FFCS Academic Regulations

Version 4.0

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1. Preamble

Present day student is much different from the students of the past in many ways. Students like to make decisions on their own and like to plan their future by themselves. However, student aspirations on one hand and the demands of the work place on the other have become highly diverse. Employers expect students to have multi-disciplinary competency, leadership skills, and be Information and Communication Technology (ICT) ready and skilled in artificial intelligence.

As part of continuous improvement in providing quality education, during 2008, VIT University has introduced the Fully Flexible Credit System (FFCS™) into its academic curriculum. By this, the students can register courses of their choice and alter the pace of learning within the broad framework of academic course and credit requirements. FFCS allows students to decide their academic plan and permits students to alter it as they progress in time.

Another milestone in implementing FFCS is moving from a fixed time table to a slot based timetable. Under this, a student will be able to choose the time he/she wants to attend a theory class/ lab. Thus, combining FFCS with a slot based timetable, students can make their own time table and student in a class may have a different timetable of his/her own. In order to make the learning more effective, the students apply the course principles by using analytical and critical thinking and thus have an opportunity to carry out challenging project(s) as part of the curriculum.

Students also have the option of choosing courses from a 'basket of courses' within each classification. Ample options are given to choose interdisciplinary courses from other programmes which will help the student to develop additional skills. Slow learners will also be benefitted since important courses are offered in both semesters. This arrangement helps the students to re-register the course and clear the backlog in the subsequent semester. Suitable provisions are included to reward academically sound students and to carry out research activities even in their UG Programme.

FFCS offers not only wide choice for students to build their own curriculum, but also enhances their skill in planning. A Proctor / faculty advisor helps the student in identifying the courses to be studied in each semester based on programme requirement, course prerequisites, student's academic ability and interest in various disciplines, past academic history, proposed course offerings and other related criteria.

All courses are made student-centric instead of teacher-centric. Learning becomes more 'experiential' by carrying out projects as part of the curriculum. 'Learning by doing' enhances understanding the concepts discussed in the class and make multi- and cross- disciplinary applications possible. Students will be able to take up real world problems as their course projects and apply their key learning in identifying better solutions. All courses were designed to bring out the importance of application to engineering/technological problems, creativity and innovation, developing entrepreneurial skills, rather than rote learning.

2. Scope

The rules and regulations stated herein shall be called "FFCS Academic Regulations Version 4.0". These regulations are applicable to students admitted from the academic year 2021 - 22 onwards to all the programmes in the institute. Academic programmes under FFCS shall be decided by the Academic council. "FFCS Academic Regulations Version 4.0" is applicable for both existing as well as new programmes offered by the University.

The "B.Tech. Degree Programme Regulations 2008, FFCS Regulations - Version 1.00" was originally approved during the 18th Academic Council meeting held on 16th July 2009. "FFCS Regulations Version 1.10" was approved in the 20th Academic Council meeting held on 26th March 2010. For the programmes offered by the VIT Business School, separate Regulations were approved during the Standing Committee meeting of the Academic Council held on 7th August 2010. The complete Academic Regulations Version 2.00 was approved in 27th Academic Council meeting held on 27th July 2012. Minor modifications have been carried out as per the procedure outlined in Section 19 on 15th August 2012 and named as Version 2.10. FFCS Regulations 3.0, subsequent to the introduction of Curriculum for Applied Learning (CAL), was approved during the 37th Academic Council meeting held on 16th June 2015. Subsequently, further modifications were incorporated and the FFCS regulation 3.1 was approved in 46th Academic Council meeting held on 24th August 2017. Version 3.2 incorporates the changes in the regulations that were approved till the 58th meeting of the Academic Council and was approved in the 59th Academic Council meeting held on 24th September 2020. The current version (FFCS Academic Regulation 4.0) incorporates the changes in the regulations that were approved till the 71st meeting of the Academic Council and was approved in the 72nd Academic Council meeting held on 13th December 2023.

3. Admission

All students seeking admission to various B.Tech. and M.Tech. programmes need to undertake national level computer based competitive examinations - VITEEE and VITMEE, respectively, conducted by the University once in a year, the dates of which are announced separately through media/university website. Selected students will be admitted into various programmes through counseling. For all other programmes, students will be admitted based on their merit in addition to satisfying specific admission criteria of the programme. The minimum qualifications essential for admission to various programmes of the University will be stipulated and indicated in the Admissions brochure released before the commencement of admission to various programmes every year.

4. Academic System

4.1 Semester

All programmes under FFCS shall adopt a Semester system. There will be two semesters in an academic year. Normally the Fall Semester will be from June/July to November and Winter Semester from December/January to May. Optional Weekend Intra Semester and Summer Semesters, during the weekends of both the regular semesters (Fall and Winter) and Summer vacation periods respectively, may be offered considering the demand for such courses by students in need, subject to the availability of time, faculty and other resources. Both weekend Intra and summer semesters are offered under a fast track mode, considering the less number of instructional days available during weekends and summer vacation periods. However, the number of instructional hours needed to cover the syllabi shall be maintained (equivalent to that in the regular semester) with more number of instruction hours per week. Unless otherwise specified explicitly, all rules and regulations applicable to a course offered during a regular semester is applicable to the courses offered during weekend and summer semesters also. The maximum number of courses to be taken, eligibility criteria to register and related information shall be specified through Circulars issued by the University from time to time.

Though weekend intra semester and summer semesters are conducted to help students to clear their backlog, it is not binding on the University to offer these semesters or courses during these semesters.

4.2 Curriculum

Each programme contains a prescribed list of courses in a specific format which is generally called "Curriculum". Curriculum of a programme contains list of courses grouped under various heads, viz. Foundation Core, Discipline Linked Engineering Courses, Discipline Core, Discipline Elective/ Specialization Elective, Open Elective, Skill Enhancement Courses, Ability Enhancement Courses, Value Added Courses, English Language Courses, Foreign Language Courses, Major Courses, Minor Courses, Compulsory Courses, Compulsory Clinical Courses, Optional Courses, Honours Courses, and Project and Internship. Details of these heads are given under Section 6.4. A student is considered to have completed the degree programme, if and only if, he/she has successfully cleared/ completed all the necessary courses prescribed in his/her programme curriculum. Each programme Curriculum shall have a version number tagged to the Academic Year to which it is applicable and subsequent changes in the Curriculum shall be indicated by a change in curriculum version number appropriately. Students admitted into a programme shall adopt a curriculum specified by the Academic Council for that academic year. Unless otherwise stated explicitly by the Academic Council, any changes in curriculum will be applicable to the students admitted in the subsequent year and the existing batches continue to follow the curriculum prescribed at the time of their joining the programme.

Each Head of the Department (HoD) looks after one or more programmes and hence the HoD is deemed to be responsible for the curriculum. Any change in the Curriculum should be recommended by the Board of Studies of the programme concerned and submitted to the Academic Council by the Chairperson of the Board of Studies concerned for approval.

4.3 Syllabus

A course syllabus is a document that explains what a student is going to learn in that course. Each syllabus for a course shall have a course code, course title, LTPC (explained in Section 6.1), syllabus revision number (version), course prerequisites/ co- requisites/ anti-requisites (if any), course objectives, expected course outcomes (COs), modules with short topics, brief description of the topics, expected duration needed to cover each module, suggested text and reference books, the date on which the Board of Studies has recommended the syllabus and the date on which it was approved by the Academic Council. Once approved by the Academic Council, it is mandatory for the course teacher to teach the course as specified in the syllabus in total. Any subsequent modifications carried out with the approval of the Academic Council will be indicated by a change in the syllabus version number. An increment by one indicates a major change and minor changes shall be indicated by a change in the number after the decimal. For example, change from Version 1.0 to Version 2.0

indicates major change in the syllabus, whereas a change from Version 1.0 to 1.1 indicates a minor change in the syllabus.

A Course Committee consisting of a minimum of three faculty members who have taught the course in the past or currently teaching, shall be created and the syllabi of that course will be assigned to the Course Committee for content creation, modification, recommending course equivalences, and other related processes. School Deans may nominate the members or alternate them periodically. Course Committee is considered to be responsible for the syllabus. The School which originally created the syllabus for offering the course is deemed to be its owner.

4.4 Course Plan

A course plan consists of a list of lectures/ experiments carried out in each instructional class/ lab by the course teacher during the semester as per the LTPC of the course, with details like mode of delivery, reference material used, and others. One credit in a course requires, 15 lecture hours for theory, 15 hours for tutorial, a minimum of 30 hours of laboratory work, within the regular semester period or in a summer/ weekend intra semester period, as specified in the Academic Calendar of the University. Separate course plans need to be prepared for the theory/laboratory of any course. Lab exercises and projects given to students should reflect the syllabus content of the course.

4.5 Course Flowchart

A flowchart describing how various courses under Foundation Core, Discipline Linked Engineering Courses, Discipline Core, Discipline Elective/ Specialization Elective, Open Elective, Skill Enhancement Courses, Ability Enhancement Courses and Project and Internship are connected through prerequisites, if any, shall be shown and made part of the curriculum. Standard pictorial representations are adopted to indicate the basket it belongs to and grouped in such a way to indicate its proposed semester of offering. Necessary pre-, anti-, co-requisites and its LTPC are indicated for each course along with its course code.

4.6 Course Types

Courses may be classified as Theory only, Lab only, Theory and Lab embedded courses. Certain courses like Summer Internships, Research Project, Dissertation, Industrial Internship Project-I, Project-II, Study Oriented Project, Design Project, Internship-I, Internship-II, Dissertation-I, Dissertation-II are grouped under "Project and Internship". Courses such as TARP, Reading course / Design Project / Laboratory Product Project / Development Project / Simulation Project are generally grouped under 'Project type' courses, with evaluation criteria as specified in the syllabus or based on its evaluation criteria.

Courses taught through traditional classroom methods are categorized under Class Based Learning (CBL). Introduction of more project courses is to improve 'learning by doing' and also to increase the academic engagement of students. For Project course, the student has to take up a project related to the course in consultation with the faculty concerned and complete the project. The project can be a group project with a maximum of five members in a group. The size will reflect the complexity of the project. Students should make sure that the concepts studied are reflected in the project and that there is an innovative component. There will be a minimum of three reviews conducted in a semester and the marks will be awarded and taken for final grading.

4.7 Course code

Each course will be identified by a unique Course Code of eight alpha-numerals (Four alphabets followed by 3 digits and ended with 1 alphabet). The alphabets reflect the discipline to which the course belongs. The first numeral (after the alphabet) indicates the cognitive level of the course, and the rest of the numerals indicate a running serial number. Each course also has its version to track the revisions carried out in its syllabus over the time.

5. Programme Duration

The minimum duration that the students are generally expected to take to meet various requirements of programmes offered by the University is given in Annexure – 1. A student is said to have completed the programme only if he / she completes the minimum courses assigned and earns credit requirements as specified in their programme curriculum concerned. However, degree will be awarded only upon the completion of the minimum duration of the programme as prescribed by UGC. The general rules and regulations stipulated in this document are also applicable to the double and dual degree programmes offered by the University and other special programmes announced by the University. However, their specific requirements will be as laid down and approved by the Academic Council separately, from time to time. Students will not be permitted to study additional courses except under Minors/Honours after they have met their curriculum requirements. The maximum duration students can take to complete their programme is given in Section 17.

6. Course and Credit requirements

This section outlines the structure of the curriculum, courses and various requirements for programme completion.

6.1 Course Credits

A course credit is a measurement of duration that the course is offered as an 'instruction' to students. All courses are considered to be offered for the entire duration of a semester. A semester is deemed to have 15 instructional (non-exam) weeks. A class room lecture (L) of 50 minutes duration per week, carried out during all weeks of the semester, shall be considered as one Instructional Unit or one Credit. A tutorial (T) of 50 minutes duration per week, carried out during all weeks of the semester, shall be considered as one Instructional Unit or one Credit. A minimum of 100 minutes per week of laboratory session/ practical or field work/ training (P) or a combination of these, carried out during all weeks of the semester, shall also be considered as one Instructional Unit or one Credit. Thus, the LTPC for each course indicates the number of credits delivered as Lecture (L), Tutorial (T), Practical (P) and the total instructional delivery indicated as Credits (C).

Example:

An LTPC of 2-1-2-4 means 2 instructional units based on class room lecture (L), one instructional unit of tutorial (T), one laboratory (P) based instructional unit (of 100 minutes) - all delivered during a calendar week, and repeated for the entire duration of the semester to earn four credit (C) after passing the course.

6.2 Minimum Credit Requirement

The minimum credit requirement for the completion of a programme for students admitted is clearly specified in the programme curriculum. Further, the student has to meet the course and credit distribution under various heads as specified under 4.2, as specified in the curriculum to become eligible for the degree. Due to various features of FFCS, it is possible for a student to attain the minimum credit requirement without completing all requisite courses/credits under individual heads like Foundation Core (FC), Discipline Linked Engineering Courses (DLE), Discipline Core (DC), Discipline Elective (DE) / Specialization Elective (SE), Open Elective (OE), Skill Enhancement Courses (SEC), Ability Enhancement Courses (AEC) and Project and Internship as defined in their curriculum. Under such circumstances, though the student has attained the minimum credits, it is mandatory for the student to complete all courses under FC, DLE and DC and also to meet the credit requirements under OE / DE / SE / SEC / AEC and other heads as per Section 4.2. to become eligible for the degree.

6.3 Course Distribution

The curriculum of each programme consists of courses that are grouped into Foundation Core, Discipline Linked Engineering Courses, Discipline Core, Discipline Elective/ Specialization Elective, Open Elective, Skill Enhancement Courses, Ability Enhancement Courses, Value Added Courses, English Language Courses, Foreign Language Courses, Major Courses, Minor Courses, Compulsory Courses, Compulsory Clinical Courses, Optional Courses, Honours Courses, and Project and Internship.

6.3.1 <u>Foundation Core (FC)</u>

Courses listed under FC are foundational courses mandatory to that programme. These courses are basic in nature and are expected to enhance student's knowledge in various disciplines apart from his/her own discipline. FC courses may be added, removed or modified from time to time by the Academic Council. In few cases, a minimum credit requirement may be fixed to be met by taking one or more courses offered in a basket.

Example: FC specifies that each student should take a foreign language course(s) and Humanities, Science and Management (HSM) Electives. This can be met by taking any course offered from a basket of foreign language courses and basket of HSM Electives.

6.3.2 <u>Discipline Core (DC)</u>

Courses listed under DC of a curriculum are mandatory to the specific programme. Students have to complete all the courses listed under DC to become eligible for the degree. No substitution of a course listed under DC by another course is permitted.

6.3.3 <u>Discipline Elective (DE)/Specialization Elective (SE)</u>

By taking courses under DE / SE, students get an opportunity to study courses which are more advanced or applied or specialized than the basic courses he/she studies as part of DC courses. These courses will generally provide an in-depth knowledge of a specific sub-field the student has taken as his/her major specialization. DE courses need not be restricted to his/ her major specialization whereas SE is restricted to the basket defined. DE / SE courses that are not offered to students in a given academic year or that have low student registration for two consecutive academic years will be removed. DE / SE courses play a crucial role in offering Honours. If a new DE / SE is added to a subsequent curriculum of a programme, students adopting the earlier curriculum applicable to their year of joining are also permitted to register the same as their DE / SE, since it ultimately helps them to expand their knowledge.

6.3.4 <u>Open Elective (OE)</u>

A separate list of courses offered by various schools will be made available to the students under Open Elective basket. This gives an opportunity for students to satisfy their aspirations in other disciplines also. The number of credits a student is permitted to take under OE is as specified in their Curriculum. This can be availed as a combination of smaller course credits also, without any additional payment. Students are permitted to register for online courses offered by SWAYAM-NPTEL. The credits earned through completing the SWAYAM-NPTEL course can be claimed for credit transfer to meet the credit requirement under Open Elective category only.

6.3.5 <u>Skill Enhancement Courses (SEC)</u>

Students can take any course from the SEC Category if applicable for their programme.

6.3.6 <u>Ability Enhancement Courses (AEC)</u>

Students can take any course from the AEC Category if applicable for their programme.

6.3.7 <u>Project and Internship</u>

Industrial Internship:

During their tenure in the University, students get exposure to academic environment which is different from their future work environment, viz. industry, wherein they are expected to be placed. To get this exposure, all students should undergo four weeks of industrial internship in a reputed industry in their respective discipline of study, any time after their first year of study for the credits prescribed in the curriculum. This training can be availed as a single stretch of four weeks or in two stretches of two-week duration each. Each School shall identify a faculty in-charge of Industrial Internship at programme level who will assist the students in identifying the industry and getting necessary approval from the industry. During the training, students are expected to maintain a digital log of their activity and learning. At the end the training, a report along with a completion certificate(s) from the Industry where they had received the training, are to be uploaded into the academic software. Subsequently, Schools shall form "Industrial Internship evaluation committees" and award marks. Students who had completed their training may register for the industrial internship course in a subsequent semester for evaluation by the School. Based on entries made in the activity log, the industrial internship report and performance of the student during the related viva voce, marks may be awarded which shall lead to a performance grade.

Project / Internship:

Students are expected to carry out an innovative project work during their final semester of study for the credits prescribed under Project and Internship of their curriculum. This work may be related to the specialization of the programme the student undergoes, by applying the knowledge they have gained in the courses/ labs they have undergone as on that date. Through the project work, students are expected to prove their analytical, design, fabrication ability and presentation skills. Depending on the nature of the project work, an individual student or a group of students may carry out the project within the University or outside, viz. in an industry, private/ government organization, or academic/ research institution. Each student will be assigned a faculty member as guide within their School. In suitable cases, with the permission of HoD, the student may opt for a guide outside their School also. In case of projects outside the University, there will be an external guide within the industry/ organization of work and an internal guide within the School to which the student belongs to. In case of group project, the individual project report of each student in that group shall have different project title to bring out the individual's contribution to the group project. Submitting a project that was bought (purchased)/ borrowed/ submitted in "VIT" or another University/ Institution shall be considered as examination malpractice and will be awarded an 'N' grade and the student has to register again and clear the student project in a subsequent semester. Failure or absence in the final viva-voce examination results in re-registration of the project. Though group project is permitted at undergraduate level programmes, students of post graduate programme are expected to carry out individual projects independently. Wherever needed, periodic reviews can be conducted through video - conferencing. However, final viva voce examination will be conducted in person only.

Students are expected to decide on the specific project area and title, and carry out substantial portion of the literature survey during the end of their pre-final semester. After the end of their pre-final semester FATs, the student need to make a presentation to the "Student Project Monitoring Committee" constituted by Schools concerned. The Project Work may be a work based on theoretical analysis, modeling & simulation, experimentation & analysis, prototype design, fabrication of new equipment and analysis of data, etc. or a combination of these. Various time limits specified for monitoring and evaluation of performance of the student should be strictly followed (Table 1). The final project report will be evaluated by a panel of examiners consisting of HoD as Chairman of the Committee, External Examiner, one Internal Expert, Guide and Co- guide (wherever applicable) and an oral examination will be conducted. A minimum of three and a maximum of five members Committee will be nominated by the Dean of the programme School the student belongs to.

Projects can be connecting to domain specific issues under the guidance of a faculty. They can also opt for an alternative method of doing an internship. The students can undertake the domain specific project work under the guidance of the assigned faculty guide during the same tenure of internship. The format of Student Project report should be in accordance to the format prescribed by the University/ School. Students are permitted to do courses along with their project work subject to the maximum credits permitted for registration as specified in Section 7.3. Students doing their projects abroad can participate in the reviews through video conferencing.

Though Project is expected to be registered during the semester of the programme period, under special circumstances, Student project can be registered in a semester other than the final, provided the student has earned a minimum of sixty five percentage of credits as per the curriculum. For this purpose, the minimum credits required will be the sum of all course credits in which the students has a 'performance grade' or an 'F' grade or an 'N' grade (in which the student is yet to complete atleast one of the component), plus the credits registered during the just previous semester for which the results are not yet published. Registration of Project Work is not permitted during the summer/ weekend semesters. However, courses of project type (viz. mini project), carrying 2 or 3 credits, can be carried out during summer semester. Courses of project type having less credits may also be evaluated on the same pattern similar to Project. In such cases, instead of the "Student Project Monitoring Committee", the guide will evaluate the project along with the HoD.

Table 1 : Timeline for Student Project evaluation

Activity	Weightage	Weightage
1st Review (acceptance of project title)	5%	To be held during the first week of the semester
2nd Review	40%	To be scheduled during the CAT-I period
Submission of draft Project Report to Internal Guide	5%	10 calendar days before the viva voce exam
Submission of Synopsis	-	7 calendar days before the viva voce exam
Report corrections/modifications to be informed to students by Guides	-	3 calendar days before the viva voce exam
Submission of Project Report in its final form	-	One instructional day before the viva voce exam
3rd Review (Final)	50%	To be scheduled during the FAT period as Viva Voce

	examination by the Project Monitoring Committee. Of the 50% weightage, 25% goes to project report evaluation by the Guide, and 25% goes to the Viva voce examination conducted by the External Examiner.

SET Conference:

Science, Engineering and Technology (SET) Conference will be organised during the last week of every semester by any one of the Schools. Study Oriented Project and Design Project are included in the curriculum of 2 year M. Tech. Programmes and MCA Programme under "Project and Internship". Study Oriented Project and Research Project are included in the curriculum of 2 year M. Sc. Programmes under "Project and Internship". It is compulsory for all PG students to publish their project results in the form of a paper presented during the SET Conference of that semester. The students shall carry out the Study Oriented Project and Design / Research Project in each of their first and second Semesters.

6.3.8. Additional learning:

In order to make student learning capabilities more meaningful and activity oriented, programmes like Hack-a-thons, Make-a-thons and other similar activities are conducted on campus. In order to integrate this in academics, additional marks can be awarded to the student by the faculty after due assessment of the performance of the student. The student can get benefitted by such additional marks, to a maximum of 20, which can be added to the CAM scored for one course per semester. Allotment of such additional marks is subject to conditions that (1) the activity should have been scheduled for atleast 24 continuous hours, (2) monitored by the faculty who is offering the course related to the activity, (3) the team size should not be more than three and (4) the assessment done in one semester cannot be used / forwarded to the subsequent semesters. The allotment of the marks may vary from 5 (just participation) – 20 (prize winner) depending on the involvement and output of the student in the event as per the details given below. The faculty handling the course will award the marks based on the performance of the student. If a student wishes to do a project in courses and resulted with tangible output can also be considered for additional marks.

Participation throughout the event and active involvement	5 Marks
Tangible output / result producers	10 Marks
Considerable amount of creative input in the outcome	15 Marks
Prize / award winners of the event	20 Marks

Mere performance of routine experiments should not be considered for additional marks. In any case, prior approval from the faculty handling the course and the School Dean is essential for the inclusion of additional marks for such categories. These additional learning is course specific. It is the responsibility of the School to make sure that additional marks are allotted to only one course for a specified activity. The total internal marks (including the additional marks) is given a upper limit of 60 (40 being the marks given to final assessment). Attending "online Courses", Workshops / Seminars organized by any institute are not to be considered for additional marks.

7. Course Registration

It is mandatory for all students to register for courses that he/she is going to study in the semester through a Course Registration process. The Course Registration will be carried out on specific day(s) as declared by the University. Students having any outstanding dues to the University will be permitted to register for the courses, but will not permit to attend the classes till they pay the fees. For valid reasons, late registration for a maximum of 10 calendar days from the commencement of the semester may be permitted only with the approval of the School Dean concerned and on payment of a late Registration fee as specified by the University. If a student fails to register the minimal number of courses in any semester, his/her studentship with the University is liable to be cancelled.

Generally, students will be offered more courses than what a normal student is expected to take. Depending on the requirements or from a 'wish list' collected from students, Schools decide the courses to be offered in each semester. Students shall register courses offered in each semester and clear them, subject to various conditions as prescribed in this Regulation. The list of courses offered by each programme will be announced prior to the registration. Depending on academic and non-academic resources available to each programme, courses offered may vary. Students will get a chance to make their own plan of study by changing the pace with which they study (fast/slow). Since slot timetable is adopted, students can choose their own slots from multiple slots offered for the same course.

7.1 Proctor (Assistance)

Upon joining the University, each student will be assigned a Proctor by the School concerned. The Proctor will discuss with the student on his/her academic performance in previous semester(s) and suggest the number and nature of courses to be registered in the ensuing semester, within the framework of that programme curriculum. The feature "Student Curriculum" is present in the academic portal. If the Proctor enters the register number of a student, it is possible to view his/her curriculum applicable to that year (latest version). In addition, the student's final grades obtained in various courses will also be displayed. This would help the Proctor to guide students to register courses under his/her curriculum. Students having backlogs or under probation may get advice for pacing the programme accordingly.

7.2 Bridge Courses

During the first semester of the study period, the courses prescribed for the first semester alone will be registered by the School Academic Coordinator for all the students of all the programmes offered by the University. Further, depending on the proficiency in language and other necessary fundamental disciplines, the student may be asked to undergo some special courses (bridge courses), as recommended by his/her programme curriculum, to compensate his/her inadequacy. These courses will be recommended based on a screening test conducted by the University or based on the subjects student had completed during his/her previous qualifying school examinations. Such courses will also be registered automatically and will appear in the student's timetable. The credits and grades so obtained will not be counted for the CGPA calculation / towards the minimum credit requirements for the completion of the programme as specified in Section 6.2.

7.3 Minimum/ Maximum Credit Limits for Course Registration

The number of credits most students are expected to register in a semester will be 23 (Average Academic Load) so that they complete the programme within the specified duration of the programme. However, a student can register for a maximum of 27 credits or a minimum of 16 credits in a regular semester (other than during summer and weekend Intra semesters). Under no circumstances a student, whether regular or timed-out, will be permitted to cross these limits. However, a student carrying out the last registration of his/her programme will be permitted to register less than 16 credits in order to meet the minimum credit requirements for the completion of programme. If a student has CGPA less than 4.0 at any time of their study, the student will be advised to register for a maximum of 16 credits. If the student fails to improve their performance in

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the subsequent semesters, their studentship is liable to be cancelled. A Committee under Dean of Academics will look into those cases and recommend to the Vice-Chancellor on necessary further action to be initiated.

There is no minimum / maximum number of credits fixed for course registration during summer or weekend semester. If the courses are offered and if there is no clash in time table, the student is permitted to register any number of courses.

7.4 Registering for Backlog Courses

Students who have not cleared one or more component(s) of a course (Theory/ Lab) are shown with "N" grade. If a student clears all the components individually but if the grand total of that course does not meet the passing range then "F" grade is awarded. A course having an 'F' grade will be considered as a backlog and it has to be re- registered in the subsequent semesters. Students with F grade in courses are eligible to register the next level course (pre-requisite is met). If the student has cleared the theory component, but has N grade, he/she will be permitted to register the next level course (pre-requisite is met). Both F and N have to be cleared by re-registering the same course in the subsequent regular semester/ summer semester / weekend intra semester. If a student has not cleared all the components (F Grade) (or) if the student opts for Grade Improvement then the course has to be completely (wholly) re-registered in all its components. On the other hand, if the student has cleared in one or more components but got N grade in that course, then the cleared components are exempted from re-registration. Re-registration fee will be as per the university norms existing at the time of re-registration (whole or a component of a course). When a course is re-registered wholly, all earlier course evaluation marks shall be treated as cancelled/ reset. If a student fails in a course due to lack of marks in the lab component of an embedded course, the student has to re-register the lab/project component alone. Courses having 'W' grade will not be considered as backlog. Students who are debarred from writing FAT will be given "N" grade, for that course, in the grade sheet. To provide an early opportunity for students to clear their backlog of courses, efforts will be made to offer as many courses as possible during fall, winter, weekend intra and summer semesters.

Students have to pay a Re-registration fee, as specified by the University from time to time, for the following cases: 1) registration of a course for which 'N' or 'F' or 'W' is given, or 2) registering a DE/OE (either same course or a substitution course) which was not cleared in the previous semester(s).

However, students are given an option to clear the course by appearing for the arrear examination after their final semester. Students should register for all the course components if he/she opts to clear the course through arrear examination. Component based registration is not applicable for arrear examination. If a student fails to clear the course through arrear examination option and if he wishes to clear through re-registration, then the student should register for all the components of the course.

7.5 Add/Drop of Courses

Option to add or drop a course (from the registered courses) is given during the first three instructional days of the semester (not applicable to summer / weekend semesters), subject to the availability of resources and the minimum/ maximum number of credits required to be registered in a semester as specified in Section 7.3. Only those courses that stand registered at the end of Add/Drop process will be considered as final for that semester. The courses thus dropped will not appear in the semester Grade Sheet of the student. The 'dropped' courses can be taken in the following semester when the courses are offered. Add/Drop provision is not available for the courses registered during weekend intra / summer semester, in view of their short duration. Add/ Drop is only an option given to the student. While exercising this option, if the student adds a new course then the student's attendance is calculated from the date of adding the course. If he/she drops the course and again adds the same course then the attendance is calculated from the first date of adding the course and no compensation/ transfer of attendance shall be permitted. There is no re-registration fee for registering a 'Dropped' course again.

7.6 Course Withdrawal

If a student feels that his/her performance in CAT-I of a registered course is not satisfactory, the student can withdraw his/her Course Registration from the course. After finalization of CAT-I marks, the University will announce suitable days for carrying out Course Withdrawal. Course Withdrawal will be open to students for three instructional days. Withdrawal below 16 credits is, generally, not permitted. However, final years and timed-out students are exempted from the minimum withdrawal credit limit. Re-registered courses cannot be withdrawn, except those re-registered courses that have been cleared subsequently. If a registered additional/ re-registered course is withdrawn, no refund will be made. A course once withdrawn through this process cannot be reinstated again. Though courses withdrawn shall be shown with a 'W' grade under student academic history, they will not be listed in semester Grade Sheet and Consolidated Grade Sheet. The courses

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with 'W' grades will not be included for the calculation of the grade point. Registered backlog courses cannot be withdrawn. Withdrawal from a course is permitted subject to meeting the minimum credit limits for course registration as specified in Section 7.3. While withdrawing a course, students need to pay the re-registration charges as applicable and only if the fee is paid within a stipulated date the course withdrawal becomes effective.

7.7 Course Prerequisites

Some courses may have specific prerequisites to be met before a student can register for the course. Generally the student is expected to have cleared all the prerequisite courses at the time of Course Registration. Students who had received an 'F' grade in a prerequisite course are also permitted to register the next level course by assuming that they had attained the required 'exposure' by attending that course. In case the student has met the minimum attendance as stipulated in Section 8, eligible to write the FAT and also has written the FAT of a prerequisite course, but the result for the course is not yet declared (but not withheld) by the University, it will be assumed that the student has met the prerequisite condition by obtaining the required 'exposure' in that course. Under such circumstances, the student is permitted to register a higher level course having this course as prerequisite. Subsequently, when the results are declared by the University and if the student is awarded an 'F' grade in the course which was a prerequisite course, the Registration made for the higher level course will not be cancelled. This stand is adopted so that the student can make further progress towards earning credits and his/her progress need not be pulled down by backlog courses. Similar to prerequisite, a course may have an anti-requisite and/ or co-requisite. When two courses having almost similar/ same course contents and considered as equivalent are made available to a student to choose, and to prevent students crediting both the courses, the anti-requisite option can be used. Similarly, an independent laboratory course can be coupled to a theory-alone course through a co-requisite thereby forcing a student to register both the courses together.

8. Attendance

A student is expected to maintain 100% attendance in all courses. Considering the fact that a student may need leave due to ill-health or to attend some family emergency, a student is permitted to maintain an attendance of 75% (i.e. absent for 25% of instructional hours) in each course, without producing any proof for the absence. This 25% absence includes medical, personnel, casual, official leave of absence for organizing events/ seminars/ workshops/ technical/ cultural festivals/competitions/ participation in co-curricular/ extra-curricular events/ NSS & NCC camps, any other (valid or otherwise) reason. Computerized attendance monitoring system is adopted for

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posting the attendance by the faculty. Since no one is exempted from the minimum attendance conditions stipulated as below, students who fail to maintain the minimum attendance criteria will not be permitted to write the next evaluation component of the course (CAT/FAT Exam component fixed by the course faculty in case of courses) and they will be considered as 'debarred from writing the exam'. The attendance software shall indicate the student status of that exam component as 'Debarred' once the student crosses below the minimum attendance requirement. Students who are 'debarred' from writing the FAT component of a course shall be awarded an "N" grade and they have to re-register the course again and clear with a performance grade. The attendance percentage will be calculated from the 'date of registration' into a course to one day before the start of the exam component. The minimum attendance requirements for various components of evaluation of a course are given in Table-2.

Table 2 : Minimum Attendance Requirement

Attendance eligibility criteria for	Period of calculation of absence	Minimum percent attendance required
CAT-I	From the date of registration into the course to one day before the start of CAT-I exams	75%
CAT-II	From the date of registration into the course to one day before the start of CAT-II exams	75%
FAT	From the date of registration into the course to the Last Instructional Day (inclusive)	75%

To encourage students to attend seminars, conferences, workshops, training programmes, short duration courses offered by specialized institutions, etc. who otherwise shy off availing such benefits due to losing of attendance in various courses, students having a CGPA of 9.00 and above (CGPA ≥ 9.00) and with no current backlog courses are exempted from the minimum attendance requirements. It is expected that these students will continue to attend all the classes without absence and will not take this as an advantage to skip classes. If such students' CGPA falls below 9.00, they will be subjected to the minimum attendance requirements again. For this purpose, the nine-pointers list will be dynamically generated and applied at the time of preparation of debarred list of each exam component (CAT/FAT) of a course. Hence the exemption status may change before any exam component depending on the declaration of results. However, no retrospective effect will be given to earlier decisions of inclusion/ exclusion from debarred list based on the CGPA the students had at that time. In view of the short duration of the summer/ weekend intra semester, the exemption from the minimum attendance requirement will not be extended to the 9.0 CGPA students.

Students who are absent due to prolonged illness or any other valid reason from the classes beyond the 25% absence shall be advised to request for 'Break of Study' on medical grounds for a semester as indicated in Section 17. This may result in extension of minimum time period of completion of the programme.

The university has declared sectional holidays for Meelad-un-Nabi, Muharram, Bakrid, Onam, Telugu New Year's Day and Good Friday. The students who are availing the sectional holidays which is declared as instructional day, then he/she has to submit their request to the HoD Chair through the Proctor for consideration of attendance.

9. Assessment/ Evaluation

The performance of a student in a theory/ lab course under CBL shall be assessed through a series of Continuous Assessment Tests (CAT), Digital Assignments, and shall be followed by a Final Assessment Test (FAT).

9.1 Class Based Learning

Assessment for class based learning consists of Continuous Assessment Marks (CAM) and one Final Assessment Test (FAT) for each course offered under CBL. CAM shall have various components like CAT-I and CAT-II, Challenging Assignments / Mini Projects depending on the credit distribution (LTPC Components) as given in Table-3. Each CAT will be conducted for 90 minutes and for a maximum of 50 marks. The marks, scored by students for 50, are converted to a scale of 15. CAT- II is of 'open book / open notebook' type (students are allowed to bring any number of books and hand written note books). A Final Assessment Test for 3 hours shall be conducted for a maximum of 100 marks.

The total of CAT-I, CAT-II, Digital Assignments accounts to 60% continuous Assessment marks. The remaining 40% weightage corresponds to the FAT. The digital assignment marks of 30% in a theory component of the course for continuous assessment will be decided by the concerned teacher who has the liability to go for either assignment or any other mode of continuous assessment with corresponding weightages suitable to the course. However, the assessment mode and weightage should be decided before the commencement of course in the semester, approved by the HoD and intimated to the students. All exams, other than the FAT, will be conducted by the programme School concerned or by a centralized arrangement. FATs will be conducted centrally by CoE office. Improvement of marks in any of the examinations is not permitted by a repeat exam or by any other means.

Table 3: Assessment Components and Weightage

Item	L	T	P	C	L	T	P	C	L	T	P	C	L	T	P	C
	✓	✓	0	✓	0	0	✓	✓	✓	✓	✓	✓	0	0	0	✓
	Theory-only Course				Lab Only Course				Embedded Course				Project only Course			
	Weightage (Marks)				Weightage (Marks)				Weightage (Marks)				Weightage (Marks)			
CAT- I	15(50)								15(50)				00			
CAT - II	15(50)								15(50)				00			
Digital Assignments (Min.)	3X10								3X10				00			
Laboratory continuous assessment	00				60(100)				60(100)				00			
Project	00								00				100			
Final Asses. Test (FAT)	40(100)				40(100)				40(100)				-			
Grade Calc. Based on Credit	2	1	0	3	0	0	2	1	2	1	2	4	0	0	0	3
	As it is				As it is				Ratio 3:1				As it is			

The Assessment pattern for law programmes (LLB and LLM) includes 6 assessments of 10 marks each 6x10 = 60, 60% weightage and FAT 100 marks, 40% weightage

Moot court or clinic can be used as an assessment component in a few courses which can be considered as one of the six CAM components. (refer AC 58th Proceeding Pg. 190)

9.2   Questions based on HOTs

To test the student skills involving analysis, evaluation and synthesis learnt by students in each course, questions based on Higher Order Thinking skill (HOTs) is introduced in all CATs and FAT examinations. The simplest thinking skills are learning facts and recall, while higher order skills include critical thinking, analysis and problem solving. Initially, all CAT and FAT question papers shall carry questions based on HOTs to an extent of 80% of the total questions asked in each question paper. Open book CAT exam should have 100% HOTs questions.

9.3 Eligibility for Examinations

All students who have registered for a particular course are eligible to write the CAT and FAT (Theory/Lab) of that course, provided he/she is not debarred from writing the exam due to one or more of reasons listed below.

1. Shortage of attendance
2. Acts of indiscipline
3. Withdrawal of a registered course

Any student with benchmark disability not availing the facility of scribe may be allowed additional time of 30 minutes for CAT and 60 minutes for FAT at the discretion of School Dean / CoE.

9.4 Grading System

For every course registered by a student, at the end of the semester, he/she is assigned a 'Letter Grade' based on his/her cumulative performance over the semester in that course. The letter grade and its 'Grade Point' indicate the results of both qualitative and quantitative assessment of student's performance in a course. A student is declared to have passed in a theory only Course, theory with lab embedded Course, lab only or project only courses, only if he/she meets the following conditions, as relevant to the type of individual courses:

a) Should have secured a minimum of 40% marks in the theory FAT alone
b) Should have secured a minimum of 50% marks out of total marks awarded to the laboratory and/or project components.
c) Should have secured a minimum of 50% marks out of the grand total marks awarded to the course (all component marks taken in their credit ratio for 100 marks), for all other course types except the 'theory only course'
d) For a theory only course passing criteria is based on the relative grading band.
e) There is no minimal marks set for the continuous assessments (CAM).

In case of laboratory/project courses, students should earn a minimum of 50% marks. No separate letter grade shall be indicated/ awarded for a pass/ fail in a lab component or project component of an embedded course or a component of any continuous assessment of a theory course. A single letter grade shall be used to indicate the pass/ fail of a course in total.

Students who fail to meet the above pass criteria are awarded an 'F' grade. Students who have an 'F' grade need to re-register the course again to clear it. There will be no pass/fail criteria in continuous assessments. The letter grades and their corresponding grade points are given in Table-4. The remarks column describes the circumstance under which the specific grade is offered.

Table 4: Letter grades and corresponding grade points.

Letter Grade	Grade Point	Remarks	
S	10	Pass in the Course	Performance Grades
A	9	Pass in the Course	
B	8	Pass in the Course	
C	7	Pass in the Course	
D	6	Pass in the Course	
E	5	Pass in the Course	
F	Zero	Failed in the course by not securing the minimum marks required	
N	Zero	Not cleared one or more component(s) of a course (Theory/ Lab/ Project-Component)/ Debarred from writing FAT/ Absent in FAT / Malpractice in exams/ Acts of indiscipline	
W	-	Course registration Withdrawn from a credit/ Audit course	
U	-	Successfully completed an Audit Course	
P	-	Passed in a 'Pass-Fail' course	

A student is declared to have passed/ cleared a course, if he/she has earned any one of the following grades: 'S, A, B, C, D, E or P, called the 'Performance Grades'. Overall grade in a course is based on the credit ratio of course components (L+T: P).

The letter grade 'F' will be awarded under the following circumstances.

I.   Students who fail to clear a course due to their poor performance in the course.

II.   If a student clears all the components individually but if the grand total of that course does not meet the passing range then "F" grade is awarded.

To clear an 'F' grade, students should re-register the course in the subsequent semester(s).

The letter grade 'N' will be awarded under the following circumstances.

✓ Students who have not cleared one or more component(s) of a course (Theory/ Lab).

✓ Students who are debarred in writing FAT due to lack of attendance.

✓ Students who are absent during FAT.

✓ Students debarred due to acts of indiscipline/ exam malpractice

Students who fail to write the FAT due to valid medical reasons will be initially awarded an 'N' grade. They are eligible to apply for Re-FAT as indicated in Section 9.11. If they fail to appear for the Re-FAT

as per the schedule for any reason – including medical or non-medical, the grade 'N' already awarded will be retained as it is and no second chance will be given to them to write the FAT. The 'N' grade will be converted into a performance grade after the student takes up the Re-FAT. If a student fails to write the FAT due to reasons other than the one indicated above shall be awarded 'N' grade by treating the course as incomplete. Letter grade 'N' carries 'Zero' grade point and to clear the course, the student has to register the course again in a subsequent semester and complete the same with a performance grade.

Due to reasons beyond the control of the student/ University or due to non- academic reasons, if a student could not complete the entire course within a semester, he/she may be permitted to complete the remaining part of the course in a subsequent semester. This will be shown in the Grade Sheet by an 'N' grade indicating that the course remains incomplete. This can happen in cases like the theory portion of a lab embedded course is completed in a semester but the experiments could not be completed within the semester.

Grade 'W' is discussed in Section 7.6 and grade 'U' is discussed in Section 10 separately.

9.5 Absolute and Relative Grading

The letter grade awarded to a student for his/her performance in a course can be based on either the Absolute Grading or the Relative Grading concept.

The 'Relative Grading' concept indicates the academic standing of a student in his/her class. All the theory component of the courses, with the class strength is more than 10, shall follow class-wise relative grading concept. In Relative Grading, the following two extreme situations which normally upset the students are nullified

1. Majority of students scoring very high marks because, either the question paper is easy or the evaluator is very lenient.
2. Majority of students scoring very low marks because of either the question paper is tough or the evaluator is very strict.

In this system, grades are awarded to students according to their performance relative to their peers in the same class (class is defined as a unique combination of course-slot-faculty). Normally the class average mark is taken as midpoint of 'B' grade, and relative to this and depending on the sigma (σ, standard deviation) value, the other grades are finalized as given in Table-5. A combination of absolute and relative grading systems is adopted in converting marks to grades

Table-5: Relative Grading - Letter Grade and its range

Relative Grading formula	Letter Grade
Total Marks >= (Mean + 1.5σ) with a minimum of 90% total marks	S
Total Marks >= (Mean + 0.5σ) and Total Marks < (Mean + 1.5σ)	A
Total Marks >= (Mean - 0.5σ) and Total Marks < (Mean + 0.5σ)	B
Total Marks >= (Mean – 1.0 σ) and Total Marks < (Mean - 0.5σ)	C
Total Marks >= (Mean - 1.5σ) and Total Marks < (Mean - 1.0 σ)	D
Total Marks >= (Mean - 2.0σ) and Total Marks < (Mean - 1.5σ)	E
Total Marks < (Mean - 2.0σ)	F

However, if the mark range for F grade of that class is <50 (based on mean- 2*sigma), then that value is used to check the Grand total marks requirement instead of 50 for awarding letter grades. If a course does not have an "S" grade (or) if the "S" grade boundary exceeds 100 as per the above formula, the maximum of 3 or top 5% students of the class grading strength will be awarded "S" grade. Before calculating the class average and standard deviation, the grand total marks obtained by the student is "rounded-up" to the next integer (any fraction will move to the next integer) and the same is displayed also. Marks of other evaluation components are not altered and stored up to two decimal accuracy. This total is used to compare the grade band minimum and maximum limits that are calculated and displayed as "rounded-off" integer (fraction of 0.5 and above will be converted to the next integer and less than 0.5 will be truncated).

All the conditions stipulated in Section 9.4 for the Pass/Fail are applicable to relative grading also. While applying relative grading, if the minimum marks corresponding to 'E' grade happens to be less than 50, then that mark will be set as the minimum mark required to pass the course. Similarly, when the class average is high, marks above 50 may result in 'F' grade. Under such circumstances, the student will be awarded 'E' grade and declared pass. If the minimum of the grade band is less than 100% but the maximum has exceeded 100%, then the maximum of the grade band shall be reset to 100%. But, if the minimum of the grade band exceeds 100%, it indicates that the specific letter grade or better letter grade(s) cannot be issued to that class.

If the class strength is less than or equal to 10 in a theory or lab embedded theory course absolute grading shall be adopted instead of the class-wise relative grading. All the Laboratory, soft skills, extracurricular, non-graded core requirement (NGCR) courses and project courses shall adopt absolute grading method only, irrespective of the class strength as shown in Table-6.

Table-6: Absolute Grading – Letter Grade and its range

Letter Grade	Marks range (max. of 100)
S	>= 90
A	>= 80 but < 90
B	>= 70 but < 80
C	>= 60 but < 70
D	>= 55 but < 60
E	>= 50 but < 55
F	< 50

9.6 Evaluation for Laboratory only Courses

A few skill based courses may have only laboratory component without a theory and/ or tutorial component. To make students attend lab classes without fail and to increase the importance given to the lab classes, the practical component will be evaluated based on the performance of the students in each experiment. Students who do not earn a minimum of 50% marks (average of the marks awarded for all the exercises of the course) are declared as 'Fail' in the lab component with an 'N' grade and they have to re-register the lab only course/or lab component of a course. As in the case of Theory courses, laboratory courses will also have a Final Assessment Test. The weightage for the continuous assessment will be 60% and for the Final Assessment will be 40%. All soft skill courses are treated as laboratory course and absolute grading system will be followed with a weightage distribution of 60% for continuous assessment and 40% for the final assessment test.

9.7 Evaluation of Courses having Embedded Laboratory

When a course has both theory and laboratory components, the FAT will be conducted for the theory and laboratory components. The total marks of the course shall be calculated based on the ratio between the theory (including tutorials) and laboratory credits i.e.(L+T:P/2)). To make students attend lab classes without fail and to increase the importance given to the lab classes, a pass / fail condition is imposed on the lab component of an embedded course. Students who do not earn a minimum of 50% marks (average of the marks awarded for the individual exercises) are declared as 'Fail' in the lab component, and consequently will be considered as 'not completed' (embedded) course also, and hence an "N" grade will be awarded. No separate letter grades shall be awarded for individual theory and laboratory components of a lab embedded course. The students have to re-register the lab component and complete it. If he/she has got >= 50% in lab, and fails in Theory, then the same marks can be taken up for grading purposes after he/she completes the Theory FAT

successfully. They also have the option of re-registering the whole course for Grade improvement.

9.8 Viewing Internal Assessment Marks

Internal assessment marks will be available in the student login for all the registered courses, at least one week before the FAT. Any discrepancies noticed by the student in his / her internal assessment marks should be intimated to the corresponding class faculty member. If the issue is not resolved then, it can be escalated to the Proctor/Hod/School Dean within 2 days from the commencement of FAT. Late requests will not be entertained.

9.9 Perusal of answer sheets, Re-evaluation and Declaration of results

After evaluation of CAT, the answer scripts, will be handed over to the students. Any discrepancy in the evaluation will be corrected in person immediately. However, after the completion of the FAT, the marks entered by the faculty will be made visible to the students as per the schedule announced by the University. Subsequently, students desirous of seeing their FAT answer scripts have to apply for the same within the time period specified and by paying the prescribed fee. If the student feels that the answer script is needs to be re-evaluated because of any discrepancy in the evaluation, they have to apply within the time period specified and by paying the prescribed fee. Upon re-evaluation, if there is a change in marks to the extent of 5% deviation from the original marks, the best of the two will be considered for grading. However, if the change in the mark is more than 5%, it will be evaluated again by a different examiner and the best of the three will be considered for grading. Final letter grades will be awarded based on the earlier calculated 'grade band' range of marks (no re-calculation of mean & SD again). In case a student is not satisfied with the re-evaluation, he/she may apply to an 'Examination Appellate Committee' with the necessary fees. The Committee consisting of the faculty who originally corrected the answer script and another faculty in the same field of specialization (to be drawn from the Course Committee) will re-evaluate the paper together. The marks awarded by the 'Appellate Committee' will be final. Letter grade will be awarded as per the class relative 'grading band', without re-calculating the class average and standard deviation again. There is no provision for re-evaluation in case of Lab/ Practical exams, Soft Skills, Student Project viva voce exam or Seminar/ Design/ Mini-project courses or a component of exam of type 'project' and also for comprehensive examination. The final grades awarded to each subject will be announced by the University and the same will be made available to students as well as the parents. In courses where the class average is 90% and above, the FAT answer papers will be re-evaluated by another

faculty handling the same course/ taken that course in an earlier semester/ by a faculty drawn from the Course Committee. Being a rare situation, the faculty may be asked to provide an explanation for the high class average.

9.10 Calculation of Grade Point Average

The Grade Point Average (GPA) earned by a student is a quantitative indication of his/her performance in a semester. GPA is the weighted average of the grade points obtained in all the courses registered (after add/drop/ withdrawal) by the student during the semester. For each course registered, the grade points earned is multiplied by the credits for that course. The sum of all such grade point-credits product is divided by the total credits registered in that semester to get the GPA of that semester.

The Cumulative Grade Point Average (CGPA), which indicates the overall performance of a student from the time he/she joined the University to a specific semester, is obtained by calculating the weighted average of the grade points obtained in all the courses registered by the student since the first semester. Both GPA and CGPA are calculated as follows at the end of every semester and indicated in the Grade Sheet.

$$CGPA = \frac{\sum_i (C_i * GP)}{\sum_i C_i}$$

where, C_i is the number of credits for i^{th} course, and *GP* is the grade points earned for that course. *i* includes all the courses registered in all semesters including those in which the student has an 'F' grade. If a student had failed more than once in a course or substituted a course, the credits will appear only once, both in the numerator and denominator. Pass-Fail ('P' grade), audit courses and courses taken towards 'Minor' or 'Honours' are not counted for the calculation of GPA or CGPA of the programme. The Consolidated Grade Sheet or Degree Certificate will not mention any 'class' or whatsoever, except the CGPA. GPA/ CGPA will be indicated by rounding-up the actual values to two decimal places.

% equivalent of CGPA = CGPA * 10

For example, a CGPA of 8.75 is considered equivalent to 87.5% (CGPA of 8.75 x 10 = 87.5%).

Controller of Examinations will issue necessary certificates to students who request for CGPA to percentage equivalence of marks.

9.11 Absence from an Exam

If a student fails to write any CAT, the student will lose the percentage weightage given to the CAT exam. No Re-CAT will be conducted again to compensate the loss. This condition is also applicable to students who had been admitted in the previous batches, but have registered for an equivalent course listed in the latest curriculum.

Students are encouraged to take up internship in prestigious Universities abroad during their vacation period. However, if due to unavoidable circumstances, the student fails to write the CAT - I, then a Re-CAT I is scheduled separately for the benefit of these students. However, these students are required to take prior permission from the School Dean before availing the internship. Students who have been conferred with fellowships by Indian Academies (Science and Engineering) for undertaking research activity in prestigious Institutes / Universities are also eligible to take up the Re-CAT I. Students who miss the CATs due to placement activities are also eligible to appear for the Re-CATs, provided they meet the minimum attendance requirement. Re-CATs are also permitted for student who fail to appear the regular CAT due to health condition, especially hospitalization

Under extraordinary conditions, if a student is not able to appear for the Final Assessment Test (FAT) of a theory/ Student Project (final viva voce exam), due to hospitalization (in-patient treatment) for more than a week duration or death of a family member, the student may apply to the Vice Chancellor by submitting an application through the School Dean, Head of the Department and the Proctor, supported by adequate evidence or proper medical certificate duly authenticated by the Chief Medical Officer of the University, as the case may be, within 14 calendar days after the completion of the FAT. Such applications will be scrutinized by a special committee constituted by the Vice Chancellor and if necessary, the student may be asked to appear before the Committee for presenting the case. Any student who fails to apply for such Re-FAT in the prescribed manner will be deemed to have failed in the course(s) and has to repeat the course(s) by registering again in subsequent semesters. Such examinations will be conducted along with other FATs or separately, as decided and scheduled by the University. Such cases will be treated as 'first' attempt. If a student fails to write the scheduled Re-FAT for any reason (even those slated above), he/ she need to register the course again and clear it. The student will be awarded 'N' grade in the course he/she failed to write. Student permitted for Re-FAT will be awarded grade as per the class relative 'grading band', without re-calculating the class average and standard deviation again.

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9.12 Semester Grade Sheet and Consolidated Grade Sheet

At the end of each semester, all students will be issued a Grade Sheet. This Grade Sheet will be an accurate log of course activity of a student in each semester and hence all courses registered (including those courses that are awarded F, N, W, U, P, substituted, re-registered, audited, grade improvement courses) will be listed semester wise along with the grade points earned (performance and others grades), course credits, GPA, CGPA, etc. This will reflect the performance of a student during the specific semester.

The overall performance of a student in all semesters since joining the programme will be shown in a Consolidated Grade Sheet. A Consolidated Grade Sheet will be issued to a student upon his/her successful completion of the programme or along with the Degree Certificate. Consolidated Grade Sheet will indicate only the CGPA, and not semester wise GPA. Since a Consolidated Grade Sheet consolidates semester Grade Sheet details, all details recorded in the semester Grade Sheets will also be listed, with a time stamp of the exam month and year. Additional courses like Audit, Minor/ Honours courses etc. earned by the student will also be shown separately/ along with other courses. An Interim Consolidated Grade Sheet can also be obtained at the end of any semester, if needed. Students registering course(s) that is not a 'required course' as per his/her programme curriculum (after considering the DE, OE, Audit, Minor, Honours and Double Major requirements, if possible) will be shown as additional courses. However, the grade awarded for such course(s) will be considered for the semester GPA calculation like any 'required' course. On completion of the programme, a suitable grade will be awarded and the CGPA will be calculated accordingly at the time of issue of the Consolidated Grade Sheet. However, the student needs to pay the course registration charges for the course(s) as per the prevailing charges at the end of the programme.

Programme wise rank list will be prepared based on CGPA only. In case of a tie in the CGPA, same rank will be awarded to all in tie. Subsequent students will be ranked by skipping the number of students awarded the same rank (e.g): While deciding the 5th rank, if two students have the same CGPA, both will get 5th rank and the next rank will commence from 7.

9.13 Academic Malpractice

Academic malpractice shall be viewed seriously and punished appropriately in order to discourage students from indulging in such activities. Each case shall be enquired by a 'Malpractice Committee' constituted by the University and suitable punishment will be given, if the malpractice is proven. If a student indulges in malpractice in any component of the Continuous Assessment (like CATs), zero

Marks will be given in all subjects registered in that semester, for the corresponding examination. If a student indulges in malpractice in the FAT, all the regular courses in which the student was eligible to write and attended the FAT of that semester registered and attended shall be awarded 'N' grade, as a punishment. However, the students will be permitted to clear those courses in subsequent semesters (as and when it is offered) by re-registration.

9.14 Promotion

All students are promoted to their next semester or year of their programme automatically, irrespective of the academic performance. However, at any stage of his/her study, if a student reaches a CGPA below 4.00, the student will be permitted to register for a maximum of 16 credits in subsequent semesters, until his CGPA crosses 4.00. However, he/she has the choice of registering for new courses / courses for which he has obtained 'F' grade.

10. Audit

A student willing to get an exposure of a specific course not listed in his/her programme curriculum, and without undergoing the rigors of getting a 'good' grade, may be permitted to register that course as an Audit course, subject to the following conditions.

1. A B.Tech., M.Tech.(SE), and M.Sc. (5 year Integrated) programme students can register a maximum of two audit courses during his/her entire programme. Other programme students can register only one audit course during his/her entire programme. Such courses should be indicated as 'Audit' during the time of Registration itself. Late registration is not permitted for an Audit course.

2. A student is permitted to register an audit course only if his/her CGPA is equal to or more than 8.0 at the time of Registration.

3. The student should maintain the minimum attendance conditions specified in Section 8, even for the 'audit' course.

4. Only courses currently offered for credit to other students can be audited.

5. A course appearing as a FC/DC/DLEC course in the curriculum of a student cannot be audited (i.e. audit course cannot be converted to a credit course). However, if a student has already met the DE credit requirements as stipulated in the curriculum, then, a DE course listed in the curriculum and not taken by the student for credit, can be audited.

6. Students registering for an audit course should undergo all the assessment procedures

applicable for a credited student of that course. Only if the student obtains any performance grade, the course will be mentioned in the semester Grade Sheet and in the Consolidated Grade Sheet by a 'U' grade, and not his/her performance grade in the audited course.

7. Withdrawal of an audit course is permitted and the procedure indicated in Section 7.6 needs to be followed. If a student fails to clear an audit course, withdraws the registration, fails to maintain the minimum attendance requirements, or fails to write the FAT, etc., he/she will be awarded a 'W' grade, by treating all such conditions as course withdrawal. Any W grade course will be shown in the semester grade sheet but not in the consolidated Grade sheet. Hence, as a regulation the Audit course will not be shown in the Consolidated Grade sheet if he/she fails to complete the course.

8. Since an audit course has no grade points assigned, it will not be counted for the purpose of GPA and CGPA calculations.

9. If a student does not write the FAT on valid medical/ non-medical reasons, no Re-FAT request can be made for audit courses.

10. There will be no extra payment for the audit courses, limited to the number of audit courses taken as specified above.

11. Only one Audit course can be registered per semester. However, students at their graduating year are permitted to register more than one audit course. The norms as related to the pre-requisites conditions are to be met in such cases.

11. Registering Post Graduate level courses

Undergraduate students having a CGPA of 8.00 or more are permitted to *credit* a Post Graduate level course, in his/her major area of specialization (or related discipline), against his/her OE option only. An undergraduate student is permitted to register a Post Graduate level course as an *audit* course only if his/her CGPA is equal to or more than 8.00 at the time of Registration. However, no relaxation of conditions indicated in Sections 6.2 and 6.3 is permitted while auditing/ crediting Post Graduate level courses.

12. UG Research Experience

To provide an opportunity to students who are ambitious in pursuing a career in research, few project type courses are included in the curriculum which results in Undergraduate Research Experience (URE). Such courses are named as Technical Answers for Real Problems (TARP), Design

Project, Laboratory Project, Product Development Project, Reading Course, Special Project, Simulation Project. Each of these project types courses carry 3 credits and the credits earned will be considered under DE / OE category as per the curriculum requirement. All these project type courses are independent of each other. The student can register for one course at a time and after successful completion, he / she can proceed with the next course if interested. The description for each course, the assessment mode and the expected outcome are provided in the syllabus page.

13. Additional Credentials

Opportunities exist for students to complement and enhance their learning experience by crediting additional courses in diverse areas. Students who are academically sound can devote their extra time in each semester by taking additional course load right from their 3rd semester.

13.1 'Minor' credential

Additional credits acquired in focused discipline *other than his/her major programme discipline* entitles a student to get a 'Minor' credential. All Schools offering various programmes will offer 'Minors' in their disciplines, and will prescribe what set of courses and/or projects is necessary for earning a minor in that discipline. Such courses can be across the programmes also. Schools should ensure that the student will not be indirectly forced to take courses other than the ones prescribed under that 'minor' list as 'pre-requisite' courses. Students who wish to acquire a 'Minor' can register 'minor' courses along with their regular semester course registration. If any of the courses listed under the 'minor' option is a course listed under his/her curriculum as UC/PC, then the student cannot opt for that 'minor', since all minor courses need to be earned as additional courses to his/her programme curriculum. He/she accumulates credits by registering for the required courses, and if the course requirements for a particular 'Minor' are met within the prescribed minimum time limit of the programme, the minor will be awarded along with the degree. Also, the student should have a minimum average CGPA of 7.50 in the 'Minor' courses registered to become eligible for the Minor. It will reflect in the Degree Certificate as "Bachelor of Technology in (Programme) with Minor in (specialization)." Ex.: B.Tech in Civil Engineering with Minor in Data Science. This fact will also be reflected in the Consolidated Grade Sheet under a separate heading 'Minor in (specialization)' with similar details shown for registration. In case a student withdraws from the "Minor" in the middle of the programme, the 'Minor' courses successfully completed will be converted to 'Audit' courses and indicated accordingly in subsequent Grade Sheets and Consolidated Grade Sheet. If necessary, the student may use options like registering the failed 'Minor' course again in a subsequent semester

(Section 7.4) or grade improvement (Section 13) to improve grades obtained in a 'Minor' course to raise the CGPA to the required level. Student has to complete a minimum of 18 credits as prescribed in the curriculum of each 'Minor' programme to become eligible for 'Minor'. No relaxation in the maximum number of credits a student can register during a semester, as indicated in Section 7.3, will be given to courses under 'Minor'. The grades obtained in the courses credited towards the 'Minor' award are not counted and shall have no influence on the GPA/ CGPA of the programme' the student has registered.

13.2 'Honours' credential

Additional credits acquired in *his/her own major programme discipline* entitles a student to get 'Honours' credential. All Schools offering various programmes will offer honours in their disciplines, and will prescribe what set of courses and/or projects is necessary for earning a honor in that discipline.. Schools should ensure that the student will not be indirectly forced to take courses other than the ones prescribed under that 'honours' list as 'pre-requisite' courses. Students who wish to acquire 'Honours' credential need to carry out 'honours' course registration along with their regular semester course registration. He/she accumulates credits by registering for the required courses, and if the requirements for 'Honours' are met within the prescribed minimum time limit of the programme, the 'Honours' will be awarded along with the degree. Also, the student should have a minimum *average* CGPA of 7.50 in the 'Honours' courses registered to become eligible for the 'Honours' award. If necessary, the student may use options like registering the failed 'Honours' course again in a subsequent semester (Section 7.4) or grade improvement (Section 13) to improve grades obtained in a 'Honours' course to raise the CGPA to the required level.

A student has to complete a minimum of 18 credits as prescribed in the curriculum of each 'Honours' programme to become eligible for 'Honours'. No relaxation in the maximum number of credits a student can register during a semester, as indicated in Section 7.3, will be given to students opting for 'Honours'. In case a student withdraws from the 'Honours' registration in the middle of the programme, the 'Honours' courses successfully completed will be converted to 'Audit' courses and indicated accordingly in subsequent Grade Sheets and Consolidated Grade Sheet. Honours award will be mentioned in the Degree Certificate as "Bachelor of Technology (Honours) in (name of the programme) with specialization in "Honours programme". Ex.: Bachelor of Technology (Honours) in Computer Science and Engineering with specialization in Data Science. This fact will also be reflected in the Consolidated Grade Sheet under a separate heading 'Honours' with similar details shown for other credited courses and the CGPA for 'Honours' will be indicated at the end of list of courses under

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'Honours'. The grades obtained in the courses credited towards the 'Honours' award are not counted and shall have no influence on the GPA/ CGPA of the 'programme' student has registered.

14. Course Substitution

If a student receives an 'F' grade in a DE course, and if the student wishes, he/she is permitted to take another DE course from the same basket, in lieu of DE course the student had failed to clear, in a subsequent semester and clear the new DE course. However, the student has to pay for the substituted course since the student has utilized the opportunity of clearing a course in first attempt. If a student receives an 'F' grade in a OE course, and if the student wishes, he/she is permitted to take another OE course instead of the OE course the student had failed to clear, in a subsequent semester and clear the new course. Further, the student is also permitted to choose a DE course from his/her curriculum, instead of the OE course that the student had failed to clear. However, the student has to pay for the substituted course since the student has utilized the opportunity of clearing a course in first attempt. Such course substitution option can be exercised for any number of time, either for a DE or OE, for entire duration of the programme. Course Substitution is not permitted for FC or DC or DLEC courses.

15. Grade Improvement

Students who wish to improve their grades will be permitted to register the same course again during a subsequent Course Registration. This course will be treated as another course taken by the student and no relaxation in the maximum number of credits a student can register during a semester, as indicated in Section 7.3. However, the student has to pay extra for registering the course again. Such an option can be availed only once for a given course and only one course can be registered for course improvement per semester. Students at their graduating year or timed out students are permitted to register more than one 'Grade Improvement' courses, in order to improve their CGPA which may help them during their placement. Such a course should be indicated as 'Grade Improvement' course during the Course Registration.

16. Credit Transfer

Within the University, when a student move from one programme to another at the end of the first year through programme migration option, Credit Transfer is a convenient way of transferring the courses and credits the student had successfully completed/ earned. A separate circular will be issued by the Dean Academics regarding programme migration guidelines and norms at the appropriate time. If the courses completed have the same syllabi and credits, and if the course(s)/

its equivalent(s) appear in the programme curriculum into which the student is now admitted, it is assumed that the student has earned the credits by credit transfer. Only such courses and credits that are completed and performance grades awarded will be transferred. Since the credit transfer takes place within the same University, the performance grades will also be transferred to their current curriculum and hence will be counted towards their GPA/ CGPA. Therefore, there will be no need to mention explicitly 'Credit Transfer' in their Consolidated Grade Sheet. Even though programme migration option is provided at the end of first year study period, it is not binding on the University to offer this option every year.

A similar procedure shall be adopted during the time of admission of candidates from other Universities into various eligible programmes of the University, subject to the condition that those Universities are recognized and approved for credit transfer by VIT University. During that time, only those courses that were completed and credits earned will be mapped to the courses demanded by the programme curriculum into which the admission is sought and hence considered for credit transfer. If the system adopted in the other University is different from that of VIT, then the programme School into which the student is seeking admission/ transfer may work out an equivalence of credits that are to be transferred with valid supporting documentation. The number of credits thus transferred will be considered for the minimum credit requirements of the programme *but not considered for the GPA/ CGPA calculations*. The credits thus transferred will be indicated as total credits at the bottom of the Consolidated Grade Sheet as 'Total Credits Transferred from (Name of the Institute, place and Country)' and no breakup of courses will be listed. This procedure shall be applied to dual/ double/ twinning programmes wherein the credits are shared between two Institutions.

16.1 .Semester Abroad Program (SAP):

VIT's Semester Abroad Program aims to encourage both the undergraduate and postgraduate students from all streams to visit universities abroad and earn credits through courses/project work. The Office of International Relations organizes a road-show on SAP and facilitate the process. Table – 7 indicates the period of study during which the students of the respective programmes can avail this opportunity.

Table-7: Period of study during which SAP can be availed

S. No	Name of the Programme	Period of Study
1	All Bachelor of Technology Programmes	6th to 8th Semester of study
2	Bachelor of Design	
3	Bachelor of Science in Agriculture (Honours)	
4	All Five Year Integrated Master of Technology Programmes	6th to 10th Semester of study
5	All Five Year Integrated Master of Science Programmes	
6	Bachelor of Architecture	
7	All Two Year Master of Technology Programmes	3rd and / or 4th Semester of study
8	All Two Year Master of Science Programmes	
9	Master of Computer Application & Master of Social Work	
10	Master of Business Administration	2nd Year of study
11	All Three Year Under Graduate Programmes	5th and / or 6th Semester of study

 # Applicable Institutes: Partner Universities and Top 500 QS Rank Universities / Times Higher Education (THE) Ranking Universities and Shanghai Ranking Universities.

 # Eligibility: 7 CGPA and no current backlogs (F / N Grade)

Duration of Study / Internship / Project:

: Minimum One full Semester (4 to 5 months)

: Maximum of Two Semesters (8 to 10 months)

Maximum number of Credits eligible for Transfer

: 21 Credits (exclusive of the number of credits for UG / PG Project work)

: Credit Transfer will be considered only for the courses under Programme

Elective / Discipline Elective and University Elective / Open Elective category.

Course Title / Content Verification for Credit Transfer and award of Grade

School Committee (Course Coordinator / HoD / Dean) is responsible to verify the course title / content of the course completed by the student through Semester Abroad Program and recommend the number of credits to be considered under each category (Programme Elective / Discipline Elective and University Elective / Open Elective) and the Grade to be awarded.

UG / PG Project work

Option – I: Students take up their Project work in the campus of the University Abroad under the guidance of a Faculty member from that University in addition to a guide from VIT. The progress of the work is monitored by both the guides and will be evaluated periodically. The final viva voce examination for the project will be conducted in VIT only after successful completion of the project and the arrival of the student.

Option – II: Completing the Internship / Project elsewhere through Semester Abroad Program and claiming for Credit Transfer. School Committee (Course Coordinator / HoD / Dean) is responsible to verify the quality of the work completed by the student through Semester Abroad Program and recommend the Grade to be awarded.

Grades scored for the Courses, Masters Thesis / Capstone Project completed through Semester Abroad Program will be considered for calculating the CGPA for the student.

17. Course Equivalence

Regular updating of curriculum and syllabi is essential to reflect advancements made in various fields. The students who have studied the courses of previous curriculum are permitted to register courses of current curriculum. The FFCS permits a student to register a course at any time or re-register a course again to clear their backlog. By the time a student registers a course or re-registers next time, there could be some modifications carried out in the syllabus of course(s) and a new syllabus version that is different to the version indicated in his/her curriculum be currently offered to students. If the changes effected are marginal, both the syllabi are considered to be equivalent and the student registering first time or re-registering the course has to undertake the new syllabi currently being offered. No separate classes with the older version of syllabus will be offered to the student to clear their backlog. After careful study of syllabi, the Course Committee may also identify new courses considered equivalent to those courses that were dropped from the curriculum for various reasons. Based on the recommendations of the Course Committee, Dean of the programme School shall declare such courses as equivalent and the same may be recommended. Course equivalence is applicable to all curricula, present and the future. However, the number of credits to be earned cannot be altered and all conditions specified in Section 6 need to be adhered. All different versions of the same course are considered equivalent. Credits of the original course (of the curriculum) will be considered as 'earned', if there is a credit difference to the equivalent course. Grade Sheet and Consolidated Grade Sheet will indicate the original course code and title only and not the equivalent

course the student has registered or written as the arrear exam. Once a Course Equivalence is established between courses, various curricula using those courses will be automatically updated by putting both the courses into a single basket. Hence students need to do only one course in that basket to meet their credit requirement. No explicit approval of the Academic Council is needed to this effect.

18. Honours Club

Students who maintain a CGPA of 9.25 and above, having no 'F' grade to their credit and have never been debarred for lack of attendance in any CAT/ any component of continuous assessment/ FAT or indiscipline, will be admitted into the Honours Club for their meritorious performance. Their admission will be withdrawn if they fail to meet any of the conditions stipulated above. Such students will be benefitted by one or more of the following means.

- given preference while the University sponsors students to attend seminar/ conference/ workshop
- issued a Certificate of Merit
- given a Cash award or scholarship for the subsequent semesters

19. Time Limit for Programme Completion

For various programmes, the 'minimum period of study' (n) a student is expected to study to complete his/her is given in Annexure 1. However, if a student has few backlog courses yet to be cleared even after the completion of the above said time limit, the student will be permitted to complete all the course and credit requirements specified in the curriculum, with an additional grace period of three years from the year of joining the University under that programme ('n+3'). Under no circumstances, the period of study shall be extended beyond (n+3) years and thereafter his/her studentship stands cancelled automatically. No separate intimation in this regard will be sent to the student. Such cases will be brought to the notice of the Academic Council by the Dean of Academics. No formal approval of the Academic Council is required for the cancellation of such studentships. A candidate may be recommended by the Dean of a programme School to temporarily break the study for a maximum period of one year for valid reasons such as accident or hospitalization due to prolonged ill health, and same may be forwarded to the Dean, Academics for approval. An official order will be issued by the Registrar clearly stating the conditions therein. In such cases the time limit for programme completion will be extended by the period of break of study. However, if any student is debarred / suspended for the lack of attendance or acts of indiscipline for one or more semester(s),

it shall not be considered as break of study. Such an option can be availed only once for the entire programme duration.

If a student drops a semester after commencement of the semester, the fees paid will not be refunded and/or adjusted in the subsequent semester. Courses registered by the student will be 'dropped' and removed from the Registered Courses list and hence not indicated in the Semester Grade Sheet also. However, when the student registers those courses again in a subsequent semester, he/she has to pay the re-registration fee for each course. If the student drops the semester prior to the commencement of the semester, he/she has to pay a semester continuation fee prescribed from time to time and the balance fees paid will be adjusted in the subsequent semester.

20. Award of Degree

After successful completion of the course and credit requirements as specified in the programme curriculum and upon meeting the minimum credit requirement as specified in Section 6.2, a Provisional Certificate will be issued to eligible students by the Controller of Examinations. The degree will be conferred on the student during the subsequent Convocation. The degree certificate will indicate the relevant branch, and specializations if any, in which the student has graduated along with minor/ honours if earned by the student.

Example: 'Bachelor of Technology in Civil Engineering', or 'Bachelor of Technology in Mechanical Engineering (Manufacturing Engineering) or 'Bachelor of Technology (Honours) in Computer Science Engineering with specialization in Data Science; or 'Bachelor of Technology in Civil Engineering with Minor in Data Science'.

21. Modification in Regulations

The current FFCS Regulations Version replaces the previous FFCS Regulations Versions and all the previous Circulars/ Orders/ Notes issued by the University on issues dealt herein. Notwithstanding anything mentioned herein, the Academic Council of the University has the right to add, delete or modify these regulations time to time. In case of any dispute arising in interpreting the rules, only the interpretation given by the Academic Council will be considered as final and binding.

Annexure – 1

Minimum duration of the Programme

Programme	Minimum period of Study
B.Tech., B.Des., B.Sc. (Hons) Agriculture	4 years
M.Tech., M.Des., M.Arch.	2 years
M.Tech. (5 year Integrated), B.Arch.	5 Years
M.Sc., MCA, MBA, Master of Social Work	2 years
M.Sc. (5 year Integrated)	5 years
BCA, B.Sc., B.Com., BBA	3 years