FFCS Academic Regulations

Version 5.0

Adaptive Curriculum for Excellence (ACE™)



VIT®
Vellore Institute of Technology
(Deemed to be University under section 3 of UGC Act, 1956)

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Academic Regulations
Version 5.0

1. Preamble

The contemporary student stands in sharp contrast to those of previous generations, characterized by a strong inclination toward autonomy and self-directed planning of their academic and professional futures. While this independence is a valuable trait, it often intersects with the complex and rapidly evolving demands of today's global workforce. Employers increasingly seek graduates who are not only academically sound but also equipped with multi-disciplinary competencies, leadership acumen, and advanced problem-solving abilities. Furthermore, proficiency in Information and Communication Technology (ICT) and Artificial Intelligence (AI) are no longer optional but essential. In addition, there is a growing expectation for students to be conversant with state-of-the-art technologies and emerging fields, such as artificial intelligence, data science, machine learning, Quantum technologies and cybersecurity.

As part of its ongoing commitment to academic excellence and continuous improvement in delivering quality education, VIT introduced the **Fully Flexible Credit System (FFCS™)** in 2008. This pioneering academic framework empowers students with the flexibility to design their own learning paths by allowing them to register for courses of their choice, determine the pace of their learning, additional learning and customize their academic plans within the broader structure of course and credit requirements. FFCS™ enables students to take ownership of their education by selecting faculty members, choice of elective courses, time slots, and course loads that align with their individual goals and learning styles. Moreover, it permits adjustments to academic plans over time, fostering a dynamic and adaptive learning environment that is responsive to the evolving interests and aspirations of students.

A key advancement in the implementation of FFCS™ is the shift from a fixed timetable to a slot-based timetable. This system allows students to choose the time slots for their theory and lab sessions, giving them the flexibility to create personalized schedules. As a result, students in the same course may have different individual timetables based on their preferences. Students across disciplines also would learn together in interdisciplinary courses.

By combining FFCS™ with slot-based scheduling, students gain greater control over their academic journey. This flexibility also encourages holistic learning across disciplines, as students are allowed to apply course concepts through analytical and critical thinking through Project-Based Learning (PBL). In turn, the students engage in meaningful, challenging projects integrated into the curriculum.

Students have the flexibility to choose from a 'basket of courses' within each classification: *Concentration Courses* for focussed and advanced learning alongside core courses (wherever possible) and *Ancillary Baskets* of courses which are fundamentally inter or multi-disciplinary in nature. This approach encourages interdisciplinary learning by offering ample opportunities to take courses from other programmes, enabling students to develop diverse skill sets beyond their core area of study. Peer learning in a class of students from multiple disciplines enables holistic learning (Ex : Robotics and AI, Hardware and Software security, Cyber-physical systems etc.) The system also supports academic progression for all learners. Courses of critical importance are offered in both semesters, allowing students a wider choice of courses to suit the pace needed.

FFCS™ not only offers students a wide range of choices to build their own curriculum but also strengthens their planning and decision-making skills. To support this process, each student is guided by a Proctor (Faculty Advisor) who plays a key role in academic planning in addition to the guidance by the respective Head of the Department. This feature guides students to identify suitable courses for each semester by considering multiple factors such as programme requirements, course prerequisites, the student's academic performance and interests, past academic history, and the proposed advanced and/or specialised course offerings. This personalized guidance ensures that students make informed choices aligned with their academic goals and career aspirations.

The Adaptive Curriculum for Excellence emphasizes student-centric, experiential education through project-based learning, internships, and research opportunities, enabling students to solve real-world problems effectively. The availability of ancillaries, concentrations, minors, honours**,** and second majors offers students the flexibility to customize their academic path. The curriculum promotes holistic development through courses such as communication skills, professional ethics, environmental science, traditional knowledge systems, and entrepreneurship to foster both technical expertise and socio-ethical awareness, preparing graduates to lead with innovation and responsibility in the dynamic and global technology landscape.

The inclusion of open electives and interdisciplinary courses encourages innovation and facilitates the development of cross-domain expertise. This Project Based Learning methodology not only reinforces classroom instructions but also enables students to explore multi- and cross-disciplinary applications, enhancing the relevance and impact of their learning. Students are encouraged to address real-world challenges through course projects applying their knowledge to identify issues and develop societal solutions.

2. Scope

The regulations outlined herein shall be referred to as the **"FFCS Academic Regulations Version 5.0."** These regulations apply to all students admitted from the academic year **2025–26** onwards, across all academic programmes offered by the institute. The design and structure of the educational programmes under the Fully Flexible Credit System (FFCS) shall be approved by the Academic Council. The "FFCS Academic Regulations Version 5.0" shall govern both existing and newly introduced programmes, ensuring consistency and alignment with the Institute's academic framework.

The "FFCS Regulations - Version 1.00" was originally approved during the 18th Academic Council meeting held on 16th July 2009 for B.Tech. Degree Programmes. "FFCS Regulations Version 1.10" was approved in the 20th Academic Council meeting held on 26th March 2010. For the programmes offered by VIT Business School, separate regulations were approved during the Standing Committee meeting of the Academic Council held on 7 August 2010. The complete Academic Regulations Version 2.0 was approved in the 27th Academic Council meeting held on 27th July 2012. Minor modifications have been carried out as per the procedure outlined in Section 19 on 15th August 2012 and named as Version 2.10. FFCS Regulations 3.0, after the introduction of Curriculum for Applied Learning (CAL), were approved during the 37th Academic Council meeting held on 16th June 2015. Subsequently, further modifications were incorporated and the FFCS Regulation 3.1 was approved in the 46th Academic Council meeting held on 24th August 2017. Version 3.2 incorporates the changes in the regulations that were approved till the 58th meeting of the Academic Council and was approved in the 59th Academic Council meeting held on 24th September 2020. Version 4.0 incorporates the changes in the regulations that were approved till the 71st meeting of the Academic Council and was approved in the 72nd Academic Council meeting held on 13th December 2023. The current version (FFCS Academic Regulations 5.0) incorporates the changes in the regulations that were approved till the 78th meeting of the Academic Council and was approved in the 79th Academic Council meeting held on 7th August 2025.

3. Admission

All students seeking admission to various B.Tech. and M.Tech. programmes need to undertake national-level computer-based competitive examinations - VITEEE and VITMEE, respectively, conducted by the University once a year, the dates of which are announced separately through the media/university website. Selected students will be admitted into various programmes through counseling. For all other programmes, students will be admitted based on their merit in addition to satisfying the specific admission criteria of the programme. The minimum qualifications essential for admission to various programmes of the Institute will be stipulated and indicated in the admissions brochure released before the commencement of admission to various programmes every year.

4. Academic System

4.1 Semester

All programmes under FFCS shall adopt a Semester system. There will be two semesters in an academic year. Normally, the Fall Semester will be from June/July to November, and the Winter Semester from December/January to May. Optional Summer Semester, during the summer vacation periods may be offered for additional, advanced or multidisciplinary learning, considering the demand for such courses by students, subject to the offer of such courses by faculty. The summer semester is offered in a fast-track mode, considering the less number of instructional days available during the summer vacation periods. However, the number of instructional hours needed to cover the syllabus shall be maintained (equivalent to that in the regular semester), with more number of instructional hours as required per week. Based on the demand, courses of Minor and Honour credentials will be offered during the Summer, subject to the availability of resources. Unless otherwise specified explicitly, all rules and regulations applicable to a course offered during a regular semester are also applicable to the courses offered during summer semester. The maximum number of courses to be taken, eligibility criteria to register, and related information shall be specified through circulars issued by the Institute from time to time.

4.2 Curriculum

Each programme contains a prescribed list of courses in a specific format, which is generally called “Curriculum”. The curriculum of each programme comprises a structured list of courses categorized under various heads, namely University Core Courses (UC), Professional Core Courses (PC), Professional Elective Courses (PE), and Open Elective Courses (OE).

The B.Tech. programme curriculum includes Ancillary, Concentration, Minor, Honours, and Second Major. Within the Professional Core Courses, there are two distinct subcategories: Programme Core and Concentration, representing the foundational and elective elements of the professional curriculum, respectively.

Details of these heads are given under Section 6.3. A student is considered to have completed the degree programme if and only if he/she has successfully cleared/ completed all the necessary/required courses and credits prescribed in the programme curriculum. Each programme Curriculum shall have a version number tagged to the Academic Year to which it is applicable, and subsequent changes in the Curriculum shall be indicated by a change in the curriculum version number appropriately. Students admitted into a programme shall adopt a curriculum approved by the Academic Council. Unless otherwise stated explicitly by the Academic Council, any changes made in the curriculum will apply to the students admitted in the subsequent year, and the existing batches continue to follow the curriculum prescribed at the time of their joining the programme.

Each Head of the Department (HoD) looks after one or more programmes, and hence the HoD is deemed to be responsible for the curriculum. Any change in the Curriculum should be recommended by the Board of Studies of the programme concerned and submitted to the Academic Council by the Chairperson of the Board of Studies concerned for approval.

4.3 Syllabus

A course syllabus is a structured document that outlines what a student is expected to learn in the course and how it contributes to the Program Outcomes (POs) and Program-Specific Outcomes (PSOs). Each syllabus for a course shall have a course code, course title, LTPC (explained in Section 6.1), syllabus revision number (version), course pre-requisites/ co- requisites/ anti-requisites (if any), course objectives, expected course outcomes (COs), modules with short title, brief description of the topics, expected duration needed to cover each module, suggested text and reference books, and assessment methods for evaluating the attainment of COs. To fulfil the principles of Outcome-Based Education (OBE), the syllabus ensures that teaching, learning and assessment activities are systematically planned to achieve the defined COs, which in turn support the POs and PSOs. This mapping enables continuous monitoring of learning outcomes, facilitates measurement of student performance against targeted attainment levels, and provides documented evidence for quality assurance. It shall also specify the date on which the Board of Studies has recommended the syllabus and the date on which it was approved by the Academic Council. Once approved by the Academic

Council, it is mandatory for the course teacher to teach the course as specified in the syllabus in total. Any subsequent modifications carried out with the approval of the Academic Council will be indicated by a change in the syllabus version number. An increment by one indicates a major change, and minor changes shall be indicated by a change in the number after the decimal. For *example*, a change from Version 1.0 to Version 2.0 indicates a major change in the syllabus, whereas a change from Version 1.0 to 1.1 indicates a minor change in the syllabus.

A Course Committee consisting of a minimum of three faculty members who have taught the course in the past or are currently teaching shall be created, and the syllabi of that course will be assigned to the Course Committee for content creation, modification, recommending course equivalences, and other related processes. School Deans may nominate the members or replace them periodically. The Course Committee is responsible for the syllabus. The school that created the syllabus for offering the course is deemed to be its owner.

4.4 Course Plan

A course plan consists of a list of lectures/ experiments carried out in each instructional class/ lab by the course teacher during the semester as per the LTPC of the course, with details like mode of delivery, reference material used, and others. One credit in a course requires 15 lecture hours for theory, 15 hours for tutorial, a minimum of 30 hours of laboratory work, within the regular semester period or in a summer semester period, as specified in the Academic Calendar of the University. Separate course plans need to be prepared for the theory/laboratory of any course. Lab exercises and projects given to students should reflect the syllabus content of the course.

4.5 Course Types

Courses can be classified as Theory only, Lab only, Theory and Lab embedded courses, and project courses. The project-based courses aim to promote *learning by doing* and enhance students' academic engagement. For project courses, students are required to undertake a project relevant to the programme, in consultation with the faculty member (Guide). Students must ensure that the project demonstrates the application of concepts and includes an element of innovation. A minimum of three progress reviews will be conducted during the semester, and the corresponding marks will contribute to the final course grade.

4.6 Course Code

Each course is assigned a unique Course Code consisting of eight alphanumeric characters—five letters followed by three digits. The structure of the code is as follows:

- The first letter indicates the programme level:
    - 'B' for Bachelor's,
    - 'M' for Master's, and
    - 'I' for Integrated programmes.
- The second letter, 'A', denotes that the course follows the ACE™ Curriculum.
- The next three letters represent the subject area (e.g., 'PHY' for Physics, 'CHY' for Chemistry, 'CSE' for Computer Science, 'EEE' for Electrical and Electronics, etc.).
- The first digit following the letters indicates the cognitive level of the course based on curriculum design standards.
- The last two digits serve as a serial number to uniquely identify the course within the subject area and level.

Additionally, each course is assigned a version number to track revisions made to the syllabus over time.

Example:

The course code BAPHY100 denotes a Physics course offered under the bachelor's programme as part of the ACE Curriculum, intended to be taught in the first year of study.

5. Programme Duration

The minimum duration within which students are generally expected to fulfill the requirements of the programmes offered by the Institute is outlined in Annexure 1. A student is deemed to have completed the programme only upon successful completion of all prescribed courses and earning the required credits as specified in the respective programme curriculum. However, the degree shall be conferred only after the student has completed the minimum duration of the programme, following the norms prescribed by the University Grants Commission (UGC).

The general rules and regulations detailed in this document are applicable to all second major and other special programmes offered by the institute. Specific requirements for such programmes will be defined and approved separately by the Academic Council, as and when necessary.

Students are not permitted to register for courses beyond their curriculum requirements, except under Minors, Honours, Ancillary, Additional Concentrations, Audit Courses or Second Major options, as applicable to the respective programme structure.

6. Course and Credit Requirements

This section outlines the structure of the curriculum, courses, and various requirements for programme completion.

6.1 Course Credits

A course credit is a measurement of the duration that the course is offered as an 'instruction' to students. All courses are offered for the entire duration of a semester. A semester is deemed to have 15 instructional (non-exam) weeks. A classroom lecture (L) of 50 minutes duration per week, carried out during all weeks of the semester, shall be considered as one Instructional Unit or one Credit. A tutorial (T) of 50 minutes duration per week, carried out during all weeks of the semester, shall be considered as one Instructional Unit or one Credit. A minimum of 100 minutes per week of laboratory session/ practical or field work/ training (P) or a combination of these, carried out during all weeks of the semester, shall also be considered as one Instructional Unit or one Credit. Thus, the LTPC for each course indicates the number of credits delivered as Lecture (L), Tutorial (T), Practical (P), and the total instructional delivery indicated as Credits (C). (Project courses shall involve periodical reviews and minimum of additional 4 hours of work per week).

Example:

An LTPC of 2-1-2-4 means 2 instructional units based on classroom lecture (L), one instructional unit of tutorial (T), one laboratory (P) based instructional unit (of 100 minutes) - all delivered during a calendar week and repeated for the entire duration of the semester to earn four credits (C) after passing the course.

6.2 Minimum Credit Requirement

The minimum credit requirement for the completion of a programme is clearly defined in the respective programme curriculum. In addition, to be eligible for the award of the degree, a student must satisfy the course and credit distribution across various categories as outlined in Section 4.2 of the regulations.

6.3 Course Distribution

Given the flexibility offered by the Fully Flexible Credit System (FFCS), a student can attain the overall minimum credit requirements without having completed all required courses or credits under specific categories such as UC, PC, PE, and OE as mandated in their curriculum. In such cases, merely achieving the minimum total credit requirement does not qualify the student for the degree. The student must

ensure completion of all requisite courses and credits under UC, PC, PE, OE, and other specified categories in accordance with Section 4.2 of the academic regulations to be deemed eligible for graduation. Students can also opt, if they want, for a limited number of courses from across the concentration baskets as permitted by the school.

6.3.1. University Core Courses

Courses listed under UC are foundational courses mandatory for that programme. These courses are basic and are expected to enhance students' knowledge in various disciplines apart from his/her own discipline. UC courses may be added, removed, or modified from time to time by the Academic Council. In a few cases, a minimum credit requirement may be fixed to be met by taking one or more courses offered in a basket.

Example: UC specifies that each student should study a foreign language course and a Humanities, Social Science, and Management (HSM) Elective. This can be met by taking any course offered from a basket of foreign language courses and a basket of HSM Electives.

6.3.1.1 Internship I*:*

During their academic tenure at the institute, all students are required to undergo a four-week industrial internship in a reputed organization relevant to their field of study. This internship may be undertaken any time after the first year and must align with the credit requirements specified in the curriculum. The internship may be completed either as a single four-week engagement or in two separate two-week segments. Each School shall designate a faculty in-charge of Industrial Internships at the programme level to assist students in identifying suitable industries and obtaining necessary approvals. During the internship, students are expected to maintain a digital log documenting their daily activities and key learnings. Upon completion, a detailed internship report along with relevant completion certificate(s) from the host organization must be uploaded to the Institute's academic software portal. Students can attend more than one 4-week internship during the summer holidays if preferred, which, however, will not be considered for additional credit. Students can carry out the internship in any of the Research Centres in the campus. If the internship results in a tangible outcome in the form of a published journal paper or a reputed international conference paper (indexed in Scopus) or a patent publication, then the work will be considered for a three- credit course under the open elective category and one credit internship.

Each School will constitute an Industrial Internship Evaluation Committee to assess the students' performance. Students may register for the corresponding internship course in a subsequent semester, after which marks will be awarded based on the activity log, submitted report, and performance in a viva voce examination, culminating in a final performance grade.

6.3.1.2 Internship II / Capstone Project (B.Tech.)/ Dissertation I/Dissertation II (PG) / Project I/ Project II (5-year Integrated):

Project Guidelines:

Students are required to undertake an innovative project as part of the credits prescribed for such Project courses in their curriculum. The project should ideally align with the specialization of their programme, allowing students to apply the knowledge and skills acquired through their coursework and laboratory experiences.

Through this project, students are expected to demonstrate competencies in analytical thinking, design, fabrication, and presentation. Projects may be undertaken individually or in groups, either within the Institute or externally, such as in industries, government/private organizations, or academic/research institutions. Each student shall register under a faculty guide within the school; however, multidisciplinary team projects are permitted. In group projects, each student must submit an individual project report with a distinct subtitle to reflect their specific contributions.

For projects carried out outside the institute, students must have both an external guide (from the host organization) and an internal faculty guide from their School. For projects carried out in the industry through an internship arranged by Career Development Centre (CDC), students should register with CDC. These Internships will be assessed and evaluated by the CDC team in discussion with the respective industry expert, and the corresponding marks will be submitted.

Academic integrity is strictly enforced: submission of a purchased, borrowed, or previously submitted project (at VIT or any other institution) constitutes examination malpractice and will result in an 'N' grade. The student must re-register for the project in a future semester. Failure or absence in the final viva voce will also necessitate re-registration. While group projects are allowed at the undergraduate level, postgraduate students are mandated to complete projects independently. Periodical interim reviews shall be conducted for monitoring the progress of the projects.

Project Planning / Evaluation:

Students are expected to select their project area, conduct a substantial literature review, identify a faculty guide, and engage in preliminary discussions prior to formal registration on VTOP.

The nature of project work based on the areas of study may include:

- Theoretical analysis
- Modelling and simulation
- Experimental analysis
- Prototype design and fabrication
- Data collection and analysis
- Or a combination of the above

The evaluation will be conducted by a panel consisting of:

- HoD (Chairperson)
- One External Examiner
- One Internal Expert
- Faculty Guide

The panel shall consist of 3 to 5 members, nominated by the Dean of the respective School. All timelines for monitoring and evaluation (as per Table 1) must be strictly followed.

Additional Guidelines:

- Projects may be multidisciplinary/ interdisciplinary and supervised by a faculty guide during the Project tenure. An additional co-guide may be permitted based on the multidisciplinary nature of the project.
- Students may register for other courses alongside the project, within the credit limits specified in Section 7.3.
- Students doing their projects abroad may participate in review meetings via video conferencing.
- Although project registration is generally expected in the final semester, under special circumstances, students who have completed at least 65% of their programme credits may be permitted to register in an earlier semester.
    - For this purpose, the credit calculation includes all courses with a performance, F, or N grade, plus credits from ongoing courses (credits registered during the preceding semesters for which the results are not yet published).
- Project registration is not allowed during summer semesters.
- The project report format must adhere to the guidelines prescribed by the Institute/School.
- Projects leading to patents and publications are highly encouraged.

Table 1: Timeline for Student Project Evaluation

Activity	Weightage	Weightage
1st Review (acceptance of project title)	5%	To be held during the first week of the semester
2nd Review	40%	To be scheduled during the CAT-I period
Submission of draft Project Report to the Internal Guide	5%	10 calendar days before the viva voce exam
Submission of Synopsis	-	7 calendar days before the viva voce exam
Report corrections/modifications to be informed to students by the Guides	-	3 calendar days before the viva voce exam
Submission of the Project Report in its final form	-	One instructional day before the viva voce exam
3rd Review (Final)	50%	To be scheduled during the FAT period as a viva voce examination by the Project Monitoring Committee. Of the 50% weightage, 25% goes to project report evaluation by the Guide, and 25% goes to the viva voce examination conducted by the External Examiner.

6.3.2 Project Based Learning

6.3.2.1 Multidisciplinary Application Project

To foster holistic development, students are encouraged to engage in multidisciplinary projects during the first year (I & II semester) of study that promote critical thinking, collaboration, and the integration of knowledge for applying to diverse requirements.

6.3.2.2 Innovative Design Project

In addition, students are motivated to carry out innovative design projects during the second year (III & IV semester) of study that nurture the creativity and promote hands-on learning through finding solutions for real-world challenges.

6.3.2.3 Research/Design Project

To cultivate innovative design thinking, students are encouraged during the third year (V & VI semester) of study to actively engage in research and design projects in his/her own or across diverse disciplines.

6.3.2.4. Technical Answers for Real World Problems

Additionally, students will be motivated to identify real-world problems, formulate technical answers to such real-world challenges, fostering a problem-solving mindset and industry-relevant skills.

6.3.3 Professional Core Courses (PFCC)

For all B.Tech. programmes, the Professional Core Courses are further categorized into Programme Core (PCC) and Concentration (CON) to reflect the core and elective components of the curriculum, respectively. In contrast, all Postgraduate (PG) and 5-year Integrated programmes follow a distinct structure for organizing Professional Core and Professional Elective courses, tailored to the academic objectives of each programme.

6.3.3.1. Programme Core Courses (PCC)

Courses listed under the PCC of a curriculum are mandatory for the specific programme. Students must complete all the courses listed under PC to become eligible for the degree. No substitution of a course listed under PC by another course is permitted under PCC requirements.

6.3.3.2 Concentration Courses (CON)

Each Concentration within a programme may consist of one or more verticals. By opting courses under the Concentration (CON) category, students can explore subjects that are more advanced or specialized than the foundational courses offered under the Programme Core. These concentration courses are designed to provide in-depth knowledge in specific sub-fields of the discipline, enabling students to build expertise aligned with their academic interests and career goals.

6.3.4 Open Elective Courses (OEC)

A separate list of courses offered by various schools will be made available to the students under the Open Elective basket. This gives an opportunity for students to satisfy their aspirations in other disciplines also. The number of credits a student is permitted to take under OE is as specified in their Curriculum. This can be applied as a combination of smaller course credits, also, without any additional payment. Students are permitted to register for online courses offered by SWAYAM-NPTEL. Refer to periodical circulars issued by Dean of Academics for specific courses. The credit earned through completing the SWAYAM-NPTEL course can be claimed for credit transfer to meet the credit requirement under the Open Elective category only.

6.3.4.1 Ancillary Courses

Students can opt for “Ancillary” in other disciplines by earning 20 credits from the courses listed in Ancillary Baskets under Open Elective. Ancillary details will be mentioned only in the transcript. Students should complete all the courses listed in a specific basket to claim for “Ancillary”.

6.3.4.2 Additional Concentration

Students can opt for “Additional Concentration” in their own discipline by earning 20 credits from the courses listed in Concentration Baskets under Open Elective. Concentration details will be mentioned only in the transcript. Students should complete all the courses listed in a specific basket to claim “Concentration” in the specific basket.

6.3.5 Professional Elective Courses (PFEC)

In Postgraduate programmes and M.Tech 5-year Integrated programmes, students have the opportunity to pursue Professional Elective (PE) courses, which are more applied or specialized compared to the foundational Professional Core (PC) courses. These electives offer in-depth knowledge in specific sub-fields / cross-fields aligned with the student’s major specialization, allowing for focused academic and professional development.

PE courses are selected from a predefined basket relevant to each programme. Courses that are not offered in a given academic year, or those courses which consistently receive low student registration over two consecutive academic years, may be removed from the basket. However, if a new PE course is introduced in a subsequent curriculum, students following an earlier curriculum (applicable to their year of admission) will be permitted to register for the new PE, as it can contribute to their academic enrichment broadening their domain expertise.

6.3.6. Project Work:

Students of all the 2-year PG Programmes are expected to register for the “Project Work” during their first semester. The project must be carried out for one full academic year, including the summer term. All the students should present their work during the Science, Engineering and Technology (SET) Conference, which will be organised by the Institute.

Evaluation & Posting of Marks: Hybrid Mode (Outcome-Based or Periodic Review-Based)

Once a Tangible outcome is achieved in the form of a published/accepted Journal Paper; a published

paper in a reputed conference proceedings, or a patent filed or published, then the guide has to post the mark for the student(s). The guide awards marks based on the individual contribution of each student. Partial foil card generation will be permitted for the Guide so that the academic process can be completed as and when a tangible project outcome is achieved.

The Supervisor will regularly monitor the student's progress and assist them. Periodical reviews, not less than 3 per semester, will be conducted by the guides/s and awarded with a mark based on the quantum of work completion during the review.

The outcome from such a project can be among one or more of the following:

1. Scopus Journal publication/submission under revision minimum for the first review.
2. Peer-reviewed and reputed international conferences with Scopus publications
3. Utility Patent published

The process will be frozen before the last working day of the semester, before the Winter Semester examinations. E grade will be offered to those students who fail to publish, provided regular progress reviews had been conducted and offered marks. Reregistration for the course will be mandatory if they have not attended the reviews.

7. Course Registration

All students must register for courses that he/she is going to study in the semester, including the courses under Minor, Honours and Second Major, through the Course Registration process. The Course Registration will be carried out on a specific day as declared by the Institute. Students who have any outstanding dues to the Institute will be permitted to register for the courses, but will not be permitted to attend the classes till they pay the fees. If a student fails to register the minimum number of courses in any semester, his/her studentship with the Institute is liable to be cancelled. Generally, students will be offered more courses than an average student is expected to take. Depending on the requirements or from a 'wish list' collected from students, Schools decide the courses to be offered in each semester. Students shall register for courses offered each semester and clear them, subject to various conditions as prescribed in this Regulation. The list of courses offered by each programme will be announced prior to registration. Depending on academic and non-academic resources available to each programme, courses offered may vary. Students will get a chance to make their own plan of study by changing the pace with which they study (fast/slow). Since the slot timetable is adopted, students can choose their own slots from multiple slots offered for the same course.

7.1 Proctor (Assistance)

Upon joining the Institute, each student will be assigned a Proctor by the School concerned. The Proctor will discuss the student's academic performance in the previous semester(s) and suggest the number and nature of courses to be registered in the ensuing semester, within the framework of that programme curriculum. The feature "Student Curriculum" is present in the academic portal. If the Proctor enters the register number of a student, it is possible to view his/her curriculum applicable to that year (latest version). In addition, the students' final grades obtained in various courses will also be displayed. This would help the Proctor to guide students to register courses under his/her own curriculum. Students who have backlogs or are under probation may get advice for pacing the programme accordingly.

7.2 Bridge Courses

During the first semester of the study period, the courses prescribed for the first semester alone will be registered by the School Academic Coordinator for all the students of all the programmes offered by the Institute. Further, depending on the proficiency in language and other necessary fundamental disciplines, the student may be asked to undergo some special courses (bridge courses), as recommended by his/her programme curriculum, to compensate for his/her inadequacy. These courses will be recommended based on a screening test conducted by the Institute or based on the subject the student has completed during his/her previous qualifying school examinations. Such courses will also be registered automatically and will appear in the students' timetables. The credits and grades obtained will not be counted for the CGPA calculation or towards the minimum credit requirements for the completion of the programme as specified in Section 6.2.

7.3 Course Prerequisites

Some courses may have specific prerequisites to be met before a student can register for the course. Generally, the student is expected to have cleared up all the prerequisite courses at the time of Course Registration. Students who have received an 'F' grade in a prerequisite course are also permitted to register for the next level course by assuming that they have attained the required 'exposure' to the course. In case the student has met the minimum attendance as stipulated in Section 8, eligible to write the FAT and also has written the FAT of a prerequisite course, but the result for the course is not yet declared (but not withheld) by the Institute, it will be assumed that the student has met the prerequisite condition by obtaining the required 'exposure' in that course.

Under such circumstances, the student is permitted to register for a higher-level course that has this course as a prerequisite. Subsequently, when the results are declared by the Institute and if the student is awarded an 'F' grade in the course, which was a prerequisite course, the Registration made for the higher-level course will not be cancelled. This stand is adopted so that the student can make further progress towards earning credits, and his/her progress need not be pulled down by backlog courses.

Like a prerequisite, a course may have an anti-requisite and/ or co-requisite. When two courses having almost similar or/ same course contents and considered as equivalent are made available to a student to choose, and to prevent students from crediting both the courses, the anti-requisite option can be used. Similarly, an independent laboratory course can be coupled to a theory-alone course through a co-requisite, thereby forcing a student to register for both courses together.

7.4 Minimum/ Maximum Credit Limits for Course Registration

The number of credits most students are expected to register in a semester will be 23 (Average Academic Load), so that they complete the programme within the specified duration of the programme. However, a student can register for a maximum of 27 credits or a minimum of 16 credits in a regular semester. However, a student carrying out the last registration of his/her programme will be permitted to register less than 16 credits to meet the minimum credit requirements for the completion of programme. There is no minimum/maximum number of credits fixed for course registration during summer semester. If the courses are offered and if there is no clash in timetable, the student is permitted to register for any number of courses.

7.5 Registering for Backlog Courses

Students who have not cleared one or more components of a course (Theory/ Lab) are shown with an "N" grade. If a student clears all the components individually, but the grand total of that course does not meet the passing range, then an "F" grade is awarded. A course having an 'F' grade will be considered as a backlog. Students with an F grade in courses are eligible to register for the next level course (pre-requisite is met). If the student has cleared the theory component, but has an N grade, he/she will be permitted to register for the next level course (pre-requisite is met). Both F and N must be cleared during the Make-up Examination (Refer to Section 9.12 for more details). If a student has not cleared all the components (F Grade) or if the student opts for Grade Improvement, then the course must be completely (wholly) re-registered in all its components for the second attempt. On the other hand, if the student has cleared up one or more components but got an N grade in that

course, then the cleared components are exempted from re-registration. The re-registration fee will be as per the university's norms existing at the time of re-registration (whole or a component of a course). When a course is re-registered wholly, all earlier course evaluation marks shall be treated as cancelled/ reset. If a student fails in a course due to a lack of marks in the lab component of an embedded course, the student must re-register for the lab/project component alone.

Courses having a 'W' grade will not be considered as a backlog. Students who are debarred from writing FAT will also be given an "N" grade for that course in the grade sheet (Refer to section 9.4 Grading system for more details). To provide an early opportunity for students to clear their backlog of courses, efforts will be made to offer as many courses as possible during fall, winter, and summer semesters which are not guaranteed for offer.

Students must pay a re-registration fee, as specified by the Institute from time to time, for the following cases: 1) registration of a course for which 'N' or 'F' is awarded, or 2) registering an Elective (either the same course or a substitution course) which was not cleared in the previous semester(s). However, students with F, N1 and N3 grades are given an option to clear the course by appearing for the arrear examination after their final semester. Students should register for all the course components if he/she opt to clear the course through an arrear examination. Component based registration is not applicable for the arrear examination. If a student fails to clear the course through the arrear examination option and if he wishes to clear through re-registration, then the student should register for all the components of the course.

7.6 Add/Drop of Courses

The option to add or drop a course (from the registered courses) is given during the first three instructional days of the semester (not applicable to the summer semester), subject to the availability of resources and the minimum/ maximum number of credits required to be registered in a semester as specified in Section 7.3. Only those courses that are registered at the end of the Add/Drop process will be considered as final for that semester. The courses thus dropped will not appear in the semester Grade Sheet of the student. The 'dropped' courses can be taken in the following semester when the courses are offered. The Add/Drop provision is not available for the courses registered during the summer semester, in view of their short duration. Add/ Drop is only an option given to the student. While exercising this option, if the student adds a new course, then the student's attendance is calculated from the date of adding the course. If he/she drops the course and again adds the same course, then the attendance is calculated from the first date of adding the course, and no compensation/ transfer of attendance shall be permitted. There is no re-registration fee for registering a 'Dropped' course again.

7.7 Course Withdrawal

If a student feels that his/her performance in CAT-I of a registered course is not satisfactory, the student can withdraw his/her Course Registration from the course. After the finalization of CAT-I marks, the Institute will announce suitable days for carrying out Course Withdrawal. Course Withdrawal will be open to students for three instructional days. Withdrawal below 16 credits is, generally, not permitted. However, final years and timed-out students are exempted from the minimum withdrawal credit limit. Re-registered courses cannot be withdrawn, except those re-registered courses that have been cleared subsequently. If a registered additional/ re-registered course is withdrawn, no refund will be made. A course once withdrawn through this process cannot be reinstated. Though courses withdrawn shall be shown with a 'W' grade under student academic history, they will not be listed in semester Grade Sheet and Consolidated Grade Sheet. The courses with 'W' grades will not be included for the calculation of the grade point. Registered backlog courses cannot be withdrawn. Withdrawal from a course is permitted subject to meeting the minimum credit limits for course registration as specified in Section 7.3. While withdrawing a course, students need to pay the re-registration charges as applicable and only if the fee is paid within the stipulated date does the course withdrawal become effective.

8. Attendance

A student is expected to maintain 100% attendance in all courses. Recognizing that a student may require leave due to illness or a family emergency, an attendance of 75% is permitted on each course, allowing up to 25% absence from instructional hours. This 25% absence includes medical, personnel, casual, official leave of absence for organizing events/ seminars/ workshops/ technical/ cultural festivals/competitions/ participation in co-curricular/ extra-curricular events/ NSS & NCC camps, and any other (valid or otherwise) reason. A computerized attendance monitoring system is adopted for posting the attendance by the faculty. Since no one is exempted from the minimum attendance conditions stipulated below, students who fail to maintain the minimum attendance criteria will not be permitted to write the next evaluation component of the course (CAT/FAT Exam component fixed by the course faculty in case of courses) and they will be considered as 'debarred from writing the exam'. The attendance software shall indicate the student status of that exam component as 'Debarred' once the student crosses below the minimum attendance requirement. Students who are 'debarred' from writing the FAT component of a course shall be awarded an "N" grade, and they must re-register for the course again and clear with a performance grade. The attendance percentage will be calculated from the 'date of registration' into a course to one day before the start of the exam

component. The minimum attendance requirements for various components of evaluation of a course are given in Table 2.

Table 2: Minimum Attendance Requirement

Attendance eligibility criteria for	Period of calculation of absence	Minimum percent attendance required
CAT-I	From the date of registration for the course to one day before the start of the CAT-I exams	75%
CAT-II	From the date of registration for the course to one day before the start of the CAT-II exams	75%
FAT	From the date of registration for the course to the Last Instructional Day (inclusive)	75%

To encourage students to attend seminars, conferences, workshops, training programmes, short-duration courses offered by specialized institutions, etc., students having a CGPA of 9.00 and above (CGPA ≥ 9.00) and with no current backlog courses are exempted from the minimum attendance requirements. It is expected that these students will continue to attend all the classes without absence and will not take this as an advantage to skip classes. If such students' CGPA falls below 9.00, they will be subjected to the minimum attendance requirements again. For this purpose, the nine-pointers list will be dynamically generated and applied at the time of preparation of the debarred list of each exam component (CAT/FAT) of a course. Hence, the exemption status may change before any exam component, depending on the declaration of results. However, no retrospective effect will be given to earlier decisions of inclusion/ exclusion from the debarred list based on the CGPA the students had at that time. Because of the short duration of the summer, the exemption from the minimum attendance requirement will not be extended to the 9.0 CGPA students.

Students who are absent due to prolonged illness or any other valid reason from the classes beyond the 25% absence shall be advised to request for 'Break of Study' on medical grounds for a semester as indicated in Section 17. This may result in the extension of the minimum time period of completion of the programme.

The Institute has declared sectional holidays for Meelad-un-Nabi, Muharram, Bakrid, Onam, Telugu New Year's Day, and Good Friday. The students availing the sectional holidays that are declared as instructional days, will need to submit their request to the HoD through the Proctor for consideration of attendance.

9. Assessment / Evaluation

The performance of a student in a theory/ lab course under Class-Based Learning (CBL) shall be assessed through a series of Continuous Assessment Tests (CAT), Course Project / Course Design

Project / Case Studies / Seminars / Quizzes and shall be followed by a Final Assessment Test (FAT).

9.1 Class-Based Learning

Assessment for class-based learning consists of Continuous Assessment Marks (CAM) and one Final Assessment Test (FAT) for each course offered under CBL. CAM shall have various components like CAT-I and CAT-II, Course Project/ Course Design Project/Case Studies/Quizzes, depending on the credit distribution (LTPC Components) as given in Table 3. Each CAT will be conducted for 90 minutes and for a maximum of 50 marks. (The marks, scored by students for 50, are converted to a scale of 15. CAT-II is of the 'open book / open notebook' type (students are allowed to bring any number of books and handwritten notebooks). A Final Assessment Test for 3 hours shall be conducted for a maximum of 100 marks.

The total of CAT-I, CAT-II, Course Project/ Course Design Project/Case Study/Quizzes accounts for 60% continuous Assessment marks. The remaining 40% weightage corresponds to the FAT. The internal assessment component marks of 30% in a theory component of the course for continuous assessment will be decided by the concerned teacher who has the liberty to go for any suitable component of continuous assessment with corresponding weightages suitable to the course. However, the assessment mode and weightage should be decided before the commencement of the course in the semester, approved by the HoD, and intimated to the students. All exams, other than the FAT, will be conducted by the School concerned or by a centralized arrangement. FATs will be conducted centrally by the CoE office. Improvement of marks in any of the examinations is not permitted by a repeat exam or by any other means.

Table 3: Assessment Components and Weightage

	L	T	P	C	L	T	P	C	L	T	P	C	L	T	P	C
	✓	✓	0	✓	0	0	✓	✓	✓	✓	✓	✓	0	0	0	✓
	Theory-only Course				**Lab Only Course**				**Embedded Course**				**Project only Course**			
Item	**Weightage (Marks)**				**Weightage (Marks)**				**Weightage (Marks)**				**Weightage (Marks)**			
CAT- I	15(50)								15(50)				00			
CAT - II	15(50)								15(50)				00			
Course Project/ Course Design Project/Case Studies/ Seminars/ Quizzes (Min.)	3X10 / 2X15 / 1X30								3X10 / 2X15 / 1X30				00			
Laboratory continuous assessment	00				60(100)				60(100)				00			
Project	00								00				100			
Final Asses. Test (FAT)	40(100)				40(100)				40(100)				-			
Grade Calc. Based on Credit	**2**	**1**	**0**	**3**	**0**	**0**	**2**	**1**	**2**	**1**	**2**	**4**	**0**	**0**	**0**	**3**
	As it is				**As it is**				**Ratio 3:1**				**As it is**			

The Assessment pattern for law programmes (LLB and LLM) includes 6 assessments of 10 marks each, 6x10 = 60, 60% weightage, and FAT 100 marks, 40% weightage

Moot court or clinic can be used as an assessment component in a few courses, which can be considered as one of the six CAM components. (Refer to AC 58th proceeding, Pg 190)

9.2 Questions based on HOTs

To test the students' skills involving analysis, evaluation, and synthesis learnt by students in each course, questions based on Higher Order Thinking skills (HOTs) are introduced in all CATs and FAT examinations. The simplest thinking skills are learning facts and recall, while higher-order skills include critical thinking, analysis, and problem solving. All CAT and FAT question papers shall carry questions based on HOTs to the minimum extent of 80% of the total questions asked in each question paper. Open-book CAT should have 100% HOTs questions.

9.3 Eligibility for Examinations

All students who have registered for a particular course are eligible to write the CAT and FAT (Theory/Lab) of that course, provided he/she is not debarred from writing the exam due to one or more of the reasons listed below.

1. Shortage of attendance
2. Acts of indiscipline
3. Withdrawal of a registered course

SCRIBE or Extra Time will be provided only for the following Medical Conditions, like Cognitive impairment, Limb ailments, Visual disorders, Mobility issues and any other medical emergency. Students who are availing SCRIBE or Extra time should produce relevant medical certificates to the concerned school Dean through the Proctor and HOD. The dean will scrutinise the medical evidence, and approval requests can be recommended to the Controller of Examinations (COE). For Extra-time requests, the student gets a maximum of 30 minutes (10 Minutes per hour) for 3 hours FAT.

9.4 Grading System

For every course registered by a student, at the end of the semester, he/she is assigned to a 'Letter Grade' based on his/her cumulative performance over the semester in that course. The letter grade and its 'Grade Point' indicate the results of both qualitative and quantitative assessment of a student's performance in a course. A student is declared to have passed on a theory-only Course, a

theory with lab embedded Course, lab only or a project-only course, only if he/she meets the following conditions, as relevant to the type of individual courses:

a) Should have secured a minimum of 40% marks in the theory FAT alone
b) Should have secured a minimum of 50% marks out of the total marks awarded to the laboratory and/or project components.
c) Should have secured a minimum of 50% marks out of the grand total marks awarded to the course (all component marks taken in their credit ratio for 100 marks), for all other course types except the 'theory only course'
d) For a theory-only course, passing criteria are based on the relative grading band.
e) There are no minimum marks set for the continuous assessments (CAM).

In the case of laboratory/project courses, students should earn a minimum of 50% marks. No separate letter grade shall be indicated/ awarded for a pass/ fail in a lab component or project component of an embedded course or a component of any continuous assessment of a theory course. A single letter grade shall be used to indicate the pass/ fail of a course in total.
Students who fail to meet the above pass criteria are awarded an 'F' grade. There will be no pass/fail criteria in continuous assessments. The letter grades and their corresponding grade points are given in Table 4. The remarks column describes the circumstances under which the specific grade is offered.

Table 4 : Letter grades and corresponding grade points.

Letter Grade	Grade Point	Remarks	
S	10	Passed in the Course	Performance Grades
A	9	Passed in the Course	
B	8	Passed in the Course	
C	7	Passed in the Course	
D	6	Passed in the Course	
E	5	Passed in the Course	
F	Zero	Failed in the course by not securing the minimum marks required	
N	Zero	Not cleared one or more component(s) of a course (Theory/ Lab/ Project-Component)/ Debarred from writing FAT/ Absent in FAT / Malpractice in exams/ Acts of indiscipline	
W	-	Course registration Withdrawn from a credit/ Audit course	
U	-	Successfully completed an Audit Course	
P	-	Passed in a 'Pass-Fail' course	

A student is declared to have passed/ cleared a course, if he/she has earned any one of the following grades: S, A, B, C, D, E, or P, called the 'Performance Grades'. Overall grade in a course is based on the credit ratio of course components (L+T:P).

The letter grade 'F' will be awarded under the following circumstances.

- Students who fail to clear a course due to their poor performance in the course.
- If a student clears all the components individually, but if the grand total of that course does not meet the passing range, then an "F" grade is awarded.

To clear an 'F' grade, students should register for a make-up exam (one-time opportunity) and still not be able to clear then the course is to be re-registered in the subsequent semester(s).

The letter grade 'N' (N1, N2, N3 & N4) will be awarded under the following circumstances.

Condition	Grade
Students who have not cleared one or more component(s) of a course (Theory/ Lab)	N1
Students who are debarred from writing FAT due to a lack of attendance	N2
Students who are absent for FAT	N3
Students involved to acts of indiscipline/ exam malpractice	N4

Students who fail to write the FAT due to valid medical reasons will be initially awarded an 'N' grade. They are eligible to apply for Re-FAT as indicated in Section 9.11. If they fail to appear for the Re-FAT as per the schedule for any reason, including medical or non-medical, the grade 'N' already awarded will be retained as it is, and no second chance will be given to them to write the FAT. The 'N' grade will be converted into a performance grade after the student takes the Re-FAT. If a student fails to write the FAT due to reasons other than the one indicated above, he/she will be awarded an 'N' grade by treating the course as incomplete. Letter grade 'N' carries 'Zero' grade points, and to clear the course, the student must register for the course again in a subsequent semester and complete the same with a performance grade.

Due to reasons beyond the control of the student/ Institute or due to non-academic reasons, if a student could not complete the entire course within a semester, he/she may be permitted to complete the remaining part of the course in a subsequent semester. The results will be shown in the Grade Sheet by an 'N' grade, indicating that the course remains incomplete. This can happen in cases where the theory portion of a lab-embedded course is completed in a semester, but the experiments cannot be completed within the semester.

Grade ‘W’ is discussed in Section 7.6, and grade ‘U’ is discussed in Section 10 separately.

9.5 Absolute and Relative Grading

The letter grade awarded to a student for his/her performance in a course can be based on either the Absolute Grading or the Relative Grading concept.

The ‘Relative Grading’ concept indicates the academic standing of a student among the peers of his/her class. All the theory components of the courses, with the class strength more than 10 shall follow a class-wise relative grading concept. In Relative Grading, the following two extreme situations, which normally upset the students, are nullified.

- A majority of students score very high marks either because the question paper is easy or the evaluation is lenient.
- A majority of students score very low marks, either because the question paper is difficult or the evaluation is strict.

In this system, grades are awarded to students according to their performance relative to their peers in the same class (class is defined as a unique combination of course-slot-faculty). Normally, the class average mark is taken as the midpoint of the ‘B’ grade, and relative to this and depending on the sigma (σ, standard deviation) value, the other grades are finalized as given in Table 5. A combination of absolute and relative grading systems is adopted in converting marks to grades

Table 5: Relative Grading - Letter Grade and its range

Relative Grading Formula	Letter Grade
Total Marks >= (Mean + 1.5σ) with a minimum of 90% total marks	S
Total Marks >= (Mean + 0.5σ) and Total Marks < (Mean + 1.5σ)	A
Total Marks >= (Mean - 0.5σ) and Total Marks < (Mean + 0.5σ)	B
Total Marks >= (Mean – 1.0 σ) and Total Marks < (Mean - 0.5σ)	C
Total Marks >= (Mean - 1.5σ) and Total Marks < (Mean - 1.0 σ)	D
Total Marks >= (Mean - 2.0σ) and Total Marks < (Mean - 1.5σ)	E
Total Marks < (Mean - 2.0σ)	F

However, if the mark range for the F grade of that class is <50 (based on mean- 2*sigma), then that value is used to check the Grand total marks requirement instead of 50 for awarding letter grades. If a course does not have an “S” grade (or) if the “S” grade boundary exceeds 100 as per the above formula, the maximum of 3 or the top 5% students who have scored ≥ 80 marks in aggregate of the

class grading strength will be awarded “S” grade. Before calculating the class average and standard deviation, the grand total marks obtained by the student is “rounded-up” to the next integer (any fraction will move to the next integer) and the same is displayed also. Marks of other evaluation components are not altered and stored up to two decimal accuracies. This total is used to compare the grade band minimum and maximum limits that are calculated and displayed as “rounded-off” integer (fraction of 0.5 and above will be converted to the next integer and less than 0.5 will be truncated).

All the conditions stipulated in Section 9.4 for the Pass/Fail are applicable to relative grading also. While applying relative grading, if the minimum marks corresponding to ‘E’ grade happens to be less than 50, then that mark will be set as the minimum mark required to pass the course. Similarly, when the class average is high, marks above 50 may result in ‘F’ grade. Under such circumstances, the student will be awarded ‘E’ grade and declared pass. If the minimum of the grade band is less than 100% but the maximum has exceeded 100%, then the maximum of the grade band shall be reset to 100%. But, if the minimum of the grade band exceeds 100%, it indicates that the specific letter grade or better letter grade(s) cannot be issued to that class.

If the class strength is less than or equal to 10 in a theory or lab-embedded theory course, absolute grading shall be adopted instead of the class-wise relative grading. All the Laboratory, soft skills, extra-curricular, Non-Graded Core Requirement (NGCR) courses, and project courses shall adopt the absolute grading method only, irrespective of the class strength as shown in Table 6.

Table 6: Absolute Grading – Letter Grade and its range

Letter Grade	Marks range (max. of 100)
S	>= 90
A	>= 80 but < 90
B	>= 70 but < 80
C	>= 60 but < 70
D	>= 55 but < 60
E	>= 50 but < 55
F	< 50

9.6 Evaluation for Laboratory Only Courses

A few skills-based courses may have only laboratory components without a theory and/ or tutorial component. To make students attend lab classes without fail and to increase the importance given

to the lab classes, the practical component will be evaluated based on the performance of the students in each experiment. Students who do not earn a minimum of 50% marks (average of the marks awarded for all the exercises of the course) are declared as 'Fail' in the lab component with an 'N' grade, and they must re-register for the lab only course/or the lab component of a course. As in the case of Theory courses, laboratory courses will also have a Final Assessment Test. The weightage for the continuous assessment will be 60% and for the Final Assessment will be 40%. All soft skill courses are treated as laboratory courses, and an absolute grading system will be followed with a weightage distribution of 60% for continuous assessment and 40% for the final assessment test.

9.7 Evaluation of Courses having Embedded Laboratory

When a course has both theory and laboratory components, the FAT will be conducted for the theory and laboratory components. The total marks of the course shall be calculated based on the ratio between the theory (including tutorials) and laboratory credits i.e.(L+T:(P/2)). To make students attend lab classes without fail and to increase the importance given to the lab classes, a pass/ fail condition is imposed on the lab component of an embedded course. Students who do not earn a minimum of 50% marks (average of the marks awarded for the individual exercises) are declared as 'Fail' in the lab component and consequently will be considered as 'not completed' (embedded) course also, and hence an "N" grade will be awarded. No separate letter grades shall be awarded for individual theory and laboratory components of a lab embedded course. The students must re-register the lab component and complete it. If he/she has got >= 50% in lab, and fails in Theory, then the same marks can be taken up for grading purposes after he/she completes the Theory FAT successfully. They also have the option of re-registering the whole course for Grade improvement.

9.8 Viewing Internal Assessment Marks

Internal assessment marks for all registered courses will be made available in the student login portal at least one week prior to the commencement of the Final Assessment Test (FAT). Any discrepancies identified by the student must be immediately reported to the respective course faculty. If unresolved, the issue may be escalated to the Proctor, Head of the Department (HoD), or School Dean within two days from the start of the FAT. Requests submitted beyond this period will not be considered.

9.9 Perusal of Answer Sheets, Re-Evaluation and Declaration of Results

After the evaluation of the CAT, the answer scripts will be handed over to the students. Any discrepancy in the evaluation will be corrected in person immediately. However, after the completion of the FAT, the marks entered by the faculty will be made visible to the students as per the schedule announced by the Institute. Subsequently, students desirous of seeing their FAT answer scripts have to apply for the same within the time period specified and by paying the prescribed fee. If the student feels that the answer script needs to be re-evaluated because of any discrepancy in the evaluation, they have to apply within the time period specified and by paying the prescribed fee. Upon re-evaluation, if there is a change in marks to the extent of 5% deviation from the original marks, the best of the two will be considered for grading. However, if the change in the mark is more than 5%, it will be evaluated again by a different examiner, and the best of the three will be considered for grading. Final letter grades will be awarded based on the earlier calculated 'grade band' range of marks (no re-calculation of mean & SD again). In case a student is not satisfied with the re-evaluation, he/she may apply to an 'Examination Appellate Committee' with the necessary fees. The Appellate committee, consisting of two faculty members other than the course handled faculty with a similar field of specialisation, will re-evaluate the answer sheet together. The marks awarded by the 'Appellate Committee' shall be final. The corresponding letter grade will be assigned based on the class-relative grading band, without recalculating the class average or standard deviation. There is no provision for re-evaluation in case of Lab/ Practical exams, Soft Skills, Student Project viva voce exam, or Seminar/ Design, or a component of the exam of type 'project'. The Institute will announce the final grades awarded to each subject, which will also be made available to students and their parents. In courses where the class average is 90% and above, the FAT answer papers will be re-evaluated by another faculty handling the same course/handled that course in an earlier semester/ by a faculty drawn from the Course Committee. Being a rare situation, the faculty may be asked to explain the high class average.

9.10 Calculation of Grade Point Average

The Grade Point Average (GPA) earned by a student is a quantitative indication of his/her performance in a semester. GPA is the weighted average of the grade points obtained in all the courses registered (after add/drop/ withdrawal) by the student during the semester. For each course registered, the grade points earned are multiplied by the credits for that course. The sum of all such grade point-credits product is divided by the total credits registered in that semester to get the GPA of that semester.

The Cumulative Grade Point Average (CGPA), which indicates the overall performance of a student from the time he/she joined the Institute to a specific semester, is obtained by calculating the weighted average of the grade points obtained in all the courses registered by the student since the first semester. The GPA and CGPA are calculated as follows at the end of every semester and indicated in the Grade Sheet.

$$CGPA = \frac{\sum_i (C_i * GP)}{\sum_i C_i}$$

where *Ci* is the number of credits for the i^{th} course, and *GP* is the grade points earned for that course.

i includes all the courses registered in all semesters, including those in which the student has an 'F' grade. If a student had failed more than once in a course or substituted a course, the credits will appear only once, both in the numerator and denominator. Pass-Fail ('P' grade), audit courses, and courses taken towards 'Minor' or 'Honours' or 'Second major' are not counted for the calculation of GPA or CGPA of the programme. The Consolidated Grade Sheet or Degree Certificate will not mention any 'class' or whatsoever, except the CGPA. GPA/ CGPA will be indicated by rounding up the actual values to two decimal places.

% equivalent of CGPA = CGPA * 10

For *example*, a CGPA of 8.75 is considered equivalent to 87.5% (CGPA of 8.75 x 10 = 87.5%).

The Controller of Examinations will issue the necessary certificate for CGPA-to-percentage equivalence to students upon request.

9.11 Absence from an Exam

If a student fails to appear for any CAT, the corresponding percentage weightage assigned to that CAT will be forfeited. No re-CAT will be conducted to compensate for the missed examination. However, if a student is unable to appear for CAT-I due to unavoidable circumstances, a Re-CAT will be scheduled separately for the benefit of such students. Students who have been conferred with fellowships by the Indian Academies (Science and Engineering) for undertaking research activity in prestigious Institutes / Universities are also eligible to take up the Re-CAT. Students who miss the CATs due to Internships and placement activities are also eligible to appear for the Re-CATs, provided they meet the minimum attendance requirement. Re-CATs are also permitted for students who fail to appear for the regular CAT due to health conditions, especially hospitalization.

Under extraordinary conditions, if a student is not able to appear for the Final Assessment Test (FAT) of a theory/ Student Project (final viva voce exam), due to hospitalization (in-patient treatment) for

more than a week duration or death of a family member, the student may apply for Re-FAT by submitting an application supported by adequate evidence or proper medical certificate duly authenticated by the Chief Medical Officer of the Institute, as the case may be, within 14 calendar days after the completion of the FAT. Such applications will be assessed by the proctor/HoD, and the school Dean may recommend or reject the application. The recommended applications will be reviewed by a special committee constituted by the Vice Chancellor. If deemed necessary, the student may be required to appear before the committee to present their case. Any student who fails to apply for such Re-FAT in the prescribed manner will be deemed to have failed in the course(s). Such students may clear the course(s) either by appearing for a Make-up Examination or by re-registering and repeating the course(s) in subsequent semesters. These examinations will be conducted along with other FATs or separately, as decided and scheduled by the Institute. Such cases will be treated as the 'first' attempt. If a student fails to write the scheduled Re-FAT for any reason (even those slated above), he/ she need to register for the course again and clear it up. The student will be awarded an 'N' grade in the course he/she failed to write. Students permitted for Re-FAT will be awarded a grade as per the class relative 'grading band', without recalculating the class average and standard deviation again.

9.12 Make-up Examination

After the declaration of semester results, any student who has received an 'F' or 'N1' grade in a course—whether it is a Theory-only course or a Theory course with an embedded laboratory component—is eligible to apply for the Make-up Examination. The 'F' or 'N1' grade will then not reflect in the semester grade sheet. The Make-up Examination will be conducted by the Office of the Controller of Examinations (CoE).

Students shall register for the Make-up Examination in any number of courses in which they have been awarded an 'F' or 'N1' grade in the recently published semester results. The maximum grade that can be awarded in the Make-up Examination is an 'E', regardless of the marks obtained, provided the minimum passing condition is satisfied (Refer to Section 9.4). If a student fails to pass the Make-up Examination, they are required to re-register for the course in a subsequent semester.

9.13 Semester Grade Sheet and Consolidated Grade Sheet

At the end of each semester, all students will be issued a Grade Sheet. This Grade Sheet will be an accurate log of course activity of a student in each semester and hence all courses registered (including those courses that are awarded F, N, W, U, P, substituted, re-registered, audited or grade improvement courses) will be listed semester wise along with the grade points earned (performance and other grades), course credits, GPA, CGPA, etc.

The overall performance of a student in all semesters since joining the programme will be shown in a Consolidated Grade Sheet. A Consolidated Grade Sheet will be issued to a student upon his/her successful completion of the programme or along with the Degree Certificate. The Consolidated Grade Sheet will indicate only the CGPA, and not semester-wise GPA. Since a Consolidated Grade Sheet consolidates semester Grade Sheet details, all details recorded in the semester Grade Sheets will also be listed, with a time stamp of the exam month and year. Additional courses like Audit, Minor/ Honours/ Second major courses etc., earned by the student will also be shown separately/ along with other courses. An Interim Consolidated Grade Sheet can also be obtained at the end of any semester, if needed. Students registering course(s) that is not a 'required course' as per his/her programme curriculum will be shown as additional courses. However, the grade awarded for such course(s) will be considered for the semester GPA calculation, like any 'required' course. On completion of the programme, a suitable grade will be awarded, and the CGPA will be calculated accordingly at the time of issue of the Consolidated Grade Sheet. However, the student needs to pay the course registration charges for the course(s) as per the prevailing charges at the end of the programme.

Criteria for Merit Rank Holders: Students who have passed all the examinations in their **first appearance** and completed the programme **within the programme duration** will be considered for merit rank. All the ranks shall be based on the **CGPA**. If there is a tie in the CGPA, the order is determined by the total marks secured. However, the rank displayed will be the same for all students with the same CGPA. For e.g. If the class topper CGPA is 9.4 and there are five candidates with a CGPA of 9.4 then all five candidates would be marked as Second rank and will be listed according to their total marks secured. Subsequent students will be ranked by skipping the number of students awarded the same rank, and the next student will be awarded only the Seventh rank, not the third rank. Students who have cleared one or more courses by Arrear / Supplementary / Re-reregistration (including courses withdrawn by the student) / debarred / Grade Improvement modes are not considered for university ranking. However, students permitted by university authorities for Re-FAT and are to be treated as first attempt as per the regulations, would be considered for ranking.

9.14 Academic Malpractice

Academic malpractice shall be viewed seriously and punished appropriately in order to discourage students from indulging in such activities. Each case shall be investigated by a 'Malpractice Committee' constituted by the Institute, and suitable punishment will be given if the malpractice is proven. If a student indulges in malpractice in any component of the Continuous Assessment (like

CATs), zero marks will be given in all subjects registered in that semester, for the corresponding examination. If a student indulges in malpractice in the FAT, all the regular courses in which the student was eligible to write and attend the FAT of that semester, registered and attended, shall be awarded an 'N' grade, as a punishment. However, the students will be permitted to clear those courses in subsequent semesters (as and when it is offered) by re-registration.

10. Audit

A student willing to get exposure to a specific course not listed in his/her programme curriculum, and without undergoing the rigors of getting a 'good' grade, may be permitted to register for that course as an Audit course, subject to the following conditions.

1. A B.Tech., M.Tech.(5-year Integrated) and M.Sc. (5-year Integrated) programme students can register a maximum of two audit courses during his/her entire programme. Other programme students can register for only one audit course during his/her entire programme. Such courses should be indicated as 'Audit' during the time of Registration itself. Late registration is not permitted for an Audit course.
2. A student is permitted to register for an audit course only if his/her CGPA is equal to or more than 8.0 at the time of Registration.
3. The student should maintain the minimum attendance conditions specified in Section 8, even for the 'audit' course.
4. Only courses currently offered for credit to other students can be audited.
5. A course appearing as a UC/PC/PE course in the curriculum of a student cannot be audited (i.e. audit course cannot be converted to a credit course). However, if a student has already met the PE credit requirements as stipulated in the curriculum, then a PE course listed in the curriculum and not taken by the student for credit can be audited.
6. Students registering for an audit course should undergo all the assessment procedures applicable to a credited student of that course. Only if the student obtains any performance grade, the course will be mentioned in the semester Grade Sheet and in the Consolidated Grade Sheet with a 'U' grade, and not his/her performance grade in the audited course.
7. Withdrawal of an audit course is permitted, and the procedure indicated in Section 7.6 needs to be followed. If a student fails to clear up an audit course, withdraws the registration, fails to maintain the minimum attendance requirements, or fails to write the FAT, etc., he/she will be awarded a 'W' grade, by treating all such conditions as course withdrawal. Any W grade course will be shown in the semester grade sheet, but not in the consolidated Grade

sheet. Hence, as a regulation, the Audit course will not be shown in the Consolidated Grade sheet if he/she fails to complete the course.

8. Since an audit course has no grade points assigned, it will not be counted for GPA and CGPA calculations.
9. If a student does not write the FAT on valid medical/ non-medical reasons, no Re-FAT request can be made for audit courses.
10. There will be no extra payment for the audit courses, limited to the number of audit courses taken as specified above.
11. Only one Audit course can be registered per semester. However, students in their graduating year are permitted to register for more than one audit course. The norms related to the prerequisite conditions are to be met in such cases.

11. Registering Post Graduate level courses

Undergraduate students having a CGPA of 8.00 or more are permitted to *credit* a Post Graduate level course, in his/her major area of specialization (or related discipline), against his/her OE option only. An undergraduate student is permitted to register for a postgraduate level course as an *audit* course only if his/her CGPA is equal to or more than 8.00 at the time of Registration. However, no relaxation of conditions indicated in Sections 6.2 and 6.3 is permitted while auditing/ crediting Post Graduate level courses.

12. UG Research Experience

To provide an opportunity to students who are ambitious in pursuing a research career, a few project-type courses are included in the curriculum, which result in Undergraduate Research Experience (URE). Such courses are named as Technical Answers for Real World Problems (TARP), Basic Multidisciplinary Project, Innovative Design Project, and Research / Design Project. Each of these project-type courses carries 3 or 2 credits, and the credits earned will be considered under the University Core Category as per the curriculum requirement. All these project-type courses are independent of each other. The student can register for one course at a time, and after successful completion, he/she can proceed with the next course. The description for each course, the assessment mode, and the expected outcome are provided on the syllabus page. The UG students can make use of the Undergraduate–Lab Integration for Knowledge & Innovation (ULINK) scheme to work on collaborative research using the laboratory facility and earn credits under Open Elective Courses. A

maximum of three credits will be awarded once students publish their research output in a Scopus-indexed journal or conference and submit the proof of publication.

13. Additional Credentials

Opportunities exist for students to complement and enhance their learning experience by crediting additional courses in diverse areas. Academically sound students can devote their extra time to each semester by taking an additional course load right from their 3rd semester.

13.1 'Minor' Credentials

Additional credits acquired in a focused discipline *other than his/her major programme discipline* entitle a student to get a 'Minor' credential. Schools offering various programmes will offer 'Minors' in their disciplines and will prescribe the set of courses and/or projects necessary for earning a minor in that discipline. Such courses can be across the programmes also and taken from the Ancillary Baskets provided by the schools. If the student completes 18 to 20 credits from the same basket, he/she will be awarded with a Minor degree on that Topic. Schools should ensure that the students will not be indirectly forced to take courses other than the ones prescribed under that 'minor' list as 'prerequisite' courses. Students who wish to acquire a 'Minor' can register for 'minor' courses along with their regular semester course registration. If any of the courses listed under the 'minor' option is a course listed under his/her curriculum as UC/PC, then the student cannot opt for that 'minor' course and this issue is managed by the Schools through listing of additional courses in the basket. The student accumulates minor credits by registering for the required courses, and if the course requirements for a particular 'Minor' are met within the prescribed minimum time limit of the programme, the minor will be awarded along with the degree. Also, the student should have a minimum average CGPA of 7.50 in the 'Minor' courses registered to become eligible for the Minor. It will reflect in the Degree Certificate as "Bachelor of Technology in (Programme) with Minor in (specialization)." Ex. B.Tech. in Civil Engineering with Minor in Data Science. This fact will also be reflected in the Consolidated Grade Sheet under a separate heading 'Minor in (specialization)' with related details shown for registration. In case a student withdraws from the "Minor" in the middle of the programme, the 'Minor' courses so far completed will be converted to open elective, provided the number of credits does not exceed the limit under the Open Elective category. The credits exceeding the Open Elective limit will be converted into an Audit Course and indicated accordingly in subsequent Grade Sheets and Consolidated Grade Sheet. If necessary, the student may use options like registering the failed 'Minor' course again in a subsequent semester (Section 7.4) or grade improvement (Section 15) to improve grades obtained in a 'Minor' course to raise the CGPA to the

required level. Student has to complete a minimum of 18 credits as prescribed in the curriculum of each 'Minor' programme to become eligible for 'Minor'. No relaxation in the maximum number of credits a student can register during a semester, as indicated in Section 7.3, will be given to courses under 'Minor'. The grades obtained in the courses credited towards the 'Minor' award are not counted and shall have no influence on the GPA/ CGPA of the programme the student has registered.

13.2 'Honours' Credentials

Additional credits acquired in *his/her own major programme discipline* entitle a student to get 'Honours' credential. All Schools offering various programmes will offer honour degrees in their disciplines. The additional concentration baskets under the programme core and Open Elective offered by each school will be available for the students of that particular school (18 to 20 credits) to earn the honours degree. Students who wish to acquire an 'Honours' credential need to carry out 'honours' course registration along with their regular semester course registration. He/she accumulates credits by registering for the required courses, and if the requirements for 'Honours' are met within the prescribed minimum time limit of the programme, the 'Honours' will be awarded along with the degree.

A student has to complete a minimum of 18 credits as prescribed in the curriculum of each 'Honours' programme to become eligible for 'Honours'. No relaxation in the maximum number of credits a student can register during a semester, as indicated in Section 7.3, will be given to students opting for 'Honours'. In case a student withdraws from the 'Honours' registration in the middle of the programme, the 'Honours' courses completed will be converted to open elective, provided the number of credits does not exceed the limit under the Open Elective category. The credits exceeding the Open Elective limit will be converted into an Audit Course and indicated accordingly in subsequent Grade Sheets and Consolidated Grade Sheet. Honours award will be mentioned in the Degree Certificate as "Bachelor of Technology (Honours) in (name of the programme) with specialization in "Honours programme". Ex.: Bachelor of Technology (Honours) in Computer Science and Engineering with specialization in Data Science. This fact will also be reflected in the Consolidated Grade Sheet under a separate heading 'Honours' with similar details shown for other credited courses and the CGPA for 'Honours' will be indicated at the end of list of courses under 'Honours'. The grades obtained in the courses credited towards the 'Honours' award are not counted and shall have no influence on the GPA/ CGPA of the 'programme' the student has registered.

13.3 'Second Major' Credentials

Additional PCC credits acquired in a focused discipline other than his/her major programme discipline entitle a student to get a "Second major" credential. Students must register for the courses prescribed under the "Programme Core Courses(PCC)" category of the curriculum of the programme in which he/she want to earn a "Second Major". Ex. If a B.Tech. Mechanical Engineering student wants to earn a "Second Major" in Computer Science and Engineering, then he/she must register and earn 40 credits from the courses listed under the "Programme Core Courses" in the Curriculum of B.Tech. Computer Science and Engineering. In case a student withdraws from the 'Second Major' registration in the middle of the programme, the 'Second Major' courses completed will be converted to open elective, provided the number of credits does not exceed the limit under the Open Elective category. The credits exceeding the Open Elective limit will be converted into an Audit Course and indicated accordingly in subsequent Grade Sheets and Consolidated Grade Sheet. Second Major award will be mentioned in the Degree Certificate as "Bachelor of Technology in (name of the programme) with second major in "Second Major programme". Ex.: Bachelor of Technology in Mechanical Engineering with a second major in Computer Science and Engineering. This fact will also be reflected in the Consolidated Grade Sheet under a separate heading 'Second Major' with similar details shown for other credited courses, and the CGPA for 'Second Major' will be indicated at the end of the list of courses under 'Second Major'. The grades obtained in the courses credited towards the 'Second Major' award are not counted and shall have no influence on the GPA/ CGPA of the 'programme' the student has registered.

14. Course Substitution

If a student receives an 'F' grade in a PE/OE course, and if the student wishes, he/she is permitted to take another PE/OE course instead of the OE course the student had failed to clear, in a subsequent semester, and clear the new course. Further, the student is also permitted to choose a PE / Concentration course from his/her curriculum, instead of the OE course that the student had failed to clear. However, the student has to pay for the substituted course since the student has utilized the opportunity of attending the course on the first attempt. Such a course substitution option can be exercised for any number of times, for a PE or OE, during the duration of the programme. Course Substitution is not permitted for UC or PC courses. Course substitution is also permitted in the "Concentration course" for the students of the programmes in which multiple concentration baskets are provided in the curriculum.

15. Grade Improvement

Students who wish to improve their grades will be permitted to register for the same course again during a subsequent Course Registration. This course will be treated as another course taken by the student, and there is no relaxation in the maximum number of credits a student can register during a semester, as indicated in Section 7.3. However, the student has to pay the course fee for registering to the course again. Such an option can be availed of only once for a given course, and only one course can be registered for grade improvement per semester. Students in their graduating year or timed-out students are permitted to register for more than one 'Grade Improvement' course, to improve their CGPA, which may help them for their placement. Those courses can be indicated as 'Grade Improvement' courses during the Course Registration.

16. Credit Transfer

Within the Institute, when a student moves from one programme to another at the end of the first year through the programme migration option, Credit Transfer is a convenient way of transferring the courses and credits the student has successfully completed/ earned. A separate circular will be issued by the Dean Academics regarding programme migration guidelines and norms at the appropriate time. If the courses completed have the same syllabi and credits, and if the course(s)/their equivalent(s) appear in the programme curriculum into which the student is admitted, it is assumed that the student has earned the credits by credit transfer. Only such courses and credits that are completed and performance grades are awarded will be transferred. Since the credit transfer takes place within the same Institute, the performance grades will also be transferred to their current curriculum and hence will be counted towards their GPA/ CGPA. Therefore, there will be no need to mention explicitly 'Credit Transfer' in their Consolidated Grade Sheet. Even though programme migration option is provided at the end of first year study period, it is not binding on the Institute to offer this option every year.

Dual/Double/Twinning Programmes:-

A similar procedure shall be adopted during the time of admission of candidates from other Universities into various eligible programmes of the Institute, subject to the condition that those Universities are recognized and approved for credit transfer by VIT. During that time, only those courses that were completed and credits earned will be mapped to the courses demanded by the programme curriculum into which the admission is sought, and hence considered for credit transfer.

If the system adopted in the other Institute is different from that of VIT, then the programme School into which the student is seeking admission/ transfer may work out an equivalence of credits that are to be transferred with valid supporting documentation. The number of credits thus transferred will be considered for the minimum credit requirements of the programme, *but not considered for the GPA/ CGPA calculations*. The credits thus transferred will be indicated as total credits at the bottom of the Consolidated Grade Sheet as 'Total Credits Transferred from (Name of the Institute, place, and Country)', and no breakup of courses will be listed. This procedure shall be applied to dual/ double/ twinning programmes wherein the credits are shared between two Institutions.

16.1. NPTEL - SWAYAM:

1. Each school identifies the NPTEL course for the respective programme and checks the relevancy/importance/applicability to the student.
2. While identifying the courses, the school needs to verify that the courses are not offered in the Institution but are offered on the SWAYAM platform.
3. The courses with 04/08/12/16 weeks duration will be considered as 1/2/3/4 credits respectively.
4. The credit details of the identified NPTEL courses for each programme will be submitted to O/o. Academics for Council approval. Further, the approved courses will be included in the course catalogue.
5. Each school's academic coordinator is responsible for the NPTEL course credit transfer workflow.
6. Students must obtain prior approval from the School Academic Coordinator to register for SWAYAM courses.
7. Only one course per semester will be permitted for credit transfer.
8. The course credits registered on SWAYAM will not be included in the maximum credit limit of a given semester.
9. After the completion of the course, the student shall be required to enter the details of the NPTEL roll number and unique certificate URL. Also, it is necessary to upload the hall ticket, fee receipt, and course completion certificate on VTOP.
10. The School Academic Coordinator will verify the documents that are uploaded on VTOP and may approve/reject them based on the validity of the documents.
11. Any form of malpractice will be viewed seriously, and action will be initiated as per VIT norms.
12. The Academic coordinator will convert the marks obtained by the student to a grade equivalent as per the 'Absolute grading' policy at VIT.
13. The marks obtained by the student are "rounded up" to the next integer (any fraction will move to the next integer).

14. The grade obtained will be included in GPA and CGPA calculations.

15. The grade improvement option is not available for SWAYAM courses.

16. The credits earned through NPTEL-SWAYAM course(s) will be considered for credit transfer only for the open elective category credit requirement as per the curriculum.

17. Students may opt for NPTEL courses only if the schedule does not conflict with their regular registration and exam schedule in VTOP.

18. The institute shall implement the revision and the credit transfer as per the change by SWAYAM through the academic council.

16.2. Semester Abroad Program (SAP):

VIT's Semester Abroad Program (SAP) is designed to encourage both undergraduate and postgraduate students from all disciplines to study at partner universities abroad and earn academic credits through coursework or project work. The Office of International Relations organizes road shows to raise awareness about SAP and facilitates the entire application and approval process. Table 7 specifies the periods during which students in the respective programmes are eligible to avail themselves of this opportunity.

Table 7: Period of study during which SAP can be availed

S. No	Name of the Programme	Period of Study
1	All Bachelor of Technology Programmes	6^{th} to 8^{th} Semester of study
2	Bachelor of Design	
3	Bachelor of Science in Agriculture (Honours)	
4	All Five-Year Integrated Master of Technology Programmes	6^{th} to 10^{th} Semester of study
5	All Five-Year Integrated Master of Science Programmes	
6	Bachelor of Architecture	
7	All Two-Year Master of Technology Programmes	3^{rd} and / or 4^{th} Semester of study
8	All Two-Year Master of Science Programmes	
9	Master of Computer Application & Master of Social Work	
10	Master of Business Administration	2^{nd} Year of study
11	All Three-Year Undergraduate Programmes	5^{th} and / or 6^{th} Semester of study

 # Applicable Institutes: Partner Universities and Top 500 QS Rank Universities / Times Higher Education (THE) Ranking Universities, and Shanghai Ranking Universities.

 # Eligibility: 7 CGPA and no current backlogs (F / N Grade)

Duration of Study / Internship / Project:

- Minimum one full Semester (4 to 5 months)
- Maximum of Two Semesters (8 to 10 months)

Maximum number of Credits eligible for Transfer

- 21 Credits (exclusive of the number of credits for UG / PG Project work)
- Credit Transfer will be considered only for the courses under the Professional Elective Courses / Open Elective category.

Course Title / Content Verification for Credit Transfer and Award of Grade

School Committee (Course Coordinator / HoD / Dean) is responsible for verifying the course title/content of the course completed by the student through the Semester Abroad Program and recommending the number of credits to be considered under each category (Professional Elective Courses / Open Elective category) and the Grade to be awarded.

UG / PG Project work

Option – I: Students take up their Project work on the campus of the University Abroad under the guidance of a Faculty member from that Institute, in addition to a guide from VIT. The progress of the work is monitored by both the guides and will be evaluated periodically. The final viva voce examination for the project will be conducted in VIT only after successful completion of the project and the arrival of the student.

Option – II: Completing the Internship / Project elsewhere through the Semester Abroad Program and claiming Credit Transfer. The School Committee (Course Coordinator / HoD / Dean) is responsible for verifying the quality of the work completed by the student through the Semester Abroad Program and recommending the Grade to be awarded.

Grades scored for the Courses, Master's Thesis / Capstone Project completed through the Semester Abroad Program will be considered for calculating the CGPA for the student.

17. Course Equivalence

Regular updating of the curriculum and syllabi is essential to reflect advancements made in various fields. The students who have studied the courses of the previous curricula are permitted to register for courses of the current curriculum. The regulation permits a student to register for a course at any time or re-register for a course to clear their backlog. By the time a student registers for a course or re-registers next time, there could be some modifications carried out in the syllabus of the course(s),

and a new syllabus version that is different from the version indicated in his/her curriculum may be currently offered to students. If the changes effected are marginal, then both syllabi are considered to be equivalent, and the student registering first time or re-registering for the course has to undertake the new syllabus currently being offered. No separate classes for the older version of the syllabus will be offered to the students to clear their backlog. After careful study of syllabi, the Course Committee may also identify new courses considered equivalent to those courses that were dropped from the curriculum for various reasons. Based on the recommendations of the Course Committee, the HoD, Dean of the School, shall declare such courses as equivalent, and the same may be recommended. Course equivalence applies to all curricula, present and future. However, the number of credits to be earned cannot be altered, and all conditions specified in Section 6 need to be adhered. All different versions of the same course are considered equivalent. Credits of the original course (of the curriculum) will be considered as 'earned' if there is a credit difference to the equivalent course. Grade Sheet and Consolidated Grade Sheet will indicate the original course code and title only, and not the equivalent course the student had registered for or written as the arrear exam. Once a Course Equivalence is established between courses, various curricula using those courses will be automatically updated by putting both the courses into a single basket. Hence, students need to do only one course in that basket to meet their credit requirement. No explicit approval from the Academic Council is needed for this effect.

18. Honours Club

Students who maintain a CGPA of 9.25 and above, having no 'F' grade to their credit and have never been debarred for lack of attendance in any CAT/ any component of continuous assessment/ FAT or indiscipline, will be admitted into the Honours Club for their meritorious performance. Their admission will be withdrawn if they fail to meet any of the conditions stipulated above. Such students will benefit from one or more of the following means.:

- given preference when the Institute sponsors students to attend a seminar/ conference/ workshop.
- Issuance of a Certificate of Merit
- given a Cash award or scholarship for the subsequent semesters

19. Time Limit for Programme Completion

For various programmes, the 'minimum period of study' (n) a student is expected to study to complete his/her is given in Annexure 1. However, if a student has few backlog courses yet to be cleared even after the completion of the above said time limit, the student will be permitted to

complete all the course and credit requirements specified in the curriculum, with an additional grace period of three years from the year of joining the Institute under that programme ('n+3'). Under no circumstances, the period of study shall be extended beyond (n+3) years, and thereafter, his/her studentship stands cancelled automatically. No separate intimation in this regard will be sent to the student. Such cases will be brought to the notice of the Academic Council by the Dean of Academics. No formal approval of the Academic Council is required for the cancellation of such studentships. A candidate may be recommended by the Dean of a programme School to temporarily break the study for a maximum period of one year for valid reasons such as accident or hospitalization due to prolonged ill health, and the same may be forwarded to the Dean, Academics for approval. An official order will be issued by the Registrar clearly stating the conditions therein. In such cases, the time limit for programme completion will be extended by the period of the study break. However, if any student is debarred/suspended for the lack of attendance or acts of indiscipline for one or more semester(s), it shall not be considered as a break in study. Such an option can be availed of only once for the entire programme duration.

If a student drops a semester after commencement of the semester, the fees paid will not be refunded and/or adjusted in the subsequent semester. Courses registered by the student will be 'dropped' and removed from the Registered Courses list and hence not indicated in the Semester Grade Sheet also. However, when the student registers those courses again in a subsequent semester, he/she has to pay the re-registration fee for each course. If the student drops the semester prior to the commencement of the semester, he/she has to pay a semester continuation fee prescribed from time to time and the balance fees paid will be adjusted in the subsequent semester.

20. Award of Degree

After successful completion of the course and credit requirements as specified in the programme curriculum and upon meeting the minimum credit requirement as specified in Section 6.2, a Provisional Certificate will be issued to eligible students by the Controller of Examinations. The degree will be conferred on the student during the subsequent Convocation. The degree certificate will indicate the relevant branch, and specializations if any, in which the student has graduated, along with minor/ honours, if earned by the student.

Example: 'Bachelor of Technology in Civil Engineering', or 'Bachelor of Technology in Mechanical Engineering (Manufacturing Engineering), or 'Bachelor of Technology (Honours) in Computer Science Engineering with specialization in Data Science; or 'Bachelor of Technology in Civil Engineering with Minor in Data Science'; 'Bachelor of Technology in Civil Engineering with a second major in Computer Science and Engineering.

21. Modification in Regulations

The current FFCS Regulations Version replaces the previous FFCS Regulations Versions, and all the previous Circulars/ Orders/ Notes issued by the Institute on issues dealt with herein. Notwithstanding anything mentioned herein, the Academic Council of the Institute has the right to add, delete, or modify these regulations from time to time. In case of any dispute arising in interpreting the rules, only the interpretation given by the Academic Council will be considered as final and binding.

Annexure – 1

Minimum duration of the Programme

Programme	Minimum period of Study
B.Tech., B.Des., B.Sc. (Hons) Agriculture	4 years
M.Tech., M.Des., M.Arch.	2 years
M.Tech. (5-year Integrated), B.Arch., B.A(LLB), BBA(LLB)	5 Years
M.Sc., MSW, MCA, MBA	2 years
M.Sc. (5-year Integrated)	5 years
BCA, B.Sc., B.Com., BBA,	3 years
BCA, B.Sc., B.Com., BBA with Honours	4 years