

Under-Graduate Programme

## Information Brochure

**Pandit Dwarka Prasad Mishra  
Indian Institute of Information  
Technology Design &  
Manufacturing Jabalpur**

**IT Bhavan, Government Engineering College  
Campus,  
Ranjhi, Jabalpur- 482011  
(Website: [www.iitk.ac.in/iiitdm-jabalpur](http://www.iitk.ac.in/iiitdm-jabalpur))  
Phone: (0761) 2632493**

### ACADEMIC CALENDAR FOR SEMESTER – I (2005)

#### EVENTS

#### Semester- I (2005)

##### Registration

Orientation (CSE, EE & ME) Aug 08 (Mon)  
Classes commence Aug 09 (Tues)

##### Course Adding/Dropping

Last Date for Adding Courses Aug 12 (Fri)  
Last Date for Dropping Courses Aug 13 (Sat)  
Last Date for Document submission Oct 10 (Mon)

Mid Semester Exam Sept 26 – Sep 28 (Mon - Wed)  
Mid- Semester Recess Oct 09 – Oct 16 (Sun - Sun)  
Pre Academic Registration Nov 12- Nov 19 (Sat - Sat)  
End Semester Exam Dec 05 - Dec 09 (Mon - Fri)  
Make-up-Examination Dec 14 – Dec 15 (Wed - Thurs)

##### Last Date for Grades

Submission -End Semester Dec 12 (Mon)

##### Last Date for submission of Make –up Exam & Conversion of I grades

Dec 17 (Sat)

##### Vacation

Dec 10 – Dec 29 (Sat - Thurs)

#### Check list

Following is the list of items that an applicant has to bring at the time of Admission

- Allotment letter
- AIEEE score card
- Original Money Receipt paid at the time of Counselling
- Duly filled admission form
- Two DDs against application fee and mess advance respectively
- Attested copies of certificates/ documents along with originals
- Attested copies of Caste certificate wit original, if applicable
- 8 Passport-size Colour Photographs with light background

## About Jabalpur City

City is located at the centre of the State of Madhya Pradesh in India and is one of the most important cities in the State. It is situated in the 'Mahakaushal' Region of the State and gets its name from history being the native land of the great 'Jabali Rishi'. The holy 'Narmada' river flows through the District which is the major drinking water source for the District. There is a multipurpose 'Bargi Dam' Project on this river. Known world-over for its 'Marble Rocks' and the 'Dhuandhar' water falls, the tourist site 'Bhedaghat' is also located nearby. The city is an important educational centre of the state. Located centrally, it has some very reputed and old schools. Some of the schools are more than a century old. There are two Universities: Rani Durgavati University and the Jawaharlal Nehru Agriculture University. Good educational institutes in Jabalpur include Govt.Engineering College, a Medical College, Law Colleges, Post Graduate and under-Graduate Colleges. It is planned to have the campus of PDPM IIITDM with a land area of 300 acre which would be divided into three zones. Thirty acres of this land would be earmarked for academic activities while ten acres would be kept for Design Studio Park to be developed with industry partnership. Remaining ten acres would be residential area for students' hostel, faculty and staff housing. Till the campus is built it is planned to start the activities of PDPM IIITDM in the GOVT. ENGINEERING COLLEGE located at a distance of about 8 km from city centre.

Setting up of PDPM IIITDM at Jabalpur would be landmark in the evolution of technical education system in the country. This meets a very pressing need of the industry today. The industry driven adaptive management structure provides this institution ability to respond to challenges of the future. This would provide sustainable competitive advantage to Indian industry in the area of design and manufacturing of new products in the increasingly globalized economic environment.

## How to reach

PDPMIIITDMJ is presently operating from IT Building of Govt. Engg College Campus (also called Jabalpur Engineering. College) Gokalpur, Ranjhi.

- City Railway Station is about 7 km from the Campus. The following options are available to reach Campus from Railway Station.
  1. From Platform No. 1 hire an auto rickshaw for Rs. 80.00.
  2. From Platform No. 4 (City Side) and take a mini bus to Government Engineering College and get down at the gate.

- City bus station is about 9 km from the Campus. To reach Campus first walk down (1/2 km) or take a cycle rickshaw for Rs. 5/- to Nagar Nigam Chauraha. From here take a mini bus to Government Engineering College and get down at the gate.

## Where and When to Report

Admission Incharge, Room No. 103, 1st Floor IT Building  
Government Engineering College, Ranjhi, JABALPUR

Period: July 13 to July 18, 2005, Time: Between 9:30 AM and 4:30 PM

**TA (Travel Allowance) for joining the institute will be reimbursed for SC/ST students as per GOI rule.**

## Fee Structure

Head	General	SC/ST
One time Payment	Rs. 2150	Rs. 2150
Payable every semester	Rs. 18215	Rs. 4715
Refundable caution deposit	Rs. 4000	Rs. 4000
<b>Total fees payable at the time of admission</b>	<b>Rs. 24365</b>	<b>Rs. 10865</b>

In addition to this, Rs. 2000 will be charged as refundable mess caution deposit for joining the mess in the hostel.

Demand Drafts are to be drawn in favour of The Registrar, PDPM IIITDM Jabalpur payable at Jabalpur.

## Bank Account

You are advised to open a cheque book account in the Union Bank of India or the State Bank of India on campus. To open an account you need **three passport size photographs** and an initial minimum deposit of Rs.1000/-. Both these banks offer ATM facility.

## 1. Introduction

The present system of technical education- though huge and diverse has focus on analytical capabilities. There is a need for skill sets appropriate for design, development and prototyping using modern tools and techniques. The Product Lifecycle Management (PLM) approach to entire cycle from research and development, manufacturing, quality assurance, distribution, maintenance and disposal of new products is gaining currency. Thus there is a need for a design and manufacturing programme which includes all aspects such as mechanical, electrical/ electronics as well as software engineering. The programme should give emphasis on aesthetic, ergonomic and functional considerations of products. Further, the programme should not only consider all facets of design considerations but also give emphasis on the aspects of prototyping as well as manufacturing technologies. Accordingly, it has been decided to set up Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design and Manufacturing (PDPM IITDM) at Jabalpur. Primary goal of the institute is to educate and train engineers who are dealing with design and manufacturing of engineering goods. The task of incubation has been entrusted on Indian Institute of Technology Kanpur (IIT Kanpur). The Director, Faculty and Staff members of IIT Kanpur are working together to achieve the goal.

Vision of the institute is to become an academic institution of excellence that would facilitate and promote the competitive advantage of Indian products and manufacturing in global markets. The mission of the institute is to be Global Centre of Excellence in Design and Manufacturing Education and Research in the country. The primary goals of the institute are as follows:

- It would provide education and training, at both undergraduate and postgraduate levels, to persons of outstanding abilities who would provide leadership to Indian Industry in globally competitive economic environment.
- It would carry out advanced research and development activities in design and manufacturing technologies, both on its own and on sponsorship basis for the industry.
- It would provide distance learning and continuing education programmes for faculty/ scholars from other institutions and industry personnel.
- It would organize conferences, seminars, workshops and such other activities for the dissemination of knowledge to industry.

There is a need to have continuous up-gradation of curriculum to meet emerging demands of the industry, provision for high quality of service and infrastructure, improvement in the competence of faculty, relevance of R&D in institutions, professional work environment etc. Considering these, it is planned that the institution will be developed as Industry-driven Institute with governance and management structure designed specifically for this purpose.

PDPM IITDM shall offer undergraduate degree in Computer Science & Engineering, Electrical Engineering and Mechanical Engineering. At the post-graduate level, there shall be specialization into creative design or manufacturing training. In spite of the use of conventional nomenclature, the programme shall be different- both in curriculum design and delivery. There shall be emphasis on synthesis, creativity, hands on experience, innovation, communication and entrepreneurship. Learning would be largely based on real-world situation in different sectors. This would bring in concept of verticals which could be (a) Automobile sector, (b) Aerospace and defense sector, (c) Industrial Machinery sector, (d) Engineering Services sector, (e) High-tech Electronics and (f) Consumer Durables/ Life-style Products etc. For each vertical, key industry players would be identified and invited to partner with the institute for both academic and research activities.

R & D Activities of the institutes will be primarily for generation and assimilation of new knowledge for developing problem solving tools and techniques, and efficient design methodologies. These will be mostly industry-supported activities, while some may be supported by Central and State Governments or their agencies. Projects will be put in two broad categories: (i) sponsored projects and (ii) consultancy projects. Sponsored projects will be generally research projects of longer duration (2 to 5 years) requiring involvement of more than one faculty member. In many cases faculty from other institutions and scientist from the Research Labs could jointly take up the projects. The consultancy projects, mainly problem solving type, will be of shorter duration and will generally be handled by an individual faculty member.

Curriculum has been designed in consultation with industry partners in a way that allows the motivated student to pursue special areas and interests. There are some important notions that have been used while designing the curriculum:

- A good level of learning takes place when the concepts being taught are applied in problem solving situations.

□ Learning, which is deep, occurs best when the student has tried to apply it in an unstructured design situation.

□ An exceptionally motivated student with a passion to build something can overcome lacuna in his formal background through self-learning.

□ The compulsory part of the curriculum should be lean. Elbowroom should be left for interested students to pursue other interests.

□ Finally, “to learn how to learn” is more important than any specific knowledge the student learns in the programme.

Student projects can be woven in a tapestry to yield beautiful and useful products. A framework or a larger problem can be defined, of which smaller projects are a part. To ensure holistic education, subjects like sociology, behavioral science, organization design, marketing strategy, linguistics, languages, and business law, intellectual property should also be pursued and taught mainly through adjunct faculty.

In order to foster a spirit of innovation in industry, a Design Studio Park will be co-located with the institute. This park will house design studios of industrial houses. Industrial houses can groom these studios as idea factories for their future endeavors. This innovation and incubation facility will use the infrastructure of the institute and run it smoothly. Further, the Institute will have an Academic Library to fulfill the needs of the infrastructural programs and research requirement of faculty and students.

## 2. Academics

The Academic Performance Evaluation Committee (APEC) heads the academic administration of the Institute. The Institute offers courses in various disciplines of engineering at UG level. Each programme is planned and implemented by the APEC. The academic load here is rather demanding, and requires you to be regular from the first day of the semester in attending lectures/labs/tutorials and submitting assignments. You should be careful in selection of elective courses. Currently IIITDMJ conducts educational programmes at the UG levels. The following are the courses to be offered by the institute.

- Computer Science & Engineering (CSE)
- Electrical Engineering (EE)
- Mechanical Engineering (ME)

## 3. Admissions

### 3.1 B.Tech Programme

**a) Through AIEEE** - Admissions to the B.Tech. programmes are made once a year in July through All India Engineering Entrance Examination (AIEEE) conducted by Central Board of Secondary Education). The minimum academic qualification for admission is a pass in the final examination of 10+2 system or its equivalent with Chemistry, Mathematics and Physics. The procedures and other requirements for admission are specified in the AIEEE Information Brochure brought out every year.

**b) SC and ST Candidates** - 15% and 7.5% seats are reserved for Scheduled Caste (SC) and Scheduled Tribe (ST) candidates, respectively and are filled on the basis of AIEEE qualifying norms specified for them.

### 3.2 Cancellation of Admission

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

### 3.3 Fulfillment of Admission Requirements

Admission to any undergraduate programme requires that the applicant

- i) *be eligible*
- ii) *go through the laid-down admission procedure*
- iii) *pay the prescribed fees*

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

## 4. Registration

All students are required to register each semester for the courses to be pursued by them, as per the programme, on the dates specified in the

Academic Calendar. A student must ensure that he/she has completed the pre-requisites, if any, for each course to be registered.

All courses of core curriculum which happen to be pre-requisites for subsequent courses in the core and/or the professional curriculum are offered in both the regular semesters or in one regular semester and one summer term put together. *The sole responsibility for registration rests with the student concerned.*

#### 4.1 Registration Procedure

A list of courses to be offered during the semester is put up on the notice boards/ website and is made available to the Registration Advisor. Registration Advisor is a faculty member to provide necessary information on the core-curriculum courses offered and changes, if any, during registration in each semester. The registration procedure involves:

- a) filling of the registration form mentioning the courses to be credited in the semester
- b) payment of fees and clearance of outstanding dues (if any), and
- c) signing of the registration roll in the office of APEC.

A student who awaits the final result of the qualifying examination is allowed to register provisionally on submission of a certificate from his/her last institution stating that he/she has appeared in the final examination (both theory and practical). The candidate is required to submit documents of having passed the qualifying examination by the last date given in the Academic Calendar to get his/her registration regularized.

#### 4.2 Registration of a Deficient Student

A deficient student is one who either has not taken or has taken but failed in course(s) of previous semester(s). The deficiency may be due to poor grades, not registering course(s) for health and /or other reason(s), etc.

The programme of a deficient student must be framed in such a manner that as many backlog courses as are available are included. Further, backlog courses must be arranged as far as possible in the sequence of their accumulation. A deficient student may be advised not to register for the professional courses if his/her CPI is less than 5.0 or he/she has a total backlog of more than five courses of the core-curriculum.

Note: Registration of deficient students is done as per the recommendations of APEC.

#### 4.3 Late Registration

If for any compelling reason like illness, etc. a student is unable to register on the day of registration, he/she can register on the late registration day (i.e., after about a week from the beginning of the semester) specified in academic calendar on payment of the late registration fee. However, if a student seeks prior permission to register late on valid grounds, Convener, APEC may allow and exempt him/her from payment of late registration fee.

#### 4.4 Adding and Dropping of Courses

A student may add or drop course(s) within two weeks of the beginning of the semester or the last date(s) specified in the Academic Calendar with the permission of the APEC. For this, he/she must fill the appropriate form, get the endorsement of the Instructors-in-Charge and the Convenor, APEC and submit the form to the Undergraduate Office for approval.

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

#### 5. Examination System

The Institute follows modern methods of continuous evaluation through a credit system in all its UG programme. The system offers flexibility to progress at a pace commensurate with the capabilities of students, subject to the minimum credit requirements. The examination system is a continuous process of evaluation based on quizzes, one mid semester examination and an end semester examination in addition to assignments. Based on a weighted average of marks obtained in these examinations, the student is awarded a letter grade in each course for which they are registered. There is no annual/semester pass or fail. However, a student has to satisfy minimum Cumulative Grade Percentage Average (CGPA) and earn credit requirements to be eligible for the award of degree. In the case of unavoidable circumstances, a student is allowed to give make-up examination. Request for make-up examinations should be approved by Instructors-in-Charge. The Chairman, APEC handles make-up requests of students for the examinations.

## 6. Grading System

**a) Grades and Grade Points** - At the end of the semester/summer term, a student is awarded a letter grade in each of his/her courses by the concerned Instructor-in-Charge taking into account his/her performance in the various examinations, quizzes, assignments, laboratory work (if any), etc., besides regularity of attendance in classes. The grades are submitted in the undergraduate office positively within the prescribed time limit of 72 hours after the end semester examination. The institute shall evolve a procedure for the award of letter grades in project courses. The procedure thus evolved shall require the approval of the APEC for implementation. There are five letter grades: A, B, C, D and F. The letter grades and their numerical equivalents on a 10-point scale (called Grade Points) are as follows:

Letter Grade	A	B	C	D	F
Grade Points	10	8	6	4	2

In addition, there are three letter grades, viz., I, S and X, which stand for Incomplete, Satisfactory and Unsatisfactory, respectively. Further, for courses with zero weightage only Pass (P) / Fail (F) grades are awarded.

**b) Incomplete Grade 'I'** - A student may be awarded the grade 'I' (Incomplete) in a course if he/she has missed, for a genuine reason, a minor part of the course requirement but has done satisfactorily in all other parts. An 'I' grade is not awarded simply because a student has failed to appear in examination(s). An 'I' grade must, however, be converted by the Instructor-in-Charge into an appropriate letter grade and communicated to the undergraduate office by the last date specified in the academic calendar. Any 'I' grade still outstanding two days after the last scheduled make-up-examination shall be automatically converted into the 'F' grade.

**c) Project Grades** – Project grades finalized as per approved procedure shall be submitted by the last date specified for the submission of grades (i.e., within 72 hours of the last date of the end semester examination). An 'I' grade will not be given for mere non-completion of project due to the lack of facilities, etc. An 'I' grade may be given only on medical grounds. If the department feels that a student has to complete his/her project in the summer term and/or another semester, the APEC will seek prior permission of APEC and the student will be required to get formally registered.

**d) Change of Grade Already Awarded** - A letter grade once awarded shall not be changed unless the request made by either the Instructor-in-Charge or

another Instructor/tutor of the course is approved by the Chairman, Senate. Any such request for change of grade must, however, be made within six weeks of the start of the next semester in the prescribed form with all relevant records and justification.

**e) Semester Performance Index (SPI)** – The Semester Performance Index (SPI) is a weighted average of the grade points earned by a student in all the courses credited and describes his/her academic performance in a semester. If the grade points associated with the letter grades awarded to a student are  $g_1, g_2, g_3, g_4,$  and  $g_5$  in five courses and the corresponding weightages (or units) are  $w_1, w_2, w_3, w_4,$  and  $w_5,$  the SPI is given by

$$SPI = \frac{w_1 g_1 + w_2 g_2 + w_3 g_3 + w_4 g_4 + w_5 g_5}{w_1 + w_2 + w_3 + w_4 + w_5}$$

S and X grades shall not be considered in the computation of the SPI. Similarly, Pass (P) and Fail (F) grades awarded for courses of zero weightage shall not be considered in the computation of SPI.

**f) Cumulative Performance Index (CPI)** - The Cumulative Performance Index (CPI) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/summer term. It is computed in the same manner as the SPI, considering all the courses (say  $n$ ), and is given by

$$CPI = \frac{\sum_{i=1}^n w_i g_i}{\sum_{i=1}^n w_i}$$

Whenever a student is permitted to repeat or substitute a course, the new letter grade replaces the old letter grade in the computation of the CPI, but, both the grades appear on his/her Grade Report.

**g) Grade Report** - A copy of the Grade Report is issued to each student at the end of the semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

**h) Withholding of Grades** – The grades of a student may be withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her, or for any other reason.

## 7. Inadequate Academic Performance

The academic performance of each undergraduate student is reviewed by APEC at the end of a regular semester and is considered inadequate if his/her SPI / CPI is either his  $SPI \leq 4.5$  or  $CPI < 5.0$ .

Such a student is termed 'academically deficient'. Depending on the degree of inadequacy, a deficient student may be placed on *warning* or *Academic Probation*, or his/her academic programme may be *terminated*.

### 7.1 Warning

A student is placed on Warning if his/her SPI and CPI at the end of a regular semester are as follows:

- a)  $2.0 < SPI \leq 4.5$  and  $CPI \geq 5.0$  or
- b)  $SPI \geq 4.5$  with  $CPI < 5.0$  and in the previous regular semester  $CPI \geq 5.0$

Such a student is issued a letter of warning with a copy to his/her parents/guardian.

### 7.2 Academic Probation

A student is put on academic probation if his/her SPI and/or CPI at the end of a regular semester are/is as follows:

- a)  $SPI < 4.5$  and  $CPI < 5.0$  or
- b)  $SPI = 2.0$  or
- c)  $CPI < 5.0$  in two consecutive regular semesters

Such a student is required to sign an undertaking incorporating the following terms and conditions:

- i. He/She shall attend at least 75 per cent of all lecture, tutorial and laboratory classes of each course,
- ii. His/Her academic load shall be reduced by at least one course,
- iii. He/She shall register for all courses (if available) in which the letter grade F is obtained,
- iv. He/She shall, in addition, repeat those courses (if available) in which the letter grade D is secured if he/she accumulates two or more F grades. This is applicable while a student is crediting courses of semesters I, II and III.

- v. He/She shall pass at least three courses
- vi. He/She shall obtain a minimum SPI of 4.5
- vii. He/She shall not hold any office in the Hostel of Residence, or any other organization/body during academic probation.
- viii. Any other term/condition laid down by Administration.
- ix. He/She shall automatically leave the Institute if fails to fulfil any of the above conditions.

The parents/guardian will be requested to countersign the undertaking. If a student is unable to meet the terms/conditions due to some genuine reasons, he/she must indicate this to the APEC before the semester ends.

### 7.3 Termination of Programme

The undergraduate programme of a student may be terminated by the APEC if he/she

- a) is on academic probation and fails to satisfy the conditions thereof in a particular semester, i.e., either has not passed at least three courses or has not secured a minimum SPI of 4.5.
- b) is absent without authorized leave of absence for a major part of the semester and does not appear in the end-semester examination of the courses in which he/she is registered.
- c) fails to report and register by the last date of registration without any bonafide reason.
- d) involves himself/ herself, in violation of the code of conduct, in ragging, etc. and the Senate Student Affairs Committee (SSAC) / a special Institute committee makes a recommendation to that effect.

### 7.4 Reduced Academic Load

A student placed on *warning* or *academic probation* will be permitted a reduced load up to a maximum of two courses, if he/she so desires. The courses for which he/she registers will be decided by APEC considering the input obtained from the Counselling Service, Instructors etc. The parents/guardian of such a student will be kept informed of his/her progress.

### 7.5 Appeal against Termination

A student whose programme is terminated on account of inadequate academic performance or otherwise has the right to appeal to the Chairman,

APEC for reconsideration. While making the appeal against termination, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. The APEC shall take a final decision after considering all the available inputs. However, the APEC will not entertain any further appeal for review unless substantial additional information is brought to its notice.

## 8. Leave of Absence

Application for leave of absence should be addressed to the Chairman, APEC and submitted to the Undergraduate Office with a medical certificate, if applicable. Leave must not usually be availed of without prior approval of the APEC.

### 8.1 Mid-semester Recess and Vacation

Undergraduate students are entitled to avail of mid-semester recess and vacation as specified in the Academic Calendar.

### 8.2 Short Leave

Leave of absence during the semester shall be discouraged for all registered students. However, for bonafide reasons, a student may be granted leave of absence during the semester as under:

Maximum of 15 days – on medical grounds

Maximum of 7 days – for any valid reason

### 8.3 Temporary Withdrawal / Semester Leave

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to complete his/her studies without any break. However, for bonafide reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence at the discretion of APEC for an extended period. Such leave of absence(s) shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme.

Authorized leave of absence for a period of four or more weeks at a stretch will result in automatic withdrawal from all courses in that semester/summer term.

A student who remains on authorized leave of absence due to ill health is required to submit a certificate from a Registered Medical Practitioner to the effect that he/she is sufficiently cured and is fit to resume his/her studies. The student will be allowed to register only when APEC is fully satisfied of his/her state of health.

## 9. Requirements

### 9.1 Minimum Residence and Maximum Duration

The minimum residence duration requirement for various undergraduate programmes is 8 semesters. *The residence requirement of one semester is equivalent to registration for the normal academic load of courses during a semester.*

### 9.2 Academic

A student is required to complete successfully all the courses of the curriculum prescribed for his/her undergraduate programme and attain a minimum level of academic performance which is a CPI of 5.0.

### 9.3 Graduation

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

- a) met the residence and academic requirements outlined in Sections 9.1 and 9.2,
- b) satisfied additional requirements, if any, of the concerned department,
- c) paid all dues to the Institute and the Halls of Residence, and
- d) no case of indiscipline pending against him/her.

### 9.4 Relaxation Provisions

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

## 10. Degrees

### 10.1 Award of Degrees

A student who completes all the graduation requirements specified in Section 9.3 is recommended by the APEC to the Board of Governors (BOG) for the award of the appropriate degree in the ensuing convocation. The degree can be awarded only after the BOG accords its approval.

### 10.2 Withdrawal of the Degree

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

## 11. Scholarships, Prizes & Medals

The Senate Scholarships and Prizes Committee (SSPC) determines the general policy regarding recommendations for the award of the different types of scholarships, stipends, medals and prizes available to Institute students. It also coordinates and reviews the application of the policy and makes recommendations to the APEC for its final decision. The detailed norms and conditions for the award of various scholarships, prizes and medals are contained in the brochure entitled "Rules and Procedures for Scholarships and Prizes" of the Institute.

### 11.1 Scholarships

A number of Merit-cum-Means scholarships, freeships (i.e., tuition waiver), free basic messing and pocket allowance (for SC and ST categories), and endowment scholarships /fellowships are awarded to the undergraduate students according to the rules and procedures laid down by the Senate.

The scholarships, etc. are paid up to the month in which a student completes all the requirements of his/her undergraduate programme. These scholarships, etc. are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material, facts and/or giving false information.

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

### 11.2 Prizes and Medals

To promote academic excellence, the Institute will introduce many prizes/medals/scholarships etc. Some of the important ones are listed below:

1. President's Gold Medal
2. Director's Gold Medal
3. General Proficiency Prizes

For more details and suitability criterion regarding various prizes/medals/scholarships, students can get in touch with the Chairman, Senate Scholarships and Prizes Committee (SSPC).

## 12. Students' Welfare Activities

The Dean of Students Affairs (DOSA) heads various students' welfare related activities.

### 12.1 Counselling Service

The Counselling Service of IIITDMJ ensures welfare of the students on the emotional, academic and financial fronts. One of the assets of the Institute is that the Service comprises of selfless student volunteers, faculty advisors and counsellors.

**Structure:** The Counselling Service comprises of:

- Head Counsellor
- Assistant Counsellor
- Faculty Counsellors and Link Faculty

**Activities:** The Counselling Service conducts the following activities throughout the year:

- Academic Counselling: On an ongoing basis, the Counselling Service monitors the academic performance of those students who are not able to meet the adequate academic requirements. English conversation classes are also run under the aegis of the Counselling Service for students facing problems with the language.

- Emotional Counselling: Assistance is provided to help students sort out their problems, be it of emotional or personal nature, and also for problems related to adjustment. For students facing serious emotional difficulties, the Service arranges professional counsel and personalized psychiatric care.

- Financial Counselling: The Service arranges for financial assistance to needy students in the form of loans and scholarships from the Students Benevolence Fund (SBF)

**English Conversational Classes:** The Counselling Service conducts English conversational classes for students who do not feel confident with spoken English. The classes are scheduled in the evenings and one may register when the relevant notice is brought out.

## 12.2 Orientation Programme

An Orientation Programme for the new entrants is arranged in the beginning of the session to acquaint the newcomers with the facilities, services, personnel, rules and regulations of the Institute. This special programme is completely planned, managed and run by the Head Counselling Service.

## 12.3 Students' Benevolence Fund (SBF)

A Students' Benevolence Fund (SBF) assists students to tide over their short-term financial needs. Short and medium term loans are given from the fund. Application for these loans is to be made to the Chairman, SBF. About 40 scholarships @ Rs. 400/- per month are also awarded from SBF to needy UG students who could not get financial support from the Institute or any other source due to income limitations. SBF also supports medical expenses of students up to a certain limit in case they are admitted to any hospital on the recommendation of the Health Officer/ Physician appointed by PDPMIITDMJ.

## 13 Institute Hostel

PDPMIITDMJ requires that all registered students be residents. It is planned to have separate hostels for boys and girls with modern amenities such as internet connection, reading room, common room and dining area with modern facilities. These hostels are at a walk able distance from the temporary premise of PDPM IIITDM Jabalpur. Further, the hostels will have complete messing facility. Each room will be shared by two or three students and is equipped with cots, tables, chairs, cupboards and a ceiling fan. In case you wish to bring along a computer, you may do so.

You may need one lock for your wardrobe, and a tube light. You may wish to bring along a mattress, a pillow, alarm clock, umbrella, raincoat, scientific calculator, a tablecloth, curtain etc. Warm clothing and a blanket/quilt will be required during winter. The Institute does not ask you to wear any uniform. **The Institute does not permit students to bring motorized vehicles in the campus.**

The notice regarding the Hostel accommodation will be displayed at the PDPM IIITDM Jabalpur Office. You are advised to see this notice or call the office so as to avoid inconvenience.

The Warden(s) work is to manage the affairs of the Hostel based on certain rules and regulations. Failure to comply with the requirements and procedures applicable to residents may lead to disciplinary action which may include a review of the individual's status as a student.

## 13.1 Rules and Regulations in the Hostel

1. Maintenance of Hostel property is the collective responsibility of the Hostel residents. Damage to Hostel property may lead to strict action against individuals or groups.
2. Anyone allotted a room in a Hostel shall join the Hostel mess. Payment has to be made for basic mess charges irrespective of whether the student uses the mess or not. Mess bill must be paid by the due date. On failure to do so, a fine of 5% will be imposed on the due amount. However, the Warden may exempt an individual from joining the mess on medical grounds for a specified period.
3. No outsider is allowed to stay in the rooms allotted to a student. Further, no person other than the Hostel residents are allowed within the Hostel premises between 0000 and 0600 hrs.
4. No mattresses, bed sheets, pillows, pillow covers, towels, curtains etc will be provided.
5. Unregistered motorized vehicles i.e., those that have not been registered by the Hostel are not allowed within the Hostel premises. Any such vehicle will be seized and taken under the custody of Hostel administration.
6. All residents shall comply with the rules and supplementary rules and by-laws as may be framed from time to time. Ignorance of any of these shall not be accepted as an excuse for its non-observance on the part of a resident.
7. In all matters of the hostel, the decision of the Warden-In-Charge is final and Binding on all students.

## 13.2 Management of Hostel

The authorities and responsibilities concerning policy decision and central Administration of mess employees shall rest with the Warden. The Warden is nominated by the Director. The term of these Wardens will be one year.

The secretary of the Warden will be the Officer-in- Charge of the central Hostel Office. The authority and responsibility for the handling and supervision at the inter Hostel level of maintenance; general amenities and accounts of the Hostel shall rest with the Hall Management Council. The Hall Management Council (HMC) shall consist of the Dean of Student Affairs as ex-officio chairman.

Hostel shall be managed by a Hostel level Committee called the Hostel Executive Council (HEC). The HEC shall consist of all the Wardens of the Hostel, Mess Secretary and other representatives of the residents of the Hostel as may be laid down in the constitution of the Hall. The Warden-in-Charge shall be the Chairman of HEC.

## 14 Conduct & Discipline

### 14.1 Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she is expected not to indulge in any activity which is likely to bring down the prestige of the Institute. He/She should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighbourly behaviour to fellow students. Due attention and courtesy is to be paid to visitors to the Institute and residents of the Campus.

Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), wilful damage and/or removal of Institute property or belongings of fellow students, disturbing others 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 for students. *Ragging in any form is strictly prohibited and considered a serious offence.*

### 14.2 Disciplinary Actions and Related Matter

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/ or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

The Instructor-in-Charge of a course shall have the power to debar a student from the examination in which he/she is detected to be using unfair means. The Instructor/Tutor shall have the power to take appropriate action against a student who misbehaves in his/ her class.

The Warden-in-Charge of a Hostel has the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or rules and regulations pertaining to the Hostel. *Involvement of a student in ragging may lead to his/ her expulsion from the Institute.*

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

The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Senate for its final decision.

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

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

