12   FEATURES OF UG & PG PROGRAMS

12.1   TIET follows the semester system and each semester includes 90 days of teaching.

12.2   To be eligible for the award of degree, the candidate is required to obtain a minimum CGPA of 5.00 for UG & MCA and 5.50 for ME/MTech/MSc/MBA/MA programs.

12.3   In order to be eligible to sit for End Semester Examination in course(s) of any semester a student must have registered for course(s) and must have attended not less than 75% of total classes collectively in Lectures, Tutorials and Practicals in concerned course(s).

12.4   Academic Regulations are available on our website www.thapar.edu. Students must note down the amendments notified from time to time on Institute website.

12.5   Migration to/from Thapar Institute of Engineering & Technology to/from other Universities/Institutes/Colleges from India or abroad is permitted under the scheme of transfer of credits. However, the migration shall be done as per procedure and eligibility mentioned in our academic regulations available on our website www.thapar.edu.

12.6   Bulletins containing schedule of courses and detailed syllabi of various disciplines of under-graduate and post-graduate programs are available on the Institute website.

12.7   Notwithstanding the nature of a programme spread over more than one academic year, the regulations in force at the time a student joins a programme shall hold good only for the examinations held during or at the end of the semester. Nothing in these regulations shall be deemed to debar the Institute from amending the regulations subsequently and the amended regulations, if any, shall apply to all students old or new, as specified therein.

12.8   The statements made in this prospectus and all other information, contained herein are believed to be correct at the time of publication. However, the Institute reserves the right to make at any time, without notice, changes in and/or additions to the regulations of Institute and conditions governing the conduct of students, requirements for degree, fee and any other information, or statements contained in this Prospectus either on its own or under any rules or regulations imposed by UGC/MHRD. No responsibility will be accepted by the Institute for hardship or expense encountered by its students or any other person for such changes, additions, omissions or errors, no matter how they are caused.

12.9   In case any student seeking admission/admitted to any disciplines available in the Thapar Institute of Engineering & Technology, raises any dispute with regard to any order passed by the Admission Committee and/or enforcement, interpretation of the terms of the admission or any other matter covered by the Regulations of the Institute and/or the terms given in the Prospectus, the same shall be settled by the Director of the Institute or his nominee, whose decision shall be final subject to the condition that the dispute, if any, is referred to the Director within 15 days from the date of arising of the dispute.

12.10   All disputes will be subject to jurisdiction of the Courts at Patiala City only. The person in whose name the Institute can sue or be sued shall be the Registrar, Thapar Institute of Engineering & Technology, Patiala.

12.11   The regular students of all the regular programs are not allowed to join any job till they complete all the requirements for the award of degree. Only part-time students are allowed to join job.

13 EVALUATION OF STUDENTS

The Institute strives to foster in the minds of engineering students the capacity for continuous learning and critical appraisal courage and integrity, a strong sense of service and professional ethos through an academic environment on the campus and through curricular and co-curricular activities.

At the end of semester, the students are awarded a letter grade in each course depending upon the overall performance. The evaluation is carried out through one Mid-Semester Examinations, quizzes (announced/unannounced), laboratory exercises, tutorial work, seminars, home assignments and one End Semester Examination.

Letter grades will be awarded to the students as indicated below. Each letter grade indicates the level of performance in a course and has a grade point for purposes of computing the CGPA, as given below.

Letter Grade	Performance	Grade Point
A+	Outstanding	10
A	Excellent	10
A-	Very Good	9
B	Good	8
B-	Fair	7
C	Average	6
C-	Marginal	5
E	Exposed	2
F	Fail	0
I	Incomplete	
X	Inadequate Attendance /Dropped/Unregistered	

A+, A, A-, B, B-, C & C- grades: These grades are the pass grades.

A+ grade shall be awarded in rare cases i.e. award of this grade is not mandatory and shall be awarded where performance of the student is exceptional among the students getting A grade. Even the best student of any class needs to be good enough to be awarded the 'A+' grade. CoE/DoAA along with Board of Examiners shall review all 'A+' grades to be awarded.

E, F, I, X grades: If these grades are awarded in any course then that course shall be termed as backlog course.

E grade: This grade is awarded when a student has attended at least 75% of total classes collectively lectures, tutorials and practicals (as per the teaching load of the course) and fails in the evaluation process.

F grade is a fail grade and student has to register for that course again when it is offered next. A student, who even having 75% attendance and after appearing in end semester exam scores very low marks shall be awarded 'F' grade.

X grade: This grade is also a fail grade and is awarded as a result of detention(s) on the basis of shortage of attendance. A student, who earns 'X' grade in a course, shall have to register for that course again when it is offered in the subsequent semesters. A student who is allowed to drop a semester shall also be awarded 'X' grade in the courses of dropped semester.

I grade: This grade is awarded when a student having good academic record is unable to appear in the end semester exam due to unforeseen reasons justifiable to instructor in charge.

The CoE should receive the application of such cases along with relevant evidence before the award of grades so that if found fit, the student shall be awarded I grade by CoE.

SGPA (Semester Grade Point Average) is the weighted average of all the grades awarded to a student in a particular semester. SGPA is computed by dividing the total grade points earned with the total number of credits registered in that semester.

$$SGPA = \sum C_j G_j / \sum C_j$$

Where C_j denotes credit assigned to the jth course taken by the student in the concerned semester and G_j indicates the grade point equivalent to the letter grade obtained by the student in j^{th} course.

CGPA (Cumulative Grade Point Average) is the weighted average of all the grades awarded to a student since his entry into the Institute up to and including the latest semester and is computed as follows.

$$CGPA = (\textstyle\sum C_i G_i) / (\textstyle\sum C_i)$$

where C_i is the number of credits assigned to i^{th} course and G_i is the grade point equivalent to the letter grade obtained by the student in the ith course. When a student repeats a course, the new grade will replace the earlier one in the calculation of the CGPA.

While calculating CGPA, 'I' or 'X' grades secured by the student shall not be taken into account.

Formula for conversion of CGPA to percentage of marks is (10 x CGPA).

Dean, Academic Affairs, will approve registration of students who have backlog course(s) in each semester. However, the student may be allowed to study an equivalent course (against the backlog course), if necessary, with the approval of Dean of Academic Affairs. The decision of Dean of Academic Affairs with regard to their registration of courses in each semester would be final and binding on such students.

Process to clear backlogs:

A Student with 'E' or 'I' grade may opt for any of the following option.

   a. She/he may register for that course again when it is offered next in subsequent semester(s)

   Or

   b. The student may register and appear for a single examination i.e. auxiliary examination conducted immediately after the end semester exam in which he/she has earned "E' or "I" grade on a date notified by the DoAA office. The student will not have to attend any classes. A course instructor will, however, be designated to conduct the examination and guide the student. The grades will be decided by the concerned instructor on the basis of previous semester(s) cut-off.

   DoAA shall be empowered to allot courses (backlog of previous semesters) to final year students in which he/she has earned 'E' grade, if it helps them to complete the degree in time.

   If a student who gets 'E' grade misses the auxiliary exam conducted immediately after the end semester exam in which he/she has earned 'E' grade, he/she shall have to register afresh for that course again when it is offered next i.e. she/he cannot appear in the subsequent auxiliary exams.

   Grading in the auxiliary exam shall be done as under:
   - The auxiliary exam shall be treated as re conduct of the end semester exam of that course in just concluded semester.
   - The grades shall be awarded by substituting the end semester marks with the marks secured in auxiliary exam.
   - Candidates appearing with 'E' grade can be awarded 'C⁻' grade as the maximum grade whereas 'I' grade can be upgraded to any grade.
   - The cut off limits of the exam conducted in just concluded semester shall be taken into consideration for award of grades.

   The student will have to pay an examination fee to be notified by DoAA.

Summer Term: In addition to above, the final year students securing 'E' or 'F' or 'X' grade or students admitted in December or students having 'Í' grade can be offered maximum of two backlog course(s) in summer term subject to availability of faculty. The schedule of summer term, the fees to be deposited and other relevant conditions will be subject to the approval of the Chairperson, Senate on the recommendation of DoAA.

During summer term, if found fit, DoAA can allocate maximum of 3 courses to the final year students. Such relaxation shall be given only in the cases where students are left with 3 backlogs for completion of degree. Further, DoAA is authorized to take final decision regarding allotment of number of courses to final year students in exceptional cases like where change of status with the declaration of result of final semester, cases where constraints regarding number of backlogs with remaining time left to complete the degree, placement issues etc.

In the summer term, regular classes will be held if the number of students is four or more. The course will be offered as a self-study course if the number of students is less than four. The students with 'F' or X grade will not be allowed to take a course in summer term as a self-study course. An instructor will, however, be appointed and all the components of evaluation will be completed in each case. The decision of Chairperson, Senate in running these courses shall be binding on the students.

Semester examination results will be declared by Registrar's office after obtaining approval from DoAA.

Registrar shall publish the result of the students indicating their grades and the CGPA obtained, on the 10-point scale.

At the end of each semester (i.e., after end semester examination) students will be supplied a grade card indicating the grades secured in each course and up to date CGPA.

Once grades are submitted, any correction thereafter will only be made with the approval of Director on the recommendation of the CoE.

When a student repeats a course then ew grade will replace the earlier one in the calculation of the SGPA and CGPA.

If a student after obtaining pass grades (A$^+$, A, A$^-$, B, B$^-$, C & C$^-$) in all the courses at the end of the programme obtains a CGPA less than minimum CGPA required for the award of degree, he/she may be allowed by DOAA to improve the CGPA by studying the course(s) in which he/she has earned C$^-$ grade(s) provided the said courses are offered in the semester under consideration. First preference will be given to the professional course(s). This concession of additional semester(s) for improvement will be counted within maximum duration permissible for the programme.

13.1 MAKE-UP TEST
- There will be only one make-up test for a student who is unable to sit in Mid-Semester Test due to hospitalization/immobilization.
- The make-up test will be held after the Mid-Semester Test. The syllabus for this test will include the courses covered upto make up test.
- The duration and weightage of the make-up test shall be the same as that of Mid-Semester test.
- The marks obtained in the Make-up test will be subject to a maximum limit of 75% of the total marks for the make-up test in that course for performance evaluation.

14. MINIMUM REQUIREMENTS OF BE/BTech/MCA PROGRAMME TO CONTINUE
A student must study the courses given in the scheme and meet credit requirements as approved by the Senate.

A student will be allowed to continue in the BE/BTech/MCA programme only if:

a. *At the end of the first year, he/she*
(*i*) secures a CGPA of greater than or equal to3.70. or

(*ii*) earns* a minimum of 50% of the credits offered in the approved scheme of courses in the first year.

b. at the end of 2nd year, he/she
   (*i*) secures a CGPA of greater than or equal to 4.50. or
   (*ii*) earns* a minimum of 60% of the credits offered in the approved scheme of courses in the first and second year.

*Only credits of those courses will be considered as earned credits in which the student has earned pass grades i.e. A⁺, A, A⁻, B, B⁻, C & C⁻ grades.

Explanation: A student who fails to satisfy both the conditions mentioned in the above paras (*i*) and (*ii*) of clause (*a*) or (*b*), as the case may be, will be required to leave the Institute. For BE/BTech Lateral Entry Programme, only clause (*b*) will, however, be applicable.

A student is allowed to register in BE/BTech programme for a maximum of 30 credits excluding the credits for self-effort hours per semester. The maximum period in which a student must qualify for the award of BE degree is six years failing which he/she is not allowed to continue his/her studies for the BE/BTech degree.

15. ABSENCE/DROPPING OF SEMESTER
In case, a student drops a semester under medical emergency or due to some compulsive conditions, he can do so by paying continuation fee of Rs. 5,000/- instead of paying full semester fee. This period will also be counted towards the maximum duration of the course.

The permission for dropping the semester will be granted by DOAA.

If the period of absence is more than one semester, the case will be referred to the Director through DOAA.

In no case, the total period of absence shall exceed two semesters at a stretch. In that eventuality, the student's name shall be struck off from the rolls of the Institute.

In no case, the period of unauthorized absence will exceed one semester. If the period of unauthorized absence exceeds one semester, the student's name will be struck off from the rolls of the Institute.

Any student who registers for a semester but attains less than 25% of the total attendance in each registered course will be considered as unauthorized absence.

Any student who drops one/two semester(s) has to put in equivalent number of additional semesters to clear his dropped courses i.e. in no case, she/he will be eligible for award of degree in less than prescribed normal duration of study excluding the period of dropped semesters.

Any student has to put in equivalent number of additional semesters for the gap period to clear the courses. In no case, she/he will be eligible for award of degree in less than prescribed normal duration of study excluding the gap period. It is further stated that the courses of the gap period shall be available to the student only in the parallel semester(s) of the subsequent semesters.

Continuation Fee: Students will be charged continuation fee as prescribed for the dropped semester(s).

Appeal
Notwithstanding the above the Director may, on appeal, relax any of the conditions in case of extreme hardship, at his discretion. His decision shall be final and binding.

16. PROCEDURE FOR COURT OF EXAMINERS AND EXAMINATION BOARD

i.   This procedure will be applicable to the UG and PG students admitted w.e.f. session 2015-16.

ii. EST papers of all undergraduate students admitted w.e.f. from July 2015 and onwards except BTech (Biotechnology) will be sent to Trinity College of Dublin (TCD) for vetting at least 4 weeks before the start of EST. However, the program specific courses to be offered in the 2nd year to programs other than Computer Science & Engineering, Mechanical Engineering, Electronics & Communication Engineering and Civil engineering will not be sent to TCD for vetting.

iii. The grading of all programmes i.e., UG/PG/PhD will be reviewed and finalized by board of examiners. Board must consist of one external member from outside the department/school. The external member shall be nominated by the Deputy Director-I on the joint recommendation of DoAA and CoE.

iv. The students admitted w.e.f. from July 2015 will have to score minimum of 33 marks to earn minimum passing grade i.e. C- grade.

v.   The Board of Examiners (which will include at least one external member) will review all the marks and may pass a student if he has up to two courses with no less than 30 marks and above 33 in all other courses.

vi. Similarly, the board may consider passing a student who has at least 27 marks in one course and more than 33 in all the remaining courses.

vii. In all project based courses (those courses where no formal written examination is conducted (e.g. Project Semester, Engineering Design II or III) a minimum of 50 marks will be required to pass the course.

viii. There will not be any limit of AVGP on the grades of Project Semester, Engineering Design II or III and it is proposed that AVGP and other matters related to final grading of other courses will be sole discretion of the committee of examiners.

ix. The CGPA at the end of final semester will be rounded off to next tenth decimal place as a default setting on student result transcripts.

x.   Students are entitled to discuss their performance with examiners when they read the answer scripts in the presence of the examiner(s) who may revise the marks if necessary and record on top of the answer script.