UNDERGRADUATE PROGRAMMES PROCEDURES & REQUIREMENTS

'Vidya Vinayena Deepyate'
'Knowledge shines with humility'

INDIAN INSTITUTE OF TECHNOLOGY GOA

UG Manual

Indian Institute of Technology Goa

IIT Goa is offering Under Graduate Programmes from the year 2016. The broad objectives of the programme are:

- To provide the highest level of education in the field of technology and science, and to produce competent engineers and scientists with well-honed managerial and entrepreneurial skills, having team spirit and leadership qualities who can contribute towards the Country and the Society
- To promote a spirit of free and objective inquiry, and development of knowledge in different disciplines.
- To increase student participation in Nation building through technology development that is sensitive to local needs.

Academic Programmes are governed by Rules and Regulations approved by the Senate from time to time. The Senate is a statutory and supreme body of the Institute that governs all academic matters of the Institute, and the rulings of Senate Chairman are final in regard to all academic issues. The Senate continuously monitors the academic Programmes and makes appropriate modifications /improvements as and when required. The Senate also sets a definite time schedule for various academic activities. This manual sets out the procedures and requirements of the undergraduate Programmes of study that fall under the purview of the Senate Under-Graduate Committee (SUGC) a standing committee of the Senate.

This Institute level committee decides the pace and even the continuation of the student or otherwise, on the basis of their overall performance & academic record.

IIT Goa is a very student-oriented place and it is the endeavour always to ensure that the students of this Institute get the best of everything that is needed to create outstanding scientists and engineers.

Thank you for choosing IIT Goa. I wish all students a very bright future and successful career.

Date: June, 2019   Dean of Academic Programmes

Introduction

Committees and units of Institute that are directly concerned with the Undergraduate Programmes are:

Programme Undergraduate Committee (PUGC): Each academic department constitutes this committee which consists of a Convener nominated by the department (in consultation with the faculty of the department), Faculty Coordinator of the Programme who will be the Chairman of PUGC and two student representatives. The student representatives are nominated by the undergraduate students of the department for a one-year period. The tenure of faculty members is for two years, with half of them retiring each year (or as decided by the department).

The PUGC:

• Advises the students about their curriculum and academic opportunities
• Monitors the progress of academically weak students
• Handles any problem faced by students in their academic Programmes.

Senate Undergraduate Committee (SUGC): This is a standing committee formed by the Senate to look after all the issues regarding institute UG Programmes. It makes recommendations to the Senate on all academic issues including policy matters and specific problem instances related to UG students and UG Programmes. Its constituents are the conveners of various PUGCs (Programme Under Graduate Conveners) where applicable, last SUGC chairperson (ex-officio), one Senate nominee, and four student representatives nominated by Student body. The chairperson is elected by the constituent members.

Outline of UG Programme

B. Tech programme consists of courses in Sciences, Humanities and Social Sciences, Engineering and Technology, and other related topics. The sequence of studies broadly consists of four stages.

The first stage is an introduction to the sciences, humanities and technical arts (such as workshops etc.). This is common for all UG Programmes.

The Second stage is the study of engineering courses that emphasizes a broad-based knowledge in interdisciplinary areas which enables the students to appreciate the links between science, engineering, and humanities.

In the third stage, the students are exposed to subjects in the chosen areas of study which dwell on the principles governing the design and which develop in them the ability for physical and analytical modelling, design and development.

During the final stage, an engineering student studies problems of integrated design with an awareness of size, performance, optimization and cost & works independently on a B.Tech. Project. Students are thus initiated into the methods of research, Library reference work, use of engineering scientific equipment/instruments, learning of modern computational techniques and writing of technical and scientific reports. In parallel with the last two stages, the student is introduced to the social and economic objectives of the era and to the interaction between man, machine, and nature. This is sought to be achieved through elective courses (to be offered in the forthcoming semesters) in humanities and social sciences and through practical training, fieldwork, works-visits and seminars. In addition, students are also made aware of environmental issues through an introductory course in environmental science and engineering.

The requirements for degree programme run by the Institute are broadly classified as:

(a)   Institute Requirements (further divided into Core courses, Elective Courses and other requirements).

(b)   Departmental Requirements (further divided into Compulsory courses, Elective courses, and other requirements, Projects, Internship and Seminars)

Academic Session

1.1 Semester

The Institute follows a specialized credit-based semester system. The academic session normally runs from the end of July in one year to the middle of July in the next year. It is divided into three parts:
Semester I: From the fourth week of July to the last week of November.
Semester II: From the first week of January to the first week of May.
Summer Term (not a regular semester): From the middle of May to the middle of July.

Semester-I begins from July and is known as Autumn Semester and the Semester that begins in January is known as Spring Semester. During the summer vacation there is one additional term for summer courses known as Summer Semester (Not a regular Semester). The Institute runs summer courses, self-study courses etc. (subject to availability and consent of the faculty member(s)) to provide an opportunity to clear backlog course/s if any.

1.2 Duration

Each of the two regular semesters consists of about sixteen weeks including one week of mid-semester recess. About nine working days of each semester are used for the end-semester examination and one week period during the semester is utilized for the mid-semester examination. The equivalent of fourteen weeks is devoted to teaching which excludes all holidays and days spent on both the examinations, in each semester. The Summer Term consists of eight teaching weeks, not including holidays and examinations days.

1.3 Academic Calendar

The dates of all academic activities including those of registration, late registration, last date of document submission, first and the last days of classes, add-drop of courses, examinations, make-up examination, deadline for final grade submission, and vacation are published in the Academic Calendar every year by the office of Dean (AP). The Academic Calendar is also available on the web page of the Institute.

2. **Curriculum / Programme of Study**

2.1 Curriculum

Every Department has a prescribed course structure which in general terms is known as Curriculum or Course of Study. It prescribes courses to be studied in each semester. The courses of study are updated every semester and are available on the Institute's website.

 2.2 Course Credit System/Structure

To be copied from the minutes of the Curriculam Committee

3. **Registration**

3.1 Semester wise registration

Registration is done at the beginning of each semester on the prescribed dates announced from time to time, and is mandatory for every student till s/he completes their academic programme.

On joining the Institute / beginning of each academic year, each student is assigned to a Faculty Adviser (FA). The student can register for courses they intends to take during a given semester

or summer term only on the basis of the programme for each discipline as given in the Courses of Study and as per the advice given by their Faculty Adviser. The Faculty Adviser is expected to discuss with the student their academic performance during the previous semester and decide the number and nature of the courses for which the students can register for, during the semester within the framework of the guidelines given by the SUGC. The Faculty Adviser is also authorized to permit the student to drop one or more courses based on their academic performance after first semester/year and the corresponding categorization. In fact, the Faculty Adviser may prepare a revised plan of study at a slower pace for students with poor performance.

3.1.1 Procedure for Registration

The Institute has an offline/online registration system and the registration is normally done on the first two days of each semester and the summer term. The registration schedule is announced in advance (Academic Calendar). Students should contact their respective Faculty Advisers for consultation and registration, this involves the selection of courses consistent with the specific credit requirements detailed in the courses of study and subject to the students' performance in the previous semester. The academic registration process gets completed only after the PUGC convener/Faculty advisor approves the registration form. A registration is considered valid only if there is no time-table conflict between the courses for which the student has registered. (Current and Backlogs)

Unless this procedure is completed, registration will be considered as invalid. In any case, registration must be completed on or before the prescribed last date for registration. Students having outstanding dues to the Institute or hostel shall not be permitted to register. Late registration may be permitted only for valid reasons and on payment of a late registration fee as prescribed from time to time. However, if a student fails to register during any semester, their registration is liable to be cancelled.

Students having backlog courses are required to register by filling up a Course Registration Form (CRF) which will be made available to them by the Academic Section. The CRF will contain all the compulsory courses of the semester pre-printed. The student should duly complete the CRF, get it approved by the faculty adviser and then submit the same to the Academic Section for further necessary action. The faculty advisor may recommend a reduced load for students with backlogs after considering the regulations as decided by the SUGC.

3.1.2 Registration for the first two semesters

In each of the first two semesters of the programme, a student is required to register for all the courses listed in the curriculum for the semester. In addition, students who are identified as academically weak at the end of the first Semester may be prescribed a specially worked out Load in consultation with the Faculty Advisor. These students are required to do manual registration.

Registration of a student in a course may be cancelled at any stage by the Academic Section, if it is found that they does not meet the pre-requisites of the course, or if there is a clash in the student's time table preventing her/him from attending the course or if it is found that s/he is not eligible to register for that course for any other reason. An instructor of a course may also recommend cancellation of registration of any student in that course for reasons such as absence from classes without proper authorization. The instructor may recommend de-registration of such students up to four weeks prior to the last day of classes. The instructor should send de-registration recommendations to the SUGC Chairperson. The same information should also be sent to the concerned PUGC. The SUGC Chairperson's decision in each case shall be conveyed to the instructor and the student at least two weeks prior to the last day of classes.

3.1.3 Registration for third and subsequent semesters

As has already been mentioned, students must regularly register for every semester at its commencement until the completion of their programme. From third semester onwards, a student

is normally required to register for a minimum credits as recommended by PUGC every semester after taking into account the grades of re-examination if any.

Each course carries a weightage in terms of credits indicating the approximate number of contact hours (lectures and tutorials and/or laboratory hours) as well as self-study hours per week required for the course. Credit calculation for a course is done by the following formula: C=3L+2T+P+A, where C is the number of credits, L is the number of lecture hours, T is the number of tutorial hours, P is the number of laboratory hours, and A is the additional number of hours needed for assignments and projects, as decided at the time of approval of the course.

*Normal academic load is **up to 36 credits** per semester. Students may register for up to 30 percent less or 30 percent more credits than the normal load.*

For discussion and replacement

Exceptions to Regular Rules regarding Academic Load

(a) Under-load: Students who are identified as academically deficient (on academic probation) may register for a minimum of 10 credits as advised by Faculty Advisor/PUGC.
(b) Over-load: In special cases students can register for courses beyond the graduation requirement as advised by Faculty Advisor/PUGC.

Withdrawal on medical grounds/other exceptional reasons may be permitted by SUGC up to a maximum of two semesters during the students' entire programme. If a student does not register for a regular semester (Autumn or Spring) without prior permission from SUGC the student will be deregistered from the programme and they may not be normally readmitted.

3.2 1 Registration for Summer Term

Students can register for a maximum of 4 Courses during summer programme on payment of registration fees at the prescribed rate. The course will run during summer provided a minimum of 5 students register and a faculty member is available for offering the course. The course instructor will monitor the attendance of the students registered and he may award "DX" grade as per rule for poor attendance. Normal grading may be followed for the summer courses.

3.3 Course Adjustment (Adding and Dropping of a course)

Within the first two weeks of commencement of a semester, a student is permitted to make adjustments in his academic load by the addition or deletion of one or more courses provided the total credits normally prescribed in the curriculum is not affected (overload or underload) by such adjustments. If in the third or any of the subsequent semesters the students find their academic load too heavy, they may drop one or two courses out of the registered one(s), provided the minimum credit requirement is fulfilled. This has to be done in consultation with the faculty adviser/PUGC convener within two weeks from the commencement of the Semester.

The students, however, will not be permitted to drop backlog course/s for which they have registered. Course/s dropped by a student may be taken during the summer term (if offered) or during a subsequent semester. When the need for course adjustment through addition, substitution or dropping of course/s arises, the student should do it manually by filling a Course Adjustment Form (CAF). Each add/drop request needs to be accepted by the concerned course instructor. This should be done in consultation and approval of the faculty adviser/PUGC Convener. Each copy has to be signed by both the student and the Faculty Adviser. In all the cases, course adjustments/dropping of courses must be done before the last date for Course add and drop, as announced by the Institute in its Academic Calendar. The student must submit the CAF to the Academic Office within the prescribed time. In case of the students, facing academic problems and in exceptional cases, SUGC may allow them to drop courses (subject to maintaining the minimum course credits requirements) even after the last date for dropping of the courses if a special recommendation is made by the faculty adviser and the PUGC to the Chairperson, SUGC. Adding of courses is not permitted in the summer term. However, students may drop a course up to two weeks prior to the last day of classes for summer course.

3.4 National Sports Organization (NSO)

Students must register for any one of these activities (NSO) during the first two semesters as a mandatory requirement.

NSO is a compulsory requirement for the first 2 semesters. The choice will be on the basis of the aptitude of the student for any of these activities and will be decided by a committee constituted for the purpose. Formal registration must be done for any one of these activities only at the beginning of the first two semesters along with other courses. Once registered for one of these activities, no change will be permitted at a later stage. This requirement must be completed before the end of the second year. In case valid reasons exist, a student may be given special permission for completion of this requirement before the end of the third year failing which they will not be permitted to register for the courses of the fourth year. A student will be awarded PP (Pass) grade for this activity in each semester provided the minimum requirement of this activity is met during that semester together with 80% minimum attendance failing which the grade NP (Not Pass) will be given. The award of the degree is subject to the successful completion of NSO. In addition to the above mandatory requirements, the students are also permitted to take NSO in subsequent years. This facility is specially meant for students having interest in NSO activities.

3.5. Courses in the unscheduled semester

In case the number of repeaters/backlogged in a course is 5 or more, the Faculty Coordinator of the concerned programme may consider offering such a course an additional time although it may not be slated to run during that semester, subject to timetable constraints and availability/ willingness of a faculty member. Such a proposal should come from the PUGC and be approved by the Dean (AP). The rules that govern overload, will be strictly observed in letting students register for such courses.

3.6 Grant of Leave/Semester Drop on Medical Ground

3.6.1: Mid-Semester Recess and Vacation: Undergraduate students are entitled to avail the mid-semester recess, winter and summer vacations as specified in the Academic Calendar without seeking any permission.

3.6.2: Short Leave: Leave of absence during the semester is discouraged for all registered students. However, for bona fide reasons, a student may apply for leave. The extent of this leave for medical reasons can be a maximum of ten working days per semester. A maximum of five working days of leave may also be granted for any other valid reason. In no case may a student be granted leave of absence in excess of fifteen working days in a semester. The leave of absence in the summer term shall correspondingly be five working days (medical) and three working days (others), i.e., eight working days total. Application for leave of absence may be submitted to Academic Office through the Faculty Coordinator.

3.6.3: Temporary Withdrawal / Semester Leave: A student may be allowed a leave of absence for a whole semester (temporary withdrawal) for bona fide reasons. Such leave of absence shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme. (a) An application for temporary withdrawal should be made before the date of registration for the semester as mentioned in the Academic Calendar. However, under exceptional circumstances, a student may apply for withdrawal anytime during the semester. (b). Application for temporary withdrawal should be addressed to the Dean, and routed through the Department Coordinator and Faculty Advisor. It should be submitted to the Academic office with supporting documents such as a Medical certificate (in original) in case of an illness. (c) A student who remains on authorized leave of absence due to ill health shall be required to submit a certificate from a Registered Medical Practitioner, ratified by the MO, IIT Goa to the effect that s/he is sufficiently cured and is fit to resume her/his studies. The registration of the student shall be provisional till the Medical Officer certifies the fitness. In the event that the MO recommends that the student is not yet fit to resume studies, the registration may be cancelled.

3.6.4: Penalty for Unsanctioned or Excessive Leave: If a student is found to be absent from class without sanctioned leave, then the course instructor may recommend deregistration of the student from the course. The policy regarding unsanctioned leave leading to de-registration or any other consequence must be declared by the instructor at the beginning of the course. This rule applies to courses in regular semesters as well as in the summer term. If a student is found to be absent from a majority of lectures, tutorials and laboratory sessions for more than 20 working days (not necessarily contiguous) in a semester, with or without sanction, then her/his registration for all the courses in that semester may be cancelled by Senate on recommendation of SUGC resulting in a forced semester drop. If a student is found to be absent from all academic activities in a semester without authorization for more than 30 working days contiguously or s/he does not appear, without a compelling reason, for the end-semester examinations in all the courses in which s/he is registered, then her/his programme will be terminated.

4. Examination / Assessment

4.1 Attendance

Attendance in classes is compulsory and will be monitored. A student not having a minimum of 80 percent attendance (A standard of attendance may be announced by the course Instructor before the commencement of the Semester) may be debarred from appearing in the Semester-end examination and given DX grade and such student has to re-register for the same course. In general, the institute expects 100% attendance and at least 80% attendance in the course is permitted only on Medical Grounds or other emergency condition(s). A medical certificate from IIT Goa Health Centre or a Government Hospital (To be endorsed by the MO, IIT Goa) is necessary for getting leave on health/medical grounds.

4.2 Modes of Assessment

The various modes of assessment used for rating students' performance in a lecture course include quizzes, class tests (open or closed book), home assignments, seminars, group assignments, viva-voce, mid-semester examination and the semester- end examination. The distribution of weightage for the assessment through the various modes listed above will normally be as following:

There will be one mid-semester test of two hours' duration for each course to be held as per the schedule fixed in the Academic Calendar and during such examination period, there will be no classes held. In addition, two quizzes (or one quiz and one test) and/or assignments or viva-voce shall make up the rest of the in-semester assignment. The relative weightage would be approximately 30 percent for the mid-semester test, 20 percent for the two quizzes/tests/ assignments/viva-voce and active participation in discussions in the classroom. For active participation, the Instructor may set aside up to a maximum of 10 percent of the total marks. The relative weightage for the semester-end examination would be 50 percent. However, the Instructor has discretionary powers as per the course and the same will be announced at the beginning of the semester. The end semester examination will cover the full syllabus of the course. The end-semester examination is compulsory for all students. The assessment in laboratory course will be based on turn-to-turn supervision of the student's work, their performance in viva-voce examinations and group discussions, the quality of their work as prescribed through laboratory journals and an end-semester test that contains an experiment or a written exam. For a laboratory course, in-semester work will normally carry 75% and the end-semester test 25% weightage respectively.

However, the instructor may change the distribution of marks between in-semester and end-semester evaluation. **The Instructor will announce the mode of evaluation and distribution of marks at the beginning of the course**. It is obligatory to maintain laboratory journal as prescribed by the course instructor. The final examination for laboratory courses will normally be held a week before the final theory examination.

4.3 Grading

i) For every course taken by a student, they are assigned a grade based on their combined performance over the semester in all the assessments in that course. These grades are described by the letters AP, AA, AB, BB, BC, CC, CD, DD, FF, FR, and DX, each of which not only indicates a qualitative assessment of the student's performance but also carries a quantitative (numeric) equivalent called the grade point as given below:

Letter Grade	Numerical (grade point)	Remarks
AP	10	Letter Grades and equivalent Numerical Grades
AA	10	
AB	09	
BB	08	
BC	07	
CC	06	
CD	05	
DD	04	
FF	00	Eligible for one re-exam
FR	00	Repeat the course
DX	--	Fail (Lack of attendance - Repeat the course)
II	--	Incomplete (on health grounds)
DR	--	Dropped
PP	--	Passed
NP	--	Not Passed
AU	--	Audit Course

A student passes the course if they gets any grade in the range of AP to DD, but fails if they gets the grade FF, FR or DX. The grade DR indicate 'course dropped'. However, minimum passing grade in each stage of dual degree project assessment shall be "CC".

ii). A student is awarded the fail grade FF if their performance in the course is poor. They are eligible for 50% weightage in the re-exam, only once, immediately following the end-sem. examination as per the timetable announced by Academic Section. If absent for such re-examination for any reason, the student will be awarded "FR" grade. A student with an FR grade is not eligible for re-examination in that course and has to re-register for that course whenever it is offered. Maximum grade offered for a re-exam is DD.

iii). FR grade will be awarded in cases where, in the opinion of the instructor, the student hasn't had adequate academic exposure to the course and should therefore repeat the course. FR grade may also be awarded in cases of minor malpractice in examinations/assessments. A student, who's in-semester performance is very poor, may be awarded the 'FR' grade by the instructors, even if they had missed the end-semester examination due to any reasons.

v). The grade DX in a course is awarded if a student does not maintain at least 80% attendance in the Lecture/Tutorial classes. The DX grades may also be awarded to the students having bad or incomplete in-semester records on non-medical reasons. The DX grade will be declared in the first week of November for the Autumn Semester Courses and in the first week of April for Spring Semester Courses (in general one week before the semester end exams).

A student with DX grade in a given course is not permitted to take the semester-end examination in that course. Such a student has to re-register for the same course whenever offered. vi). In addition to the above grades, there is also an incomplete grade 'II' which is awarded in a lecture/lab course if a student has satisfactory in-semester performance, but has not appeared for the end-semester examination on medical grounds. The student is entitled for 50 marks re-examination given at the end of the particular semester. 'II' grade will be converted into a

performance grade (depending on the overall performance in the course) after the re-examination.

To be discussed with Prof. Biswas

4.4. Re-examination due to illness or accident

If the student misses the examination due to personal illness or accident, his application for re-examination must be supported by proper medical certificate duly approved by the Medical Authority of the Institute. In the event of death or serious illness of parent or guardian, the application should be supported by adequate evidence of the same routed through the Faculty Advisor/PUGC. The student should submit the medical certificate to the academic office. Any student who fails to apply for re-examination in the prescribed manner will be deemed to have failed in those courses and will be awarded FR grade. They will be required to repeat those courses.

4.5 No fail policy

SPI/CPI

4.5.1 Semester Performance Index (SPI)

Semester Performance Index (SPI)

The performance of a student in a semester is indicated by a number called Semester Performance Index, SPI. The SPI is the weighted average of the grade points obtained in all the courses registered by the student during the semester. For example, if a student passes five courses (Theory/labs. /Projects/ Seminar etc.) in a semester with credits C1, C2, C3, C4 and C5 and her/his grade points in these courses are g1, g2, g3, g4 andg5 respectively, then her/his SPI is equal to:

$$SPI = \frac{C1g1 + C2\ g2 + C3\ g3 + C4\ g4 + C5\ g5}{C1 + C2 + C3 + C4 + C5}$$

The SPI is calculated to two decimal places. The SPI for any semester will take into consideration the FR grades awarded in that semester. For example, if a student has failed in course 4, the SPI will then be computed as:

$$SPI = \frac{C1g1 + C2\ g2 + C3\ g3 + C4 * ZERO + C5\ g5}{C1 + C2 + C3 + C4 + C5}$$

The courses which do not form the minimum requirement of the degrees will not be considered for calculation of the SPI. Such additional courses undertaken and the grades earned by the student will be shown separately.

4.5.2 Cumulative Performance Index (CPI)

An up to date assessment of the overall performance of a student from the time s/he entered the Institute is obtained by calculating a number called the Cumulative Performance Index, CPI, in a manner similar to the calculation of SPI. The CPI therefore considers all the courses registered by the student towards the minimum requirement of the degree s/he has enrolled for, since s/he entered the Institute. The CPI is calculated at the end of every semester to two decimal places and is indicated in semester grade reports. The CPI will reflect the failed status in case of FR grade(s), till the course(s) is/are cleared. When the course(s) is/are cleared by obtaining a pass grade on subsequent registration(s) the CPI will only reflect the new grade and not the fail grades earned earlier.

Example: Up to semester r a student has registered for n courses, among which s/he has a "FR" grade in the course i. The semester grade report at the end of semester r therefore will contain a CPI calculated as:

$$CPI = \frac{C_1 g_1 + C_2\, g_2 + C_3\, g_3 + .. + C_i{}^* \text{ZERO} + C_n\, g_n}{C_1 + C_2 + C_3 + ... + C_i + ... + C_n}$$

Even if a student has failed in a course more than once, the course will figure only once in the numerator as well as the denominator. At the end of semester r+1 s/he has registered for four more courses including the backlog course i and has cleared all the courses including the backlog course, the CPI at the end of this semester is calculated as

$$CPI = \frac{C_1 g_1 + C_2\, g_2 + C_3\, g_3 + .. + C_i{}^*g_i + .. + C_n\, g_n}{C_1 + C_2 + C_3 + ... + C_i + ... + C_n}$$

The courses which do not form the minimum requirement of the degrees will not be considered for calculation of the basic CPI. These courses will be shown separately, and a separate CPI will be calculated for these courses. There will also be a combined CPI calculated which considers all the credits earned by the student. At the end of each semester the grade report, which reflects the performance of the student in that semester, is sent to the Faculty Adviser of the respective student, a copy to the concerned student and a copy to parent is also sent to their respective addresses by post and email.

4.5.4 Implications of fail grades on CPI

The CPI will reflect all courses done by the student including courses where they has failed. Thus, FR and DX grade will affect the CPI and SPI of the student. In case of FF & II grades, CPI will be calculated on the basis of grade obtained by the student on successful attempt in the re-exam which will be restricted to DD.

4.6 Fail and Incomplete Grades (Conversion rule)

4.6.1 'II' Grade

Only students with a satisfactory and complete in-semester record, but who miss the end-semester exam for reasons set out as acceptable in rule 4.4, should be given an II grade. However, in case the student fails to appear for the re-examination also on admissible grounds, the student shall be considered to have dropped the course. If the reason for absence at the re-exam is not supported by a medical certificate, the II grade awarded will be revised to FR.

Thus, the II grade gets converted to one of the following: (i) 'DR' (course dropped, as above), (ii) 'FR' in case of poor performance or unjustified absence, for the re-exam and (iii) a pass grade depending on the student's performance. The II grade will therefore not be continued beyond the semester-end re-examinations.

4.6.2 'DX' Grade

An 'DX' grade is treated as equivalent to 'FR' for purpose of CPI calculation, and the following criteria in addition to poor attendance (less than 80%) may be considered for the award of DX grade: (i) Badly incomplete in-semester record (due to non-medical reasons) {for example, in the case of a student who has missed all tests and mid-sem, etc. (ii) Misconduct/use of unfair means in the examination, assignments etc., of a nature serious enough to invite disciplinary action in the opinion of the instructor. (It is emphasized that award of the DX grade is in the nature of an immediate action in such cases, and the case may be referred to the SSAC (Senate Students Advisory Committee) for consideration of further punishment depending on the seriousness of the offense). The names/roll numbers of students to be awarded the DX grade should be

communicated to the Academic office as per academic calendar in advance of the end-semester examination.

4.6.3 FF and FR grades

i). In-semester performance of all students should be displayed and sent to the academic office by the instructor before the end-semester examination. Those awarded 'DX' grades as described above will be clearly identified in this list as per academic calendar.

ii). Based on the in-semester performance, the instructor also decides and publishes a cut-off (based on the average performance of the class), above which the in-sem performance is considered 'Satisfactory'. (This limit would be similar to the lower limit for the DD grade). iii) A student with a 'Satisfactory' in-semester performance should not be given an 'FR' grade in the overall assessment. Such a student, in the event of overall poor performance (not passing), should be given an 'FF' grade and a chance at re-examination. The maximum grade obtainable in such re-examination is limited to DD. It is thus clarified that grades FF and II are place-holders only and do not enter into CPI/SPI calculations directly. These grades get converted to one of the regular grades after the semester-end re-examinations. However, FR and DX grades are given for different reasons and have direct consequences on SPI/CPI.

4.6.4 Policies on disclosing the evaluated end-semester answer books, period of retention, and re-evaluation.

A course instructor should allow students to see the evaluated answer scripts at their discretion, as long as this is done before finalization of grades. The limit fixed for such a disclosure is three days before the last date for receiving grades in the Academic Office. Time and venue will be decided and conveyed by the course Instructor.

There is a provision for requesting a re-totalling on payment of Rs.200/- per course. Such requests will be processed by the Academic Office.

Any change in grade requires approval of the Chairman Senate.

Once grades are published, changes if any will be allowed in case of totalling and tabulation errors only. A request for re-totalling must be made by student to Academic office using the prescribed form, which will be sent to faculty for further action. Student must not contact faculty directly.

Evaluated answer scripts should be preserved by the Instructor/ Departmental Office for a minimum period of one semester.

4.7 Re-examination (50% weightage)

For students obtaining FF and II grade in a course will have only one chance to clear the course by re-examination. This re-examination will be of 50% weightage and will be held immediately following the main examination, another 50% will be from the end semester examination. The grading will be done in the same way as is done in the end-sem examination. The maximum grade obtainable with re-exam is outlined below:

4.7.1 Re-examination for students who are awarded "II" grade but have attended a major part of the in semester assessment and whose performance is good enough to justify a re-examination or in the case of students getting an 'II' grade and whose absence from the semester-end examination is on valid grounds, will be permitted to take the re-examination. Re-examinations are held towards the end of the winter vacation for those who missed the first semester (Autumn) examination and towards the end of the Summer vacation for those who missed the second semester (Spring) examination. After re-examination, the student is entitled to an appropriate grade on the basis of their in-semester and re-examination performance. There will be no grade restriction. If the student misses the re-examination due to medical reason the II grade will be

converted to drop (DR) and/or if the student misses the re-examination due to non-medical reason, the II grade will be converted to FR and the student will have to repeat the course.

4.7.2 Re-examination due to FF

Those students who are awarded "FF" grade may be permitted to take the re-examination. Re-examinations are held towards the end of the winter vacation for those who failed in first semester (Autumn) examination and towards the end of the Summer vacation for those who failed in second semester (Spring) examination. In such re-examination, if the student passes, the maximum grade obtainable shall be limited to DD and if the student misses or fails, the FF grade shall get converted into FR and the student will have to repeat the course.

4.8 Treatment of Malpractice / Unfair means

FR grade may be awarded to those students found/reported for malpractice / using unfair means in an Examination/Re-examination/Assessment. In addition to this, decision of SSAC in such matters will be final and binding.

5. Special features in registration

5.1 Carrying backlogs forward

Every student must register for a minimum credits each semester as prescribed by PUGC. Normally, students should register for the backlog courses at the first available opportunity. However, the Faculty Adviser may advise the students appropriately for dropping the backlog course in favor of the prerequisite course in order to avoid a cascading effect in subsequent semesters. The faculty advisers and PUGCs should exercise special care and assist the students in this regard.

5.2 Audit course

Auditing of courses by the Undergraduate students during regular semesters and summer term is permitted under the following conditions:

i) Students with CPI 7.5 and above will be permitted to 'Audit' the course. However, this would be restricted to maximum of 2 courses during the entire period of the programme. ii) The students have to enter the courses to be audited in the Course Registration Form while registering for the semester. The course will not carry any credits. The word "Audit" would be specially mentioned in the remarks column of the student's course registration form. Prior permission of the Instructor is required. iii) The students would be required to have minimum 80% attendance in the Audit course.

iv) The 'AU' grade would be awarded by the instructor if the attendance is satisfactory and requirements set out by the instructor are met. Students will be expected to complete the in-semester assessments. If the attendance and performance is not satisfactory the course will not appear at all in the grade card.

v) Students can audit a course provided the course is offered and the timetable slot permits.

vi) The course done by auditing will not be considered for the purposes of calculation of SPI/CPI but will be reflected in the Semester Grade Report as Audit Course.

5.3 Guided Study

The capable students will be provided option of Guided study to acquire proficiency in an area of their choice, through doing courses outside their curriculum by a self-study-like mode. This option is also subject to the availability and willingness of the instructor offering the course. Such an option will be available to students with a CPI of 8.5 or more to the extent of a maximum of one course per semester in the third and subsequent years, on the recommendation of the faculty adviser/project guide, PUGC and approval of SUGC. This option is called 'Guided Study' to

distinguish it from the existing self-study mode, which is largely meant for students to clear backlogs in the curriculum. Further, even in respect of these courses, the rules that govern overloading apply strictly. The Guided study option may be used, on a case-by-case basis with prior approval of SUGC. The registration, examination etc. will be similar to a self-study course. The evaluation for guided study will be done in the similar way as is done for normal semester courses (i.e. 50% for in-semester performance & 50% for end-semester performance).

This option will be made available in the following special situations also, provided CPI requirement is fulfilled:

 (a) Students who miss the 'Departmental Introductory Course' due to a change of branch obtained at the end of I year.
 (b) Students dropping an entire semester due to medical reasons.

5.4. Repeating a course

A student is required to repeat a course completely under the following situations:

i)   When he gets an FR, NP or DX grade in a course.

ii) A student with FF grade in a course can avail only 50 % marks Re-examination in that course immediately after the end-semester examination. If a student fails in the re-examination or does not appear for the re-examination for any reason, they will be awarded FR grade and in that case, they has to re-register (repeat) the course.

iii)   When a student, who gets an 'II' grade, fails to apply or does not appear for a re-examination giving valid/ Medical reasons for absence at the end-semester examination, the grade DR is awarded automatically to such course.

iv)   When a student, who gets an "II" grade and subsequently becomes eligible for re-examination does not appear on the scheduled date, on any non-medical reason, the grade 'II' is automatically converted into FR grade.

v) Students are permitted to overload on account of a backlog laboratory/drawing course only up to 3 credits during a regular semester where the course is being offered with prior permission of the SUGC provided there is no clash in the slots.

5.5 Course Substitution

Normally, substitution of one course (in which one obtains an FR/DX grades) by other is discouraged.

However, substitution may be permitted in case of FR, DX and DR in the same group of courses as given in the courses of study bulletin, subject to the following conditions:

5.6. If it is a core or compulsory course, there will be no substitution and the same course must be repeated.

5.6.1 In case of FR, DX in an Institute elective course it may be substituted by another Institute elective only.

5.6.2 If it is departmental elective, it may be substituted by another departmental elective course from the same group.

5.7 Overloading of Courses:

Student with a CPI of 8.5 or above (irrespective of any backlogs) may be permitted to take 1 course per semester as an overload provided the timetable permits. There shall be no relaxation of the CPI criterion. A change of status from Credit to Audit in respect of such courses may be allowed up to the mid-semester examination. This should, however, be with the prior approval of the SUGC.

However, the students may be allowed overload of a course in the regular semester from FIFTH semester onwards to clear backlog course(s) with prior approval of the SUGC, subject to minimum CPI of 6.5 and time-table slot availability. There shall be no further relaxation of CPI criteria.

5.8 Self Study

To enable a student to complete the course credit requirements at the end of IV the year for B. Tech, a student having backlog of only one or two courses may take self-study courses after taking necessary approval from SUGC.

An application for self-study has to be made to SUGC in the prescribed form which should be signed by the supervising teacher who may examine him from time to time, apart from an examination at the end of the course. The duration of the self-study course is between 8 and 10 weeks. The course should be completed and the grade B obtained in the semester in which the registration is done. There is no carryover of the self-study course from one semester to another. The SUGC will consider each application for self-study on its merits and will restrict the total number of such courses to only two during the entire programme of a student, the credits for a self-study course are the same as those for the regular course and will be taken into account while calculating the total credits in a semester which should not exceed the normal load. These courses are subject to the availability/willingness of concerned faculty members.

The opportunities for clearing backlogs may become available through summer courses and by running courses in unscheduled semesters.

However, for the Self-study option, the following directives will be followed.

(a)   The Self-study option will strictly be restricted only to (B.Tech.) students in the summer of the final year, and for the maximum of two courses.

(b)   The restriction, on students with FR or DX grade in a subject not being eligible for the self-study option for that course, may be waived by the Departments if only two courses are remaining for completion of the degree. Otherwise, instructors or departments may insist that the concerned students should repeat the course in a later regular semester, without taking a course as Self-study.

(c)   Academic standards be rigorously maintained in the self-study mode. A request for Self-study option must be in the prescribed form available in the Academic Office.

(d)   The registration, examination etc. will be as per academic calendar. The evaluation for self-study will be done in the similar way as is done for normal semester course. (i.e. 50% for in-semester performance & 50% for end-semester performance.)

5.9 Summer Courses

The summer course facility provides the opportunity to the students to clear their backlogs, by re-doing courses with adequate rigor, provided it is offered. A minimum number of 5 students should register for a course and the faculty concerned should also agree to run the course in a summer. A student is however not permitted to register for ***more than 18 credits*** during any one summer term. Students are also not permitted to re-register for courses, which they have already obtained a pass grade or PP.

To be discussed

The registration, examination etc. will be as per academic calendar and the evaluation will be done in the similar way as is done for normal semester courses (i.e. 50% for in-semester performance & 50% for end-semester performance).

5.10 Change of Branch

Students are eligible to apply for Change of Branch/Programme after completing the first two semesters. The following rules/ guidelines are used for considering their applications for change:

1. *Registered students will be permitted to apply for a change of branch without any constraints.*

2. *For others, change will be permitted strictly on merit basis. Students without fail grades and backlogs and with CPI ≥ 6.5 will be eligible to apply and can give their choices.*

3. *The request for change (in the order of merit) for student S1 from department A to department B will be considered if*

(a) Strength of department B does not exceed sanctioned strength. (b) Number of students on roll in the department A does not fall below 85% of the sanctioned strength.

(c) The request of S1 will be re-considered (again in the order of merit) if S1 does not violate (b) above due to another student getting transfer to department A.

4. *If student S1 is not permitted to change from department A to B (due to (b) above), any other student S2 with CPI less than S1 will also not be permitted to change to department B.*

5. *The requests for change of Branch/Programme from students belonging to SC/ST category may be considered as special cases by the Chairman Senate on merit.*

6. *All such transfers can be effected only once at the beginning of the second academic year. No application for change of Branch/Programme during the subsequent academic years will be entertained.*

To be discussed with Prof. Biswas

6. Seminars / Projects

The project is a course requirement, wherein under the guidance of a faculty member a final year student is required to do some innovative work with the application of knowledge earned while undergoing various courses and labs. in the earlier years. The student is expected to do a literature survey and carry out development and/or experimentation. Through the project work, the student has to exhibit both the analytical and practical skills.

The student will have to do their project under the guidance of the faculty member from the same department unless specifically permitted by the Department Coordinator/ Faculty advisor for alternate arrangements. The project for B. Tech is specifically structured.

The B. Tech project is done in the final year and is divided into two stages. Normally the first stage is done in Autumn Semester and the second stage in the subsequent Spring semester. The project carries an aggregate of 20 credits (I^{st} stage 5, and IInd stage 15).

Every student has to undertake Seminars/Projects of professional interest as per requirement of the department. These may be related to theoretical analysis, an experimental investigation, a prototype design, a new correlation and analysis of data, fabrication, and setup of a new equipment or a combination of some of these. The final project report should be submitted by the prescribed date usually three weeks before the end of final semester. The report is evaluated by a panel of examiners consisting of Chairman, External Examiner, Internal Examiner, Guide, and Co-guide wherever applicable and an oral examination is conducted after the semester-end examination. The assessment of the project work is done on the following basis. The preliminary presentation (1st stage) carries 25% of the total weightage. Another 25% weightage is given for the initiative, interest, effort, and regularity shown by the student during the project work. The remaining 50% weightage is assigned to the oral examination conducted by the Panel of Examiners. Programme-wise details are outlined below:

6.1 B.Tech. Project

(a) To avoid problems in scheduling various assessments that require presentations by students towards the end of the semester in respect of seminar/project,
(i). Topic will be given by the end of the previous semester, and
(ii) evaluation will be carried out by the Department as per convenience, after allowing for a minimum of 10 weeks of work during the semester.
(b) Issues relating to project evaluation: The rules for Seminar/} Project evaluation are as detailed below:

i. Each stage will be evaluated separately and graded. ii. The guide will ensure that the work carried out by the student is adequate, before giving approval for submission of the project report for evaluation.

iii. The guide may award an 'XX' grade (at least 1 month in advance of stage evaluation) in case the student has been irregular in interactions and work (a student is expected to have at least one meeting every week with the guide).

iv. In special situations (such as prolonged health problem, delay in getting facilities), the guide may recommend to SUGC (through PUGC) an extension of a maximum of one month for submission and evaluation without any grade penalty.

v. The examination panel consisting Chairman, Internal Examiner, Guide, and Co-Guide may award a fail grade (FF or FR) for poor performance and/or inadequate work. In case of an FF, the student can appear again after 1 month by submitting a fresh report; in this case, the maximum possible grade will be restricted to DD as in the case of courses.

vi. The student will be required to register afresh for the stage in case of DX and FR grades. In Case of FR grade summer registration may be permitted by SUGC on case to case basis, on justified recommendation of PUGC. However, registration during summer is not permissible in case of DX grade.

vii. An II grade may be awarded if the student misses the evaluation on medical grounds, in which case, a re-examination will be held within 1 month.

viii. In case of delayed project submission other than those in (iv) above, the maximum permissible grade is BC

ix 'Students who do not drop the project in time and do not submit the project report for assessment by the due date, will be temporarily awarded 'II' grade at the time of finalization of grades for all the other students. The 'II' grade will be converted to a performance grade not higher than BC when these students submit their reports, though late, and undergo the oral examination. Thus, students submitting their project reports late will be only entitled to the grades BC, CC, CD, DD and FF after the oral assessment. Further, if such late reports are not submitted within a reasonable period of time (by the end of the Summer Semester), the 'II' grade will be automatically converted to 'FF'.

7. Internship

In order to enhance the industry-academic partnership and to improve placement opportunities for IIT Goa, students has to visit industry or research lab for a duration of six months. The 6 months internship will be offered to the students based on Department recommendation. The course works can be adjusted accordingly so that 7th semester is made available for the students to avail 6-month internship in an industry or a research lab. Those who are not interested in an industrial internship, and those who did not receive any internships, will work on an academic project in the institute. In order to ensure the scientific quality of internships and to facilitate uniform grading, an internship advisory committee will be formed for each department. During the selection process itself, the companies are expected to provide details of the project as well as duties of the student so that the committee can evaluate the quality of proposed work. After

selected, a guide from both IIT Goa and in industry will be allotted. The faculty guide will interact with the industry counterparts for continuously monitoring the progress. At the end of the internship period, each student must submit a project report, and make a presentation to the department-specific evaluation committee. Grades will be given based on the quality report and presentation as well as on the feedback from the supervisor from the industry.

8.0 Performance Requirements

8.1 Award of degree

The B.Tech. Degree in the relevant branch of Engineering or in a relevant branch of Engineering will be conferred on a student in a convocation.

However, for conferment of degree, student has to fulfill the following requirements:

a) The student should have taken and passed all the prescribed courses under the general Institutional and Departmental requirements.
b) The student should have satisfactorily fulfilled other academic requirements like practical training, NSO, work visits, seminar, and the project.
c) The student should have paid all the Institute dues
d) The student should have no case of indiscipline against him/her.

Although CPI will be given in the Semester grade reports, the final degree certificate will not mention any class whatsoever.

8.2 Award of Medals

Various medals are awarded to the outstanding students from amongst the graduates who receive their degree at the annual convocation of the Institute. The President of India medal / The Institute Gold Medal is awarded to the most outstanding student in the Undergraduate programme (B. Tech) admitted through JEE. (Conditions and Procedures as approved by the Senate from time to time apply).

The Institute Silver Medal is awarded to the most outstanding graduate in each branch of Engineering other than the one to which the recipient of the President of India Medal and the Institute Gold Medal belongs. Only such students who have completed the programme without, dropping or failing in any of the minimum credit carrying course are considered eligible for the award of medals.

8.3 Minimum Semester performance

There shall be no minimum CPI requirement for the award of the B. Tech, but the eligibility for award of degrees to the students having CPI less than 5.00 would have to be approved by the Chairman, Senate. However, such cases will be reported to the Senate.

8.4 Slow track option

For students with up to four backlogs (FR/DX) at the end of first and second years, a separate slow-track programme should be worked out by the faculty adviser and got approved by SUGC, to enable him/her to complete the degree requirements over a longer-than-normal duration (considering the maximum duration indicated in 8.5) The performance of such students should be monitored on a semester basis and requisite corrections in the programme as warranted should be made from time to time. Students having FR/DX grades (in up to four courses) are advised to opt for slow track option in their own interest, in consultation with their faculty advisers. Otherwise, they will be at risk of early termination if more backlogs are accumulated.

8.5 Residency Requirements (Maximum Period for Completion of Programme)

In any case, a student should fulfill the requirements for their respective degree within the maximum period specified for the programme as given below, including withdrawal in exceptional circumstances, failing which their case will be referred to the Senate for dismissal:

B.Tech. programme: Twelve Semesters (Six Years)

8.6 Termination Criteria

The academic performance of each UG student is reviewed by the SUGC/SPGC at the end of each regular semester as the students of IIT Goa are always expected to maintain at least a minimum level of performance

A deficient student may be placed Academic Probation/Warning, or their academic programme may be terminated as per the rules in place.

The criteria for placing students on Warning, Academic Probation and Programme Termination are as following,

For the registered students till date,

Let **'P'** be the total no. of credits the student required to be completed till the last semester starting from the first semester, **'Q'** be the total number of credits the student has earned in the preceding semesters, **'R'** be the total number of credits the student has registered in the last semester and **'S'** be the total number of credits the student has earned in the last semester.

Then,

A student will be placed on an Academic Probation/Warning in the next semester if either or both of the following conditions are satisfied.

Condition I $\;:\; Q \leq \frac{2}{3} \, \text{P}$

Condition II $\;:\; S \leq 0.5 \, \text{R}$

A student on Warning or Academic Probation is required to sign an undertaking incorporating the following conditions:

a) She/he shall register with higher priority for those courses (or their substitute) in which grade FR/DX is obtained.

b) She/he shall not hold any office in the Hall of Residence, Students Gymkhana or any other organization/body.

c) Any other terms and conditions laid down by the SUGC/Senate.

d) The parents/guardian of these students are required to countersign this undertaking. If a student is unable to meet these terms and conditions due to some genuine reasons, she/he must explain this to the PUGC/FC before the semester ends.

If a student already on Academic Probation/Warning satisfies either or both of the above-mentioned conditions at the end of the current semester, then Academic Programme of the student will be terminated.

Appeal Against Termination

A student whose programme is terminated may appeal to the Chairman, Senate, for reinstatement in the programme. In case of termination due to inadequate academic performance, the student should clearly explain reason(s) for poor performance, including how those reason(s) will not adversely affect her/his performance in future. The Senate shall take a final decision after considering all available inputs. A student may re-appeal even after a previous appeal has been rejected. However, the Senate may not entertain any re-appeal for review unless substantial additional information is brought to its notice.

9. Miscellaneous

9.1 Helping weaker students

The students with backlogs will be compulsorily required to register manually. This will require them to meet and discuss with the faculty adviser. The students with backlogs should continuously seek help from the faculty adviser, the student counsellor and also be in constant touch with parents about their performance. The Institute will also communicate to the parents/guardians about the performance of their ward semester wise / annually. This is with the intention that the guardians of the students having backlogs should be made aware about the performance of their wards and it is expected that they should keep constant touch with the faculty adviser and the concerned Head of the Department and if necessary, the student's counsellor.

9.2 Faculty Adviser

On joining the Institute, a student or a group of students is/are assigned to a Faculty Adviser. The students are expected to consult the faculty adviser on many matters relating to their academic performance and the courses they may take in various semesters/summer terms. The idea of a Faculty Adviser has been evolved to extend guidance to the students enabling them to complete their courses of study for the required degree in a smooth and satisfactory manner. Thus, the role of the Faculty Adviser is of immense importance. The Faculty Adviser is the person to whom the parents/guardians should contact for performance related issues of their ward. In view of the guidance to the students the role of faculty adviser is outlined as below:

1. Guidance about the rules and regulations governing the courses of study for a particular degree.
2. The faculty adviser registers the students for courses within the scope of the advice given by the Senate Undergraduate Committee (SUGC).
3. He is also authorized to permit the students to drop/adjust one or more courses for which they may have registered.
4. Pay special attention to weak students
5. Make revised (unloading/uploading) plan of study for weak/bright students based on their semester performance.
6. Suggest modalities for course/credit requirements for the students recommended for exchange Programmes.
7. Guidance and liaison with parents of students for their performances.

9.3 Academic Calendar

The academic activities of the Institute are regulated by Academic Calendar approved by the Senate from time to time and made available to the Students/ Faculty members and all other concerned in printed and/or electronic form. It is mandatory for Students / Faculty to strictly adhere to the academic calendar for completion of academic activities.

10. Glossary:

- PUGC: Programme Undergraduate Committee
- SUGC: Senate Undergraduate Committee
- CRF: Course Registration Form
- CAF: Course Adjustment Form
- FA: Faculty Adviser
- Course List: List of students registered for a course
- Semester: Approximately of 16 weeks' duration each, the first one (Autumn Semester) from the last week of July to last week of November and the second one (Spring Semester) from the first week of January to the last week of April.
- Summer Term: Approximately of 8 weeks' duration from the first week of May to the first week of July mainly to facilitate students to clear backlog of lecture/laboratory courses, if any.

- Course Credit (C): Weighted sum of the number of Lecture hours (L), Tutorial hours (T), Practical hours (P) associated with the course.
- Registration: The total of course credits for which the student has registered during a semester.
- Semester Credits: The Sum of credits of courses registered by the student in a semester.
- Credits Earned: The sum of course credits for Credit courses in which a student has passed in a semester.
- Grade: Qualitative assessment of the student's performance in a course indicated by the letters, AP, AA, AB, BB, BC, CC, CD, DD, FF, FR, DX, II, PP or NP Grade. DX or FR indicates that the student has to repeat the course. DR indicates course dropped.
- Grade point: Number equivalent of the letter grades given by 10, 9, 8, 7,6, 5, 4, corresponding to AP and AA, AB, BB, BC, CC, CD, and DD respectively. FF, FR,DX carry zero grade points, II, PP, and NP do not carry any grade points.
- Instructor: Member of faculty who teaches courses/labs.
- Poor: Less than 30% in the in-semester performance.
- Very Poor: Less than 20% in the in-semester performance.
- Semester Grade Points: The sum of the products of credits and Grade Points for each course registered by a student in a semester.
- SPI: Semester Performance Index which is obtained by dividing the Semester Grade Points by the Semester Credits.
- Cumulative Credits: Sum of the Semester Credits for all the semesters taken together, wherein the credits of a course is not counted if an alternative course has been taken in lieu of it.
- Cumulative Grade Points: Sum of the Semester Grade Points for all the semesters taken together, wherein the credits of a course is not counted if an alternative course has been taken in lieu of it.
- CPI: Cumulative Performance Index which is obtained by dividing the Cumulative Grade Points by the Cumulative Credits.