

**Guide Book of Regulations for  
B. Tech./B.Tech(Hon)/Dual degree (B.Tech - MS)  
Programme**



IIIT Kottayam is established in 2015 with a major objective to set up an education model which can produce best-in-class human resources in IT and which can harness the multidimensional facets of IT in various domains. The IIIT Kottayam is expected to contribute significantly to the global competitiveness through the key sectors of Indian economy and Industry, focusing on applied research and education in IT in selected domain areas. The IIIT shall be located at Pala in Kottayam District. located at Vallichira village, Block No.20, Kottayam District. The transit campus is functioning from the mentoring institution, IISER Thiruvananthapuram campus.

IIIT KOTTAYAM

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## ORDINANCES

0.1 The minimum academic qualification for admission through Central Seat Allocation (as per MHRD, Govt. of India orders) to IIIT Kottayam (hereafter, the Institute) is a pass in the final examination of 10+2 (Class XII) or its equivalent.

0.2 Admission to the particular branch of study shall be as per MHRD, Govt. of India orders.

0.3 The duration of the B.Tech programme will normally be 8 semesters, and Dual degree programme will be 10 semesters.

0.4 The award of the B.Tech / B.Tech Honours/ B.Tech+MS dual degrees shall be in accordance with the regulations of the Academic Advisory Committee / Senate of the Institute.

## REGULATIONS

### R.1.0 Admission

R.1.1 The number of seats in each branch of the B.Tech/MS programme for which admission is to be made in the Institute, will be decided by its Academic Advisory Committee / Senate. Seats are reserved for candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, and physically challenged candidates as per the Government of India orders from time to time.

R.1.2 Admission to the B.Tech/MS programme in any year will be based on performance in Joint Entrance Examination (JEE) Main and HSC examinations as per Central Board of Secondary Education (CBSE) guidelines (subject to change as per MHRD, Gov of India, orders).

R.1.3 The eligibility criteria, consistent with ordinance O.1, for appearing at the JEE Main.

R.1.4 The central seat allocation authority ( as decided by MHRD, Govt. of India orders from time to time) will decide on the procedure for conducting the JEE Main and preparing a merit list for the general category of students and a separate merit list for candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes. Subject to minimum performance criteria in the examination decided by the committee from year to year, the authority will offer admission, in order of merit, from these lists to candidates taking into account the choice of branch indicated by the candidate and the available seats in each branch in the

various Institutes.

**R.1.5** At the time of admission, a candidate should have appeared/ passed in the final examination of any of the qualifying examinations.

If any board awards only letter grades without providing an equivalent percentage of marks on the grade sheet, the candidate should obtain a certificate from the Board specifying equivalent marks, and submit it at the time of counselling. In case such a certificate is not provided by the candidate, the decision of the Joint Implementation Committee regarding his/ her eligibility shall be held final.

**R.1.6** Candidates have to fulfil the medical standards required for admission as set out in the Information Brochure sent along with the application form.

**R.1.7** The selected candidate will be admitted to the B.Tech programme after he/she fulfils all the admission requirements as indicated in the letter of admission after payment of the prescribed fees.

**R.1.8** If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Institute may revoke the admission of the candidate and report the matter to the Academic Advisory Committee / Senate.

## **R.2.0 B.Tech/BTech(Hon)/ B.Tech-MS dual Programme**

**R.2.1** The programme of instruction will consist of:

- (i) A general core programme comprising computer science/ information technologies, engineering sciences, basic science, humanities, engineering arts, and mathematics;
- (ii) An engineering core programme introducing the student to the foundations of engineering in his/her branch;
- (iii) An elective programme enabling the students to take up a group of courses of interest to him/her; and
- (iv) Projects approved by the Department/ faculty in-charge.

In addition, a student should satisfactorily complete the prescribed PASS/ FAIL courses in Physical and socially relevant activities.

**R.2.2** *The complete programme will consist of 5 categories: Humanities, Basic Sciences, Basic Engineering, Professional Major and Electives and distributed over eight/ ten semesters with two semesters per year.*

**R.2.3** First two years(four semesters) courses will be foundation courses and designated as Institute core courses. Fifth semester onwards students focus more on respective stream core courses and other electives. In the case of B.Tech-MS

programme, fifth year will be devoted to a thesis by research.

**R.2.4** At the end of fourth semester, the students should make their choice regarding the programme they would like to opt such as B.Tech or BTech(Hon) or B.Tech-MS

**R.2.5** Every branch of the B.Tech programme will have a curriculum and course contents (syllabi) for the courses approved by the Academic Advisory Committee / Senate.

**R.2.6** Credits are assigned to the courses based on the following general pattern: One credit for each lecture period; One credit for each tutorial period; One (two) credit for each laboratory or practical or project session of two (three) periods.

**R.2.7.** The curriculum of any branch of the B.Tech programme is designed to have a total of 174 credits (minimum) for the award of the B.Tech degree with minimum CGPA of 5.5. For B.Tech Honours and dual degrees, the minimum credits are 186 and 218 respectively with minimum CGPA as 6.0. (See Annexure 1 for more details).

**R.2.8** The syllabi and curricula of the programmes is subject to revision from time to time.

**R.2.9** No semester shall have more than seven lecture based courses and four laboratory courses/projects as prescribed in the curriculum carrying a maximum of 30 credits subject to the following constraints.

Students may be (are) permitted to register for an additional course (backlog) from fifth semester onwards. However, in special cases, students of VII semester will be permitted to take seven lecture based courses if they have not already registered seven courses in previous semesters subject to

- maximum number of credits registered in any semester shall not exceed 30
- no withdrawal from any of the courses registered will be allowed except as per regulation R.3.5
- the student's Faculty Adviser recommends the same.

**R.2.10** The medium of instruction, examination and project reports will be English.

### **R.3.0 Registration and Enrolment**

**R.3.1** Except for the first semester, registration of a semester will be done during a specified week before end semester examination of the previous semester (pre-course registration).

**R.3.2** From the second semester onwards all students have to enroll on a

**specified day at the beginning of a semester.** A student will be eligible for enrolment only if he / she satisfies R.8 and will be permitted to enroll only if he/she has cleared all dues to the Institute, Hostel, Library and other sections up to the end of the previous semester, provided he is not debarred for enrolment by a disciplinary action of the Institute.

**Late registration/enrolment will be permitted with a fine as decided from time to time up to two weeks from the last date specified for registration.**

**R.3.3** The registration sheet contains the course number, course name, number of credits and category for each course taken in that semester. The student makes the choice of course in consultation with his Faculty Adviser.

**R.3.4** The B.Tech students are also eligible to take extra courses apart from the courses prescribed in the curriculum, viz., one course in 5th, 6th, 7th semesters and not more than two courses in 8th semester subject to a maximum of 30 credits (total for the semester), provided a student has no backlog and should have earned CGPA of 7.0 & above at the end of previous semester. Students taking extra courses should obtain the prior approval of Dean. This will be shown in the grade card, and will be taken for CGPA calculation.

**R.3.5** The curriculum for any semester, except for the final semester will normally carry credits between 20 and 30.

If a student finds his/her load heavy in any semester, or for any other valid reason, he/she may drop courses within three weeks of the commencement of the semester but before commencement of first test/ quiz with the written approval of his/her Faculty Adviser. However, the student should ensure that the total number of credits registered in any semester should enable him/her to earn the minimum number of credits as specified in R.8.1.

#### **R.4.0 Faculty Adviser and Class Committee**

**R.4.1** To help the students in planning their courses of study and for getting general advice on the academic programme, the Institute will assign a certain number of students to a Faculty member who will be called their Faculty Adviser.

**R.4.2** Every class of the B.Tech programme will have a Class Committee consists of Faculty and students' representative.

**R.4.3** The constitution of the Class Committee will be as follows: (i) one Faculty nominated by Dean to act as the Chairman of the Class Committee. (ii) course co-ordinators/ faculty members of each of the lecture based courses (iii) Two students from the respective class; and (iv) Faculty Advisers of the respective class.

**R.4.4 The basic responsibilities of the Class Committees are**

- (a) to review periodically the progress of the classes,
- (b) to discuss problems concerning curriculum and syllabi and the conduct of the classes.
- (c) The method of assessment in the course will be decided by the teacher in consultation with the class committee and will be announced to the students at the beginning of the semester. Each class committee will communicate its recommendations to the Dean.
- (d) The Class Committee without student members is responsible for the finalization of the semester results.
- (e) The Class Committees shall meet at least twice in a semester, once at the beginning of the semester, and once at the end of the semester to finalise the grades. However, it is recommended to meet once after the Test 2.

**R.5.0 Change of Branch**

**R.5.1** Change of discipline from one branch to another branch may be permitted subject to the following:

**R.5.2** Such change will be considered only at the end of the first semester. **The performance of the first semester will be the basis for consideration for changes in branches.**

**R.5.3** All students who have successfully completed the first semester will be eligible for consideration for change of branch subject to the availability of vacancies.

**R.5.4** In making a change of branch the strength of a class should not fall below the existing strength by more than ten percent and should not go above the sanctioned strength by more than ten percent. For this purpose, the strength in both cases refers to the total strength of the students in the class.

**R.5.5** However, a minimum of one student will be eligible for consideration for change of branch from each discipline at the end of the first semester irrespective of the regulation 5.4

**R.6.0 Attendance and Course Feedback**

**R.6.1** Students are expected to attend all the classes. Every teaching staff member handling a class will take attendance till 3 calendar days before the last instructional day in the Semester. Minimum of 80% attendance is required to write the end semester examination.

**R.6.2** A student who has an attendance lower than 80% whatever may be the reason



for the shortfall in attendance will not be permitted to sit for the end semester examination in the course in which the shortfall exists.

His registration for that course will be treated as cancelled, and he shall be awarded 'W' grade (W stands for registration cancelled for want of minimum attendance) in that course. **This grade shall appear in the grade card till the course is successfully completed.**

If the course is a core, the student should register for and repeat the course when it is offered next.

**R.6.3** The teacher handling a course must finalise the attendance 3 calendar days before the last instructional day of the course in the semester. The particulars of all students who have attendance less than 85% in that course will be announced in the class by the teacher himself. Copies of the same should also be sent to the Dean Academic and Heads of Departments concerned. Students who secure less than 85% should not be permitted to sit for end semester exam without the permission of the Dean Academic.

**R.6.4 Condonation of Attendance:** Those students who have more than 80% attendance for the period other than their medical leave can be considered for condonation of attendance provided their overall attendance in a course including the period of illness does not fall below 50%.

- (1) The 15% waiver that is granted shall accommodate absence of the student for personal reasons and minor illness.
- (2) The institute can consider additional waiver for students who have suffered major / long term illness that requires hospitalization. Such candidates need to submit a medical certificate issued / endorsed by the Institute Doctor and it shall be the decision of the Director/his nominee to permit such students on a case to case basis as deemed appropriate.

**R.6.5** All the students are expected to complete course feedback form. Online course feedback by students will be taken with full confidentiality for every course.

## **R.7.0 Assessment and Grading**

### **A. Assessment**

**R.7.1** Continuous assessment will be adopted for assessment of all the courses. In this regard, tests, quizzes, assignment, course projects etc. appropriate the course will be conducted. The Academic Advisory Committee / Senate will decide from time to time on the system of tests and examinations in each course in each semester. A general guideline for assessment procedure of a theory course with respective weightage is given below.

1. Assignments/Quizzes	:	10 %
2. Two Mid Semester Examinations	:	20% each
3. End Semester Examination	:	50%

However, if any change in the above guideline is required, the details of weightage of marks for these within semester term evaluations have to be announced to the students, in consultation with the Class Committee at the beginning of the semester. Total weightage for within semester (mid-term) evaluations will be between 50% to 60% and should not be more than 60%. The weightage for end semester examination will be (100 - weightage of mid-terms evaluation).

**R.7.2** For practical courses, 70% weightage will be given for experiments through continuous evaluation and 30% weightage will be given for written/viva examinations at the end of the semester.

### **R.7.3 Project Evaluation**

The B.Tech project work is carried out in two stages (BTP-I and BTP- II), each spread over a semester. At the end of first stage(BTP I) , the student is required to submit a preliminary brief report of his/her work by a prescribed date to the Project Coordinator and present it to an Internal Project Evaluation Committee as a seminar. Out of total credits assigned to the project, 30% of weightage comes from Project guide and the remaining 70% is awarded by the Project Evaluation Committee (PEC). The second stage (BTP-II) of the work is continued in the following semester and a final report has to be submitted at the end of that semester. The distribution of scheme of evaluation will be same as mentioned above.

- PEC is constituted by the concerned department and the project co-ordinator will submit to the academic section the names of the project examiners at least two weeks before the submission of the second stage project. The project report, prepared according to the prescribed format available in the academic section, will be submitted to the Department at least one week before the probable date of oral examination. The oral examination will be held before semester vacation starts. The whole evaluation process should be completed by a deadline stipulated by the Academic Section.

- The Department will record the date of submission of the project and arrange to send the project reports to the examiners. The project coordinator will inform the date of the oral examination to the examiners and send a copy to the academic section. The project will be evaluated by the Project Evaluation Committee and the result will be submitted to the Project Coordinator, who in turn will forward it to the Academic Section.

- On successful completion of the oral examination, each student will be required to submit one corrected bound copy and a soft copy of the project report to the Department/ supervisor(s).

- Extension of time usually not exceeding 3 months from the announced last date for submission of the project report may be granted by the Department with permission of Dean/Director in the case of students with insufficient progress in the project work. In such a case the concerned students will be temporarily awarded 'I' grade. Further, if the reports are not submitted within the allowed time period, the 'I' grade will be automatically converted to 'F' grade.
- Those who fail in the first stage assessment will be required to reregister for the first stage in the following semester. Likewise, those who obtain an 'F' grade in the final (second stage) assessment will be required to re-register for it in the subsequent semester.

- Research/Honours project evaluation will also be carried out in a similar manner as mentioned above and the evaluation process has to be completed by the end of the semester as stipulated by the academic section. The evaluation has the following weightage: Project Guide:- 30% and PEC - 70%. The rules for submitting the final project report remain same like final major project report.

#### **R 7.4 Supplementary Examinations**

Students who have secured F grade in any course are eligible to appear in the supplementary examinations as governed by the following regulations:

- (1) Supplementary Examinations for failed Courses shall be conducted after the End-Semester examinations of the Even Semester.
- (2) Students will have to register for the supplementary examinations on a per course basis, paying an examination fee of Rs.1000 per.

Supplementary Examinations will be scheduled by the Institute for which the students have to register as per the circulars that are issued from time to time. Maximum grade awarded in supplementary exam is limited to 8 (B-grade)

### **B. Grading**

**R.7.5** Relative grading will be adopted for assigning grades in courses. Letter Grades Based on the semester performance, each student is awarded a final letter grade at the end of the semester in each course. The letter grades and the corresponding grade points are as follows:

A	10	grade points	
A-	9	“	
B	8	“	
B-	7	“	
C	6	“	
C-	5	“	
D	4	“	
F	0	“	FAIL
I	0	“	Incomplete (Subsequently to be changed into valid grade)
W	0		Failure due to insufficient attendance in course

**R.7.6** A student is considered to have completed a course successfully and earned the credits if he secures a letter grade other than F or W or I in that course. A letter grade F or W in any course implies a failure in that course.

A course successfully completed cannot be repeated. However, at the end of the programme (when required total credits are earned), if the CGPA is less than 5.5, he / she is allowed to improve only those courses whose GP is less than 6 until he/she earns a CGPA of 5.5 ( limited to 5.5 if it is more than 5.5) within the stipulated maximum period (12 semesters) of the programme subject to the approval of Dean/Director. If he/ she still fails to earn a CGPA of 5.5 within the maximum period of the programme, he will be given only a course completion certificate.

### **R.7.7 Method of Awarding Letter Grades**

A final meeting of the class committee without the student members will be convened within 10 working days after the last day of the end-semester examination. The letter grades to be awarded to the students for different courses will be finalized at the meeting. A copy of the grades will be forwarded by the Class Committee Chairman to the Dean (Academics).

### **R.7.8 Declaration of Results**

After finalization by the Class Committee, the Letter-Grades awarded to the students in each course will be announced. **The W grade once awarded stays in the record of the student and is deleted when he completes the course successfully later.** The grade acquired by him will be indicated in the grade card of the appropriate semester. **F grade obtained by the students will be deleted in the grade card once that course is successfully completed.**

### **R.7.9 Grade Card**

The grade card issued at the end of the semester to each student will contain the following:

- a) the credits for each course registered for that semester.
- b) the letter grade obtained in each course
- c) the total number of credits earned by the student upto the end of that semester.
- d) the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester

The GPA will be calculated according to the formula:

$$GPA = \frac{\sum_i (C_i \times GP_i)}{\sum_i C_i}$$

where  $C_i$  = credit for the course,  $GP_i$  = the grade point obtained for the course and  $\sum_i C_i$  = the sum of credits in over all courses taken in that semester, including those

in which the student has secured F and W grades.

For the cumulative grade point average (CGPA) a similar formula is used where the sum  $\sum C_i$  is the sum of credits in over all courses taken in all the semesters completed upto the point in time.

The CGPA based on the successfully completed courses is calculated, deleting the 'F' or 'W' grades, and is also shown separately in the grade card.

#### **R.7.10 Re-count/Re-evaluation of Answer Papers**

In case any student feels aggrieved, he can contact the teacher concerned within one week from the commencement of the semester immediately following the announcement of the results. The student shall have access to his answer paper/s in the end semester examination which may be shown to him by the teachers concerned. In case of any counting mistakes and if the teacher feels that the case is genuine he may re-examine the case and forward a revised grade, if any, to Dean (Academics) through the Chairman of the Class Committee with justification for the revision. If the student is still not satisfied, re-evaluation of answer paper can be done by paying a prescribed fee.

#### **R.7.11 Course Repetition**

- A student earned W grade in a core course has to repeat it compulsorily when the course is offered next. A student securing W grade in an elective course, may repeat it if he so desires to get a successful grade. A course successfully completed cannot be repeated/ improved.
- A student earned F grade in a core course may appear for the supplementary exam at the end of even semesters. A student securing F grade in an elective course, may appear for the supplementary exam if he so desires to get a successful grade. A course successfully completed cannot be repeated/ improved.

### **R.8.0 Essential Requirement to Continue the Programme**

**R.8.1** A student should earn not less than 15 credits in every semester to continue his studies. However, in the final semester a student may earn less than 15 credits if it is sufficient for him to fulfil the requirements for the award of the degree. **If a student fails to earn credits every semester, as stated above, his/ her name will be struck off the rolls at the end of the year.**

**R.8.2** A student who has not completed the physical activities credit requirements in first four semesters will not normally be permitted to continue the programme.

**R.8.3** A student should have a minimum CGPA of 5.0 calculated for the courses

successfully completed at the end of each year. If the CGPA so calculated is below 5.0 or if he/she earns less than the average 15 credits as per R.8.1, his/her name will be removed from the rolls.

#### **R.8.4 Maximum Duration of the Programme**

A student is ordinarily expected to complete the B.Tech programme in eight semesters, and the dual degree programme in 10 semesters. However, a student may complete the B.Tech programme at a slower pace by taking more time, but in any case not more than 12 semesters excluding semesters withdrawn or medical grounds etc. as per R.8.5. However, the students have to satisfy R.8.1 every semester, failing which their registration will be cancelled.

#### **R.8.5 Temporary Withdrawal from the Programme**

- A student may be permitted by the Director / Dy Director to withdraw from the programme for a semester or longer for reasons of ill health or other valid reasons. Normally a student will be permitted to discontinue from the programme only for a maximum continuous period of two semesters.
- A student is expected to successfully complete all courses of the  $i^{\text{th}}$  semester to be eligible for registration of  $(i+4)^{\text{th}}$  semester courses. Students who fail to satisfy this criterion shall be advised by the institute authorities to:
  - take a break for a semester to clear backlog courses and enroll for  $(i+4)^{\text{th}}$  semester courses whenever it is offered next. (or)
  - enroll for backlog courses of  $i^{\text{th}}$  semester along with reduced number of regular courses of the  $(i+4)^{\text{th}}$  semester, as permissible by the Time Table (Slot listing of courses). He/She will enroll for the remaining  $(i+4)^{\text{th}}$  semester courses in the  $(i+6)^{\text{th}}$  semester.

### **R.9.0 Degree Requirement**

#### **R.9.1 Eligibility for Award of the B.Tech Degree**

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

- registered and successfully completed all the core courses and projects;
- successfully acquired the minimum required credits (174) with a CGPA of 5.5 as specified in the curriculum corresponding to the branch of his study within the stipulated time;
- successfully completed the credits for physical activities, and
- no disciplinary action is pending against him / her.

### **R.9.2 Eligibility for Award of the B.Tech(Hon) Degree**

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

- registered and successfully completed all the core courses and projects;
- successfully acquired the minimum required credits (186) with a CGPA of 6.0 as specified in the curriculum corresponding to the branch of his study within the stipulated time;
- successfully completed the credits for physical activities, and
- no disciplinary action is pending against him / her.

### **R.9.3 Eligibility for Award of the B.Tech-MS Degree**

A student shall be declared to be eligible for award of the B.Tech-MS degree if he has

- registered and successfully completed all the core courses and projects;
- successfully acquired the minimum required credits (218) with a CGPA of 6.0 as specified in the curriculum corresponding to the branch of his study within the stipulated time;
- successfully completed the credits for physical activities, and
- no disciplinary action is pending against him / her.

**For students visiting reputed Universities/ Institutes abroad and within the country under Exchange programme, the following will be followed for credit transfer:**

The credits/ grades indicated in the grade sheet obtained from the university where the student has done courses should be used by the student as part of his transcripts.

Institute transcripts should only indicate the courses, credits and grades completed at IIIT Kottayam and the courses and credits done in other Universities in a particular semester.

**The CGPA calculation based on credits done at Institute alone is to be considered for award of prizes, if any.**

**R.9.4** The award of the degree must be recommended by the Academic Advisory Committee / Senate and approved by the Board of Governors of the Institute.

## **R.10 Summer Term and Contact Courses**

**R.10.1** A summer term course(STC) may be offered with the approval of the Director / Deputy Director, if there are at least 5 students to take up the course. **No student should register for more than two courses during a summer term, including contact course during summer.**

**R.10.2** Summer term courses will be announced at the end of the even semester before the commencement of the end semester examinations. A student will have to register within the time stipulated in the announcement by paying the prescribed fees.

**R.10.3** The number of contact hours in any summer term course (STC) will be the same as in the regular semester course. The assessment procedure in a summer term course will also be similar to the procedure for a regular semester course.

**R.10.4** A Contact course may be offered during the regular semester or summer term ONLY to a final year student who has obtained F grade in a CORE course. The course will be offered ONLY on the recommendation of the department with the mutual agreement of the teacher and the student.

**R.10.5** No student should register for more than two contact courses during the semester or summer period. **If the students register 2 STC then they are not eligible for contact course during that summer.**

**R.10.6** The contact course cannot be offered if a regular OR a summer course is offered on the same course, during that period.

**R.10.7** Such final year students, who wish to take contact courses, should apply to the Dean (Academics) before the commencement of the semester/ summer term in which the contact course is to be taken.

**R.10.8** The assessment procedure for a contact course will be similar to the procedure for the regular semester course.

**R.10.9** Summer courses and Contact courses will be offered only on chargeable basis.

**R.10.10** Withdrawal from a summer course or from a contact course is not permitted.

## **R.11.0 Credit requirement**

The following table describes the minimum credit requirement and CGPA needed for the graduation.



Sl. No.	Course Description	Minimum Credits Requirement			Period
		BTech	BTech(Hon)	BTech-MS	
1	Institute Core Courses	94	94	94	Semester I to IV
2	Bouquet Core Courses	24	24	24	Semester V to VIII
3	Stream Electives	18	18	18	Semester V to VIII
4	Institute Open Electives	9	9	9	Semester V to VIII
5	Humanities Electives	3	3	3	Semester V to VIII
6	Science Electives	3	3	3	Semester V to VIII
7	Maths Elective	3	3	3	Semester V to VIII
8	Engineering Elective	4	4	4	Semester V to VIII
9	Any other Electives/Industrial Training	4	4	4	Semester V to VIII
10	BTech Projects	12	12	12	Semester VII to VIII
11	Honours Project		12	12	Semester VI to VIII
12	Research Courses			8	Semester VI to VIII
13	Research Project			24	Semester IX to X
<b>Total Credits</b>		<b>174</b>	<b>186</b>	<b>218</b>	
<b>CGPA</b>		<b>5.5</b>	<b>6.0</b>	<b>6.0</b>	

### R.12.0 Course Code

The courses are numbered in the format, XYZ LSC (LTPC) and the numbering may be understood as

XYZ : Subject Code

**LSC**

L : Level of the course (1, 2, 3, 4 or 5)  
 S : Semester (1 = Odd, 2 = Even)  
 C : Course number semester

**LTPC**

L : Lecture hours per week  
 T : Tutorial hours per week  
 P : Practical hours per week  
 C : Credits

**R.13.0 Sample Grade Card**

Date: XX/XX/XXXX6

**GRADE CARD**Name of the Programme : **B.Tech in COMPUTER SCIENCE & ENGINEERING**Name of the Student : **XXXXXX**Roll Number : **2015BCSXXXX****Semester: I**

Course Code	Course Title	Credits	Letter Grade
IMA101	Mathematics - I	4	A
ICS101	IT Workshop - I	5	A-
ICS102	Computer Programming	5	A
IEC101	Digital Design and Electric Circuits	5	A
IHS101	Humanities - I	4	A-
Total Credits		<b>23</b>	

Semester Grade Point Average (SGPA)	<b>9.609</b>	Cumulative Grade Point Average (CGPA)	<b>9.609</b>	Cumulative Credits Earned	<b>23</b>
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Seal

Issuing Authority

## **R.14.0 Conduct and Discipline**

### **R.14.1 CODE OF CONDUCT**

Disciplinary policies of Indian Institute of Information Technology Kottayam (IIIT KTM) are put in place to ensure a secure academically enriching environment for all members of the community and to promote civility on campus. Students of IIIT-KTM are expected to show personal integrity, respect for Institute resources, and respect for others rights, for the values of scholarship and teaching. Students are expected to adhere to the institute rules and regulations. Any violation will be handled according to the rules set forth by the Senate and Board of Governors of IIIT KTM. The administrators of the institute will notify parents/guardians if a student violates the Code of Conduct. Any of the following shall constitute violation of the Code of Conduct for students and makes the student liable to disciplinary action by the Institute.

- Lack of courtesy and disorderly conduct or disruptive acts (within or outside Institute premises).
- Any act that compromises the safety/security of individuals or Institutional facilities.
- Wilful damage or unauthorized removal of Institute property.
- Unauthorized access to institutional facilities/records.
- Tampering of data/records (reading, copying or destroying).
- Any act of fraud/misrepresentation/dishonesty.
- Misappropriation of any belongings of fellow students/staff/faculty.
- Adoption of unfair means during examinations or misconduct in research.
- Infringement of personal privacy.
- Ragging in any form.
- Caste/religion/ethnicity/gender/physical disability based discriminatory behaviour/remarks.
- Sexual harassment/assault.
- Possession of banned substances or dangerous items (illegal drugs, weapons, firearms etc.) that endangers safety of student himself/herself or others.
- Any act that affects the reputation/orderly conduct of the institute.

### **R.14.2 THE DISCIPLINARY PROCEDURE**

1. The Discipline and Welfare Committee (DWC) of the Institute is constituted under the chairmanship of a faculty member by the Director. Depending on the issues of allegations involved, the Chairman of the DWC may invite additional members, for example the Coordinator of a Programme, students faculty adviser/research supervisor, Deputy Registrar (Academics & Administration) in case of academic related issues, to facilitate with the investigation.

2. DWC will investigate the allegations of misdemeanours or violation of the Code of Conduct, without bias. The DWC will subsequently submit a fact-finding report and recommend disciplinary action(s), if any, to the Dean, Student Affairs. Complaints

related to caste/religion/ethnicity/gender-specific discrimination and sexual harassment will be investigated by an appropriate committee of the Institute and will report directly to the Director.

3. While hearing the disposition of the accused student(s) and witnesses, the Chairman, DWC may invite two senior student observers (with one woman and/or SC-ST observer if the accused student(s) belong to the same community), from the B.Tech-MS (5th Yr) and PhD programmes respectively, to be present with the DWC.

4. The student observers are to be invited by the Chairman, DWC in consultation with the Dean, Student Affairs, from a list of nominees forwarded by the Schools. The list of nominees is valid for a year.

5. The student observers shall withdraw at the conclusion of the above and may submit their remarks (if any) in writing to the Chairman, DWC for consideration.

6. The Chairman, DWC, shall keep records of the entire proceedings of the meetings.

7. All disciplinary actions shall be notified in writing to the concerned students and their parents/guardians by the Office of the Registrar.

8. A student who feels aggrieved with the disciplinary action may appeal to the Director. The appeal has to be filed within a period of one month from the date of intimation of disciplinary action stating clearly the case and explaining his/her position and reason(s) for reconsideration of the decision.

### **R.14.3 DISCIPLINARY ACTIONS**

- Violation of the Code of Conduct shall invite disciplinary action, which may include penalties such as, reprimand, fine, suspension/expulsion from the hostel, debarring from examinations, withdrawing/withholding of scholarship/fellowship/benefits or access to institute facilities, withholding of grades and/or degrees, revoking of awarded degrees, suspension for a certain period or even permanent expulsion from the Institute.
- The Senate may withhold recommendation of a student, who is found guilty of a major offence, to the Board of Governors for the award of a degree, even if the student has satisfactorily completed all the academic requirements.
- Lack of knowledge of the rules and regulations is not admissible an excuse or defence for misconduct/dishonesty, and shall not be a basis for leniency.

### **R.14.4 Disciplinary Action for Malpractices in Research**

- Students involved in conducting research at IIIT KTM are expected to maintain highest standards of integrity. Any form of unscrupulous conduct will be investigated by competent authorities and could warrant a variety of disciplinary actions, in severe cases cancellation of

B.Tech/BTech(Hon)/B.Tech-MS registration or even cancellation of an awarded Degree at any time.

- Research misconduct can take place in many forms, including deliberate interference with the integrity of the work of others, plagiarism, falsification of data, and fabrication of data. In particular, students are expected to observe the practice of acknowledging source(s) of information reproduced in his/her thesis, reports, publications, or seminars.
- Plagiarism includes, without citation, the appropriation of another individual(s) text, results, or ideas.
- Falsification includes actions such as not accurately representing research records or results, manipulating reagents or equipment settings, to produce a preconceived outcome.
- Fabrication includes making up data and recording them.

#### R.14.4 HONOUR PLEDGE

1. The student must sign and submit to the Institute the following Honour Pledge at the time of registration in the Varsha semester. The pledge must be counter-signed by the parent/guardian.

##### IIIT KTM STUDENT HONOUR PLEDGE

- a. I promise, on my honour, that I will conduct myself in the Institute and outside, with decorum and decency befitting the high moral and ethical standards expected of the members of the National Institute, IIIT KTM and follow its Code of Conduct, Rules and Regulations.
- b. I will not engage in ragging. I understand that ragging is unlawful and liable to prosecution by law enforcement authorities of the State besides any disciplinary action the Institute may take which may include dismissal from the Institute.
- c. I will not engage in overt/covert sexual harassment.
- d. I will not resort to any dishonest practice in examinations/assignments.
- e. I will not engage in plagiarism in my writings and will acknowledge the work of other authors according to international practices.
- f. I will follow the Library and Hostel regulations of the Institute.
- g. I understand that violation of this pledge makes me liable to disciplinary action by the Institute.

Sd/-  
Student

Sd/-  
Parent/Guardian

2. The student and his/her parent/guardian should also sign, at the time of admission, the prescribed anti-ragging forms (visit <http://iisertvm.ac.in/antiragging>- initiatives) as per the stipulation of the MHRD, Govt. of India.

## **R.15.0 Library and Hostel Regulations**

### **R.15.1 LIBRARY REGULATIONS**

#### **1. Library Hours:**

- a. Monday to Friday: 9 AM to 7.30 PM  
Saturday: 9 AM to 5 PM  
Sunday and Holidays: Closed
- b. During Exam Week: 9 AM to 10 PM.
- c. Circulation Timing:  
Monday to Friday: 9.15 AM to 5.15 PM  
Saturday: 9 AM to 12 Noon

2. Membership: All registered students are eligible for membership in the institute library.

3. Students can borrow maximum 4 books at a time for 2 weeks, provided they do not have any overdue book. (Note: Some books may have a shorter loan period depending on the demand)

4. Users must leave their bags and other belongings outside the Library. Only notebooks and papers are allowed inside the library. Borrowed books are allowed to be taken to the library for return/renewal only. All items taken out of the library (including personal items, if any) are to be produced for verification by the check point staff engaged in front of the library.

5. Students must carry their identity cards inside the library and it must be produced whenever asked for. Identity card is mandatory for borrowing books from the Library.

6. Strict silence has to be maintained by all users in the library.

7. Use of mobile phones, laptops, consumption of food and drinks are strictly prohibited inside the library.

8. Use of the user PC kept inside the library is allowed only for accessing library catalogue, e-journals, e-books and academic databases.

9. Return of book is mandatory before the due date. A fine of Rs. 1/- per day per book for the first week of delayed return and Rs. 10/- per day per book thereafter will be levied. Renewal of a book is possible only if there is no pending reservation against it. A book may be recalled any time before the due date, if it is urgently required by another member. A late fee of Rs. 10/- per day per book will be imposed for the noncompliance with the requirement.

10. Any book, including reference books can be borrowed for overnight reference, at the closing time of the library and to be returned at 9 AM on the next working day. Only one book can be borrowed for overnight reference. A late fee of Rs. 50/- per day per book for the delayed return of such book will be charged.

11. Mutilation of books in any form (e.g. underlining, writing on pages, tearing off pages, damaging the binding etc.) will lead to a heavy fine or even replacement of the book. Before borrowing a book users should ensure the condition of the book and bring to the notice of the library staff, if any mutilation is found.

12. Members who lose/mutilate library books are liable to replace it with its latest edition along with a penalty of 20% of the total cost of the book. All such replaced books must be of the latest edition. If the book is part of a set or series they may be called upon to replace the whole set or series. In case of the lost books is untraceable in market or out of print Library Committee reserves the right to decide appropriate penalty.

13. Students must return all the books they borrowed before they go for vacation.

14. Users should obey the Library Rules and Regulations. Violation of rules and any act of misbehaviour will be brought to the notice of the Library Committee Chair, and will lead to strong disciplinary action.

### **R.15.1 HOSTEL REGULATIONS**

1. Students should be either in the hostel or in the Institute. Prior permission from the concerned warden and matron have to be obtained in case the student plans to go anywhere else for a few hours. This has to be recorded in the register kept with the matron/security in the Hostel.

2. ALL students must return to their respective hostels by 10.00 pm. Students CAN NOT leave the hostels after 10 PM. Parents of the defaulters shall be contacted and the local police might be informed in case such activities happen without prior permission of the warden.

3. Leaving the hostel for a day or longer need prior permission from the faculty adviser of the student and the Head of the Department with mandatory intimation to concerned matron and warden. Students are required to fill up the leave application form available from the Academic Office and get it signed by the appropriate authority. The form should be submitted to the Academic Office with a copy to the concerned matron/ warden/security of the hostel.

4. Permanent address including the phone numbers of the parent(s)/guardian has to be given to the Warden/IIIT office. Also the address has to be updated whenever there is a change due to shifting/ change of phone number of the parents etc.

5. All the students have to vacate the hostel during the vacation time. If any student wants to stay back during the vacation, special permission has to be obtained from the competent authority in advance.

6. Any kind of loud noise in the rooms, corridors and premises of the hostel, especially during night, is prohibited.
7. Students are required to take care of their personal belongings, keep the respective rooms clean and the hostel premises tidy.
8. Students are required to take utmost care for the hostel furniture, TV, washing machines, building structure, electrical fittings etc.
9. Students should strictly avoid getting into arguments with fellow hostellites, localities and security officers/matrons of the hostel.
10. Cooking inside the rooms is strictly prohibited.
11. Guests are not allowed in hostel rooms.
12. In case of any emergency (illness, accidents etc), contact the concerned warden.
13. Please switch off all electrical equipment after usage, if found otherwise, a fine will be levied, including recovery of cost of electrical equipment/fitting/ appliances etc.
14. Please take care of your personal belongings.
15. Anti-ragging regulations of the institute have to be strictly followed in the hostels too.
16. Use of drugs/alcoholic beverages/tobacco products in the hostels is strictly prohibited. Smoking in public is a punishable offence.

**Violation of any of the above rules shall make the student liable to disciplinary action by the Institute.**

#### **R.16.0 Power to Modify**

**R.16.1** In exceptional case, the Director as a Senate Chairman may at his discretion override any of the above provisions.

**R.16.2** Notwithstanding all that has been stated above, the Academic Advisory Committee/ Senate has the right to modify any of the above regulations from time to time.