



3

undergraduate  
programme

The Course Credit System has been introduced at the undergraduate level from the 1990-91 academic session, commencing from October, 1992.



An academic year comprises of two Terms (Term I and Term II). In addition, there may be a Short Term in between the end of Term II and the commencement of Term I. During Short Term, students may take additional courses either to make up deficiencies in credit and/or GPA requirements or to meet the total credit requirements. Respective departments decide on the courses to be offered during the Short Term depending on the availability of course teacher(s) and the number of students registering for a course. Currently Short Term has been suspended to strengthen the regular terms.

## UNDERGRADUATE COURSE SYSTEM 3.1

### NUMBER AND DURATION OF TERMS

#### Distribution of weeks in Term I and Term II:

Classes	14 weeks
Mid Term Break	01 week
Preparatory Leave before Term Final Examination	02 weeks
Term Final Examination	02 weeks
<b>Total</b>	<b>19 weeks</b>
Short Term Classes	07 weeks
Short Term Examination	01 week

### TYPES OF COURSES

The entire undergraduate programme is covered through a set of theoretical and laboratory/ sessional / studio courses.

1. Theoretical courses: One 50 minute lecture per week per term will be equivalent to one credit.
2. Sessional / Studio: For Design Studio, every 1.5 hours of class per week will be equivalent to one credit. For Support Sessional classes, every two hours of class per week will be equivalent to one credit. (see Table on page 36-37)

### CATEGORIES OF UNDERGRADUATE COURSES

#### Core Courses

In each discipline, a number of courses are identified as Core courses which form the nucleus of the Bachelor Degree programme. A student has to complete all the designated core courses before being eligible for a degree in a particular discipline.

#### Prerequisite Courses

Some of the Core courses are identified as prerequisite courses which is required to be completed prior to some other courses.

#### Optional Courses

Apart from the Core courses, students will have the option to select certain Optional courses from a specified group/number of courses offered by the Department in order to meet the total credit requirement.

Courses to be offered in a particular term will be announced and published in the Course Catalogue along with a tentative Term Schedule before the beginning of term. The Board of Undergraduate Studies (BUGS) decides on the courses to be offered in any term. Departments may arrange to offer any number of Core or Prerequisite courses in any term depending on the number of students who dropped or failed the courses in the previous term. Each course is conducted by a teacher, who is responsible for maintaining course standard and for the assessment of student's performance.

The system encourages students to work closely with the teachers. To promote teacher-student relationship every student is assigned an Adviser with whom the student is free to discuss all academic and related matters. Students are also encouraged to meet other teachers for help and guidance.

Advisers are appointed by the Board of Undergraduate Studies. He/She advises the students on the courses to be taken/ dropped/ improved etc. During a term, the advisers regularly discuss the academic programme with the students and help them to decide on the number and nature of courses for which the students can register. The Adviser reviews and eventually approves the student's specific plan of study and assesses subsequent progress. However, it is the responsibility of the student to maintain contact with his/her Adviser.

Any student who makes use of class room, laboratory facilities and faculty time is required to register formally. The student can register for courses he/she intends to take during a given term only on the basis of advice and consent of the Adviser and approval by the Head of Department.

For a student of second and subsequent terms, the number and nature of courses for which he/she can register is decided on the basis of his/her academic performance in the previous term(s). The student can register for courses within the framework of minimum/maximum credit hour limits and on the basis of the Adviser's guideline. A student may be permitted by the Adviser to add/drop one or more courses. This is done online with the recommendation by the Adviser and approved by the Head.

## OFFERED COURSES

## TEACHER-STUDENT CONTACT

## STUDENT ADVISER

## REGISTRATION REQUIREMENTS

## SUBSEQUENT REGISTRATION

## REGISTRATION PROCEDURE

## LIMIT ON THE CREDIT HOURS TO BE TAKEN

## PRE-CONDITION FOR REGISTRATION

## COURSE ADJUSTMENT

## WITHDRAWAL FROM A TERM

Students must register for each course. The date, time and venue of Registration are announced in advance by the Registrar's Office. A student has to fill up an online COURSE REGISTRATION FORM with the consent of his/her Adviser. The online Course Registration Form is to be submitted through the concerned Adviser to the Head. Adequate counseling is provided during the registration time. Though the process is done online, it is necessary that students should be present for registration at the appointed time.

A student must be enrolled in at least 15 credit hours. He/she may be allowed to enroll in up to a maximum of 24 credit hours if recommended by his/her Adviser. A student must enroll for the prescribed sessional/laboratory courses in the respective Term within the allowed credit-hour limits. Students needing less than 15 Credits for graduation, may be approved a lesser number of credit hours by the relevant BUGS.

Permission to register in any course depends on available capacity in class-room and successful completion of prerequisite courses. Students having outstanding dues with the University or a hall of residence must clear their dues and obtain the clearance or no-dues certificate, on the production of which, they will be given necessary Course Registration Forms or access to online facility for registration. The forms are normally available at the Registrar's Office or BIIS online. An orientation programme is conducted for Level 1 students at the beginning of Term I when further necessary instructions and advice are given. Late registration is permitted during the first week on payment of a late registration fee.

A student has limited options to add and/or delete courses from his/her registration list. He/she may add courses only within the first two weeks of a regular Term, and only during the first week of the Short Term. In the case of dropping a course, a student is allowed to do so only within the first four weeks of a regular Term and the first two weeks of a Short Term.

If a student is unable to sit for a Term Final Examination due to serious illness or accident, he/she may apply to the Head of the Department for total withdrawal from the term within a week from the end of the Term Final Examination. However he/she may choose not to withdraw any sessional/design course if the grade obtained in such a course is 'D' or



higher. The application must be supported by a certificate from the Chief Medical Officer of the University; the final decision rests with the Academic Council.

The performance of a student in a given course is based on a system of continuous assessment. For theoretical courses continuous assessment is constituted of class participation, class evaluation (homework, assignments, quizzes, etc.) and a Term Final Examination. The assessment in sessional courses/laboratory is made through observation of the student at work during sessional, viva-voce during laboratory hours, quizzes, etc. For students of architecture, assessment in departmental sessional is based on the evaluation of a number of projects/ assignments throughout the term.

Each course has a certain number of credits which describe its weightage. A letter grade with a specified number of grade points is awarded in each course for which a student has registered. A student's performance is measured by the number of credits he/she has completed satisfactorily and the weighted average of the grade points that he/she has achieved. A minimum Grade Point Average (GPA) of 2.20 is required to be maintained for satisfactory progress. Also a minimum number of earned credits (188 in the case of Architecture) should be acquired in order to qualify for the degree. Letter grades and corresponding Grade points are awarded in accordance with the provisions shown:

Numerical Grade	Letter Grade	Grade Point
80% to above	A+ (A plus)	4.0
75% to less than 80%	A (A regular)	3.75
70% to less than 75%	A- (A minus)	3.5
65% to less than 70%	B+ (B plus)	3.25
60% to less than 65%	B (B regular)	3.0
55% to less than 60%	B- (B minus)	2.75
50% to less than 55%	C+ (C plus)	2.5
45% to less than 50%	C (C regular)	2.25
40% to less than 45%	D	2.0
Less than 40%	F	0.0
Continuation	X (for project & thesis/design courses)	

## GRADING SYSTEM



## DISTRIBUTION OF MARKS

In a theoretical course, 30% (thirty percent) of mark is allotted for continuous assessment, class participation and performance in the class and 70% (seventy percent) for the Term Final Examination conducted centrally by the University. There is an internal and an external examiner for each course in the Term Final Examination. The duration of the examination of each course is three hours. The distribution of marks of a theoretical course is as follows:

a. Class Participation /Attendance	10%
b. Class evaluation (Homework Assignment, Quizzes, etc.)	20%
c. Term Final Examination (3 hours)	70%
<b>Total</b>	<b>100%</b>

Corresponding marks for class participation / attendance:

Attendance / Class Participation	Marks
90% & above	10
85% to less than 90%	9
80% to less than 85%	8
75% to less than 80%	7
70% to less than 75%	6
65% to less than 70%	5
60% to less than 65%	4
less than 60%	0

The minimum recommended number of quizzes, etc. is (n+1), where n is the number of credits from the (n+1) number of quizzes etc. the best n is taken as class evaluation.

