



ACADEMIC REGULATIONS 2021





PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956

Approved by AICTE, New Delhi

Academic Regulations, 2021

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Resolution No. 15.10 of the 15 Meeting of the Academic Council held on 01/06/2021 and ratified by the Board of Management in its Meeting held on 03/06/2021

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Academic Regulations, 2021

In exercise of the powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Act and Statutes of the Presidency University, the Academic Council hereby makes the following Regulations, namely;

PRELIMINARY

Short Title and Commencement

These Regulations shall be called the **Academic Regulations, 2021**.

They shall come into force from the Academic Year 2021 – 2022.

Definitions

In these Regulations, unless the context otherwise requires:

- a) *“Academic Calendar” means the schedule of academic and miscellaneous events as approved by the Vice Chancellor;*
- b) *“Academic Council” means the Academic Council of the University;*
- c) *“Academic Regulations” means the Academic Regulations, 2021 of the University;*
- d) *“Academic Term” means a Semester or Summer Term*
- e) *“Act” means the Presidency University Act, 2013;*
- f) *“BOE” means the Board of Examinations of the University;*
- g) *“BOS” means the Board of Studies of a particular Department/Program of the University;*
- h) *“Basket” means a group of courses bundled together based on the nature/type of the course.*
- i) *“COE” means the Controller of Examinations of the University;*
- j) *“Clause” means the duly numbered Clause, with Sub-Clauses included, if any, of these Regulations;*
- k) *“Course” means, a specific subject usually identified by its course-code and course-title, with specified credits and syllabus/course-description, a set of references, taught by some teacher(s)/course-instructor(s) to a specific class (group of students) during a specific academic-session/semester;*
- l) *“Course Instructor” means, the teacher/faculty member or the course instructor of a course;*
- m) *“Curriculum Structure” means the Curriculum governing a specific Degree Program offered by the University, and, includes the set of Baskets of Courses along with minimum credit requirements to be earned under each basket for a degree/degree with specialization/minor/honours in addition to the relevant details of the courses and Course catalogues (which describes the course content and other important information about the course). Any specific requirements for a particular program may be brought into the Curriculum structure of the specific program and relevant approvals should be taken from the BOS and Academic Council at that time.*
- n) *“DAC” means, the Departmental Academic Committee of a concerned Department/Program of Study of the University;*
- o) *“Dean” means the Dean of the concerned School;*
- p) *“Degree Program” includes all Degree Programs;*
- q) *“Department” means the Department / School offering the concerned Degree Programs;*
- r) *“HOD” means the Head of the Department;*
- s) *“MOU” means the Memorandum of Understanding;*
- t) *“Parent Department” means the department that offers the Degree Program that a student undergoes;*

- u) *“Program Head” means the administrative head of a particular Degree Program/s*
- v) *“School” means a constituent institution of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;*
- w) *“Section” means the duly numbered Section, with Clauses included in that Section, of these Regulations;*
- x) *“Statutes” means the Statutes of Presidency University;*
- y) *“Sub-Clause” means the duly numbered Sub-Clause of these Regulations;*
- z) *“Summer Term” means an additional Academic Term conducted during the summer break (typically in June-July) for a duration of about eight (08) calendar weeks, with a minimum of thirty (30) Instructional days;*
- aa) *“University” means Presidency University, Bengaluru; and*
- bb) *“Vice Chancellor” means the Vice Chancellor of the University.*

1.0 INTRODUCTION

- 1.1 The Academic Regulations, 2021 are applicable to all Degree Programs of the University commencing from the Academic Year 2021 - 2022. The Academic Regulations, and any amendments made therein, shall also be applicable to new Degree and Diploma Programs that may be offered by the University in future.
- 1.2 Additional Regulations, if any, and specific regulations pertaining to criteria/mandatory requirements by Regulatory Bodies for a particular Degree Program shall be prescribed in the curriculum structure of the respective program.
- 1.3 These Regulations may evolve and get amended or modified or changed through appropriate approvals from the Academic Council, from time to time, and shall be binding on all concerned.
- 1.4 The effect of periodic amendments or changes in the Academic Regulations, on the students admitted in earlier years, shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised Academic Regulations, without any undue favor or considerations.

2.0 ACADEMIC CALENDAR

- 2.1 The academic activities of the University are regulated by the Academic Calendar approved by the Vice Chancellor, and released at the beginning of each academic year. The Academic calendar indicating all the academic activities in a chronological order shall be prepared by the Dean Academics and approved by the Vice Chancellor. Post approval, the same shall be released by the Dean Academics at least two weeks prior to the beginning of each semester. It is mandatory for students and faculty to strictly adhere to the academic calendar for completion of academic activities. Deviations if any under unforeseen/unavoidable circumstances shall be affected with the prior approval of the Vice Chancellor and the same should be notified.
- 2.2 An academic year in the University shall normally be divided into two semesters consisting of ninety (90) University working days each, known as Fall Semester (normally from August to December) and Winter Semester (normally from January to May).
- 2.3 During the summer break, i.e., (June and July), there may be an additional academic term known as the Summer Term. The duration of the Summer Term is around eight (08) calendar weeks and shall include a minimum of thirty (30) Instructional days.

3.0 REGISTRATION

- 3.1** The University follows a choice-based credit system (CBCS), therefore registration at the beginning of each Semester during the prescribed period announced in the Academic Calendar and through notifications issued by the University to this effect, is mandatory for every student.
- 3.2** Registration is the sole responsibility of the student. Without registration, any academic activity (Course/ Seminar / Practical/ Project work / Internship, etc.) undergone by a student will not be counted towards the requirements of her/his Degree.
- 3.3** On joining the University, each student is assigned to a Mentor who will counsel and guide the student on matters related to the academic/registration process. Every student after consulting her/his Mentor is required to register for the courses of his/her choice from the list of proposed Courses within the period fixed for such registration as notified in the Academic Calendar or the University Notification to this effect.
- 3.4** Normally, no late registration shall be permitted. However, considering medical exigencies, specifically hospitalization, trauma or contagious disease only, a student may be permitted for late registration with prior approval from the respective Program Head/ HOD. The student must produce medical certificates, medical prescriptions, hospital discharge report, medical fitness report and all such relevant documents duly attested by the concerned registered medical officer of the hospital where the concerned student was hospitalized or medically treated. The student shall not be eligible for late registration if she/he fails to produce authentic medical certificates and relevant documents in support of the medical exigency.
- 3.4.1** Further, in such specified cases of medical exigency (*viz. hospitalization, trauma or contagious disease only*), the maximum period permissible for late registration shall be not be more than Eighteen (18) University working days counted from the commencement of semester as announced by the University. Under no circumstances shall such a student be permitted to register for the academic term after the permissible period for late registration of Eighteen (18) University working days counted from the commencement of semester.
- 3.4.2** Further, if a student has been *selected/nominated* by State/National/International Organizations/ Boards to represent the State and/or India in State/National/International Competitions/Events, or approved by DSA for representing the university, the concerned student may be permitted for late registration. The student must produce duly attested documents and/or Certificates to be eligible for the provision of late registration. The number of days for which the concerned student shall be given permission for late registration shall be approved by the Vice Chancellor on the recommendation of the Dean of the School concerned. Further, no relaxation shall be given on attendance requirement, except as permissible under Clause 7.5.
- 3.5** In case of any other reason for late registration other than the specified medical exigencies in Clause 3.4 above, the maximum permissible period for late registration shall not be more than FIVE (05) University working days counted from the specified date of Registration announced by the University. The student shall pay a Late Fee for late registration as specified by the University at the commencement of the academic term. Further, no relaxation whatsoever shall be given on attendance requirement for late registration. Under no circumstances shall such a student be permitted to register for the academic term after the permissible period for late registration of FIVE (05) University working days counted from the specified date of Registration.

- 3.6** Students are not permitted to re-register for course(s), which they have already passed, except under the provisions and conditions of Clauses 15.5.
- 3.7** A student shall be permitted to register in the next semester only if all the following conditions are fulfilled:
- 3.7.1** The student has paid all specified fees of the University as per the University Fee Policy and payment schedule;
- 3.7.2** The student has cleared all University, Hostel, Transport and Library dues (if any); and
- 3.7.3** The student has not been debarred from registering on any specific ground by the University.
- 3.8 Failure to register and removal from the rolls:**
A student who is eligible for registration, but fails to register for the academic term within the specified dates and conditions prescribed in Clauses 3.1 to 3.7, shall be removed from the rolls for the concerned academic term and shall not be permitted to attend classes for the concerned academic term. Such a student shall have to register in the subsequent academic year/summer term.
- 3.9 Mandatory Pre-Registration (Elective/Specialization/Open Courses) for higher semesters:**
In order to facilitate proper planning of the academic activities of a semester, it is essential for the students to declare their intent to register for an Elective/Specialization/Open Course well in advance, before the actual start of the concerned academic session, through the process of Pre-Registration, which is mandatory for all students of second or higher semesters, as applicable. All students (other than the freshly admitted students) intending to register for the next higher semester are required to have completed the Mandatory Pre-Registration of Elective/Specialization/Open Course(s), as per the schedule/dates announced in the Academic Calendar and/or the official notifications issued by the University to this effect. To facilitate this Pre-Registration all teaching Departments/Schools shall announce the list of courses to be offered for the next higher semester, at least four (04) University working weeks before the last day of classes in the current semester. Any Discipline/ Open elective Course(s) that are offered, may be withdrawn if the number of Registrations for the concerned Course(s) is less than THIRTY (30). For Discipline Electives, as a special case, where the student strength for a program for a given academic term is below 60, a minimum of 50% of student strength will be considered for offering a course.
- 3.10** A student who desires to register to Audit a Course shall consult her/his Mentor and seek approval of the concerned Course Instructor. Registration to Audit a Course shall only be permitted as per the criteria and guidelines prescribed by the concerned Course Instructor and duly approved by the concerned Departmental Academic Committee (DAC). The student does not earn credits for the Audited Course.
- 3.11** A student securing an 'F' Grade in a Discipline/Open Elective course can either take the same or replace it during re-registration by registering for any other Discipline/Open Elective course of the same credits from the same Specialization Elective basket.
- 3.12** A Students who wish to improve their grades will be permitted to re-register for the same course again during subsequent academic terms. The final grade in the course considered will be 'better of the two'.

4.0 MEDIUM OF INSTRUCTION AND EVALUATION

- 4.1** English shall be the medium of instruction and evaluation except for such other courses as approved in the Academic Council.

5.0 COURSE CREDIT STRUCTURE

The Credit Structure is used to define various types of courses to provide for the appropriate pedagogy and methods of assessment and evaluation. The flexibility required to accomplish the course learning objectives and outcomes can be provided for, while retaining a common framework for Credit allocation. More importantly, it is necessary to have a transparent, credible and robust system for planning, delivery and evaluation of each course of the diverse programs of study of the University.

5.1 The Credit Structure for defining and categorizing Courses is the L – P – C (Lecture – Practical- credit) framework. The Course Credits are fixed based on the following norms:

Lecture I: One (01) contact/classroom hour per week is assigned One (01) Credit.

Practical: Two (02) hours per week of practical/laboratory/field and other similar practice or skill development components, is assigned One (01) Credit.

For example:

A Course with L – P – C structure of 4 – 0 – 4 will be assigned 4 Credits.

A Course with L – P – C structure of 3 – 2 – 4 will be assigned 4 Credits. A Course with L – P – C structure of 0 – 4 – 2 will be assigned 2 Credits. A Course with L – P – C structure of 2 – 2 – 3 will be assigned 3 Credits.

5.2 Practical/Skill based Courses like Professional Practice, Internship, Project Work, Field visits, Dissertation, Seminar, and such similar Courses, and, Social Immersion Courses, where the pedagogy does not lend itself to a typical L-P-C structure as defined in Clause 5.1, are simply assigned the number of Credits based on the quantum of work/effort required to fulfill the learning objectives and outcomes prescribed for the concerned Courses. Such courses are referred to as Non-Teaching Credit Courses (NTCC).

5.3 A student earns credits by satisfactorily undergoing the Course evaluation. The credits associated with a Course are dependent upon the number of hours of instruction per week in that Course.

6.0 PROGRAM SPECIFIC REGULATIONS:

6.1 Program classification: All the academic programs offered in the University [Except the program leading to award of Ph.D. degree] are categorized as Under Graduate [UG] and Post Graduate [PG] programs. Further, the program credits are dependent of the classification of the program based on the minimum duration of the program as per the UGC norms. The details of such programs are as follows:

- a) One Year PG program in Law — 44 Credits
- b) Two Year PG program in Business Administration — 102 Credits
- c) Two Years PG Program in Engineering and Technology — 68 Credits
- d) Three Years UG Programs — 120 to 125 Credits
- e) Three Years UG Programs with Honours — 140 to 145 Credits
- f) Four Years UG Program in Engineering — 160 Credits
- g) Four Years UG Program in Design — 160 Credits
- h) Five Years UG [Integrated] Programs with Honours in Law — 254 to 259 Credits

6.2 Eligibility for Admissions:

6.2.1 The basic eligibility for the admissions to all the programs / or by lateral entry to higher semesters of the university shall be as per the norms specified by the respective academic bodies such as UGC, AICTE, BCI, HEC of Karnataka State.

- 6.2.2** However, the Minimum percentage of marks to be obtained in the qualifying examinations of the respective programs shall be decided by the appropriate body of the university from time to time.
- 6.2.3** Further, for transfer of student into a program from other universities, the eligibility will be decided by the corresponding department/ school equivalence committee. The equivalence committee will comprise of one senior faculty member of the department/ school, HOD of the department, Dean of the School, the Pro-Vice Chancellor of the corresponding school, and the Vice Chancellor, who will head the Equivalence committee. On fulfillment of all the requirements as specified by the Equivalence Committee, the student may be permitted to complete the admission process as per the norms of the University at the Registrar office.
- 6.2.4** The students entering the higher semester through lateral entry or transfer from other universities may need to undergo additional courses, as recommended by the equivalence committee, following the norms of the department/ school.

6.3 Change of Program within the Degree

A student admitted to a particular Program of the B. Tech./ B. Des. Degree will normally continue studying in the same Program till the completion of the program. However, the University reserves the right to provide or not to provide the option for change of Program within the degree. This will be provided at the end of the 1st Year of the B. Tech./ B. Des. Program to eligible students in accordance with the following rules and guidelines framed by the University from time to time.

- 6.3.1** Normally, only those students, who have passed all the Courses prescribed for the First (1st) Year of the Program and obtained a CGPA of not less than 6.50 at the end of the second (2nd) Semester, shall be eligible for consideration for a change of Branch.
- 6.3.2** Change of Program within the Degree, if provided, shall be made effective from the commencement of the third (3rd) Semester of the B. Tech./ B. Des. Program. There shall be no such provision thereafter under any circumstances whatsoever.
- 6.3.3** The student(s) provided with the Change of Program within the Degree shall fully adhere to and comply with the Program Regulations and curriculum structure of the concerned Program of the B. Tech./ B. Des. Program, the Fee Policy pertaining to that Program of the B. Tech./ B. Des. Degree, and, all other rules pertaining to the changed Program existing at the time.
- 6.3.4** Change of Program once made shall be final and binding on the student. No student shall be permitted, under any circumstances, to refuse the change of Program approved.
- 6.3.5** The eligible student may be allowed a change in Program within the degree, strictly in order of *inter se* merit, subject to the conditions given below:
- 6.3.5.1** The actual number of students in the third Semester in any particular Program to which the transfer is to be made, should not exceed the intake fixed by the University for the concerned Program; and
- 6.3.5.2** The actual number of students in any Program from which transfer is being sought does not fall below 75% of the total intake fixed by the University for the concerned Program.

6.3.6 The process of change of Program shall be completed within the first five days of Registration for the third (3rd) Semester of the B. Tech./ B. Des. Program.

6.4 Assessment and Evaluation scheme: The Evaluation and assessment of students in all the academic programs offered in the University [Except the program leading to award of Ph.D. degree] shall have the components of Continuous assessment only and the weightages for the various components shall be decided by the respective DAC and the same shall be approved by the Vice Chancellor from time to time. The relative grading frame work shall be incorporated for all the evaluation and assessments.

6.5 Program Curriculum Structure: The respective Programs shall have Curriculum structure consisting of list PEOs, POs, PSOs, list of Basket wise courses along with other details such as, L-P-C structure, Pre-Requisites/ Anti Requisites etc. The program Curriculum also shall have the course catalogues for all the courses listed in the program Curriculum.

6.6 Course Handouts: The Course *Handout* is prepared for each Course offered in a Program of study during an Academic Term. The Course Handout is generally prepared by the Course Instructors offering the concerned Course. The Course Handout shall be approved by the Departmental Academic Committee (refer Annexure A of these Regulations). The Course Handout shall clearly describe the following aspects:

- a) Course Name, Course Code, Credit Structure, Course Description, Course Outcomes, Name of Course Instructor(s).
- b) Contact Hours, Course content, Reference Materials, Delivery Procedure [Pedagogy], Course Schedule, Schedule of Instructions, Assessment Schedule, Sample Questions.

6.7 The respective course handouts of the courses offered in the semester shall be uploaded in the LMS and shall be made available to all the students from day one.

7.0 ATTENDANCE REQUIREMENTS

7.1 In order to maintain high standards and academic excellence, all students must attend every lecture, tutorial, field work, laboratory, practical classes and all other such curricular sessions as prescribed by the Program requirements.

7.2 To account for approved leave of absence (for instance, representing the University in State/National/International Competitions/Events/Conferences, etc.) and/or other contingencies like medical emergencies of hospitalization, trauma or contagious disease, the attendance requirement shall be a minimum of 75% of the classes actually conducted in every in that Academic term, for which Course the student has registered for in the Academic Term.

7.3 The students who have a minimum CGPA of 8.75 are exempted from the minimum attendance eligibility requirement. However, such students should maintain a minimum attendance of 50%.

7.4 Further, if a student suffers serious medical exigencies of hospitalization, trauma or contagious disease only, the concerned student may be given relaxation in attendance requirement (in Course(s) where there is a shortage) by the Vice Chancellor on the recommendations of the Dean of the School concerned. However, on no account whatsoever, shall the minimum requirement of attendance be less than 65% of the classes actually conducted in every Course the student has registered for in the Academic Term. The student shall not be eligible for this special provision if she/he fails to produce authentic medical certificates and relevant documents in support of the medical exigency.

- 7.5 Provided further that if a student has been selected/nominated by State/National/International Organizations/Boards to represent the State and/or India in State/National/International Events/Competitions, or approved by DSA for representing the university the concerned student may be given relaxation in attendance requirement (in the Course(s) where there is a shortage) for the concerned period of absence by the Vice Chancellor on the recommendations of the Dean of the School concerned.
- 7.6 Further, where attendance requirements are prescribed by Government Regulatory Bodies for specific Programs, the same shall also be mandatorily adhered to without exception.
- 7.7 **Shortage of Attendance:**
A student with shortage of attendance (i.e., less than **75%** of the classes actually conducted in every Course in the concerned Academic Term as prescribed by Clause 7.2, and other conditions as applicable under Clauses 7.3 to 7.5), **shall not be permitted to appear in the End Term Final Examinations of the Course(s) in which the attendance shortfall exists**, irrespective of the student's academic performance in the other components of Continuous Assessments. The student shall be given a placeholder grade "**NP**" (**Not Permitted**) (refer Section 8.0), to indicate that the student has not been permitted to appear for the End Term Final Examinations due to shortage of attendance during the Academic Term in the concerned Course(s). Further, a student who has shortage of attendance (received placeholder grade "NP") in a Course in the concerned Semester, shall be eligible to re-register for the concerned Course in the following Semester, subject to all conditions stated in Clauses 15.4 and 15.5.
- 7.8 Further, in case if any course is discontinued or replaced, an Equivalence Committee constituted by the Dean of the concerned school, shall decide, if required, to provide for the concerned student to complete the mandatory Courses and earn the minimum required credits as prescribed by the revised Curriculum Structure.
- 7.9 It is the sole responsibility of the student to ensure that she/he completes the mandatory Courses and earns the minimum required credits as prescribed by the Curriculum Structure of the concerned program.

8.0 ACADEMIC PERFORMANCE EVALUATION AND GRADING SYSTEM

- 8.1 The academic performance evaluation of a student in a Course shall be according to the University Letter Grading System based on the class performance distribution of the Course.
- 8.2 Academic performance evaluation of every registered student in every Course registered by the student is carried out through various components of Continuous Assessments spread across the Semester and including the Final Assessment Test. The nature of components of Continuous Assessments and the weightage given to each component of Continuous Assessments, including the End Term Final Examinations shall be decided by the DAC and communicated to the students by the respective Program Heads/ HODs.
- 8.3 Grading is the process of rewarding the students for their overall performance in each Course. The University follows the system of Relative Grading with statistical approach to classify the students based on the relative performance of the students registered in the concerned Course except in the following cases:
- Stand-alone Lab and Project courses
 - MOOC courses

- ‘Skill’ based courses
- Theory Courses with a class strength less than 30

For the above listed cases, the Absolute grading method will be adopted.

Grading shall be done at the end of the Academic Term by considering the aggregate performance of the student in all components of Continuous Assessments and End Term Final Examinations prescribed for the Course. Letter Grades shall be awarded to a student based on her/his overall performance relative to the class performance distribution in the concerned Course. These Letter Grades not only indicate a qualitative assessment of the student’s performance but also carry a quantitative (numeric) equivalent called the Grade Point.

8.4 Absolute Grading for Lab/Project/MOOC/NTCC & Skill based courses:

- Stand-alone Lab and Project courses will be evaluated under Absolute Grading
- It is independent of Class strength
- MOOC courses will be under Absolute grading method
- ‘Skill’ based courses will be evaluated under Absolute Grading
- Theory Courses with a class strength less than 30 will also be evaluated under absolute grading

Letter Grade	Marks range (Out of 100)
O	≥ 90
A+	≥ 85 but < 90
A	≥ 80 but < 85
B+	≥ 75 but < 80
B	≥ 70 but < 75
C	≥ 60 but < 70
D	≥ 50 but < 60
F	< 50

8.5 The University follows the system of Letter Grades with associated Grade Points on a scale of 10. The Letter Grades and associated Grade Points along with a brief qualitative description are summarized in Table 8.5:

Letter Grade	Grade Point	Qualitative Description
O	10	Outstanding
A+	9	Excellent
A	8	Very Good
B+	7	Good
B	6	Above Average
C	5	Average
D	4	Pass
F	0	Fail
NP	0	Not Permitted
S	–	Satisfactorily Completed
NC	–	Not Completed
U	–	Audited Satisfactorily
I	–	Incomplete

8.6 Minimum Performance Criteria:

8.6.1 Theory only Course and Lab Embedded Theory Course

A student shall satisfy the following **minimum performance criteria** to be eligible to earn the credits towards the concerned Course:

- a) A student must obtain a minimum of 30% of the total marks/weightage assigned for Mid Term and the End Term Examination in that Course.
- b) The student must obtain a minimum of 40% of the AGGREGATE of the marks/weightage of the components of the Continuous Assessments, Mid Term Examination and the End Term Examination in the concerned Course.

8.6.2 Lab only Course and Project Based Courses

The student must obtain a minimum of 40% of the AGGREGATE of the marks/weightage of all assessment components in the concerned Course.

8.6.3 A student who fails to meet the minimum performance criteria listed above in a course shall be declared as “Failed” and given “F” Grade in the concerned Course. The student shall have to re-appear in the “Make-Up Examinations” as scheduled by the University, or, re-appear in the End Term Final Examination of the same Course when it is scheduled at the end of the following Semester or Summer Term, if offered. The marks obtained in the Continuous Assessments (other than the End Term Final Examination) shall be carried forward and be included in computing the final grade, if the student secures the minimum requirements (as per Clause 8.6) in the “Make-Up Examinations” of the concerned Course. Further, the student has an option to re-register for the course and clear the same in the summer term/subsequent semester if he/she wishes to do so.

8.6.4 For Pass only (Non-credit) type of courses such as Environmental Studies, Life Skills, Co-curricular/Extracurricular activities the method of assessment and minimum performance criteria are prescribed in the respective course catalogues. A student who fails to meet the minimum performance criteria in such pass only (Non-credit) courses shall be given “NC” (Not Completed) Grade. The student has to re-register for such courses and meet the minimum performance requirement to earn the “S” (Satisfactory) Grade.

8.6.5 Continuous Assessment Tests (CAT)

Table 8.6.5 a) Assessment for Theory Courses		
Exam Component	Theory	Theory Embedded with Lab
Mid Term Examination	25%	25%
End Term Examination	50%	50%
Laboratory Assessment	NA	20%
Assignments/ Mini Projects/ Term Papers/ Quizzes/ Hack-a-thons, Make-a-thons, Code-a-thons, etc.	25%	05%
Total	100%	100%

Table 8.6.5 b) Assessment for Lab/ Practice Courses	
Exam Component	Weightage
All lab experiments shall be evaluated on the same day (Continuous Assessment) and marks awarded. Laboratory Work/ Practical exercises, conducted in every Laboratory/Practice session/activity, including Laboratory records, practice/project reports, attendance/class participation as applicable, and as prescribed by the Course Handout. Note: There will be no Midterm/ End Term Examination for Labs	100%
Total	100%

Normally, for Practice/Skill based Courses, without a defined credit structure (L–P–C) [NTCC], but with assigned Credits (as defined in Clause 5.2 of the Academic Regulations, 2021), the method of evaluation shall be based only on Continuous Assessments. The various components of Continuous Assessments, the distribution of weightage among such components, and the method of evaluation/assessment, shall be as decided and approved by the respective Department Academic Committee (DAC).

8.7 Award of the “O” (Outstanding) Grade:

The “O” grade stands for outstanding achievement, relative to the registered students in the course, and utmost care shall be taken in awarding of this highest letter grade.

If there are no ‘O’ grades in a class as per the Relative Grading, top three Marks above 90 will be awarded ‘O’ Grade, as a special case.

8.8 Declaration of the “F” (Fail) Grade:

The “F” grade denotes failure in a Course. This may be due to the following reasons:

8.7.1 Failure to meet the minimum performance criteria for a course as listed in Clause 8.6

8.7.2 Further, if a student is absent for the End Term Final Examination of a Course, the student shall be declared as “Fail” and given a “F” grade in the concerned Course.

8.7.3 The “F” grade is declared as a penalty on the student in the concerned Course(s) as per the recommendations of the Unfair Means and Malpractices Committee (UMMC) and subsequent approval of the Chairperson, Board of Examinations.

8.9 Declaration of the Placeholder Grades “NP” (Not Permitted):

“NP” is a placeholder grade given in the concerned Course(s) to indicate that a student was not eligible to appear in the End Term Final Examinations of the concerned Course(s) due to shortage of attendance as elaborated in Clause 7.0 and he has to re-register to earn the requisite credits.

8.10 Additional Grades with no Grade Points: “S”, “NC” and “U” Grades:

8.10.1 “S” and “NC” grades are awarded for specific mandatory credit Courses as prescribed in the concerned Curriculum Structure.

- 8.10.2** “S” grade (“Satisfactorily Completed”) denotes satisfactory performance and completion of a Course which is pass only or is non-credited as specified in the concerned Curriculum Structure. The requirements for obtaining “S” grade in a particular Course shall be clearly stated in the Course Handout of the concerned Course.
- 8.10.3** “NC” grade is given for “Non-Completion” of Course requirements in the concerned pass only or non-credited Course and the student will have to re-register for the Course until he/she obtains the “S” grade in the Course concerned.
- 8.10.4** “S” and “NC” grades have no associated Grade Points and hence are not included in the SGPA/CGPA calculations (refer Section 9.0).
- 8.10.5** “U” grade (“Audited Satisfactorily”) is awarded in a Course that the student opts to register for Audit (refer Clause 3.10). It is not mandatory for the student to go through the entire regular process of evaluation for the concerned Course. However, the student has to satisfy the minimum attendance requirement for securing the “U” grade, failing which, that Course will not be listed in the Grade Card given to the concerned student (refer Clause 8.11).

8.11 Grade Card:

Grade Card is the record of the student’s performance in the Courses the student has registered for in a concerned Academic Term of the Program of study.

The Grade Card shall contain the following details pertaining to the student’s academic performance:

- 8.11.1** The List of Courses (which includes Course Name, Course Code and associated Credits) registered by the student in the concerned Academic Term.
- 8.11.2** The Grade obtained in each of the concerned Courses
- 8.11.3** The SGPA and CGPA obtained by the student based on the grading policy.
- 8.11.4** The Grade Card issued to the student in the last Academic Term in which the student completes the requirements for the award of the concerned Degree (refer Section 20.0).

9.0 ACADEMIC PERFORMANCE INDICES: SGPA AND CGPA

- 9.1** The overall academic performance of a student shall be measured by two indices: **SGPA** which is the “Semester Grade Point Average” and **CGPA** which is the “Cumulative Grade Point Average”.
- 9.2** The performance of a student in a Semester is indicated by a number, **Semester Grade Point Average**. The SGPA is the weighted average of the grade points secured in all the concerned Courses registered by the student during that Semester. SGPA for a particular Semester is computed as follows:

$$\text{SGPA} = \frac{\sum_{k=1}^n [C_k \times G_k]}{\sum_{k=1}^n C_k}$$

where:

n is the number of all Courses (with Letter Grades and Grade Points, including the Letter Grades F and NP, which have zero grade points) registered by the student in the Semester concerned; C_k is the Credits assigned to Course k and G_k is the Grade Point received by the student for the course k .

- 9.3 The **Cumulative Grade Point Average** indicates overall academic performance of a student in all the Courses registered up to and including the latest completed semester. CGPA is computed as follows:

$$\text{CGPA} = \frac{\sum_{i=1}^n [C_i \times G_i]}{\sum_{i=1}^n C_i}$$

where:

n is the number of **all the Courses** (with Letter Grades and Grade Points, including the Letter Grades F and NP, which have zero grade points) **registered by the student up to, and, including the latest completed Semester/Academic Term**; *C_i* is the Credits assigned to Course *i* and *G_i* is the Grade Point received by the student for the Course *i*.

- 9.4 The SGPA and CGPA are calculated to TWO decimal places.

10.0 DISPLAY OF PERFORMANCE IN CONTINUOUS ASSESSMENTS

- 10.1 Performance of all students in the components of Continuous Assessments for all Courses registered for in the concerned Academic Term, shall be communicated to the students and displayed in the concerned Department/School by the respective HOD/Dean, before the Final Assessment Test.
- 10.2 The concerned HOD/Dean shall attest and submit to the COE, a consolidated Marks Sheet of the Continuous Assessment Marks obtained by all students of a Program of study, in all the respective Courses registered for in the concerned Academic Term, before the commencement of the Final Assessment Test. A copy of the consolidated Marks Sheet shall be displayed in the concerned Department/School.

11.0 DETAILED SCHEDULE OF EXAMINATIONS

- 11.1 The detailed schedule of the Mid Term and End Term Examinations, as per dates indicated in the Academic Calendar, shall be prepared by the COE in consultation with the HODs/Deans of Schools and shall be announced with due approval of the Vice Chancellor, at least two (02) weeks before the commencement of the Examinations.

The regulations and guidelines pertaining to the conduct of the various University Examinations are prescribed in the Examination Regulations, 2021 of the University.

12.0 DISCLOSURE OF THE EVALUATED ANSWER SCRIPTS

- 12.1 Answer scripts of Mid Term Examination and End Term Examination of the Course shall be **shown to the students** for discussion, verification and corrections (if any) on pre-notified date(s) in the Department/School concerned.

13.0 APPEAL FOR REVIEW OF GRADES; ACADEMIC APPEALS BOARD (AAB)

- 13.1 The University is committed to keep the entire process of evaluation beyond reproach. A mechanism for review of grades is incorporated in the evaluation system.
- 13.2 In case of a grievance about the grade(s) awarded, a student shall first approach the concerned Program Head/HOD/Dean with a written request for review of the grade awarded in a Course (or Courses) within Five (05) University working days from the date of declaration of the results of the Final Assessment Test. No request for review of grade(s) shall be admissible after five (05) University working days from the date of declaration of the results of the End Term Final Examinations.

13.3 The Program Head/HOD/Dean shall arrange, within five (05) University working days of the receipt of the student's request, for the concerned Faculty/Course Instructor(s) and one or two more faculty members who are familiar with the Course(s) concerned to clarify to the student concerned why she/he was awarded the particular grade. The clarification/explanation shall be submitted as a brief report to the HOD/Dean with a copy to the concerned student.

14.0 MAKE-UP EXAMINATIONS

14.1 Make-Up Examinations is a provision for a student to complete a Course (or Courses) where she/he received an "F" grade (refer Clause 8.0), or, was given the place holder grade "I" (refer Clause 8.0) to reappear in the End Term Final Examination component of a Course (or Courses), subject to the conditions mentioned below in Clauses 14.2 to 14.5. In no other circumstances, Make-Up Examinations shall be available to the student.

14.2 A student who fails to appear in the End Term Final Examinations, in some or all Courses, due to medical exigencies, specifically hospitalization, trauma or contagious disease only, and, the said student informs the Program Head/HOD/Dean concerned timely (i.e., on or before the last date of the said End Term Final Examinations), may submit a request to the concerned Program Head/HOD/Dean for the provision of the Make-Up Examinations in the Course(s) for which he/she could not attend the scheduled End Term Final Examinations.

14.2.1 Provided further, the student must submit, along with the registration form for the Make-Up Examinations, the medical certificates, medical prescriptions, hospital discharge report, medical fitness report and all such relevant documents duly attested by the concerned registered medical officer of the hospital where the concerned student was hospitalized or medically treated.

14.2.2 The Program Head/HOD/Dean concerned shall submit a specific report to the Chairperson, Board of Examinations (BOE) in this regard, who shall convene a special meeting of the BOE to consider the student's application. The BOE may grant permission on the veracity of the case to permit the concerned student to avail the provision of Make-Up Examinations. On approval of the BOE, the student shall submit the application form for the Make-Up Examinations to the Examination Department of the University within the duly notified dates, along with the prescribed fee for the Make-Up Examinations fixed by the University from time to time.

14.2.3 On the basis of the student's performance in the Make-Up Examinations and considering the marks obtained by the student in all other Continuous Assessments as prescribed by the concerned Program Regulations and Curriculum, the final letter grade awarded will replace the placeholder grade "I".

14.2.4 In case, the BOE rejects the application of the student for Make-Up Examinations, the student shall be declared "Failed" in the concerned Course(s) and the placeholder grade "I" shall be replaced with "F" (Fail) grade in the concerned Course(s). Further, the student shall have to complete the Course(s) as per the provisions and conditions prescribed in Clause 14.3.

14.2.5 If the concerned student does not avail the Make-Up Examinations, or is absent for the Make-Up Examinations, the student shall be declared "Failed" in the concerned Course(s) and the placeholder grade "I" shall be replaced with an "F" grade. Further, the student shall have to complete the Course(s) as per the provisions and conditions prescribed in Clause 14.3.

14.3 A student with “F” Grade in one or more Courses, declared under the conditions stated in Clause 8.0 and/or who secured “D” Grade in one or more Courses, may avail the benefit of the Make-Up Examinations to pass the failed Course(s) and/or improve her/his CGPA to enable her/him to satisfy the criteria for promotion as prescribed in Section 15.0. The student shall submit the registration form for the Make-Up Examinations to the Examination Department of the University within the duly notified date, along with the prescribed fee for the Make-Up Examinations fixed by the University from time to time.

14.3.1 Further, if the student fails in the Course(s) attempted in the Make-Up Examinations, including the Course(s) where the student had earlier secured “D” Grade, the student will be awarded “F” grade in the Course(s) and will have to re-appear for the corresponding Make-Up Examinations or the regular End Term Final Examinations, scheduled at the end of the following Semester/Academic Term.

14.4 The provision of Make-Up Examinations shall not be available for practice/laboratory/ skill-based Courses as described in Clause 5.2. If a student has secured an “F” Grade in such a Course, the student shall complete the concerned Courses only by repeating the Courses in the Semester when they become available for registration. Further, the student is cautioned that she/he shall have to register for the concerned Course(s) only in the concerned Semester of the next Academic Year when the concerned Course(s) shall be offered, which may result in the loss of an Academic Year for the student. It is the sole responsibility of the student to ensure that she/he completes the Course(s) and/or earns the required credits as prescribed by the concerned Program Regulations and Curriculum.

14.5 Make-Up Examinations may be scheduled at the end of each Semester. The COE shall announce the schedule of the Make-Up Examinations at least two (02) calendar weeks before the commencement of the Make-Up Examinations.

15.0 ACADEMIC PROMOTION AND PROBATION

15.1 Academic Promotion

Yearly promotion criteria of a student to the next Year of the Program of study after the end of an Academic Year is as described below in 15.1.1 to 15.1.3.

15.1.1 A student is eligible to be automatically promoted to the next academic year unconditionally if he/ she has more than 4.00 CGPA and less than 5 backlogs.

15.1.2 If the student has less than 4.00 CGPA or the count of backlog courses is 5 or more, he/ she will be conditionally promoted to the next academic year but put into Academic Probation, as described in 15.2.1 below.

15.1.3 If the student has less than 4.00 CGPA and the count of backlog courses is 5 or more, he/ she will not be promoted to the next academic year and will be put into Academic Probation, as described in 15.2.2 below. This clause for the yearly promotion shall come into force from Academic Year 2022-23 onwards.

15.2 Academic Probation

There are two conditions for a student to be put under Academic Probation, as described in a) and b) below:

a) The student has less than 4.00 CGPA at the end of the Academic Year

or

b) The student has 5 or more backlog courses at the end of the Academic Year

15.2.1 A student is conditionally promoted and put on Academic Probation if he/ she falls under any one of the conditions in a) or b) above. Such a student who is on Academic Probation shall be issued an Academic Probation letter and shall be counselled. Further, such students will not be permitted to participate in non-academic activities.

15.2.2 A student who falls under both the conditions in a) and b) above, will not be promoted to the next academic year and put on Academic Probation. Such a student has to clear the backlog courses and improve the CGPA in the subsequent academic year by either appearing for make-up examinations or by re-registering in either fall, winter or summer semester of the next academic year. Such a student who is on probation shall be issued an Academic Probation letter and shall be counselled. Further, such students will not be permitted to participate in non-academic activities. This clause for the yearly promotion shall come into force from Academic Year 2022-23 onwards.

15.2.3 A student on Academic probation in either of the cases described in 15.2.1 or 15.2.2 will be liable to termination if the student does not improve the performance within one academic year. The final decision for termination of studentship shall be taken by a committee headed by the Vice-Chancellor after duly examining the performance history of each student.

16.0 SUMMER TERM

16.1 The Summer Term is an additional Academic Term that may be offered during the summer break, typically for about eight (08) weeks during June-July. The minimum number of teaching days in the Summer Term shall be thirty (30) days.

16.2 The Course(s) offered in the Summer Term are delivered in a shorter term of about 8 weeks (with a minimum of thirty teaching days). However, the total number of contact hours for these Courses are as per the Course Credit Structure. The Course Contents/Syllabus and the continuous assessments and evaluation patterns for these Course(s) also remain the same as that prescribed by the concerned Curriculum Structure.

16.3 The Departments/Schools desirous of offering Courses shall announce the details of the Courses on offer for Registration in the Summer Term on the dates scheduled in the Academic Calendar or dates announced through University Notifications.

16.4 Some Departments/Schools may offer a limited number of Courses in the Summer Term with the following special provisions, subject to all the conditions stated in Clause 16.0:

16.4.1 Refer Clause 7.7: A student may re-register for the concerned Course(s), if offered, in which the student had received the placeholder grade “NP” (only one “NP” grade in the concerned Semester), to complete the concerned Course(s) and earn the concerned credits;

16.4.2 Refer Clause 8.0: A student may re-register for the concerned Course(s), if offered, in which the student had received the “F” grade (Fail) in the earlier Semesters if he/she wishes to do so.

16.4.3 A student may re-register for the concerned Course(s), if offered, in which the student had received lower grades in the earlier Semesters, to improve her/his performance and secure higher grades in the Course(s) and improve the CGPA. Further, if a student re-registers for a Course (or Courses), the existing grades obtained in the concerned Course(s) shall be declared null and void. These shall be replaced by the grades the student receives (after evaluation of the end of the Summer Term) in the concerned Course(s).

16.5 A student may register for the Summer Term Course(s), subject to all the conditions stated below:

- 16.5.1** A student who wishes to register for the Summer Term must complete the registration process on or before the last date for Registration as specified in the Academic Calendar or the University Notification to this effect. No late registration shall be permitted.
- 16.5.2** A student can register for a maximum of 12 Credits.
- 16.5.3** Attendance requirements as prescribed in Section 7.0 shall be applicable to all the students registering for Course(s) in the Summer Term.
- 16.5.4** A student cannot request or demand for a specific course to be offered.
- 16.5.5** A student, who is registering for Summer Term Course(s), must submit a completed Summer Term Registration Card, checked and verified by the Dean/HOD/Program Head concerned, to the Examination Department of the University. Further, where applicable, the Summer Term Registration Card will contain the list of failed and/or lower graded Course(s) for which the student is registering.
- 16.5.6** The student shall remit the Registration Fee per Course, as prescribed by the University from time to time, within the date specified for payment.
- 16.5.7** Further, the student,
 - a) must have paid all the required fees and other charges including hostel charges, where applicable, for the Summer Term;
 - b) must have cleared all University fees and Hostel dues of previous Semester(s)/year(s); and,
 - c) has not been debarred from registering on disciplinary or other grounds.

17.0 WITHDRAWAL FROM THE PROGRAM

17.1 Temporary Withdrawal:

A student who has been admitted to a Degree Program of the University may be permitted to withdraw temporarily, for a period of one Academic Year, on medical grounds provided:

- 17.1.1** The student submits an application to the University, stating fully the reasons for withdrawal together with supporting documents and endorsement from her/his parent/legal guardian;
- 17.1.2** The University is satisfied that, without counting the period of withdrawal, the student is likely to complete the requirements for the award of the Degree of the concerned Program within the specified maximum duration to complete the Program (refer Section 19.0).
- 17.1.3** A student seeking temporary withdrawal shall not claim any refund of the Annual Fee paid to the University for the concerned Academic Year.
- 17.1.4** There are no outstanding dues with the Department/School/Hostels/Library/etc.
- 17.1.5** Scholarship holders are bound by the appropriate rules applicable to them.
- 17.1.6** Normally, a student will be permitted only one such temporary withdrawal during her/his tenure as a student.

17.2 Rejoining the Program:

A student who temporarily withdraws from the Program (Clause 17.1) and rejoins the Program in the following Academic Year, shall be governed by all the Regulations of the University and the University Fee Structure in force at the time of his/her rejoining the program.

17.3 Permanent Withdrawal:

The rules pertaining to withdrawal of admission at the time of joining the University are as stipulated by the Admission Rules and Fee Policy of the University.

In case of a student seeking withdrawal from the Program of study after completion of one/more Academic Year(s), the rules and terms of withdrawal are as stipulated in the Withdrawal from Program and Fee Refund Policy of the University.

The decision of the Vice Chancellor regarding all aspects of withdrawal of a student from the Program of study shall be final and binding.

18.0 TRANSFER OF CREDITS

Courses credited, elsewhere in approved Indian or foreign Universities/Institutions, by students during their period of study at the University shall count towards the mandatory credit requirements for the award of the concerned Degree. The rules and guidelines for such transfer of credits are as follows:

18.1 Students may earn external credits from Institutions of National Importance and other Indian or foreign Universities/Institutions with which the University has an MOU, and that MOU shall have specific provisions, rules and guidelines for transfer of credits. These transferred credits shall be counted towards the minimum credit requirements for the award of the degree, but shall not be included in the overall CGPA calculation for the award of the degree.

18.2 Students may earn credits partially or fully for completing the mandatory credit requirements of Discipline Elective Courses and/or the mandatory credit requirements of Open Elective Courses by registering for Online Courses offered by *Study Web of Active Learning by Young and Aspiring Minds (SWAYAM)* and *National Program on Technology Enhanced Learning (NPTEL)*, or other such recognized Bodies/ Universities/ Institutions as approved by the concerned BOS and AC from time to time. The concerned School/ Parent Department shall publish/include the approved list of Courses and the rules and guidelines governing such transfer of credits of the concerned Program from time to time. The provisions and rules pertaining to the transfer of credits are outlined in Section 18.0 of the Academic Regulations. The Rules and Guidelines for the transfer of credits specifically from the Online Courses conducted by the Study Webs of Active-Learning for Young Aspiring Minds- National Program on Technology Enhanced Learning (SWAYAM-NPTEL) / other approved MOOC courses are as stated in the following Sub-Clauses:

18.2.1 A student may complete SWAYAM-NPTEL/ other approved MOOC courses as mentioned in 18.2 and transfer equivalent credits to **partially or fully complete the mandatory credit requirements of Discipline Elective Courses and/or the mandatory credit requirements of Open Elective Courses** as prescribed in the concerned Curriculum Structure. However, it is the sole responsibility of the student to complete the mandatory credit requirements of the Discipline Elective Courses and the Open Elective Courses as prescribed by the Curriculum Structure of the concerned Program.

- 18.2.2** SWAYAM-NPTEL/ other approved MOOC courses as mentioned in 18.2 shall be included as annexes to the Board of Studies Minutes and shall be announced through University Notifications to the students from time to time.
- 18.2.3** A student shall only request for transfer of credits from such approved/notified approved courses as mentioned in 18.2 Courses as published by the concerned Departments.
- 18.2.4** SWAYAM-NPTEL / other approved MOOC courses as mentioned in 18.2 are considered for transfer of credits only if the concerned student has successfully completed the SWAYAM-NPTEL / other approved MOOC courses as mentioned in 18.2 and obtained the Certificate to this effect.
- 18.2.5** A student cannot transfer credits from SWAYAM-NPTEL / other approved MOOC courses as mentioned in 18.2 to earn the mandatory credits assigned for any other type of Courses (other than Discipline and Open Elective Courses) as prescribed in the concerned Curriculum Structure. However, a student may complete SWAYAM-NPTEL / other approved MOOC courses as mentioned in 18.2 and transfer equivalent credits in excess of the required mandatory credits (and Courses).
- 18.2.6** Before the commencement of each Semester or during Pre-Registration schedule as per the Academic Calendar, Parent Departments may release a list of SWAYAM-NPTEL / other approved MOOC courses as mentioned above as Discipline Elective courses for each B.Tech. Program offered by them. In addition, Departments may also release a list of Open Elective courses for all B.Tech. Programs.
- 18.2.7** Students may Pre-Register for the SWAYAM-NPTEL / other approved MOOC courses as mentioned in 18.2 in the respective Departments and register for the same Courses as per the schedule announced by respective Online Course Offering body/ institute/ university.
- 18.2.8** The credit equivalence of the SWAYAM-NPTEL / other approved MOOC courses as mentioned in 18.2 are based on course durations and/or as recommended by the course offering body/ institute/ university. The Credit Equivalence mapped to SWAYAM-NPTEL approved courses as mentioned in 18.2 based on course durations for transfer of credits is summarised in Table 18.2.8.

Table 18.2.8 SWAYAM-NPTEL/ other approved MOOC Courses		
Sl. No.	Course Duration	Credit Equivalence for Transfer of Credits
1	4 Weeks	1 Credit
2	8 Weeks	2 Credits
3	12 Weeks	3 Credits

- 18.2.9** A student who has successfully completed the approved SWAYAM-NPTEL/ other approved MOOC Courses and wants to avail the provision of transfer of equivalent credits to fulfill (partially or fully) the mandatory credit requirements of the Discipline Electives and/or Open Electives as prescribed in the concerned Curriculum Structure, must submit the original Course Certificates to the Head of the Parent Department concerned, with a written request for the transfer of the equivalent credits. On verification of the Course Certificates and approval by the Head of the Department concerned, the Course(s) and equivalent Credits will be included in Course (with associated Credits) Registration of the concerned student in the Semester immediately following the completion of the Course(s).

18.2.10 A student may submit a request for credit transfer from SWAYAM-NPTEL/other approved MOOC Courses before the last instruction day of the seventh (7th) Semester of the B. Tech. program as specified in the Academic Calendar. Requests for credit transfers shall not be permissible in the eighth (8th) semester.

18.2.11 The maximum permissible number of credits that a student may request for transfer in a Semester is ten (10) credits.

18.2.12 The University shall not reimburse any fees/expense; a student may incur for the SWAYAM-NPTEL/ other approved MOOC Courses.

19.0 INTERVENTIONS FOR SLOW LEARNERS AND ADVANCED LEARNERS

The University strives to evolve a principle of action to nurture and establish support systems for Slow Learners and Advanced learners.

19.1 Identification of the category:

All students shall be categorized into three categories viz. Slow Learners, Fast Learners and Normal Learners initially based on the academic percentages of the students in the preceding year/Semester and based on faculty interactions with the students, class responses etc.

19.2 Nurturing of the students:

The activities conducted and the facilities offered to the students shall be different and suited to their category.

19.2.1 Slow Learners: The students who are identified as slow learners in specific courses based on various criteria, including academic performance in various tests and exams, shall be given full support to develop their abilities. To provide such support, the individual faculty members and the School/ Department may arrange for special lectures/tutorials during the non-academic periods in the daily timetable and special classes on non-instructional days. The concerned faculty members and the school may come out with an additional time table for this purpose. The students shall be taught in these classes with very simple and illustrative methods. More practice shall be provided to these students through practice sessions and assignments.

19.2.2 Fast Learners: The students who are identified as fast learners for possessing a high level of learning ability and passion for learning are provided with support systems to use their abilities to their best potential. Fast Learners shall be provided with assignments of higher levels by the faculty members as an additional task, but these will not be evaluated for grading. They shall be encouraged and motivated to associate with the research scholars of the school and provided an opportunity to work with them by using the research facilities of the University. Fast Learners may be provided an opportunity to participate and involve in workshops/ conferences/ seminars organized by the respective schools of the university and also to participate in events organized outside the university. They may be given additional library facilities, training for competitive examinations, encouragement for semester abroad, research internships and integrated Masters Programs.

20.0 MAXIMUM DURATION FOR THE COMPLETION OF A PROGRAM

20.1 The permissible maximum duration (number of years) for completion of a Program, is three (03) years in addition to the normal duration (number of years) of the Program as prescribed by the concerned Curriculum Structure.

20.2 The enrolment of the student who fails to complete the mandatory requirements for the award of the concerned Degree (refer Section 21.0) in the prescribed maximum duration, shall stand terminated and no Degree shall be awarded.

20.3 The time taken by the student to improve Grades/CGPA shall be counted in permissible maximum duration for completion of a program.

21.0 REQUIREMENTS FOR THE AWARD OF DEGREE

21.1 The award of the Degree shall be recommended by the Board of Examinations and approved by the Academic Council and Board of Management of the University.

21.2 A student shall be declared to be eligible for the award of the concerned Degree if she/he:

21.2.1 Fulfilled the Minimum Credit Requirements and all other mandatory requirements as prescribed by the concerned Curriculum Structure for the award of the concerned Degree;

21.2.2 *For Undergraduate Programs:* Secured a minimum CGPA of 4.50 in the concerned Program at the end of the Semester/Academic Term in which she/he completes all the requirements for the award of the Degree as specified in Sub-Clause 21.2.1;

21.2.3 *For Postgraduate Programs:* Secured a minimum CGPA of 5.00 in the concerned Program at the end of the Semester/Academic Term in which she/he completes all the requirements for the award of the Degree as specified in Sub-Clause 21.2.1;

21.2.4 No dues to the University, Departments, Hostels, Library, and any other such Centers/ Departments of the University; and

21.2.5 No disciplinary action is pending against her/him.

21.3 Award of Class:

The award of Class in a Degree shall be based on the CGPA in the concerned Program at the end of the Semester/Academic Term in which the student completes all the requirements for the award of the Degree. In case a student has earned more credits than the required minimum as prescribed by the concerned Curriculum Structures, the higher CGPA, as applicable, considering the Credits and Grades corresponding to the mandatory minimum credit requirements as prescribed by the concerned Curriculum Structure, for the award of the concerned Degree shall be considered for the award of Class. Classes shall be awarded as per the following scale:

21.3.1 First Class with Distinction: CGPA of 8.00 and above

21.3.2 First Class: CGPA from 6.50 to 7.99

21.3.3 Second Class (for Postgraduate Programs): CGPA of 5.00 to 6.49

21.3.4 Second Class (for Undergraduate Programs): CGPA of 4.50 to 6.49

22.0 PROVISIONAL DEGREE CERTIFICATE

On completion of the requirements for the award of the Degree as prescribed in Section 21.0, the student may apply for a *Provisional Degree Certificate* in the prescribed application form, along with the prescribed Fee notified by the University from time to time, to the Controller of Examinations of the University.

On verification of the eligibility criteria prescribed in Clause 21.2, the Controller of Examinations shall issue the *Provisional Degree Certificate* to the concerned student, to the effect that the concerned student has fulfilled all the requirements for the award of the Degree in the concerned Program, and that, the Degree shall be conferred on the concerned student at the next Convocation of the University.

23.0 CONVOCAATION

The Convocation of the University shall be held annually as per the Convocation Regulations of the University. The University shall announce the date for the Convocation and call for applications from eligible students to register for the Convocation. The duly completed application form along with the prescribed Convocation Fee must be submitted by the student to the University within the specified date announced by the University.

Degrees shall be awarded in person at the Convocation for the students who have graduated during the preceding Academic Year. Degrees shall be awarded in absentia to such students who are unable to attend the Convocation.

24.0 ISSUE OF DEGREE CERTIFICATE BEFORE THE CONVOCAATION

In exceptional circumstances where a student requires the *Degree Certificate* before the date of the Convocation, for purposes of higher education or employment where the concerned University/ Organization where the concerned student has secured/seeking admission/employment requires that the concerned student must produce the *Degree Certificate*, the concerned student may submit an application to the University, along with the prescribed Fee and all the supporting documents.

The Vice Chancellor shall consider the merit of the application and submit her/his recommendation to the Chancellor for the issue of the *Degree Certificate*, or otherwise. The decision of the Chancellor shall be final and binding. On the approval of the Chancellor, the *Degree Certificate* shall be issued to the concerned student.

The minimum time taken to process and issue the *Degree Certificate* shall be two (02) calendar months from the date of receipt of the request for the issue of the *Degree Certificate*.

25.0 POWER TO REVISE, MODIFY, AMEND

Notwithstanding anything contained in the above Regulations:

- 25.1** The Academic Council has the right to revise, amend or modify any of the above Regulations from time to time, and shall be binding on all stakeholders concerned, including the Students, Faculty, Staff, Departments, Schools and University Authorities.
- 25.2** In case of a dispute, the decision of the Academic Council shall be final and binding.
- 25.3** In case of difficulty in application of any of the Clauses of the Regulations specified above, the Chancellor shall have the powers to amend/modify/remove the difficulty in the relevant Regulation.

ANNEXURE A

DEPARTMENTAL ACADEMIC COMMITTEE (DAC)

- a) "Department" refers to the School//Department offering Degree Programs
- b) There shall be at least one DAC for every School/ Department that is involved in teaching Degree Programs.
- c) If there are more than 5 programs running under a School/ Department, multiple DACs may be formed if required. The HoD/ Dean is authorized to take decisions to this effect.
- d) The Respective School Dean shall notify the concerned DAC as per the following constitution:

Members	Designation	Remarks
Chairperson	Dean/ Associate/ Assistant Dean of concerned School/ Head of the Department/ Program Head of the Program	Ex Officio
Members (Five) from within the School/Department	Three (03) Faculty Members representation from Senior Professors/Senior Faculty and Two (02) Assistant Professors	Appointed by Chairman, DAC
Member (One)	Senior Faculty member from another School/ Department of the University	Nominated by Dean (Academics)
Member Secretary	Faculty member from the School/Department	Appointed by the Chairman, DAC
Tenure of the DAC is for one academic year		

- a) The Chairman may co-opt and/or invite more members, if necessary.
- b) Functions:
 - i. To monitor the conduct, the respective Programs of study of the Department/School.
 - ii. To ensure academic standard and excellence of the respective Programs offered by the Department/School.
 - iii. To consolidate the Registration List of the students and communicate to Course Instructor, the Academic Office and Examination Department of the University.
 - iv. To review and approve the Course Handout (with Session Plan) submitted by the Faculty/ Course Instructor/Instructor In-Charge for each Course and forward the collated Course Handouts of each Program to the Dean (Academics).
 - v. Moderation (only if and when found necessary) in consultation with the Course Instructor/ Instructor In-Charge, and approval of the finalized grades, before submission of the same to the Examination Department.
 - vi. To ensure that at least two Class Committee (Refer Annexure B) meetings are conducted during the Semester and act upon the Resolutions passed by Class Committee(s).
 - vii. To arrange to obtain the Student Feedback for every Course, once during the middle of the Semester and one at the end of each Semester, and to submit the consolidated report of such feedback to the Dean (Academics).
 - viii. To conduct at least two DAC meetings each Semester and a copy of the Resolutions of the DAC Meeting shall be communicated to the Dean (Academics), and a record of the same to be maintained in the Department/School.
 - ix. To convey the recommendations of Faculty regarding curriculum to BoS.
 - x. Any other responsibility or function assigned by the Dean (Academics).

ANNEXURE B
CLASS COMMITTEE

- a) Every Class of the Degree Program (for example, 1st Year of a Program, Section A, etc., as applicable) shall have a Class Committee, consisting of Faculty members and Students.
- b) The HOD/Program Head of the School/Department concerned shall notify the concerned Class Committee as per the following constitution:

Members	Designation	Remarks
Chairperson	Senior Faculty Member of the Parent/Teaching Department, not associated with the Class	Appointed by the Dean of the School concerned
Members (Faculty)	All Course Instructors of that Class	
Members (Students: at least Six)	Students representing the Class	Chosen by the students amongst themselves, but only those whose attendance is above the minimum of 75% as on the date of a Class Committee Meeting can represent the Class.
Member Secretary	Class Coordinator of the Class	Appointed by the Dean of the School concerned
Tenure of the Class Committee is for the Semester concerned. All members must attend the Class Committee Meeting.		

- a) Functions:
- i. The basic responsibility of the Class Committee is to review the progress of the classes/Courses, to discuss problems concerning the conduct of the classes and continuous assessments as per the Course Handout, and, recommend remedial measures, where necessary.
 - ii. Each Class Committee will communicate its recommendations to the Chairperson, DAC of the Parent/Teaching Department/School.
 - iii. There shall be at least two Class Committee meetings every Semester, the first one before midterm examination and the second one at least two weeks before the last instruction day of the semester
 - iv. However, additional Class Committee meetings may be convened as decided by the Chairperson, DAC.
 - v. The Resolutions of each Class Committee meeting shall be recorded and submitted to the HOD/Dean of the Parent Department/School, and, a copy shall be submitted to the Dean (Academics).
 - vi. Any appropriate responsibility or function assigned by the Chairman of the DAC.

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