



INDIAN INSTITUTE  
OF TECHNOLOGY  
**PALAKKAD**

**Regulations for**

**UG Program - IIT Palakkad**

**(Applicable to 2022 admission students onwards)**

**R.1 Eligibility for admission to BTech program**

Anyone who has cleared higher secondary examination or equivalent and is qualified in Joint Entrance Examination (Advanced) will be eligible for admission to the BTech program of IIT Palakkad. The eligibility criteria for attempting JEE Advanced is as per the decisions of the Joint Admissions Board (JAB) from time to time.

**R.2 Structure of the B.Tech program**

IIT Palakkad adopts a credit-based system. The main feature of such a system is that courses are not attached to a fixed semester. Sequencing of courses is guided only by prerequisites. A student is free to take any course in any semester provided she has done all prerequisite courses required for that particular course. The credit-based structure of the BTech program has been outlined in the following.

- 2.1. The BTech program will be of 8 semesters duration.
- 2.2. Every Discipline of the program will have a curriculum and syllabi for the courses approved by the Senate.
- 2.3. The curriculum should be so drawn up that the **minimum** number of credits for successful completion of the BTech program of any stream is **144 credits**.
- 2.4. **Credits:** Teaching and evaluation of the courses shall be reckoned in credits. Credits are assigned to the courses based on the following general pattern:
  - One credit for each lecture hour per week, lecture hour being defined as 50 minutes
  - One credit for each tutorial hour per week, tutorial hour being defined as 50 minutes
  - Two credits per laboratory for a practical session of 3-hours duration per week or one credit for a practical session of 2-hours duration per week.
- 2.5. The program of instruction for each BTech stream consists of:
  - Institute Common Core: 42 credits  
(Physics 3, Physics Lab 2, Chemistry 3, Chemistry Lab 2, Mathematics 8, Technology and Society 2, Life Sciences 2, Ecology and Environment 2, Engineering Mechanics 4, Workshop Practice 4, Engineering Drawing 3, Engineering Design 3, Computer Programming 4 )
  - Professional Major: 63 credits with a minimum of 15 credits of Professional Major Elective (PME) courses.
  - Humanities and Social Sciences Electives (HSE): 9 credits
  - Science and Mathematics Electives (SME): 6 credits (A stream can decide to make a maximum of 3 credits under Science and Mathematics Electives mandatory for students of that stream).
  - Open electives (OE): 15 credits (Under this category, a student can take any course offered in the institute if she satisfies the prerequisites for that course).
  - Project: 9<sup>1</sup> credits.
  - **Prerequisites:** If a course mentions another course to be a prerequisite, then the

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<sup>1</sup> BTech Project (BTP) is optional and is an elective for 6 credits. While a student can credit multiple Open Ended Lab/Projects (OELPs with 3 credits each) courses, only one BTP can be credited. If a student wishes to work on a BTP outside of the stream, apriori approval must be obtained from the parent stream. Project credits can also be earned for external projects.

student must earn Good (G) or Very Good (VG) in the attendance grade of the course(s) mentioned as prerequisite(s). If a student is awarded W grade in a course, then she cannot register for any subsequent course that requires the course in question as a prerequisite. (See R13)

- **General courses (GN)** are also included in the curriculum. The general courses such as Participation in National Service Scheme (NSS) / National Sports Organization (NSO) are designated as GN and are categorized under Course/s without Credits (CWC).

**2.6.** Internship: The internship is optional. However, students will be encouraged to take up internships. These will be treated as pass/fail courses without credits.

**2.7.** A student can earn more credits than the requirement of 144 by registering for more courses (see R6.3). The credits earned in these additional courses will be recorded in the grade sheets as “additional courses” and will not count toward the calculation of CGPA. A student can take up to 18 credits of additional courses.

**2.8.** Normally, a student is expected to complete a BTech programme in 4 years (8 semesters). Maximum duration allowed is 6 years (12 semesters) excluding the period of break that the student may have taken on valid grounds. The number of academic credits that a student can register for in a semester is governed by the following.

Maximum credits – 21 (and never more than 24)

Minimum credits – 9

In special situations, such as when a student can complete the programme by taking just one course, the student may be allowed to register for less than 9 credits with permission from the Dean (Academics).

**2.9.** A student will have to register in all the core courses listed in the curriculum of her stream of specialization and successfully complete all of them.

**2.10.** In the entire duration of the B.Tech program, students are permitted to register for a maximum of one Program Major Elective (PME) and one Open Elective (OE) course duly approved by the Senate as an online MOOC/NPTEL course provided that no similar course is offered simultaneously at the institute. The online courses will not be considered for CGPA calculations. When a student is permitted to be away from the institute for reasons such as doing a project in an external organization, the student will be allowed to register for an online course even if the course is the same as that offered in the Institute simultaneously.

**2.11. Exit options:** Any student who leaves the programme that she has joined can get a transcript indicating all the courses completed by her up to the time of exit. In addition, the following degree options are available in case of an early exit from the program:

1. Pre Degree in Engineering, if a student completes the Institute common core at the time of exit.
2. Intermediate in Engineering, if a student completes the Institute common core + 50 % credits from each of the remaining categories at the time of exit.

**2.12. B.Tech with Honours**

**2.12.1 Eligibility to pursue BTech with Honours**

The eligibility for opting for an Honours course starting from the 5th semester requires that the student concerned should consistently maintain a minimum CGPA of 7.5.

### 2.12.1 Award of BTech with Honours

BTech with Honours is awarded to students who successfully earn 12 additional credits from courses in the Program Major Elective (PME) category, over and above the credit requirements of a B. Tech program in their respective disciplines, and secure a CGPA of at least 8.5 at the time of graduation. The CGPA calculation will include the additional PME courses credited towards honours. A student should claim for a BTech with Honours at least one semester before the expected completion of the program.

Alternatively, *B. Tech with Honours (by Research)*<sup>2</sup> will be awarded to students, who take up research work and submit a Honours thesis, satisfying the following.

1. The student must satisfy all the requirements of the B. Tech degree and maintain a CGPA of 8.5 or higher at the time of graduation.
2. The research work must be carried out under the supervision of at least one faculty member of IIT Palakkad. The Honours thesis shall be submitted to the Academic Section at least two months before graduation and shall be evaluated by two examiners other than the supervisor(s) within IIT Palakkad. B. Tech with Honours (by Research) will be awarded to a student only if the examiners find the thesis suitable for the degree.
3. The Honours thesis must be different from the work taken up as B. Tech Project.

### 2.12.2 Eventuality of NOT securing appropriate Grade for B.Tech with Honours

In the event that a student fails to meet the requirements of award of B Tech Honours at the time of graduation, she would not be eligible for the award of Honours degree. However, the credits earned in the courses taken by the student concerned will be recorded in the grade sheet as “additional courses” and will not count towards calculation of their CGPA. The surplus Professional Major Electives in which the student has secured lower grades will be listed as additional courses.

In case of the Honours (by Research) option, if the examiners do not find the thesis suitable for the degree, the student will not be eligible for the award of the Honours (by Research) degree<sup>2</sup>.

### 2.13 BTech with Minor:

A minor stream consists of a basket of courses. Such baskets with the title of the Minor program are designed by a Department or a group of Departments. A student is awarded a minor in a particular title if she earns a minimum of 12 credits (outside the PME and PM Core) by taking courses from that particular basket. These 12 credits may be within the minimum credits required for BTech in the major discipline. A student should claim for Minor at least one semester before the expected completion of the program. A student cannot obtain more than one minor, but she can obtain a minor and honours together by satisfying the requirements of both.

### 2.14 BTech + MTech Dual Degree: Minimum duration 10 semesters. Minimum credit requirements: 180 credits with 130 credits from BTech courses and 50 credits from MTech courses, and MTech Project.

#### Upgradation from BTech to BTech + MTech dual degree

**Eligibility:** Students who have earned at least 108 credits within the first 6 semesters from courses in their BTech programme and have a CGPA of 8 (with the usual relaxation for

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<sup>2</sup> Modified as per 21st Senate recommendation.

various categories) are eligible for upgradation. The CGPA is to be computed at the time of upgradation. They are eligible to pursue any MTech programme in IIT Palakkad that accepts their original BTech degree as an eligibility for Admission. The BTech part of the dual degree will be awarded in their original discipline.

**Selection:** Eligible students should apply for upgradation at the end of the sixth semester. Selection will be done through a test and/or interview by a panel of faculty members running the target MTech Programme.

**Fellowship:** Students who upgrade to the dual degree are eligible for Half-time Teaching Assistantship (HTTA) similar to regular MTech students, from the beginning of the 9th Semester. The maximum period of the fellowship will be one year.

**Exit options:** The students who upgrade to the dual degree programme may be permitted to exit with the BTech degree alone any time before the beginning of 9th semester, provided they complete all the requirements of the original BTech Programme. If a student wants to withdraw from the program, after she has begun the 9th semester, she will be given the BTech part of the degree, only after the end of the 10th Semester, upon successful completion of all requirements for the BTech degree.

**2.15 BTech with double major:** Minimum duration 10 semesters. Minimum credit requirements: 180 credits with the following breakup:

Should complete the prescribed credits from Institute Common Core, Professional Major Core from both the disciplines, Humanities and Social Sciences electives, Science and Mathematics electives, and Project. The remaining credits should be obtained from PME and open electives.

Among the two majors, the one to which the student was originally admitted will be called the first major in which the student has to earn all the credits prescribed for stream core and stream electives. The other will be the second major, in which the student needs to only earn the credits prescribed for Professional Major Core.

**Eligibility:** Students who have a CGPA of 8 or more (with the usual relaxation for various categories) are eligible for upgradation. The CGPA is to be computed at the time of upgradation.

**Selection:** Students who wish to opt for BTech with a double major should apply before the beginning of her fifth semester. Selection will be done based on CGPA at the end of the 4th semester. In case of a tie in CGPA, JEE rank will be referred to. The number of students admitted to the second major in a branch will be capped at 20% of the sanctioned strength of that branch, in the year the student was admitted in the institute, in each category.

**Exit options:** If a student wants to exit a double major program, she will be given the BTech degree in her original discipline, upon successful completion of all requirements and minimum duration of the BTech degree.

**2.16 Medium of Instruction:**

The medium of instruction, examination, seminar and project reports will be English.

**R.3 Faculty Advisor (FA)**

3.1 To help the students in planning their courses of study and for getting general advice on the academic programme, the concerned Department will assign a certain number of students to a faculty member, who will be designated as Faculty Adviser.

The duties of a FA include:

- Advising the students to register for courses as per the curriculum, or within the scope of the BTech Regulations set by the Senate from time to time.
- Approving the registration / enrolment of the students.
- Advising the students to drop one or more courses / activities based on their academic performance, as per rules.
- Paying special attention to academically underperforming students and carefully monitor the progress of such students.
- Guiding students for good academic performance

**R.4 Class Committee**

For all semesters of BTech program, Class Committees (CC) will be constituted as follows:

- 4.1. The CCs for institute core courses will be constituted by the Dean (Academics). The CCs for discipline core / discipline electives will be constituted by the departments.
- 4.2. The number of courses in a CC should be typically eight or less.
- 4.3. In any CC there should be at least three student representatives. Each course should be represented by a student. A student representative can represent more than one course.
- 4.4. The basic responsibilities of the CC are:
  - To review periodically the progress of the courses, to discuss issues concerning curricula, syllabi and the conduct of the classes including the method of teaching in the respective courses for ensuring effective learning.
  - The mode of assessment for the course will be decided by the teacher in consultation with the CC, and will be announced to the students at the beginning of the semester.
  - The final CC held after a week of the end-semester examination, without the student members, will be responsible for the finalization of the course grades/semester results.
- 4.5. The CC is required to meet a minimum of three times in a semester, first at the beginning of the semester, then once, twice or more during the semester to discuss teaching-learning aspects, and once after the end-semester examination to finalise the grades.
- 4.6. The CC meetings shall be appropriately minuted, and its recommendations concerning the teaching-learning activity and students' performance and attendance shall be reported to the constituting authority and Dean (Academics).
- 4.7. The CC minutes shall be shared with the Faculty Advisors of the students attending core subjects.

**R.5 Change of Branch**

- 5.1 Those students who have earned all the 1000-level Institute Common Core credits in their first academic year after admission and has not faced any disciplinary action related to academic matters, will be eligible for consideration of change of branch subject to the availability of vacancies.
- 5.2 The performance in these institute common core courses will be the basis for consideration

for change of branch. In case of a tie in CGPA, the JEE rank is referred to.

- 5.3 In making a change of branch, the strength in each category of a batch in a BTech stream should not fall below the existing strength by more than 10% of the sanctioned strength and should not go above the sanctioned strength by more than 10% of the sanctioned strength.
- 5.4 A minimum of one student in each category will be eligible for consideration for change of branch from each discipline and to each discipline at the end of the first year.
- 5.5 If an eligible student with a higher CGPA within a category is not offered a particular branch because of other constraints, this should not be offered to any other students within the category with a lower CGPA even if she is eligible on the basis of the existing norms.

## **R.6 Pre-Registration and Enrolment**

- 6.1 Except for the first semester, registration for a semester will be done during a specified week before the end-semester examination of the previous semester.
- 6.2 From the second semester onwards, all students have to enroll on a specified day at the beginning of each semester. A student will be eligible for enrolment only if she has cleared all dues to the Institute, Hostel and Library up to the end of the previous semester and provided she is not debarred from enrolment on disciplinary grounds. Late enrollment will be permitted up to two weeks from the last date specified with a late fee as decided from time to time.
- 6.3 BTech students are eligible to take extra courses apart from the courses prescribed in the curriculum. A maximum of 18 credits can be taken by a student in the entire program.

## **R.7 Contact Courses**

- 7.1 A contact course may be offered during the regular semester or in summer vacation by any Discipline, to students who have obtained a “U” grade in a core course when a teacher who is willing to offer this course is identified by the Discipline.
- 7.2 No student should register for more than two contact courses during the semester or in summer.
- 7.3 The contact course will not be offered if a regular course is offered on the same subject during that period.
- 7.4 Final year students who are desirous of registering for a contact course, should make a request, in the prescribed form, to the Dean (Academics) through the Faculty Advisor well before the commencement of the semester in which the contact course is to be taken.
- 7.5 The assessment procedure for a contact course will be similar to that of the regular semester course.
- 7.6 Withdrawal from a contact course is not permitted.

## **R.8 Minimum requirements to continue in the program**

- 8.1 A student should earn a minimum of 9 credits (or, whatever is remaining if less than 9 credits) with a minimum GPA of 5 in each semester to enroll for the subsequent semester. It should be noted that the program should be completed by a student within the maximum duration of six years, excluding any breaks. If a student fails to meet this requirement for the first time, she will be issued a warning. If this happens for two consecutive semesters, she will be terminated from the programme.

**R.9 Temporary Discontinuation / withdrawal from the programme**

9.1 A student may be permitted by the Senate to withdraw from the program for a semester or longer for reasons of ill health or other valid grounds such as family calamities, internship, implementing some novel idea, starting an enterprise, developing a new product etc. Normally a student will be permitted to discontinue from the program only for a maximum continuous period of two semesters. The student shall get her application forwarded through the Faculty Advisor to Dean (Academics)

**R.10 Maximum and Minimum duration of the program**

- 10.1 A student is expected to complete the BTech/BTech (Honours)/BTech with minor program in a total of 8 semesters. Even if a student completes all the credit requirements of a BTech program before 8 semesters, she will be awarded the degree only after the end of the 8th semester.
- 10.2 Under no circumstances will the student be permitted to take more than 12 semesters to complete the BTech Program.
- 10.3 A student is expected to complete BTech+MTech Dual Degree / BTech with a double major program in a total of 10 semesters. If a student completes all the credit requirements for these programs before 10 semesters, she will be awarded the degree only after the end of 10th semester.
- 10.4 Under no circumstances will the student be permitted to take more than 14 semesters to complete a BTech+MTech Dual Degree / BTech with double major program.

Note: All timelines mentioned above are excluding the semesters withdrawn as per R.9

**R.11 Termination from the program**

A student may be terminated from the program under the following circumstances:

- 11.1 A student will be terminated from the program if she does not fulfill the course credit requirements mentioned in R.8.
- 11.2 If the student is absent for more than six weeks in a semester without leave sanctioned by the institute.
- 11.3 Under disciplinary grounds.
- 11.4 On having been found to have produced false documents or having made false declarations at the time of seeking admission.

**R.12 Discipline**

- 12.1 Students shall follow the **Code of Ethics and Honour** prescribed by the Senate of the Institute and conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance.
- 12.2 Every student is required to observe decorous behaviour towards faculty, staff, fellow students, and guests of the institute.
- 12.3 Any act of indiscipline of a student reported to Dean (Academics) will be referred to the Institute Disciplinary Committee constituted by the Senate, for enquiry and for suitable action, if the charges are substantiated. The recommendation will be forwarded to the Senate for appropriate action.
- 12.4 In cases of action by the Disciplinary Committee, the student may appeal to the Chairman, Senate, whose decision will be final.

**R.13 Attendance**

- 13.1 Students are expected to have 100% attendance in all the courses. The minimum attendance



requirement for the completion of any course is 85%.

- 13.2 Students are responsible for their attendance and should keep track of their attendance in a course. The student can confirm her attendance with the instructor at any point during the semester.
- 13.3 The percentage of attendance will be indicated in the Grade Card by a letter code as follows:

Attendance(%)	Remarks	Code
≥ 95	Very Good	VG
85 –94	Good	G
<85	Poor	P

It is mandatory that a student should have a minimum attendance of 85%.

- 13.4 The teacher handling a course finalizes the attendance 3 calendar days before the last instructional day of the course in the semester. The particulars of all students who have attendance less than 85% in that course shall be submitted to the Academic Section, by the instructor, within two days after the last instructional day.
- 13.5 Students who have less than 85% attendance will not be permitted to appear in the end-semester examination without the permission of the Dean (Academics). Her registration for that course will be treated as canceled, and she shall be awarded a “W” grade (See R.19.1) in that course. This grade shall appear in the grade card and transcripts.
- 13.6 In the event a student falls short of the minimum attendance requirement due to unforeseen circumstances, condonation of shortage of attendance may be considered and decided by the Dean (Academics).

#### **R.14 Assessment Procedure**

The assessment of Lecture based courses should be done by a component of Sessional Evaluation with a minimum weightage of 40% and a final evaluation with a minimum weightage of 40%.

The assessment of the Laboratory based courses should be done by a component of sessional evaluation based on regular Lab sessions with a minimum weightage of 60% and a final evaluation with a minimum weightage of 20%.

Within the above constraints, a detailed method of evaluation for a course will be decided by the instructor in consultation with the class committee and informed to the students at the beginning of the course.

#### **R.15 Evaluation of Project Based Courses**

- 15.1 Each stream / discipline / department will nominate a Coordinator for every project-based course.
- 15.2 The Coordinator is the point of contact for all administrative matters of the course.
- 15.3 Students are required to submit a project report as well as give a presentation on the work done as part of the project to an evaluation panel at the end of the project.

- 15.4 A project may be done alone, or in groups of two students. A group of students may submit a single report. The students may be quizzed separately during the project presentation.
- 15.5 Students are assigned letter grades based on the work done as part of the project by an evaluation panel, constituted by the project guide(s), that consists of at least one faculty member other than the project guides.
- 15.6 The panel shall follow absolute marks/grading when assigning letter grades to students. If required, in cases where a project is undertaken by a group of two students, individual students may be awarded different grades.
- 15.7 All students who are recommended for the award of a 'S' (Outstanding) grade by the panel will have to present their work again to a larger stream / discipline /department-wide Project-evaluation committee. Such a presentation may be part of Institute-wide events that showcase technical achievements by students of the Institute. If the Project-evaluation committee overrules the panel recommendation for 'S' (Outstanding) grade, the student will be awarded A grade in the project.
- 15.8 Students and Project mentors shall approach the Project-evaluation committee in case of any grievances.
- 15.9 Detailed feedback on the progress of the student may be given by the mentor to the students regularly. It is recommended that at least one such feedback given by the mentor to the students is recorded by the Coordinator around the middle of the semester so that the Project-evaluation committee can refer to the same in case of any grievances.

#### **R.16 Project work in external organizations**

- 16.1 Dean (Academics) shall examine and approve the requests from students to do the project in external organizations, to meet the course requirements, under the following conditions.
- 16.2 There will be an internal Guide from the discipline for each external project and this should be decided / identified along with other projects. There should be an External Guide from the Organisation where the project work is carried out.
- 16.3 The minimum duration of external projects should be as per the curriculum requirements and hence it needs to be planned well in advance.
- 16.4 For academic evaluation/procedures, the internal Guide will be the sole point of contact who is free to discuss with the External Guide in matters of evaluation and if need be, the external Guide may be invited to participate in the evaluation process in person or over Video Conference.
- 16.5 The student should ensure that he or she is not under a non-disclosure agreement with the external organisation which prevents him or her from presenting the work in front of the project evaluation panel and including the results in the project report. The project evaluation will be done based only on the content that is part of the presentation as well as the report.

#### **R.17 Supplementary Examination**

- 17.1 Students who get "U" grade and attendance grade "G" (Good) or "VG" in a lecture based core course are eligible to seek a Supplementary Examination.
- 17.2 For taking Supplementary Examinations, the students need not attend classes in that course once again. The attendance grade earned in the earlier examination will be retained for the Supplementary Examination.
- 17.3 For those students who take the Supplementary Examination during the same semester in which they have done the regular course or in the following semester, the end semester

examination alone is given as a Supplementary Examination and the Sessional / internal marks already secured by the student in that course will be taken into account for finalizing the grade, and the same cut-offs for the grades shall be used. In case of those students who take the Supplementary Examinations in later years, if offered, the Supplementary Examination will carry 100% weightage. In such cases, the maximum possible grade to be awarded will be D and the cut off for grades will be decided by the instructor conducting the Supplementary Examination.

- 17.4 Normally, the Supplementary Examination will be held during the Supplementary Examination week as per the Academic Calendar approved by the Senate from year to year. In certain situations, it may also be conducted at some other time. In addition, a regular end-semester examination may also be treated as a Supplementary Examination for some students with a backlog in that course.

### **R.18 Make-up Examination**

- 18.1 Students who have missed the tests or end-semester examination for valid reasons are eligible for a make-up examination.
- 18.2 The students should make an application to the Dean (Academics) within a week, from the date of the examination missed, explaining the reasons for their absence.
- 18.3 To request for a make-up examination due to medical reasons, the student staying in IIT Palakkad Hostels should produce a Medical Certificate issued by a Registered Medical Officer stationed in Palakkad that she was indisposed / admitted in the Hospital during the period of the missed test / exam. Outstation medical certificates will be accepted only if the treatment / hospitalization is outside Palakkad. Such certificates should be endorsed by parent/guardian.
- 18.4 A slot-wise make-up examination for the end semester will be held during the makeup/supplementary week as announced by the Academic Section for those who are permitted to take the make- up examination.
- 18.5 A student who misses this make-up examination will not normally be given another make-up examination. However, in exceptional cases of prolonged illness resulting in the student missing a make-up examination, the Dean (Academics) may permit the student to appear for the make-up examination on a different date.
- 18.6 A student who missed tests and the end semester examination in the same course due to genuine reasons such as illness, family calamities etc., may be permitted to write a make-up examination for the missed end-semester examination alone. In such exceptional cases, the Dean (Academics) can permit changes in the Make up Examination rules, including assigning full weightage to end semester examination taken through the Make Up Examination route.

### **R.19 Letter Grades**

- 19.1 Based on the performance, each student is awarded a final letter grade at the end of the semester for each of the registered courses. The letter grades and the corresponding grade points are as follows.

<b>Grade</b>	<b>Grade</b>	<b>Remarks</b>
S	10	Outstanding
A	9	Excellent

B	8	Very Good
C	7	Good
D	6	Satisfactory
E	4	Marginal
U	0	Unsuccessful

W	0	Failure due to insufficient attendance
I	0	Incomplete
Y	0	Completed (CWC requirements)
N	0	Incomplete ( CWC requirements)

- 19.2 Course Without Credits (CWC): If any course is registered as Course Without Credits, Y grade will be assigned if the student successfully completes the course, and N grade will be assigned otherwise. The grade earned by the CWC course will not be considered for CGPA/GPA calculation.
- 19.3 A student is deemed to have completed a course successfully and earned the credit if she secures an overall letter grade other than U/W/I/N. Letter grades U/W/N in any subject implies failure in that subject.
- 19.4 An I grade awarded to a course has to be resolved by the course instructor within three weeks of the start of the subsequent semester.

#### **R.20 Method of Awarding Grades**

A final meeting of the class committee without the student members will be convened within a short time after the last day of the end semester examination. The letter grades to be awarded to the students for different courses will be finalized at this meeting.

#### **R.21 Declaration of Results**

After finalization by the Class Committee, the letter-grade awarded to the students will be announced by the Academic Section.

#### **R.22 Reviewing of Answer Papers**

- 22.1 In case any student feels aggrieved regarding the final Grade obtained in any course after the end semester examination and the announcement of Grades, she can contact the teacher concerned within one week from the commencement of the semester immediately following the announcement of the results.
- 22.2 The student shall have access to her answer paper(s) in the end semester examination which may be shown to her by the teachers concerned. If the teacher feels that the case is genuine, she may review the case and revise the grade under intimation to the Dean (Academics) through Chairperson of the Class Committee, within two weeks from the acceptance of review. After approval by the Dean (Academics) the revised grade will be reflected in the grade card.

#### **R.23 Course Repetition**

- 23.1 A student obtaining a U grade in a lecture-based core course may repeat it when the course

is offered next or write a supplementary exam with 100% weightage. In the latter case, the maximum grade awarded will be D.

- 23.2 A student obtaining a U or W grade in a laboratory-based core course has to repeat it compulsorily when the course is offered next.
- 23.3 A student who obtains a U or W grade in an elective course has an option to repeat it in order to get a successful grade or substitute it with another elective, with the approval of the Faculty Adviser.
- 23.4 A course successfully completed cannot be repeated. In some cases, the students may have taken all core and elective courses but still failed to obtain a minimum CGPA of 5.0 and thus will not be eligible to get the degree. In such cases, the student shall be permitted to repeat core or elective courses to earn the minimum CGPA. Options may also be given to such students to select courses to be considered for calculating CGPA for eligibility for award of degree.

#### R.24 Grade Cards and Transcripts

- 24.1 The academic section will issue a semester grade card to each student at the end of each academic semester. It will contain the following.
- Course code, course title, category, credit, grade, and attendance grade of all the courses that the student registered in that academic semester and the courses in which the student cleared a 100% supplementary examination. This will exclude those courses dropped by the student following the due process.
  - Semester Grade Point Average (SGPA) of that academic semester.
  - Total Credits earned and Cumulative Grade Point Average (CGPA) upto and including that academic semester.
- 24.2 The Semester Grade Point Average (SGPA) will be calculated according to the formula:

$$SGPA = \frac{\sum(C_i * GP_i)}{\sum C_i},$$

where  $C_i$  and  $GP_i$  are the number of credits and the grade point obtained in the  $i^{\text{th}}$  course taken during the semester, **including** those in which the student has secured U and W grades and additional courses as per clause 24.4 (if any).

- 24.3 The Cumulative Grade Point Average (CGPA) will be calculated according to the formula:

$$CGPA = \frac{\sum(C_i * GP_i)}{\sum C_i},$$

The CGPA at any point in time will be calculated based on all the core courses completed by the student until that time (including those in which the student gets a fail grade) and all the elective courses successfully completed by the student until that time (excluding those in which the student gets a fail grade) and additional courses as per the clause 24.4 (if any)<sup>3</sup>.

- 24.4 If a student can exclude an elective of a particular category (PME, SME, HSE, OE) and still meet the minimum credits required under that category as per their curriculum, a course from that category with the minimum grade-point among such courses is excluded from the CGPA calculation. Such a course will be termed as an *additional course*. A student will be allowed to register for a maximum of six additional courses during the program.

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<sup>3</sup> Modified as per 22nd Senate recommendation.

- 24.5 In addition to the grade card the students can request for a transcript. The transcript will be sectioned based on academic semesters completed by the student and each section will have the same information as in the grade card of the semester.
- 24.6 A course entry once made in a grade sheet or transcript will not be removed even if the course is repeated in a later semester. Once a course is marked as additional as per clause 24.4 an appropriate footnote is added in grade cards and transcripts issued thereafter.
- 24.7 No class/division/rank will be awarded to the students at the end of the B.Tech. program.
- 24.8 However, for conversion of (i) CGPA into percentage and (ii) Percentage to CGPA for admission purpose as well as for issuing certificate to the alumni for their professional career purpose, the Senate has approved the following conversion formula: Percentage =  $(10 * CGPA) - 5$ .

**R.25 Eligibility for the award of B.Tech Degree**

- 25.1 A student shall be declared to be eligible for the award of B.Tech degree if she has
- Registered and Successfully acquired the minimum number of credits prescribed in the curriculum under different categories of the given stream within the stipulated time.
  - Secured a minimum CGPA of 5.0, considering only the successfully completed courses.

**R.26 Credit Transfer to Other Institutes**

In case of students doing courses outside the Institute, the policy regarding credit transfer will be decided by the Senate from time to time.

**R.27 Award of B.Tech Degree**

The final award of the Degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

**R.28 Power to Modify**

Notwithstanding all that has been stated above, the Senate has the right to modify any of the Regulations from time to time.

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