



HINDUSTAN

INSTITUTE OF TECHNOLOGY & SCIENCE
(DEEMED TO BE UNIVERSITY)

Academic Regulations for Under Graduate Degree Programme in

Liberal Arts and Applied Science Stream

(Applicable Under Regular Stream and Online Distance Learning and Online Learning modes)

*(With amendments as approved in 26th ACM held on 23rd March 2019,
28th ACM held on 7TH December 2019 and 31st ACM – 6th March 2021)*

Choice Based Credit System (CBCS)

(Applicable for students admitted from 2018)

“TO MAKE EVERY MAN A SUCCESS AND NO MAN A FAILURE”

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I. PREAMBLE

As per the recommendations of UGC, the Hindustan Institute of Technology and Science (HITS) has introduced Choice Based Credit System (CBCS) from the academic year 2015-16. Choice Based Credit System (CBCS) is a proven, flexible mode of learning in higher education which facilitates a student to have guided freedom in selecting his/her own choices of courses in the curriculum for completing a degree program. CBCS offers a flexible system of learning.

The system permits a student to

- (i) Learn at their own pace through flexible registration process.
- (ii) Choose electives from a wide range of courses offered by parent and other departments.
- (iii) Undergo additional courses to acquire the required number of credits for obtaining Liberal Arts / Applied Science (Hons.)
- (iv) Undergo additional courses in their special areas of interest and earn additional credits to obtain Liberal Arts /Applied Science with Minor Specialization.
- (v) Adopt an interdisciplinary approach in learning.
- (vi) Avail transfer of Credits.
- (vii) Gain Non – CGPA credits to enhance skill/employability by taking up project work, entrepreneurship, co-curricular and vocational training.
- (viii) Make the best use of the expertise of available faculty.
- (ix) Learn and earn credits through MOOC and Project Based Learning.
- (x) Enhance their Knowledge, Skill and Attitude through participation in innovative Curriculum Design, Delivery and Assessments.

The Curriculum is designed to take into the factors listed in the Choice Based Credit System (CBCS) with a focus on Project Based Learning and Industrial Training so as to enable the students become eligible and fully equipped for employment in industries, higher studies or entrepreneurship.

II. DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

1. “Programme” means, Degree Programme that is Undergraduate Degree in Liberal Arts /Applied Science Stream Programme.
2. “Discipline” means, specialization or branch of Degree Programme, [E.g. Fashion Design, Computer Applications, Commerce, Viscom, Arts etc.,].
3. “Course” means a theory or practical subject that is normally studied in a semester, like Business Economics, Finance and Accounting, etc.
4. “Vice – Chancellor” means the Head of the Institution.
5. “Registrar” is the Head of all Academic and General Administration of the Institute.
6. “Dean Academics” means the authority of the University, who is responsible for all academic activities of the Academic Programmes for implementation of relevant rules and Regulations pertaining to the Academic Programmes.
7. “Controller of Examinations” means, the authority of the University who is responsible for all activities of the University Examinations.
8. “Dean – Student Affairs” is responsible for all student related activities including student discipline, extra and co – curricular activities, attendance and meetings with class representatives, Student Council and parent – teacher meet
9. “HoD” means, the Head of the Department concerned.
10. “Institute” means, Hindustan Institute of Technology and Science (HITS), Chennai.
11. “TCH” means, Total Contact Hours – refers to the teaching – learning periods.
12. “DEC” means, Department Exam Committee.
13. “BoS” means, Board of Studies.
14. “BoM” means, Board of Management.
15. “ACM” means, Academic Council the highest authoritative body for approval for all Academic Policies.
16. “Class Teacher” is a faculty of the class who takes care of the attendance, monitor the academic performance and the general conduct of the students of that class.
17. “CIA” is Continuous Internal Assessment which is assessed for every student, for every course during the semester.
18. “ESE” is End Semester Examination which is conducted by the Institute, at the End of the Semester for all the courses of that semester.
19. “AICTE” means, All India Council for Technical Education.
20. “UGC” means, University Grants Commission.
21. “MHRD” means, Ministry of Human Resource Development.
22. “ ODL” – Online Distance Learning; “OL” – Online Learning

ACADEMIC REGULATIONS

Under Choice Based Credit System (CBCS)

(Effective from Academic year 2018 – 19)

1.0 Vision, Mission and Objectives

1.1 The Motto of the Institute is “To make every man a success and no man a failure”.

The Vision of the Institute is “To be an international institute of excellence, providing a conducive environment for education with a strong emphasis on innovation, quality, research and strategic partnership blended with values and commitment to society”

3 The Mission of the institute is

- To create an ecosystem that promotes learning and world class research.
- To nurture creativity and innovation.
- To instil highest ethical standards and values.
- To pursue activities for the development of the Society.
- To develop national and international collaborations with institutes and industries of eminence.
- To enable graduates to become future leaders and innovators.

Value Statement

Integrity, Innovation, Internationalization

Further, the Institute always strives

- To train our graduates with the latest and the best in the rapidly changing fields of Architecture, Engineering, Technology, Management studies, Science, Humanities and Liberal Arts.
- To develop graduates with a global outlook, possessing Knowledge, Skills and Attitude capable of taking up challenging responsibilities in the respective fields.
- To mould our graduates as citizens with moral, ethical and social values so as to fulfil their obligations to the nation and the society.

- To promote research in the field of Architecture, Engineering, Technology, Management studies, Health Science, Law, Design, Science and Humanities, Liberal Arts and Allied disciplines.

4 Aims and Objectives of the Institute are focused on

- Providing state of the art education in Architecture, Engineering, Technology, Applied Sciences, Law, Health Sciences, Design, Liberal Arts, and Management studies.
- Keeping pace with the ever changing technological scenario and help the graduates to gain proper direction to emerge as competent professionals fully aware of their commitment to the society and the nation.
- To inculcate a flair for Research, Development and Entrepreneurship.

2.0 Admission

2.1. The admission policy and procedure shall be decided from time to time by the Board of Management (BOM) of the Institute based on the guidelines issued by the UGC/ Ministry of Human Resource Development (MHRD), Government of India. The number of seats in each discipline of the Liberal Arts /Applied Science programme will be decided by the Board of Management of the Institute as per the directives of AICTE/ UGC / MHRD, Government of India, taking into account the market demands. Seats are also made available up to 20% of the sanctioned intake for Non-Resident Indians and foreign nationals, who satisfy the admission eligibility norms of the Institute.

2.2. Eligibility for Admission

(i) Regular Entry

The Candidate should have qualified in 10 + 2 examination and should have obtained at least 50% marks (45% in case of candidate belonging to reserved category) in the qualifying examination.

(ii) Lateral Entry

The candidates possessing a Diploma in in the relevant discipline of specialization with minimum 50% marks awarded by the State Boards of Technical Education, India or any other competent authority as accepted by the Board of Management

of the Institute as equivalent thereto are eligible for admission to the 3rd Semester of the relevant degree programme.

- 2.3 The candidate has to fulfil all the prescribed admission requirements / norms of the Institute.
- 2.4. In all matters relating to admission to the Undergraduate Degree programme in Liberal Arts / Applied Science stream, the decision of the Board of Management of the Institute shall be final.
- 2.5. At any time after admission, if found that a candidate has not fulfilled one or many of the requirements stipulated by the Institute, or submitted forged certificates, the Institute has the right to revoke the admission and will forfeit the fee paid. In addition, legal action may be taken against the candidate as decided by the Board of Management.

3.0 Student Discipline

Every student is required to observe utmost discipline and decorum both inside and outside the campus and not to indulge in any activity which may affect adversely the prestige/ reputation of the Institute.

- 3.1 Any act of indiscipline of a student reported to the Dean (Student affairs) and Head of the Departments will be referred to a Discipline Committee constituted for the purpose. The Committee will enquire into the charges and decide on a suitable punishment if the charges are substantiated. The committee will also authorize the Dean (Student Affairs) to recommend to the Vice – Chancellor the implementation of the decision. The student concerned may appeal to the Vice – Chancellor whose decision will be final.
- 3.2 Ragging in any form is a criminal and non- bailable offence in our country. The current State and Central legislations provide stringent punishments including imprisonment. Once the involvement of a student is established in ragging, offending fellow students/staff, harassment of any nature to the fellow students/staff etc. the student(s) will be liable to be dismissed from the Institute, as per the laid down procedures of the UGC / Govt. /Institute. Every senior student of the Institute, along with their parent, shall give an undertaking every year in this regard and the same should be submitted at the time of Registration.

4.0 Structure of the Undergraduate Degree Programme in Liberal Arts and Applied Science stream

Choice Based Credit System (CBCS) was introduced from the Academic year 2015-16 in the curriculum to provide students a balanced approach to their educational endeavour.

4.1 All Undergraduate UG degree programmes in Liberal Arts / Applied Science stream for three years will have the curriculum and syllabi (course contents) as approved by the respective Board of Studies and Academic Council of the Institute.

4.2 Credits are the weightages are assigned to the courses based on the following general pattern:

- I. One lecture / Tutorial period per week --- 1 credit
- II. Up to Two periods of Practical per week --- 1 credit

4.3 The curriculum for Arts & Science degree programmes is designed to have a minimum of **110 credits + 4 Non – CGPA credits** distributed across SIX semesters of study for the award of degree.

Under CBCS, the degree programme will consist of the following categories of courses:

- i) **General Core foundation (CF)** courses comprising of Humanities courses; Language Courses, Courses specific to the selected program etc.,
- ii) **Compulsory Courses (CC) consisting of**
 - a. **Professional Core (PC):** These courses expose the students to the foundation of specified subject topics related to the chosen programme of study comprising of theory and Practical/ field work/ Design project/ Project
 - b. **Departmental Elective (DE):** These courses enable the students to take up a group of courses of their interest in the area of specialization offered by the parent Department / School.
 - c. **Non –Departmental Electives (NE):** These courses are offered by departments (across disciplines) other than their parent Department. Two groups of Electives are available under NE namely, Electives offered by Core Departments and Open Electives offered by Non – Core departments.

- d. **Indexed Journal / Conference Publications:** If a student publishes a research paper in indexed Journal / Conference as main author, the same can be considered as equivalent to two credit course under NE.
- e. **Non-CGPA courses** offered in certain semesters are compulsory, but are not used for calculation of GPA and CGPA. However, the credits will be mentioned in the grade sheet.

4.4 Non-CGPA courses

The student shall select any two courses /activity from the following **Table 1** during the entire period of study. The student has to make his / her own efforts for earning the credits. The grades given will be Pass / Fail (P/F). The respective class teachers have to encourage monitor and record relevant activities of the students, based on the rules issued from time to time by the Institute and submit the End semester report to the Head of the Department.

Table 1. Non CGPA Courses

No.	Course / Activity	Credits
1.	Start ups	2
2.	Industrial Training	2
3.	Technical conference, seminar, competitions, Professional Societies	2
4.	Management courses	2
5.	Technical Certification Course	2
6.	Sports	2
7.	NCC	2
8.	NSS	2
9.	YRC	2
10.	Art and Cultural activities	2
11.	English Proficiency Certification	2
12.	Aptitude Proficiency Certification	2
13.	Foreign Languages Level II and above	2
14.	Publication in Conferences / Seminar	2
15.	Indexed Journal Publication per paper	4
16.	Swatch Baharat Internship Scheme	2

- 4.5** A student must earn compulsorily the credits under each category shown in **Table 2** and also a minimum total of **114 credits (110 credits + 4 Non – CGPA credits)** for the award of undergraduate in Arts & Science stream. For Lateral entry students, the credits earned in their Diploma programme is considered as equivalent to the credits earned in the first year courses of the respective UG Degree Programme. However, they have to earn a minimum of **114 credits (110 credits + 4 Non – CGPA credits)** for the award of the degree.
- 4.6** Students are eligible for award of the respective **UG (Hons.) Degree in certain programmes as approved by the Academic Council.** The students are eligible to obtain **UG (Hons.) degree** upon successful completion of **126 credits (110 regular credits + 12 Additional Credits+ 4 Non – CGPA credits)** maintaining a CGPA of 8.0 with no history of arrears, as detailed in clause 7.0.
- 4.7** Students are eligible for the award of the **respective UG Degree** with minor specialisation upon successful completion of **126 credits (110 regular credits + 12 Additional Credits+ 4 Non – CGPA credits)**, as detailed in clause 8.0

Table 2. Distribution of Credits

No.	Category	Credits	Percentage
1	Basic Sciences & Humanities Courses	32	29
2	Professional Allied	18	16
3	Professional Core	38	35
4	Department Elective	6	5
5	Non – Department Electives	4	4
6	Enrichment Course	8	7
7	Project	4	4
	Total Credits	110	100
NON – CGPA			
8	Professional Development	4	---

- 4.8** The medium of instruction is English for all courses, examinations, seminar presentations and project reports.

5.0 Faculty Advisor

Faculty Advisors are assigned by the respective department to a certain number of students to help the students in planning their selection of courses and programme of study and for getting general advice on the academic programme, Such Faculty Advisor will continue to mentor the students assigned to him for the entire duration of the programme.

5.1 Class Committee

5.1.1 Every section / batch of the B. Des. Degree programme will have a Class Committee consisting of Faculty and students.

The constitution of the Class Committee will be as follows:

- a. One Professor not associated with teaching the particular class shall be nominated by the Head of the Department to act as the Chairman of the Class Committee as approved by the Dean Academics.
- b. Course coordinator of each of the lecture – based courses (for common courses).
- c. Class teacher of the class.
- d. All Faculty handling the courses for that class in the semester.
- e. Workshop Superintendent (for first two semesters); as applicable.
- f. Four students from the respective class nominated by Head of the Department
- g. Faculty Advisors of the respective class.

5.1.2 Course committee

A course committee shall be constituted by the HOD for all the common courses, with the faculty who are teaching the courses and with a Professor of the core department as the Chairman. The Course committee shall meet periodically to ensure the quality of progression of the course in the semester.

5.2 HoDs meeting with the students

- b. The HoD shall convene a closed meeting prior to each class committee and course committee meeting with the following members.
 - i. HoD
 - ii. One Professor not associated with teaching the class

- iii. Class Teacher
 - iv. Five student representatives nominated by the class teacher/ HoD.
- b. The above committee shall discuss the academic and other issue, if any, and obtain independent feedback on all faculty on the Teaching Learning Processes, in order to take necessary action. The minutes of the meeting along with student representation and the corrective actions shall be forwarded to the Dean by the HoD.

5.3 Basic responsibilities of the Class Committee and Course committee

- a. The points of discussion during the above HoDs meeting shall be discussed in the Class committee and Course Committee meetings.
- b. To review periodically the progress of the students.
- c. To discuss issues concerning curriculum and syllabi and the conduct of the classes.
- d. To inform the students about the method of assessment as recommended by the Department Exam Committee (“DEC”) at the beginning of the semester. Each class committee / course committee will communicate its recommendations and the minutes of the meetings to the Head of the Department, Dean (Academics) and the Dean (Student Affairs).
- e. To conduct meetings at least thrice in a semester as per the Academic Plan issued by the Dean – Academics.
- f. To review the academic performance of the students including attendance, internal assessment and other issues like discipline, maintenance etc.

6.0 Registration for courses in a Semester

6.1 A student will be eligible for registration of courses in any semester only if the student satisfies regulation clause 12.0 (progression) 13.0 (maximum duration of the programme) and only if he/she has cleared all dues to the Institute, Hostel and Library up to the end of the previous semester provided that student is not debarred from enrolment on disciplinary grounds.

6.2 Except for the first – year courses, registration for a semester will be done during a specified week before the start of the semester as per the Academic Schedule.

Late registration /enrolment will be permitted by the Dean – Academics, on recommendation by the Head of the respective department, with a late fee as decided from time to time.

6.3 The student shall make the choice of course in consultation with the Faculty Advisor and as stipulated from time to time.

6.4 Students may have to pay additional fee for registering in certain elective courses under Non – Departmental Electives / Additional Credit Courses offered by certain specific Departments and for higher level Foreign Languages, as decided from time to time.

7.0 Under Graduate Degree (Honours) Programme

A new academic programme, under graduate (Hons.) degree is introduced in order to facilitate the students to choose the specialized courses of their choice and build their competence in a specialized area. The features of the new programme include:

- a. Students in UG degree regular stream can opt for UG (Hons.), degree provided they have a CGPA of 7.5 up to the end of third semester with 2 standing arrears at the time of registration.
- b. The students opting for this program have to take four additional courses of their specialization of a minimum of 3 credits each from 3rd to 6th semester with not more than 2 additional courses in a semester.
- c. The students are permitted to register for only one Hons specialization, during their period of study.
- d. The student can also opt for post graduate level courses.
- e. The faculty advisor will suggest the additional courses to be taken by the students based on their choice and level of their academic competence.
- f. Students who have obtained “E” or “U” or “RA” grade or “DE” category (vide clause 15.0 – Grading) in any course, including the additional credit courses shall complete the same within the stipulated duration of the programme to become eligible for Hons Degree,
- g. The students have to pay the requisite fee for the additional courses.

8.0 Under graduate degree with Minor specialization in Liberal Arts / Applied Science stream

- a. Students, who are desirous of pursuing their special interest in areas other than the chosen discipline of Arts/ Fashion/ Humanities/ Management/ Basic Sciences, may opt for additional courses in minor specialisation groups, offered by a department other than their parent department.
- b. The number of credits to be earned for Minor specialization is 12 credits.
- c. The students are permitted to register for their minor specialization courses from the II semester onwards subject to a maximum of two additional courses per semester.
- d. The students are permitted to register for any number of minors during their period of study.
- e. The list of such additional courses offered by the various departments and the schedule will be announced in the beginning of the academic year to facilitate the registration process.
- f. The students have to pay the requisite fee for the additional courses.

9.0 Attendance

The teacher handling a course must finalise, the attendance 3 calendar days before the last instructional day of the course.

A student has to obtain minimum 75% cumulative attendance for all the courses put together in a semester.

The remaining 25% allowance in attendance is given to account for activities under NCC / NSS / Cultural / Sports / Minor Medical conditions etc.

- 9.1 Irrespective of the reason for the shortfall of the attendance, a student with a **cumulative attendance** of less than 75%, will **not** be permitted to appear for the end semester examination for all the courses in that semester and will be categorized as Detained due to shortage of attendance. The students with detained category cannot proceed to the subsequent semester.

Such students shall register for all the courses of the semester in which DE has occurred, in the subsequent year by paying the prescribed fee.

Additional condonation may be considered in rare and genuine cases which includes, approved leave for attending select NCC / Sports Camps, cases requiring prolonged medical treatment and critical illness involving hospitalization.

- 9.2 For medical cases, submission of complete medical history and records with prior information from the parent / guardian to Dean (Student Affairs) is mandatory. The assessment of such cases will be done by the attendance sub – committee on the merit of the case and put up recommendations to the Vice – Chancellor. Such condonation is permitted **only twice** for a student in the entire duration of the programme.

The Vice Chancellor, based on the recommendation of the attendance sub – committee may then give condonation of attendance, only if the Vice Chancellor deems it fit and deserving, but in any case the condonation cannot exceed 10%

10.0 Assessment Procedure

Every course shall have two components of assessment namely,

- a. Continuous Internal Assessment “CIA”: This assessment will be carried out throughout the semester as per the Academic Schedule
- b. End Semester Examination “ESE”: This assessment will be carried out at the end of the Semester as per the Academic Schedule

The weightages for the various categories of the courses for CIA and ESE is given in Table 3.

Table 3 Weightage of the CIA and ESE for various categories of the courses

No.	Category of Courses	CIA weightage	CIA marks	ESE Weightage	ESE marks	Minimum marks to be obtained in ESE	Passing minimum (CIA + ESE)
1.	Theory Course	50%	50	50%	50	20	40%
2.	Theory Course with Practical Components	50%	50	50%	50	20	40%

3.	Department Elective (DE)/ Non – Department Elective (NE)	50%	50	50%	50	20	40%
4.	Practical Course	80%	80	20%	20	10	40%
5.	Design Project	100%	100	---	---	---	40%
6.	Comprehension	100%	100	---	---	---	40%
7.	Internship	100%	100	---	---	---	40%
8.	Project and Viva Voce	50%	50	50%	50	25	40%

**For ODL / OL programmes the CIA is 40 and ESE weightage is 60% for all category of courses*

10.1 Theory Course / DE / NE Assessment weightages:

The general guidelines for the assessment of Theory Courses, Department Electives and Non – Department Electives shall be done on a continuous basis as given in Table 4.

Table 4: Weightage for Assessment

No.		Assessment Theory, DE, NE courses	Weightage Theory, DE, NE courses	Duration
1.	CIA	First Periodical Assessment	15%	2 periods
2.		Second Periodical Assessment	15%	2 Periods
3.		Revision / Improvement Exams	--	2 Periods
4.		Seminar/Assignments/Project	10%	--
5.		Surprise Test / Quiz etc.,	5%	--
6.		Attendance*	5%	
7.	ESE	End Semester Exam	50%	2 to 3 hours

**75% - 79% - 1 mark; 80% - 84% - 2 marks;95% - 100% - 5 marks*

10.2 Practical Course: For practical courses, the assessment will be done by the course teachers as below:

Weekly assignment/Observation / lab records and viva as approved by the Department Exam Committee (“DEC”)

- a. Continuous Internal Assessment -- 80%
- b. End Semester Examination -- 20%

10.3 Theory courses with practical Component: For theory courses with practical Component, the assessment will be calculated as approved by the “DEC” as follows.

- a. Continuous Internal Assessment -- 50%
- b. End Semester Exam -- 50%

10.4 Design Project – Assessment

The general guidelines for assessment of Design Project is given in Table 5

Table 5: Assessment pattern for Design Project

No.	Review / Examination scheme	Broad Guidelines	Weightage
1.	First Review	Concept	20%
2.	Second Review	Design	30%
3.	Third Review	Experiment/Analysis	20%
4.	Project report and Viva – Voce	Results and Conclusion	30%

10.5 Comprehension – Assessment

The general guidelines for assessment of Comprehension is given in Table 6.

Table 6: Assessment pattern for Comprehension

No.	Review / Examination scheme	Broad Guidelines	Weightage
1.	First Periodical Assessment-MCQ	Basic Arts and Sciences	20%
2.	Second Periodical Assessment - MCQ	Allied core	50%
3.	Third Periodical Assessment – Presentation	Emerging Areas	30%

10.6 Internship

A student has to compulsorily attend Summer / Winter internship during 3rd year for a minimum period of one month.

In lieu of Summer / Winter internship, the student is permitted to register for undertaking case study / project work under a faculty of the Institute and carry out the project for minimum period of one month.

In both the cases, the internship report in the prescribed format, duly certified by the faculty in-charge shall be submitted to the HoD. The evaluation will be done through presentation and viva - voce. The course will have a weightage of 1 credit or as defined in the respective curriculum.

- 10.7** For final year Project / Dissertation / Design Project/ Internship, the assessment will be done on a continuous basis as given in Table 7

Table 7: Assessment of Project work

No.	Review / Examination scheme	Weightage
1.	First Review	10%
2.	Second Review	20%
3.	Third Review	20%
4.	Project report and Viva – Voce	50%

For the final year project and Viva – Voce semester examination, the student shall submit a Project Report in the prescribed format issued by the Institute. The first three reviews will be conducted by a Committee constituted by the Head of the Department. The end – semester assessment will be based on the project report and a viva on the project conducted by a Committee constituted by the Registrar / Controller of examination. This may include an external expert.

- 10.8** For Non – CGPA courses, the assessment will be graded “Satisfactory/Not Satisfactory” and grades of Pass/Fail will be awarded.

10.9 Flexibility in Assessment

The respective Departments under the approval of the Department Exam Committee (DEC) may decide the mode of assessment, based on the course requirements.

10.10 Repeat Examinations

- a. Normally, the results of the End Semester Examinations for Regular Theory courses are announced within a period of 2 to 3 weeks after the last regular examination.
- b. The student who fail to secure a pass in the regular End semester examination are provided with an opportunity to register and appear for the Repeat Examination by paying the prescribed fee.

- c. The students who fail to secure a pass on being absent for genuine reasons in their End Semester Examination for the regular courses are also permitted to appear for the Repeat Exams by paying the prescribed fee.
- d. During the even semester, the Repeat Examinations will be conducted for even semester courses and during the Odd semester the Repeat Examinations will be conducted for Odd semester courses.
- e. The schedule for the Repeat Examinations will be notified through the Academic Calendar which will be published at the beginning of every academic year.
- f. The students who wish to apply for the revaluation of their answer scripts should apply immediately after the announcement of results of the Repeat Exam by paying the prescribed fee.

11.0 Procedures for Course Repetition

If a student is detained in any semester for shortage of attendance (under “DE” Category), he/she shall re-register in the subsequent academic year, by paying the requisite fee for the year in which he/she was detained and gain required attendance to become eligible to appear for the end semester examination.

12.0 Maximum Duration of the Programme

A student may complete the programme at a slower pace than the regular pace, but in any case in **not more than 5 years for Liberal Arts / Applied Science, and not more than 4 years for lateral entry students (as applicable)** excluding the semesters withdrawn as per clause **13.0**.

A student completing the degree programmes in the extended period will not be eligible for Institute ranking.

13.0 Temporary withdrawal from the Programme

- a. A student is permitted to take a break, up to a maximum of 2 semesters, during the entire programme to clear the backlog of arrears.
- b. A student may be permitted by the Vice- Chancellor to withdraw from the entire programme for a maximum of two semesters for reasons of ill health, Start – up venture or other valid reasons as recommended by a committee consisting of Head of Department, Dean of School, Dean (Academic) and Dean (Student Affairs).

14.0 Declaration of results

- 14.1 A student shall secure the minimum marks as prescribed in Clause 10.0 (Table 3) in all categories of courses in all the semesters to secure a pass in that course.
- 14.2 **Supplementary Examinations:** If a candidate fails to secure a pass in Practical/Theory with Practical component / Design Project / Internship / Comprehension courses, due to not satisfying the minimum passing requirement (“U” grade) – as per clause 16.1 he/she shall register for the courses by paying the prescribed fee in the subsequent semesters whenever offered by the departments. During the even semester, **the supplementary exams will be conducted for even semester courses and during the odd semester the supplementary exams will be conducted for odd semester courses.** He/she need not attend the contact course. However, the Internal Assessment marks secured by the candidate will be retained for all such attempts.
- 14.3 A candidate can apply for the revaluation of his/her end semester examination answer script in a theory course, after the declaration of the results, on payment of a prescribed fee.
- 14.4 **After 4 years**, the internal assessment marks obtained by the candidate will not be considered in calculating the passing requirement. A candidate who **secures 40%** in the end semester examination will be declared to have passed the course and earned the specified credits, irrespective of the score in internal assessment marks.
- 14.5 Revaluation is **not** permitted for Practical/Theory with Practical component/Design Project / Internship / Comprehension courses. However, only for genuine grievances as decided by the Exam Grievance Committee a student may be permitted to apply for revaluation.
- 14.6 Candidate who earns required credits for award of degree after 4 years (on expiry of extended period of 2 semesters over and above normal duration of course) he/she will be awarded only *second class* irrespective of his/her CGPA. However, the period approved under temporary withdrawal, if any, from the programme (13.0) will be excluded from the maximum duration as mentioned above.
- 14.7 **Semester Abroad Programme:** Students who are allowed to undergo internship or Training in Industries in India or abroad during their course work or attend any National / International Institute under semester abroad programme (SAP) up to a

maximum of 2 semesters will be granted credit equivalence for the Course Work/project work done by them in the Industry /Foreign Institute as per the recommendations of the credit transfer committee.

15.0 Grading

A grading system as shown in Table 8 will be followed.

Table 8: Grading system

Range of Marks	Letter Grade	Grade Points	Remarks
90 – 100	S	10	Outstanding
80-89	A	09	Excellent
70-79	B	08	Very Good
60-69	C	07	Good
50-59	D	06	Average
40 – 49	E	05	Pass
<40	U	00	To Reappear for end-semester examination
--	AB	00	Absent for the End Semester Examination

15.1 GPA and CGPA

GPA is the ratio of the sum of the product of the number of credits C_i of course “i” and the grade points P_i earned for that course taken over all courses “i” registered and successfully completed by the student to the sum of C_i for all “i”. That is,

$$GPA = \frac{\sum_i C_i P_i}{\sum_i C_i}$$

CGPA will be calculated in a similar manner, in any semester, considering all the courses enrolled from the first semester onwards.

15.2 The Grade card will not include the computation of GPA and CGPA for courses with letter grade “U” until those grades are converted to the regular grades.

15.3 A course successfully completed cannot be repeated.

16.0 Grade Sheet

Letter grade

Based on the performance, each student is awarded a final letter grade at the end of the semester in each course. The letter grades and corresponding grade points are given in Table 8.

- 16.1 A student is considered to have completed a course successfully and earned credits if he/she secures a letter grade other than **U** in that course.
- 16.2 After results are declared, grade sheet will be issued to each student which will contain the following details:
- a. Program and discipline for which the student has enrolled.
 - b. Semester of registration.
 - c. The course code, name of the course, category of course and the credits for each course registered in that semester
 - d. The letter grade obtained in each course
 - e. Semester Grade Point Average (GPA)
 - f. The total number of credits earned by the student up to the end of that semester in each of the course categories.
 - g. The Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester.
 - h. Credits earned under Non – CGPA courses.
 - i. Additional credits earned for the respective UG degree (Hons.), or respective UG degree with Minor specialization.

17.0 Class/Division

Classification is based on CGPA and is as follows:

$CGPA \geq 8.0$: First **Class with distinction**

$6.5 \leq CGPA < 8.0$: **First Class**

$5.0 \leq CGPA < 6.5$: **Second Class.**

- 17.2 (i) Further, the award of ‘**First class with distinction**’ is subject to the candidate becoming eligible for the award of the degree, having passed the examination in

all the courses from II semester, in his/her first appearance and within the minimum duration of the programme.

- (ii) The award of **'First Class'** is further subject to the candidate becoming eligible for the award of the degree, having passed the examination in all the courses **within 4 years**.
- (iii) The period of authorized break in study (vide clause 14.0) will not be counted for the purpose of the above classification.
- (iv) To be eligible for award of **UG (Hons.) Degree** the student must have earned total of **126 credits (110 regular credits + 12 additional credits offered by their school + 4 Non CGPA credits)** and should have **8.0 CGPA**, without any history of arrears and should not have secured E, DE, U, in any course, during the entire programme.
- (v) To be eligible for award of **the respective UG Degree with Minor Specialization**, the student must have successfully earned **126 credits (110 regular credits + 12 Additional credits in Minor Specialisation + 4 Non – CGPA Credits)**

18.0 Transfer of credits

18.1. Within the broad framework of these regulations, the Academic Council, based on the recommendation of the Credit Transfer Committee so constituted may permit students to earn part of the credit requirement in other approved Universities of repute & status in the India or abroad.

18.2 The Academic Council may also approve admission of students who have completed a portion of course work in another approved Institute of repute under lateral entry, based on the recommendation of the credit transfer committee on a case to case basis.

18.3 Admission norms for working Professionals

Separate admission guidelines are available for working / experienced professionals for candidates with the industrial / research experience who desire to upgrade their qualification as per recommendation of Credit Transfer Committee.

19.0 Eligibility for Award of the UG Degree, /UG (Hons.) Degree/ UG Degree with Minor Specialisation

19.1 A student shall be declared to be eligible for award of the respective UG Degree / UG (Hons.) / UG Degree with Minor specialisation if he/she has satisfied the clauses 4.6 / 7.0 / 8.0 respectively within the stipulated time (clause 12, 13).

- a. Earned all the credits as specified in clause 4.6
- b. No dues to the Institute, Hostels, Libraries etc.; and
- c. No disciplinary action is pending against him / her.

The award of the degree shall be recommended by the Academic Council and approved by the Board of Management of the Institute.

20.0 Change of Discipline

20.1 If the number of students in any discipline of Liberal Arts /Applied Science. class as on the last instructional day of the First Semester is less than the sanctioned strength, then the vacancies in the said disciplines can be filled by transferring students from other disciplines subject to eligibility. All such transfers will be allowed on the basis of merit of the students. The decision of the Vice-Chancellor shall be final while considering such requests.

20.2 All students who have successfully completed the first semester of the course will be eligible for consideration for change of discipline subject to the availability of vacancies and as per norms.

21.0 Clauses for ODL / OL mode:

For Regular mode	Applicable for ODL / OL mode
7.0 Under Graduate Degree (Honours) Programme	Not applicable
8.0 Under graduate degree with Minor specialization in Liberal Arts / Applied Science Stream	Optional
10.0 Assessment Procedure Weightage of CIA & ESE	Weightage for assessment (CIA & ESE – Theory courses) for BBA, B.Com, BCA under ODL/OL programmes as follows: CIA – 40% and ESE – 60%

<p>10.6 Internship</p> <p>A student has to compulsorily attend Summer / Winter internship during 3rd year for a minimum period of one month.</p> <p>In lieu of Summer / Winter internship, the student is permitted to register for undertaking case study / project work under a faculty of the Institute and carry out the project for minimum period of one month.</p>	<p>Students who successfully complete the Internship program (Optional) as per the Clause 10.6 are eligible to obtain Two additional credits applicable under Non-CGPA..</p> <p>This provision is optional.</p>
<p>17.2 (iv) & (v), 18.2 (i), (ii) and (iii) clauses pertaining to Hons and Minors</p>	<p>All these Clauses with reference to Honours are not applicable. These clauses are optional with reference to Minors.</p>

21.0 Power to modify

Notwithstanding all that has been stated above, the Academic Council is vested with powers to modify any or all of the above regulations from time to time, if required, subject to the approval by the Board of Management.

----End of the regulations ----