

“Standard Operating Procedures (SOP)”

towards

Effective Implementation of the NEP Ordinance-2023

for

All Academic Programs of IIITA w.e.f. AY-2023-24

1. Role of the HoD:

Following needs to be displayed by the Department Head (**HoD**) for a BTech program, on the **Departmental webpage**:

- a) Program Education Objectives (PEOs)
- b) Program Outcomes (Pos)
- c) Course Structure with Syllabi
- d) Vision & Mission of the Department
- e) Faculty List
- f) Time table of the semester
- g) Area of specialization of faculty
- h) HoD's information
- i) BoS information etc.

Following needs to be done by the **HOD in ERP**:

- a) Courses offered in a semester (including, core, electives, minors, honors etc)
Time Limit: After end semester exam of the previous semester till 3 days before the commencement of the present semester
5 credit courses has L-T-P-S = 2-1-1-1
- b) Faculty allotment for all course:
At most 7 days before the commencement of the present semester
- c) Name of Course Coordinator:
At most 7 days before the commencement of the present semester
- d) Project coordinator/supervisor allotment:
At most 7 days after the commencement of the present semester
- e) Marks submission of project either by himself/project coordinator:
At most 3/7 days after the commencement of the mid/end semester project
- f) Creation of Section:
At most 3 days before the commencement of the present semester, No change thereafter
- g) Finalization of electives and number of students in a particular elective
At most 3 days after the commencement of the present semester, No change thereafter, Strength in a course for elective- Limit: 10 to 99
- h) Finalization of Minor/honors/ electives and number of students in a particular elective
At most 3 days before the commencement of the present semester, Strength in a course for minor- No Limit (Any number to any number)
- i) Approval for drop, blank, exit and other cases.
- j) To upload the achievement done by a student

Following needs to be revealed by **ERP to the HOD:**

- a) Program wise student list (registered, unregistered, dropped, blank, fee deposition status etc)
- b) Fee defaulters
- c) Faculty list and their present and previous load
- d) Display of marks and submission deadlines
- e) Student Project supervisor

2. Role of a Faculty:

Following need to be revealed by **ERP to the faculty:**

- a) Course wise student list (registered)
- b) Project allotted student sheet
- c) Back paper list
- d) Submission deadlines
- e) Course coordinator and co faculty
- f) Range of marks submitted by coordinator
- g) UFM, achievement done by a student, disciplinary action for a student

Faculty/Course Webpage:

Following needs to be displayed by the concerned Faculty on the dashboard/Course webpage

- a) Course Objectives, Course Learning Outcomes
- b) Course Prerequisites (if any)
- c) Course Code and syllabus
- d) Teaching Scheme in terms of LTPS needs to be expressed explicitly
- e) Course Material (optional) – Books, Reference, links of online material.
- f) Constituent components of the continuous evaluation Scheme
 - a. Formative Assessment
 - i. Mid semester examination with syllabus
 - ii. Component wise Faculty assessment (Review test(s), Unit tests, Quizzes, Tutorials, Assignments, Practical, Surprise Tests, Project work, Term Work, Seminars/Discussions, and Attendance) with weightage of each component
 - b. Summative Assessment
- g) Name and contact details of the faculty and teaching assistant(s.)
- h) Assignments with submission instructions (as required)
- i) Enrolled students in that course
- j) Attendance

3. Role of AAA Officials:

Following needs to be completed by AAA officials:

- a) To upload all the courses along with LTPS, course code etc for entire program. The core course should be approved by Senate. Copy to provided by HOD/Secretary Senate/Dean (A)
- b) To upload the electives (all categories including minors, honors, equivalent, centre offered etc) after it is approved by Chairman Senate/Senate.
- c) To fill Start date and end date for registration, marks submission dates, result declaration etc as per academic calendar.
- d) To fill extension dates for marks, grade submission/correction in portal after approval by Dean Academics.
- e) Cut off marks are pre fixed as per ordinance.
- f) To upload students request for dropping a course, opting for blank semester etc as per forms attached.
- g) Conduct of mid and end semester exam, back paper exam, generation of result, freezing of result.
- h) Verification of marks & grades uploaded by faculty/coordinator against the signed hard copy
- i) Compilation & declaration of result
- j) Result of UFM/Action based on UFM
There will be no change of marks after result declaration.
- k) To issue migration/bonafide certificate

Option shall be made available from **ERP to AAA officials** to download:

- a) List of registered and unregistered student (core, elective, minor, honors etc)
- b) List of courses with faculty name, coordinator name
- c) List of courses where marks and grades are uploaded/ not uploaded
- d) List of students appearing for back paper, drop list
- e) Registered list of students for exam
- f) Result of all semesters (including success rate, % of students above a certain CGPA , drop list etc)
- g) Grade card printing, Transcript printing, Degree printing
- h) Achievement done by a student
- i) Details of disciplinary action for a student
- j) Short attendance list
- k) List of students for seating arrangement during examination

4. Role of Accounts Officials:

Following needs to be completed by Accounts officials:

- a) Maintenance of student database who are taking educational load
- b) To fill Semester fees, mess fees, hostel fees etc (including late fees) before the commencement date of registration as per academic calendar.
- c) Option to relax and grant grace period for deposition of fees after approval by

- concerned Dean looking after the Academics and Director.
- d) Applicable fees intimation to all concerned students with institute date line.

Option shall be made available from **ERP to Accounts officials** to download:

- List of registered student with fee details (head wise)
- List of students with pending fee details (head wise)
- List of students having fee pendency with end date

5. Role of Dean SA:

Following needs to be completed by Dean SA:

- To upload the achievement done by a student
- To upload the details of disciplinary action for a student
- To issue character certificate

6. Role of the Chief Proctor:

Following needs to be completed by the Chief Proctor:

- a) To upload the details of disciplinary action for a student.
- b) To upload the other details for a student.

7. Student's Dashboard:

Following needs to be completed by the student, mandatorily:

- a) To deposit the fees as per predefined dates, balance fee pendency
- b) To choose the courses (core, minor, honors, for exit etc) to be registered in the semester.
- c) To submit the preference for elective, minor.
- d) Back paper registration
- e) Request for academic instruments
- f) Option to choose drop/blank/exit etc
- g) Payment of fees for academic instruments, back paper fees etc
- h) Request for branch change as per provision in ordinance

Option shall be made available by **the ERP to the student's dashboard** to download:

- Marks award sheet
- List of registered courses
- List of dropped courses
- List of back paper information
- Achievement done by him/her
- Details of disciplinary action against him/her.
- The decision regarding his request for dropping a course, opting for blank semester etc.

- List of pending documents/ disciplinary action which restrict him/her to register in the next semester.
- Fees structure
- Payment receipt
- Bonafide certificate
- Attendance detail, fees pendency, credit passed, credit left

Registration (Sem. I)- The allotted students from any agency will be required to deposit the balance fees (to be filled by A/C section in advance) and will be registered in all core courses by AAA section.

Registration (Sem. II onwards):

Registration: Financial Registration and Academic Registration both are mandatory in each Semester.

Financial Registration: involves payment of fee, fine or any other dues, as applicable. Financial registration would be allowed only in online mode.

- a) Fee payment portal would be open at least one month before the commencement of a semester.
- b) Academic and Financial registration will be done from the same portal. Academic fees, Accommodation, Mess etc shall be separately displayed.
- c) An OTP will be generated after completion of financial registration. This OTP will be required for completing academic registration.

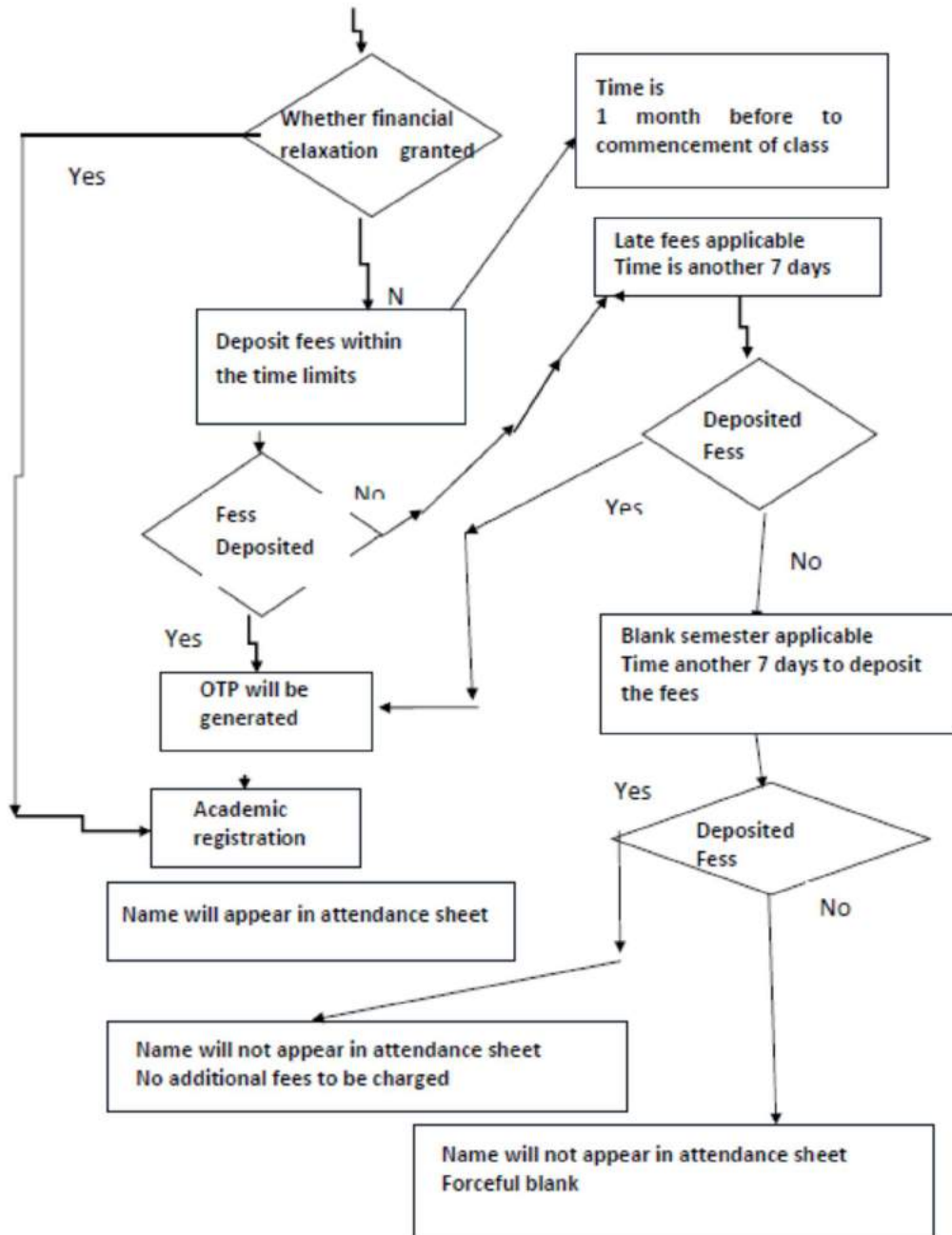
Academic Registration: A student will choose the courses/drop a course/ opt for a blank semester as advised by the designated coordinator subject to the provisions of the ordinance like total number of permissible credits and choice of backlog courses.

- a) An email shall be sent to the student to indicate his/her successful/unsuccessful registration. A copy of unsuccessful registration will also be sent to AAA/RD section.
- b) The name of the student shall be visible in the attendance sheet only after successful registration of Financial and Academic part.
- c) The academic and financial registration shall open after end semester result declaration of the previous semester till 1 day before the commencement of class of present semester. From the start of commencement of class till 7 days after commencement of class, late fees shall be charged.
- d) Afterwards the student will be automatically considered as if s(he) is interested to opt for a blank semester.
- e) The fees of blank semester shall then be applicable and the time period to deposit the blank semester fees shall be another 7 days from c) above.
- f) However, Director may allow academic registration without completion of financial registration by giving a grace period for the same. Student will be prompted by email to complete his financial registration by the date as allowed by the Director.
- g) In case the courses opted are either equal to or greater than the stipulated

courses in that semester (greater only when the student opts for dropped courses in a semester) then fees chargeable shall be for that semester. No extra fees for 28 credits.

- h) However in case, a student registers for only dropped courses in a semester during spill over period, then fees charged shall be on the basis of per credit of courses opted by the students . The fees of fixed component will not change.
- i) A student should pay regular fees for 8 semesters.

Flowchart for academic and financial registration:



8. Grade Sheet Format:

Front Side: Student's Details, Course details (course name and credit including minor and honors courses) with earned letter grades in Tabular Format with earned letter grades in Tabular Format. SGPA/CGPA

Back Side: Full form of SGPA and CGPA, Letter grades with weights and explanation, Formula for SGPA/CGPA calculation, GPA to percentage conversion formula etc.

- a) Grade Card will also show the F Grade.
- b) In case, a student gets an F Grade in any Course in a Semester, his SGPA shall not be calculated. Only after the Course is cleared by the student, would the SGPA be calculated and reflected in the new Grade Card which will have the details of courses cleared in the back exam.
- c) While Grade Card will be issued at the end of each Semester, SGPA in the Grade Card will be reflected only after all the required credits for that particular Semester are cleared by the student.
- d) Drop course information shall not be reflected in the grade card.
However in the back end of the software, such information shall be available. Late on if required, the information can be made available to AAA or other section.
- e) The grade card shall have information for all courses including minors, honors courses, re- registered courses etc and SGPA/CGPA calculation shall accordingly be done for all courses registered in that semester.
Courses expressly being taken towards completion of Honors Degree shall not be counted for calculation of SGPA / CGPA.



Indian Institute of Information Technology Allahabad

Devghat, Jhalwa, Prayagraj-211015, (U.P.), India



SI No.:XXXXXXXX

Grade Sheet

Bachelor of Technology in Information Technology

APAAR ID :XXXXXXXXX Enrolment No. :XXXXXXXXXX
 Semester :I/II/III... Program :B.Tech(IT)
 Session :Jul-Dec XXXX Student Name :XXXXXXXXXXXX



Sl. No.	Course Code	Course Name	Type	Credit	L-T-P-S	Grade
1	AS101	Engineering Physics	BSC	4	3-0-2-0	C
2	AS102	Linear Algebra	BSC	4	3-1-0-0	B
3	IT101	Problem Solving with Programming	ESC	5	3-0-4-0	A
4	EC101	Fundamental of Electrical & Electronics Engineering	ESC	4	3-0-2-0	A+
5	MS101	Technical Communication Skills	HSMC	2	1-0-2-0	B+
6	MS102	Constitution of India	HSMC	1	1-0-0-0	D
7	...	Minor Courses.....

Total Credits: 20 SGPA: XXXX

Honor Courses(Optional):

Credit Completed: xxx/160
 CGPA: XXXX

Date of Result Declaration: DD/ MM/ YYYY

Date of Issuance of this Grade Sheet: DD/ MM/ YYYY

Generated by:
(ERP System)

Checked by:
(AAA Officials)

Issued by:
(AR/DR/IR)

Front side

LEGEND: AS PER NEP 2020 BASED ORDINANCE

- a. Medium of Instruction: English
 b. **B.Tech.** Program consists of 8 semesters.
 c. **Course Classification** - All Courses shall be classifiable as either of the following types:

Course Classification	Type	Course Classification	Type
Basic Science Courses	BSC	Program Elective Courses	PEC
Engineering Science Courses	ESC	Open Elective	OE
Program Core Courses	PCC	Multidisciplinary Minor Courses	MWC
Humanities Social Science and Management Courses	HSWC	Vocational and Skill Enhancement Courses	VSEC
Research Methodology	RW	Experiential Learning Courses	ELC
Center Offered Courses	COC	NPTEL /SWAYAM/ONLINE Courses	ONL
Independent Study	INS	Project	PRJ
Ability Enhancement Course	AEC	Indian Knowledge System	IKS
Community Engagement Activity	CEA	Value Education Course	VEC
Honor Courses	OPS		

- d. **Course Code:** 1st two alphabets indicate Department (e.g. Information Technology (IT), Electronics and Communication Engineering (EC), Applied Sciences(AS), Management Studies(MS), the Department/center that offers the course) while 3rd digit indicates level of course and last 2 digit indicates number of the course for that level (for example in: IT-101= first 2 alphabets indicate that course is offered by IT Department, 3rd place digit indicates level of course while last 2 digit represents the numbers of courses for that level.)
 e. In terms of Credits, every One-hour session per week of L & T amounts to 1 Credit per semester, and a minimum of two-hour session of P or S per week amounts to 1 Credit per Semester.

Sl. No.	Program	Min. Credits Requirement	Min. No. of Semesters	Min. Program Length in Years
1	B. Tech.	160	8	4
2	M. Tech.	66	4	2
3	M.S.A.	80	4	2

- f. **Semester Grade Point Average (SGPA)** is Calculated as follows:
$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

 Where the grade points associated with the letter grades awarded to a student are g1, g2, g3, ..., gn and the corresponding credits are c1, c2, c3, ..., cn & i = 1 to n are nos. of courses.

- g. **Cumulative Grade Point Average (CGPA)** is calculated as follows:
$$CGPA = \frac{\sum_{i=1}^k C_i G_i}{\sum_{i=1}^k C_i}$$

 It is computed in the same manner as the SGPA, considering all the courses (say k) over all the previous semesters.

h. The SGPA/CGPA is rounded off to the nearest second decimal digit.

i. The SGPA/CGPA is provided after all courses of that semester is Passed.

j. **Major:** A 'Major' refers to a student's main and core specialization of a Program where he/she has been admitted by choice on the basis of his/her JEE (Mains) merit or equivalent and thus pursuing his B.Tech. program. The Major shall correspond to a set of core branch-specific courses aggregating to 145 credits out of 160 credits.

k. **Mandatory Minor (Multidisciplinary):** A mandatory 'Minor' refers to a set of few courses in a particular multi-disciplinary stream (other than the one where student has been admitted and pursuing his/her B.Tech. program) that contributes to and complements the overall development of a student, beyond Engineering and Technology, complying with the globally recognized Graduate attributes. It shall correspond to a total of 15 credits.

l. **Honors:** A bonafide student, eligible for a ward of B. Tech. Degree with "HONORS" shall need to optionally complete 15 additional credits from his/her own admitted core branch/discipline.

m. **Distinction:** A bonafide student with CGPA 8.50 or above shall be awarded B.Tech. Degree with 'Distinction'.

n. **Grades, Description and Grade Point:**

Grade	Description	Grade Point
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C	Satisfactory	6
D	Pass	5
F	Non-Satisfactory	-

o. **Percentage Marks:** It shall be calculated as: (SGPA x 10) or (CGPA x 10).

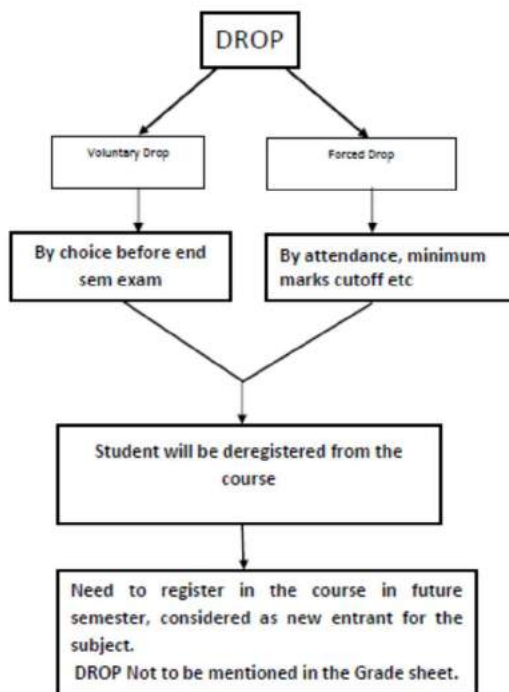
9. Course Drop:

Course Drop can be either 1. Voluntary Drop: VD (Chosen by the student himself) or 2. Forced Drop: FD (Failing to attain the minimum cut off in any component).

- a) VD is to be exercised till 7 days before the commencement of End-Sem Examinations.
- b) In case of acceptance of VD Option, the student shall stand de-registered from that course.
- c) Implying that when the student re-registers the course on next available and chosen opportunity, s/he will be required to complete all components of FA as well as SA afresh.
- d) This shall then be treated as his First attempt in that course. S/he shall be graded alongwith the students of the batch s/he is then studying alongwith. To be treated as a student of that batch itself, for all grading purposes.
- e) FD shall imply that the marks scored by the student in FA (Part 1 & 2) are below the cut off.

In both the cases of VD and FD, the course (s) shall be considered as deregistered (as if the student has not ever registered for that course (s)). Grade card will not have any information about deregistered course (s).

Flowchart for 'Course Drop'



Application form for dropping of course

Academic Session:	Semester:
Name:	Enrollment No:
Department:	Program:
E-mail ID:	Mobile No.:

Courses Registered

SI No	Course Code	Title of the Course	Credits
1.			
2.			
3.			
4.			
5.			
6.			
7.			
Total Registered Credits:			
CGPA :			

COURSE(S) TO DROP FROM ABOVE

SI No	Course No.	Title of the Course	Credits	Signature & Comments, if any, of the Instructor
1.				
2.				
Total Credits:				
<u>To give specific reasons for dropping the Course(s):</u>				

Date: _____

Signature of Student: _____

Recommendations of HoD: _____ (Signature of HoD)	
Checked by Concerned Assistant: _____ (Signature)	Remarks, if any: Approved/Not Approved _____ (Signature of Dean Academic)

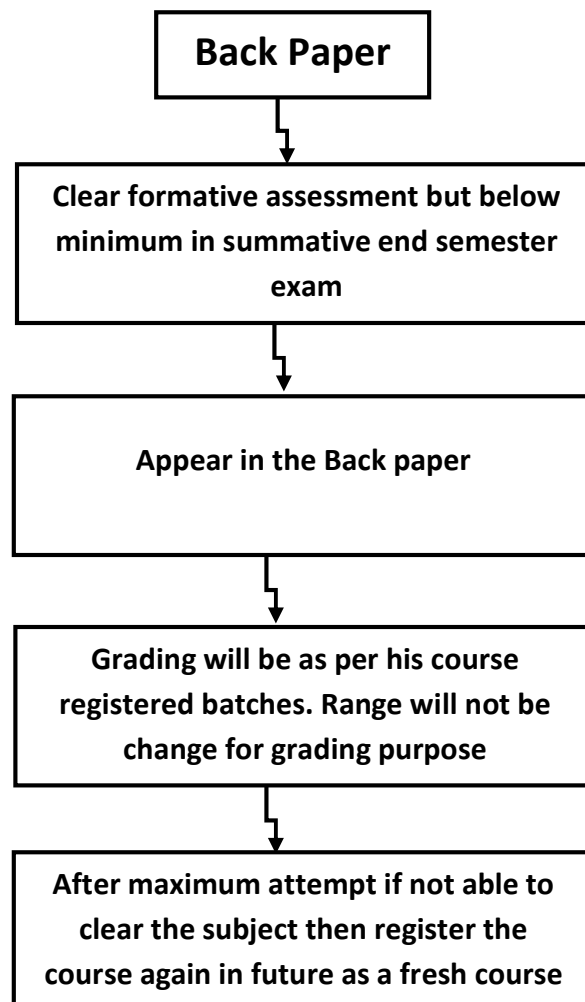
10. Blank Semester:

It refers to a Semester in which a student either does not register for any course at the beginning of the Semester OR chooses to DROP all courses OR is compelled to DROP all the courses, as the case may be.

- a) A student has to declare that s(he) is availing blank semester within 2 weeks after commencement of classes in a semester.
- b) In a blank semester, a student can't avail hostel, mess and academic facilities.
- c) Mess fees shall not be applicable while some maintenance charge under hostel fees shall be applicable.
- d) The academic fees shall be payable by the student. Within academic fees, relaxation in certain component shall be applicable (tuition fee). Fixed component will be charged.

Please refer to the flowchart of 'Registration' for Blank Semester.

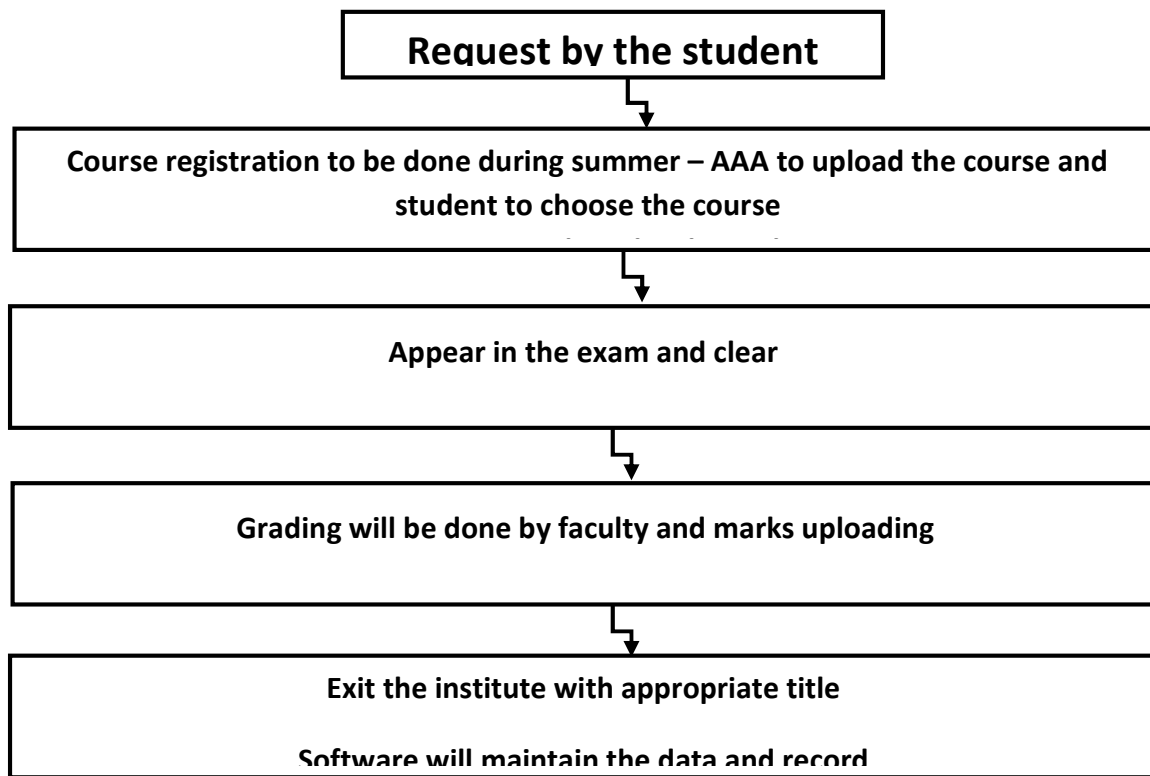
11. Back Paper:



12. Multiple Exit Facility:

These refer to the Exit Options available to BTech students after every academic year of the B.Tech Degree Program, which by this ordinance shall be of 4 years duration with 160 credits, with multiple exit options within this period with following certification namely:

- a) Bachelor of Science (Engineering): shall refer to the B.Sc(Engg.) in a discipline upon the successful completion of three years (six semesters) and completion of 120 credits and with some additional courses of 06 credits in the summer period. The respective department's Head may define it for respective student
- b) Diploma: shall refer to the UG Diploma (Engg.) in a discipline upon the successful completion of two years (four semesters) and completion of 80 credits and with some additional courses of 06 credits in the summer period. The respective department's Head may define it for respective student.
- c) Certificate: shall refer to the UG Certificate (Engg.) in a discipline upon the successful completion of one year (two semesters) and completion of 40 credits and with some additional courses of 06 credits in the summer period. The respective department's Head may define it for respective student.
- d) Registration process for exit courses shall be same as that of regular registration (fees to be charged as 2000/ credit)
- e) For MTech, MBA and PhD, the conditions as stated in Ordinance shall be followed.



Application form for availing Exit facility

Exit with _____

Date: _____

Name:	Enrollment No.:	Program:
Department:	Last registered semester: (if different from the present)	CGPA:
Credit Completed in (to be verified by AAA)		
I Year:	II Year:	III Year:
Application for: (Certificate, Diploma, B.Sc.(Engineering))		

Summer Semester Course:

Course Code	Course Name	Credits

To give specific reasons for Exiting the Program:

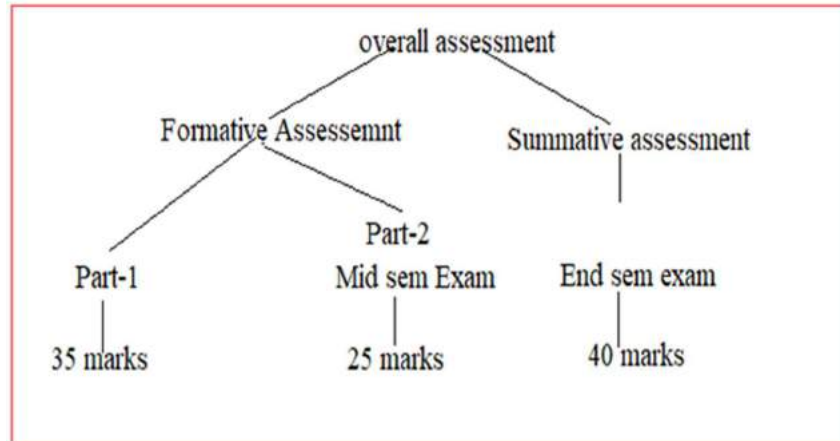
Date: _____

Signature of Student: _____

Recommendations of HoD:	
(Signature of HoD)	
Checked by Concerned Assistant:	Remarks, if any: Approved/Not Approved
(Signature)	(Signature of Dean Academic)

13. Assessment Mechanism:

The assessment will have two components called **Formative** and **Summative** components.



In case a Course is being handled by more than one instructor, then such components should be common for all instructors and the onus of uploading the same shall rest with the Course Coordinator (CC). While the CC may change the criterion and their irrespective marks allotted as many number of times, but the same shall be frozen at the present time and be treated as final thereon.

There shall be

- Actual marking in the Mid semester examination and End semester examination
- Relative assessment in Part I of the formative assessment
- Relative award of letter grades in a course. Teacher(s) must ensure that the letter grades follow a normal distribution (A+ to D) in a class with strength more than 30.
- Absent in End semester will be eligible for back paper.

For Mid semester examination and End semester examination, the answer scripts shall be shown to the student by the concerned teacher before finalization of the marks. Any course if running in more than 2 sections shall have a one grading pattern. A grade moderation committee shall look into the grade secured by the students.

Relative grading system shall be based upon absolute marks awarded to each student and later, Letter Grades assigned to clusters, decided by the respective course instructor / co-coordinator. In no case, however, shall any student scoring below 80 be awarded with an A+ grade, Nor any student scoring marks less than 40, shall be awarded D Grade. While in the Software, there shall be a provision for the instructor / Course Coordinator to define the grade boundaries, but the same shall not breach the above criterion.

By default, grade boundaries, in terms of absolute marks awarded by instructor/coordinator shall be as follows:

- A+ awarded to students scoring above 90, but at max equal to 100.
- A awarded to students scoring above 80, but at max equal to 90.
- B+ awarded to students scoring above 70, but at max equal to 80.
- B awarded to students scoring above 60, but at max equal to 70.
- C awarded to students scoring above 50, but at max equal to 60.
- D awarded to students scoring above 40, but at max equal to 50.
- F awarded to students scoring between 0 To 40 (including 40)

Provision in software to fix minimum cutoffs for the following:

Part -1 (35 marks)

Part-2 Mid Sem (25 Marks)

End Sem Exam (40 marks)

14. Definition of Attendance:

75% of the actual number of classes held/hours of engagement (lecture, tutorial and practical classes put together). A Faculty may put additional minimum attendance requirement for each component. The respective teacher may be allowed by the BoS Chairman to design extra compensatory hours engagements for the students who are falling little short of the attendance criterion by 5%. This may be done different time stages of the formative assessment period and before the final declaration of the formative assessment marks. All attendance records shall be uploaded before end semester.

15. Medical case issue:

1741
18/3/24

Director Secyariat
Date: 18/03/24 08:31 AM
Sl. No. 533

11/03/24

Note

Agenda: To consider and approve the Policy for re- mid semester exam and back paper owing to medical issue

The NEP aligned curriculum has been implemented across all programs (BTech, MTech, MBA & PhD) at IITA. The applicable ordinance permits assessment comprising of two components called **Formative** and **Summative** components. The formative component represents the continuous assessment comprising of 60 marks and is divided into Part-1 and Part-2 of 35 and 25 marks respectively. While Part-1 of 35 marks is for teacher-driven activities ensuring continuous assessment of the learner by the teacher, such as conduct of Review test(s), Unit tests, Quizzes, Tutorials, Assignments, Practical, Surprise Tests, Project work, Term Work, Seminars/Discussions, and even Attendance, the Part-2 of 25 marks is exclusively allotted for mid-semester examination.

A minimum of 30% marks in Part-1 and a minimum of 15% marks in part-2 (Mid Sem) are required failing which the students shall be dropped from the semester.

The applicable ordinance is silent on re-exam at mid semester level, end semester due to medical issues. As such an issue can occur in any semester, the following policy is therefore proposed for kind consideration and approval.

Case-1: A student had fallen ill during mid semester examination:

If a student had fallen ill during mid semester examination owing to medical issue, then a medical board will be constituted by the Director and depending upon the papers submitted, the board will submit its recommendation for the genuineness of the case to Dean Academics office.

Thereafter, the concerned Dean shall permit/non permit for re-mid semester exam.

Case-2: A student had fallen ill during end semester examination:

If a student had fallen ill during the end semester examination owing to medical issue, then a medical board will be constituted by the Director and depending upon the papers submitted, the board will submit its recommendation for the genuineness of the case to Dean Academics office.

Thereafter, the concerned Dean shall permit/non permit for back paper exam.

In any case, no relaxation in attendance shall be given. However due to genuine medical issues, provision to compensate for few missed classes by arranging extra classes will be done.

Submitted for approval

[Signature]
HoD-AS
[Signature]
HoD-IT

[Signature]
HoD-EC

[Signature]
HoD-MBA
22/3/24
Dean AR
[Signature]
13/3/24

Chairman Senate

OK-Approved
[Signature]
19.3.24

16: 'Minor Basket' Courses (For BTech only):

The list of courses from Minor basket courses shall be uploaded by AAA section as done for other courses. The courses to be uploaded are the ones which are approved by Chairman Senate/Senate.

- Only one course from a pool of courses within a minor will run. HOD will offer that course through the portal.
- Further, a course once opted by a student, pursuing any particular Minor, should not be available for being chosen in the next subsequent semester.
- Only the balance courses should appear before him for being chosen, after the HOD has declared the ones on offer during a particular semester.
- Minor change will not be allowed.
- The Minors course shall start from III semester.
- The Minors correspond to a total of 15 credits.
- If a student fails in any course of minor then same may be cleared through back paper.
- In case a student still gets a back in the minor, then that minor course can be taken afresh in the next semester and rule of 28 credits max shall be applicable.

17: 'Honors' Courses (For BTech only):

To participate in the "Honors" scheme, a student needs to complete 15 additional credits from his/her own admitted core branch/discipline. The list shall be provided to AAA section for uploading (as done for other courses by AAA). The courses to be uploaded are the ones which are approved by Chairman Senate/Senate.

- The Honors courses shall start from IV semester provided a student's CGPA till end of III sem. is 8.
- Only one course per semester from a pool of courses will be offered. HOD will offer that course through the portal.
- Further, a course once opted by a student, pursuing any particular Honors, should not be available for being chosen in the next subsequent semester.
- The Honors courses correspond to a total of 15 credits.
- Minimum B+ grade in that course to receive an honor at the end
- SGPA/CGPA shall not be counted for these courses
- A course fees of Rs 2000 per credit to be charged for registering in these extra courses of honors.
- Courses offered for honors are other than regular courses.
- No spill over semester is allowed

Honors will not be given in following cases:

- Minimum B+ grade is not secured in one or more courses even after completing 15 credits.
- Courses completed are less than 15 credits
- Courses offered for honors are regular courses
- A student is moved to spill over semester.
- Separate course completion to be given in above cases.

Courses expressly being taken towards completion of Honors Degree shall not be counted for calculation of SGPA / CGPA.

Provision in Software to enter the following by the Supervisor:

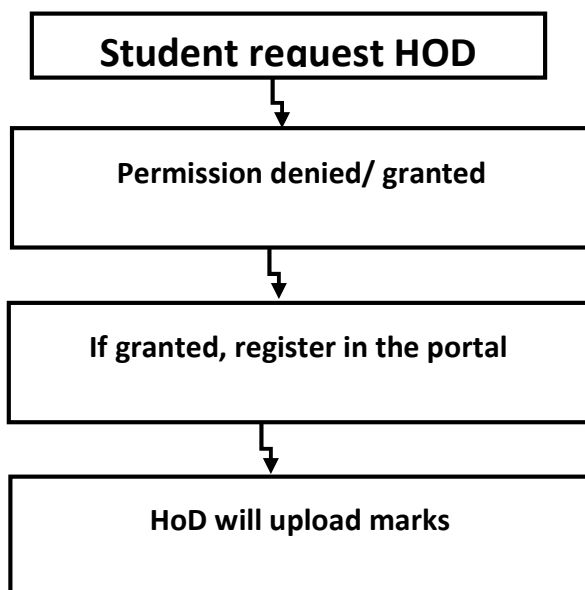
- (i) Publication of Research Paper in Tier I/II conference/SCI - paper title, paper authors, Status of publication (accepted/published).
- (ii) Patent - title, name of all contributor(s), date of filing.

18. NPTEL/SWAYAM/ONLINE Courses:

For enrolling in a course of this category - NPTEL / SWAYAM / MOOC or the likes, the student shall make an expressed request to the respective HOD. The credits requirements shall exactly match or greater than with the course requirement at IITA.

- After the permission is granted, the student shall duly register himself in the said course and submit the firm proof of such registration to the respective HOD , who shall then forward it to AAA Section for being uploaded in the software portal against the name of that particular student.
- The student shall then complete all assessments/ examinations as per the requirements of the respective course of NPTEL / SWAYAM / MOOC etc and submit the results of the same timely to HOD and AAA Section.
- The Grades awarded by the respective examining body to the student, shall be acceptable as such by IITA.

Upon successful completion of the course, in the grade card, Institute would copy the grades received from the respective examining body, as it is.



Existing rules for duplicate academic instruments shall apply to the students governed by NEP ordinance.



Indian Institute of Information Technology Allahabad

Devghat, Jhalwa, Prayagraj-211015, (U.P.), India



Annexure-08

SI No:XXXXXXXX

Grade Sheet

Bachelor of Technology in Information Technology

APAAR ID :XXXXXXXXX Enrolment No. :XXXXXXXXX
Semester :I/II/III..... Program :B.Tech(IT)
Session :Jul-Dec XXXX Student Name :XXXXXXXXXXXXX



Sl. No.	Course Code	Course Name	Type	Credit	L-T-P-S	Grade
1	AS101	Engineering Physics	BSC	4	3-0-2-0	C
2	AS102	Linear Algebra	BSC	4	3-1-0-0	B
3	IT101	Problem Solving with Programming	ESC	5	3-0-4-0	A
4	EC101	Fundamental of Electrical & Electronics Engineering	ESC	4	3-0-2-0	A+
5	MS101	Technical Communication Skills	HSMC	2	1-0-2-0	B+
6	MS102	Constitution of India	HSMC	1	1-0-0-0	D
7	...	Minor Courses.....

Total Credits: 20 **SGPA: XXXX**

Honor Courses(Optional):

Credit Completed: xxx/160
CGPA: XXXX

Date of Result Declaration: DD/ MM/ YYYY

Date of Issuance of this Grade Sheet: DD/ MM/ YYYY

Generate by: (ERP System) Checked by: (AAA Officials) Issued by: (AR/DR/JR)

LEGEND: AS PER NEP 2020 BASED ORDINANCE

- a. Medium of Instruction English
- b. **B.Tech.** Program consists of 8 semesters
- c. **Course Classification** - All Courses shall be classified as either of the following types

Course Classification	Type	Course Classification	Type
Basic Science Courses	BSC	Program Elective Courses	PEC
Engineering Science Courses	ESC	Open Elective	OE
Program Core Courses	PCC	Multidisciplinary Minor Courses	MMC
Humanities Social Science and Management Courses	HSMC	Vocational and Skill Enhancement Courses	VSEC
Research Methodology	RM	Experiential Learning Courses	ELC
Center Offered Courses	COC	NPTEL/SWAYAM/ONLINE Courses	ONL
Independent Study	INS	Project	PRJ
Ability Enhancement Course	AEC	Indian Knowledge System	IKS
Community Engagement Activity	CEA	Value Education Course	VEC
Honor Courses	OPS		

- d. **Course Code:** 1st two alphabets indicate Department (i.e. Information Technology (IT), Electronics and Communication Engineering (EC), Applied Sciences (AS), Management Studies (MS)) the Department/center that offers the course) 3rd digit indicates level of course and last 2 digit indicates number of the course for that level (for example in IT 101 first 2 alphabets indicate that course is offered in IT Department, 1st place digit indicates level of course, the last 2 digit represents the numbers of courses for that level)
- e. In terms of Credits per One hour session per week of L or T amounts to 1 Credit per semester and a minimum of two hour session of P or S per week amounts to 1 Credit per Semester

Sl. No.	Program	Min. Credits Requirement	Min. No. of Semesters	Min. Program Length in Years
1	B. Tech.	160	8	4
2	M. Tech.	66	4	2
3	M.B.A.	80	4	2

- f. **Semester Grade Point Average (SGPA)** is Calculated as follows
$$SGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$
- where the grade points associated with the letter grades awarded to a student are g₁, g₂, g₃, g₄, g₅ and the corresponding credits are c₁, c₂, c₃, c₄, c₅ and i = 1 to n are nos. of courses

- g. **Cumulative Grade Point Average (CGPA)** is calculated as follows
$$CGPA = \frac{\sum_{i=1}^k c_i g_i}{\sum_{i=1}^k c_i}$$
- It is computed in the same manner as the SGP considering all the courses (satisfy) over all the previous semesters

- h. The SGP/CGP is rounded off to the nearest second decimal digit
- i. The SGP/CGP is rounded after all courses of that semester is Passed
- j. **Major:** A "Major" refers to a student's main and core specialization of a Program where he/she has been admitted by choice on the basis of either (Mains) merit or equivalent and thus pursuing is a Technical Program. The Major shall correspond to a set of core branches/specific courses aggregating to 10 credits out of 10 credit Technical Program
- k. **Mandatory Minor (Multidisciplinary):** A mandatory "Minor" refers to a set of few courses in a particular multidisciplinary stream (other than the one where student has been admitted and pursuing is a Technical Program) that contributes to and complements the overall development of a student beyond engineering and Technology/computing in the globally recognized Graduate attributes. It shall correspond to a total of 10 credits
- l. **Honors:** A bonafide student, eligible for award of B.Tech. Degree with "HONORS" shall need to optionally complete 15 additional credits from his/her own admitted core branch/discipline

- m. **Distinction:** Bonafide student with CGP 8.50 or above shall be awarded B.Tech. Degree with "Distinction".

- n. **Grades, Description and Grade Point:**

Grade	Description	Grade Point
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C	Satisfactory	6
D	Poor	5
F	Non-Satisfactory	-

- o. **Percentage Marks:** It shall be calculated as (SGP * 10) or (CGP * 10)