



GENERAL ACADEMIC REGULATIONS FOR UG & PG PROGRAMMES

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The rules, regulations and procedures given in this document will be applicable to the all academic programmes at the institute.

1 CREDIT SYSTEM

1.1 Introduction

The prominent features of the credit system are the process of continuous evaluation of a student's performance, the absence of pass or fail on an annual or semester basis and the flexibility to allow the students to progress at a pace suited to individual ability and convenience, subject to the regulations of credit and pre-requisite requirements.

Each course has a certain number of credits assigned to it depending on its lecture, tutorial and laboratory contact hours in a week plus the time expected to be spent by the student outside formal contact hours in a week. Each course is coordinated by a member of the faculty of the course called the course instructor (also called instructor-in-charge). S/he has the full responsibility for conduct of the course, coordinating the work of the other members of the faculty involved in that course, holding the test and awarding the grades. In case of any difficulty the student is expected to approach the course instructor for advise and clarification. Sometimes, more than one member of the faculty can be jointly responsible for the course, in which case they are jointly the course instructors.

A letter grade with a specified number of grade points is awarded in each course for which a student is registered. A student's performance is measured by

- (1) the number of credits that s/he has earned, and
- (2) a minimum number of credits that should be acquired in order to qualify for a degree by the weighted grade point average maintained by him/her.

1.2 Number of Credits in a Course

For each course L-T-P-C are shown as follows:

L (Lectures): Number of lecture hours per week

T (Tutorials): Number of tutorial hours per week

P (Practicals/Laboratory): Number of laboratory hours per week

C (Credits): Credits for course

Credits reflect the number of hours a student has to work per week inclusive of contact hours. For a course with 4 credits, a student would have to put in about 12 hours of work per week.

For example, L-T-P-C of 3-1-3-4 for a course says that per week the number of lecture hours are 3, tutorial hours are 1, formal laboratory hours are 3, and the total credits are 4.

1.3 Degree Requirements

The degree requirements will be specified in terms of minimum total credits to be earned, as well as minimum credits to be earned in different areas (IT, HSSM, Sciences, others).

1.4 Audit Courses

An audit course is one in which the student attends classes with an Instructor's approval. The student can choose to do the assignments and/or take exams in such a course. Such a course does not appear in the final transcript.

2 GRADING SYSTEM

2.1 Award of Grades

The grade awarded to a student in a course for which s/he is registered, will be based on his performance in quizzes, tutorials, laboratory work, and home assignments, etc. as applicable, in addition to one mid-semester exam. and the final semester examination for the course. Typical weightages might be 40% for the final exam, 25% for the mid-semester exam(s), and suitable weightages for quizzes, home assignments, laboratories, and tutorials. However, the instructor is free

to conduct and assign weightages to the exams as well as term papers, open book exams, special laboratory exercises, solving of open problems, in the manner s/he deems fit. ***The distribution of weights is to be decided and announced by the course instructor at the beginning of the course.***

The grades that can be awarded, and their equivalent numerical points, are listed below.

2.2 Grade and Their Numerical Points

There are eight grades that reflect performance and carry points which are used in computation of grade point average (GPA):

Grade Points Description

A	10	Excellent
A-	9	Very good
B	8	Good
B-	7	Average
C	6	Fair
C-	5	Pass
D	4	Poor
F ¹	0	Fail [Please see Footnote 1]

The other grades that do not carry points and are not used in computation of GPA are:

- P - Pass (for pass credit option)
- S - Satisfactory (for thesis or R&D-apprenticeship course)
- X - Unsatisfactory (for thesis/project work)
- I - Incomplete (grade to be assigned later)
- W - Withdrawal

2.3 Earned Credits

The credits for the courses in which a student has obtained 'D' or a higher grade will be counted as credits earned by him/her. In addition, PCO courses with 'P' grade, and project and thesis courses with 'S' grade, if any, as per the regulation regarding specified maximum, are also counted.

2.4 Description of Grades

The evaluation is generally Norm Referenced, however, the instructor may modify it for very good or very bad overall performance by the class as a whole.

A student is required to repeat all core courses in which s/he obtains an F grade. For the remaining failed courses the student can take the same or substitute courses, as advised by the faculty advisor.

The remaining ones will need to be cleared in the next semester/academic year. At that time, s/he can also take courses of the next higher class, provided the prerequisite conditions are satisfied and the

¹ For students who joined IIIT-H before the academic year 2018-19, an F grade will earn 2 points irrespective of the semester in which the F grade is earned.

time-table permits this to happen. Thus, F grades may result in increased period of stay for completing degree requirements. Further, the F grades secured in any course will be recorded permanently on the transcript. They are also included in the evaluation of the grade point average for that semester. Once the failed course is cleared, the CGPA does not include the failed course grade.

---- I Grade

This refers to an 'incomplete' grade which is required to be converted to a regular grade. No "I" grades can be carried over to the following academic year. That is all "I" grades will be converted to "F" grades in the absence of a regular grade being submitted to the academic office. For example, any "I" grade in monsoon 2018 or spring 2019 can be replaced with a regular grade by July 15, 2019.

---- P/F Grade

Specific courses are listed as P/F grade courses as per the curriculum or with the approval of Dean (A). For these courses, the instructor will issue the P (Pass) grade for those students who finish the course requirements successfully. The instructor will issue the F (Fail) grade for those students who fail to finish the course requirements successfully. These grades do not have any equivalent points and hence are not counted towards the calculation of SGPA or CGPA but are counted towards graduation requirements.

---- W Grade

This grade is given when a student withdraws from a course. In this case, the corresponding credits are not earned. This grade does not have any equivalent points and hence is not counted towards the calculation of SGPA or CGPA.

---- S/X Grade

An S grade is awarded on the satisfactory completion of the requirements of courses like thesis work seminar courses, and Sports courses. An X grade is awarded for non-satisfactory completion of the requirements of such courses. These grades do not have any equivalent points and hence are not counted towards the calculation of SGPA or CGPA but are counted towards graduation requirements.

2.5 Evaluation of Performance

The performance of a student will be evaluated in terms of two indices, viz. Semester Grade Point Average (SGPA) which is the Grade Point Average for the Semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters. The Grade Point Average(GPA) will be computed as under:

$$\text{GPA} = \frac{\text{SUM (Credits x Grade Points for each course)}}{\text{SUM (Credits Registered)}}$$

2.6 Declaration of results

After finalization of the grades, the letter grades awarded will be available on the IMS to students after logging in. Any grade dispute has to be resolved by contacting the instructor within two weeks of the

commencement of the semester immediately following the announcement of the results. Any change in the grade has to be recommended by the Instructor with justification to the Academic section.

In the interest of transparency, the instructors have to show answer papers of all exams and quizzes to the students. They have to make suitable announcements regarding date and time for showing final exam answer papers. The final exam answer papers should be preserved by the teacher (or by the Academic Section, in case of external faculty or guest faculty) for at least six months after the exam is over.

3 REGISTRATION PROCEDURE

3.1 Pre-registration

Pre-registration for courses under various categories to be taken by the students in a particular semester will be done 15 days before start of the next semester. All students are required to complete the pre-registration formalities in consultation with their Faculty Advisers. Further, a student who does not pre-register might not be able to get the courses which have a limit on registration.

3.2 Dates and Venue of Registration

The academic record of a student is maintained in terms of the courses registered for in a semester, and the grades obtained in those courses. Registration for courses is done at the beginning of a semester. This is generally done online via IMS. The deadline for registration will be announced in advance. Since registration is a very important part of the credit system, it is absolutely essential that all students complete the process by the announced deadline. Any extension is at the discretion of the Dean based on the merit of the case.

3.3 Clearance of Dues

At the time of admission, the student must pay the fees and make other specified payments before reporting to the Institute. In subsequent semesters, the student should pay the fee (Tuition, Hostel and Mess) before start of each semester. The schedule and actual payments for Hostel and Mess after adjustments will be announced in advance. She/he can register for the courses of a semester before/after the payment of above fee. If the payment is not done on or before add/drop day, his/her course registration will be cancelled.

3.4 Advice on Courses

All students above the fourth semester, are strongly encouraged to consult their Program Coordinator (for B.Tech and M.Tech students) or Faculty Advisers (for DD and Research students) while choosing courses. The Program Coordinator/Faculty Advisers will help chalk out the complete programme of study of each student and advise on the courses to be taken by a student. Special provisions exist for academically weak students.

3.5 Lower and Upper Limits for Credits Registered

A full time student should normally register for a minimum of 12 credits in a semester. No student should register for more than 25% of the prescribed number of credits for a semester. A student registering for more than the above credits must seek Dean (A)'s permission through the Program Coordinator. If a student registers for less than 12 credits, s/he will have to change his/her status to that of a part-time student.

Rules for Part Time UG Students

Anyone admitted to a degree programme as a full-time student, cannot opt to register for any semester on a part-time basis.

A UG student can register for minimum of 4 credits and maximum of 8 credits in a semester beyond 4 years if they do not complete the graduate requirements in 4 years.

Rules for Part Time PG Students

A PG student can register for minimum of 4 credits and maximum of 8 credits in a semester. Any extra credits will be subject to the approval of PG Committee.

Semester Breaks

Students can apply for academic leave for a max duration of 1 year. Applications for non-academic leave can be done only based on medical grounds.

3.6 Minimum Student Registration in a Course

A course with less than 8 registered students may be withdrawn.

3.7 Late Reporting

Students must report on the night before the commencement of classwork in a semester. Any late reporting must be adequately justified and supported with documentary evidence to the Dean (A). Late reporting is allowed only up to 10 days of the commencement of classwork.

3.8 Add, Drop and Withdraw from Courses:

A student would have the option to add or drop courses on the add/drop day which will be announced in the almanac for each semester.

A student can withdraw from a course, by the stated deadline. A "W" grade is recorded in the transcript in such cases.

4 MISCELLANEOUS REGULATIONS AND PROCEDURES

4.1 Attendance Requirement:

a. 100 % Attendance is compulsory in all courses. Inclusion of lab sessions and tutorials for attendance is faculty's discretion.

a.1 Required minimum attendance: $\geq 85\%$

a.2 When attendance falls short of the above minimum, the following penalties are applicable:

1. For attendance between 75% to 85% Grade given by the instructor is reduced by 1 (For example, B becomes B-, B- becomes C) The reduced grade bottoms out at D.
2. For attendance between 65% to 75% Grade given by the instructor is reduced by 2 (For example, B becomes C, B- becomes C-) The reduced grade **bottoms out at D**
3. For attendance between 0 to 65% Grade is changed to 'F'

Detailed information on Attendance Policy is given at

<http://intranet.iiit.ac.in/Information/academic/Attendance-Policy-Feb2012.pdf>

b) In order to maintain the attendance record of a particular course, a roll call may be taken in every scheduled lecture, tutorial and practical class. For the purposes of attendance, every scheduled practical class will count as one unit irrespective of the number of contact hours.

c) The instructor-in-charge will consolidate the attendance record for the course (lectures, tutorials and practicals together as applicable) from the beginning of the semester up to the mid-sem exam and from the mid-sem exam to the final exam.

4.2 Special Circumstances

Absence during the Mid Semester exam and final examination: Absence during exams is permitted only based on medical grounds, travel for attending conference, or family emergencies. An application for leave has to be submitted with supporting documents, to justify the absence. If the leave is approved and the absence is during a mid-semester exam, the course Instructor (whose exam was missed) will decide on the manner in which the weight for the exam is to be determined. Absence during the end semester exam, if approved will require the student to take a makeup exam at a later date. An 'XA' grade may be made awarded until then.

Absence during the Semester For Less Than 12 Working Days: A student who has been absent up to a maximum of 14 days, should approach the academic office and follow the rules stated for "Student Academic Leave".

Semester Withdrawal: In case the period of absence is more than 18 working days during the semester, the student is advised to apply for a withdrawal from the entire semester. This application will be approved/rejected by the Dean (Academics). If approved, 'W' grade will be given for all the courses of that semester. For absence between 13 and 18 working days, students should approach the academic office and follows the rules stated for Student Academic Leave.

4.3 Maximum Duration of Stay at the Institute

If a student is granted withdrawal for one or more semesters on medical grounds, this will not count towards the maximum duration of stay at the Institute.

Sd/-
Dean (Academics)