# INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
## ACADEMIC CALENDAR, QUADS, SUBMISSION OF GRADES AND DROPPING OF COURSES

**(As approved by Senate in its 4th meeting held on 2nd December 2010, updated in the 27th/30th/63rd/66th/67th meetings of the Senate)**

1) The two semesters in a year shall be referred to as **Semester I** and **Semester II**. The mid semester breaks should preferably be around Dussehra and Holi festivals, in order to minimize absence of students from classes due to these festivals. However, if in a certain year, Dussehra / Holi fall too far away from the middle of the semester, the mid-semester break may be placed near the middle of the semester.

2) The Institute also offers **half-semester** courses as well as courses in **quads** (a quarter of a semester, which is usually around 3.5 weeks), which can be credited by students.

3) Each regular semester is divided into four quads, namely Q1, Q2, Q3, and Q4, and courses could be offered as follows:

   - Full semester courses starting from Q1 and ending at the end of Q4
   - Half semester courses in Q1/Q2 or Q2/Q3 or Q3/Q4
   - Quad courses in Q1 or Q2 or Q3 or Q4

4) Examinations are be scheduled for quad courses offered in Q1 or Q2 during the Examination I as per the academic calendar and for quad courses offered in Q3 or Q4 during the Examination II. Similarly, examinations are be scheduled for half semester courses offered in Q1/Q2 during the Examination I as per the academic calendar and half semester courses offered in Q2/Q3 or Q3/Q4 during Examination II. If a student **registers only for one quad** during any given semester, a **maximum of five credits** will be permitted.

5) Final grades are to be submitted within **96 hours of completion of Examination II** of a particular course [*or 96 hours from the end of a course, whichever is earlier*]. In case of abnormal grading, some moderation of grades may be necessary. These cases may be flagged to the Chairman, Senate on a case-to-case basis by Dean (AA).

6) The Academic Calendar sets a date, normally two weeks after the commencement of the semester, for **Course Adjustment**. On or before this date, a student is permitted to make adjustments in her/his academic load by addition or deletion of one or more courses, projects etc., provided the total credits do not exceed the overload rule or fall below underload limits credits, by such adjustments. Course adjustment has to be done via IMS, in **consultation with the Faculty Advisor**.

7) A student may **drop one or more course(s)** out of the registered ones **up to 7 days before the commencement of Examination II or 7 days before the end of a quad** for quad courses. Such requests must be made with proper justification and will be approved by the Dean of Academic Affairs on recommendation of the Faculty Advisor. The following implementation plan will be adhered to:

   a) In case the student faces difficulty in some course, he/she should first discuss with the instructor and faculty adviser. For genuine difficulties he/she may apply for dropping the course within two weeks after mid-semester recess, by mentioning the reason and getting consent of the Instructor and FA.

b) The provision of dropping a course until one week before Examination II will be available only for rare cases under unavoidable conditions. Such requests will be expected to enclose additional sheet of detailed explanation with endorsement from Faculty Advisor and GPS Advisor if applicable.

c) Unless the request is approved, the student must keep on attending the classes/activities and follow up with academic office in case of any confusion. Merely submitting the application is not considered approved.

8) Course/s dropped by a student may be taken during a subsequent semester or during the summer term (*if offered*).

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