mid-sem of TOC he got 5 marks out of max of 20). In the summer term he claims he is “ranked first”. However, this is not true, and it should be noted that the students in this summer term are those who failed the subject earlier.
- 5 However, it could not be established with a reasonable certainty that Mr. Pranshu was directly involved in tampering of academic records (though Ishaan’s statement says that he was involved in that also, the same is not corroborated by statements of Shashank, who only refers to Pranshu’s involvement in this as hearsay). Further, “staying in the hostel without permission” is a minor offense, and as such the Senate felt that there is no point in deliberating on it further.
- 6 Such an audacious act of indiscipline/academic dishonesty has not been committed in Institutes like IIT Kanpur, IIT Delhi, and IIIT Hyderabad in the last many years, (as has been informed by Senate members from these Institutes). There does not seem to be any act of indiscipline in an academic institute that is worse than this. Participating in such an act clearly deserves severe punishment that is appropriate for this type of act. By not severely punishing such an act, the Senate will not be discharging its responsibilities properly, as it will only embolden other students to venture into such acts, and demoralize the faculty – this act has already created a fear among the faculty and many are now keeping academic and official records elsewhere.
- 7 During the discussion on quantum of punishment, a suspension of one year was considered. However, most Senate members felt that a one year expulsion is an appropriate punishment for less serious violations than this, like copying in the exam etc. (indeed, some senate members remembered reading about a case where a student was suspended for one year for having a chit with notes in his pocket

during the exam.) It was felt that if such a serious act of indiscipline is not given a much stricter punishment, then the institute will lose its ability to give appropriate punishment to other "less serious" acts of academic indiscipline, as this case will be quoted by students in future.

- 8 In view of the above the entire Senate (with one dissension) agreed that the following punishment is just and fair for Mr. Pranshu: He is expelled immediately from the Institute and his program terminated. However, keeping in mind his future career and in the interest of consistency with the decision for the other two students involved in the act, he be given till next morning after the order is issued, to withdraw, if he so wishes, failing which the expulsion order should be issued. The Director is authorized to take necessary steps in this regard.
- 9 As regards Mr. Ishaan and Mr. Shashank there is no change, and their withdrawal from the Institute remains in effect.

During the course of deliberations, the Senate made some other observations, which are mentioned here,

1. Most members of the Senate felt that it is very unfortunate that a student is interacting with the Senate with an aggressive and totally unapologetic attitude, and trying to pressurize an academic body by quoting laws and judgments from different countries, and questioning the very basis of an Institute's ability to take suitable actions to maintain discipline. The Senate is also pained by the underlying belief displayed wherein a student feels that it is his right not to be punished and his acts need to be excused (or at most a fine is imposed), and unless all acceptable and unacceptable behaviors are stated in black and white and told, he cannot be held guilty of a misbehavior or indiscipline.
2. It was also felt that the brighter and smarter people have a greater responsibility to preserve the necessary moral and ethical standards and be more scrupulous in their actions than others. And Pranshu claims (and his academic record shows) that he is the best student among the three. So, he should be willing to assume a greater responsibility.
3. Some senate members explicitly said that they are looking to forgive, but were saddened to note that despite such a serious offense having been committed, the students were just not willing to accept mistakes and ask for forgiveness. On the contrary, one student (Pranshu) claims he was there just to play pool and saw a serious crime against his institute being committed but felt no need to do anything to protect the academic integrity of the Institute or report it; the other (Shashank) now claims he did not copy the question paper but something else since the final question paper was not exactly the same as what he copied but only partially so; and the third (Ishaan) just does not reply. And the families seem to be supporting

the view that once their adult child has taken an admission in an institute, he has already passed the life-test and now it is his right to remain in the institute regardless of his actions, even if it requires pressurizing the academicians with unnecessary paper work and legal jargon.

4. Both the student members of the Senate, indicated that in their batch there is a divided opinion - some favor expulsion, while others favor a lighter punishment of suspension for a year or so. They also indicated that many students are dismayed and shocked that Mr Pranshu is actually back in the Institute after what he did.
5. During his submission when Mr. Pranshu read out his point about Dr. Subramanian, who issued the show cause notice being a member of the Senate, it was clarified that the Registrar (Dr. Subramanian) is the secretary of the Senate, and NOT a voting member.
6. It was also clarified that an Academic Senate generally deliberates upon a disciplinary matter based on the facts and circumstances and records placed before it. It was pointed out that in IIT Kanpur, as has been checked, even parents of a student have not been invited, and students themselves are invited rarely. No Academic Senate can allow the senate floor to become the argument ground for lawyers - there are other forums for that.
7. At one point Mr. Pranshu was told that identity of Jury is often kept secret, to which he replied that there is no jury system in India, and we should not look at what exists in the US. Then the very next minute he quotes some case from US to justify his point (it is mentioned in his submission). He also contradicts himself about his level of preparedness – in his reply he claims “my preparation was complete by 9:45 pm. After that I left ... for my home.... but was not allowed by the guard (as it was after 10 pm)”. In his typed statement to Senate on April 28, he states that “Ishaan asked...I told him that I had prepared for 60-70%. Then Ishaan suggested that we should go ...to play pool”. Not only are the levels of preparedness mentioned is different in the two statements, in the April 28 statement there is no mention of an attempt to go home (instead suggests that they went to IIITD directly.)
8. Though the Registrar has clarified why the joint statement was not sent, it should be pointed out that as Mr. Pranshu himself admits that he went to play pool along with others, any statement that does not mention his presence (as was the case with the joint statement) is clearly incomplete. His claim that “in their second statements, as an afterthought, they (Ishaan and Shashank) involved me also to confuse the authorities and complicate the matter further” is devoid of any logic when his coming to IIITD campus with the group is not even challenged by Mr. Pranshu.

9. After a number of court cases were quoted by Mr. Pranshu (he was reading from a statement written by him, but at many places could not read or pronounce some of the words clearly), the Senate further re-affirmed that it will not succumb to this pressure tactic of quoting legal cases to an academic body, and that it will apply itself as all academic senates do - in a free and fair manner keeping in mind the interests of the Institute, preservation of academic values, and the interests of the students - those involved in the act as well as other students of the Institute who are affected by the image and quality of the Institute (as one Senate member said: What will be the credibility of the Institute in upholding academic values, if students involved in such acts are allowed to remain in the Institute. And what will be the Institute's moral authority for punishing acts of academic dishonesty and indiscipline.).
10. In various discussions it has been pointed out to students that withdrawal from an Institute, particularly after the first year, is not "the end of career" as it entails a limited loss and the student can take admission elsewhere, and that they should consider this as a life-lesson and correct their value systems and vow never to indulge in such acts again. It is with this spirit, that this may become an "opportunity" to learn a hard lesson, rather than just punish the student, the Senate finally agreed to give the option of withdrawal. This was despite reservations of some members who felt that giving this option may be "misused" by Mr. Pranshu in court to suggest that we are not sure of our decision or something like that. It is in the same spirit that the order is being issued to him on July 10, as he requested. It should be noted that in case of withdrawal, the official transcript can be issued to the student, who may use it for transferring credits to the new program – many colleges allow this. In this case, there may not even be a one-year loss.

4.4. Request of Abhishek Singh regarding repeating 1st year (Roll No: 2008003)

Abhishek Singh, a student who was admitted in the B.Tech (IT) program in 2008, has received F in 6 courses. He has given medical certificates showing that he has been suffering from depression. He has requested that he be allowed to repeat the first year, i.e. start afresh. The Senate agreed that his request be acceded, and he will repeat the entire first year afresh. How to report this first year in the final transcript will be decided later.

4.5. Brief report on the entrance test for B.Tech (IT) program, 2009

The senate was appraised about the process of the entrance test for B Tech (IT) programme 2009. Based on the first counseling held on 29th June 2009 following number of students was given admission in different categories:

Delhi General	:	35
Delhi SC	:	8
Delhi ST	:	NIL
Delhi PH	:	2

Delhi CW	:	2
Delhi outside General	:	7
Delhi outside SC	:	1
<u>Delhi outside ST</u>	:	<u>1</u>
Total	:	53

The remaining vacant seats will be filled in during the course of second counseling by following the due process of conversion and the final list of admitted students will be placed in the next senate meeting for ratification.

4.6. Grading Scheme at IIIT-D

There has been a discussion on the grading scheme that should be used. A poll was done of faculty and students across the world to find out what was the preference. The scheme that was the overwhelming favorite of all was A, A (-), B, B (-), C, C (-), D, and F (this is the scheme IIT Delhi also uses). This was preferred by faculty of IIIT-Delhi, students of IIIT-Delhi, as well as students from IIT Kanpur (where A, B, C, D, F system is used). It was felt that this scheme will allow greater fairness in assigning grades. However, there was also a need to explicitly recognize excellent performers in a course, which this scheme does not support. Finally, it was decided that an additional A(+) grade be added to the preferred scheme, which will carry the same points (10) as A, but will recognize the outstanding performers. Hence, the final grading scheme, along with the points for each grade is:

A (+): 10, A: 10, A (-): 9, B: 8, B (-): 7, C: 6, C (-): 5, D: 4, F: 2

4.7. Python as the language for Intro to Programming Course

This item was raised in previous senate meeting. Subsequent to that, feedback on this was obtained from academics across the world. Though there is no clear agreement, many considered this as a positive and progressive way to go, and many universities in US are now using it, including MIT. The main benefits were: it is easy to learn, is powerful and allows students to write non-trivial programs fast, and that it is easy to transition from Python to C/C++. It was agreed that Python be used for the Intro to Programming Course.

4.8 Any other item with permission of Chairman

Request for extension in joining the Ph.D Programme by Hunny Mehrotra was considered and acceded to.

There being not other item, the meeting ended with vote of thanks.

Guidelines and Regulations for the UG Program – Draft

1. Introduction.....	2
2. Academic Session and Calendar.....	2
3. Admission.....	3
3.1. Reservations	3
3.2. Fulfillment of admission requirements.....	3
3.3. Cancellation of Admission	3
3.4. Non-degree Students	4
4. UG Program and Curriculum.....	4
5. Registration.....	5
5.1. Registration Procedure	5
5.2. Late Registration	5
5.3. Adding or Dropping of Courses	6
5.4. Registration of Students with Backlogs	6
5.5. Cancellation of registration	6
5.6. Summer term registration	6
5.7. Academic Load.....	6
6. Teaching and Evaluation	6
6.1. Teaching	6
6.2. Continuous Evaluation System.....	7
6.3. Grading Scheme	7
6.4. Performance Indicators.....	9
6.5. Waiver and Transfer of Credits	9
7. Scholarships	9
8. Inadequate Academic Performance	10
8.1. In the First year.....	10
8.2. Warning	10
8.3. Termination of program after first year.....	10
8.4. Appeals	11
9. Attendance and Leave of Absence	11
10. Conduct and Discipline.....	11
11. Graduation Requirements	11
12. Award of Degrees	12
13. Prizes and Medals at Graduation	12
Appendix A. List of Scholarships, Prizes, and Medals	12
Appendix B. Disciplinary Action Framework	12

1. Introduction

The objective of the UG programs at IIT 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 IIT 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.

The rules, regulations and structure defined in this manual define the basic philosophy of the undergraduate programs at IIT 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

IIT 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 while the summer term is generally used for teaching special courses and courses to facilitate clearance of backlogs by the students. The semester timeline shall be defined in the academic calendar and will be broadly the following.

1. **Semester I (Monsoon Semester)**. Starts on or around August 1 and ends around the last week of November.
2. **Semester II (Winter Semester)**. Starts on or 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. The courses taught in the summer term are regular courses which 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 a competitive exam. The eligibility criteria for appearing in the admission test of IITD is that the student must have taken Physics, Chemistry, and Mathematics in his/her class XII (or equivalent, as determined by DOAA), and should have obtained above a certain percentage in these subjects. 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 admission to IIT Delhi.

3.1. Reservations

The reservation policy shall be decided by the Board, 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 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 IIIT Delhi. Such students may do courses or projects in IIITD, and will be given transcripts for the academic work carried out at IIIT Delhi. During their stay at IIITD, such students will also be governed by all academic and disciplinary rules of IIIT Delhi. Credits 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.

4. UG Program and Curriculum

The normal (and minimum) 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. .
- **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 courses, 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 by the program and approved by the Senate. These additional requirements will include:

- The student does a BTech thesis.
- The student earns some 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 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 may 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 filling the registration form and specifying the courses that the student wishes to do in the semester and getting it approved. 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. In addition, a student can drop, with permission from instructor and Dean of Academic Affairs, at most one course 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. A student may be allowed, with permission of the Dean, Academic Affairs an overload of up to 4 units in a semester. 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, except for foreign language courses, if any.

Each course is conducted by the Instructor-in-charge with the assistance of instructors and/or tutors. 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 bona fide 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 72 hours 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 points	
C(-)	5 points	
D (Unsatisfactory)	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.

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.

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.

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

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.

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, 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 Credits

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 credit requirements may be waived for similar courses/projects. Institutions with which IITD 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.

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

- 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 (i.e. has passed a total of 4 courses or less), 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 (i.e. has passed a total of 5 or 6 courses), 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, fails to earn a total of 22 units or more, his/her program shall be terminated and the student will be asked to leave the Institute.
- If a student clears at least 22 units but earn one or more F grade in courses, he/she will be placed under warning.

Comment [P1]: In 1st yr there are 9 courses, 8 courses of 4 units each and one of 2 units.

Comment [P2]: 5 pass means 18 or 20, 6 pass means 22 or 24 (and 7 is 26 or 28). So, 5 or 6 pass means those who have passed 18, 20, 22 or 24 units (but those with 26 may have passed 7 courses). So, we should have $18 \leq$ no of units passed ≤ 24 (with 22 someone with 6 courses may not repeat)

Comment [P3]: Same as above. May need to be changed to 24.

8.2. Warning

A student shall be placed under 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 (for any reason):

- 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

It is expected that a student will clear at least 12 units in every semester. 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 expected 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 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 the period stipulated, and the decision of the Academic Senate shall be final.

9. Attendance and Leave of Absence

A student shall be required to have an attendance of 75% or more in a course, failing which his/her registration in that course will be cancelled. The instructor of the course may, under exceptional conditions, waive this requirement. The DOAA shall be informed of all such exceptions made. If a student represents IIT-D, with prior permission of 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.)

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. 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:

- Fulfills 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.

12. 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**.

13. 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. The list of these prizes and medals is given in another document that is given in the appendix. The decision on who to award a medal to is taken by a committee headed by the DOAA.

Under exceptional circumstances, where gross violation of the conditions of the awards/recognition or academic misconduct is detected at a later stage, the Senate may recommend to the Board of Governors to **withdraw the award and recognition**.

Appendix A. List of Scholarships, Prizes, and Medals

During the program, the following scholarships are available:

- Each year, the top few of the students, based on the performance in the last year, will be given some scholarship. The scheme will be decided by the BOG.

The following awards are available at graduation (during Convocation) – they are yet to be approved by the BOG.

- The student with the best CGPA will be awarded the “Chancellor’s Gold Medal” in recognition of the sustained performance.
- A student will be awarded the “Board’s Gold Medal” for all-round performance provided the student has a CGPA above 7.5 and exhibited excellence in all spheres of life.
- Others like Best BTP award etc may also be instituted.

Appendix B. Disciplinary Action Framework

Put guidelines here. A code of conduct can be part of this framework.

Rules and Regulations for PG Programs in IIIT Delhi

Table of Contents

1	Introduction.....	2
2	Academic Session and Calendar	2
3	Categories of Students	3
	3.1 Sponsored and Regular Students	3
	3.2 Full-time and part-time students	3
	3.3 Migration among various categories	3
4	Admission	3
	4.1 Admission to the MS program.....	3
	4.2 Admission to the PhD program.....	3
	4.3 Non-degree students.....	4
5	Financial Assistance	4
	5.1 Types of financial assistantship	4
	5.2 Withdrawal and reduction of financial assistantship.....	4
6	Change from One Program to Another	5
7	Registration	5
	7.1 Late Registration.....	5
	7.2 Adding or Dropping of Courses.....	5
	7.3 Cancellation of registration	6
	7.4 Summer term registration	6
8	Leave Rules.....	6
	8.1 Vacation and casual leave.....	6
	8.2 Summer Leave	6
	8.3 Semester leave	6
	8.4 Medical leave.....	7
	8.5 Maternity and Paternity leave	7
	8.6 Unauthorized absence	7
9	Working on Collaborative Research outside IIITD.....	7
10	Grades and Performance Indicators.....	7
	10.1 Grading Scheme.....	7
	10.2 Performance Indicators – SGPA and CGPA	8
11	Minimum Academic Performance Requirements	8
	11.1 MS program.....	8
	11.2 PhD program.....	9
	11.3 Students Under Warning	9
12	Requirements for the MS Degree	9
	12.1 Per Semester Load Requirements	9
	12.2 Course Work Requirements.....	10
	12.3 Thesis credit and Total Credit requirements.....	10
	12.4 Thesis submission	10
	12.5 Thesis defense and Evaluation.....	10
	12.6 Award of degree.....	10
13	Requirements for the PhD Degree.....	10
	13.1 Course Work Requirements.....	11
	13.2 Thesis and Total credit requirements	11
	13.3 Comprehensive	11
	13.4 Regular Seminars	11
	13.5 Teaching Requirements.....	12
	13.6 Thesis submission	12
	13.7 Thesis evaluation and Defense.....	12
	13.8 Award of degree.....	14
14	Tuition Fee	14

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, as well as develop ability for independent inquiry and knowledge creation.

The institute currently offers the following PG programs. Admissions into these programs and cross migration from one program to another shall be carried out as defined in this document.

- MS in Computer Science (by Research)
- PhD in Computer Science

The requirements and procedures stated in this manual are to support the goals of the PG programs. These programs are primarily governed by the following.

1. Academic Senate

The academic senate of IIIT Delhi shall be 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 as outlined in this document. 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..

Waiver and Exception Clause. The rules, regulations and structure defined in this manual 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.

A PG student is expected to take courses only during the main semesters.

The **academic calendar** of the IIT 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) as given in Annexure. 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 are on financial assistance in lieu of additional administrative/academic responsibilities 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.

3.3 Migration among various categories

Migration from part time to full time (and vice versa) is permitted. 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 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 IITD

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.

4.1 Admission to the MS program

The applicant must have a BTech/BE/MCA/MSc in CS/IT/EE/ECE or other disciplines as may be announced, from a recognized university/Institute.

More details will be added later about this.

4.2 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.

4.3 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 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 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.

5 Financial Assistance

Financial assistantship is available for a limited number of MS and PhD students. Those availing of the financial assistance will be called students on financial assistantship plan of the Institute.

5.1 Types of financial assistantship

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

1. Teaching assistantship plan. The students under this plan are expected to help the instructors in various courses for the smooth running of the course.
2. Research assistantship plan. The students under this plan are expected to help the faculty members in various research programs. They may also 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 to full-time, regular students are eligible for Assistantships and scholarships.

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

In addition, there will a performance linked incentive 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.

5.2 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. 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 program. The sustenance part 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.

A student is not eligible for assistantship or scholarship after five years.

6 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 MS. 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 MS 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 MS and resubmit the thesis for MS (and ensure that other requirements are met). In such special cases, the student may not be asked to refund the difference between the stipends.

An MS 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.

7 Registration

All Postgraduate students 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 IITD, 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 will generally be done just before the start of classes in a semester. Pre-registration for a semester may 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 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.

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).

7.1 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.

7.2 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, at most one course even beyond the last date for add/drop. The last date for the latter shall also be mentioned in the academic calendar.

7.3 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.

7.4 Summer term registration

Registering in the summer term is optional. However, a PG student on financial plan of the Institute is expected to remain in the Institute and work during the summer term, though he/she may take vacation as per rules. A student may also register for up to 4 units of thesis work.

8 Leave Rules

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

8.1 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.

8.2 Summer Leave

A PG student may be granted leave during the summer vacation period for undertaking internships, projects etc. This will essentially be "leave without pay" and during this period, the student will not be eligible for any financial aid. 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).

8.3 Semester leave

Semester leave may be granted to students on various accounts 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. The financial assistance to students on financial assistantship plan from the Institute shall also be not available during the period of semester leave.

1. Semester leave may be given to students on genuine medical ground.
2. When the total days of absence is more than 20 days in a semester, the student may be required to take a semester leave.
3. Semester leave may be granted for other genuine reasons upon recommendations of the supervisor(s) and the PG committee.

8.4 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.

8.5 Maternity and Paternity leave

As per GoI rules.

8.6 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 Working on Collaborative Research outside IIITD

The postgraduate students of IIITD on collaborative research may need to interact and work in the collaborating organization on part of the thesis under the supervision of an external supervisor. Students shall require permission from the PGC to proceed to work with the collaborator. All students working on their thesis outside IIITD on collaborative research shall be governed by the following guidelines during the period of absence from IIITD.

1. Such students shall be required to register each semester as per the registration procedure of IIITD. They shall perform the academic and administrative registration of IIITD 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 IIITD.
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 IIITD. This may be through a regular video/audio conferencing or through regular reporting.
4. Such students are permitted to register as a non-degree student in an institute other than IIITD 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 under the financial assistantship plan of the Institute. Financial assistance to such students shall be provided by the collaborating institute as per their norms, or some other sources like scholarships from agencies, etc.

10 Grades and Performance Indicators

10.1 Grading Scheme

The IIITD 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 (Unsatisfactory)	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 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

10.2 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.

11 Minimum Academic Performance Requirements

The following are the minimum academic performance requirements.

11.1 MS 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 MS 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 in a semester
 - d. He/she accumulates four or more X grades in the thesis units. For those students who migrate from the PhD program to MS program, the number of X grades accumulated in the MS 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.
 - c. He/she obtains two or more X grades in the thesis in a semester and he/she is allowed to continue in the MS program.

Comment [P1]: Delete?

11.2 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 in a semester.
 - d. He/she accumulates six 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.
 - c. 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.

11.3 Students Under Warning

A student who is under warning will 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.

12 Requirements for the MS Degree

12.1 Per Semester Load Requirements

A normal full time load is 16 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. In special cases, 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.

12.2 Course Work Requirements

The requirement of the course work for an MS student is 20 units. The supervisor may advise the students with insufficient background to do additional course units. The MS students are expected to finish their course requirements as soon as possible and definitely not beyond three semesters.

In special cases where the incoming candidate is very well prepared, the requirements of the courses may be reduced by the PG committee based on his past record.

An MS 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". An MS 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.

12.3 Thesis credit and Total Credit requirements

All PhD students irrespective of their entry category are expected to successfully complete a minimum of 24 units of thesis. 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, 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.

The minimum number of total units required is 56.

12.4 Thesis submission

Each MS student is expected to write a thesis report on the MS thesis. The thesis has to be submitted by the student for evaluation. The thesis shall be sent to the approved list of examiners for evaluation at least one week before the thesis defense. This list of examiners which shall include the thesis supervisor(s) and two other faculty members within the institute must be approved by the Dean, Academic Affairs and will form the thesis evaluation committee.

12.5 Thesis defense and Evaluation

Each MS thesis must be defended by the student to the thesis evaluation committee. The thesis evaluation committee shall recommend the outcome of evaluation to the Dean, Academic Affairs. The thesis evaluation committee shall comprise of at least three faculty members or researchers, two of whom are non-supervisors. It is desirable to have one of the committee members from outside the Institute (this external member may be a co-supervisor). The evaluation committee will be formed by the PG committee based on inputs from the thesis supervisors.

12.6 Award of degree

Upon a satisfactory report from the Dean, Academic Affairs, the academic senate may recommend the award of the MS 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.

13 Requirements for the PhD Degree

A student shall be considered for the award of PhD degree by the IIIT Senate only upon the completion of the requirements mentioned here. Per semester load requirements of PhD students is same as for MS students.

13.1 Course Work Requirements

The requirement of the course work for a PhD student is aimed at providing the basic academic preparation to carry out the research. The course requirement for a PhD student is normally 20 units for students whose highest degree is not a MTech (or equivalent), and 12 for those who have an MTech (or equivalent). The PG committee may ask the students with insufficient background to do additional course units. This evaluation will normally be done by the PG committee after the student has completed his/her first semester in the Institute.

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

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.

Transfer of credits for courses done outside. 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 content of the course/quantum of work, the PG committee may waive some credit requirements for similar courses/projects. Institutions with which IITD has arrangements/MOU/student exchange programs, transfer of credits may also be permitted.

13.2 Thesis and Total 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 registration, 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.

The minimum number of total credits required is 76 units.

13.3 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 panel of the examiner as soon as possible, and definitely one week before the stipulated date of the seminar. The seminar should be open for all to attend. After the seminar, the examination panel will submit its report to the PG Committee.

13.4 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 (one of which will be his/her Comprehensive presentation). It is expected that the later seminars will be based on the student's PhD research work. During his/her stay, the PhD student must give at least two such seminars. After each presentation, the advisor or the student can send the announcement about the seminar to the PG Committee for records.

13.5 Teaching Requirements

One of the potential career options for the research students is academics. The PhD program at IIITD 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 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.)

13.6 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 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.

13.7 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 up to three other non-supervisor examiners, at least one of which must be external to the Institute, and at most one of which can be from within the Institute.

Based on the research performance of the student, the PG committee will decide how many non-supervisor examiners are desired for the thesis. The PGC will base this decision on inputs like the number and quality of publications, the quality of the journals/conferences where the paper has appeared, the reviews of these papers, any commendations/awards received, etc. Suitable number of non-supervisor examiners will then be decided by the PG committee, based on inputs from the

advisors. The PG committee Chairman will invite the non-supervisor examiners (generally through email) to become reviewers of the thesis.

After the examiners have been decided, a thesis defense date will be fixed, after taking inputs from all examiners. 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. However, the defense can proceed even if all the reports have not 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 are minor and are primarily presentation related.
 - 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 even if one of the non-supervisor examiners is absent. If more than one examiner is not available, then the defense must be re-scheduled. Before the defense, all submitted reviews will be sent to all examiners. During the defense, examiners and the candidate can (and is likely) join 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 suggest 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 awards, and suggestions/comments are those that the committee collectively wants to emphasize beyond the comments by individual reviewer. This recommendation will be physically signed by those who can. If any of the examiner is not physically present, the recommendations will also be circulated to the examiners through email or Fax (or other such means) and all the examiners present in the orals must explicitly accept the recommendations (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.

13.8 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.

14 Tuition Fee

Each registered student is required to pay a tuition fee as stipulated by the Institute. Some students might also be offered a fee waiver. If a student is on Teaching Assistantship, the Institute will waive the fee. If the student is on Research Assistantship, the project on which he is working will pay the fee.

FEE TO BE DECIDED FOR PG PROGRAMS. IIIT Hyd has 1.25 for MTech and 1L for PhD. Our computation. Faculty cost is 10L. Half of it is for R&D, of which most of it can be considered as guiding PhD and MTech/MS. If one faculty is working with 3 PG students, the cost comes to about Rs 1.25L. We should keep this as the fee for MS and PhD. We should consider having very specialized MTech programs, largely for skill upgradation, and charge heavy fee.

Process for Floating a New Course

The foundation program consisting of most of the core courses is approved by the Senate, including the contents of each of the courses. The second half of the program consists of mostly elective courses. For approving an elective, we need to have a flexible mechanism, so they can be started quickly by faculty. This note proposes one.

- The proposal for a course will be made by a faculty member. The proposal will specify the title and a tentative course number (which also specifies the level at which the course is being offered), pre-requisites, no of units, course description, text books, etc. Description can also contain nature of assignments/projects, overall load, etc. If the course is a part of a stream, then it should be specified.
- The course description will be submitted to DOAA, who will send it on email to the entire faculty for review and approval. Comments of faculty, if any (which must be sent within one week), will be compiled by DOAA and given back to the proposer.
- The proposer will make suitable changes, if required, and then submit the final course description. The DOAA accepts the proposal if all concerns have been addressed and will add the course to the “courses of study”
- Each semester/year, the set of new courses offered/created will be tabled to the Senate.

Process for Starting a Stream

The electives in the last four semesters can be part of a stream. A stream is a defined series of 3 or 4 elective courses on a focused area (each course in the stream could eventually be a set of courses from which one has to be taken). There could be IT streams and domain streams. As streams are structural components of the program, they need to be approved by the Senate.

For each stream, a proposal will be prepared by a set of two or more faculty members. The set of faculty members will be the “stream owners” and are responsible for ensuring that the stream is well run.

The proposal will also contain a brief description of at least three courses that constitute the stream. Some idea of when the courses are to be offered may also be mentioned. It is expected that there will at least be two courses in the stream that are unique to it – other courses may be cross listed.

As far as the program is concerned, the student can take any electives he/she wants. However, the final grade card will mention only those streams which the student has completed.

Welcome of new Students by Senior Students at IIT Delhi

In IIT Delhi we hope to build a culture of mutual respect and support where senior students support and help new students (freshers) settle more easily. So, instead of ragging, we hope to start this new culture and lead the way for the rest of the country. This document briefly identifies the Dos and Donts by the Seniors and the Freshers, which we will distribute among students, and what we plan to do to develop this alternative.

Dos, Don'ts and Responsibility of Seniors

- You may, and should, interact freely and in a friendly manner to incoming students. You may help them, guide them, etc.
- However, at any point during interaction, if the fresher is feeling uncomfortable, you must stop the interaction and allow him/her to leave.
- You may not ask a fresher to do anything for you (e.g cannot ask him to get a glass of water, or fetch something)
- You may not invite a fresher to your room for the first two months. Those students whose rooms are used for any “ragging” are liable for disciplinary punishment even if they do not participate in ragging themselves.
- You cannot ask a fresher to call you “sir” or “madam”. All students will refer to all others as other students do – generally by their name.
- You have a responsibility to protect the incoming students to IIT-D from possible ragging by students outside of IIT-D, though this should be done intelligently through avoidance and without confrontation.
- For any incidence of ragging, besides any punishment given to the individuals involved, the entire batch of the involved students will have to sign an apology letter to the Institute and to the incoming batch – it is the responsibility of the entire batch to prevent ragging; it is not sufficient to say that “I am not involved”. The entire batch may also be asked, as part of their apology and making-up, to “treat” the entire junior batch.
- Please note that as per the Law, if the victim or his parents/guardians or the Head of the Institution is not satisfied with the actions taken, a FIR **must** be filed without exception by the Institute.

Rights of “Freshers”

- You may, and should, interact with seniors in the Institute freely and in a friendly manner; seek advise, help, etc.
- However, you have a right to refuse to join a senior (or a group), and/or leave a meeting/interaction with a senior student (or a group) if you feel uncomfortable, without stating any reason.
- For the first month of your stay, you are NOT allowed to enter into the hostel room of a senior – entering a senior’s room will be construed as an act of indiscipline on your part.
- You may refuse to do any task that a senior asks you (It is recommended that you do this politely “Sorry, I cannot do xxxx”)
- You may not call any senior as Sir/Madam/... – all seniors are to be called by name as they are called by other students in the institute.
- You have a **right and a responsibility** to report any attempts of ragging to the concerned authorities – the Institute will ensure that you have the necessary support for this.
- If you or your parents are not satisfied with the actions taken by the Institute in an incidence of ragging, you have a right to demand that the Institute lodge an FIR.

Other Mechanisms for Avoiding/Preventing Ragging

- Small mentor-pairs of senior students will be formed who will promise to help incoming freshers and prevent ragging from occurring. A few of the incoming students, who are more able to withstand pressures, will be nominated as representatives of the incoming batch. Their names will be announced, and any fresher can report a ragging incident or an attempted to any of these, who can then report it to the authorities.
- We will invite the incoming batch a little earlier to the Campus, so we can make them aware of their rights and responsibilities and make them feel comfortable, and also organize them a little so they can resist any ragging attempts.
- Any incidents of ragging will be dealt with swiftly by the disciplinary committee, and any suspensions/expulsions will apply immediately.
- An anti-ragging committee will be formed, which will meet with mentors and representatives of the incoming batch every day for the first two weeks, then every week for the next two months. The committee may also take regular anonymous surveys of freshers to evaluate the situation.
- An anti-ragging squad will be formed, which will visit hostels and other “hot spots” at night to prevent ragging.
- Telephone numbers of anti-ragging committee and squad will be made available to all students so they can report an incidence at any time.
- There will be a talent show function organized by incoming students after about two to three weeks. (Generally, this show is considered as the end of the “fresher” status of new students.)
- Later we will take an anonymous survey to evaluate the effectiveness of these measures.