

# R21UG: Academic Regulations

VERSION 1.5B

Applicable for the Undergraduate programmes: B.Com. and BCA

*(Wef 2024-25 Admitted Batch)*

<https://www.gitam.edu/academic-regulations>

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## PREAMBLE

GITAM (Deemed to be University) focuses on providing a progressive and versatile learning environment for the students in their chosen programmes, thus contributing to the general well-being of society at large.

Given the aspirations and multitalented capabilities of the present generation student, a learner-centric approach is adopted at GITAM. The required essentials are identified, and the students are guided by teams skilled in various fields such as academics, sports, cultural activities, entrepreneurship etc. The goal is to provide a holistic learning experience, enabling students to gain command and progress towards excellence in the chosen field and become socially responsible citizens.

In this rapid digital evolution era, the role of a university is crucial to produce graduates with the required skills. Current generation graduates need to collaborate with teams in a multidisciplinary environment to solve complex problems and possess communication, critical thinking and technology skills. To produce graduates who will contribute once they leave the portals of the University, GITAM collaborates with several organisations providing a platform for the student to acquire the necessary skills. GITAM updates its curriculum, mode of delivery and assessment tools with the current practices from the globe.

This document provides an insight into the academic culture of the University, procedures and regulations of the courses taught at GITAM. The regulations are designed to deliver memorable experiences to courses that are led by instruction. All students are expected to be familiar with the regulations given in this document and the subsequent revisions which are released from time to time.

# 1. About GITAM

## 1.1. Introduction

Gandhi Institute of Technology and Management, popularly known as GITAM, was founded in 1980 by an inspired group of eminent intellectuals and industrialists of Andhra Pradesh led by Dr. M. V. V. S. Murthi, former Member of Parliament, and popular philanthropist. The vision of MAHATMA, the Father of the Nation, was to see India as a socially and economically resurgent country, and the MAHATMA looked upon education as an important means to achieve this goal. He envisaged universities as institutions of higher learning that transcend all linguistic, racial and other barriers. GITAM is committed to imbibing his values and abiding by his philosophy.

## 1.2. Vision

To become a global leader in higher education.

## 1.3. Mission

To impart futuristic and comprehensive education of global standards with a high sense of discipline and social relevance in a serene and invigorating environment.

## 1.4. Quality Policy

To achieve global standards and excellence in teaching, Research, and consultancy by creating an enabling environment in which the faculty and students share a passion for creating, sharing and applying knowledge to continuously improve the quality of education.

# 2. Purpose & Scope of the Regulations

GITAM's Academic regulations provide a framework for the functioning of all programmes of study in the University. The regulations include procedures and practices that are to be followed to ensure academic standards in the University. The Academic Council (AC) approves the regulations of GITAM. These regulations may be amended with the approval of the Academic Council to meet evolving conditions. The updated regulations will come into effect from the next academic year. GITAM, at its discretion, may introduce changes during a session where it is necessary because of the changed circumstances or mandated to do so by the statutory bodies. Communication regarding amendments to the regulations will be published on the University website and sent through the University mail system. For messages received from any other mode of communication, the student has to verify the authenticity by visiting the University website. Students must follow the amended regulations as they might impact the process for the award of the degree. The regulations apply to all GITAM undergraduate students in the B.Com. programme from the School of Business and BCA programme from the School of Science.

## 2.1 Current and Official Version of Academic Regulations

The Academic Regulations provide a framework for the education delivered and administered by GITAM University. The Board of Studies, acting through the academic administration, is responsible for implementing the Regulations. All registered students are subject to the Regulations and must agree and abide by the regulations as a condition of enrolment. The students registered at the GITAM Deemed to be University are subject to the University regulations and revisions until the award of their degree.

## 2.2 Updates to the Regulations

Updates to the regulations are typically published at the start of the academic year and will remain in force till a subsequent version is published. The current version of the academic regulations supersedes all previous academic regulations, and it will remain in effect until any next revision following the aforementioned provisions. Current academic regulations of GITAM are identified with the highest version number and will be communicated to the students through mail, official circular and the website. The official version of the academic regulations is also uploaded to the GITAM website at

<https://www.gitam.edu/academic-regulations>. The Directorate of Academic Affairs (DOAA) will maintain the official version of the academic regulations and update the information on the website. The DOAA maintains archives of all academic regulations.

### 3. Rights and Responsibilities

This section provides information about the students' rights and responsibilities at GITAM. Procedures are established to ensure that students benefit from the practices followed at GITAM. As a member of the GITAM family, students can expect to be a part of an engaging, challenging, creative, and innovative environment. A student is expected to be aware of all the rules and processes of the University. As members of GITAM, students shall have certain rights and responsibilities which are not limited to:

#### 3.1 Student Rights

1. Right to pursue education in a secure environment by not being subjected to harassment and discrimination.
2. Access to high-quality academic and infrastructure resources.
3. Access to activities beyond the classroom that support holistic development, including intellectual and personal.
4. Students have the right to freedom of expression and association with other organisations while not interfering with the rights of others.
5. Access to mental wellness service programs.
6. Right to access student bodies/clubs based on the policies and guidelines currently enforced by these organisations.
7. Expect timely and polite responses from the University's academic and administrative departments.

#### 3.2 Student Responsibilities

1. Respect and act consistently with the values, rules and regulations of the University.
2. Obey government rules and regulations.
3. Carry oneself in a manner that contributes to an atmosphere of learning and free expression.
4. To become familiar with course outlines, content, evaluation methods, timelines and procedures.
5. Resolve academic and personal problems by communicating with personnel from Academic Affairs and Student Life.
6. Keep the University authorities informed of any changes in personal status and contact information, including guardians/ parents.
7. Strictly adhere to all health and safety procedures outlined for classrooms, laboratories, field trips, sports and cultural activities.
8. Be acquainted with the academic regulations and keep abreast of the updates in the regulations.
9. Familiarise with published information that will allow the selection, by due deadlines, of the appropriate paths of academic study.

### 4. Admission

The admission policy and procedure are revised based on the University Grants Commission (UGC) guidelines or the Ministry of Higher Education (MHE), Government of India. The number of seats in each degree programme is determined by regulatory bodies such as AICTE/UGC/Various Councils, Government of India regulations, and market trends.

To be eligible for admission into Undergraduate programmes at GITAM, the applicant must fulfil the



prescribed eligibility criteria and satisfy the entrance requirements specified by GITAM admission regulations and guidelines of statutory councils for various programmes. The student must undertake a national-level entrance exam GITAM Admissions Test (GAT) conducted by the University. Students can also secure a seat in GITAM by qualifying in the specified state or national level examinations. The counselling schedule will be announced in the media, and the selected candidates will be admitted into the programme of their choice based on the availability of seats. Candidates admitted to undergraduate programmes must meet programme-specific requirements and academic performance in Class XII or its equivalent.

Admission is based on merit, and merely meeting the requirements may not ensure admission. The University does not discriminate based on gender, race, religion, disability or nationality. GITAM reserves the right to admit any candidate based on the criteria specified in the admission brochure. Admissions are also available for Non-Resident Indians and foreign citizens who meet the GITAM entrance eligibility criteria.

## 4.1 Student Classification

### 4.1.1 Regular admission

Admission is considered regular if a student of Indian nationality is admitted in the programme's first semester through the GITAM admission test or through any national level entrance exam approved by the Directorate of Admissions. For a GITAM degree to be awarded, the student must complete the terminal year in GITAM, unless the student is a member of twinning programmes approved by GITAM.

### 4.1.2. Lateral admission

1. Students pursuing an undergraduate programme in any recognised Higher Education Institute (HEI) could be admitted into GITAM without appearing for the entrance exam to continue their studies. In this case, the student shall furnish the transcripts or grade cards, syllabus copies, educational certificates, and other relevant documents while applying for admission. The Board of Studies (BoS), which manages the programme, will establish the equivalency based on the marks/credits obtained in the courses in the previous HEI. Regarding the courses in GITAM for which an equivalence could not be found, the candidate must secure the grade/credits by registering for the courses at GITAM.
2. A minimum of 50% of the credits for the program has to be completed in GITAM to earn the degree from GITAM.
3. The candidate must satisfy the admission criteria for a specific programme at GITAM.

## 4.2 Eligibility criteria

The eligibility criteria for various programmes under different schools can be referred [here](#).

## 4.3 International Students

To increase the diversity of the student population, GITAM admits students under Foreign Nationals (FN)/ Overseas Citizen of India (OCI) / Children of Indian Workers in Gulf Countries and Southeast Asia (CIWGC-SEA) and NRI category as follows.

- Five (5) % of seats within the "Approved Intake" for each programme is allowed for admission under NRI category.
- 15 % of Supernumerary Seats over and above the "Approved Intake" for each programme is allowed for admission under FN / OCI / CIWGC-SEA category. 1/3rd of these 15 % seats shall be reserved for CIWGC-SEA category

GITAM admits Indian and International students with the qualifications recognised by the Association of Indian Universities (AIU), New Delhi.

## 4.4 Eligibility criteria

- The medium of instruction in GITAM is English. Aspiring students are expected to be proficient in English. One of the qualifying examination subjects must be English for admission to the programmes in GITAM
- For Undergraduate programmes, the students are expected to have completed twelve (12) years of study, similar to the Indian school education system
- They must present a certificate of permission from the School and certification from the Association of Indian Universities (AIU)
- If a student is not proficient in English as deemed by the University's tests, they will be required to take supplementary courses to improve their English proficiency.
- International students will be admitted based on the eligibility criteria set for the Indian residents by GITAM, except in programmes administered by professional councils. Exceptions in criteria for admissions will have to be approved by the individual Board of Studies (BOS).

### 4.4.1 Categories of International Students

- NRI: The candidate who is an Indian Citizen who is ordinarily residing outside India and holds an Indian Passport.
- Foreign National: The candidate who is the Citizen of the Countries other than India who are not of Indian origin as defined under OCI.
- OCI: The candidate who is a Foreign national, who was eligible to become Citizen of India on 26.01.1950 or was a Citizen of India on or at any-time after 26.01.1950 or belonged to a territory that became part of India after 15.08.1947. Minor children of such people are also eligible for OCI. However, if the Applicant had ever been a Citizen of Pakistan or Bangladesh, he/ she will not be eligible for OCI.
- CIWGC-SEA: The candidate whose parents are working in Gulf countries or Southeast Asia are eligible under this category.

### 4.4.2 Selection Criteria

The admission is based on Test Scores such as SAT or IND SAT(UG) for admission to undergraduate. If test scores are not available, the admission to the program is based on previous academic grades and Interviews.

## 4.5 Scholarship Policy

GITAM offers scholarships/financial assistance to the candidates based on marks/ranks obtained in GAT and other common entrance tests conducted at the state and national level for admission into the undergraduate programmes.

### 4.5.1 Scholarship regulations

- Scholarships are awarded to prospective students to recognise their achievements in Academics, Sports, Culture and diversity criteria decided by the University.
- The University adjusts the scholarship amount towards the tuition fee.
- Extension of Scholarships for subsequent academic years is subject to securing a CGPA of 8.0 and above every year in the first attempt of all examinations. The Vice-Chancellor may relax the CGPA requirement to maintain diversity or other extenuating circumstances.
- The recipients should be actively involved in the societies and clubs and be role models for their peers.
- Students must forego the scholarship in the following situations:
  - shortage of attendance
  - opting for leave of absence

- academic break
- academic probation
- indulgence in any act of academic dishonesty
- pending disciplinary action
- The scholarship amount has to be refunded in case of withdrawal from the programme
- The University scholarship committee reserves the right to modify the policies from time to time.

## 5. Academic System

### 5.1 Academic Structure

The academic structure of GITAM Deemed to be University is governed by the Academic Council. It is chaired by Vice-Chancellor and comprises members from the Faculty, external members and special invitees. The Academic Council oversees the University's academic activity, i.e., teaching, learning, evaluation, etc. The academic organisation of GITAM consists of the following schools.

1. School of Architecture
2. School of Business
3. School of Humanities and Social Sciences
4. School of Law
5. School of Paramedical Sciences
6. School of Pharmacy
7. School of Physiotherapy
8. School of Science
9. School of Technology
10. Institute of Nursing
11. Kautilya School of Public Policy
12. GITAM Institute of Medical Sciences and Research

The Schools mentioned above and are located across the four campuses at Visakhapatnam, Hyderabad, and Bengaluru. The academic administrators of those schools are responsible for introducing new programmes, curriculum development, curriculum revision, etc. The Schools'/Institutes' prime responsibilities are monitoring the department's academic progress, preparing general guidelines in the teaching and learning process, monitoring the faculty performance, student discipline on campus, coordinating interdepartmental activities, etc. The departments/Institutes offer the programmes and provide the instructions required to run those programmes. Some schools/Institutes are situated at only one campus with a limited number of programmes, and students may not be divided into departments. In such cases, the School/Institute is responsible for framing the rules and regulations right from introducing a programme, curriculum development, teaching and learning process, providing instructions to conduct the programmes, and leading to degrees and certificates.

### 5.2 Semester System

A semester is an academic term. Two consecutive terms starting with the Odd semester (I, III, V, VII, etc.) followed by the Even semester (II, IV, VI, VIII, etc.) constitute one academic year. The odd semester typically commences in June and ends in mid-November. Even semesters begin at the end of November or early December and end in April, followed by the summer break. Deviations in commencement and closure due to holidays, closures required by regulatory bodies/ Government, natural calamities, including pandemic situations, and other reasons will be notified by the Registrar to the student's email. They will also be

available on the website. The student has to register in each semester for courses subject to the fulfilment of pre-requisites. The maximum number of credits that a student can register for in a particular semester is twenty-five (25). The minimum number is sixteen (16), except in the final semester if the student will fulfil requirements for graduation with less than sixteen (16) credits. Course syllabi will be made available in advance on the website and also on the registration portal. The lesson plan and assessment methods will be communicated on the first day of instruction and will also be available on the Learning Management System (LMS) (currently Moodle). Classwork will be conducted as per the lesson plan and scheduled during the timeframe of the semester. The faculty member assigned to the course will conduct continuous and formative assessments during the course period. At the end of the semester, the University may conduct a summative examination for certain courses. The University will communicate the grades obtained through the student information system. These grades will also be available on the National Academic Depository (NAD).

Summer Term will generally be conducted for a period of Eight (08) weeks to enable the students:

1. To clear the backlogs (if any) and fulfill their graduation requirements.
2. To accelerate the learning process and complete coursework at a faster pace thereby enabling the students to seek out opportunities for experiential learning.

The maximum number of credits a student can register during the summer term is Nine (09).

### 5.3 School Level Advisory Committee

The Dean of the School chairs the School Level Advisory Committee, consisting of all HOIs and the HODs of the School. The term for the members of the SLAC is for two years or until further orders, whichever is earlier. In the SLAC composition, the Dean of the respective School/ HOI is the Chairperson and all HODs of respective Departments are the Ex-Officio Members. Nominees from Teachers, Students, alumni, Parents, Employers, Industry and Funding Agencies form part of the members of the committee and one of the HODs nominated by the Dean / HOI will act as Member-Convener.

The objectives of the SLAC are to scrutinize the School's Vision, Mission, Programme Educational Objectives (PEOs) & Programme Outcomes (POs) of all the Programmes offered, Teaching, Learning & Evaluation (T-L-E) process, Student Support System, Extension Activities etc., and offer suggestions for improvement.

#### 5.3.1 Responsibilities of the School Level Advisory Committee

The SLAC meetings shall be conducted at least once in every Quarter of the academic year or two meetings per Semester and the minutes of the SLAC meeting shall be submitted to the IQAC.

### 5.4 Curriculum

The programme curriculum is prepared with inputs from industry, society and trends forecasted by various agencies and in alignment with the respective regulating and approving agency requirements that govern a programme. The attainment of Programme Outcomes is measured to ensure that the said Programme Educational Objectives are met.

The curriculum includes the following:

#### 5.4.1 Programme Specifications

- a. Programme Code
- b. Regulations
- c. Vision and Mission Statements of the School / Department
- d. Duration of the Programme
- e. Program Educational Objectives (PEO)
- f. Programme Outcomes (PO)

- g. Mapping of the School mission statements with the Programme Educational
- h. Objectives
- i. Curriculum/Programme Structure with various categories of courses and credits
- j. Programme articulation matrix

#### 5.4.2 Course Specifications

Course Specification includes,

- a. Course Description
- b. Course code & Course Title
- c. Credits
- d. Nature of teaching-learning process (LTPSJC)
- e. Course Educational Objectives (CEO)
- f. Number of contact hours
- g. Course Outcomes (CO)
- h. Module-wise syllabus & list of experiments if the course includes practical components
- i. List of text and reference books
- j. Course articulation matrix
- k. BoS & AC approval dates of the course
- l. Mapping of the course with relevant Sustainable Development Goals (SDGs)

#### 5.4.3 Curriculum preparation

The faculty members at the School / Department level shall initiate the discussions on the Programmes to be offered for the ensuing Academic Year based on the stakeholder feedback & market trend analysis and in alignment with the regulations of the approving agencies. The Programme coordinator shall prepare the programme structure by consolidating the suggestions.

Based on the recommendations of the School Level Advisory Committee (SLAC) on Programme Educational Objectives and Programme Outcomes for a specific programme, the structure along with course syllabi shall be prepared for the programme.

The proposed curriculum structure and syllabi shall be presented to the Board of Studies (BoS) and then to the Academic Council (AC) for approval.

Based on the suggestions from the Academic Council, additions and deletions to the programme specification and course specification shall be incorporated into the curriculum structure and syllabi.

The Dean of the School will be the Chairperson, BoS. A faculty member nominated by the Dean of the school shall act as Co-Chair, BoS. The DoAA publishes the official copy of the Curriculum.

### 5.5 School Committee (SCOM)

The Dean of the School chairs the School Committee, consisting of all HOIs and the HODs of the School.

#### 5.5.1 Responsibilities of the School Committee

School Committee shall meet once a month to review the progress of teaching-learning. The minutes of the SCOM meeting shall be submitted to the IQAC.

## 5.6 Programme Committee (PCOM)

Programme committees are constituted by the HOD/HOI for each programme, with the faculty members teaching the courses and a Professor of the core department as the Chairperson. The PCOM will be common for all the campuses. PCOM shall meet periodically to ensure the quality of the teaching and learning during the semester.

### 5.6.1 Responsibilities of the Programme Committee

PCOM shall meet at least thrice in a semester with specific agenda (not limited to) as follows:

Meet Number	Timeline	Agenda
1	Two(2) weeks after commencement of semester	Course Plan and review of the course committee meeting minutes
2	8 <sup>th</sup> week after the commencement of semester (preferably after mid- semester feedback)	Progress of classwork, Attendance Monitoring, Feedback, and review of course committee meeting minutes
3	17 <sup>th</sup> week after the commencement of semester	Progress of classwork, examination schedule, review of course committee meeting minutes, and suggestions for revision of curriculum and syllabus

The Chairperson shall submit the minutes of the meetings to the Hol.

## 5.7 Course Committee (CCOM)

The HODs shall constitute a course committee for every course of the programme to monitor the conduct of classwork. Committee members include:

- Senior Faculty of the Department - Chairperson
- Course Instructors from all campuses
- Student representatives

### 5.7.1 Responsibilities of Course Committee

CCOM shall meet at least twice a month during the semester with a specific agenda (not limited to) for each meeting as given below:

Meet Number	Timeline	Agenda
1	One (1) week after commencement of semester	Course Plan
2	Every fortnight after the commencement of the semester	Progress of class work, Feedback, Course content on LMS, Syllabus coverage, development of question banks, use of MOOCs and suggestions for improving course delivery
3	16 <sup>th</sup> week after the commencement of the semester	Progress of class work, examination schedule and suggestions for revision of syllabus

The Course Coordinator shall submit the minutes of the meetings to the PCOM chairperson

## 6. Programmes offered at GITAM

GITAM offers various programmes, including certificate, undergraduate, postgraduate, PG diploma, and Research. Each programme is identified with a unique code.

### 6.1. Programme Code

The unique programme codes shall be allotted to each programme on approval of the same in the Academic Council. Programme codes are alphanumeric with the first five characters as alphabets followed by two digits. The first alphabet represents the type of programme (Undergraduate/ Postgraduate/Research), followed by four alphabets that represent the Department/Institute offering the programme. The last two digits represent the serial number of the programme.

### 6.2. Minimum duration of the programme

The undergraduate programme in the school of Technology is for a minimum period of 4 years and for the B.Com. and BCA programmes, the minimum period is 3 years. The minimum duration of the programme for lateral admission students is the same as the regular students. For students who have joined with the transfer of credits from the Academic Bank of Credits (ABC), 50% of the credits are to be earned in the programme enrolled at GITAM. The maximum duration of the programme is N+2 years, where N stands for the minimum duration of the programme as mentioned above. If the student has not obtained the minimum number of credits within the stipulated time, the Vice-Chancellor may extend the maximum duration in extenuating circumstances upon receiving a request along with reasons from the student for not completing the programme on time.

## 7. Structure of the Programme

The programme structure consists of various categories of courses incorporated in the curriculum to impart the required levels of knowledge, skills, and attitude. On completion of the programme, the student is expected to attain the programme outcomes as specified by the relevant professional bodies.

### 7.1 Courses and credits

Academic courses are based on a credit system. Each course offered in the University is allotted a certain number of credit hours. The number of credits is based on the hours of instructional contact in the classroom, laboratory and the amount of work the student is expected to perform outside of class hours in a week. A classroom lecture/ tutorial/ skill development activity of 50 minutes per week, spread over the entire semester, shall be considered an instructional unit equal to one credit. A minimum of 100 minutes per week of laboratory session/ practical shall also be considered as one instructional unit and hence one credit. Fifty (50) minutes of project work per week with 3 hours of work performed independent of the Instructor during the entire semester is considered one instructional unit and one credit. Eight (8) hours in a day for four weeks is required for earning internship credits. The LTPSJC for each course represents Lecture (L), Tutorial (T), Practical (P), skill development (S), Project work/ Internship (J) and the total instructional delivery is indicated in hours and the credits (C) indicates the effort.

### 7.2 Course classification

Courses are classified as University core, Faculty core, programme core, programme electives and open elective courses.

#### 7.2.1 University Core (UC)

Courses listed under University core are a unique set of common courses for the particular programme. These courses are introductory/basic to enhance the knowledge in multidisciplinary subjects apart from the student's own discipline, thereby enabling the student to develop as a holistic individual. The student must earn the specified number of credits in University core. A variety of courses are offered in baskets to enable the student to choose as per his/her interest and requirements in certain categories. The courses offered in University core may change based on the requirements with inputs from the Academic Council. A student can opt for the University core courses in any semester of their study at GITAM. The current list

of courses is given in [Annexure-I](#). The university core courses include courses on Language Proficiency, Soft Skills, Venture development, overall development etc. of which some of the courses are non-graded pass-fail courses.

#### *7.2.1.1 English courses*

To improve the proficiency of the students in English, the English department currently offers Two courses. Students will have to take the TWO (2) courses. Students who are deemed to be proficient in English may opt to take courses for learning Indian or Foreign language instead of English.

#### *7.2.1.2 Soft Skills courses*

The Centre for Learning and Development offers a set of six (6) courses on Soft Skills. These courses has to be taken from semester-I in a sequence.

#### *7.2.1.3 Venture development*

The University has established a Venture Development Centre (VDC) for various entrepreneurship activities on the campus. All the students are required to take the beginners course offered by the center to prepare students for entrepreneurship. The VDC allows the students to incubate their ideas into meaningful ventures. In subsequent semesters the University offers programmes that enhance the entrepreneurial skills of the student.

#### *7.2.1.4 Courses for overall development*

The student can choose any TWO of the following FIVE courses.

- Sports
- Club activity
- Community service
- Personal financial planning
- Health and well being

These courses have been designed to enhance the holistic development of the student.

#### *7.2.1.5 Indian Constitution and History*

This course enables the student to understand the basics of History and the Constitution of India.

#### *7.2.1.6 Gandhian Ethics*

The University offers a course titled "Gandhi and The Contemporary world". This course enables the students to apply Gandhian Ethics in day to day life.

#### *7.2.1.7 Environmental studies*

To understand the impact of anthropogenic activity on the Earth, the University offers a course mandated by UGC. Students will have an understanding of sustainable development and awareness of various environmental issues.

#### *7.2.2 Faculty Core (FC):*

These are the courses common across all the programmes of School of Technology. The courses in faculty core are categorised into various sections. Each section consists of a basket of courses, from which the student can select courses based on their interest. Students must secure the minimum number of credits from their respective Faculty core viz., Technology, Science and Management.

#### *7.2.3 Programme Core (PC):*

Programme core courses are mandatory credit courses that the student must study to meet the



programme's requirements. The courses and their content shall satisfy the specific programme outcome mentioned by the relevant professional bodies. The student has to complete all the courses mentioned under this category for a specific programme.

#### 7.2.4 Elective courses

Elective courses are the courses that a student can choose from a list of approved courses based on their interest. Elective courses are further classified into programme and open electives.

##### 7.2.4.1 Programme Elective

The parent Department/School/Institute offers programme elective courses to support the discipline, expanding the scope in the chosen specialisation. An appropriate minimum number of such electives specified in the programme will lead to a degree with a specialisation.

##### 7.2.4.2 Open Elective

The students choose open elective courses from other academic disciplines to seek exposure in that discipline. Open electives impart knowledge in other areas that are offered within and outside of the schools. The integration of different domains explores new opportunities in solving problems and improving employability skills.

### 7.3 MOOCs

Flexibility is given to students to choose various courses provided through Massive Open Online Courses (MOOCs) during the study period. Students studying UG programmes are permitted to register for various courses on SWAYAM up to a maximum of 40% of the total credits of the programme in lieu of UC and Programme elective courses. Programme Core courses in the program cannot be replaced with a MOOC course unless explicitly approved by the BoS. Students who intend to transfer credits by undertaking a course through MOOCs must get prior approval from the faculty member handling that course and the BoS of the department/ school.

#### 7.3.1 Establishment of equivalency and credit transfer

Upon successful completion of the courses undertaken by the student on SWAYAM/ MOOCs/ Coursera (with prior approval from the faculty handling the course), and an equivalent Grade/Score will be awarded based on the Grade/Score obtained in an online course or an assessment conducted by the University. The respective Board of Studies (BoS) will decide the grading scheme to determine the equivalent grade and recommend the number of credits that will be transferred for the course.

### 7.4 Flexible Credit System

The main feature of the Flexible Credit System (FCS) is to make education student-centric rather than teacher or system-centric. It provides the opportunity to choose courses from a list of core, elective, and skill enhanced courses. The students can undergo additional courses to acquire more credits, learn at their own pace, and adopt an interdisciplinary approach to learning. All programmes of study are designed to meet the specified number of credit requirements. The courses taken by the student in each semester as a part of the programme are allotted some credit points based on the number of hours assigned for teaching, tutorial, and practical. Some Non-credit (Audit) courses are also included in the curriculum; However, securing passing grades in these courses is required. Upon successful completion of the course, the student secures the number of credits allotted for that course. The credits earned in each semester are accumulated in the student's records in the form of a mark's memo. Once the minimum number of credits of the programme is achieved, the degree can be awarded, subject to fulfilment of conditions of the programme.

## 7.5 Minimum number of credits

All programmes of study are defined in terms of their credit requirements. The student takes each course as part of the programme and will earn the specified number of credits for that course upon successful completion of the course. Once the minimum number of credits are accumulated, the student will be awarded the degree if all other relevant conditions specified in the curriculum are satisfied. Mere accumulation of the minimum number of credits may not result in the award of the degree. Each programme follows a structure and incorporates it in the curriculum. Every programme has the stipulated University Core Courses (graded and non-graded), Faculty Core Courses, Programme Core and Elective Courses and Open Elective Courses. The structure also includes Project work, internship, seminar etc. with due weightage given in the curriculum. Even though the student attains the minimum number of credits, if they do not meet the pattern provided in the program structure and other mandatory requirements, the student will not be eligible for the award of the degree. Further, a GPA requirement (currently 5.0) is specified for each program.

## 7.6 Course Plan and Syllabus

Course plans are devised by the instructors based on the approved syllabus of the course. If more than one Instructor handles the same course, course plans are typically finalised after a discussion among all the course instructors. The Instructor will provide the following information in the course plan.

1. Course title, code, and complete syllabus
2. Course identification and classification
3. Instructor identification and contact details
4. Course objectives and learning outcomes
5. Required materials (textbooks, references, lab manuals, website information, videos etc.)
6. Course schedule (timetable)
7. Course calendar (Assignment due dates, class test dates, quizzes etc.)
8. Guidelines for class participation and attendance requirements
9. Evaluation procedures (Continuous and End-semester examinations)

The Instructor will distribute the course plan to the students before the scheduled commencement of the course using the LMS (Learning Management System) adopted by the University.

## 7.7 Course code Scheme

The course code is unique for every course, and it helps the students to identify which department/School/Institute offers the course. Some of the courses viz., NCC, NSS, Yoga, etc. are offered by University Level Directorates.

The course code scheme consists of four (4) alphabets and four (4) digits. The first four (4) alphabets represent the Department/School/Directorate which offers the course. The first digit represents the "Level of course" followed by the last three digits representing the "Course Number".

## 7.8 Curriculum Map

A map illustrating how pre-requisites connect various UC, FC, PC, Elective and Mandatory courses will be included in the curriculum. Standard pictorial representations shall be used to designate the basket (UC, FC, PC and Elective) to which it belongs, as well as groupings to indicate the projected semester of offering.

# 8. Academic Calendar and Registration

## 8.1. Academic Calendar

The academic calendar consists of critical dates for all the activities in an academic year. Information about commencement and closure of classwork, summer internship, summer vacation, mid/module term examination schedule, state and national holidays, semester break, course registration, etc., are

incorporated in the calendar. The calendar will typically be available at least two weeks before the commencement of each semester. The Registrar will communicate the Academic calendar to the Departments/ Institutes/ Schools, and the same will be available on the website. The dates and schedules in the academic calendar may change in specific programmes due to regulatory and local requirements. In such cases, the course instructor or academic Head of the program with prior authorisation will communicate the changes to the students. The revised academic calendar will also be available on the website.

## 8.2. Academic advice

The University provides an academic advisory system to assist the student in selecting the courses and approving the student's schedule. Each new undergraduate student attends an orientation program before the commencement of the first semester. The student is required to consult the assigned academic adviser well before the start of the Registration. Mentors will provide the recommended progress map for each program to the student, which will provide information on the schedule of the offering of the core courses. The student will make the final choices when scheduling classes, including schedule changes during the add and drop period. The student should use the Student Information System (SIS) to ensure that they meet the program's requirements, and it leads to the conferment of the degree within the stipulated time. During Registration, the student will acknowledge the information available on the SIS. The information in the SIS will also be provided to the School and the program owner to monitor the student's progress.

## 8.3. Pre-requisites

Courses may have pre-requisites as specified in the respective programme curriculum. A pre-requisite is a course that the student is expected to have completed before enrolling for a specific course, failing which the student will not be permitted to register for the course. Completing a course implies that the student has successfully completed at least the internal assessment requirements for the course. In certain exceptional cases, the pre-requisite may be waived if the student has alternate exposure; this will require permission from the Faculty teaching the course. A minimum grade may be expected from the pre-requisite courses in specific courses such as program electives, which the Faculty teaching the course may decide.

## 8.4. Minimum and Maximum load

The academic load in a semester has to be a minimum of 16 and a maximum of 25 credit hours. Students who are on academic probation will only be allowed to register for 16 credits. If the student has fulfilled all the programme requirements by the final semester, the student may be permitted to register for less than 16 credits.

## 8.5. Registration

Every student must register for the courses opted in a particular semester during the intimated official registration period.

To be eligible to register for classes, a student must belong to any of the following categories

- i. a new student who applies for admission and receives a certificate of admission
- ii. a continuing student from the preceding regular semester who has no financial dues
- iii. a former student, i.e., who has not enrolled in the preceding regular semester or who has availed academic break or detained and possessing a certificate of readmission

## 8.6. Adding and dropping of courses

The students who have registered for the courses during the registration period can add or drop the courses through the registration portal. The add/drop period will commence after the completion of the registration period in the University and will continue till seven (7) working days after the commencement of the semester.

- Students making changes during the add/ drop period should comply with the minimum and maximum

credits requirements for the enrolled programme.

- Attendance will be calculated from the commencement date of the semester.
- There will be no compensation of attendance or subject matter delivery for the missed classes. The students are expected to use the LMS and ensure the loss of Teaching-Learning is minimised.

## 8.7. Late Registration

Students have to register for classes through the registration portal during the registration period. If the students do not register before the commencement of the semester, Registration with the Mentor's approval and the Head of the department will be permitted within a week after the commencement of the semester. If there is a further delay in Registration, the student has to obtain permission from the Dean of the School before Registration. Beyond two weeks after the commencement of the semester, the student will be advised to take an academic break.

A student who does not register for a semester will need to apply for readmission to continue the program.

## 8.8. Withdrawal from a course

Students are allowed to withdraw from a course within twenty (20) working days of the commencement of the semester. The course cannot be substituted with another course. Students who have withdrawn from a course will have to pay extra fees to register for a compensatory course to fulfil their programme requirements.

## 8.9. Withdrawal from the term

A student who wishes to withdraw from the term can do so by applying through the registration portal. Exemption/refund of the tuition fee will be considered for the respective semester if the student withdraws before the registration period. No refunds/ partial refunds are given after the registration period has started for the semester. A student who withdraws from the semester has to apply for readmission and pay the readmission fees to continue in the programme.

# 9. Grades and grading system

GITAM follows the mixed mode of evaluation procedure viz., absolute, and relative grading system. At the end of the semester, a student is assigned a 'Letter Grade' for each course in which they are enrolled, based on their performance in all of the course's evaluations during the semester. The letter grade and its corresponding 'Grade Point' represent the outcomes of qualitative and quantitative assessments of a student's performance in a course. The grades and grade points in each system are detailed in the following sections.

## 9.1. Absolute Grading

In the Absolute grading system (AG), the marks earned by the student falls within one of the ranges as given in section 9.2, and each range is assigned a letter grade. For example, if the student earns 72 marks in a course, then the student will secure an 'A' grade in that course. AG will be adopted for the following courses.

1. Theory courses for student strength less than 21
2. Theory and practical (combined) courses for student strength less than 21
3. Lab/Practical courses (except the chosen lab courses)
4. Project courses
5. Internship courses
6. Skill development courses

7. Audit/Mandatory courses
8. In any course, if the student's strength is less than or equal to 20.

### 9.1.1 Grade points and symbols in absolute grading

A final letter grade will be awarded in each course at the end of the semester based on the student performance during a given semester. The letter grades and the corresponding grade points are as given below.

S.No.	Grade	Grade Points	Absolute Marks/Remarks
1.	O (Outstanding)	10	90 and above
2.	A+ (Excellent)	9	80-89
3.	A (Very Good)	8	70-79
4.	B+ (Good)	7	60-69
5.	B (Above Average)	6	50-59
6.	C (Average)	5	45-49
7.	P (Pass)	4	40-44
8.	F (Fail)	0	Less than 40 for Theory and Less than 50 for Practical/Project
9.	Ab (Absent)	NA	--
10.	S	NA	Satisfactory for Non graded courses
11.	U	NA	Unsatisfactory for Non graded courses
12.	I	NA	Incomplete (Only for project/Internship courses)
13.	R	0	Insufficient attendance in the course
14.	W	0	Withdrawal from the course

For awarding the grade, the total marks obtained by the student are "rounded-up" to the next integer. A student who earns a minimum of four(4) grade points (P grade) in a course is declared to have completed the course.

### 9.2. Relative Grading

In the relative grading system (RG), grades are given based on the other students' scores in the same class. It indicates the academic standing/merit of the student in that class. Here, class means a cohort of students who are taught by the same faculty member and have undergone the same assessment pattern. RG overcomes problems encountered with AG, including inconsistency in the level of the question

paper and evaluation etc. This evaluation procedure is adopted for T (Theory), TP (Theory and practical) and certain chosen practical courses with a class strength greater than or equal to 21. If the class strength is less than 21 in any section, the students will be grouped with students in other sections taking the same

course.

The grades and grade points in the relative grading system are as given below. The class average mark ( $\mu$ ) is taken as the midpoint of 'B+ (Good)' grade, and relative to this and depending on the sigma ( $\sigma$ , standard deviation) value, the other grades are finalized. Grades are assigned based on the percentiles determined for a normal distribution given in the table below.

S.No.	Grade	Description	Grade Formula	Grades based on percentile for a normal distribution	Grade Point
1.	O	Outstanding	Total Marks $\geq (\mu + 1.5 \sigma)$	93.3	10
2.	A+	Excellent	$(\mu + 1.0 \sigma) \leq$ Total Marks $< (\mu + 1.5 \sigma)$	84.1	9
3.	A	Very Good	$(\mu + 0.5 \sigma) \leq$ Total Marks $< (\mu + 1.0 \sigma)$	69.1	8
4.	B+	Good	$(\mu - 0.5 \sigma) \leq$ Total Marks $< (\mu + 0.5 \sigma)$	30.8	7
5.	B	Above Average	$(\mu - 1.0 \sigma) \leq$ Total Marks $< (\mu - 0.5 \sigma)$	15.8	6
6.	C	Average	$(\mu - 1.5 \sigma) \leq$ Total Marks $< (\mu - 1.0 \sigma)$	6.6	5
7.	P	Pass	$35 \leq$ Total Marks $< (\mu - 1.5 \sigma)$	2.2	4
8.	F	Fail	Total Marks $< 35$	0	0
9.	Ab	Absent			NA
10.	S	Satisfactory for Non-graded courses			NA
11.	U	Unsatisfactory for Non-graded courses			NA
12.	R	Insufficient attendance in the course			0
13.	W	Withdrawal from the course			0

### 9.2.1. computing Grade point averages (SGPA, CGPA)

The procedure adopted for computing the grade point average for the semester and cumulative is as follows:

**Semester Grade point average (SGPA)** for a semester is calculated as:

$$SGPA = \frac{\sum_{i=1}^n Ci \cdot Gi}{\sum_{i=1}^n Ci}$$

where 'n' is the number of courses taken by the student in a semester.

'Ci' represents the number of credits allotted to the course 'i'.

'Gi' represents the grade points secured by the student in course 'i'.

**Cumulative Grade Point Average (CGPA):** It is calculated as:

$$CGPA = \frac{\sum_{i=1}^m Ci \cdot Gi}{\sum_{i=1}^m Ci}$$

where 'm' is the number of courses graded to date.

'Ci' represents the number of credits allotted to the course 'i'.

'Gi' represents the grade points secured by the student in course 'i'.

The SGPA will be awarded to the students for all the registered courses in a semester. The credits of the failed courses shall also be considered while calculating SGPA/CGPA in a given semester. For cases where multiple attempts have been made to get a letter grade, the last successful attempt will be used for the CGPA calculation.

### 9.3. Award of class

The cumulative grade point requirement for the award of the class is as follows:

Class	CGPA required
First-class with distinction	≥ 8.0*
First-class	≥ 6.5
Second class	≥ 5.5
Pass class	≥ 5.0

\*In addition to the required CGPA of 8.0 or more, the student must have necessarily passed all the registered courses in the first attempt. Distinction will not be awarded if the student fails in ANY subject.

### 9.4. Policy for Grades

#### 9.4.1 Incomplete (I) Grade

'I' grade is assigned if the student has any pending assessment components. The student can initiate the request through the Mentor, and an 'I' grade will be posted after receiving the recommendation from the HoD.

#### 9.4.2 Repeat (R) grade

'R' grade is assigned if the student has to repeat the course due to a shortage of attendance. The student has to re-register for the course in the subsequent semesters by paying the prescribed fees.

#### 9.4.3 Withdrawal (W) grade

'W' grade is assigned if the student has withdrawn from the course within twenty (20) working days of the semester.

## 10. Evaluation system

The course faculty will announce the framework of evaluation. Typically, the components include (not limited to) Assignments, quizzes, presentations, fieldwork, report writing, module tests, viva voce,

semester-end examination etc.

## 10.1. Assessment Procedure

### 10.1.1 Theory

Assessment of a student's performance in theory courses shall be based on two components: Continuous Evaluation (CE) for seventy (70) marks and Semester-end Examination (SEE) for thirty (30) marks. Assessment in continuous evaluation is spread throughout the course duration. The Instructor defines the schedule of assessment and is typically based on Module tests, quizzes, assignments, etc.

For courses where relative grading is applicable, a student should secure a minimum of twenty-four (24) marks in continuous evaluation and ten (10) marks in the semester-end examinations, respectively. In addition, the student should secure a minimum of 35 marks to pass a course.

In courses where absolute grading is applicable, a student should secure a minimum of twenty-eight (28) marks in continuous evaluation and twelve (12) marks in the semester-end examinations respectively, and the total should be greater than or equal to 40 marks.

### 10.1.2 Practical

Practical courses are assessed under Continuous Evaluation for a maximum of 100 marks. Assessment in practical courses comprises weightage given to components like data collection, experiments, observations, data analysis, results presentation, and record work submission. The minimum pass mark for practical courses is 35 and 50 for Relative and Absolute grading systems, respectively.

### 10.1.3 Combined Courses

For courses having both theory and practical components, 70% of the weightage will be for the theory component and 30% weightage for the practical component. The student will need to secure a passing grade in both components.

Assessment is carried out based on the criteria specified in sections 10.1.1 and 10.1.2 for both theory and practical components.

### 10.1.4 Projects

Students can perform Project work individually or in a group (not exceeding four (4) members). Projects are assessed under continuous evaluation for 100 marks, and the student must obtain a minimum of 50% to complete the course successfully. Evaluation includes weightage for periodic reviews, reports and final viva voce.

### 10.1.5 Internship

For internships, the student will submit a report on the successful completion of the training. Students are required to submit individual Internship reports. The Faculty will assess the submission, including checking for plagiarism and conducting a viva voce to assign the grade.

### 10.1.6 Non-graded courses

Courses like Environmental Studies, Indian Constitution and History, Gandhi and The Contemporary Word, etc., are assessed for 'satisfactory' or 'unsatisfactory'. No letter grade will be assigned for these courses. These courses may be either of "theory" type or "practical." The minimum pass mark for the award of a satisfactory (S) grade is 40. A score less than 40 will lead to an un-satisfactory (U) grade. Students are required to get an S grade for graduation.

## 10.2. Announcement of results

The Controller of Examinations (CoE) will announce the students' results at the end of each semester. Students will be able to access their grades in the Student Information System. If there is a requirement for a certified physical copy, students may request the Directorate of Evaluation.



### 10.3. Withholding of Results

Results may be withheld if

- The student has any outstanding fees, fines or other charges to the department/Institute/ School/ University
- Action arising out of malpractice is pending
- Action arising out of indiscipline is pending

### 10.4. Grade appeals/ Re-totaling/ Re-evaluation

Appeal for Re-totaling / Re-evaluation of any theory answer script of the semester-end examination is permitted on request by the student subject to paying the prescribed fee within five(5) working days after the announcement of the results.

### 10.5. Viewing of Answer Script and Challenge Evaluation

Students who are not satisfied with the grade after revaluation can request a viewing of the semester-end answer script within five (5) working days after the announcement of revaluation results. After viewing, if a student is not satisfied with the valuation, they can challenge the valuation. The student should apply for challenge valuation within five working days after viewing the answer script. Under challenge evaluation, the answer script will be valued by two examiners. The outcome of the challenge evaluation will be used for the final grade. If there is an improvement in the final grade, the University will refund the charges (re-totalling, revaluation, viewing and challenge evaluation).

### 10.6. Re-registration of courses

Students are permitted to re-register for the courses by paying the prescribed course fee which will be notified by the Directorate of Evaluation. The amount is subject to revision each year. The total number of credits a student can take in a semester shall not exceed 25, including re-registration of courses. A grade cap of "B+" is applicable for the re-registered courses. Re-registration is applicable in the following cases.

#### 10.6.1 Failure to obtain a satisfactory grade

Students who have not obtained a passing grade can re-register for the backlog course the next time the course is offered in addition to their regular courses. Further, there will be no exemption to the upper limit on the maximum number of credits (currently 25) the student can register in a semester.

#### 10.6.2 Betterment of Grades

A student whose CGPA is less than 6.5 can re-register for courses conducted during the summer term/next regular semester. In such a case, the student will be awarded the grade obtained in the re-registered course. The student can opt for the courses in the immediate summer after the course duration. The maximum number of courses they can re-register for is limited to the number of semesters of study.

#### 10.6.3 Securing 'R' Grade

If a student secures an 'R' grade, they have to re-register when the course is next offered.

## 11. Academic Progression

### 11.1. Attendance policy

The student's minimum overall attendance of all the courses put together in any semester should be 75% or greater. Also the students meeting the minimum attendance requirement shall only be allowed to take

the mid-term test and end-semester examination.

However, the students having attendance equal to or above 65% and less than 75% will be allowed to take

- a. The makeup mid-examination subject to considering only 70% of the total secured marks in each subject for grading
- b. The semester-end examination subject to a grade cap of B+ for the courses

The students having less than 65% attendance in the current semester will get an 'R' grade in all the registered courses for the semester.

## 11.2. Academic break

Students of GITAM are expected to complete the study without any interruption. The minimum overall attendance requirement is 75% in the semester. If the student's attendance drops below the minimum attendance requirement, the candidate is not permitted to attend the end-semester examinations. In such cases, the student can opt for an academic break and re-register for these courses after rejoining the University. Students who do not register within three (3) weeks of the commencement of the semester will be on academic break.

## 11.3. Academic probation

If a student fails to earn the required credits to be promoted to the next higher semester, the student will be put on academic probation for the next academic year. The student can rejoin the programme upon meeting the required criteria at the end of the academic probation period. If a student is on academic probation for TWO continuous years, it will lead to dismissal from the programme.

## 11.4. Leave Policy

If the student's attendance is 75% and above, they will be allowed to write the end-semester examinations. However, the shortage of attendance may be exempted from 65% to 74% in the following cases

- 1) The student participating in co-curricular and extracurricular activities and representing the University, State or Country.
- 2) Medical emergency

Whatever the circumstances, if the student's attendance drops to less than 65%, they will not be permitted to attend the end-semester examinations.

### 11.4.1 Representing the University/Country

The Vice-Chancellor, on the recommendation of the Principal / Director of the Institute/School and remarks from the Director, Student life, GITAM may condone the shortage of attendance of the students on the grounds of participation in co-curricular and extracurricular activities representing the University or country.

### 11.4.2 Medical Emergency

In exceptional cases which require hospitalisation or routine ailments, the Vice-Chancellor, on the recommendation of the Principal / Director of the Institute/School and remarks from the Medical officer, can permit the student to write the end semester examination subject to satisfying the minimum attendance requirement of 65%. Students who have medical concerns which require prolonged treatment may request for absence from the campus. The student can apply for medical leave during the programme of study in the format given in [Annexure-II](#). The process to be followed is given below

- The student needs to produce documents from a registered medical practitioner to the Mentor.
- Mentor will acknowledge after verifying the documents by email to the student and the guardian.
- The Mentor will submit the documents to the Hol; The Hol or his representative will discuss the leave request with the medical officer of the University.

- The medical officer will approve the number of days the student can avail of the medical leave based on the documents submitted by the student.
- If the student's attendance after availing of the medical leave drops below 65%, the student will be put on an "Academic break".
- The student's status changes from "Active" to "Medical Leave of absence" during medical leave. For the course duration, the student may avail a maximum of two years as medical leave. The student can avail of this leave at a stretch or in multiple phases.
- The student is not allowed to utilise the physical resources and infrastructure of GITAM during the academic break.

Before applying for readmission/re-registration after an academic break or medical leave, the student must produce the medical fitness certificate from the medical officer of the University. Students should reinstate the readmission process at least 30 days before the due date of sanctioned leave. The student under medical leave of absence should communicate with the Mentor for readmission or extension of leave. The student can cancel their approved period of absence and apply for readmission before the commencement of a semester. The unauthorised absence of a student shall be treated as a withdrawal from the programme.

#### 11.4.3 Personal leave of absence

A student may be granted a personal leave of absence from the campus due to personal difficulties. The personal leave of absence can be availed in a semester, satisfying the minimum overall attendance requirement of 75% or greater. The student can apply for a personal leave of absence during the programme of study in the format given in [Annexure-III](#). The process to be followed is given below

- The student who opts to avail personal leave of absence has to apply through the mentor/AMC.
- Mentor will acknowledge and forward the same to the HoD/HoI, who will convey the University's decision.
- If the student's attendance after availing of the personal leave drops below 75%, the student will have to take an "Academic break".
- The student's status changes from "Active" to "personal Leave of absence" during personal leave.
- The student is not allowed to utilise the physical resources and infrastructure of GITAM during the academic break.
- While applying for an academic break, the student should mention the approximate date of rejoining.

A student on an "Academic Break" will have to apply for readmission, and it should be initiated at least 30 days before the due date of sanctioned leave. The student under personal leave of absence should communicate with the Mentor for readmission or extension of leave. The student can cancel their approved period of absence and apply for readmission before the commencement of the semester. The unauthorised absence of the student shall be treated as a withdrawal from the programme.

#### 11.4.4 Parental leave of absence

Students who wish to take a break during their study period due to parental reasons such as pregnancy, maternity or paternity to take care of their child can apply for parental leave of absence. On the recommendation of the Principal / Director of the Institute/School and remarks from the medical officer, the Vice-Chancellor can permit the student to write the end semester examination subject to satisfying the minimum overall attendance requirement of 75%. The student can apply for parental leave during the programme of study. The process to be followed is given below

- The student has to submit the documents to the mentor/AMC.
- Mentor will acknowledge and forward the same to the HoD/HoI, who will convey the University's decision.

- If the student's attendance in availing the parental leave drops below 65%, the student will have to take an "Academic break".
- During the academic break, the student's status changes from "Active" to "Parental Leave of absence".
- For the course duration, the student may avail a maximum of two years as parental leave. The leave can be availed at a stretch or in multiple phases.
- The student is not allowed to utilise the physical resources and infrastructure of GITAM during the leave period. While applying for parental leave, the student should mention the approximate date of rejoining.

A student on an "Academic Break" will have to apply for readmission, and it should be initiated at least 30 days before the due date of sanctioned leave. The student under parental leave of absence should communicate with the Mentor for readmission or extension of break. The student can cancel their approved period of absence and apply for readmission before the commencement of the semester. The unauthorised absence of the student shall be treated as a withdrawal from the programme.

### 11.5 Minimum standards for academic promotion

The student should earn a minimum of 60% of total registered credits before progressing to the third academic year (For programmes of duration four years or above), failing which the students will be put on academic probation. Students should clear 80% of credits up to the preceding year when entering the programme's final year.

In addition, the courses registered during the first year in the following categories viz., Faculty core, Programme core and University core categories have to be cleared prior to entering the final year of study.

### 11.6 Readmission

Students who are on an academic break can apply for readmission by paying the prescribed fees. Readmission can be applied twice in an academic year. The candidates should apply for readmission to the HoI at least 30 days before the commencement of the semester.

### 11.7 Academic dismissal

Dismissal is enforced on a student in the following situations:

- If a student is involved in any disciplinary issue and the concerned Committee recommends for dismissal.
- If a student is on academic probation for TWO consecutive years Dismissal leads to the student's permanent separation from the University.

## 12. Degree Requirements

The undergraduate degree will be for 3-year duration for the B.Com. and BCA programmes. The BoS suggests the minimum credits required under each category of courses, total credits for the programme and the non-graded courses to be satisfactorily completed to be eligible for the award of degree and the same is approved in the AC. The approved requirements are duly notified in the curriculum copy.

## 13. Award of the degree

A student is eligible for the degree award if the candidate has secured the minimum number of credits required for a given programme with a CGPA greater than 5.00, subject to the completion of the minimum duration of the programme. After completing the programme, a provisional certificate cum memorandum of grades (PCMG) will be issued. The PCMG includes the secured grades and class achieved in the chosen programme and specialisation, along with grades and CGPA secured by the student in the opted minor/Honour/Double major programmes. The original degree will be presented in the subsequent convocation.

## 14. Lateral admission policy

### 14.1. Procedure

The candidates seeking admission under the lateral entry category (Inter-University Transfer) into any programme offered by GITAM (Deemed to be University) shall be provisionally admitted, only at the beginning of an academic year, subject to satisfying the following conditions.

- Availability of vacancy in the respective programme.
- Submission of Migration certificate
- Submission of Grade card/Marks Memo
- Submission of "No objection certificate" from the concerned Institute/ University where the candidate completed part of the programme.
- Submission of syllabus, rules and regulations of the concerned Institute/ University where the candidate completed part of the programme.
- Provisional admission of the candidates will be confirmed only after verification of the authenticity of the certificates from the concerned authorities.
- Recommendations of the concerned Board of Studies (BoS) on the eligibility of the candidate for admission into any programme mentioning (a) the courses for which equivalency is established.  
(b) the courses prescribed to study.
- 50% of the credits have to be earned at GITAM.

### 14.2. Establishment of Equivalency

1. The courses studied by the candidates elsewhere for which equivalency is established should carry either the same or more credits than the corresponding courses offered at GITAM.
2. If the credits allotted for a course studied by the candidates elsewhere are less than the allotted credits of the corresponding courses in GITAM, the candidates will be required to repeat such courses, and secure at least a passing grade in GITAM after admission.
3. Notification of the equivalency issued by the Registrar, GITAM shall contain:
  - a. The courses for which equivalency is established.
  - b. The courses prescribed to study in GITAM.

Candidates shall be issued semester Grade cards for only the prescribed courses. Provisional certificate cum Memorandum of Grades (PCMG) shall include the marks obtained by the candidate in the courses studied at GITAM.

### 14.3. Calculation of CGPA

The CGPA shall be calculated taking into consideration the grades of courses obtained by the candidates in GITAM.

## 15. Conduct and Discipline

### 15.1. Classroom conduct

The students should attend the academic work as per the schedule on all the working days following the guidelines specified by the Director, Student life. The students are expected to work with their classmates and Faculty for achieving optimal learning outcomes. Students are expected to perform the assigned works

within the due dates mentioned by the Faculty and must not leave the class without permission. Students should follow the guidelines specified by the Faculty at the beginning of the course and maintain low noise levels in the online/offline class. Students should maintain a conducive environment in the classroom for effective teaching & learning process. Classrooms or laboratory rooms should not be used for consuming food or for celebrations.

## 15.2. Academic Honesty

Students are expected to perform the academic work in a fair manner, thereby maintaining the University's academic reputation. Any academic misconduct, such as plagiarism, malpractice in the examination etc., will lead to remedial action suggested by the Academic Integrity Committee (AIC).

### 15.3. Violation of Academic Policy

It includes the following acts but is not limited to:

- Violating the rules and regulations of the academic programme.
- Copying material from sources like articles, websites etc., without proper citation and incorporating the content in the assignment and reports.
- Any cheating in the examination, such as
  - Possessing unauthorized material
  - Taking somebody's examination
  - having somebody else take the examination etc.

Incidents will be reported to the AIC, and based on the preapproved procedures, the recommendation of the AIC will be communicated to the parents/guardians of the concerned students through the HOI.

#### 15.3.1 Disciplinary regulations

The students of GITAM are expected to follow disciplinary procedures set by GITAM, as mentioned above. If the student's behaviour is not consistent with GITAM's prescribed code of conduct, based on the severity of the issue, the student may be reprimanded orally or in writing at the first stage; The student may be even expelled from the class/Institute/school/campus/hostel/university based on the severity of the offence. The University reserves the right to act against students found to involve in any of the following cases.

1. False statements intended to deceive the University, submitting the fake certificates to the University, creating the fake documents of the University and giving to a third party and deliberate falsification of documents/records.
2. Insulting by words or act, using abusive, defamatory, or derogatory language against any teacher, officer, employee or student(s) of the University in the campus or even outside the campus.
3. Creating any disturbance in classes and examinations in the University
4. Not following the list of instructions issued for examinations.
5. Making false allegations, character assassinations of teachers, officers and employees or indulging in rumour-mongering or committing pranks that cause grievous hurt to anyone.
6. Ragging in any form is a criminal and non-bailable offence in the country. The current State and Central legislations provide stringent punishments, including imprisonment. Once the involvement of a student(s) is established in ragging, offending fellow students/staff, harassment of any nature to the fellow students/staff etc. the student(s) will be liable to be dismissed from the Institute, as per the laid down procedures of the UGC / Govt. /Institute. Senior students of the Institute shall give an undertaking every year co-signed by their parents/ guardians before Registration for the odd semester of the academic year.
7. Students are required to conduct themselves with decorum both inside and outside the campus and not indulge in activities that may adversely affect the prestige and reputation of the Institute.

8. Any act of indiscipline of a student reported to the HoI/HoD will be referred to a Discipline Committee constituted for the purpose. The Committee will inquire into the charges and recommend further action, including removal from the University if the charges are substantiated. The student concerned may appeal to the Vice-Chancellor, whose decision will be the final.

## 16. Grievance Redressal System

To redress the grievances of the students, there is a grievance redressal mechanism in GITAM. The student may apply online in case of any grievances. Click [here](#) to submit a grievance. The student should fill in the essential details on the form and then select "Academic grievance". The student can submit grievances related to the following:

1. Grades, exam procedures, excused absences, class policies
2. Academic advising
3. Faculty performance or faculty behaviour
4. Course content, teaching methodology, etc.
5. Academic probations, suspensions, etc.
6. Academic integrity and the Honor Code
7. Marks memos, PCMG, credits, degree award, etc.
8. Class availability, timings, etc.
9. Online, distance education, MOOCs etc.
10. Any other (specify clearly)

**Upload the supporting documents (if any):** If the student has any documental evidence to support the claim, then upload the necessary documents with proper file names and references in chronological order of dates and events.

## 17. Academic Bank of Credits

Academic Bank of Credits (ABC) is an academic service mechanism as a digital/virtual/online entity established and managed by MHE/UGC to facilitate students to become their academic account holders. It paves the way for seamless student mobility between or within degree-granting Higher Education Institutions (HEIs) through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching-learning. ABC provides mobility within and across various programmes, subject to meeting the admission eligibility criteria.

**Example (1):** ABC provides mobility across the various programmes viz., undergraduate, certificate, Diploma and PG Diploma etc.

**Example (2):** ABC provides mobility within the same type of programme, i.e., the student, after pursuing an undergraduate programme of 1<sup>st</sup> year B.Tech. can move to another undergraduate like BBA or B.Sc. programmes. The credits earned during 1<sup>st</sup> year of study in B.Tech. can be redeemed for the credit requirements of BBA or B.Sc. programmes.

### 17.1. Implementation of the ABC scheme

GITAM is recognised by UGC, MHRD as a Category -I, Deemed to be University and approved by NAAC with an A+ grade. Hence, GITAM is eligible to get registered under the ABC scheme.

### 17.2. Minimum number of credits to be secured at GITAM

The candidate who wishes to pursue any programme in GITAM and opts to utilise the credits earned in other Institutes through the ABC scheme should acquire at least 50% of the minimum number of credits in

the chosen programme from GITAM. In addition, the candidate should ensure the completion of the minimum number of credits in the core subjects as specified in the programme's curriculum.

### 17.3. Admission in individual courses

GITAM supports the admission in individual courses to the students pursuing UG and PG programmes in other HEI's participating in ABC, subject to the available vacancy in each course. The first priority for Registration in each course will be given to GITAM students. At the end of adding/dropping the course registration period, based on the availability of the vacancy in each course, the programme coordinator will permit the Registration of courses to the students other than GITAM on the first cum first serve basis. The candidate needs to pay the required course fee within the due date to confirm the course admission. The course fee depends on the course credits, type of course (lab, theory, theory cum lab etc.) and the department/Institute which offers the course. GITAM has audio-visual facilities, e-resources, virtual classrooms, studios, high bandwidth internet connectivity to support ODL/online courses and individual course registration.

### 17.4. Validity of stored credits in ABC

The regulations in force will determine the validity of the credits earned at GITAM or any other HEI.

### 17.5. ABC-Grievance Redressal Mechanism

GITAM will set up a Grievance Redressal Mechanism for the issues/appeals related to ABC. This mechanism will address the issues right from the start of course registration to the transfer of credits from respective institutes to the ABC



## Nomenclature

ABC: Academic Bank of Credits

AC: Academic Council

ACCA: Association of Chartered Certified Accountants

AIC: Academic Integrity Committee

AICTE: All India council of technical education

AIU: Association of Indian Universities

AMC: Academic Monitoring Committee

BCA: Bachelor of Computer Applications

BoS: Board of Studies

CCOM: Course Committee

CBSE: Central Board of Secondary Education

CIMA: Chartered Institute of Management Accountants

CE: Continuous Evaluation

CGPA: Cumulative Grade Point Average

CoE: Controller of Examinations

DoAA: Directorate of Academic Affairs

FC: Faculty Core

FCS: Flexible Credit System

GAT: GITAM Admissions Test

GATE: Graduate Aptitude Test in Engineering

GITAM: Gandhi Institute of Technology and Management

GMAT: Graduate Management Admission Test

GPA: Grade Point Average

GRE: Graduate Record Examinations

HC: Humanities Core

HoD: Head of Department

Hol: Head of Institution

ICSE: Indian Certificate of Secondary Education

IQAC: Internal Quality Assurance Cell

JEE: Joint Entrance Examination

LMS: Learning Management System

MC: Management Core

MHE: Ministry of Higher Education

MOOCs: Massive Open Online Courses

MOODLE: Modular Object-Oriented Dynamic Learning Environment  
NAAC: NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
NAD: National Academic Depository  
NATA: National Aptitude Test in Architecture NRI: Non-Resident Indian  
NRI: Non-Resident Indian  
OCI: Overseas Citizen of India PC: Program Core  
PCMG: Provisional Certificate cum Memorandum of Grades  
PCOM: Programme Committee  
PIO: Person of Indian Origin PO: Program Objectives  
SAT: Scholastic Assessment Test SCOM: School Committee  
SEE: Semester-End Examination  
SGPA: Semester Grade Point Average SIS: Student Information System  
SWAYAM: Study Webs of Active–Learning for Young Aspiring Minds  
TCS: Tata consultancy Services  
UC: University Core UG: Under Graduate  
UGC: University Grants Commission VDC: Venture Development Centre

## Definitions

**GITAM Admission Test (GAT):** GAT Admission test is designed to determine a person's competency level in a specific subject(s) and may be used to determine admissibility to a program.

**Bachelors/Undergraduate degree:** An academic degree that is given to a student by a college or University, upon the successful completion of course duration and curriculum.

**Honours degree:** It is an undergraduate bachelor's degree awarded to the students who complete the prescribed set of courses as a part of additional learning in their discipline.

**Faculty:** The Schools/Institutes dealing with allied subjects shall be grouped into faculties. For example, all engineering institutes/schools in the three campuses of GITAM shall be grouped as one faculty and is named as Faculty of Engineering.

**Dean:** A person with academic authority over a specific Faculty in the University

**Programme:** An academic programme grants a degree in a specific discipline or specialization. Each programme comprises of certain types of courses, duration, and the minimum number of credits. Upon the fulfilment of requirements, an academic degree is awarded in that programme. Example: B.Tech. Programme, B.Sc. Programme, MBA programme etc.

**Academic Year:** Two consecutive (one odd + one even) semesters constitute an academic year.

**Course:** A course is an individual subject in an academic term led by one or more instructors. A course is designed to comprise lectures/ tutorials/laboratory work/ fieldwork/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

**Course Code:** A Course Code is a unique alphanumeric code that is generated and assigned to the courses created by the institutions. The Course Code helps students to locate the course he/she should be enrolling in.

**Course Credit:** A credit is a unit that gives weighting to the value, level, or time requirements of an academic course taken at a school or other educational institution.

**Core Course:** There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student to complete the requirement of a programme.

**Major:** It is the domain on which a student focuses primarily during undergraduate study.

**Minor:** It is awarded to the students who complete the prescribed set of courses as a part of additional learning in their own or other disciplines.

**Double Major:** A student who meets the major requirements of the two programmes within or outside the faculty will be awarded a "Double Major," and the same will be mentioned on the PCMG as a major degree (specialization) and Double Major in (specialization).

**Course registration:** Course registration means registration for each course that the students opt to study in a semester.

**Registration Period:** The period during which students register for courses at GITAM every semester.

**Add/Drop Period:** The period during which the students can make modifications to the registered courses.

They can add additional courses or drop the courses already registered.

**Class:** It is defined as a unique combination of course-slot-faculty.

**Continuous Evaluation:** Assessments conducted during the course period.

**Semester End Examination:** Assessments conducted at the end of the semester.

**Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale. Letter Grade is an index of the performance of a student in a course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

**Semester Grade Point Average (SGPA):** It is the weighted average of the grade points earned by the student for the courses registered in a semester.

**Cumulative Grade Point Average (CGPA):** It is the weighted average of the grade points earned by the student for all the courses registered.

**Grade Card:** Based on the grades earned, a certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) and SGPA of that semester and CGPA earned till that semester.

**Board of Studies (BOS):** It is the academic body at the Department/Institute level constituted to advise and report to the Academic Council on all matters related to education, teaching and learning, research, evaluation, curriculum development, introduction of new programmes, and all other academic-related issues.

**Directorate of Academic Affairs:** Academic Affairs is the administrative office in an educational institution that supervises a wide range of educational divisions at a University. This office plays a lead role in curriculum design and implementation.

**Academic Council:** It is the principal academic body of the University and is responsible for maintaining standards of education, teaching and learning, research, evaluation and shall exercise other academic duties and functions conferred, subject to the provisions to the Memorandum of Association, Rules, and Bylaws.

**Academic Bank of Credits:** It will offer flexibility to the students and executives to promote liberal education. The students will be account holders to whom the bank will provide credit accumulation, credit transfer, and credit redemption services. After the accumulation of credits, a student can redeem these for acquiring a degree.

## ANNEXURES

## ANNEXURE – I

### ANNEXURE – I (A): University Core Courses for B.Com.

S.No	Course Code	Name of the Course	Grading	Credits	Remarks
1	LANGXXXX	Academic Writing	Letter Grade	1	
2	LANGXXXX	Critical Thinking	Letter Grade	1	
3	CLAD1041	Art of Persuasive Communication	Letter Grade	1	
4	CLAD1051	Competence in Communication	Letter Grade	1	
5	CLAD1061	Life Skills	Letter Grade	1	
6	CLADXXXX	Soft Skills - 4	Letter Grade	1	
7	LANG1241	Communicative English - I	Letter Grade	2	
8	LANG1251	Communicative English - II	Letter Grade	2	
9	IENT1051	Fundamentals of Entrepreneurship	Letter Grade	2	
10	ENVS1001	Environmental Studies	Pass/Fail	3	MOOC
11	POLS1001	Indian Constitution and History	Pass/Fail	2	MOOC
12	PHPY1001	Gandhi for the 21 <sup>st</sup> Century	Pass/Fail	2	MOOC
13	DOSP10XX	Sports*	Pass/Fail	0	Students can choose any 2 courses out of 5  Personal Financial Planning & Health and Wellbeing are MOOC Courses
14	DOSL10XX	Club Activity*	Pass/Fail	0	
15	DOSL10XX	Community Service*	Pass/Fail	0	
16	FINA1081	Personal Financial Planning	Pass/Fail	1	
17	MFST1001	Health and Wellbeing	Pass/Fail	1	

\* Basket of Courses.

### ANNEXURE – I (B): University Core Courses for B.C.A

S.No.	Course Code	Name of the Course	Grading	Credits	Remarks
1	LANG1201	Critical Thinking	Letter Grade	2	
2	CLAD1041	Art of Persuasive Communication	Letter Grade	1	
3	CLAD1051	Competence in Communication	Letter Grade	1	
4	CLAD1061	Life Skills	Letter Grade	1	
5	CLADXXXX	Soft Skills - 4	Letter Grade	1	
6	LANG1241	Communicative English - I	Letter Grade	2	
7	LANG1251	Communicative English - II	Letter Grade	2	
8	IENT1051	Fundamentals of Entrepreneurship	Letter Grade	2	
9	ENVS1001	Environmental Studies	Pass/Fail	0	MOOC
10	PHPY1011	Gandhi and the Contemporary World	Pass/Fail	0	MOOC
11	POLS1051	Indian Constitution	Pass/Fail	0	MOOC
12	DOSP10XX	Sports*	Pass/Fail	0	Students can choose any 2 courses out of 5  Personal Financial Planning & Health and Wellbeing are MOOC Courses
13	DOSL10XX	Club Activity*	Pass/Fail	0	
14	DOSL10XX	Community Service*	Pass/Fail	0	
15	MFST1002	Health and Wellbeing	Pass/Fail	0	
16	FINA1081	Personal Financial Planning	Pass/Fail	0	

\* Basket of Courses.



## ANNEXURE - II

GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Deemed to be University)

Visakhapatnam | Hyderabad | Bengaluru

### MEDICAL LEAVE OF ABSENCE (FORM –A) FOR MINOR ILLNESS/INJURY

#### PART-A: Student Details

Name of the student	:				
Registration Number	:				
Department	:				
Programme Pursuing	:		Year of Admission	:	
Institute	:		Campus	:	
Mobile Number	:		E-mail ID	:	

#### PART-B: Parent/Guardian Details

Name of the Parent/Guardian	:				
Address for Communication	:				
Mobile Number	:		E-mail ID	:	

#### PART-C: Details of Medical Leave of Absence

Details of Sickness or Injury			
Date of Commencement of ML		Possible Date of Return	
Total Number of days			

#### DECLARATION

I hereby declare that the information provided about my sickness/Injury is true and accurate on the dates shown above. I acknowledge that false information will result in disciplinary action.

Date:

Signature of the Student

I agree the above fact and his/her leave on the above said days with my knowledge. I know that my ward must have secured a minimum of 75% of overall attendance which is eligible for appearing University Theory/Practical examinations.

Date:

Signature of the Parent/ Guardian

**MEDICAL LEAVE OF ABSENCE (FORM – B)  
TO AVAIL ACADEMIC BREAK**

PART-D: Medical Authorization

About Medical Condition of the student		
Authorization		
I affirm that the information regarding Medical Leave and the student's medical condition is true and accurate to the best of my knowledge. I authorize to process the request for Medical Leave.		
Name of the Medical officer	:	
Designation	:	
Signature	:	
Date	:	

Signature of Faculty Advisor	Specific Remarks
Name: Designation:	
Signature of the HoD/HoI	
Signature of the Dean/ Campus In-Charge	



## ANNEXURE - III



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)  
(Deemed to be University)  
| Visakhapatnam | Hyderabad | Bengaluru  
PERSONAL LEAVE OF ABSENCE

### PART-A: Student Details

Name of the student	:				
Registration Number	:				
Department	:				
Programme Pursuing	:		Year of Admission	:	
Institute	:		Campus	:	
Mobile Number	:		E-mail ID	:	

### PART-B: Parent/Guardian Details

Name of the Parent/Guardian	:				
Address for Communication	:				
Mobile Number	:		E-mail ID	:	

### PART-C: Details of Personal Leave of Absence

Reasons				
Date of Commencement of PL		Possible Date of Return		
Total Number of days				

### DECLARATION

I hereby declare that the information provided about my personal leave is true and accurate on the dates shown above. I acknowledge that false information will result in disciplinary action.

Date:

Signature of the Student

I agree the above fact and his/her leave on the above said days with my knowledge. I know that my ward must have secured a minimum of 75% of overall attendance which is eligible for appearing University Theory/Practical examinations.

Date:

Signature of the Parent/Guardian