

GENERAL ACADEMIC REGULATIONS FOR UG & PG PROGRAMMES

July 2013

Outline

1 Credit system

- 1.1 Introduction
- 1.2 Number of credits in a course
- 1.3 Degree requirements
- 1.4 Audit courses

2 Grading system

- 2.1 Award of grades
- 2.2 Grade and their numerical points
- 2.3 Earned credits
- 2.4 Description of grades
- 2.5 Evaluation of performance
- 2.6 Declaration of results

3 Registration procedure

- 3.1 Pre-registration
- 3.2 Date and venue of registration
- 3.3 Clearance of dues
- 3.4 Advice on courses
- 3.5 Lower and upper limits for credits registered
- 3.6 Minimum number of students registered in a course
- 3.7 Late registration
- 3.8 Addition, deletion and withdrawal from courses:

4 Miscellaneous regulations and procedures

- 4.1 Attendance requirement
- 4.2 Semester withdrawal
- 4.3 Absence during the semester and award of 'w' grade
- 4.4 Absence during the Mid Semester exams & final examination
- 4.5 Normal & Maximum duration of stay at the institute

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

1 CREDIT SYSTEM

1.1 Introduction

The prominent features of the credit system are the process of continuous evaluation of a student's performance, the absence of pass or fail on an annual or semester basis and the flexibility to allow

the students to progress at a pace suited to individual ability and convenience, subject to the regulations of credit and pre-requisite requirements.

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

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

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

1.2 Number of Credits in a Course

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

L (Lectures): Number of lecture hours per week

T (Tutorials) : Number of tutorial hours per week

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

C (Credits) : Credits for course

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

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

1.3 Degree Requirements

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

Details of these will be given later, and will be important while giving options for electives. These requirements are to make the programme flexible, in which the students can choose courses depending on their differing interests, as long as they satisfy the minimum requirement.

1.4 Audit Courses

An audit course is one in which the student attends classes, does the necessary assignments, takes exams. However, the arrangement is between the instructor and the student. Such a course does not appear in his final grade card.

2 GRADING SYSTEM

2.1 Award of Grades

The grade awarded to a student in a course for which he is registered, will be based on his performance in quizzes, tutorials, laboratory work, and home assignments, etc. as applicable, in addition to one mid-semester exam. and the final semester examination for the course. Typical weightages might be 40% for the final exam, 25% for the mid-semester exam, and suitable weightages for quizzes, home assignments, laboratories, and tutorials. However, the instructor is free to conduct and assign weightages to the exams as well as term papers, open book exams, special laboratory exercises, solving of open problems, in the manner he/she deems fit. ***The distribution of weightage should be decided and announced by the course instructor, in the beginning of the course, so that the students are aware of the evaluation mechanism to be followed in the course.***

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

2.2 Grade and Their Numerical Points

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

Grade Points Description

A	10	Excellent
A-	9	Very good
B	8	Good
B-	7	Average
C	6	Fair
C-	5	Pass
D	4	Poor
F	2	Fail

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

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

2.3 Earned Credits

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

2.4 Description of Grades

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

A student is required to repeat all compulsory courses in which he/she obtains an F grade. For the remaining failed courses the student can take the same or substitute courses, as advised by his faculty advisor. In the event of a student getting a GPA below the prescribed minimum, he may be asked to leave the Institute.

The remaining ones will need to be cleared in the next semester/academic year. At that time, he can also take courses of the next higher class, provided the prerequisite conditions are satisfied and the time-table permits this to happen. Thus, F grades may result in increased period of stay for completing degree requirements. Further, the F grades secured in any course stay permanently on the grade card, and they are included in the evaluation of the grade point average for that semester. Once the failed course is cleared, the CGPA does not include the failed course grade.

---- I Grade

This refers to an 'incomplete' grade which is required to be converted to a regular grade as described later. This grade is awarded to a student if he has not fulfilled all the requirements for the course on account of extraordinary circumstances, subject to having fulfilled attendance requirements (described later). Student must complete the requirements within stipulated time to convert I to a regular grade.

The 'I' grade shall be converted to a proper grade and will be sent to the Academic Office within 10 days from the date on which all the major tests are over.

---- P/F Grade

These grades are awarded to a PCO course, defined as one which a student may register for on a pass (P)/fail (F) basis; these are not considered in the calculation of SGPA or CGPA. Pass (P) requirement is: attendance in at least 80% of the classes and a minimum grade of 'C-'. Any deviation from these will result in the fail (F) grade.

---- W Grade

This grade is given when a student withdraws from a course.

---- S Grade

S grade is awarded on the satisfactory completion of the requirements of courses like the thesis work. This will also apply to R&D-apprenticeship courses. (Project work will have normal letter grades, however, a project can be taken under PCO subject to the prescribed maximum.)

---- X Grade

This grade is awarded for unsatisfactory thesis/project work. This will also apply to R&D-apprenticeship courses.

2.5 Evaluation of Performance

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

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

2.6 Declaration of results

After finalization of the grades, the letter grades awarded will be announced on the departmental notice board. In case any student feels aggrieved, he can contact the teacher concerned within two weeks from the commencement of the semester immediately following the announcement of the results. The student shall have access to his answer paper/s in the end semester examination which may be shown to him by the teacher/s concerned. If the teacher feels that the case is genuine he may re-examine the case and forward a revised grade, if any, to the Academic Section, with justification for the revision.

In the interest of transparency, the teachers have to show answer papers of all exams and quizzes to the students, whether aggrieved or not. They have to make suitable announcements regarding date and time for showing final exam answer papers. The final exam answer papers should be preserved by the teacher (or by the Academic Section, in case of external faculty or guest faculty) for at least six months after the exam is over.

3 REGISTRATION PROCEDURE

3.1 Pre-registration

Pre-registration for courses to be taken by the students in a particular semester will be done as per a specified schedule before the end of the previous semester. All students are required to complete the pre-registration formalities in consultation with their Faculty Advisers, failing which a fine will have to be paid before registration in the next semester. Further, a student who does not pre-register might not be able to get the courses which have a limit on registration.

3.2 Dates and Venue of Registration

The academic record of a student is maintained in terms of the courses for which he/she registers in any semester, and the grades he/she obtains in those courses. Registration for courses is done in the beginning of each semester. The date, time and venue of registration are announced in advance. Since registration is a very important procedural part of the credit system, it is absolutely essential that all students present themselves at the registration desk on the specified day. In case of illness or emergent circumstances of a student on the registration day, he/she must intimate the Dean, Academics, of the same with documentary proof. Registration in absentia may be allowed only in rare cases, at the discretion of the Dean; however, the student's nominee cannot register for courses but will only be allowed to complete other formalities.

3.3 Clearance of Dues

At the time of admission, the student must pay the fees and make other specified payments before he/she can be registered for courses. In subsequent semesters, the student should obtain two 'no dues certificates' before he/she can be registered for the courses of a semester: one from the Hostel Warden and the other from the Institute Accounts Officer. These should be produced at the time of registration. The 'no dues certificate' is given by the Warden when the student has no mess arrears in the previous semester and has paid the mess advance for the current semester. The second clearance is for Institute dues which should be paid at the Accounts Desk in the registration hall by cash, or by bank drafts (bank cheques are not accepted). The Institute dues will include the current semester's tuition fees, other dues as well as the previous semester's arrears, if any. The drafts should be drawn in the name of "IIIT Hyderabad" payable at Hyderabad. For mess dues, the draft should be drawn in the name of "IIIT Students Mess A/c" payable at Hyderabad.

3.4 Advice on Courses

All students have to consult their Faculty Advisers and get their registration slips signed by them. One Faculty Adviser is normally appointed for a batch of students in a particular discipline who will chalk out the complete programme of study of each student and advise on the courses to be taken by a student. Special provisions exist for academically weak students.

3.5 Lower and Upper Limits for Credits Registered

A student should register for a minimum of 16 credits in a semester if s/he has at least that many credits to be completed for the degree s/he is in. No student should register for more than 27 credits in a semester excluding the PT credits. A student registering for more than 24 credits must seek Institutes permission to do so. If a student registers for less than 16 credits, (excluding the PT credits) he will have to change his status to that of a part-time student.

Rules for Part Time UG Students

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

Rules for Part Time PG Students

A PG student can register for minimum of 4 credits and maximum of 8 credits in a semester. However, student can take up to 12 credits subject to the approval of PG Committee.

3.6 Minimum Student Registration in a Course

A course will normally run only if there is a minimum registration of 8 students. This requirement applies to Summer Courses also.

3.7 Late Registration

For reasons beyond his control, if a student is not able to appear at the registration desk or send an authorized representative with medical certificate, he/she may apply to the Dean for late registration. The Dean will consider and may approve late registration in genuine cases on payment

of an extra fee of Rs. 1000. This extra fee will not be waived, whatever be the reason for the late registration. Late registration would end after two weeks of the start of the semester.

3.8 Addition, Deletion and Withdrawal from Courses:

A student would have the option to add or delete courses from his/her registration list on the add/drop day. The Academic Section will then issue a final registration sheet, which becomes the official record of students registered in a course.

A student wishing to withdraw from a course, should apply on the prescribed form within seven weeks of the start of the course. A withdrawal grade (W) may be awarded in such cases. A student may also apply for changing number of credits in a project course within the first four weeks of the semester.

4 MISCELLANEOUS REGULATIONS AND PREOCEDURES

4.1 Attendance Requirement:

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

a.1 Required minimum attendance: $\geq 85\%$ (Because a student miss few classes due to emergency and other contingencies)

a.2 In case the attendance falls short, the following are the penalties:

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

Detailed information on Attendance Policy is given at

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

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

c) The instructor-in-charge will consolidate the attendance record for the course (lectures, tutorials and practicals together as applicable) from the beginning of the semester up to the mid-sem exam and from the mid-sem exam to the final exam. The institute may send this information in writing to the concerned students and their parents.

4.2 Semester Withdrawal

In case, the valid period of absence (on medical grounds) is more than 18 working days during the semester, the student may apply for withdrawal from the entire semester. Each application for semester withdrawal will be examined by the Dean and depending on the merit of the case an appropriate recommendation will be made to the Chairman Academic Council. No partial withdrawal from courses registered in a semester will be considered.

4.3 Absence during the Semester and Award of 'W' Grade

A student who has been absent due to illness for a short period, up to a maximum of two weeks, should approach the Instructor or the Course Coordinator for a make-up test or assignment immediately on returning to the class. This request should be supported by a medical certificate from the Institute approved Medical Officer. The certificate issued by some other registered medical practitioner (with the registration number shown explicitly on the certificate) will also be acceptable in those cases where the student has valid reasons for absence from the Institute hostel.

4.4 Absence during the Mid Semester exam and final examination

In case of absence on medical grounds or other extraordinary ground before or during the Major Test period (typically the final semester exam), 'I' grade application may be made by a student on the prescribed form to the Dean (Academics) within 2 days after the exam through the regular medical leave application process.

On medical grounds

1. Students who are absent on medical ground have to submit a certificate from the panel doctor of the Institute. On verification with the doctor, a makeup exam shall be conducted on a pre-announced date.
2. If a student is ill while he is out of station, the student has to submit a medical certificate from an appropriate hospital. The conduct of makeup exam will be decided on case by case, after verifying the genuineness of the certificate.
3. If the Dean accepts the application of the student for taking a make up exam of the end-semester examination, this would be informed to the course instructor to conduct a makeup examination. The make up exam should be completed within two weeks of start of next semester.
4. No makeup exam is conducted for a missed mid-semester exam. The instructor is free to pro-rate the student based on his performance in other exams. The discretion rests with the instructor.

On extraordinary circumstances

The 'I' grade shall be converted to a proper grade and will be sent to the Academic Office within 10 days from the date on which all the major tests are over.

The Dean may relax the above in special situations, which arise due to extraordinary circumstances. The period for conversion of 'I' grade can be extended to the first week of the next semester, with the approval of Dean on the recommendations of the Instructor-in-charge.

4.5 Normal and Maximum Duration of Stay at the Institute

The normal duration and the maximum duration for the completion of the requirements for the various programmes are given in the regulations relating to that programme.

If a student is granted withdrawal for one or more semesters on medical grounds, this will count towards the maximum duration of stay at the Institute.

**Sd/-
Director**