

Academic and Examination System

1. Introduction

Career Point University, Kota provides education with a view to produce quality technocrats, professional, scientists. The curriculum provides broad based knowledge and simultaneously builds a temper for the life long process of learning and exploring. At the undergraduate level in engineering, a student needs to do compulsory foundation courses in the areas of basic sciences, humanities and social sciences and engineering sciences apart from departmental requirements.

Departmental courses (core and electives) constitute approximately 50% of the total curriculum. Further, students do open category electives to develop broad inter-disciplinary knowledge base or to specialize significantly in an area outside his parent discipline. At the postgraduate level, students are encouraged to look beyond their area of specialization to broaden their horizons through open electives.

The medium of instruction in the University is English.

The University follows the semester system for B.Tech, M.Tech, BBA, M.Sc. , MBA , M.Com , B.Com etc except for Polytechnic Diploma where university is following Annual Pattern. An academic year runs from July through June next year and is comprised of two semesters. Typically, the 1st semester starts in July and ends in December; the 2nd semester starts in January and ends in June. Detailed schedule is given in the Semester Schedule that is available before the start of the semester.

1.1. Academic Structure:

The major academic units of the University are the Schools and Departments. The activities of departments include teaching at all levels and research.

1.2. Academic Programmes:

Career Point University, Kota , Rajasthan offers a variety of academic programmes for students with a wide range of backgrounds. Admission to many of these programmes are based on performance in national / University level entrance tests / other entrance examinations followed by interviews in some cases. The courses offered by Career Point University are presently classified as Credits, Certificate, Diploma, Undergraduate, Postgraduate and Research programmes.

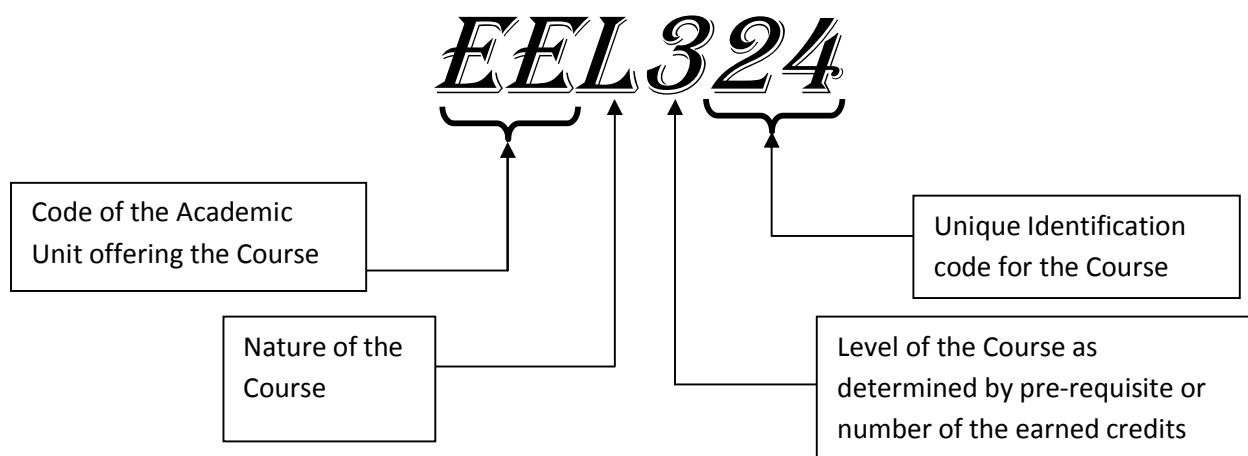
This classification is based primarily on entry/admission qualification of students rather than the level of degree offered. For all undergraduate programmes, students are admitted after 10+2 schooling while for all postgraduate programmes, students are admitted after they have obtained at least a college level Bachelor's degree. In certificate and diploma programs the entry level qualification may vary from program to program.

2. Course Structure and Credit System

2.1. Course numbering scheme

Normally every course at the Career Point University runs for the full length of the semester. At the beginning of the semester, a student registers for courses that he/she wants to study and at the end of the semester a grade is awarded. On obtaining a pass grade, the student earns all the credits associated with the course while a fail grade does not get any credit; partial credits are not awarded.

Each course number is denoted by six alpha-numerals, three alphabets followed by three numerals:



- a) Codes for the nature of the course: The nature of the course corresponding to the third alphabet in the course code is given in Table:

Table: Codes for the nature of courses

Code	Description
L	Lecture courses (other than lecture hours, these courses can have Tutorial and Practical hours, e.g. L-T-P structures 3-0-0, 3-1-2-, 3-0-2, 2-0-0, etc.)
P	Laboratory based courses (where performance is evaluated primarily on the basis of practical or laboratory work with LTP structures like 0-0-3, 0-0-4, 1-0-3, 0-1-3, etc.)
D	Project based courses leading to dissertation (e.g. Major, Minor, Mini Projects)
T	Training
C	Colloquium
R	Professional Practice
N	Introduction to the Programme or to Humanities and Social Sciences, etc.
S	Independent Study
V	Special Topics Lecture Courses (1 or 2 credits)

b) Level of the course:

The first digit of the numeric part of the course code indicates level of the course as determined by pre-requisite course and/or by the maturity required for registering for the course. The latter requirement is enforced through a requirement of minimum number of earned credits. In general,

100 - 400 level courses: Core and elective courses for UG programmes.

500 level courses: Courses for M.Sc. programmes.

c) Numbering scheme for courses of special nature:

The numbering scheme for courses of special nature is given below. Here 'xx' is the Academic unit code, and 'y' is the digit from the programme code.

Table: Numbering scheme for courses of special nature

Course description	Course number
Introduction to the Programme	xxN1y0
Independent Study	xxS3y0
Professional Practices	xxR3y0
Practical Training	xxT4y0
Colloquium	xxC4y0
Mini Project	xxD1y0
B.Tech. Major Project Part 1	xxD4y1
B.Tech. Major Project Part 2	xxD4y2

Each course is associated with a certain number of credits

2.2. CREDIT SYSTEM:

Education at the University is organized around the semester-based credit system of study. The prominent features of the credit system are a process of continuous evaluation of a student's performance/progress and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience, subject to fulfilling minimum requirements for continuation.

A student is allowed to attend classes in a course and earn credit for it, only if he/she has registered for that course. A student's performance/progress is measured by the number of credits that he/she has earned, i.e. completed satisfactorily. Based on the course credits and grade obtained by the student, grade point average is calculated. A minimum grade point average is required to be maintained for satisfactory progress and continuation in the programme.

Also a minimum number of earned credits and a minimum grade point average should be acquired in order to qualify for the degree. All programmes are defined by the total credit requirement and a pattern of credit distribution over courses of different categories.

2.3. Course credits assignment

Each course, except a few special courses, has a certain number of credits assigned to it depending upon its lecture, tutorial and laboratory contact hours in a week. This weightage is also indicative of the academic expectation that includes in-class contact and self-study outside of class hours.

Lectures and Tutorials: One lecture or tutorial hour per week per semester is assigned one credit.

Practical/Laboratory: One laboratory hour per week per semester is assigned half credit.

A few courses are without credit and are referred to as non-credit (NC) courses.

Example: Course EEL101 Fundamentals of Electrical Engineering; 4 credits (3-0-2)

The credits indicated for this course are computed as follows

$$\left. \begin{array}{l} 3 \text{ hours/week lectures} = 3 \text{ credits} \\ 0 \text{ hours/week tutorial} = 0 \text{ credit} \\ 2 \text{ hours/week practical} = 2 \times 0.5 = 1 \text{ credit} \end{array} \right\} \text{Total} = 3 + 0 + 1 = 4 \text{ credits}$$

Also, (3-0-2) 4 credit course = (3 h Lectures + 0 h Tutorial + 2 h Practical) per week
= 5 contact hours per week

For each lecture or tutorial or practical credit, the self-study component is 1 hour/week (for 100-600 level courses) and 2 hours/week (for 700-800 level courses). In the above example, the student is expected to devote $3 + 1 = 4$ hours per week on self study for this course, in addition to class contact of 5 hours per week.

2.4. Earning credits

At the end of every course for which a student has registered, a letter grade is awarded in each course for which a student had registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he/she has earned and by the weighted grade point average. A student has the option of auditing some courses. Grades obtained in these audit courses are not counted for computation of grade point average. However, a pass grade is essential for earning credits from an audit course; this does not apply to postgraduate programmes.

A minimum number of earned credits are required in order to qualify for a degree and continuation of registration at any stage.

The credit system enables continuous evaluation of a student's performance, and allows the students to progress at an optimum pace suited to individual ability and convenience, subject to fulfilling minimum requirement for continuation.

2.5. Course content description

Course content description consists of following components: (i) Course Number, (ii) Title of the Course; (iii) Credit and L-T-P; (iv) Pre-requisites; (v) Overlapping/Equivalent courses; and (vi) Description of the content. An example is given below:

CHL204 Transport Processes - II
4 credits (3-1-0)
Pre-requisites: CHL110
Overlaps with: CHL251

Empirical correlations based on analogy between momentum, heat and mass transfer; mass balance in co-current and counter-current continuous contact equipment; operating line concept; ideal stage and stage efficiency; design on continuous contact equipment; HTU and NTU concept; batch and continuous distillation; absorption; adsorption: applications to chromatography; extraction and leaching operations; equipments and equilibrium diagrams; design procedures and calculations; humidification operations; design of cooling towers; drying of solids; design of batch and continuous dryers.

2.6. Pre-requisites

Each course, other than 100 level courses, has specified pre-requisites which may be another course or a fixed number of earned credits or both. A student who has not obtained a pass grade, viz., A, A(-), B, B(-), C, C(-), D, NP or S, in the pre-requisite or has not earned requisite number of credits will not be eligible to do that course. Examples:

AML310 Computational Mechanics

Pre-requisite: AML140/AML150/AML160/AML170/AML180/CHL231/CHL204 and E.C. 60

A student who has obtained a pass grade in any one of the courses AML140, AML150, AML160, AML170, AML180, CHL231, or CHL204, and has earned 60 credits will be eligible to register for this course.

BEL702 Bioprocess Plant Design

Pre-requisite: AML110 & MEL110 & CHL205 & CHL204 & BEL401 and E.C. 90.

A student who has obtained a pass grade in all these courses AML110, MEL110, CHL205, CHL204, and BEL401, and has earned 90 credits will be eligible to register for this course

2.7. Overlapping/Equivalent courses

Wherever applicable, for a given course overlapping and equivalent courses have been identified. A student is not permitted to earn credits by registering for more than one course in a set of overlapping/equivalent courses. Departments may use these overlapping/equivalent courses for meeting degree/pre-requisite requirements in special circumstances. Example:

EEL301 Control Engineering - I

Overlapped course: MEL312, CHL261

A student who has earned a pass grade in EEL301 will not be eligible to register for and earn credits, under any category, for either MEL312 or CHL261. Further, registration in an overlapping course as an alternative to a core course of his/her programme is not allowed.

2.8. Course coordinator

Every course is usually coordinated by a member of the teaching staff of the Department/School which is offering the course in a given semester. For some courses, faculty from other departments or even guest faculty participates in the teaching and/or coordination of a course. This faculty member is designated as the Course Coordinator. He/she has the full responsibility for conducting the course, coordinating the work of the other members of the faculty as well as teaching assistants involved in that course, holding the tests and assignments, and awarding the grades. For any difficulty related to a course, the student is expected to approach the respective course coordinator for advice and clarification. The distribution of the weightage for tests, quizzes, assignments, laboratory work, workshop and drawing assignment, term paper, etc. that will be the basis for award of grade in a course will be decided by the course coordinator of that course and generally announced at the start of the semester. Course coordinator will have additional evaluation components over and above two minors and majors.

2.9. Grading System

The grading reflects a student's own proficiency in the course. While relative standing of the student is clearly indicated by his/her grades, the process of awarding grades is not necessarily based upon fitting performance of the class to some statistical distribution. The course coordinator and associated faculty for a course formulate appropriate procedure to award grades that are reflective of the student's performance vis-à-vis instructor's expectation. The credit system enables continuous evaluation of a student's performance, and allows the students to progress at an optimum pace suited to individual ability and convenience, subject to fulfilling minimum requirement for continuation.

The grades and their description, along with equivalent numerical points where applicable are listed in **Table below-**

Grade	Grade Points	Description
A	10	Outstanding
A (-)	9	Excellent
B	8	Very good
B (-)	7	Good
C	6	Average
C (-)	5	Below Average
D	4	Marginal
E	2	Poor
F	0	Very poor
I	-	Incomplete
NP	-	Audit pass
NF	-	Audit fail
W	-	Withdrawal
X	-	Continued
S	-	Satisfactory completion
Z	-	Course continuation

2.10. Description of grades

A grade

An 'A' grade stands for outstanding achievement. The minimum marks for award of an 'A' grade are 80%. However, individual course coordinators may set a higher performance requirement.

C grade

The 'C' grade stands for average performance. This average performance refers to "average" as per instructor's expectations in a holistic sense.

D grade

The 'D' grade stands for marginal performance; i.e. it is the minimum passing grade in any course. The minimum marks for award of 'D' grade is 40%, however, individual course coordinators may set a higher marks requirement.

E and F grades

A student who has scored at least 30% aggregate marks in a subject can be awarded an 'E' Grade. The Course Coordinators are, however, free to enhance this limit but should keep the percentage about 10% less than the cut-off marks for 'D' Grade. The Course Coordinators can also specify any additional requirements (to be specified at the beginning of the Semester) for awarding 'E' Grade. Students who obtain an 'E' Grade will be eligible to take a re-major test (an examination with weightage same as that of Major) for only 'L' Category Courses. For every Re-Major student want to appear , he/she has to pay fee prescribed by the University . If they perform satisfactorily, they become eligible for getting the grade converted to a 'D' Grade; otherwise they will continue to have 'E' Grade. However, the student will have only one chance to appear for re-major for an 'E' Grade. The re-major test will be conducted within the first week of the next semester. The date of re-major test of first year courses will be centrally notified by the Chairman, Time-Table Committee. A student can take a maximum of three such re-major tests in a given semester. If a student can not appear for the re-major test due to any reasons, he/she will not get any additional chance.

A student has to repeat all core courses in which he/ she obtains 'F' Grades until a passing grade is obtained. For 'E' Grade in a core course, a student has to repeat the same core courses or take a re-major test to obtain a passing grade. For the other (elective) courses in which 'E' or 'F' grade have been obtained, the student may take the same Grade points Description course or any other course from the same category or take re-major in case of 'E' Grade. 'E' & 'F' Grades are not counted in the calculation of the CGPA; however, these are counted in the calculation of the SGPA.

I grade

An 'I' grade denotes incomplete performance in any L (lecture), P (practical), V (special module) category courses. It may be awarded in case of absence on medical grounds or other special circumstances, before or during the major examination period. The student should complete all requirements within

- a) 10 days of the last date of Major Tests; the request is to be made to the head of the department of the student's programme who will notify the same to concerned course coordinators, or
- b) with permission of the Dean (UGS)/Dean (PGS&R), the period can be extended to the first week of the next semester. A student will be eligible for an 'I' grade provided he/she has met the attendance criterion.

Upon completion of all course requirements, the 'I' grade is converted to a regular grade (A to F, NP or NF). 'I' grade does not appear permanently in the grade card.

Requests for I-grade should be made at the earliest but not later than the last day of major tests.

Attendance in the course for which I-grade is being sought will be certified by the course coordinator of the course. The course coordinators can instruct all students awarded I or extended I grade to appear for the re-major of the 'E' grade. On the basis of their performance a student having I grade or extended I grade can earn any permissible grade unlike students taking re-major after obtaining 'E' grade.

NP and NF grades

These grades are awarded in a course that the student opts to audit. Only elective courses can be audited. Auditing a course is allowed until one week after the first Minor Tests. The audit pass (NP) grade is awarded if the student's attendance is above 75% in the class and he/she has obtained at least 'D' grade. Course coordinator can specify a higher criterion for audit pass at the beginning of the semester. If either of these requirements is not fulfilled, the audit fail (NF) grade is awarded. The grades obtained in an audit course are not considered in the calculation of SGPA or CGPA.

For UG programmes: the credits will be counted in total earned credits in the respective category.

For PG programmes: the credits will not be counted towards degree completion credit requirements.

W grade

A 'W' grade is awarded in a course where the student has opted to withdraw from the course. Withdrawal from a course is permitted until one week after the first Minor Tests. Withdrawal from PG major project part 2 is allowed only if he/she is given semester withdrawal. The W grade stays on grade card.

X grade

The 'X' grade is awarded for incomplete work typically in a project-type course based on a request by the student.

The 'X' grade is awarded for incomplete work in Independent Study, Mini Project, Minor Project, or Major Project Part 1 and Part 2, based on the request of the student. On completion of the work, X grade can be converted to a regular grade within the first week of the next semester. Otherwise, the student will be awarded 'X' grade on a permanent basis and it will appear in his/her grade card. Further, the student will be required to register for the course in the next semester. The credits of the course will be counted towards his total load for the semester. In case of Major Project Part 1, the student will not be permitted to register for Major Project Part 2 simultaneously as Major Part 1 is a

pre-requisite for Major Project Part 2. A regular full-time student can be awarded 'X' grade only once in a course, other than the summer semester.

S and Z grades

The 'S' grade denotes satisfactory performance and completion of a course. The 'Z' grade is awarded for non-completion of the course requirements, and if it is a core course, the student will have to register for the course until he/she obtains the 'S' grade. The specific courses in which S/Z grades are awarded are:

- (i) Introduction to the Programme
- (ii) Practical Training
- (iii) NCC/NSO/NSS
- (iv) Introduction to Humanities and Social Sciences
- (v) Professional Practices

2.11. Evaluation of Performance

The performance of a student will be evaluated in terms of three indices, viz. the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester, Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time.

The Earned Credits (EC) is defined as the sum of course credits for courses in which A - D or NP or S grades have been obtained.

Points earned in a semester = \sum (Course credits \times Grade point) for courses in which A - D grade has been obtained)

The SGPA is calculated on the basis of grades obtained in all courses, except audit courses and courses in which S/Z grade is awarded, registered for in the particular semester.

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits registered in the semester, excluding audit and S/Z grade courses}}$$

The CGPA is calculated on the basis of all pass grades, except audit courses and courses in which S/Z grade is awarded, obtained in all completed semesters.

$$CGPA = \frac{\text{Cumulative points secured in all passed courses (A – D grade)}}{\text{Cumulative earned credits, excluding audit and S/Z grade courses}}$$

An example of these calculations is given in table

Typical Academic performance calculation-I Semester

Course no.	Course credits	Grade Awarded	Earned credits	Grade Points	Points secured
(column 1)	(column 2)	(column 3)	(column 4)	(column 5)	(column 6)
MALXXX	5	C	5	6	30
CSLXXX	4	C (-)	4	5	20
PHLXXX	4	A	4	10	40
PHPXXX	2	B	2	8	16
MELXXX	4	E	0	2	08
TTNXXX	2	S	2	-	-

- Credits registered in the semester (*total of column 2*) = 21
- Credits registered in the semester excluding audit and S/Z grade courses = 19
- Earned credits in the semester (*total of column 4*) = 17
- Earned credits in the semester excluding audit & S/Z grade courses = 15
- Points secured in this semester (*total of column 6*) = 114
- Points secured in this semester in all passed courses (total of column 6 with A-D grade in courses) = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits registered in the semester excluding audit and S or Z grades Courses}} = \frac{114}{19} = 6.000$$

$$CGPA = \frac{\text{Cumulative points secured in all passed courses (A – D grade)}}{\text{Cumulative earned credits, excluding audit and S/Z grade courses}} = \frac{106}{15} = 7.067$$

Semester performance: Earned credits (E.C.) = 17 SGPA = 6.000

Cumulative performance: Earned credits (E.C.) = 17 CGPA = 7.067

Typical academic performance calculations - II semester

Course no.	Course credits	Grade Awarded	Earned credits	Grade Points	Points secured
(column 1)	(column 2)	(column 3)	(column 4)	(column 5)	(column 6)
MALXXX	5	B	5	8	40
EELXXX	4	A (-)	4	9	36
CYLXXX	4	W	-	-	-
CYPXXX	2	B (-)	2	7	14
MELXXX	4	C	4	6	24
AMLXXX	4	A	4	10	40
HUNXXX	1	S	1	-	-

- Credits registered in the semester (*total of column 2*) = 24
- Credits registered in the semester excluding audit and S/Z grade courses = 23
- Earned credits in the semester (*total of column 4*) = 20
- Earned credits in the semester excluding audit & S/Z grade courses = 19
- Points secured in this semester (*total of column 6*) = 154
- Points secured in this semester in all passed courses (total of column 6 with A-D grade in courses) = 154

- Cumulative points earned in all passed courses
= 106 (past semesters) + 154 (this semester) = 260

- Cumulative earned credits = 17 (past semesters) + 20 (this semester) = 37

$$SGPA = \frac{\text{Points Secured in the semester}}{\text{Credit registered in the semester excluding audit and S or Z grade Courses}} = \frac{154}{19} = 8.105$$

$$CGPA = \frac{\text{Cumulative points secured in all passed courses (A – D grade)}}{\text{Cumulative earned credits excluding audit and S or Z grade courses}} = \frac{106 + 154}{15 + 19} = 7.647$$

Semester performance:	Earned credits (E.C.) = 20	SGPA = 8.105
Cumulative performance:	Earned credits (E.C.) = 37	CGPA = 7.647

3. REGISTRATION AND ATTENDANCE

3.1. Registration

Registration is a very important procedural part of the academic system. The registration procedure ensures that the student's name is on the roll list of each course that he/she wants to study. No credit is given if the student attends a course for which he/she has not registered. Registration for courses to be taken in a particular semester will be done according to a specified schedule before the end of the previous semester. Each student is required to complete the registration form.

Various activities related to registration, the relevant dates are included in the Semester Schedule that is available before the start of the semester.

3.2. Registration and student status

Registration by a student confirms his/her status as student at the University. Failure to register before the last date for late registration will imply that the student has discontinued studies and his/her name will be struck-off the rolls.

Every registered student, is considered as a full-time student at the University. They are expected to be present at the University and devote full time to academics. Students registered only for a self-study course or only for project or thesis are also considered as full-time students.

3.3. Advice on courses

At the time of registration, each student must consult his/her Mentor/programme coordinator to finalize the academic programme, keeping in view factors, such as, minimum/maximum numbers of total and lecture credits, past performance, backlog of courses, SGPA/CGPA, pre-requisite, work load and student's interests, amongst others.

3.4. Registration validation

Before the first day of classes, every student is required to be present on campus and validate his/her registration by logging in at the system or manually . The updated registration record will be available on the website and the hard copy will be available with the student's advisor/programme coordinator / Examination Section . Students who do not do registration validation will not be permitted to add/drop courses. However, for the first semester , all the courses are compulsory and student need not to do this exercise.

3.5. Minimum student registration in a course

All the core courses will run as per their occurrence in the semester , however for elective undergraduate course (100, 200, 300, 400 level course) will run if minimum of 12 students register for the course. Under special circumstances, a departmental elective course may be allowed to run with minimum registration of 8 students, with prior permission of Chairman, Academic Council. An elective 700 or 800 level course can run with minimum of 4 students. This checking will be done on the last date for Add/Drop. Courses without the minimum enrolment will be dropped by the UG/PG section. 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.

3.6. Late registration

Late registration is permitted under the following conditions:

- a) A student, who was not in the campus during the period of registration in the previous semester, needs to complete the registration process on or before the first day of the semester before commencement of classes; or
- b) For reasons beyond his/her control, if a student is not able to register or send an authorized representative with a medical certificate, he/she may apply to the Dean (UGS)/Dean (PGS&R) for late registration. Dean (UGS)/Dean (PGS&R) will consider and may approve late registration in genuine cases on payment of an extra fee called late registration fee. Late registration is permitted until one week after the start of the semester.

3.7. Addition, Deletion, Audit and Withdrawal from Courses (from 3rd Semester Onwards)

- a) **Add/Drop:** A student has the option to add a course(s) that he/she has not registered for, or drop a course(s) for which he/she has already registered for. This facility is restricted to the first week of the semester.
- b) **Audit:** A student may apply for changing a credit course to an audit one within one week of the end of the first minor test.
- c) **Withdrawal:** A student who wants to withdraw from a course should apply within one week of the end of first minor test. A withdrawal grade (W) will be awarded in such cases.

3.8. Semester Withdrawal

- a) Semester withdrawal and absence for a semester under different conditions viz. (i) medical and personal grounds (ii) industrial internship (iii) exchange / deputation to another academic institution in India or abroad, & (iv) disciplinary condition (for both UG and PG students) should be clearly identified.
- b) Semester Withdrawal (SW) is proposed to reflect the condition in which a student is forced to withdraw from all courses in the semester for medical conditions. A student can apply for semester withdrawal if he /she has missed at least 20 teaching days on this ground. Under no circumstances an application for semester withdrawal be acceptable after the commencement of major. A student is not permitted to request for withdrawal with retrospective effect.
- c) Semester Leave (SL) is proposed to indicate the situation in which a student is permitted to take one or more semester off for industrial internship or any other assignment with prior approval and planning. The application is to be routed through his/her advisor / programme coordinator and HOD and the final approving authority will be Dean. All such applications must be processed before the beginning of the semester in which the leave will be taken.
- d) When a student (UG or PG) registers at another academic institution in India or abroad with the expectation of credit transfer or research work through a pre-approved arrangement including MoU, the student should be considered as being on a Semester Exchange (SE). The SE period will be counted towards the total period permitted for the degree.
- e) When a student is suspended for one or more semesters on disciplinary grounds, the student status should be called Disciplinary Withdrawal period (DW). Time spent in DW status will be counted towards the total period permitted for completion of the degree.

3.9. Registration and fees payment

Every registered student must pay the stipulated fees in full before the specified deadlines. In the event that a student does not make these payments, he/she will be de-registered from all courses and his/her name will be struck-off the rolls.

3.10. Registration record

The student should ensure that the entries related to registration are entered on the *Registration Record*. Queries related to registration will be considered only when accompanied by the original *Registration Record*. This record must be preserved until the semester grade card is received by the student.

3.11. Continuous absence and registration status

If a student is absent from the University for more than four weeks without notifying the Head of Department/Dean, his/her registration will be terminated and name will be removed from the University rolls.

3.12. Attendance rule

- a) It is mandatory for the students to attend all classes. Attendance Records of all students for each course will be maintained.
- b) For all 1st year courses (100-level courses) the attendance will be taken and maintained by U.G. Section. If any student's attendance falls below 75% attendance in any of these courses, he/she will be put under academic probation. Henceforth, he/she will be governed by the rules for student under academic probation.

- c) For all other courses, the Course Coordinator will announce the class policy on attendance with respect to grading etc., at the beginning of the semester. This shall be done keeping in mind the importance of classroom learning in the teaching-learning process. Once the class attendance policy has been made clear to all the students registered for the course, the Course Coordinator will implement the same in totality.

For the purpose of attendance calculation, every scheduled practical class will count as one unit irrespective of the number of contact hours.

Attendance record will be maintained based upon roll calls (or any equivalent operation) in every scheduled lecture, tutorial and practical class. The course coordinator will maintain and consolidate attendance record for the course (lectures, tutorials and practicals together, as applicable).

A faculty may choose any one or more of the following as attendance policy:

- a. Faculty can assign 10% of the total marks to surprise quiz. If attendance of the student is greater than 90%, result of the best three quizzes will be considered else average of all quizzes will be considered.
- b. Faculty can allocate specific marks for participation in discussions in the class on a regular basis.
- c. If a student's attendance is less than 75% (up to 65 %) , the student will be awarded one grade less than the actual grade that he (she) has earned. For example, a student who has got A grade but has attendance less than 75% will be awarded A-grade.
- d. A student cannot get NP for an audit course if his attendance is less than 75%.

A faculty can implement any other attendance policy provided the policy is approved by the Vice Chancellor.

Attendance statistics will also be used in the following way:

- (i) If a student's attendance is less than 75% in more than two courses with out any valid reason in a semester will be issued warning and put under probation. If this is repeated, he/she will not be allotted a hostel seat in the next semester.
- (ii) If a student's attendance is less than 75% in any course and CGPA is less than 6.0, then he (she) will not be eligible to hold any position of responsibility in the hostel/University in the next semester.

3.13. Absence during the semester

- A. A student must inform the Dean immediately of any instance of continuous absence from classes.
- B. A student who is absent due to illness or any other emergency, up to a maximum of two weeks, should approach the course coordinator for make-up quizzes, assignments and laboratory work.
- C. A student who has been absent from a minor test due to illness should approach the course coordinator for a make-up test immediately on return to class. The request should be supported with a medical certificate from registered medical practitioner prescribed by University. A certificate from a registered

medical practitioner will also be acceptable for a student normally residing off-campus provided registration number of the medical practitioner appears explicitly on the certificate.

- D. In case a student cannot appear in a minor test on the same day in which he/she has appeared in a test, a medical certificate only from the registered medical practitioner prescribed by University will be acceptable.
- E. In case of absence on medical grounds or other special circumstances, before or during the major examination period, the student can apply for I-grade. 75 % attendance in a course is necessary for being eligible for request of I-grade in that course. An application requesting I-grade should be made at the earliest but not later than the last day of major tests. The application should be made to the Head of the Department of the student's programme who will grant approval depending on the merit of the case and inform course coordinators and U.G section. The student should complete all course requirements within ten days of the last date of Major Tests. The I-grade will then be converted to a proper grade (A to F, NP or NF).
- F. In special situations arising due to the student's inability to be present at the University during the stipulated period, in (e) above, the period for conversion of I grade can be extended to the first week of the next semester. Approval for this extension can be granted by Dean (UGS) on recommendations of the concerned Head of the department, course coordinators and concerned warden. A request to this effect must be included in the application for I-grade.
- G. In case the period of absence on medical grounds is more than 20 working days during the semester, a student may apply for withdrawal from the semester, i.e. withdrawal from all courses registered that semester. Such application must be made as early as possible and latest before the start of the major tests. No applications for semester withdrawal will be considered after the major tests have commenced. Dean, depending on the merit of the case, will approve such applications. Partial withdrawal from courses registered in a semester is not allowed.
- H. If a student is continuously absent from the University for more than four weeks without notifying the Dean, his/her name will be removed from University rolls.

3.14. Conditions for termination of registration, probation and warning

- A. If the performance at the end of first two registered semesters (not including summer semester) is poor, then the student can opt to start a fresh, or else his/her registration will be terminated. The criteria "poor" performance is defined in Table

Table: Rules for termination of registration at the end of the 2nd registered semester.

Quality of performance	Earned credits (total of 1 st & 2 nd Sem)	Decision
Poor performance	≤ 24	Re-start (once only) or

B.Tech		Termination of registration In case of Re-Start, student has to pay full semester fee prescribed by the University for that year.
MBA	≤ 22	
BBA (Hons)	≤ 18	
B.Com (Hons)	≤ 18	
M.Tech	≤ 22	
MCA	≤ 16	
BCA(Hons)	≤ 13	

- (a) If a student chooses to restart after the first two registered semesters, then his/her credits earned and semesters registered will not be carried over. The re-start will be indicated on the transcript. The re-start will be permitted only once. If at the end of two registered semesters after re-start, the earned credits are less than as shown in table, then the registration will be terminated.
- (b) Each student is expected to earn minimum number of credits as shown in table in each subsequent registered semester with a SGPA greater than or equal to 4.0. If the performance of a student at the end of any registered semester is below this minimum acceptable level, then he/she will be placed on probation and a warning shall be given to him/her and intimation sent to the parents.

Course	Minimum Credits in 1st Semester	Minimum Credits in subsequent Semester	Minimum SGPA Required
B.Tech	12	12	4.0
MBA	11	11	4.0
M.Tech	11	11	4.0
MCA	8	8	4.0
BBA/B.Com	9	9	4.0
BCA	7	7	4.0

- (c) The student placed on probation shall be monitored, including mandatory attendance in classes, special tutorials and mentoring. Mentoring will comprise structured guidance under a senior/postgraduate student.

- (d) If the performance of a student on probation does not meet the above criterion (b) in the following registered semester, then the student will be permitted to register by the Dean, only if the department makes a favourable recommendation. The Head of the Department's recommendation shall be prepared after consultation with the student, and should include (i) feasibility of completing the programme requirements, and (ii) identification of remedial measures for the problems leading to poor performance.
- (e) The registration of any student will be limited to 1.25 times the average earned credits of the previous two registered semesters, subject to a minimum of 15 credits and a maximum of 26 credits.

3.15. Courses of special nature

Courses of special nature are: National Cadet Corps (N.C.C.), National Sports Organization (N.S.O.) and National Service Scheme (N.S.S); Introduction to the Programme, Introduction to Humanities and Social Sciences; Independent Study, Mini Project, Practical Training, Colloquium, and Major Project. Salient features of these courses are given below.

(a) N.C.C., N.S.O. and N.S.S.

The B.Tech., Dual Degree and M.Tech. Integrated student have to complete 100 hours in any one of the activities, namely NCC, NSS, NSO to complete non-credit requirement. On completion of 100 hours, student is awarded "S" grade; 100 hours requirement over a period of one year is broken into 50 hours requirement per semester.

The student is registered in NCN100/NSN100/NPN100 level course in the 1st Semester and on obtaining "S" grade he/she is registered in NCN101/NSN101/NPN101 in the 2nd Semester. Unless a student obtains "S" grade in both 100 and 101 level courses he/she does not complete the non-credit requirement of NCC, NSS, NSO. In case a student can not complete this requirement in the first year, he must do so by the end of second year; otherwise he/ she will not be allowed to register for any course until he/she completes this requirement.

3.16. Minor Area

- 3.16.1.** A set of pre-defined courses in a focus area comprises a Minor Area. A student can use Open Category (OC) credits to complete the specific requirements.
- 3.16.2.** Any student is eligible to take the Minor Area at the end of the 3rd semester and may register for Minor Area courses from 4th semester onwards. (except 2 years courses where minor specialization will start by the recommendation of HOD of concern department).
- 3.16.3.** A student registered in any programme of a specific department will not be eligible to take the minor area(s) offered by the same department.
- 3.16.4.** If any course of a minor area overlaps with any core course (DC or PC category courses) or elective course (DE or PE category courses) of the student's programme, then credits from this course will not count towards the minor area credit requirements, though this course may contribute towards

satisfying the core requirement of the minor area.

For example, a student of BB5 programme intending to complete the minor area Computational Mechanics (that has CHL204, or any of its alternates, and AML310 as core courses) will take CHL204 as a DC category course and complete the minor area requirements by completing AML310 (core course of the minor area) and 16 credits (4 courses in this case) from the listed minor area elective courses, viz. AML410 AML430, AML440, AML705, and AML710.

3.16.5. For purposes of completing minor area requirements, the listed minor area course may be substituted by an equivalent course so identified in the course descriptions.

3.17. Summer semester

In the summer semester, registration for 'L' (lecture) and 'P' (practical) category courses will be strictly limited to the students who have obtained an E grade in the subject earlier or whose load has been restricted by Dean. In a summer semester, a student cannot earn more than 12 credits (in all the categories) except when he/she is registered for M.Tech. Project Part 2 with maximum of 16 credits.

A summer course will run only if there is a minimum registration of 10 students. For summer semester, student has to pay fee prescribed by the University.

3.18. Change of programme

A. Programme change at the end of first year:

The following regulations apply for change of programme at the end of first year, i.e. end of the 2nd semester.

- a.** A student is eligible to apply for change of discipline at the end of first year only, provided he/she satisfies the following criteria:-
 - i.** CGPA : 7.00
- b.** Change of the discipline will be permitted strictly in the order of merit as determined by their CGPA at the end of first year subject to the limitation that the actual number of students in the third semester in the discipline to which the transfer is to be made, should not exceed the sanctioned strength .
- c.** For a student with CGPA 9.0 or more, even if a vacancy does not exist, he/she will be permitted to change provided the strength in the discipline to which the change is being sought does not exceed by 5 % of the approved strength.