

As on February'2021

THE ACADEMIC SENATE MANUAL AND ORDINANCES



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

THE ACADEMIC SENATE MANUAL

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Further, One fourth quorum requirement is subject to approval of the Visitor.

(Ordinances is under revision with SRC)

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DIVISION I . BYE-LAWS

PART I. ORGANISATION OF THE SENATE

CHAPTER 1

MEMBERSHIP, OFFICERS, MEETINGS

1. The membership and duties, powers and privileges of the senate are defined by the Institutes of Technology Act, 1961, and the Statutes of the IIT Kanpur. Relevant sections of these documents are contained in Appendix I, which is declared to be an integral part of these bye-laws. Provisions from Appendix I are frequently repeated in the main body of the text for completeness and clarity.

The Senate is primarily concerned with the academic affairs of the Institute encompassing faculty, students and instructional matters.

2. The duties and responsibilities of the Senate are exercised through the following agencies:-
 - 1) The Senate;
 - 2) The Standing and Special Committees of the Senate;and
 - 3) The Academic Departments/Interdisciplinary Programmes.

The duties and responsibilities of the first two of these agencies are specified in the bye-laws.

3. The Director shall ex-officio be the Chairperson of the Senate and shall preside over all meetings of the Senate. In his absence the Deputy Director shall preside and in the absence of both the Director and the Deputy Director, the senior most of the Professors present shall preside at the meeting (Statute 4.6). The Registrar shall act as the Secretary of the Senate (Act clause 19(2)).
4. The Senate shall appoint a Parliamentarian from its own membership. The term of his office shall be one year. The Parliamentarian shall advise the Chairperson and / or any Senate member on procedural matters.
5. The Senate shall appoint a Senate Co-ordinator from its own membership. The term of his office shall be one year. The Senate Co-ordinator shall co-ordinate the activities of the Standing Committees and assist the Chairperson in finalizing the Agenda and the Minutes of the Senate meetings.
6. The Senate shall meet as often as necessary but not less than four times during a calendar year (Statutes 4.3). At the beginning of the academic year in July, the Chairperson of the Senate shall, in consultation with the Senate Coordinator, arrange and circulate the calendar of these meetings.

7. Meetings of the Senate shall be convened by the Chairperson of the Senate on his own initiative or on a requisition signed by not less than 20% of the members of the Senate. Requisition meetings shall be a special meeting to discuss only those items of Agenda for which requisition was made. The requisition meeting shall be convened by the Chairperson of the Senate on date and time within 15 days of the notice given for such a requisition.
8. Copies of the notice for every regular and special meeting of the Senate together with the agenda shall be sent to every member of the Senate by the Secretary at least a week before the meeting (Statutes 4.7). The Chairperson may however, in consultation with the Senate Coordinator, permit inclusion of any items for discussion, which in his considered opinion need immediate attention of the Senate, without prior notice.
9. *One fourth of the total number of members of the Senate shall form a quorum for a meeting of the Senate (Statutes 4.5).

If a meeting is adjourned due to any reason, it shall be held on such other day and such other time and place as the Chairperson of the Senate may determine. The quorum for holding an adjourned meeting shall be the same as the regular meetings.

10. The minutes of a meeting of the Senate shall be drawn up by the Secretary and sent to all members of the Senate present in India within two weeks unless, under special circumstances, the Senate rules otherwise (Statute 4.10). The Minutes shall be placed for confirmation at the next meeting of the Senate and upon confirmation, shall be signed by the Chairperson. The records shall be maintained by the Secretary of the Senate for future reference and inspection during office hours by the members of the Senate, the Board and the Council.
11. The Senate shall nominate two Professors of the Institute who are required to be chosen as the representatives of the Senate on the Board of Governors (Act 11 (e)). The term of office of Senate Nominees to the Board shall be two years from 1st day of January of the year in which he/she is nominated. Only those Professors of the Institute who are able to complete the two years term as regular Professors (not on re-employment) shall be eligible for being nominated to the Board of Governors.

*(Further, One fourth quorum requirement is subject to approval of the Visitor.)

CHAPTER 2

COMMITTEES OF THE SENATE, GENERAL PROVISIONS

12. The Senate shall define and limit the duties and powers of its committees and shall hold these committees responsible for the performance of their duties and the exercise of their powers.
13. Each Committee shall be responsible to the Senate which appoints it. However, occasionally additional duties may be assigned to it by the Director.
14. The Standing Committees of the Senate are :-
 - (i) Educational Policy Committee;
 - (ii) Elections Committee;
 - (iii) Honorary Degree Committee;
 - (iv) Library Committee;
 - (v) Nominations Committee;
 - (vi) Post-graduate Committee;
 - (vii) Rules Committee;
 - (viii) Scholarships and Prizes Committee;
 - (ix) Students' Affairs Committee and
 - (x) Under-graduate Committee.
15. The Standing Committees shall be composed of members of the Senate and may also include other members of the faculty, and duly registered students except those on disciplinary or academic probation. For the purpose of Senate bye-laws, *a member of the faculty* shall mean a person belonging to the teaching staff of the Institute and having the rank of not less than that of Assistant Professor. Student members shall be nominated by the Students Senate. If a member of a Standing Committee proceeds on short/long leave from the Institute he will be replaced by a new member.
16. A Standing Committee shall, whenever necessary, appoint *ad-hoc* sub-committees to deal with special problems or areas of responsibility which are specified in its charge. The members of a sub-committee shall be chosen from among the members of the Standing Committee concerned, other members of the faculty and other students. In the discharge of its duties a sub-committee shall be responsible to the Standing Committee which appoints it.
17. Except in the case of the Committee for Nominations and Honorary Degree Committee, members of the Standing Committees shall serve for one year from the first day of October or in the case of replacement, from the date of appointment, until the thirtieth day of September. Members of sub-committees, and those of departmental and special committees shall serve until the thirty first day of August of the ensuing academic year unless (1) a definite term is specified by the Senate, or (2) its formation occurs after the first of March in which case it shall continue for one year beyond the normal expiration date, or (3) it is continued by the action of the Senate.

18. The Chairperson of the Standing Committees, elected according to the procedure outlined in Appendix II, shall convene and preside over the meetings, for which 50% of the members of the committee shall form the quorum. The Chairperson Standing Committees shall submit to the Senate on brief interim report as and when required on the activities and problems faced by the respective committees. The terminal report shall be submitted by the last week of September.

CHAPTER 3

STANDING COMMITTEES, THEIR COMPOSITION, DUTIES AND RESPONSIBILITIES

19. Nominations Committees:

This committee shall consist of five Senate members elected for a two year term by the Senate. Not more than two members shall be from any one department. In turn, every year, either three or two members shall retire and will be replaced through election by the Senate. Elections shall be completed before the last day of November and the committee shall take charge on the first day of January.

The first meeting of the incoming committee after an election shall be convened by one of the continuing members and chosen for the purpose by the outgoing committee and thereafter, by the Chairperson selected from among its own members by the committee.

The committee shall recommend to the Senate for appointment of the members (excluding departmental and student members) of all other Standing Committees, the replacement in case of a vacancy (other than that due to a departmental or a student member leaving a committee) arising within the academic year, and the Parliamentarian (when requested by the Senate). The committee shall also recommend to the Senate the appointment of the members (other than student members, if any) to any other Standing Committee which is not otherwise specified in these bye-laws. The Nominations Committee shall follow the guidelines provided in Appendix III.

The list of nominations for the following year, to be approved in the next meeting of the Senate, shall be sent by the Nominations Committee to reach each Senate member not later than the tenth of August.

20. Educational Policy Committee :

This committee shall consist of the Chairperson of the Senate, the Chairperson of the Post-graduate and Under-graduate Committees and five additional members of whom two will be the Students except those on academic probation nominated for the purpose by the Students' Senate. Of the three non-ex-officio faculty members, one shall be chosen by the Chairperson of the Senate as the Convenor, who shall also preside over the meetings of the committee in the absence of the Chairperson of the Senate. The committee is authorized to consider and report upon fundamental matters of educational policy referred to it by the Senate, any committee of the Senate, or any academic department. The committee is also authorized to initiate studies and make reports on the establishment and modification of curricula, academic and research activities etc. and on academic and educational policies.

21. Elections Committee:

This committee shall have three members whose responsibility shall be to schedule and, where required, conduct elections and announce the results of all elections called for in these bye-laws.

The elections to the various Senate Committees, wherever required, as well as elections of the Chairpersons of these committees, shall be conducted in the manner specified in Appendix II.

22. Honorary Degree Committee:

This committee shall consist of the Chairperson of the Senate, a representative of the Alumni Association and three Senate members of at least six years standing in the Senate and to be nominated by the Senate Nominations Committee. The committee shall be constituted in the month of January starting in 1988, and shall have tenure of three years.

The committee shall recommend to the Senate the conferment of Honorary Degree upon individual who have made an indelible impression on the minds of people working in areas related to the goals of the Institute and who have inspired various sections of the Indian society. Recommendations for conferment of Honorary Degree must be made at least two months prior to the convocation in which such degree is envisaged to be awarded.

23. Library Committee:

This committee shall be an Advisory Committee and shall consist of the Librarian, one representative from each of the departments/ inter-disciplinary programmes and six other members of whom two shall be students nominated for the purpose by the Students' Senate. This committee shall advise the Senate and the Director on policy matters pertaining to the Library.

24. Post-graduate Committee:

This committee (SPGC) shall consist of one representative from each of the academic departments and interdisciplinary programmes who, must be the Convenor of the respective post-graduate academic programme committees and six additional members of whom one shall be the retiring Chairperson (if not otherwise a member), and four shall be students, two each from Ph.D. and M.Tech./M. Des./MBA/M.Sc.-Ph.D. dual degree programmes and nominated for the purpose by the Students' Senate.

The Post-graduate committee shall have jurisdiction in the following matters concerning the post-graduate (including M.Sc.-Ph.D. degree) programmes of the Institute: the formal approval of new courses of instruction; modification of courses already approved; the credit value of courses; the formal approval of admission of post-graduate students and their appointment as research scholars and fellows; the admission of qualified students to candidacy for degrees; the rules governing the form of presentation and disposal of theses; the conduct of oral and written examinations and in such other related matters as may be referred to it by the Senate.

The functions of the committee shall consist primarily of general policy determination, coordination and review, but the Senate shall retain the power of final review and shall finally decide such matters as may be appealed to the latter. In the discharge of its responsibilities, the committee shall make full use of the appraisals and recommendations of the various academic departments/programmes concerned. This committee shall be assisted by the department/programme post-graduate committees.

Each Department / Interdisciplinary Programmes (approved by the Senate) shall have a departmental/programme post-graduate committee consisting of a Convenor to be nominated by the HOD in consultation with faculty of the department, the Head of the Department and a minimum of four and maximum of eight faculty members to be chosen by the Departments, and two students one from the Ph.D. and other from the M.Tech./M.Des./MBA/M.Sc.-Ph.D. dual degree programme. If M.Tech./M.Des./MBA/M.Sc.-Ph.D. dual degree programme does not exist, both shall be from the Ph.D. Programme. The student members shall be chosen by department/programme post-graduate students for one year. Tenure of the faculty shall be two years, half of them retiring each year. The student member shall not participate when the cases or academic evaluation of individual students are being considered, although the students opinion might be sought prior to taking any decision.

Ammended vide
538th & 539th
e-meetings of
the Senate dtd.
11.01.2021 &
09.02.2021,
respectively

The Senate Online Program Committee (SOPC) will consist of DOPC Conveners from participating departments/IOPs, two Nominees of the Senate and Head CCE will be a special invitee. A Chairman will be elected amongst the DOPCs for a tenure of one year. The SOPC would operate through the Office of Online Program Committee (OOPC) to administer all academic aspects of the eMasters program. SOPC while approving a specific Program, will also consider the program completion requirements and offering of appropriate courses. The Departmental Online Program Committee (DOPC) will be constituted in each participating department/IDP consisting of a Convener, from amongst the members representing different programs offered by the Department, who are nominated by the Head of the department (in consultation with the faculty of the department), the Head of the department, and as many members of the faculty as necessary for different degree streams/programs offered by the Department. The tenure of this committee will be one year.

25. **Rules Committee:**

This committee shall consist of four Senate members including the Parliamentarian. The duty of this committee shall be to prepare and to report to the Senate such changes in the Senate Manual and Senate Committee Manuals as required. The committee is further charged with the formal supervision of all changes of bye-laws and Ordinances. The committee is further charged with the formal supervision of all changes in bye laws and Ordinances proposed to the Senate by other committees or by individuals and with the editorship and publication of the Senate Manual, as necessary.

26. **Scholarships and Prizes Committee:**

This committee shall determine general policy regarding recommendations for the award of the different types of scholarships, stipends, medals and prizes and coordinate and review the application of such policy. The committee shall consist of (i) Three ex-officio members, namely, Head of the Institute Counseling Service, Chairperson of A.P.E.C., and the Dean of Students' Affairs; (ii) Four nominees of the Senate, to be chosen from the Academic Programmes and (iii) Three students nominated by the Students' Senate.

27. **Students' Affairs Committee:**

Matters relating to the Students' counseling, discipline, and the hostels would be within the purview of this committee. The committee shall consist of Dean of Students' Affairs-Ex-Officio Chairperson, one Warden of Students Hall of Residence, nominated by the Chairperson of the Council of Wardens, one member of the Academic Performance Evaluation Committee to be nominated to its Chairperson, the Head of the Institute Counseling Service, three other members of the faculty of whom atleast one should be a member of the Senate and four students, nominated for the purpose by the Students' Senate.

28. **Under-graduate Committee:**

This committee (SUGC) shall consist of one representative from each of the academic programmes (offering under-graduate degree programmes) who must be the Convener of the Under Graduate Programme Committee) and six additional members of whom one shall be the retiring Chairperson (if not otherwise a member) and four shall be under-graduate students, not more than one from each class including two year M.Sc. programme and B.Tech.-M.Tech. dual degree programmes, nominated for the purpose by the Students' Senate

The under-graduate committee shall have jurisdiction in the following matters concerning the under-graduate, including two year M.Sc. and B.Tech.-M.Tech. dual degree programmes of the institute; the formal approval of new courses of instruction; desirable modification of courses already approved; the credit valuation of courses; the formal approval of admission of first year students and students in advanced standing; the granting of degrees; the conduct of examinations and evaluation of academic performance and such other related matters as may be referred to it by the Senate.

The functions of the committee shall consist primarily of general policy determination, coordination and review, but the Senate shall retain the power of final review and shall finally decide such matters as may be appealed to it. In the discharging of its responsibilities it shall make full use of the appraisals and recommendations of the various academic programmes concerned.

Besides other sub-committee, the under-graduate committee shall have a standing sub-committee for the Core Curriculum Committee (CCC) and

another for Academic Performance Evaluation Committee (APEC). The SUGC shall be assisted by the Under-graduate Programme Committees.

The Chairperson of SUGC shall nominate the chairpersons of both CCC and APEC. These Chairpersons shall, in consultation with the SUGC Chairperson, form their respective committees consisting of five faculty members drawn from amongst the SUGC members. The CCC shall oversee the core curriculum, coordinate the various facers of the core curriculum, and perform all other relevant functions.

The APEC shall evaluate the academic performances of all under-graduate students to make recommendations regarding their further programme of studies, and to make recommendations regarding action to be taken in the case of deficient students.

Both the Senate committees shall make their recommendations to the SUGC.

Each programme (offering under-graduate degree) shall have a Under-graduate Programme Committee, consisting of a Convenor to be nominated by the HOD in consultation with faculty of the programme, the Head of the programme and minimum four and maximum eight faculty members to be chosen by the programme and two students to be chosen by under-graduate programme students for one year. Tenure of the Faculty shall be two years, half of them retiring each year. The student members shall not participate when the cases of academic evaluation of individual students are being considered, although the students' opinion may be sought prior to taking any decision.

PART II. PROCEDURES

29. The procedures specified in the Senate Manual shall be followed. Any inadequacy shall be referred to the Rules Committee so that proper changes and additions may be made.
30. The Senate Manual shall include:
 1. The bye-laws of the Senate,
 2. The Ordinances of the Senate,
 3. Appendix I, which contains relevant extracts from the Institutes of Technology Act, 1961 and the statutes of the IIT, Kanpur,
 4. Appendix II, which contains the procedure to be followed in electing the Committee on Nominations,
 5. Appendix III, which contains Guidelines for the Nominations Committee,
 6. Appendix IV, which contains procedure to be followed for nominating two Professors on the Board of Governors
and
 7. Such other appendices as the Senate may, from time to time, direct to be included.

31. In these bye-laws the term 'legislation' shall comprise only bye-laws and ordinances of the Senate.
32. Legislation may be added to amend or repeal at any meeting of the Senate provided written notice of the proposed action has been sent to each member of the Senate atleast two weeks prior to the meeting at which modification of the legislation is sought. Modification of the bye-laws shall require a two thirds affirmative vote of all voting members of the Senate present at such a meeting but modification of the Ordinances shall require only the approval of a majority of the voting members of the Senate present at the meeting in question.
33. No change whatever in the curriculum of any department shall be made until the proposed change has been submitted for the formal consideration by the department concerned and approved by the Senate.
34. All proposed legislation presented to the Senate shall be accompanied by a statement of the purpose and effect of the proposal. The statement shall include the text of any new legislation to be adopted.
35. All modifications of existing legislation and all newly enacted legislation shall normally become effective on the first day of instruction in the next academic year unless the Senate specifies a different date.
36. All meetings of the Senate shall be governed by the procedures specified below:
37. Order of Business:

Normally the order of business at regular meeting shall be as follows:-
 1. minutes;
 2. announcements admitted by the Chairperson;
 3. follow-up actions on previous decisions;
 4. reports of the special committee;
 5. petitions of students admitted by the Chairperson;
 6. unfinished business and
 7. new business.
The order of business at any special meeting of the Senate shall be as follows:
 1. the special business of the occasion;
 2. under special circumstances any other business submitted by the Chairperson of the Senate.
38. At any meeting of the Senate, decision of the Senate must be formalized by means of a consensus or an affirmative vote. Questions of order not covered by bye-laws shall be governed by 'Rules of Procedures and Conduct of Business of the U.P. Legislative Council' printed by Supdt., Printing and Stationery, U.P. (India).

39. When an expert is to be nominated by the Senate to serve on a Selection Committee (Statute 12.3) the expert shall be chosen as follows :

Before the first regular Senate meeting of the academic year, each Head of the academic programme in consultation with the programme faculty, shall prepare a panel of experts in its own area which may include both members and non-members of the Senate. These panels shall be resubmitted to the Senate for approval at the first regular meeting in the academic year. When an expert in a particular area is required, the Chairperson of the Senate in consultation with the Head of the academic programme concerned shall select a list of names from the approved panel of names.

DIVISION II. ORDINANCES

EXTRACT FROM THE INSTITUTES OF TECHNOLOGY ACT, 1961 (SECTION 28, 29 AND 38)

Section 28 Ordinances Subject to the provisions of this Act and the Statutes, the Ordinances of each Institute may provide for all or any of the following matters, namely:

- (a) the admission of the students to the Institute;
- (b) the courses of study to be laid down for all degrees and diplomas of the Institute;
- (c) the conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the institute, and shall be eligible for degrees and diplomas;
- (d) the conditions of award of the fellowships, scholarships, exhibitions, medals and prizes;
- (e) the conditions and mode of appointment and duties of examining bodies, examiners and moderators;
- (f) the conduct of examinations;
- (g) the maintenance of discipline among the students of the Institute and
- (h) any other matter which by this Act or the Statute is to be or may be provided for by the Ordinances.

Section 29 Ordinances
how made.

- (1) Save as otherwise provided in this section, Ordinances shall be made by the Senate.
- (2) All Ordinances made by the Senate shall have effect from such dates as it may direct, but every Ordinance so made shall be submitted, as soon as may be, to the Board and shall be considered by the Board at its next succeeding meeting.
- (3) The Board shall have power by resolution to modify or cancel any such Ordinance and such Ordinance shall from the date of such resolution stand modified accordingly or cancelled, as the case may be.

Section 38
Transitional provisions

Notwithstanding anything contained in this Act,

(a) the Board of Governors of an Institute functioning as such immediately before the commencement of this Act shall continue to so function until a new Board is constituted for that Institute under this Act, but on the constitution of a new Board under the Act, the members of the board holding office before such constitution shall cease to hold office;

(b) the Staff committee constituted in relation to the College of Engineering and Technology, Delhi and any Academic Council constituted in relation to any other Institute before the commencement of this Act shall be deemed to be the Senate constituted under this Act until a Senate is constituted under this Act for that Institute and

(c) until the first Statutes and the Ordinances are made under this Act, the Statutes and Ordinances of Indian Institute of Technology, Kharagpur as in force immediately before the commencement of this Act shall continue to apply to that Institute and shall, with the necessary modifications and adaptations, also apply to any other Institute, so far as they are not inconsistent with the provisions of this Act.

ORDINANCE NO.0
INTRODUCTORY

0.1 The constituents of the Senate and its functions are as defined in the Act and Statutes of the Institute. The Senate shall primarily be concerned with the academic affairs of the Institute encompassing academic staff, students and instructional matters.

0.2 The Senate shall ensure that every Academic programme, leading to the award of a Degree/Diploma as appropriate to the Programme, conforms to the Ordinances of the Institute.

0.3 The Senate shall discharge its duties and responsibilities generally through its Standing and Special Committees, Academic Departments, Interdisciplinary Programmes and Centres. The Senate may delegate any of its powers to the Chairman Senate or to its Committees at any relevant or appropriate time.

ORDINANCE NO.1
ACADEMIC PROGRAMMES AND DEGREES/DIPLOMAS

1.1 The Senate, after examining each proposal for introduction of a new Programme from the point of view of its viability and desirability in the light of broad goals as set forth in the Act & Statutes of the Institute, shall make suitable recommendations to the Board of Governors of the Institute.

1.2 The recommendations of the Senate on each proposal for introduction of a new Programme shall be considered by the Board of Governors. In case no new Degree/Diploma is being mooted in the said proposal, the Board may approve the proposed Programme recommended by the Senate for implementation. However, in case the proposal involves the award of a new Degree/ Diploma and Board concurs with the recommendations of the Senate, the Board shall seek the advice of the IIT Council for introduction of such a Degree/Diploma.

1.3 The minimum admission standards and the duration of each Programme, whether existing or new, shall be advised by the IIT Council.

1.4 The curriculum of each Programme, required for its successful completion, shall require prior approval of the Senate. Any change in the approved curriculum of any existing Programme shall also require prior approval of the Senate.

1.5 The Senate shall approve the format of each Degree/Diploma to be awarded to a student after successful completion of the Programme. Any revision in the format of a Degree/Diploma shall also require approval of the Senate.

1.6 Conferment of an Honorary Degree of the Institute shall be in accordance with Statute 24. The Senate shall approve the format of the Honorary Degree in each case.

ORDINANCE NO.2
ACADEMIC CALENDER

2.1 The Academic Session shall normally commence in the fourth week of July every year. Each Academic Session shall consist of two regular semesters and a Summer-Term, apart from vacations, and mid-semester recesses. Each regular semester shall consist of about fifteen working weeks in addition to one week of mid-semester recess and two weeks of examination period. The Summer-Term shall consist of about eight working weeks, excluding the examination period.

2.2 The exact dates for the important academic events scheduled during the Academic Session shall be specified in the Academic Calendar. In particular, the dates for the following events shall be specified:

Orientation, Registration, Late Registration, Commencement of Classes, Adding and Dropping of Courses, Submission of Documents, Examination, Submission of Grades; Conversion of "I" Grades, Authentication of Grades, Vacations, Mid-Semester Recesses.

2.3 The Academic Calendar, or any change therein during the session, shall require prior approval of the Senate.

ORDINANCE NO. 3

ADMISSIONS

3.1 The number of admissions that can be made to any approved Programme of the Institute shall be as decided by the Senate from time to time. Reservation of seats for various reserved categories shall be as prescribed by the Board of Governors.

3.2 The Admission of Indian Nationals to the B. Tech. and B.S. Programmes shall be made once a year on the basis of the Joint Entrance Examination (JEE) conducted jointly by all the IITs.

3.3 A limited number of Foreign Nationals can be directly admitted (without JEE) to the B.Tech. and B.S. Programmes as per procedures laid down from time to time.

3.4 Normally, B.Tech./B.S. students shall be admitted only to the first year of the Programme. However, under very exceptional circumstances, the Senate may admit a student with advanced standing on the basis of partial completion of a similar program elsewhere. However, such advanced standing could utmost be of 4 semesters.

3.5 Students admitted to the B. Tech. and B.S. Programmes shall normally pursue the Programme initially allocated to them at the time of admission. However, the Senate may permit a limited number of academically meritorious students as assessed by their performance in the Institute for at least two regular semesters, to change their Programme. Any such change of Programme shall be as per the "Change of Branch Rules" laid down by the Senate.

3.6 The eligibility requirements and frequency of admission to the M.Sc. (Two Year) and M.Sc.-Ph.D. (Dual Degree) programmes as well as approved Postgraduate Programmes shall be decided by the Senate, taking into consideration any requirements that may be specified by the IITs Council.

3.7 The eligibility requirements and frequency of admission to eMasters, MS (Research), M. Tech., M. Sc. (Two Year), M.B.A., M. Des., MS-Ph.D. (Dual Degree), Ph.D. and any other approved Postgraduate Programmes, shall be decided by the Senate, taking into consideration any requirements that may be specified by the IITs Council.

3.8 The departments may stipulate additional requirements over and above the minimum admission requirements stipulated by the Senate for admission to M.Sc.(Two Year)/M.Sc.-Ph.D.(Dual Degree) and other Postgraduate Programmes. However, such additional departmental requirements shall require prior approval of the Senate.

3.9 The admission procedure for the M.Sc. (Two Year), M.Sc.-Ph.D. (Dual Degree) and other Postgraduate Programmes shall be as laid down by the Senate from time to time.

3.10 The admission requirements and procedures for all categories of students shall be as laid down by the Senate.

3.11 Every student, admitted provisionally or otherwise to any Programme of the Institute, shall submit copies of the qualifying degree/provisional certificate and such other documents as prescribed by the Senate. These documents must be submitted by the prescribed date.

The admission, provisional or otherwise, of any student who either does not submit the required documents by the stipulated date or fails to meet any other stipulated requirement for admission can be cancelled by the Senate.

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

3.13 The Institute shall be open to persons of either sex and of whatever race, caste or class, and no test or condition shall be imposed as to religious belief or profession while admitting the students.

ORDINANCE NO.4
REGISTRATION

4.1 The Senate shall lay down norms for registration for all categories of students.

4.2 Before the commencement of each semester, every student, unless otherwise exempted by the Senate, shall register for the prescribed courses to be pursued during that semester on the registration date as specified in the Academic Calendar. The registration for Summer-Term shall be subject to the conditions that may be laid down by the Senate.

4.3 Payment of prescribed semester/summer-term fees, and all other dues outstanding against the name of the student to the Institute, the Halls of Residence or any other recognized organ of the Institute shall ordinarily be a pre-condition for registration.

4.4 For bonafide reasons, students may be permitted to register late in a semester on the date so prescribed in the Academic Calendar on payment of prescribed late registration fee. The Senate shall lay down the conditions and procedure for such late registration. Any other exceptional case of registration shall require approval of the Senate.

4.5 The registration of any student may be cancelled or changed during the semester/summer-term, partly or wholly, according to the norms laid down by the Senate.

4.6 A letter grade shall be awarded in a course to a student only if the student is duly registered in the course at the time of the award of the letter grade.

ORDINANCE NO.5

LEAVE OF ABSENCE

5.1 Absence during the semester shall be discouraged for all registered students. However, for bonafide reasons, a student may be granted leave of absence as per provision made for such absence in the Ordinances.

5.2 Undergraduate students shall be entitled to avail the vacations and the mid-semester recesses as provided in the Academic Calendar. In addition, the Undergraduate students may be allowed leave of absence during a semester.

5.3 Postgraduate students shall be entitled to the following leave of absence without loss of financial assistance:

(a) **Vacation leave** of fifteen days per semester subject to a maximum of thirty days at a stretch. The vacation leave can be availed of only during vacation period including the mid- semester recesses. Vacation leave not availed in a semester all can be carried over to the next semester up to maximum of fifteen days.

(b) **Casual leave** of eight days per semester.

(c) **Medical leave** of eight days per semester subject to a maximum of fifteen days at a stretch. Medical leave shall be granted as per conditions and procedures laid down by the Senate.

5.4 Female students shall be entitled to maternity leave for a period not exceeding three months. Maternity leave may also be granted in case of miscarriage, including abortion, for a period not exceeding six weeks. This leave can be combined with any other leave due.

5.5 Leave of absence beyond that provided in the Ordinances 5.1 to 5.4 may also be granted. However, such leave of absence shall entail loss of financial assistance, if any.

5.6 Without prejudice to the provision made for leave of absence in the Ordinances, absence for a period of four or more weeks at a stretch, during a semester, shall result in automatic cancellation of the registration of students from the course(s) in that semester. However, award of partial credit of research units, if applicable, may be considered for such students.

5.7 Unauthorized absence (i.e. absence without due permission) may, result in termination of the student's programme by the Senate in addition to loss of financial assistance for the entire period of such unauthorized absence(s) or part thereof.

5.8 Students are expected to complete their Programme without any break. However, for bonafide reasons, students may be granted leave of absence from the Programme. But such absence(s) shall ordinarily not exceed two semesters with or without break.

ORDINANCE NO.6

RESIDENCE AND ACADEMIC REQUIREMENTS

6.1 The minimum residence requirements (duration) for various Programmes shall be as given under:

B. Tech.	- Eight Semesters
B.S.	- Eight Semesters
M.Sc. (Two Year)	- Four Semesters
M.Sc.-Ph.D. (Dual Degree)	- Eight Semesters
D.IIT	- Two Semesters
M.Tech.	- Three Semesters
MEM	- {Eight (for B.Tech.) + Two} Semesters
MBA	- Four Semesters
Ph.D.	- Six Semesters (for candidates admitted with B.Tech. Degree)
	- Four Semesters (for candidates admitted M.Tech./MBA Degree)
	- Five Semesters (for candidates admitted with M.A. or M.Sc. or M.Phil. Degree)

The residence requirement of one semester is equivalent to that of registration of a normal load of courses/research during one semester.

6.2 The Senate shall prescribe the normal maximum duration within which each Programme must be completed. However, students who fail to complete their Programme, even within the maximum duration, may be allowed by the Senate to continue in the Programme on the merit of each case.

6.3 The Senate shall prescribe the structure of courses to be successfully completed in the B.Tech./BS/eMasters/MS(Research) /M.B.A./M.Sc. (Two Year) and all Dual Degree Programmes.

6.4 A candidate for D.IIT Diploma shall complete a minimum of 32 units of load of which at least 16 units must be through course work and at least 8 units must be through research work.

6.5 A candidate for M. Tech. degree shall complete at least six courses and shall complete a minimum of 64 units of load of which at least 24 units must be through course work and at least 16 units must be through research work.

A candidate for MBA degree shall complete at least 24 courses with a minimum of 96 units.

6.6 The minimum academic requirements for Ph.D. students shall be as follows:

Programme	Total credits	Credits through course work	Credit through research	Minimum number of courses	Minimum residence time
Ph.D.(Engg.): students with B.Tech., M.Sc., B.Pharm. or M.B.B.S	96	40	32	10	6 semesters
Ph.D.(Engg./Management): students with M.Tech., M.Pharm. or MD	64	16	32	04	4 semesters
Ph.D.(Management): students with MBA (with B.Tech., M.Sc. or M.A)	64	16	32	04	4 semesters
Ph.D.(Management): students with MBA (with B.A or B.Sc.)	80	24	32	06	5 semesters
Ph.D.(Management): students with B.Tech., M.Sc., M.A or M.Com.)	96	40	32	10	6 semesters
Ph.D.(Sciences/HSS): students with M.Sc., M.A or M.Phil.	80	24	32	06	5 semesters
Ph.D.(Sciences/Humanities): students with B.Tech.	96	40	32	10	6 semesters

6.7 The minimum academic requirements for any other Postgraduate Programme shall be as stipulated by the Senate.

6.8 In addition to the minimum academic requirements stipulated for Postgraduate Programmes, the departments may prescribe additional academic requirements to suit their Programmes. Such additional requirements shall require prior approval of the Senate.

6.9 A student, admitted to any Programme, may be granted relaxation by the Senate from the prescribed minimum residence or academic requirements or both, in view of the work done in the Institute or elsewhere, as considered appropriate on the merit of each case.

ORDINANCE NO. 7

TEACHING AND EVALUATION

7.1 The medium of instruction shall be the English language.

7.2 Each course, along with its weightage in terms of credits, shall require approval of the appropriate Standing Committee of the Senate according to the course approval procedures laid down by the Senate. Only approved courses can be offered during any semester/summer-term.

7.3 Each approved course, whenever offered in any given semester, shall be conducted by the assigned Instructor-in-Charge with the assistance of the required number of Instructors/Tutors. The Instructor-in-Charge shall be responsible for conducting the course, holding the examinations, evaluating the performance of the students and awarding the grades at the end of the semester.

7.4 The list of all courses to be offered by a department, during any semester/summer-term, shall be finalized, before the beginning of the semester/summer-term, by the concerned Head of the Department, taking into consideration all the departmental requirements and the recommendations of the Standing Committees of the Senate.

7.5 The Instructor-in-Charge, Instructors and Tutors for all the courses to be offered by a department, during any semester/summer-term shall be assigned by the concerned Head of Department.

7.6 In each semester, there shall be one Mid-Semester Examination and one End-Semester Examination. As far as possible, all the examinations shall be conducted during the announced examination periods.

7.7 Students who fail to appear in any examination, due to bonafide reasons, may be permitted to appear in the Make-up Examination as per the procedures laid down by the Senate.

7.8 Each student, registered for a course, shall be awarded a letter grade by the concerned Instructor-in-Charge. The grade awarded to a student depends upon his performance in various examinations, quizzes, home assignments, laboratory work and the regularity of his attendance. The letter grades to be used and their numerical equivalents are as follows:

LETTER GRADE	GRADE POINT
A	10 (For UG students)
A	10
B	08
C	06
D	04
E	02
F	02 (for PG students)
	00

Research units shall be evaluated in terms of "S" and "X" grades ("S" for satisfactory work and "X" for unsatisfactory work).

For every 4 units of research work, one "S" or "X" grade shall be awarded. Numerical equivalents of "S" and "X" grades are not necessary and hence not defined.

7.9 A student may be awarded grade "I" (Incomplete) in a course, if he has missed a minor part of the course requirement but has done all other parts satisfactorily. A student is not entitled for "I" grade simply because he has failed to appear in some examinations. An "I" grade cannot be given for research units.

An "I" grade award to any student must be converted by the Instructor-in-Charge to an appropriate letter grade before the date announced in the Academic Calendar. Any "I" grade outstanding two days after the last scheduled make-up examination shall automatically be converted to a "F" grade.

7.10 A letter grade once awarded by the Instructor-in-Charge cannot be changed unless the request for change of grade, either by the Instructor-in-Charge or by other Instructors/Tutors of the course, is approved by the Chairman, Senate. Any request for change of grade must be made within six weeks of the start of the next semester and must be justified with reasons for recommending the change of grade.

7.11 Each department shall evolve a procedure for award of letter grades in all project courses. The procedures thus evolved shall require prior approval of the Senate.

7.12 The academic performance of a student in any given semester shall be measured in terms of the Semester Performance Index (SPI). The SPI is the weighted average of the grade points, the weights being the course weights.

7.13 The Cumulative Performance Index (CPI) in a semester is computed in a manner similar to the computation of SPI from the grade points of all the grades that a student has received up to that semester in the Programme. Whenever a student is permitted to repeat or substitute a course, the initial grade in the course is to be ignored in the computation of CPI.

7.14 The "X" and "S" grades are not to be considered while computing the SPI/CPI.

7.15 A UG student shall be called "Academically Deficient" if his/her performance at the end of any regular semester in terms of SPI/ CPI is as follows:

- | | | | |
|-----|------------------|------------|----------|
| (a) | B.Tech./B.S.: | SPI | < 5.0 |
| (b) | M.Sc.(Two year): | Either SPI | <5.5 |
| | | Or | CPI <6.0 |

The Senate shall prescribe norms for advising deficient students, based on their academic performance, for continuation in the Programme. Such advice shall be given in writing along with conditions, if any, for continuation. After giving the written warning to a deficient UG student, the Senate may even terminate the Programme of the student who fails to meet the stipulated requirements for continuation.

7.16 The Senate shall prescribe norms, in terms of SPI/CPI and the number of E,F and X grades, for a PG student to continue in the Programme.

The Senate shall also prescribe norms for evaluating the academic performance of PG students who fail to satisfy the prescribed requirements to continue in the Programme. The Senate may even terminate the Programme of any PG student whose academic performance is considered unsatisfactory.

7.17 The Programme of any student can be terminated only after the Senate has considered and approved the proposal for termination.

7.18 A student whose programme has been terminated by the Senate on account of unsatisfactory academic performance shall have the right to appeal to the Chairman, Senate against such a termination. While making such an appeal, the student is expected to give reasons for the poor academic performance. The Senate, after considering all the available inputs, shall take a final decision on each such appeal. No further appeal for review of the termination shall be entertained, unless some substantial additional information is brought to the notice of the Senate.

ORDINANCE NO.8

PROJECT AND THESIS EVALUATION

8.1 Every PG student shall have at least one Thesis/Project supervisor from amongst the faculty members of the Institute. No PG student can have more than two supervisors from the Institute. However, another co-supervisor from outside the Institute, if necessary, may be appointed.

8.2 Each department shall evolve modalities for the appointment of supervisors keeping in view the student's aspirations and the research interests of the faculty. These modalities shall also include the procedures to be followed for change of supervisors. The modalities thus evolved or any subsequent changes therein shall require the approval of the Senate.

8.3 In case a supervisor proceeds on long leave, resigns, superannuates, or otherwise ceases to be a faculty member of the Institute before submission of the thesis, a new supervisor or a co-supervisor, as the case may be, shall be appointed. However, if the entire experimental work and/or analysis relating to the thesis has been completed, a Programme Co-ordinator may be appointed to complete the left over routine formalities concerning the evaluation of the thesis.

8.4 Every Ph.D. student must pass a Comprehensive Examination. The procedure for the conduct of the Comprehensive Examination shall be as prescribed by the Senate.

8.5 A Ph.D. student shall be formally considered to be a candidate for the Ph.D. degree only after the student has:

- a. successfully completed all course requirements;
- b. secured at least the minimum required CPI
and
- c. passed the Comprehensive Examination.

8.6 Every Ph. D. student admitted to the candidacy of the Ph.D. degree shall give a "State- of-the-Art Seminar".

8.7 Each Ph.D. student must give an "Open Seminar" wherein the thesis work shall be presented. This seminar shall be given before submission of the synopsis of the thesis.

8.8 Only those Ph.D. students shall be allowed to submit their thesis who have:

- a. been formally admitted to the candidacy for the Ph.D. degree;
- b. delivered the "State-of-the-Art Seminar" and
- c. delivered the "Open Seminar".

8.9 The Thesis Board and the Oral Board for Ph.D. students and the Oral Examination Committee for other PG students shall be constituted as per the procedure laid down by the Senate.

8.10 A Ph.D. thesis shall first be evaluated by a Thesis Board and thereafter by an Oral Board. The Senate shall prescribe the procedure to check whether or not reports of the Ph.D. thesis board warrant the conduct of the Oral Examination. The thesis supervisor shall initiate the constitution of the Oral Board only after the Chairman Senate has accorded approval for the conduct of the Oral Examination. All other cases shall be referred to the Senate for further action to be taken.

8.11 The Ph.D. Oral Examination shall be an "Open Examination". This examination shall be conducted as per the procedure laid down by the Senate.

8.12 If a member of the Oral Board fails to be present on the specified date and time of the Oral Examination, the Chairman Senate may appoint a substitute examiner on the recommendations of the thesis supervisor and the HOD. If found necessary, the oral examination may also be rescheduled.

8.13 The role of the Ph.D. Oral Board shall be:

- (a) to check whether the thesis reports imply award of the degree;
- (b) to examine whether or not the essential modifications, suggested by the thesis examiners, if any, have been incorporated;
- (c) to elicit candidate's response to the questions raised by the Thesis Examiners;
- (d) to authenticate the thesis work as the student's own work and
- (e) to judge whether or not the presentation of the work and the answers to the questions put to the candidate have been satisfactory.

8.14 The candidate is considered to have passed the Oral Examination for the Ph.D. if all the members of the Oral Board, except at the most one member, consider that the performance of the candidate is satisfactory. On the other hand, if more than one member of the Oral Board consider the performance of the candidate as unsatisfactory, the Board shall either declare the candidate to have failed or recommend that the candidate be given another chance for the Oral Examination. The Oral Board, for the re-examination shall ordinarily be the same as for the original examination unless otherwise approved by the Chairman, Senate. In the rescheduled examination, the Oral Board must declare the candidate either to have passed or failed, but shall not recommend a third Oral Examination.

8.15 The thesis/project of all PG students other than Ph.D. students shall be considered to have been accepted if all members of the Oral Examination Committee recommend its acceptance. The Committee may recommend re-submission of the thesis/project at most once, after incorporating the suggestions made by the Committee for reevaluation.

ORDINANCE NO.9

CONDUCT OF DISCIPLINE

9.1 Each student shall conduct himself, both within and outside the campus of the Institute, in a manner befitting a student of an Institute of National importance. No student is expected to indulge in any activity which tends to bring down the prestige of the Institute. Each student shall show due respect and courtesy to the teachers, administrators, officers and employees of the Institute; and, good neighborly behaviour to fellow students. They should also pay due attention and courtesy to the visitors and residents of the campus.

9.2 Lack of courtesy and decorum; unbecoming conduct (both within and outside the Institute); willful damage or removal of Institute property or belongings of a fellow student; disturbing fellow students in their studies; adoption of unfair means during examinations; breach of rules and regulations of the Institute; noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct of students.

9.3 Violation of the Code of Conduct of students by any student, shall invite disciplinary action and may merit punishment, such as reprimand, disciplinary probation, fine, being debarred from examination, debarring the use of placement services, withholding of grades, withholding of degree, cancellation of registration and even dismissal from the Institute.

9.4 The Warden-in-Charge of the concerned Hall of Residence shall have power to reprimand or impose fine or take any other such suitable measure against any resident of the Hall, who violates either the rules and regulations or the Code of Conduct pertaining to the concerned Hall of Residence.

9.5 The Instructor-in-Charge of a course shall have the power to debar a student from the examination in which the student is detected to be using unfair means. The Instructor/Tutor shall have the power to take appropriate action against a student who attempts to misbehave in the class. Use of unfair mean in any form including plagiarism in academic work will constitute violation of the code of conduct of students.

9.6 Indulgence in any unlawful activities in any form including ragging, sexual harassment, etc. shall be considered as a serious offence , which can lead to dismissal from the Institute.

9.7 The Senate shall constitute a Standing Committee to investigate the alleged misdemeanour reported and recommend a suitable course of action. The Senate shall also prescribe the procedure for dealing with the recommendations of this Committee. Violation of the Code of Conduct of students, by a student or a group of students can be referred to this Committee by any student or a teacher and the Director or any other functionary of the Institute.

9.8 In very exceptional circumstances, the Chairman, Senate may appoint a Special Disciplinary Committee to investigate and/or recommend the action to be taken in case of any act of gross indiscipline involving a large number of students which may tarnish the image of the Institute.

9.9 The case of a defaulting student recommended for dismissal from the Institute shall ordinarily be referred to the Senate for its final decision.

9.10 A defaulting student who feels aggrieved with the punishment awarded may prefer an appeal to the Chairman, Senate stating clearly the reasons why the punishment should not be awarded. The Senate shall prescribe the procedure to process such an appeal.

9.11 A student who is found guilty of some major offence may not be recommended by the Senate to the Board of Governors for the award of a degree/diploma/certificate even if all the academic requirements have been satisfactorily completed by the concerned student.

ORDINANCE NO.10

GRADUATION REQUIREMENTS AND GRANT OF DEGREES

10.1 A BTech./B.S. student with a CPI below 4.0 is not eligible for graduation.

An M.Sc. (Two Year) student with a CPI below 6.0 is not eligible for graduation.

An eMasters/M.Tech./D.IIT/MBA/M.Des./MS(Research) student with a CPI below 6.5 is not eligible for graduation.

A Ph.D. student with a CPI less than 7.0 is not eligible for graduation.

10.2 A student shall be deemed to have completed the graduation requirements if the student has:

- (a) passed all the prescribed courses;
- (b) attained the minimum required CPI;
- (c) satisfied the minimum academic and residence requirements;
- (d) satisfied all the requirements specified by the concerned department, if any
- (e) satisfied all the requirements specified by the Senate and the Ordinances.

In addition, the student should have paid all the dues to the Institute, and, should have no pending case of indiscipline.

10.3 A student who has completed all the graduation requirements shall be recommended by the Senate to the BOG for the award of appropriate Degree/Diploma in the ensuing Convocation. A Degree/Diploma can be awarded only after the Board has approved the award of the Degree/ Diploma.

10.4 Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at any later stage, the Senate may recommend to the Board of Governors to withdraw the Degree/Diploma, already awarded.

ORDINANCE NO. 11

HALLS OF RESIDENCE

11.1 IIT Kanpur is a residential Institute and, therefore, every registered student shall reside in a room assigned to him in one of the Halls of Residence. In exceptional cases, the Director may permit a student to reside with his or her parent/local guardian. Such students shall, however, pay full seat rent and such other dues as may be prescribed from time to time. Part time and eMasters students are not eligible for accommodation in the Halls of residences.

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11.2 For each Hall of Residence there shall be a Warden-in-Charge and such other number of Wardens and other staff as may be determined by the Board of Governors from time to time. The office of the Warden-in-Charge and other Wardens shall be held by the members of the academic staff of the Institute. These appointments shall be made by the Director. The Warden-in-Charge of a Hall shall be responsible for managing the Hall efficiently.

11.3 Every student residing in a Hall shall join the Hall Mess. However, the Warden-in-Charge may exempt an individual student from the Hall Mess on medical grounds for a specified period.

11.4 During Institute vacations, messes of a few Halls will function, depending upon need. All students staying in the Halls during vacation shall have to join one of these messes. No other arrangement will normally be permitted.

11.5 Each Hall of Residence shall have a Hall Executive Committee (HEC). The constitution of the HEC and its functions shall be as decided by the Senate.

11.6 Every resident shall be personally responsible for the safe up-keep of the furniture and other items supplied to the resident and will be charged for any damage or loss caused by design or negligence during the occupancy of the room.

11.7 Every resident must pay the mess bill by the due date, announced by the Warden. Failure to deposit the dues in time may result in fine or such other penalty as the Warden may deem fit. Even the registration of a student may be cancelled in case of failure to clear the mess dues within 30 days of the due date.

11.8 Besides the payment of mess dues, every resident will also pay establishment charges every month at the rate prescribed from time to time by the Warden-in-Charge. This is in addition to the mess establishment charges payable to the Institute.

11.9 Residents shall respect the right of each individual to express his/her ideas, pursue his/her interests and follow the style of life most meaningful to him /her. However, party based political campaigning is prohibited.

11.10 Visitors of the opposite sex are strictly prohibited to enter the residential blocks of the Halls during 0000 to 0600 hours. Further, they shall be emphatically discouraged to enter the residential rooms at all times.

11.11 Use of liquor, drugs, or any other intoxicants in the Hall premises is strictly prohibited.

11.12 Every resident shall comply with all the rules and regulations of the Halls of Residence as may be in force from time to time. The Warden-in-Charge shall take necessary action against the defaulters.

ORDINANCE NO.12

SCHOLARSHIPS/PRIZES, MEDALS AND FINANCIAL ASSISTANCE

12.1 Merit-cum-Means scholarships, Freeships, Notional Prizes and Certificates of Merit shall be awarded to undergraduate students according to the rules laid down by the Senate.

12.2 Scholarships and freeships are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material facts and/or supply of false information.

12.3 Students leaving the Institute on their own accord without completing the programme of study may be required to refund the amount of scholarship received during that year.

12.4 No student can receive two scholarships simultaneously.

12.5 Scholarships will not be paid after the month in which a student completes all the prescribed courses.

12.6 To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate shall award Prizes/Medals/Scholarships to be instituted either by the Institute or through endowment /grants of donors. The norms and conditions for the institution of such Scholarships/ Prizes/Medals shall require approval of the Board of Governors.

12.7 Indian Nationals who are admitted as non-sponsored, regular, full-time, postgraduate students shall be eligible for financial assistance according to the norms approved by the Board of Governors.

12.8 Postgraduate students can also receive financial assistance from the Government, Public Sector Organizations, private industrial and commercial organizations, and research schemes directed by the faculty members of the Institute.

GLOSSARY

Academic- Activities concerned with teaching and research

Calendar - dates for various academic activities

Centre - unit engaged in specified research activities

Department - comprises a group of academic staff pursuing similar academic interests

Programme - sequence of academic activities leading to a degree/ diploma

Session - comprises two regular semesters along with a summer term

Staff - employees engaged in teaching and research

Candidacy for Ph.D. degree - a Ph.D. student who has completed the prescribed academic requirements for, submission of Ph.D. thesis

Course - a sequence of topics which can be covered during a semester

Approved - a course approved by the appropriate body using the guidelines provided by the Senate

Credits - approved weight of a course which is based on the total effort expected of a student

Curriculum of a Programme - a prescribed set of courses and other academic activities

Disciplinary Probation - a student status due to disciplinary action requiring special monitoring

Document Submission - submission of qualifying and other prescribed certificates required for authenticating admission

Examination - a procedure used to evaluate the academic performance of a student

Comprehensive - written and/or oral evaluation of a Ph.D. student to assess his preparation for starting research work; a requirement for admittance to Ph.D. candidacy

End-Semester - examination conducted at the end of a semester during the prescribed dates

Make-up - meant for a student who is not able to appear in the scheduled examination

Mid-Semester - examination conducted during the semester

Oral - thesis evaluation, in person, of a Ph.D./M.Tech. student

Grade - a letter grade indicating the performance of a student in a course (A*, A,B,C,D,E or F) or in thesis (S or X)

Incomplete - grade 'I' used by an Instructor at the time of submission of grades when the performance of a student in a course/project cannot be assessed due to valid reasons

Graduation Requirement - minimum academic and other requirements which entitles a student for the award of a degree/diploma

Interdisciplinary Programme - an academic programme involving more than one department

Open Seminar - seminar in which a Ph.D. student presents the research work done for the thesis and which is open to all

Performance Index - indicator of the efforts put in by a student in all the courses/thesis/project

Cumulative (CPI) - weighted average of the numerical values of all the letter grades obtained by a student, the weights being the credits of the respective courses

Semester (SPI) - weighted average of the numerical values of all the letter grades obtained by a student in a semester, the weights being the credits of the respective courses.

Residence Requirement - One semester residence requirement is equivalent to that of registration of a normal course/research load during one semester

Registration - enrolment in the courses/research that a student wants to pursue during a semester as required by the Programme of the student

State-of-the-Art-Seminar - seminar given by a Ph.D. student in which the research work intended to be pursued is presented

Student - a bona-fide student on the rolls of the Institute

Academically Deficient - a student not satisfying the prescribed academic requirements

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Postgraduate - a student enrolled for the eMasters/DIIT/MS (Research)/
M.Sc. (Two Year)/M.Tech/M.Des./ Ph.D./MSPD. Programme

Undergraduate-a student enrolled for the B.Tech./ B.S./ M.Sc. Programme

APPENDIX I

Reproduced below are the relevant sections of the Institutes of Technology Act, 1961, and the Statutes of the IIT, Kanpur which describe the functions and responsibilities of the Senate.

The Institutes of Technology Act 1961 No. 59 of 1961

CHAPTER II

Article No.

11. The Board of Governors of an Institute shall consist of the following persons namely :-
 - a) the Chairperson, to be nominated by the Visitor¹;
 - b) the Director, ex-officio;
 - c) one person to be nominated by the Government of each of the States comprising the zone in which the Institute is situated, from among persons who, in the opinion of that Government are technologists or industrialists of repute;
 - d) four persons having special knowledge or practical experience in respect of education in engineering or science to be nominated by the Council and
 - e) two Professors of the Institute, to be nominated by the Senate.

14. The Senate of each Institute shall consist of the following persons, namely:-
 - a) The Director, ex-officio, who shall be the Chairperson of the Senate;
 - b) The Deputy Director, ex-officio;
 - c) the professors appointed or recognized as such by the Institute for the purpose of imparting instruction in the Institute;
 - d) three persons, not being employees of the Institute, to be nominated by the Chairperson in consultation with the Director from among educationists of repute, one each from the fields of science, engineering and humanities and
 - e) such other members of the staff as may be laid down in the Statutes.

15. Subject to the provisions of this Act, the Statutes and the Ordinances, the Senate of an Institute shall have the control and general regulation and be responsible for the maintenance of standards of instruction, education and examination in the Institute and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

¹ President of India.

26. Subject to the provisions of this Act, the Statutes may provide to all or any of the following matters, namely:
- a) the conferment of honorary degrees;
 - b) the formation of departments of teaching;
 - c) the fees to be charged for courses of study in the Institute and for admission to the examinations of degrees and diploma of the Institute;
 - d) the institutions of fellowships, scholarships, exhibitions, medals and prizes;
 - e) the term of office and the method of appointment of officers of the Institute;
 - f) the qualifications of teachers of the Institute;
 - g) the classifications, the method of appointment and determination of the terms and conditions of service of teachers and other staff of the Institute;
 - h) the constitution of pension, insurance and provident funds for the benefit of the officers, teachers and other staff or the Institute;
 - i) the constitution, powers and duties of the authorities of the Institute;
 - j) the establishment and maintenance of halls and hostels;
 - k) the conditions of residence of students of the Institute and the levying of fees for residence in the halls and hostels and of other changes;
 - l) the manner of filling vacancies among members of the Board;
 - m) the allowances to be paid to the Chairperson and members of the Board;
 - n) the authentication of orders and decisions of the Board;
 - o) the meetings of the Board, the Senate, or any Committee the quorum at such meetings and the procedure to be followed in the conduct of their business and
 - p) any other matter which by this Act is to be or may be prescribed by the Statutes.
27. 1) The first Statutes of each Institute shall be framed by the Council with the previous approval of the Visitor and a copy of the same shall be laid as soon as, may be before each House of Parliament.
- 2) The Board may, from time to time, make new or additional statutes or may amend or repeal the statutes manner hereafter in this section provided.
- 3) Every new Statute or addition to the Statute or any amendment or repeal of a statute shall require the previous approval of the Visitor who may assent thereto or withhold assent or remit it to the Board for consideration.
- 4) A new Statute or a Statute amending or repealing an existing Statute shall have no validity unless it has been assented to by the visitor.

28. Subject to the provisions of the Act and the Statutes, the Ordinances of each Institute may provide for all or any of the following matters, namely :-
- a) the admission of the students to the Institute;
 - b) the courses of study to be laid down for all degrees and diplomas of the Institute;
 - c) the conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the Institute, and shall be eligible for degrees and diplomas;
 - d) the conditions of award of the fellowships, scholarships, exhibitions, bodies, examiners and moderators;
 - e) the conditions and mode of appointment and duties of examining bodies, examiners and moderators;
 - f) the conduct of examinations;
 - g) the maintenance of discipline among the students of the Institute
and
 - h) any other matter which by this Act or the statute is to be or may be provided for by the Ordinances.

29. (1) Save as otherwise provided in this section, Ordinances shall be made by the Senate.

(2) All Ordinances made by the Senate shall have effect from such date as it may direct, but every ordinance so made shall be submitted, as soon as may be to the Board and shall be considered by the Board at the next succeeding meeting.

(3) The Board shall have power by resolution to modify or cancel any such Ordinance and such Ordinance shall from the date of such resolution stand modified accordingly or cancelled, as the case may be.

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

STATUTES

4. The Senate

- (1) In addition to the persons mentioned in Section 14 of the Act, the following shall be the members of the Senate namely:-
 - a) Heads of the departments, centers, schools or divisions other than Professors;
 - b) the Librarian of the Institute;
 - c) one Warden by rotation in order of seniority in service as Warden, for a period of one year;
 - d) Workshop Superintendent of the Institute;
 - e) not more than six other members of the staff for their special knowledge appointed by the Chairperson after consultation with the Director for such period as may be specified by the Chairperson;

- (2) Subject to the provisions of the Act, the Senate shall have power to:-
 - a) frame and revise curricula and syllabi for the courses of studies for the various department;
 - b) make arrangements for the conduct of examinations appoint examiners, moderators, tabulators and the like;
 - c) declare the results of the examinations or to appoint committees or officers to do so and to make recommendations to the Board regarding conferment or grant of degrees, diplomas and other academic distinctions or titles;
 - d) appoint Advisory Committees or Expert Committees or both for the departments of the Institute to make recommendations or academic matters connected with the working of the department; the Head of the department concerned shall act as convenor of such committee;
 - e) appoint committees from amongst the members of the Senate, other teachers of the Institute and experts from outside to advise on such specific academic matters as may be referred to any such committee by the Senate;
 - f) consider the recommendations of the Advisory Committees attached to various departments and that of Expert and other committees and take such action (including the making of recommendation to the Board) as circumstances in each case may require;
 - g) make periodical review of the activities of the departments and take appropriate action (including the making of recommendations to the Board);
 - h) supervise the working of the Library;
 - i) promote research within the Institute and require reports on such research from the persons engaged thereon;
 - j) provide for the inspection of the classes and the Halls of Residence in respect of the Instructions and discipline therein, supervise the co-curricular activities of the students of the Institute and submit reports thereon to the Board;
 - k) award stipends, scholarships, medals, and prizes and make other awards in accordance with Ordinances and

- l) make recommendations to the Board with regard to (i) the creation of posts on the Academic Staff and the abolition thereof, and (ii) the emoluments and duties attached to such posts.
- (3) The Senate shall meet as often as necessary, but not less than four times during a calendar year.
- (4) Meetings of the Senate shall be convened by the Chairperson of the Senate on his own initiative or on a requisition signed by not less than 20% of the members of the Senate. Requisition meeting shall be a special meeting to discuss only those items of agenda for which requisition was made. The requisition meeting shall be convened by the Chairperson of the Senate on date and time convenient to him within 15 days of the notice given for such a requisition.
- (5) One fourth of the total number of members of the Senate shall form a quorum for a meeting of the Senate.
- (6) The Director, if present, shall preside at every meeting of the Senate. In his absence, the Deputy Director shall preside and in the absence of both the Director and Deputy Director, the senior most of the Professors shall preside at the meeting.
- (7) A written notice of every meeting together with the Agenda shall be circulated by the Registrar to the members of the Senate at least a week before the meeting. The Chairperson of the Senate may permit inclusion of any item for which due notice could not be given.
- (8) Notwithstanding the provisions of the sub-statute (7), the Director may call an emergency meeting of the Senate at short notice to consider urgent special issues.
- (9) The ruling of the Chairperson of the Senate in regard to all questions of procedure shall be final.
- (10) The Minutes of the proceedings of a meeting of the Senate shall be drawn up by the Registrar and circulated to all members of the Senate present in India provided that any such minute shall not be circulated if the Senate considers such circulations, prejudicial to the interests of the Institute. The minutes along with suggested amendments, if any, shall be placed for confirmation at the next meeting of the Senate, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Senate, the Board and the Council at all time during office hours.

(12) Appointments

- 1) All posts at the Institute shall normally be filled by advertisement but the Board shall have the power to decide on the recommendations of the Director that a particular post be filled by invitation or by promotion from amongst the members of the staff of the institute.

- 2) While making appointments, the Institute shall make necessary provisions for the reservation of posts in favour of the Scheduled Caste and Tribes in accordance with the decisions of the Board.
- 3) Selection Committees for filling posts under the Institute other than the posts on contract basis by advertisement or by promotion form amongst the members of staff of the Institute shall be constituted in the manner laid down below namely:
- (a) In case of posts of Deputy Director and Professor, the Selection Committee shall consist of:
- | | |
|---|-------------|
| (i) Director | Chairperson |
| (ii) One Nominee of the Visitor | Member |
| (iii) Two Nominees of the Board, one being an expert but other than a member of the Board | Members |
| and | |
| (iv) One expert nominated by the Senate other than a member of the Senate | Member |
- (b) In the case of posts of Assistant Professor, Senior Scientific Officer and Lecturer, the Selection Committee shall consist of:
- | | |
|--|-------------|
| (i) Director | Chairperson |
| (ii) Two nominees of the Board one being a member of the Board | Members |
| (iii) One expert nominated by the Senate | Member |
| and | |
| (iv) Head of the Department/Programme concerned, if the post for which selection is being made is lower in status than that occupied by the Head of the Department/Programme | Member |
- (bb) In the case of personal promotion to posts of Lecturer from Assistant Lecturer or Associate Lecturer, or to posts of Assistant Professor from Lecturer, the Selection Committee shall consist of :
- | | |
|--|-------------|
| (i) Director | Chairperson |
| (ii) Two nominees of the Board, one being a expert but other than a member of the Board | Member |
| (iii) One expert nominated by the Senate | Member |
| (iv) One nominee of the Chairperson of the Council of Institutes of Technology | Member |
| and | |
| (v) Head of the Department/Programme concerned, if the post for which selection is made is lower than occupied by the Head of Department/Programme | Member |

(c) In the case of posts of Librarian and Workshop superintendent, the Selection Committee shall consist of:

- | | |
|--|-------------|
| (i) Director | Chairperson |
| (ii) Two nominees of the Board, one being an expert but other than a member of the Board and | Member |
| (iii) One expert nominated by the Senate | Member |

APPENDIX II

ELECTION PROCEDURE

Election of the Members of the Nominations Committee:

The Chairperson of the Committee on Elections shall send to each member of the Senate a notice of the pending election not less than fifteen days prior to the date of such election.

Nominations may be submitted within the specified date, duly proposed and seconded by Senate members and accepted by the candidates.

The election shall be conducted by the Committee on Elections on the specified date and time. Senate members shall vote by secret ballot, in a sealed envelope, to the Chairperson of the Committee on Elections.

Elections of the Chairperson of various Senate Committees:

The elections of the Chairperson of the various committees (except the Educational Policy, Honorary Degree and Student Affairs Committees) shall be conducted by the Chairperson of the Committee on Election or one of its members deputed by him, not later than the third Saturday of August. A clear notice of seven days shall be given in writing to all members of the Committee. All the Faculty members of the Committee, provided they are willing to be considered, shall be eligible for the post of Chairperson of the Committee.

Elections should be conducted by iterations wherein by elimination, if necessary, one faculty member gets more than 50 percent votes of those present and voting. In every round each member shall vote for one name only.

APPENDIX III

Guidelines for the Nominations Committee:

The Nominations Committee shall try to ensure continuity by including some members of the outgoing committees to continue the respective new committee for an additional year. Attempts should be made to induct faculty members who have not already served on committees and not to put the same member in more than one or two committees.

APPENDIX IV

Nomination procedures for Senate Nominees to the Board:

Senate Nominees to the Board shall be elected directly by the Senate members and other faculty members including Visiting Faculty members who are not Senate members (voters). One of the Professors elected shall be from 'Engineering Departments' and the other from the 'Sciences and Humanities'.

On receiving intimation from the Secretary of the Senate, the Election Committee shall decide and announce the schedule of election.

Voters who are present on campus on the date of voting can cast their vote at the polling station during the prescribed hours. Ballots from absentee voters shall not be accepted in any form.

The election shall be by secret ballot in which the single transferable preferential voting system will be followed.

There shall be separate ballot papers for the two nominees – one from Engineering Departments and the other from Sciences and Humanities.

The election shall be conducted during the period of working session of the Institute and not during any vacation period.

Counting shall be done in successive rounds, as necessary, until a candidate gets more than fifty percent of the valid votes cast. In case of a tie after all rounds of counting a re-election shall be ordered, only in between the remaining two candidates.

The Chairperson of the Senate Committee on Elections will report to the Senate, the formal declaration of the elected candidates, as the Nominees of the Senate to the Board.

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