

I. COURSE HANDOUT

Each course will have a Course Handout which will describe all the operational details of the course. This will be in two parts. While Part I describes the general operational details applicable to all courses, Part II will describe the specific details for a particular course in terms of lecture-wise plan, reference material, evaluation schedule, etc. Part I of the handout is given below and Part II of the handout will be made available to the students during the first week of class work by the respective course Instructor In-charge/ Instructor.

COURSE HANDOUT PART – I

1. **Textbook:** Refer to Section IV in the timetable for textbook(s) of the course and also in Part-II of the course handout.
2. **Attendance:** Every student is expected to be regular (in attendance) in all lecture classes, tutorials, laboratories, tests, quizzes, seminars etc and in fulfilling all tasks assigned to him/her. Attendance will be recorded.
3. **Home Assignment:** Every student must submit promptly and properly all home assignments, as detailed in Part II of the course handout.
4. **Reading Assignment:** Every student must complete his/her reading assignment and come prepared to the class. For details see Part II of the course handout.
5. **Evaluation:**

For all structured courses there will be minimum of three components of evaluation including one Comprehensive Examination. Normally, one mid semester test and comprehensive examination are to be conducted for each course during the scheduled periods in a semester as mentioned in the academic calendar besides other components such as projects, seminars, quizzes, assignments etc. Duration of the mid semester test will normally be 90 minutes for 20% to 35% weightage depending on the nature of evaluation components in a course. The comprehensive examination shall normally carry of weightage of 30% to 45% and will be of 3 hours duration. The evaluation scheme will include open book component(s) as described below:

For first degree courses:

- at least 20% of the evaluation components must be Open Book/ Take-Home

For higher degree courses:

- include two or more research-oriented activities (Literature Survey, Seminars/ Presentations/ Research Summaries, Design/ Development of processes/ products/ artifacts, Experimental or Quantitative Analysis of processes/ products/ phenomena, Design of Experiments etc.)
- include at least 40% of evaluation components that are Open Book in the form of written test / take-home assignments.
- Include at most 60% of evaluation components in the form of Test/Exams.