

# INSTITUTE OF INFRASTRUCTURE TECHNOLOGY RESEARCH AND MANAGEMENT- AHMEDABAD

## B. TECH. NORMS



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## **1. Introduction**

IITRAM offers a semester based undergraduate, postgraduate and research programs with the objective as stipulated in the IITRAM Act wide No. L2/RNP/GNR/84 are

- i. to provide a system of technical education capable of responding to change requirements of Technical Manpower
- ii. to bring about qualitative improvement in teaching and learning process
- iii. to inculcate the practice of creating instructional experiences which make the acquisition of knowledge and skill more efficient and effective
- iv. to facilitate and promote studies leading to award of degrees, diploma and certificates
- v. to organize advance studies and promote research with a focus on basic and Applied Sciences, Engineering, Technology and Management
- vi. to achieve excellence in Science, Engineering, Technology, Management and allied areas and matters connected therewith or incidental thereto
- vii. to provide necessary help to encourage entrepreneurship amongst students
- viii. to maintain live contact with Alumni and develop Alumni sponsored programmes
- ix. to promote research, teaching methodology, application of scientific knowledge in the field of infrastructure

An academic year starts in the month of August each calendar year and ends in the month of July of the next calendar year. Each academic year is divided into three semesters – Autumn, Spring, and Summer semesters. The Autumn and Spring semesters are two regular semesters while the Summer semester is a shorter semester. IITRAM currently offers Bachelors of Technology (B. Tech.), Masters of Technology (M. Tech.), and Doctorate (Ph. D.) programs in various departments.

## **2. Academic Administration**

The Academic Council of the Institute governs all academic matters of the Institute, it is a supreme Academic body, and the rulings of the Chairman of the Academic Council of the Institute are final concerning routine academic issues. Certain policy decisions on academic matters are discussed and approved by the Board of Governors. A definite time schedule is set by the Academic Council for various academic activities, through an Academic Calendar issued at the beginning of each academic year. Dean of Academic Programmes (DOAP) and Dean of Students' Programmes (DOSA) are the two deans who steer all academic programs of the Institute. Matters pertaining to conduct, discipline, and welfare of the students are overseen by the Dean of Students' Programmes.

### **Dean / Associate Dean of Academic Programmes (DOAP / ADOAP)**

Dean/ Associate Dean of Academic Programmes (DOAP / ADOAP) addresses all the matters concerning student's academics. The office of the DOAP / ADOAP ensures the implementation of the decisions taken on academic matters by the Academic Council.

- DOAP/ADOAP acts as a nodal source of academic activities related communication, disseminates information pertaining to all academic matters.
- DOAP/ADOAP receives processes and is custodian of all records related to all academic programs including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees.
- DOAP/ADOAP ensures the conduct of all academic programs including the formulation of rules and ensuring the adherence of such rules.
- DOAP/ADOAP handles the process of the admission of undergraduate and postgraduate students.

**Dean/ Associate Dean of Students Affairs (DOSA/ ADOSA):** All the issues pertaining to conduct, discipline, and welfare of the students, which are non-academic in nature are addressed by DOSA.

**Head of the Department/Department Coordinator:** Each department shall have Head / Co-ordinator of the Department, to be appointed by Director General for a nominal period of three years.

**Faculty Advisor (FA):** A faculty member assigned by the academic department regularly observes the academic performance of students assigned to her/him from her/his department. Based on the performance of a student, s/he may recommend overloading /reduction in academic load, semester drop, etc. S/he may suggest /advise special courses for a student. Department (s) may decide to have more than one FA.

**Role of Faculty Advisor:** A student/ students joining the Institute is/are assigned a Faculty Adviser. A student is expected to consult the Faculty Advisor on any matter relating to her/his academic performance and the courses s/he may take in various semesters for the required degree. Faculty Adviser is the person whom the parents/guardians contact for the performance of their wards.

FA advises the students on effective utilization of available opportunities to students for accomplishing her/his academic dreams, and hence constant consultations with the Faculty Adviser are imperative. The role of the Faculty Advisor is to:

- i. Guide the students about the rules and regulations governing the courses of study.
- ii. Advises the students to register for courses as per the curriculum based on the performance of the student.
- iii. Ensure that students do not re-register for courses, which they have already passed.

- iv. Make students aware that grades will not be awarded for any academic activity (course/Lab/seminar/project/non-credit requirement etc.) without approved registration.
- v. Approve the registration of the students.
- vi. Monitor the performance of the students and recommend overloading /reduction in academic load.
- vii. Monitor the performance of academically weak students and advise /recommend them on course adjustment / drop during the semester.
- viii. Advise the students seeking a semester drop about rules and regulations laid down for this purpose. She/he recommends such cases to the Program and Performance Assessment Committee (PPAC) through the Department Program and Performance Assessment Committee (DPPAC), for consideration.
- ix. Strictly warn students that if s/he fails to register during any semester without prior approval, her/his studentship is liable to be cancelled.

#### **Department Program and Performance Assessment Committee (DPPAC)**

Every Academic Department shall constitute a committee consisting of Faculty Advisors to look after all the academic matters pertaining to that Department. The committee shall be responsible for considering teaching (UG and PG) and research programs of the Department. The committee shall formulate academic programs and courses as proposed by the Department and send its recommendation to Dean/Associate Dean, Academic Programmes for consideration in PPAC. The committee shall also be responsible for considering the performance evaluation of UG and PG students of the Department in every semester. There shall be two separate committees for UG and PG

DPPAC (UG) nominally constituted once every two years with the following composition;

- a. Head / Coordinator---Ex officio Chairman
- b. Members - 3 Faculty Advisors
- c. \*Member invited- 1 - Student representative, term one year, no voting right

DPPAC (PG) nominally constituted once every two years with the following composition;

- a. Head / Coordinator---Ex officio Chairman
- b. Members - 3 Faculty Members
- c. \*Member invited- 1 - Student representative, term one year, no voting right

\*Student member will not be invited to meetings when assessment is being discussed.

#### **Programme and Performance Assessment Committee (PPAC)**

PPAC, constituted by DG shall have participation of all academic programs of the Institute. It shall consider all the academic programme related matters of UG and PG recommended by various Head / Coordinator of the academic programs through DPPAC.

- PPAC shall recommend the policy framework related to the UG and PG Programs offered by the Institute. The committee shall formulate academic programs and courses as recommended by the Department.

- PPAC shall evolve guidelines for evaluation of academic performance of UG and PG students every semester.
- PPAC shall be responsible to decide the academic plan for students with backlogs.
- Director General shall nominate the PPAC, it shall consist of
  1. Member: One Faculty member from each of academic program,
  2. Member: DOSA / ADOSA
  3. Chairman: DOAP/ADOAP

The total number of members shall not exceed fifteen at any given time. The committee shall send its recommendation to DG.

- A subcommittee of PPAC consisting of following members nominated by the DG shall ensure the timely declaration of the result of each semester:
  1. Members: One Faculty member from DPPAC of each academic program
  2. Member: Examination Convener
  3. Chairman: DOAP/ADOAP.

DOAP will constitute this committee and get approved from DG.

### 3. Programmes of Study

**3.1 Current Programmes:** Currently students are admitted to the following programmes.

- i. Bachelor of Technology (B. Tech.): A 4-year Programme in various Engineering disciplines are offered by respective departments.
- ii. A student already admitted to a programme may switch to another department or to a multidisciplinary programme through branch change; enhance his/her programme to include a minor in his/her existing programme. The rules governing these changes are discussed later.
- iii. Bachelor of Technology Minors – B. Tech. (Minors): The enhanced Bachelor of Technology degree wherein a student admitted to a B. Tech. program may choose to carry out additional courses/project in another discipline. ***B. Tech. (Minors) is a program where students are not admitted initially but in addition may opt for minors program.***
- iv. Bachelor of Technology Honours – B. Tech. (Honours): The enhanced Bachelor of Technology degree wherein a student admitted to a B. Tech. program may choose to carry out additional courses/project in her/his own discipline. ***B. Tech. (Honours) is a program where students are not admitted initially but may opt to enhance their B. Tech. program.***

### 3.2 Academic Session

An academic year starts in the month of August each calendar year and ends in the month of July of the next calendar year. Each academic year is divided into three semesters: Autumn, Spring, and Summer semesters. The Autumn and Spring semesters are two regular



semesters while the Summer semester is a shorter semester. Only those courses shall be offered during summer vacation as a part of the Summer Term in which students have backlogs and the availability of the faculty. These courses can be taken by students as per summer term guidelines and on the recommendation of the FA. These courses are usually done at a relatively faster pace than that during the regular semester.

- Semester I: Autumn Semester; from the month of August to the month of December
- Semester II: Spring Semester; from the month of January to the month of May
- Summer Term (not a regular semester): From the middle of May to the middle of July

The semesters are represented as YYYY-YY-# (e.g. 2020-21-A, for an Autumn semester of 2020), here YYYY represents start calendar year and YY end calendar year for the academic year, A is the semester indicator (A: Autumn, SP: Spring and S: Summer).

### **3.3 Duration**

Each of the two regular semesters consists of about eighteen weeks including periods of mid semester and end semester examinations. The first day of classes in a regular semester and the first day of the end-semester examination should normally be a Monday. In all 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 (the courses run at double the pace of the regular semester), not including holidays and examinations days.

## **4. Curriculum Structure of Study**

Every department has a prescribed course structure, which includes lectures/laboratories/tutorials/fieldwork, etc., and other requirements for the degree. It also decides the progression of courses, gives the syllabus and a list of text/ reference books for each course. The curriculum is updated periodically and is made available at the Institute website.

### **4.1 Credit and Course structure**

A student is allowed to attend classes in a course and earn credit for it, only if s/he has registered for that course. For acquiring a particular degree, the student is required to put in a certain quantum of academic work, which will be measured in terms of credits. The salient feature of the credit system is a continuous evaluation of a student's performance/progress and its flexibility that allows a student to progress at an optimum pace suited to her/his ability /and or convenience within the minimum requirements for continuation and within the maximum permissible period for completion of a degree. The credits are earned by successfully completing courses and other academic activities every semester. S/he is expected to acquire a certain minimum grade for satisfactory progress and continuation in the programme. The amount of credit associated with the course is dependent upon the number of hours of instruction per week in that course and the type of the course. Similarly,

the credit associated with any of other activities is dependent upon the quantum of work expected to be put in.

Each course has a certain number of credit(s) or non-graded unit(s) assigned to it depending upon its lecture, tutorial, and laboratory/practical contact hours in a week over the period of one 14-week semester. One lecture or tutorial hour per week is assigned one credit. One Practical (laboratory) / practice hour per week is assigned half (1/2) credit. A few courses are without credit and are counted under non-graded (NG) courses.

Let us take an example of any 4-credit Engineering course EE 301; course has 3 hours'/week lectures, 0 hours/week tutorial and 2-hour laboratory /week.

$$\text{Therefore, } C - 3 \times 1 + 0 \times 1 + 0.5 \times 2 = 3 + 0 + 1 = 4 \text{ credits}$$

In general,

100 – 400 level courses	Core and elective courses for UG programmes- Not open to PG (unless specifically required)
500 and 600 level courses	Core and elective courses for PG programmes- Open as Electives for UG
700 level courses	Core and elective courses for Ph. D.

Let us take an example of any 4-credit Engineering course EE 301; course has 3 hours'/week lectures, 0 hours/week tutorial and 2-hour laboratory /week.

$$\text{Therefore, } C - 3 \times 1 + 0 \times 1 + 0.5 \times 2 = 3 + 0 + 1 = 4 \text{ credits}$$

**4.1.1 Theory and Laboratory courses:** Courses are broadly classified as Theory courses and Laboratory courses. A theory course consists of Lectures (L), and tutorial (T) hours. Practical (P) / Laboratory hours may be included in special cases. Laboratory courses consist of practical hours and may have tutorial hours in special cases. In addition, Seminar and Projects also carry credits.

Other academic activities like NSO/ NSS/ NCC, are awarded only a pass (PP) or not pass (NP) grades. A few courses are without credit and are counted under non-graded (NG) courses. Credits earned through SSIP and other similar activities as approved by PPAC shall be included in the transcript but not considered for calculating CPI.

**4.1.2 Seminars and Projects:** Some departments may prescribe seminar (S) or project (PR). Seminar is a course wherein under the guidance of a faculty member, the student is expected to do an in-depth study in a specialized area. Interim progress / End semester evaluation is based on the student's presentation before a panel of faculty members constituted for the purpose by the department. The panel will have instructor of the course as convener, one faculty member from within the department, and one from other than the parent department.

**4.1.3 B. Tech. Project (BTP):** Students in the sixth semester or later are normally required to do some innovative work related to her/ his branch (or field) under the guidance of a faculty member(s). Even if BTP is not the minimum requirement prescribed for a degree, a student can opt to do a BTP as additional learning, if s/he can find a suitable supervisor(s) to guide her/him. A committee of three faculty members of the department that include faculty advisor will judge the progress and award the grades.

#### **4.1.4 Undergraduate Research Awards (URA)**

- i. URA 1: For preliminary research/developmental experience in first three years of UG program with 2 credits (Not to be counted in CPI)
- ii. URA 2: For B.Tech. level Research Project (Without any additional credits) in recognition of exceptionally good work by measurable outputs such as Patents, Research papers, National recognition, etc.

**4.1.5 Field Visit(s):** A department may prescribe field visit(s) as an integral part of the degree. Students are taken through conducted tours to various industries, places of exemplary infrastructure to study various technologies employed by industries. Field visit(s) carries no credits and is evaluated as pass (PP) or not pass (NP).

**4.1.6 Summer Internships:** During the summer vacation, after the end semester examination in even semester, a student is placed with organizations/ enterprises/ public sector unit(s)/ government bodies, etc. for exposure or training to understand the formal communications, work culture and work ethics of the professional environment. Summer internship may be of duration of 4-6 weeks and it does not carry any credits. A student is evaluated as pass (PP) or not pass (NP). The students are expected to complete internship of a tenure total of 12 weeks, starting from the summer vacation after 1<sup>st</sup> year before the commencement of the 7<sup>th</sup> Semester, provided a student is not registered for summer course(s).

#### **4.2 Minimum credit requirements**

Each student is required to pass the prescribed minimum courses of the curriculum for her/his programme and to complete the minimum credits requirement for the B. Tech. Degree according to the structure prescribed by each discipline. Minimum number of credits is normally divided into credits earned in the following five categories of courses:

1. **Core courses:** A program may specify a set of courses that every student of that program must register for and must clear. They are compulsory courses and are sometimes referred to as Institute Core courses.
2. **Professional core courses:** A department may specify discipline-wise set of courses for each programs that every student of a specific discipline in the program must register for and must clear.

3. **Departmental elective courses:** A bouquet of courses offered by the department out of which the students must choose to register in order to fulfill the requirements of the discipline in the program and must clear. Department may also declare some specific courses offered by other departments a-priori as departmental elective courses. Departments shall specify the total number of credits that should be cleared with departmental elective courses.
4. **Open elective courses:** A bouquet of courses is offered by various departments of the Institute, which the students must choose to register from her/his own department or from any other department and clear. A department will allocate one or more slots for open electives in each program. Open electives are meant to widen the knowledge beyond the parent discipline and broaden the horizon by exposing the problems/areas in other disciplines. Departments shall specify the credits that should be cleared with open elective courses.
5. **Humanities and Social Science (HSS):** In order to have well-rounded development of the students, Institute specifies a certain number of credits to be earned by students amongst a bouquet of courses in HSS.

During the course of B. Tech. Degree a student nominally earns 175-185 credits, depending on the chosen discipline. This is nominally divided into Institute Core courses, Institute Electives Courses, HSS Electives, Open Electives courses, and Professional courses/ Departmental courses.

**4.3 Course Numbering System:** Each course is referred to by a course code and title. Course code for each course is an eight alphanumeric characters comprising of two alphabets followed by six numerals. An example of numbering shown below.

CE 204001 – CE/ME/EE/HS/CS/CE/PH – Discipline; 20 (first two numeric) – Academic Year of introducing the course, 4 (third numeric) - Programme year (1, 2, 3, or 4), 1 (fifth numeric) – Theory or Practical course, 01 (Last two numeric) – Code number

The courses generally progress in sequences. Hence, some courses may require passing certain courses as prerequisites. Students are expected to follow the semester-wise schedule of courses as per the prescribed curriculum. However, they may choose alternative schedules by adding additional courses. For students with backlog courses, rescheduling may become necessary. Such deviations should be done very carefully and always with the advice from the Faculty Advisor.

## 5. Additional learning, Minor and Honours

IITRAM offers an opportunity to those students who wish to utilize their surplus time for enhancing their academic pursuits to gain a wide exposure by choosing to credit an assortment of courses / projects anywhere in the Institute (subject to requirements of each of these courses being met). Students may take courses under the Additional learning, Minor, or Honours Programme.

## **5.1 Additional learning**

The course instructor may permit them to credit the course. Such courses shall not count towards the credit requirements and shall not be reflected in the grade sheet. These additional academic accomplishments will find a separate mention in the transcript of the student only in case if course is cleared. They may alternatively devote part or all the additional time for extra- curricular activities (including social work) if they so desire, and gain hands-on administrative/ managerial/ aesthetic skills or sensitivity towards social issues. Since the seats available in such additional courses are often limited, the instructor in-charge of the course may put extra conditions like higher CPI for the aspirants.

## **5.2 Minor**

Students may include a specialization in a discipline other than their parent discipline during the regular 4-year Bachelor's programme. This specialization is called a Minor, and is acknowledged as such on a student's grade sheet. A student may earn a minor if s/he does 15 credits (5 courses with minimum 3 credits per course) worth of additional courses in a discipline other than her/his major discipline of B.Tech. degree. These courses must be taken from the basket of courses offered by the respective department. This will be mentioned in the Degree Certificate as "Bachelor of Technology in XXX with Minor in YYY". This will also be reflected in the transcript, along with the list of courses taken.

- i. The department offering the Minors shall announce the courses offered for each Minor.
- ii. Students need to apply for one minor course per semester in any discipline except their own during their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> semester. Student opting for Minor should have done five (5) courses from Minors bouquet.
- iii. Rules regarding continuation of a Minor in case of failing and/or dropping a required Minor course are specific to the department / programme offering the Minor. Students need to contact the concerned department's Coordinator for details in this regard.
- iv. Application process for Minor shall be announced by the DOAP every semester two weeks before the dates of pre-registration. The process will be completed prior to pre-registration.
- v. For the award of the minor, all requirements towards the basic degree and the Minor have to be completed within the stipulated period of the program one is registered for.
- vi. The Institute may impose minimum number of student strength for running a Minor programme.
- vii. A student may apply for more than one Minor, subject to approval from DOAP.
- viii. The transcript will show the CPI of Minor courses separately without affecting the core CPI.

### **5.2.1 Eligibility for Minor**

- i. Students opting for Minor should not have any backlog. Admission to the Minor programme is subject to departmental CPI criteria, overall CPI ranking and availability of seats.
- ii. Student need to register for the minor course in each previously mentioned semesters to continue the programme.
- iii. A student must have accumulated 15 credits to get Minor through specified courses within a discipline / programme (minimum 5 courses to be done, one per semester).
- iv. In case the required 15 credits for Minors is not completed, Minors will not be awarded. However, the individual course credits earned will be reflected in the transcript as additional learning.
- v. A student may apply for more than one Minor subject to approval from DOAP.

### **5.2.2 Withdrawal from a Minor**

A student may withdraw from a Minor at any time by submitting an application forwarded by the Department Coordinator to the DOAP office. The courses that s/he has completed till withdrawal shall be mentioned in the transcript as additional learning and not counted for CPI or replaced by other courses.

### **5.3 Honours**

Honours is an additional credential a student may earn if s/he opts for the extra 12 credits needed for this in her/his own discipline. The concerned department specifies the set of courses for Honours. Honours is not indicative of class.

A student may earn honours if s/he does 12 credits (4 courses with minimum 3 credits per course) worth of additional courses within a discipline of her/his major discipline of B. Tech. degree. This will be mentioned in the Degree Certificate as “Bachelor of Technology in XXX, with Honours”, and will also be reflected in the transcript, along with the list of courses taken.

- i. The courses offered for each Honour shall be announced by the department offering the same.
- ii. Students need to apply for one honour course per semester within their discipline during their 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> semester. Student opting for Honours should have done four (4) courses from Honours bouquet.
- iii. A student may take Honour courses in any OE or DE slot, as advised by the FA.
- iv. Rules regarding continuation of a Honour in case of failing and/or dropping a required Honour course are specific to the department / programme offering the Honour. Students need to contact the concerned department's Coordinator for details in this regard.
- v. Application process for Honours will be announced by the DOAP every semester two weeks before the dates of pre-registration. The process will be completed prior to preregistration.

- vi. For the award of the honours, all requirements towards the basic degree and the Honours have to be completed within the stipulated period of the program one is registered for.
- vii. The Institute may impose minimum number of student strength for running a Honours programme.
- viii. The transcript will show the CPI of Honour courses separately without affecting the core CPI.

*NOTE: NUMBER OF credits to get HONOUR are less than MINOR to encourage multidisciplinary work!*

### **5.3.1 Eligibility for Honours**

- i. Students opting for honours should not have any backlog. Admission to the Honours programme is subject to departmental CPI criteria, overall CPI ranking and availability of seats.
- ii. Student need to register for the honours course in each previously mentioned semesters to continue the programme.
- iii. A student must have accumulated 12 credits to get Honours through specified courses within a discipline / programme. (minimum 4 courses to be done, one per semester).
- iv. In case the required 12 credits for Honours is not completed, Honours will not be awarded. However, the individual course credits earned, will be reflected in the transcript as additional learning.

### **5.3.2 Withdrawal from Honours**

A student may withdraw from Honours at any time by submitting an application forwarded by Department Coordinator to the DOAP office. The courses that s/he has completed till withdrawal shall be mentioned in the transcript as additional learning and not counted for CPI or replaced by other courses.

## **6. Academic Calendar**

The Dean of Academic Programmes (DOAP) office publishes the schedule of academic activities in an academic year in the Academic Calendar every year. It shall include the dates of registration, late registration, last date of document submission, first and the last days of classes, examinations, make-up examination, the deadline for final grade declaration, and vacation. The Academic Calendar shall be published on the Institute website.

## **7. Admissions**

Admissions to IITRAM is through Joint Seat Allocation Authority (JoSAA) for 50% of seats on PAN India level and through Admission Committee for Professional Courses (ACPC) for 50% of seats for students from Gujarat State in each of the disciplines as detailed below. The admission in all under graduate programmes is made in the Autumn Semester of each academic year.

- i. All students shall be required to pay prevalent tuition and other fees as prescribed by the Institute at the time of joining and in subsequent regular and summer semesters as long as they are on roll of the Institute.
- ii. A student already admitted to a programme may switch to another department or to a multidisciplinary programme through branch change, enhance his/her programme to include a minor in his/her existing programme. The rules governing these changes are discussed later.
- iii. The Institute reserves the right to cancel the admission of any student, and ask her/him to discontinue his/her studies at any stage of her/his career on grounds of indiscipline or inadequate academic performance.

### **7.1 Validity of Admission and Its Cancellation**

All students are admitted provisionally in a program subject to submission of copies of their mark sheets, provisional certificates, etc. of the qualifying examination and other documents by the last date specified for the purpose in the Academic Calendar. All provisional admissions shall be cancelled and the program shall be deemed terminated if the student fails to submit the necessary document by the specified date. The Institute may cancel the admission at any later time if it is found that the student had supplied false information or suppressed relevant information while seeking admission.

### **7.2 Change of Discipline**

An undergraduate student may request for change of discipline from the one in which she/he is admitted to another one. Such changes may only be requested at the end of the first year of the program through DOAP. The change of discipline is based on the academic performance, CPI, and the grades in the courses undertaken in the first year. The Institute shall ensure that by change of discipline, the enrolled capacity of any discipline shall not reduce more than 20% and the total number of students shall not exceed 110% of the allotted capacity of any discipline. In case of a tie, the grade distribution will be used to break the tie. A student with more high grades will be given preference over another tied student with fewer high grades. Once the new discipline is allotted, there is no possibility of further change either to a new discipline or going back to the original discipline.



## **8. Registration**

Registration at the beginning of each semester on the prescribed dates announced in the Academic Calendar is mandatory for every student until s/he completes her/his programme. The registration shall be in two parts – administrative registration and academic registration. The responsibility for completing both parts of this process rests with the students.

If a student does not complete the registration process within the specified time, s/he shall be deemed to be on unauthorized absence from the Institute and the Institute shall carry out suitable disciplinary action, including the termination of the admission.

A prior permission of the Programme and Performance Academic Committee (PPAC), is needed for valid late registration. Students are not permitted to re-register for the courses, which they have already passed. Without registration, any academic activity undergone by a student will not be counted towards the requirements of her/his degree.

### **8.1 Academic Registration**

The following category of students shall be required to make academic registration in the start of the semester as per the schedule given in the Academic Calendar of the Institute.

- i. All new students.
- ii. All new students who for any valid reason arrive later than the stipulated date for registration must obtain prior permission from Dean of Academic Programmes. They shall be treated as non-reporting students if they fail to do so.
- iii. All those students who received FR grade in any of the courses done in the previous semester.
- iv. All students who have successfully completed all earlier/previous semester courses.

All continuing students who do not register as per the schedule without appropriate permissions shall be liable for imposition of fines as per the rules of the Institute.

Practical trainings, field visits, projects also require prior registration. Since field visits involve logistics like permission from enterprises for the visits, transport arrangements, etc., a student can only register for field visits during semester time (and not during the vacations).

### **8.2 Administrative Registration**

At the beginning of each semester, before the commencement of classes of each semester, every student is required to be present on campus and validate her/his registration. Those students who fail to do so their names will not appear in the roll call and hence will be deemed unregistered. To complete registration;

- a. All students must pay for all dues, including the hostel dues, academic fees, any other dues that the Institute may prescribe from time to time etc. during the administrative registration.
- b. All students whose ID card expires must get it renewed as per the norms of the Institute.
- c. Any failure to do the administrative registration as per the stipulated timetable shall attract penalty, disciplinary action and/or termination of the program.

### **8.3 Registration in Summer Semester**

Institute may offer only backlog courses in the summer semester and those undergraduate students desirous of taking such courses may register for the summer semester. Students registering for summer semester can register up to maximum 3 courses with additional tuition fees for the same as per the Institute norms.

### **8.4 Minimum/Maximum Student registration in an Elective Course**

No Undergraduate / Post Graduate courses will run if the number of registered students is less than five (05) students. Courses without the minimum enrolment will be dropped. The students who had registered for these courses will be de-registered, and they will be given one more day for adding a course in lieu of the dropped course.

### **8.5 Registration for non-Graded units**

IITRAM believes in imparting a holistic stress-free education. All undergraduate students have been prescribed a cited number of non-graded units as core requirements for the undergraduate degree. These units can be earned over the complete duration of the programme through a combination of formal academic activity and informal co-curricular or extra-curricular activities. As the name suggests only satisfactory / unsatisfactory grades will be given. The list of courses shall be announced by DOAP every Semester.

### **8.6 Dropping of semester**

A student may opt or be advised to drop an entire semester with prior approval of PPAC on the request of the FA due to the following reasons:

1. During a semester, if a student finds that s/he is unable to cope with the studies and/or does not have sufficient exposure to most of the courses registered in that semester due to severe health problem(s). There could be some other valid reasons beyond her/his control; s/he can opt to drop the entire semester on advice from the Faculty Advisor and with the recommendation from the Department Coordinator. All these cases must be approved by the PPAC. In case of severe health problems, medical certificate(s) issued by designated Medical Officer of IITRAM is essential. If the medical certificate issued by other hospitals, and/or private practitioners, Medical Officer at IITRAM should duly authenticate the certificate.

2. If a student wants to work in an industry and enterprise or a social service organization with the aim to gain valuable work experience, s/he may opt for dropping a semester with prior approval from DOAP.
3. A student shall not be permitted to drop a semester after the awards of XX grade in end semester examination.
4. If a student drops the semester after the date of late registration, fees paid for that semester shall not be refunded or adjusted in subsequent semesters.
5. Such break from studies normally, is not permitted for a continuous period in excess of one year.
6. Hostel accommodation and use of other institutional facilities shall not be for the semester which the student has not registered.

### **8.7 Cancellation of Registration in a Course**

Registration of a student in a course may result in cancellation, if

- a. Found that s/he does not meet the pre-requisites of the course, or if
- b. There is a clash in the student's time table preventing her/him from attending the course.
- c. S/he is not eligible to register for that course for any other reason.
- d. Absence from classes without proper authorization. The instructor may recommend such de-registration of students up to four weeks prior to the last day of classes. The instructor should send de-registration recommendations to the PPAC Chairperson. The same information should also be sent to the concerned department. The 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. 'XX' GRADE shall be given in such cases.
- e. If a student is found to be absent from all academic activities for more than 20 working days (not necessarily contiguous) in a semester with or without sanction, then her/his registration from all the courses in that semester will be cancelled. The corresponding number of days of absence for a summer term is 10. In such cases, the result is a forced semester drop.

## **9. Late Registration**

Students are expected to complete the registration process (both academic and administrative) by the date specified in the Academic Calendar. In exceptional circumstances, they may be allowed to complete the process by the date of late registration after paying the late registration fee. This fee may be waived if prior permission for late registration is obtained. It may also be waived in case of unexpected events, such as illness or family emergency, when it may not be possible to take prior permission.

## **10. Academic Load in Regular Semesters**

The normal academic load is 18-25 credits per semester, depending on the discipline. Students may register for up to 30 percent less or 30 percent more credits than the normal load. Reduction in load is permitted on the recommendation of FA, with the approval of PPAC. Overloading of courses per semester will be allowed in case a student opts for Additional learning, Minor and Honour courses, Self-study courses (details as per Cl.11.1), with approval of PPAC.

## **11. Promotion and Discontinuation of Program, Probation and Warning**

- i. Students are expected to complete their programs within the nominal duration of years.
- ii. Each student is expected to earn at least  $SPI \geq 4.0$  and  $CPI \geq 4.5$  in each registered semester. If the performance of a student at the end of any registered semester is below this minimum acceptable level, then s/he will be placed on probation, a warning shall be given to her/him and intimation sent to the parents
- iii. A student placed on probation shall be monitored, including mandatory attendance in classes, special tutorials and mentoring.
- iv. As they clear their courses, they are promoted to the next semester/year.
- v. If the performance of a student on probation does not meet the criterion in item (ii) in the following registered semester, then the student programme is likely to be terminated.
- vi. There are three options available to clear the backlog courses as explained below:

### **11.1 Guidelines for Clearing Backlogs**

There are three options available to clear the backlog courses as explained below. The decision on allotting a self-study, summer term or repeat the course, for students having backlogs will be reviewed by PPAC at the beginning of every semester and the student shall be informed of its recommendations.

#### **11.1.1 Self-Study Mode**

- i. If a student has any backlog course, s/he may clear the course by taking them as a Self-Study course. The total number of such courses shall not exceed three courses in the total tenure of programme.
- ii. Students should apply for a self-study course through the FA of the student's programme and with appropriate recommendation of the Instructor in charge of the course. The list of students permitted for the self-study courses shall be as per PPAC sanction.
- iii. Normally, no formal lectures shall be held for a self-study course but laboratory, design and computation exercises may be conducted if they form an integral part of the course.

- iv. The course instructor will arrange for Mid and End semester examinations and other internal tests like quizzes etc. for assessment of the student during the semester.
- v. The self-study course will run during the total duration of the semester
- vi. A student can take maximum of three (03) self-study courses throughout the programme.
- vii. Normally not more than one course per semester shall be allowed as self-study.
- viii. The maximum grade that a student can get if s/he clears a course under this mode is 'BB'.

#### **11.1.2 Summer Term**

- i. The summer term is not a regular semester and only academically deficient students having backlogs are allowed to register
- ii. If a student has any backlog course, s/he can register for summer term to clear the backlog course.
- iii. Students may register for a maximum of three (03) courses in a summer term as advised by PPAC with additional tuition fees for the same as per the Institute norms.
- iv. In summer semester, there will be at least one Mid semester and End semester examination.
- v. A course in summer term shall be offered if there are sufficient number of students registered for that and a faculty instructor is willing to offer the course, as it would be during the summer vacation.
- vi. The maximum grade that a student can get if s/he clears a course under this mode is 'BB'.

#### **11.1.3 Repeat the course**

- i. For student(s) with more than four (04) backlogs at the end of any semester PPAC may advise the student to clear the backlogs first and then proceed to regular course of a semester.
- ii. The student may have to drop his regular semester courses, and take up the backlog courses running that semester. In no case the total number of courses allotted per semester will be more than the defined structure
- iii. This may lead to an extension in the completion of B. Tech. programme. The duration of extension may depend on the number of backlogs.
- iv. Student is eligible for the actual grade s/he secures for the dropped courses.
- v. Maximum duration to complete B. Tech. programme shall be six (06) years. After that, a special permission would be required from Academic Council to allow for continuation in the programme or else the programme may be terminated.

## **11.2 Appeal Against Termination**

- i. A student whose programme is terminated may appeal to the Chairperson, Academic Council, for re-reinstatement in the programme. In the appeal, the student should clearly explain the causes for the poor performance, including how those causes will not adversely affect her/his performance in the future.
- ii. The appeal should be routed through Department Coordinator, and will be entertained and discussed in PPAC. In case the department makes a favourable recommendation, it should clearly state the road map on
  - i. feasibility of completing the programme requirements,
  - ii. Identification of remedial measures for the problems leading to poor performance.
- iii. The PPAC shall take a final decision after considering all available inputs.

## **12. Exceptions to Regular Rules regarding Academic Load**

**12.1. Under-load:** Students identified as academically deficient (on academic probation) may register for up to 30 percent less credits than the normal load allotted for that semester. Generally, s/he may drop 2-3 courses out of total courses prescribed for that semester. However, final decision shall be taken by the PPAC.

**12.2. Over-load:** Student (s) may be permitted to take overload and register for additional courses along with regular academic load of that semester provided:

- i. Student is permitted to take self-study course as described above.
- ii. Students are allowed to take extra course(s) only when they need 10 or less additional credits to complete all the requirements of their programme when s/he is in final year of the programme and unable to complete his /her backlogs by any of the above specified modes.
  - a. Such extra course(s) may only be taken with the consent of the course instructor(s) on the advice of FA and shall be approved by PPAC.
  - b. Students should submit the list of the extra course(s) to the DOAP office in pre-final year to sort for necessary approvals.
  - c. Student has to register for all such extra courses as per the regular process.
  - d. All such extra courses will be shown on the student's transcript as an extra attempt to clear that course.
  - e. If the student chooses to do the extra course(s) on the basis of a letter grade, then the letter grade received in such extra course(s) will be counted towards SPI/CPI.
  - f. Courses credited as a part of Minors/Honours/Additional Learning Programme shall not be counted as Over-load as far as this section is concerned.

### **13. Attendance**

Attendance in all the classes is compulsory and is monitored. It is the responsibility of the student to maintain attendance. For every student, the institute expects full attendance in every course of degree programme.

- i. If a student remains absent from a class without sanctioned leave, then the course instructor may recommend deregistration of the student from the course.
- ii. A student not having 85% attendance in a course will not be allowed to appear in the end semester examination and XX grade will be awarded in this case. The student is required to register for the same course in subsequent semesters.
- iii. If a student is found to be absent from all academic activities in a semester without authorization for more than 20 working days contiguous or does not appear, without a compelling reason, for the end-semester examinations in all the courses in which she/he is registered, then her/his programme will be terminated.
- iv. However, due to minor illness and other reasons, absence up to 15% is considered on case to case basis. Before proceeding on medical leave, the institute doctor must be informed and before re-joining the institute, the student should obtain a fitness certificate from the institute doctor and submit it to Coordinator.
- v. However, Director General is authorized to take final decision for each of the case of less attendance based on the merit of the case.

#### **13.1 Leave of Absence**

Undergraduate students shall be allowed to leave from the institute during the inter-semester breaks as announced in the Academic Calendar. Prolonged absence without sanctioned leave may result in the cancellation of the term/semester on the recommendation of the PPAC (Programme and Performance Assessment Committee) and approval of the Director General / Director.

### **14. Conduct of Students**

- i. All students shall follow the conduct rules and exhibit an exemplary behaviour of a model citizen of the nation.
- ii. All students residing in Students Residence shall also follow the rules of accommodation and must ensure that conducts which are in violation of such rules are reported immediately to appropriate authorities.

### **15. Courses Offerings for a Given Semester**

The list of courses to be offered by a department / programme in the next semester is finalised before the pre-registration period in the current semester by the Head / Coordinator of the department in consultation with the faculty. Generally, for regular semester 22-25 credit courses per semester shall be offered. The courses to be offered are decided by

taking into consideration all the requirements of the programme. For the summer term, this list is finalised before the registration date for the summer term.

### **15.1 Conduct of Courses**

Instructor-in-charge is solely responsible for conducting the course. He is assisted at time by co-instructor(s), tutors, and teaching assistants. The Instructor-in-charge is responsible for holding the examinations, evaluating the performance of the students, awarding and submitting the grades to the Undergraduate office.

### **15.2 Work-Week and Class Timings**

The institute operates on a 5-day per week schedule. Classes are held Monday through Friday. Classes may be held on Saturdays and Sundays, as to make up for some holiday.

Extra classes may be scheduled by an instructor in consultation with the students registered in the course at a time mutually convenient to everyone to complete 40 hours load of the semester.

### **15.3 Evaluation and Performance Feedback**

The evaluation of students' performance in a course is a continuous process. Students' performance is evaluated through a mid-semester examination, an end-semester examination, quizzes (short-tests), assignments, laboratory work (if applicable), etc. The weightage of each component to determine the final grade in the course is decided by the course instructor. The instructor of the course informs the students about these weightages at the start of the semester.

## **16. Examinations**

The Examination Convenor in consultation with the Dean of Academic Programmes schedules the mid-semester and end-semester examinations during the periods specified in the Academic Calendar. In addition, the respective course instructor schedules a certain number of quizzes /tests during the course.

A half semester course has minimum two evaluations.

### **16.1 Quiz, evaluated assignments**

Continuous evaluation essentially means periodic checks through quizzes etc. A core course will have at least two quizzes/tests. These are scheduled one before the mid-semester examination and the other between the mid-semester and the end-semester examination.

In a core modular course, since it has only one examination, there will be at least one quiz. The instructor will decide the schedule and number of quizzes for other course.



## **16.2 Make-up Examination**

If a student, for bona fide reasons such as illness, etc., fails to appear in the end-semester examinations in one or more course(s), s/he may make a request to the Department Coordinator for a make-up examination. However, the intimation of such reason has to be given within a day of the last scheduled examination. In case of illness, a certificate from the Medical officer of the Institute should be submitted. Such students shall be awarded 'II' grades in the end semester examination as described later. Such make-up examination shall be conducted within 15 days of end of semester or at the beginning of the next semester.

If a student fails to appear in a mid-semester examination or quiz or to submit an assignment, etc., it is entirely up to the Instructor to decide whether or not to provide a make-up opportunity.

## **16.3 Results of Examinations and Quizzes**

- i. The results of mid-semester and other quiz as conducted by course instructor shall be declared within a week of the conduct of examination.
- ii. For end semester examination, the final grades shall be declared as per the date scheduled in academic calendar. Generally, it is within 3 days of last scheduled examination.
- iii. The graded answer books for all examinations/quizzes/assignments shall be shown to the student. It is the student's responsibility to be available at the time specified by the instructor for this purpose.
- iv. Answer books of the final examination after showing to students shall be saved by the instructor for a minimum of six months' duration.

## **17. Modes of evaluation of Courses**

### **17.1 Theory Course**

Student performance in theory courses is evaluated by quizzes, class tests, home assignments, group assignments, term projects, viva-voce, mid-semester test and end-semester examination. Relative weightage for in-semester evaluation is decided by the Instructor and should be conveyed to students. Relative weightage for in-semester evaluation is typically between 50-60%. This will consist of one mid-semester test of minimum two - hour duration of about 25-30% weightage to be held as per schedule fixed in the Academic Calendar. Two quizzes (or one quiz and one test), home assignments, group assignments, term project(s), viva-voce shall make up the rest of the assessment. The instructor may also set aside a maximum 10% of the in-semester marks for active participation in class and the initiatives shown by the student. Make-up for absence from any in-semester evaluations like mid-semester/tests/quizzes will be at the discretion of the instructor.

The end semester examination will be held as per the schedule fixed in the Academic Calendar and the relative weightage will be 40-50%. It is normally of three-hour duration and will cover the full syllabus of the course. The semester end examination is mandatory. The instructor awards an XX grade for those students not appearing in the end semester examination if they have sufficient attendance and satisfactory in-semester performance. Students are eligible for an end-semester re-examination only on medical grounds authenticated by the designated Medical Officer at IITRAM.

### **17.2 Practical examination**

The assessment in a laboratory course will be based on turn-to-turn supervision of the student's work, her/his performance in viva voce examinations, and group discussions. It is obligatory to maintain a laboratory journal as prescribed by the course instructor. In-semester work will normally carry 75% and the semester-end test 25% weightage respectively. The end-semester test may consist of a written test and/or experiment(s). The final examination for laboratory courses will normally be held a week before the final theory examinations. In case of absence from end-semester examination, the same rules as those for theory courses are applicable.

### **17.3 Evaluation of seminars**

Seminars are evaluated based on a written report, and an oral presentation before a panel of examiners appointed by the Head / Coordinator of the department on the recommendation of supervisor. The supervisor /co-supervisor, when involved, are part of the panel. Grades carrying grade points are awarded based on the quality of the report and performance in the presentation. The evaluation of the seminars should be completed so that the grades can be submitted to the academic office one week before the commencement of the end semester examination.

### **17.4 Evaluation of field visits**

The coordinator does the grading for the works / field visit from the concerned department based on attendance, participation in discussions during the visit, and any further criteria set by the department. Accordingly, the coordinator awards a Pass (PP) or NP (Not Pass) grade. The grades are sent to the academic office before the commencement of the semester-end examination.

## **18. Compensatory time to Differently Abled students**

All those students who are allowed use of scribe/ reader/ lab assistant will be given upto 20 minutes of extra time per hour. In case the duration of the examination is less than an hour, then the duration of additional time will be allowed on prorated basis. Additional time will not be less than 5 minutes and will be in the multiple of 5 minutes. Differently abled students must inform the instructors in advance regarding their need for compensatory time during examination.

## 19. Letter Grades and Weightages

For every course taken by a student, s/he is assigned a letter grade based on her/his combined performance over a semester in all the assessments in that course. The letters AP, AA, AB, BB, BC, CC, CD, DD, FR, XX, PP, and NP describe these grades. Each of these indicates a qualitative assessment of the student's performance and also carries the quantitative (numeric equivalent) called the grade point on the scale of 10 as per Table 1.

**Table 1: Grade Points**

Letter Grade	Grade Point	Remarks
AP	10	Academic Excellence
AA	10	Outstanding
AB	9	Excellent
BB	8	Very good
BC	7	Good
CC	6	Average
CD	5	Below average
DD	4	Marginal; Minimum passing grade
EE	0	Poor, to repeat /re- appear in exam
FR	0	Need improvement- Repeat the course
XX	0	Fail due to lack of attendance
PP	Pass	Do not carry any grade point
NP	Not Pass	Repeat the course or activity
II	--	Incomplete (due to illness)

PP grade is not used for the calculation of CPI/SPI.

### 19.1 Description of grades

*AP – Grade for Academic excellence:* AP grade can be awarded to less than or equal to 2% (or 1 in a course of student strength less than 50) of student strength with a Grade Point of 10 with a line of justification from a faculty member.

*AA grade is awarded to students for outstanding achievement.* Individual course coordinators may set a criterion for awarding an 'AA' grade. DD grade stands for marginal performance; i.e. it is the minimum passing grade in any course and the percentage requirements may be set different for different courses. Other grades vary between 'AA' and 'DD' as described above.

*EE – Grade for Students who failed to meet the passing requirements by less than or equal to 10% of passing marks.* EE – Grade can be awarded to students who failed to meet the passing requirements by less than or equal to 10% of passing marks, but have satisfactory performance in the semester. They would be allowed to appear for a make-up examination as described earlier. Such students can be offered a maximum of a 'DD' grade on clearing the course.

*II – Grade to support candidates who missed the exams due to illness.* II Grade can be awarded when a student does not appear for the final examination but has satisfactory performance in the semester. In such a case the student can appear for the make-up examination as described earlier, provided he/she produces a medical certificate from the institute doctor or a proof of emergency. In such case, there would not be any upper cap of grade for that course. An 'II' grade must, however, be converted by the Instructor-in-charge into an appropriate letter grade and communicated to the undergraduate office by the last date specified in the Academic Calendar. Any outstanding 'II' after this date shall be converted automatically into an FR grade. In the case of project courses 'II' may not be awarded for mere non-completion of the project due to lack of facility etc.

For few courses, 'PP-Pass' or 'NP-Not Pass' grades are awarded to the undergraduate students. For example: Introduction to Engineering and Programme, NCC / NSO / NSS, etc.

## **20. SPI and CPI**

In order to graduate, a student must clear all courses as per the respective programme curriculum, satisfying the minimum credit requirement in each course category.

### **20.1 Semester Performance Index (SPI)**

The performance of a student in a semester is indicated by a number called Semester Performance Index, SPI. 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 courses (theory / laboratory / 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, g5 respectively, then her/his SPI is equal to

$$SPI = \frac{C1g1 + C2g2 + C3g3 + C4g4 + C5g5}{C1 + C2 + C3 + C4 + C5}$$

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:

$$SPI = \frac{C1g1 + C2g2 + C3g3 + C4 * zero + C5g5}{C1 + C2 + C3 + C4 + C5}$$

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.

## 20.2 Cumulative Performance Index (CPI)

An up to date assessment of the overall performance of a student from the time s/he entered the Institute 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 up to two decimal places.

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

$$CPI = \frac{C_1g_1 + C_2g_2 + C_3g_3 + \dots + C_i * zero + \dots C_n g_n}{C_1 + C_2 + C_3 + \dots C_i + \dots C_n}$$

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 'X'+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

$$CPI = \frac{C_1g_1 + C_2g_2 + C_3g_3 + \dots + C_i g_i + \dots C_n g_n}{C_1 + C_2 + C_3 + \dots C_i + \dots C_n}$$

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.

## 20.3 Grade norms

- a. A student is considered to have passed a course if s/he obtains either DD or a better grade.
- b. The grade FR is awarded if in the opinion of the instructor:
  - i. The performance of the student is very poor,
  - ii. The student has inadequate exposure to the course, or
  - iii. The student engages in any kind of malpractice during the semester.

- c. The candidate with FR grade(s) will have to register for the same course(s) in subsequent semesters, as described under the guidelines to clear backlogs in earlier section.
- d. The grade XX is awarded:
  - i. If the student has less than 85% attendance in the course, or
  - ii. If the student has missed a significant number of in-semester evaluations for non-valid reasons.
- e. The candidate with an XX grade will not be allowed to take the end semester examination or make-up examination.
- f. The candidate with XX grade(s) shall be considered as a backlog and the guidelines to clear backlogs shall be applicable.
- g. Valid reasons for end-semester make-up examination (including the reasons mentioned elsewhere in this document) are;
  - i. Serious illness/personal accident of student and/or
  - ii. Serious illness/death/ accident of parent/guardian of student

Each of such cases is to be approved by PPAC.

- h. Academic malpractices: In case of malpractice during any of the in semester evaluations like assignments, quizzes, tests and examinations, the instructor(s) can award an FR grade in the course immediately and report it to the DOAP. If the DOAP feels that the seriousness of the situation warrants it, the matter may be referred to the PPAC and/or Academic Council and serious actions like termination for one semester/term or even from the programme shall be imposed.

## **21. Semester grade reports**

At the end of each semester, semester grade report (SGR) which reflects the performance of the student in that semester is prepared. Four copies of SGR are prepared. The students' copy will be disbursed by the academic office of IITRAM. A copy will be sent to the respective Faculty Advisor(s) for their information. The parents' copy of the grade report will be dispatched to their respective addresses by the academic office. The office copy of the SGR will be retained by the academic office for their record. The SGR of the student with the EE or II grade (as described earlier) is prepared only after this grade is converted to a suitable grade after the make-up examination. When a failed course with FR grade is cleared at later semester, no new modified grade report for that semester in which the failed grade was awarded will be issued. It shall reflect in the grade sheet of the semester in which it is cleared.

## **22. Transcripts**

The transcript is the consolidated statement of the academic performance of the student for all the semesters since joining the programme and is given to a student on successful completion of programme. Student, who has taken multiple attempts to clear a course, the

transcript will reveal the grade obtained only when s/he clears the course. The course will however be shown in the earlier semester with FR grades with a \* mark indicates that the student has finally cleared the course. The transcript will list all the courses with a semester-wise record of grades with SPI and CPI. Additional courses will be shown separately indicating minor/ honours earned by the student if institute offers such courses.

## **23. Award of Degree and Medals**

### **23.1 Award of degree**

On successful completion of the prescribed requirements for the B. Tech. programme the required degree will be conferred on a student in an annual convocation of the institute. The degree certificate will indicate the relevant branch and specializations if any in the engineering branch in which the student has graduated (For example, Bachelor of Technology in Civil Engineering/ Bachelor of Technology in XXX with Minor in YYY/ Bachelor of Technology in XXX with Honour). Along with the degree certificate, the student will be given a transcript giving semester-wise details of academic accomplishments. The additional courses taken will be separately mentioned in the transcript. An overall CPI for all the academic work done by the student will be given. For conferment of the degree, a student has to fulfil the following requirements:

- i. The student should have taken and passed all the courses prescribed for the degree.
- ii. He/she should have satisfactorily fulfilled other academic requirements like practical training, field visits, seminars and projects as specified by the discipline.
- iii. The student should have paid all the dues to the institute.
- iv. The student should have no case of indiscipline pending against him/her.

The final degree certificate will not mention any class whatsoever. Only the CPIs will be given in the transcript.

### **23.2 Award of medals**

To promote and recognize academic excellence, constructive leadership, and overall growth and development of students, the Institute awards a number of prizes and medals established by the Institute on its own or through endowments/grants made by donors, with the approval of the Board of Governors.

## **24. Change and Modification of Academic Policies**

Academic policies should be reviewed by PPAC every year before the commencement of a semester and changes /modifications should be recommended to Academic Council for approval. On the other hand, in the interest of students or in the interest of the institute, any formal or informal decision taken by PPAC, DOAP/ADOAP, DOSA/ADOSA, Faculty Advisor, or any other institute body may be changed by the Director General (DG) of institute.

## 25. Plagiarism Policy

Definitions pla-gia-rism (noun \ 'plā-jə- ,ri-zəm \): the act of using another person's words or ideas without giving credit to that person pla-gia-rize (verb \ 'plā-jə- ,rīz \): to use the words or ideas of another person as if they were your own words or ideas (<http://www.merriam-webster.com/dictionary/plagiarize>). Students copying from each other or from any other sources (including Internet, books, monographs, research papers, etc.) for their academic activities without giving proper reference to the original source fall under plagiarism.

At IITRAM, plagiarism is strictly prohibited. A case of plagiarism will be dealt by DPPAC and could be referred to the institute disciplinary action committee; the committee, depending upon the severity of the case may give FF in the course, suspend the student for a certain period, or may expel the student from the institute. A faculty has the right to check the students' submission at any time and take necessary action. It is the responsibility of students to ensure the originality of their work, be aware of this policy and abide by it.

### **Rules at a Glance (Refer to manual for details)**

1. **The Academic Calendar** showing important activities with dates such as pre-registration, exams, and vacations, etc. is available on the website. It contains all the important dates.
2. **The course curriculums** for all UG programmes are available on the institute website.
3. All students have to do **online academic pre-registration** for courses to be taken next semester during the specified preregistration period.
4. Students availing the **summer term** can register for a **maximum of 3 courses with paying additional tuition fees as per institute norms.**
5. Questions regarding change / addition to the parent programme (**minor, honours, etc.**), students may consult the FA/DOAP.
6. Information regarding **financial aid and scholarships** is available from the DOSA website.
7. In case of any complaint related to **sexual harassment**, students should contact the Internal Complaints Committee (ICC).
8. In case of any complaint related to **caste discrimination**, students should contact the Internal Complaints Committee (ICC).



## **FAQ: Most frequently asked questions**

### **Q.1 Do I have to register for courses strictly as per the curriculum?**

Course curriculums are advisory in terms of when specific courses need to be done. It is advisable that compulsory Institute core courses should be done as per curriculum because there is no guarantee that the instructor will allow you to register if you are taking it at a time other than the one specified in the curriculum. For Department Core and Department Electives, please consult your FA/ course instructor. Consult FA / course instructor for pre requisite requirements of a succeeding course.

### **Q.2 What happens if I do not do academic pre-registration?**

You may do it at the time of Final Registration as specified in the Academic Calendar after paying a penalty fee for not doing academic pre-registration. However, in special circumstances this penalty fee may be waived if you are on authorized leave.

### **Q.3 When and how can I apply for branch change?**

You may apply for Branch Change at the end of your second semester. The DOAP office will send out a call for applications, and you need to apply on the specified form by the given deadline.

### **Q.4 When and how can I apply for Honours or Minor?**

Refer to Section 5 in the Manual.

### **Q.5 How are weightage of different evaluation components decided for a course?**

Each instructor will announce the weightage for mid-semester, quiz, seminar, end-semester etc. at the beginning of the semester for each course.

### **Q.6 What is the passing grade, and what is the minimum CPI for graduation?**

The passing grade is DD. For all B Tech programmes, the only graduation requirement is successful completion of all the credit requirements specified in your curriculum.

### **Q.7 Can I repeat a course to improve my grade?**

No, if you have passed a course with a DD grade, you may not repeat it. You are required to repeat a course if you receive –FR in it.

### **Q.8 Can I drop a course if I am not performing well in it?**

You cannot drop the compulsory courses listed under each semester. However, for Electives drop is allowed till the last date as prescribed.

### **Q.9 Can I take courses in the summer term?**

Summer courses are primarily for clearing backlogs to ensure timely graduation.

### **Q.10 Can I take leave during a semester?**

In a semester, you may apply for a maximum of 10 days of leave for valid medical reasons, and/or a maximum of 5 days for family emergencies. You are responsible for making up any missed work during this period; the instructor is not obliged to provide any make-up assignments, quizzes, exams, etc. for those missed while you are on leave. For end-semester examinations, a make-up will be provided for those with CMO (IITRAM Medical Officer) certified leave or any other compelling reason for absence during the exam period.