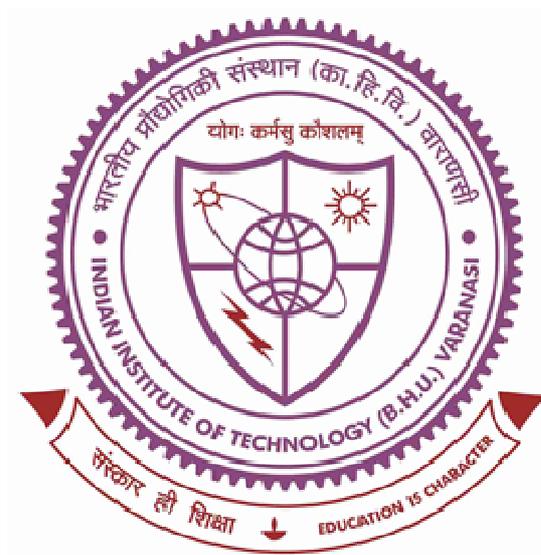# ORDINANCES GOVERNING UNDERGRADUATE PROGRAMMES
(UG MANUAL)

B. Tech./B. Pharm.
Integrated Dual Degree B. Tech.─ M. Tech./B. Pharm.- M. Pharm.
Integrated M. Tech.

Passed in the 5th Senate Meeting held on Wednesday, July 31, 2013

INDIAN INSTITUTE OF TECHNOLOGY
(Banaras Hindu University)
Varanasi - 221005

Contents

Preamble

Indian Institute of Technology (Banaras Hindu University), Varanasi, inherits the legacy of excellence and tradition of erstwhile three colleges- Banaras Engineering College (BENCO) established in 1919, College of Mining and Metallurgy (MINMET) established in 1923, and College of Technology (TECHNO) established in 1932 by Mahamana Pandit Madan Mohan Malaviya, an illustrious founder of Banaras Hindu University and great patriot and visionary at the dawn of 20th century. These colleges were amalgamated into Institute of Technology in 1968. It was converted to Indian Institute of Technology (Banaras Hindu University) Varanasi on 29th June 2012 by the Act of the Parliament as an autonomous Institution amongst the family of IIT's to impart education and training and conduct research and development work in different branches of Engineering and Technology, Science, and Humanities. Like other IIT's the Education programmes of IIT (BHU) are divided in two categories Under Graduate (UG) and Post Graduate (PG) programmes. UG Programmes include 4- year B. Tech. / B. Pharm., 5- year Integrated Dual Degree B. Tech. – M. Tech. / B. Pharm. – M. Pharm. and 5- year Integrated M. Tech. programmes where admissions are taken by the candidates after 10 + 2 qualification through JEE (Advanced). Postgraduate programmes include 2- year M. Tech. / M. Pharm. and Ph. D. programmes.

Engineering and Technology is the backbone of the development of the society. Living, health and economic standards of the people of the society depend on the availability of advanced materials, devices and support service systems. These are made available by manufacturing and service industries. Unlike other UG degree holders, UG degree holders in engineering and technology are directly employed by these Industries. A fraction of them go for higher studies in engineering and technology or management. Engineering education requires expert knowledge and skills in respective branches of engineering, whereas Technology education requires broad based fundamental knowledge of both science and engineering with analytical and innovative skills. Quality Engineering education should inculcate broad foundation, depth of knowledge and expertise in subject of specialization, including skills (Communication, technical, analytical and managerial etc.), humanism, social responsibility and business aptitude in students.

The goal of undergraduate engineering and technology education is that the student; (i) learn the concepts and develop skills related to his/her discipline, (ii) have a broad base of humanities and science and (iii) builds character. Objectives and methodologies of education system run by organizations like IIT's are diverse. To serve the objective of diversified class of students with different capabilities (mental, emotional and physical), the educational programmes should have sufficient flexibility both in terms of structure and duration. An attempt can be made by redefining the undergraduate programmes in terms of its academic units "course" and session unit "semester". Course is unique in terms of its **specific subject** referred by its **Title and Content**. Semester is a unit of educational programme for different class room, curricular, co-curricular and other activities.

In educational program **Learning** is multifaceted process of building **knowledge, intellect** and **skills** through **teachings** from learned and knowledgeable persons (Teachers) and through **self efforts** and **practices**. Learning cannot be assessed in the absolute scale. It can be

assessed by defining the **Teaching and Learning Objectives** and by comparison. To categorize the levels of learning a suitable **grading system** is adopted. **Grading** is a process that identifies **learning in a course.** It guides and motivates students towards learning and determines the abilities (memory, analytic, mathematical, practical etc.) and effort of the students. **Grade** is a symbol that represents the degree to which students have met a set of well-defined teaching and learning objectives.

A set of compulsory and elective courses constitute a programme. Course, Semester and Programme are quantified in terms of credits. Credits are supposed to be earned by the candidate/students by perusing/ studying different courses in a semester and obtaining a Pass Grade. The courses are linked together so as to they form a unified body or structure of the programme. Implementation of educational programme depends on the structure and organization of semesters and their sequencing. Thus candidate/student accumulates the credits and is supposed to qualify for the award of a degree in respective programme whenever his/her accumulated credits and performance cross the minimum credit requirement and standard of respective Programme.

The programme has some **objective** i.e. the pursuance of the programme by a candidate will enhance his/her academic proficiency and skills in specified field of knowledge. **The people pursuing a programme become professionals.**

1. INTRODUCTION

Institutes of higher learning can set their objectives by adopting this simple philosophy in such a way that it can satisfy the needs of diversified classes of students and Institute produces world class scientists, engineering and technology professionals.

The objectives of the Under Graduate Programmes can be listed as:

1. **To develop and upgrade curriculum of different UG programmes at regular intervals in such a way that the students undergoing through it, become excellent professionals in respective branches of Engineering and Technology with sound background in Science, Philosophy, Ethics, Humanities and Business.**

2. **To create infrastructure, for development of knowledge base, innovation and creativity of highest quality amongst students and faculty of the Institute.**

3. **To create an ethical and healthy interactive environment amongst Departments/Schools, faculty and students for smooth running of the academic activities in class rooms, laboratories, workshop, library, sports ground etc. This is to promote overall academics, skill and personality development of the students, so that they can serve the society to their best.**

Traditionally class room and laboratory activities, based on theory lecture and practical are important components of academics. However, library and web based learning are also finding their ways in academics. In library and web based learning, self study, seminars, projects, practical training are important components. These are successful, only when smaller groups of students have larger number of interactive sessions with their teachers and/or supervisors. Interactions with laboratory, workshop and library staff are also very important for the success of interactive learning and skill development process.

Award of Degree to persons going through the UG programmes requires a well structured curriculum divided into parts, i.e. semesters and subjects, a systematic method of evaluation, examinations and grading system, with rigidness of a part (course) and flexibility of choice of different parts (course). In curricula flexibility of choice needs some elaboration:

Horizons of science, technology and engineering are advancing day by day with new innovations and methodologies in different areas. Knowledge is being created every day. To create expert knowledgeable personnel with a depth of understanding, branching has been done in the field of science, technology and engineering. Today knowledge base is interdisciplinary. With interdisciplinary interactions new branches are also emerging. Innovation and growth is more and more when people work across the boundary of their disciplines. An Institute can serve the objective of various classes of students in a better way when some flexibility of choice of subjects is also available across these boundaries.

This manual sets out the procedures and requirements of the undergraduate programmes. These procedures and requirements shall be applicable to all the students of UG programmes admitted in July 2013 session onwards.

1.1   Under Graduate (UG) Programmes

a)   **4- Year Bachelor of Technology (B. Tech.)** programme in:

- i)   Ceramic Engineering
- ii)   Chemical Engineering
- iii)   Civil Engineering
- iv)   Computer Science and Engineering
- v)   Electrical Engineering
- vi)   Electronics Engineering
- vii)   Mechanical Engineering.
- viii)   Metallurgical Engineering
- ix)   Mining Engineering

4- Year Bachelor of Pharmacy (B. Pharm.) programme

b)   **5- Year Integrated Dual degree Bachelor of Technology–Master of Technology (B. Tech.-M. Tech.)** programmes in:

- i)   B. Tech. & M. Tech. (Ceramic Engineering)
- ii)   B. Tech. (Civil Engineering) & M. Tech. (Structural Engineering)
- iii)   B. Tech. & M. Tech. Computer Science and Engineering
- iv)   B. Tech. (Electrical Engineering) & M. Tech. (Power Electronics)
- v)   B. Tech. & M. Tech. (Mechanical Engineering.)
- vi)   B. Tech. & M. Tech. (Metallurgical Engineering)
- vii)   B. Tech. & M. Tech. (Mining Engineering)
- viii)   B. Tech. (Biochemical Engineering) & M. Tech. (Biochemical Engineering & Biotechnology)
- ix)   B. Tech. (Bioengineering) & M. Tech. (Biomedical Technology)
- x)   B. Tech. & M. Tech. (Materials Science and Technology)

5- Year Integrated Dual degree Bachelor of Pharmacy–Master of Pharmacy (B. Pharm.-M. Pharm.) programme

c)   **5- Year Integrated Master of Technology (M. Tech.)** programmes in:
   i)   Industrial Chemistry
   ii)   Mathematics and Computing
   iii) Engineering Physics

1.2 Senate Under-Graduate Committee (SUGC)

The **Senate Undergraduate Committee** is a standing committee of the Senate. Senate manual prescribes the constitution of SUGC, and also the process of election of its Chairperson who convenes and presides over the meetings.

The SUGC has jurisdiction in the following matters concerning the undergraduate programmes of the institute:

- formal approval of new courses of instruction,
- desirable modifications of courses already approved,
- credit valuation of courses,
- formal approval of the admission of first year students and others with advance standing,
- conduct of examinations,
- evaluation of academic performance, and
- such other related matters as may be referred to it by the Senate.

Functions of the SUGC consist primarily of general policy determination, coordination and review, but, the Senate retains the power of final review and decides such matters as may be brought before it. In discharging its responsibilities, the SUGC shall make full use of the appraisals and recommendations of the various academic departments concerned.

The SUGC has two standing sub-committees, namely **Core Curriculum Committee (CCC)** and **Academic Performance Evaluation Committee (APEC)**, and is assisted by the Departmental Under-Graduate Committees (DUGCs). The Chairman Senate appoints the Chairpersons of both CCC and APEC. These Chairpersons, in consultation with the SUGC Chairperson, form their respective committees consisting of five faculty members drawn from amongst the SUGC members. The CCC oversees the core curriculum, coordinates its various facets and performs all other relevant functions. The APEC evaluates the academic performance of the undergraduate students to make recommendations regarding (i) their further programme of studies and (ii) action to be taken by DUGCs in the case of deficient students. *Both these committees make their recommendations to the SUGC.*

The **Department Under-Graduate Committee (DUGC)** consists of a Convener (nominated by the Head of the Department in consultation with the faculty of the Department), the Head of the Department, a minimum of four (4) and a maximum of eight (8) faculty members, and two student representatives (chosen by undergraduate students of the Department) for a one-year period. The tenure of the faculty members shall be two years, half of them retiring each year. In the first year, lots will be drawn to decide on the retiring members. The Department Undergraduate Committee (DUGC) advises the students in their academic programmes and makes recommendations to the SUGC in all academic matters.

1.3 Office of Dean Academic Affairs

The office of the Dean of Academic Affairs (DOAA), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the Senate and the SUGC. It (i) receives, processes and maintains all records relating to the undergraduate programmes including curricula, courses offered, academic calendar,

registration, leave, examinations, grades and award of degrees and prizes, (ii) disseminates information pertaining to all academic matters, (iii) issues necessary memoranda/orders, (iv) acts as a channel of communication between the students, instructors, departments/ interdisciplinary programmes and SUGC. The under-graduate (UG) office of the Academic Section assists the SUGC and its subcommittees in their tasks
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1.4 Waiver Clause

On the recommendation of SUGC the procedures and requirements set out in this manual, other than those in Sections 3 Admissions, 6.3 Evaluation, 7. Inadequate Academic Performance, 9. Requirements for Degree and 10. Degrees may be waived in special circumstances by the Chairman Senate. All such exceptions are, however, reported to the Senate.

2. ACADEMIC SESSION

The academic session normally begins in the fourth week of July every year and ends in the middle of July in the subsequent year. It is divided into three parts roughly as follows:

Semester I	From the fourth week of July to the last week of November or beginning of December
Semester II	From the last week of December to the last week of April or beginning of May
Summer Term	From the middle of May to the middle of July

Each of the two semesters consists of about eighteen (18) weeks which includes two periodical and one end semester examinations and also one week of intra–semester recess. The summer term is a normal semester run at faster pace which consists of about nine (9) working weeks, including the seven days taken up for two periodical and one end-term examinations.

2.1 Academic Calendar

The dates of all important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, submission of documents, examinations, submission of grades, conversion of I-grades, vacation, mid-semester recess, etc., during the Academic Session are specified in the *Academic Calendar* of the Institute, approved by the Senate every year (Appendix 1).

3. ADMISSIONS

3.1 Under Graduate (UG) Programmes

a) **Through Joint Entrance Examination** - Admissions to all UG Programmes are made once a year in July through Joint Entrance Examination (JEE) conducted on an All India level by IITs. The procedures and requirements for admission to these programmes are specified in the JEE Information Brochure brought out every year.

b) A few admissions are offered under the Cultural Exchange Fellowship Programme of the Government of India, administered by Indian Council of Cultural Relations (ICCR), New Delhi. For these admissions, the candidates are required to apply through the Indian High Commission/Embassy in their respective countries.

c) Reservations of Seats and Admission for reserved seats

   i) Reservation of seats for various categories shall be as prescribed by the Board of Governors. The admission process for the reserved seats is as stated below:

   ii) **SC and ST Candidates** – Reserved seats are filled on the basis of JEE qualifying norms specified for them. In case these reserved seats remain vacant, SC, ST and PwD candidates (who appeared in JEE and satisfy certain relaxed conditions) are offered admission to the Preparatory Course of one year duration in Physics, Chemistry, Mathematics and English. On completion of the preparatory course and passing of the examination conducted by the Institute, the candidates are offered admission to the first year of UG programme of the IIT in which they are admitted.

   iii) **Other Backward Classes (OBC) Candidates (Not belonging to creamy layer)** Reserved seats are filled on the basis of JEE qualifying norms specified for them.

   iv) **Persons with Disability (PwD) Candidates:** Reserved seats are filled on the basis of JEE qualifying norms specified for them. In case these reserved seats remain vacant, other candidates in their respective categories are offered admission.

3.2 Change of Programme - The students shall normally pursue the respective programme allocated to them at the time of admission. However, the SUGC may permit a limited number of students to change their programme as per the approved guidelines and the same will be reported to the Senate. (Appendix 2).

3.3 Admission of Non-degree Transfer Students

A transfer student is a student who is officially sponsored by an Institute or University or Organization to complete a part of his/her academic programme at the Indian Institute of Technology (BHU). She/he is also a non-degree student as the Institute does not give its degree to such students. The non-degree student may carry out research, take courses for credit and may use Institute facilities. An official transcript of work done at the Institute along with grades obtained, if any, would be given to the non-degree student concerned for his/her use as she/he may deem appropriate. However, any credits earned at the Institute, by a non-degree student, cannot be applied for any degree programme of IIT (BHU).

A person will be admitted as a non-degree transfer student on a duly recommended application through DUGC and SUGC to the Dean of Academic Affairs. The applications will be finally approved by the Chairman, Senate. A non-degree student may be admitted for a maximum period of one year only at any time. The strength of non-degree students in any programme should not be more than 5% of the programme strength. A non-degree student will be required to pay all applicable fees depending upon the status, programme, and nationality. **Students so admitted will be governed by all rules, regulations and discipline of the Institute.**

3.4 Cancellation of Admission

All students admitted provisionally or otherwise to any programme shall submit copies of their mark sheets, provisional certificates, etc. of the qualifying examination and other documents by the last date specified for the purpose in the Academic Calendar. If any student fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s) his/her admission shall be cancelled. The admission will also be cancelled at any later time if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

3.5 Fulfilment of Admission Requirements

Admission to any undergraduate programme requires that the applicant
    a) be eligible,
    b) *go through the laid-down admission procedure,* and
    c) pays the prescribed fees.

All admissions to the undergraduate programmes should be formally approved by the SUGC.

4. CURRICULA

Details of the curricula for the undergraduate programmes as well as the courses are as approved by the Senate. It is implemented in terms of Institute requirement and Professional requirement.

These are divided into two distinct but compatible parts called **Institute requirements (Core Curriculum)** and **Professional Programme requirements (Professional Curriculum)**. Each student is required to go through the **Institute requirements,** irrespective of his/her chosen branch of specialization. It consists of a package of prescribed compulsory and elective courses in Basic Sciences, Basic Engineering, Engineering Science, Computing, Engineering Graphics and Manufacturing, Humanities, Social Sciences, Finance, Management etc. The **Professional Programme requirement** for the chosen programme of study consists of a set of compulsory courses, electives, and project/research work and may contain dissertation work.

The curricula for 4 – year B. Tech. / B. Pharm., 5- year Dual degree B. Tech.-M. Tech./ B. Pharm.- M. Pharm. and 5 – year Integrated M. Tech (Int.) programmes for first six semesters are similar. Dual Degree and Integrated programme Curricula from seventh semester on ward contain a few Post Graduate (PG) courses and Dissertation work.

5. REGISTRATION

All students are required to register at the beginning of each semester for the courses to be pursued by them, as per the programme, on the dates specified in the Academic Calendar. A student must ensure that he/she has completed the pre-requisites, if any, for each course to be registered. *The sole responsibility for registration rests with the student concerned.*

5.1 Registration Procedure

A list of courses to be offered during the semester is made available by the DUGC and is put up on the notice boards/ website.

SUGC will nominate Registration Advisors from amongst the faculty to provide necessary information on the Institute requirement courses offered and changes, if any, during registration in each semester. Similarly, DUGC will nominate Registration Advisors to advise students on registration for courses of the departmental requirements.

The registration procedure involves:

a) *filling of the registration form, mentioning the courses to be credited in the semester*
b) *payment of fees and clearance of outstanding dues (mess, library and others if any),* and
c) *signing of the registration roll in the office of the Dean, Academic Affairs as notified.*

5.2 Registration of a Deficient Student

The programme of a deficient student (Section 7) must be framed by DUGC in such a manner that as many backlog courses as are available are included. Further, backlog courses must be arranged as far as possible in the sequence of their accumulation.

A deficient student due to academic performance may be advised not to register for the **progressive courses** if any of the following holds:

(i) His/her earned credits up to that particular academic year is less than 60% of the cumulative required credits.

(ii) He/she has a total backlog of seven or more courses of the curriculum.

If a need arise candidates registered in a semester to the first year of UG programmes will take less credit by dropping of a few courses in a given semester on the recommendations of DUGC and SUGC after first periodical examination. Based on their performance in the semester examinations or subsequent examinations, they can be allowed by DUGC and SUGC to take full load in the subsequent semesters. These students may make up the credit deficiency in summer term.

5.3 Late Registration

If for any compelling reason like illness, etc. a student is unable to register on the day of registration, he/she can register on the late registration day specified in academic calendar on payment of the late registration fee. Late registration due to prolonged summer internship is not permitted beyond the specified late registration date. However, if a student seeks prior permission to register late on valid grounds, Chairperson, SUGC may allow and exempt him/her from payment of late registration fee. No late registration is permitted in summer term.

5.4 Adding and Dropping of Courses

A student may add or drop course(s) on or before the date specified in the Academic Calendar with the permission of the SUGC. For this, he/she must fill the appropriate form, get the endorsement of the convener of the course and the Convener, DUGC and submit the form to the Undergraduate Office for approval.

A student may be permitted to withdraw course(s) till two weeks after the first periodical examination with the following conditions.

i. Withdrawing from course(s) should not result in a net registration of less than 50% of credits of that semester.
ii. The request to drop course(s) must be endorsed by the convener of the course, DUGC and SUGC.

A student may be required to drop a course at any stage if it is found that he/she does not meet the pre-requisites of the course, or if there is a clash in the student's time table preventing him/her from attending the course, or if he/she is found not entitled to register for that course for any other reason.

5.5 Academic Load

A student will normally register for around 50-60 credits in a semester as per the respective programme. Each course carries a weightage in terms of credits depending upon the number of contact hours (lectures, tutorials, practical and self study (Appendix- 3).

A student may, however, be permitted by DUGC to take an overload of extra 25% or under load of 25% less (one course more or one course less) of the prescribed load to enrich his/her knowledge or due to his/her inability to do so. Extra academic over load are normally be permitted to only those students whose CPI is $\geq$ 8.5. Further, a student can register for an overload of 5-10 research units from the 3rd semester onwards after approval of research convener (supervisor) and DUGC.

A student whose accumulated credit is less than the graduation credit requirement of his/her programme can register for a maximum of 25% credits extra in the last semester of his/her programme after taking permission from DUGC and SUGC.

5.6 Summer Term Registrations

A list of courses to be offered in the Summer Term is normally brought out during the second semester, normally before March 30 every year. However, a few courses may be added by SUGC in the beginning of the summer term depending on the requirement of the deficient students. Students register for these courses at the beginning of the Summer Term on the recommendation of the APEC and/or DUGC and approval of SUGC. The normal academic load of summer term is half the regular semester.

5.7 Cancellation of Registration

Absence for a period of four or more weeks during a semester shall result in automatic cancellation of the registration of a student from all the courses in that semester.

6. TEACHING AND EVALUATION

6.1 Teaching

a) **Medium -** The medium of instruction is **ENGLISH**. However, teaching of courses on literature, if any, may be in other languages. Whenever needed and possible help may be provided to groups of students in tutorials or otherwise in a language, in which they are comfortable

b) **Approval of Courses -** Each course along with its type (Level) and weight in terms of credits is approved by SUGC as per the procedures laid down by the Senate. Only approved courses may be offered during any semester/summer-term.

c) **List of Courses -** The list of courses to be offered by a Department/School is finalized before the beginning of the semester/ summer term by the concerned DUGC, taking into consideration all the requirements and the recommendations of the standing committees of the Senate.

d) **Conduct of Courses -** Each course is conducted by the **course convener** with the assistance of the required number of teachers and/or tutors and teaching assistants (TAs). The **course convener and other teachers** are responsible for conducting the course, holding the examinations, evaluating the performance of the students, awarding grades at the end of the semester/summer term and transmitting the grades to the undergraduate office within the prescribed time limit.

e) **Teaching Assignments -** The **course convener**, teachers, tutors and TAs for all the courses offered by a department/school during the semester/summer term are designated by the concerned DUGC. If any other department/school is also required to participate in teaching a particular course, the respective DUGC designates the teachers, tutors and /or TAs.

f) **Auditing of courses -** A student may audit a course in addition to the prescribed academic load requirement with the permission of the course convener. Under this arrangement, the student is simply auditing the course and the grade (if any) awarded to him/her in that course will not be entered in his/her Grade Report.

6.2 Attendance

Attendance of students in lectures, tutorials, practical and project work is important for learning process. Participation of students in different class room, curricular, co-curricular and other activities facilitates interactive process of learning making the attendance a very important component of Academic Programme. It also help to bring discipline in the student's life thus enhances the overall personal development of the students.

Please see Appendix 6.

Not applicable

~~Attendance, counted from the date of registration of a student, is an institute requirement and it needs to be fulfilled on a course by course basis. The teachers will record the attendance in the attendance register and it will be uploaded on the available course portal on monthly basis. At the end of semester/each month the teacher will hand over the attendance registers in the office of Head/Coordinator. The attendance of each course will be available for display to the students through notice board or on net on monthly basis.~~

~~The student is expected to be present in the all classes. 15% grace in attendance is allowed for minor illness and urgencies, for which no application will be required. For major illness, urgencies, curricular and co-curricular activities (cogent reasons) a student has to apply for permission for absence from classes to SUGC through DUGC. For permission for absence from classes a student has to apply well in advance for curricular and co-curricular activities and immediately after major illness and urgencies. A maximum of 7 days of **permitted absences will be granted. The absences in different courses during these days will be treated as presence for the calculation of % attendance.** Cases of the continual absence only due to major illness beyond 7 days but less than four weeks will be examined by SUGC case by case basis and will be decided whether these permitted absence will be added to attendance or not.~~

~~Low attendance will have graded reduction of grades or change to fail grade in the respective courses. The penalty of downgrading of grades will be done centrally **(UG office/Academic office)** and teachers are required to submit the **'as obtained'** grades. The reduction of grades or change to fail grade in the respective courses will be done as per the following criteria:~~

~~a) If the attendance ≥ 85%, the grade obtained will remain unaltered.~~
~~b) The grade obtained will be reduced by one level, but not below D, if the attendance is < 85% and ≥ 75%. [A*→A, A →B, B →C, C→D, D/E/F remain unaltered.]~~
~~c) The grade obtained will be reduced by two levels, but not below D, if the attendance is < 75% and ≥ 65%. [A* →B, A →C, B/C →D, D/E/F remain unaltered.]~~
~~d) The grade obtained will be reduced to E grade, if the attendance is < 65%. [A*/A/B/C/D→E, E/F remain unaltered.]~~

~~**Responsible Student Attendance Option (RSAO):** Responsible Student Attendance option can be exercised by a student who declares herself/himself responsible towards learning but wish to be exempted from the attendance requirement and related consequent penalty for a~~

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~~specific course. However, if the student opts for this option and secures less than B grade (C or D), his/her grade will automatically be converted into E grade. This option can be exercised by the student during registration and add/drop period and can be revoked till one day before the first periodical exam as declared in the academic calendar. For revoked students there will be no attendance leverage and their attendance will be compiled out of total number of classes held in that particular course. The RSAO option is not available for the practical courses/practical component of the course. This option can be availed in a maximum of two theory courses in a semester. This option should be exercised judiciously, as the presence of good students contributes to the learning atmosphere inside a classroom.~~

6.3 Evaluation

The evaluation of students in a course is a continuous process and is based on their performance in two periodical examinations, an end semester examination, quizzes/ short tests, tutorials, assignments, laboratory work (if any), make-up examinations (if applicable), etc. The respective weightage of each component will be decided by Course Convener in consultation with other teachers (if any) and will be declared by the course convener on the first class of the course as well be uploaded on the course portal.

a) Schedule of Examinations:

The schedule for the two periodical examinations, the end semester examination and the make-up examination (if any) in courses required to fulfil the Institute requirement is prepared and announced by the Dean of Academic Affairs/Chairperson SUGC, whereas the schedule for these examinations in Departmental/School courses is prepared and notified by the respective DUGCs. All the examinations should be held during the periods/days specified in the Academic Calendar.

b) Make-up Examinations:

If a student, for *cogent* reasons such as illness, etc., fails to appear in the end-semester examination in one or more course(s), he/she may make a request personally or through someone to SUGC through DUGC for a make-up examination within two days of the date of the scheduled examination. Such a request must, however, be made on a prescribed form (Appendix 4), available in the Undergraduate Office, giving reasons for the failure to appear in the end-semester examination with a certificate from a Medical Officer designated by the Institute, in case the failure was due to illness.

For failure to appear in periodical examinations, etc., it is entirely up to the convenor/teacher to ascertain the proficiency of the student by whatever means he/she considers appropriate provided the Dean (Academic Affairs) accepts the reason as cogent reason.

6.4 Grading System

a) Grades and Grade Points

At the end of the semester/summer term, a student is awarded a letter grade in each of his/her courses by the concerned course convener taking into account his/her level of learning based on performance in the various examinations, quizzes, assignments/term paper, laboratory/project work (if any), etc. as per the weightage declared in the beginning of the course. The grading should reflect the level of learning by the student, for such a purpose a relative grading system will be used.

Dissertation for Integrated Dual Degree and Integrated Programmes will be evaluated as per the procedures laid down in the 'Ordinances Governing Post Graduate Programmes'**.**

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The grades are submitted in the undergraduate office within the prescribed time limit after the end semester examination as prescribed by DOAA office. **Normally, these are 72, 96 and 120 hrs for student strength ≤ 50, 51-150 and > 150.**

~~Award of grades to students are based on their level of learning assessed by their performance in the course. There are seven letter grades: **A*, A, B, C, D (Pass Grades) and E, F (Fail Grades)**. The grade A* would be used to indicate extremely high levels of learning achieved by a student in a particular course, but its points would still be 10. Thus, it is recognition of the extraordinarily high levels of learning, even though the Grade points are not different from that for the grade A. **'T'** will be awarded in those courses or research/project which are waived off of for students going to other Institute/ University/ Organization as Non Degree Student and earned credits and grades.~~

A candidate will register for research/project/training units**.** For these units of the undergraduate programme there will be only satisfactory 'S' or unsatisfactory 'X' grades in the unit of 5 credits without grade points. That means the possible grades for 5 research credits will be S, or X; 10 research credits will be 2S, S+X or 2X; and so on. If some component of the research work is not complete then **I** grade will be awarded which will be later on converted into S or X after completion.

If a student does not complete all the requirements for a course for a genuine reason, the instructor may award the grade I (Incomplete). An I grade may also be awarded if the student has not appeared in the end semester examination for cogent reasons. If the reason for missing the end semester examination is not accepted as a cogent reason by the competent authority, I grade shall be converted to fail grade F; otherwise, a make-up end semester examination shall be conducted and the grade I shall be replaced by the grade obtained by the student. An I grade must be converted by the convenor/teacher to a regular letter grade by the last date for such conversion specified in the Academic Calendar, failing which it is automatically converted to an F grade by the Dean of Academic Affairs Office.

A student getting ~~an E,~~ F or X grade in a course must repeat it or replace it (if it is an elective). If the Course happens to be an Elective, he/she can substitute the same by another Elective with the permission of the DPGC. ~~The E grade indicates that the course can be considered for fulfilling requirement of pre-requisite for another course. A student getting a D grade in a course may also be allowed to repeat it or replace it (if it is an elective) by another course to improve his/her CPI.~~

~~The letter grades and their numerical equivalents on a 10-point scale (called Grade Points) are as follows:~~

~~Academic Performance~~	~~Grade~~	~~Score or Grade Point~~
~~Outstanding (Extraordinarily high level of learning)~~	~~A*~~	~~10~~
~~Excellent~~	~~A~~	~~10~~
~~Good~~	~~B~~	~~08~~
~~Fair~~	~~C~~	~~06~~
~~Poor (but pass grade for the course)~~	~~D~~	~~04~~
~~Fail (insufficient levels of learning)~~	~~E~~	~~02~~
~~Fail (extremely low level of learning)~~	~~F~~	~~00~~
~~(Research unit) Satisfactory~~	~~S~~	~~Credit earned~~
~~(Research unit) Unsatisfactory~~	~~X~~	~~No credit earned~~
~~Incomplete~~	~~I~~	~~—~~
~~Waived/ Transferred Credits~~	~~T~~	~~Credit earned~~

Please see Appendix 7

b) Change of Grade Already Awarded - A letter grade once awarded shall not be changed unless the request is made by the course convener and is approved by the Chairman, Senate. Any such request for change of grade must, however, be made within six weeks of the start of the next semester in the prescribed form (Appendix 5) with all relevant records and justification.

c) Semester Performance Index (SPI) – The Semester Performance Index (SPI) is a weighted average of the grade points obtained by a student in courses sand describes his/her academic performance in a semester. If the grade points associated with the letter grades awarded to a student are G_1, G_2, G_3, G_4, and G_5 in five courses and the corresponding credits are C_1, C_2, C_3, C_4, and C_5, the SPI is given by

$$SPI = \frac{C_1 \times G_1 + C_2 \times G_2 + C_3 \times G_3 + C_4 \times G_4 + C_5 \times G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

S and **X grades and associated credits** shall not be considered in the computation of the **SPI.**

d) Cumulative Performance Index (CPI) - The Cumulative Performance Index (CPI) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/summer term. It is computed in the same manner as the SPI, considering all the courses (say, n), and is given by

$$CPI = \sum_1^n \frac{C_i \times G_i}{C_i}$$

Whenever a student is permitted to repeat or substitute a course, the new letter grade replaces the old letter grade in the computation of the CPI, but, both the grades appear on his/her Grade Report.

d) Grade Report - A provisional Semester Grade Report is issued to each student at the end of the semester (including summer term) having a record of cumulative performance also. Final Grade Report is issued on completion of all requirements of the Degree. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

e) Withholding of Grades – The grades of a student may be withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her, or for any other valid reason.

7. INADEQUATE ACADEMIC PERFORMANCE

The academic performance of each undergraduate student is reviewed by Academic Performance Evaluation Committee (APEC) at the end of a semester/ term and is considered inadequate if his/her performance is as under:

If, a student fails to clear 75% of the required cumulative credit at the end of the given academic year, he/she will be termed as '**academically deficient'**. A deficient student is one who either has not taken or has taken but failed in course(s) of previous semester(s). The deficiency may be due to poor grades and/or not registering course(s) for health or other reason(s), etc.

His/her performance will be monitored on semester to semester basis. Depending on the degree of inadequacy, a deficient student may be placed on **Warning or Academic Probation, or his/her academic programme may be terminated.**

7.1 Warning

A student is placed on Warning if his/her earned credits at the end of a regular semester are as follows:

a) Cumulative earned credits are in the range 60 - 75% of the normal cumulative credits at the end of summer term of the given academic year.

b) Earned semester credits are in the range 30 - 50% of the total semester credits at the end of the given semester.

Such a student is required to sign an undertaking before the registration incorporating the following terms and conditions:

i) He/She shall register for the courses for which he/she failed in an appropriate semester to earn the pass credits,

ii) He/She shall not hold any office in the Hostel, Students Gymkhana or any other organization/body during academic probation.

iii) Any other term/condition laid down by SUGC/Senate.

The parents/guardian will be informed about the academic performance of such students.

7.2 Academic Probation

A student is placed on Academic probation if his/her earned credits at the end of a regular semester are as follows:

a) Cumulative earned credits are in the range 40 - 60% of the normal cumulative credits at the end of summer term of the given academic year.

b) Earned semester credits < 30% of the total semester credits at the end of the given semester.

Such a student is required to sign an undertaking before the registration incorporating the following terms and conditions:

i) He/She shall register for all courses (if available) in which he/she failed to earn the pass credits,

ii) He/She will clear > 75% of the normal cumulative credit at the end of the summer term.

iii) He/She shall not hold any office in the Hostel, Students Gymkhana or any other organization/body during academic probation.

iv) Any other term/condition lay down by SUGC/Senate.

The parents/guardian will be informed about the academic performance of such students.

If a student is unable to meet the terms/conditions due to some genuine reasons, he/she must indicate this to the DUGC/SUGC before the semester ends.

7.3 Termination

The programme of a student may be terminated by Senate if he/she

a) is on Academic Probation and his cumulative earned credits < 40% of the normal cumulative credits at the end of summer term of the given academic year.

b) is absent without authorized leave of absence for more than four weeks in a semester and

does not appear in the end-semester examination of the courses in which he/she is registered.

c) fails to report and register on or before the date of late of registration without any bona fidé reason.

d) involves himself/herself, in violation of the code of conduct. and the Senate Student Affairs Committee (S-SAC)/ a special Institute committee makes a recommendation to that effect.

For the students in the termination list after the end of their first year, may be given an option to repeat the entire first year. In such case, the academic records will be reset. All such cases shall be reported to the Senate.

7.4 Appeal against Termination

A student, whose programme is terminated on account of inadequate academic performance or otherwise, has the right to appeal for reconsideration. While making the appeal against termination, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. An appeal committee appointed by the senate under the chairmanship of Dean (AA) may be formed to take a final decision after considering all the available inputs. However, no further appeal for review will be entertained unless substantial additional information is brought to its notice.

8. LEAVE OF ABSENCE

Application for permission of absence should be addressed to the Chairperson, SUGC and submitted to the undergraduate office with proper documentary proof, if applicable. Absence must not usually be availed of without prior approval of the SUGC.

8.1 Mid-semester Recess and Vacation

Undergraduate students are entitled to avail of intra-semester recess and vacation as specified in the Academic Calendar.

8.2 Temporary Withdrawal / Semester Leave

A student is not normally allowed to withdraw from the academic programme temporarily. He/she is expected to complete his/her studies without any break. However, for bona fidé reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence for an extended period at the discretion of Chairman Senate on the recommendation of Chairperson SUGC. Such leave of absence(s) shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme.

Continuous permitted absence for a period more than four weeks in a semester will result in automatic withdrawal from all courses in that semester.

A student who remains on authorized leave of absence due to ill health is required to submit a certificate from a Registered Medical Practitioner to the effect that he/she is sufficiently cured and is fit to resume his/her studies. The student will be allowed to register only when SUGC is fully satisfied of his/her state of health**.**

8.3 Permission to Proceed to other Institutions

In order to help a student to broaden his/her horizon and gain course/work experience, he/she may be permitted to proceed to other academic institutions in India or abroad as a non-degree transfer student. A student who satisfies the minimum eligibility conditions given below may spend up to two semesters and/or two summer terms in any academic institution of repute in India or abroad with prior permission of SUGC.

a) Eligibility –
  i) Completion of first four semesters of course work,
  ii) CPI of at least 8.0 (preferably), and
  iii) no backlog of courses.

b) Procedure –

The student shall make an application to SUGC through the concerned DUGC, giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the institution where he/she has chosen to spend time as a non-degree student. The DUGC will examine the student's proposal to determine whether the proposed programme is of a suitable nature, both in quality and quantity. On the recommendation of the DUGC, SUGC may approve the proposal and grant permission, with leave of absence, to the student to proceed as a non-degree student to the selected institution. In such a case, the student will be informed about the requirements he/she must fulfill and to apply for waiver of academic credit on his/her return.

c) Transfer of Credits and Waiver in-lieu thereof – Permission to proceed to another institution as a non-degree student does not imply that the student will automatically get waiver from the academic and other requirements of his/her ongoing undergraduate programme at the Institute. However, on return, he/she may apply for waiver with an official transcript of the grades obtained by him/her at the selected institution as a non-degree student and other documents/material that the concerned DUGC may require for evaluation. The DUGC will determine, by whatever means it deems fit, the equivalent courses and/or requirements for which the student may be given a waiver in his/her undergraduate programme at the Institute.

On the recommendation of the DUGC, SUGC may allow a student waiver for a maximum of 60 credits in case of B. Tech./ B. Pharm. programme and 80 credits in case of Dual Degree and Integrated M. Tech. programmes in-lieu of his/her successful completion of the programme elsewhere as a non-degree student. Against each course or requirement for which a waiver is granted, a **'T'** would appear on the Grade Report with an explanatory note that it stands for waiver granted due to courses taken and/or work done at the selected institution elsewhere. All such courses and/or requirements will not be considered in the final calculation of the SPI/CPI.

Those students who are selected by the Institute, using prescribed rules and procedures, to proceed on any Institutional Exchange Programme will also be governed by clause 8.4c for the transfer of academic credits, waiver, etc.

9. REQUIREMENTS FOR DEGREE

9.1 Residence

The residence of one semester for fulltime student is equivalent to registration by him/her for the normal academic load of courses during a semester. The minimum duration and maximum limit of residence for completion of various undergraduate programmes are:

Programme	Minimum Duration (Semesters)	Maximum Limit of Residence (Semesters)
B. Tech./B. Pharm.	Seven (07)	Twelve (12)
Integrated Dual Degree B. Tech.-M. Tech./ B. Pharm.-M. Pharm.	Nine (9)	Fifteen (15)
Integrated M. Tech.	Nine (9)	Fifteen (15)

9.2 Academic

A student is required to complete successfully all the courses of the curriculum prescribed for his/her undergraduate programme and earn a minimum level of, professional knowledge i.e., obtain *a minimum* value of CPI 5.0 and accumulated credits.

DEGREE	Credits to be Earned for Qualifying for the Degree
B. Tech./B. Pharm.	430-460
Integrated Dual degree B. Tech.-M. Tech./B. Pharm.-M. Pharm.	540-570
Integrated M. Tech.	540-570

Dual-degree and Integrated M. Tech. Programmes students will qualify for the award of Degree if his/ her Dissertation/ Thesis is recommended for the award of degree by the board of examiners as per PG Manual, besides earning the required credits stated above.

9.3 Graduation

A student is deemed to have completed the requirements for graduation if he/she has

    a) met the residence and academic requirements outlined in Sections 9.1 and 9.2;
    b) satisfied additional requirements, if any, of the concerned department,
    c) paid all dues to the Institute and the hostel, and
    d) no case of indiscipline is pending against him/her.

9.4 Relaxation Provisions

Senate may grant relaxation in the prescribed minimum residence and/or academic requirements to a student in view of the work done by him/her in the Institute or elsewhere, to the extent considered appropriate according to the merit of the case. A student failing to complete the programme even within the maximum duration specified may be allowed by the Senate to continue depending on the merits of the case.

10. DEGREES

10.1 Award of Degrees

A student who completes all the graduation requirements specified in Section 9.3 is recommended by the Senate to the Board of Governors (BOG) for the award of the appropriate degree in the ensuing convocation.

10.2 Withdrawal of the Degree

Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the Board of Governors withdrawal of a degree already awarded.

11. SCHOLARSHIPS, PRIZES AND MEDALS

The Senate Scholarships and Prizes Committee (SSPC) determines the general policy regarding recommendations for the award of the different types of scholarships, stipends, medals and prizes available to Institute students. It also coordinates and reviews the application of the policy and makes recommendations to the Senate for its final decision.

11.1 Scholarships

A number of Merit-cum-Means scholarships, free ships (i.e., tuition waiver), free basic messing and pocket allowance (for SC and ST categories), and endowment scholarships /fellowships are awarded to the undergraduate students according to the rules and procedures laid down by the Senate.

The scholarships, etc. are paid up to the month in which a student completes all the requirements of his/her programme.

These scholarships, etc. are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material, facts and/or giving false information. A student leaving the Institute on his/her own accord without completing the programme of study may be required to refund the amount of scholarship, etc. received during the academic session in which he/ she leaves the Institute.

11.2 Prizes and Medals

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

12. CONDUCT AND DISCIPLINE

12.1 Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she is expected not to indulge in any activity which is likely to bring down the prestige of the Institute. He/She should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighborly behaviour to fellow students. Due attention and courtesy is to be paid to visitors to the Institute and residents of the Campus. Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), willful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and is considered a serious cognizable offence.

12.2 Disciplinary Actions and Related Matter

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

The convener of a course shall have the power to debar a student from the examination in which he/she is detected to be using unfair means. The teacher/tutor shall have the power to take appropriate action against a student who misbehaves in his/ her class. All such cases be also be reported to the appropriate committees.

The Warden-in-Charge of a hostel has the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or rules and regulations pertaining to the hostels. Involvement of a student in ragging may lead to his/her expulsion from the Institute.

The Senate Student Affairs Committee (S-SAC) investigates alleged misdemeanors,

complaints, etc. and recommends a suitable course of action. Violation of the Code of Conduct by an individual or of a group of students can be referred to this committee by a student, teacher or other functionary of the Institute. Further, in very exceptional circumstances, the Chairman, Senate may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Senate for its final decision.

A student who feels aggrieved with the punishment awarded may, however, appeal to the Chairman, Senate stating clearly the case and explaining his/her position, and seeking reconsideration of the decision.

The Senate may not recommend a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree/diploma/certificate even if he/she has satisfactorily completed all the academic requirements.

13. INTERPRETATION OF ORDINANCE (MANUAL) AND REMOVAL OF DIFFICULTIES

In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these ordinances, the decision of the Chairperson, Senate shall be final and binding. Notwithstanding anything contained in this manual, the Senate of the Indian Institute of Technology (Banaras Hindu University) Varanasi reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its undergraduate programmes.

INDIAN INSTITUTE OF TECHNOLOGY (BANARAS HINDU UNIVERSITY)
Academic Calendar-YYYY-YY

Event	Odd	Even	Summer
Registration of II-Vth Year UG & old PG			
Registration of other UG, and new PG			
Registration of I year UG			
Late registration			
Classes commence			
Last date for adding courses for both UG and PG			
Last date for dropping courses (normal drop) UG/PG			
Last date for dropping courses (special provision for UG only)			
Last date for documents submission			
Ist Periodical examination			
Intra-semester recess			
IInd Periodical examination			
Academic pre-registration			
End semester examination			
Make-up examination			
Last date for submission of grades of end semester exam			
Last date for submission of grades of make-up exams and Conversion of 'I' grades			
Authentication of grades			
Vacation			

Guidelines for Change of Programme

A student may be allowed change of programme on the basis of his/her academic performance, subject to strength constraints of the Departments/Schools, using the guidelines given below. Change of programme is a privilege and not a right.

Foreign Nationals who have been sponsored by their respective Governments and/or Government of India for specific courses are not eligible for change of programme.

A. At the end of Semester II:

Application for change of branch/should be made at the end of second semester to the Chairperson, SUGC.

1. **Eligibility criteria**

   a) The CPI at the end of 2nd semester should be ≥ 8.0 for all applicants.

   b) Should have passed all first year courses.

2. **Strength and other constraints**

   While making the change of branch of a student, the number of students in a class should not fall below the existing number of students by more than 10% and should not exceed the sanctioned number of students by more than 10%.

   The change of branch will be within their respective programmes only. A student admitted through Preparatory Course shall not be permitted change of branch.

3. **Procedure**

   As many programme changes as possible are granted in decreasing order of CPI to applicants, subject to eligibility and strength constraints of the programmes.

B. From B. Tech./B. Pharm. to Integrated Dual-degree B. Tech. - M. Tech. / B. Pharm.-M. Pharm.

The student may submit their application for change of programme from B. Tech. /B. Pharm. to Integrated Dual-degree programme within the same subject by July 01 before the date of registration for the students in 7th semester. The applications submitted after July 01 and during the 7th semester may also be considered provided that the student presents his/her academic plan to complete the B.Tech-M.Tech./B.Pharm.-M.Pharm. requirements without violating his ongoing (7th)semester academic registration.

1. **Eligibility criteria**

   a) The applicant should have a minimum CPI of 6.5 at the time of application.

   b) Change of programme can be granted only on specific positive recommendation of DUGC.

2. **Procedure**

   These applications are considered by SUGC on a case-to-case basis, and recommendations are sent to the Chairman, Senate for final approval.

   *This requirement may be relaxed up to 6.0 in evidence of exceptional research potential. In such cases, the application will be approved by the Senate.

Credit Assignment to each component of the course:

The subject in each lecture hour be covered in such a way that student is required to study two extra hours with books and other reading material or do assignment or prepare term paper. Problem solving in tutorials also be such that one hour/ tutorial hour home work is to be done by the student. Practical hours are such that the student do not require any extra hour. Writing observations, making reports and evaluation are to be completed in the assigned hours. For each hour of study/ week by a student he/she earns a credit.

The students are supposed to devote 50-60 hours per week in a semester to earn 5 credits.

Credits for a course C = L (lecture hrs) + T (Tutorial hr.) + P (Practical Hrs.) + SS (self study hrs.)

$$SS = 2L + T + A$$

Where, A is additional work and it is normally 'Zero 0' for UG courses.

Thus $\quad\quad\quad\quad\quad\quad C = L + T + P + SS (2L + T) = 3L + 2T + P$

Nature of Courses:

1. Courses with lecture component only; no need of extra contact for solutions of problems based on the subject taught. Contact hours 2-3 lectures / week;
   Credits C = 3L

2. Courses with lecture and tutorial component; Contact hours 2-3 lectures / week; **Credits C = 3L + 2T**

3. Courses with lecture and Practical components; no need for tutorials; 2-3 lectures and 2-3 practical contact hours / week;
   Credits C = 3L + P.

4. Courses with lecture, tutorial and Practical components; 2-3 lectures, 1 tutorial and 2-3 practical contact hours / week
   Credits C = 3L + 2T + P.

5. Courses with Practical component only;
   Credits C = P.

6. Projects, Training will also earn credits as practical. However, the credits may be assigned considering the magnitude of work not with the hour spent.

Application for Make-up Examination

To: The Chairperson, SUGC
IIT (BHU)

      I have missed the End-Semester Examination in the following course(s) due to the reasons indicated below. I shall be grateful if you could kindly allow me to take the make-up examination.

No.	Course(s) in which make up examination is being sought				Reason for which the make up examination is sought					Endorsement of Course convener
	Course no.	Course convener	Examination held		Clash of Examination Time Table			Medical ground (yes/No)	Any other reason*	
			date	time	Course no.	Date	Time			

* to be supported with documentary proof

(**Signature of student**)

Name_____Roll No._____

Department _____ Programme of student_____

Academic session _____

Signature of **Convenor, DUGC**

Permitted/Not permitted
CHAIRPERSON, SUGC

Indian Institute of Technology (Banaras Hindu University)

Request for Change of Grade

Academic Session _____ Semester: odd / even / Summer Term

Course Number _____ Course Title_____

Roll No. _____ Name of Student _____

Original Grade _____ Proposed corrected Grade _____

Reasons for change

_____

_____

_____

(*Please attach photocopies of relevant documents*)

Name of the Course Convenor: Dr._____

Signature of **Course Convener** Signature of **Convenor, DUGC**
Dated _____ Dated _____

_____

Signature of **Chairperson, SUGC** Signature of **Dean, Academic Affairs**
Dated _____ Dated _____

Approved / Not approved

_____
Signature of **Chairman, Senate**
Dated _____

_____
Note : 1 Request for change of grade be made positively within six weeks of the start of the next semester
2. No information about the recommendation of the change of grade be given to the concerned student