

KLS GOGTE INSTITUTE OF TECHNOLOGY, BELAGAVI

An Autonomous Institute under VTU, Belagavi

REVISED GUIDELINES OF ACADEMIC AUTONOMY (FROM 2018-19 BATCH ONWARDS)

As per the notification by VTU dated 05 March 2019, the following are some of the important guidelines that need to be followed by all Autonomous institutions.

1. Course Load

- a. Looking at the prevailing practices at leading institutions in India and abroad in this respect, taking into account the AICTE Model Curricula for UG Programmes (February 2018) and considering the academic strength and capability of an average student, the course load at all Autonomous Colleges under the University shall be fixed at 22 *credits/semester (average level)* with its minimum and maximum limits being set at 16 and 28 *credits* respectively. This pattern shall be followed uniformly at each Autonomous College by making a provision in its time table for the students to register for 22 *credits* on an average in each semester.
- b. The total number of credits to be earned by a student to qualify for the Degree award from each Autonomous College is as given in **Table 1**.

Table 1: Total Number of Credits to Qualify for Degree/Diploma/Certificate Award			
Programme		Normal Duration: Years (Semesters)	Total Number of Credits to be earned
UG Degree	B.E./B.Tech.	4.0 (8)	175
	B.E./B.Tech. (<i>Lateral Entry</i>)	3.0 (6)	135
	B.Arch.	5.0 (10)	260 (<i>as per COA</i>)
PG Degree	M.Tech.	2.0 (4)	88
	M.Arch.	2.0 (4)	100
	M.B.A.	2.0 (4)	100
	M.C.A.	3.0 (6)	132
	M.C.A. (<i>Lateral Entry</i>)	2.0 (4)	88
Diploma (UG/PG)		1.0 (2)	44
Certificate		0.5 (1)	22

2. CIE – SEE weightage

Both CIE and SEE being equally important in judging the coursework performance of students, they need to be conducted with equal rigour and equal seriousness in the *credit system*. This makes it necessary that both of them are assigned equal (50:50) weightage. And, a student's performance in coursework shall be judged by taking into account the results of both CIE and SEE individually and also together by giving equal weightage for them. This practice shall be followed at all Autonomous Colleges under the University.

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3. Attendance Standards

All students of Autonomous Colleges under the University shall maintain a minimum attendance of 85% in each course registered. In case of any short fall in this, the Academic Council of the College shall consider the same and may condone the deficiency in special cases up to 10%. Any student failing to meet the above standard of attendance in any course(s) registered may not be allowed to appear for SEE of such course(s).

Attendance at all examinations, both CIE and SEE of each course registered shall be compulsory for the students and there shall not be any provision for re-examinations. Any student against whom any disciplinary action by the College/University is pending may not be permitted to attend any SEE in that Semester.

4. Passing Standards

High standards shall be maintained in all aspects of the examinations at Autonomous Colleges under the University. For this purpose, each Autonomous College shall follow the *standards of passing* at CIE and SEE for each Course registered, as given in **Table 2**.

Table 2: Passing Standards at Colleges using Absolute Grading	
Evaluation Method	Passing Standard
Sessional (Continuous Internal Evaluation)	Score: $\geq 40\%$
Terminal (Semester End Examination)	Score: $\geq 40\%$

5. Re-examination

There shall be no re-examination for any Course in the *credit system* to take care of such students:

- (i) Who have absented themselves from attending CIE or SEE without any valid reason.
- (ii) Who have failed (Grade F) to meet the minimum passing standard prescribed for CIE and/or SEE.
- (iii) Who have been detained for shortage of attendance in any course work.
- (iv) Who have withdrawn (Grade W) from a Course.

Such students shall be required to re-register for the Course(s) and go through CIE and SEE again and obtain a *Grade E or better* (see **Table 2**) in each case. While such students shall have to re-register for the same Course(s) if *hard core*, they can re-register for alternative Course(s) from among the *soft core or elective* Courses, as the case may be. The re-registration shall be possible only when the particular Course is offered again either in a *main (Odd/Even) or a supplementary semester*.

6. Successive Failures

If a student fails (Grade F) to pass a Course and earn the *credits* prescribed for the Course **even after five attempts**, the admission of the student to the programme shall be terminated and the student shall be asked to leave the Autonomous College. However, such a student may seek admission to the programme afresh.

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7. Grading and Grade points

- i. **Absolute Grading:** While it is most desirable to follow the system of *relative grading* at all the Autonomous Colleges it is noticed that they need specific preparation to introduce this system. Hence, the Colleges may adopt the *absolute grading* system in the initial years of *academic autonomy* and take steps to move to *relative grading* from *absolute grading* eventually. Such Autonomous Colleges adopting the *absolute grading* system may prepare proper plans to move to the *relative grading* system at the earliest. The plans so prepared may be got approved by their respective Academic Councils and implemented soon. The University may be kept informed of this by the College concerned within a fortnight of the change- over of the *grading system*.
- ii. **Grade Points:** Depending on the *letter grades* assigned, a student earns certain *grade points*. As the *grading* system can have different scales for *grade points* (like 5, 8, 10.) with more number of points in the scale being desirable for providing higher resolution in the assessment. Moreover, all Autonomous Colleges under the University need to follow the same scale for uniformity in their operations. Hence, the Autonomous Colleges under the University shall follow the *10-point grading system*, as given in **Table 3** for both the *relative grading system* and the *absolute grading system*.

Table 3: Grade Points Scales for both Relative and Absolute Grading							
Level	Out-standing	Excellent	Very Good	Good	Above Average	Poor	Fail
Grade	S	A	B	C	D	E	F
Grade Points	10	09	08	07	06	04	00
Score (Marks) Range %	≥ 90	$<90- \geq 80$	$<80- \geq 70$	$<70- \geq 60$	$<60- \geq 50$	$<50- \geq 40$	< 40

Wherein Outstanding (S), Excellent (A), Very Good (B), Good (C), Above Average (D), Poor (E) and Fail (F)

- iii. **Earning of Credits:** A student shall be considered to have completed a Course successfully and earned *credits* if he/she secures an acceptable *letter grade* in the range S-E. *Letter grade* F in any Course implies failure of the student in that Course and no *credit* shall be earned.
- iv. **Transitional Grades:** The *transitional grades*, such as, 'I', 'W' and 'X' shall be awarded to a student in the following cases. These *grades* need to be converted into one or the other of the *letter grades* (S-F) after the student completes his/her Course requirements, including the examinations.

Grade 'I': Awarded to a student having satisfactory attendance at classes and meeting the passing standard at CIE in a Course, but remained absent from SEE for valid and convincing reasons acceptable to the College, like:

- Illness or accident, which disabled him/her from attending SEE;

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- A calamity in the family at the time of SEE, which required the Student to be away from the College;
- Any other Exigencies.

Grade 'W': Awarded to a student having satisfactory attendance at classes, but withdrawing from that Course before the prescribed date in a semester under *faculty advice*.

All the 'W' *grades* awarded to the students shall be eligible for conversion to the appropriate letter *grades* only after the concerned students re-register for these Courses in a main(*Odd/Even*)/supplementary semester and fulfill the passing standards for their CIE and (CIE + SEE) as prescribed at the Autonomous College.

Grade 'X': Awarded to a student having high **CIE rating ($\geq 90\%$)** in a Course, but SEE performance observed to be poor, which could result in an overall F Grade in the Course.

v. **Make-up Examination:**

The *Make-up Examination* facility shall be available to the students who may have missed to attend the SEE of one or more Courses in a semester for valid reasons and given the 'I' grade. Students having the 'X' grade shall also be eligible to take advantage of this facility. The *Make-up Examination* shall be held as per dates notified in the Academic Calendar. However, it will be possible for an Autonomous College to hold this examination at any other time in the semester with the permission of its Academic Council. In all these cases, the standard of the *Make-up Examination* shall be the same as that of the regular SEE for the Courses.

8. **Grade Point Average**

SGPA and CGPA: The *credit index* can be used further for calculating the Semester Grade Point Average (*SGPA*) and the Cumulative Grade Point Average (*CGPA*), both being important academic performance indices of the student. While *SGPA* is equal to the *credit index* for a semester divided by the total number of *credits* registered by the student in that semester, *CGPA* gives the sum total of *credit indices* of all the previous semesters divided by the total number of *credits* registered in all these semesters. Both the equations together facilitate the declaration of academic performance of a student, at the end of a semester and at the end of successive semesters respectively. Thus,

$$SGPA = \frac{\sum [(Course\ credits) \times (Grade\ points)] \text{ (for all Courses in that semester excluding transitional grades)}}{\sum [(Course\ credits)] \text{ (for all courses in that semester excluding transitional grades)}}$$

$$CGPA = \frac{\sum [(Course\ credits) \times (Grade\ points)] \text{ (for all Courses excluding those with F and transitional grades until that semester)}}{\sum [(Course\ credits)] \text{ (for all courses excluding those with F and transitional grades until that semester)}}$$

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9. Vertical Progression

It shall also be necessary to lay down uniform minimum standards for SGPA and CGPA together with the minimum number of *credits* to be earned in a semester for the *vertical progression* of students at all Autonomous Colleges under the University. This shall be used to facilitate the mobility of students from one College to another and also to avoid any confusion among the students. The prescribed standards for *vertical progression* shall be as follows:

- a. The range of minimum and the maximum credits to be earned in an academic year (inclusive of supplementary semester, if any):
 - (i) First year: ≥ 28 to ≤ 40 credits
 - (ii) Second year and third year: ≥ 32 to ≤ 56 credits
 - b. Minimum standard for SGPA = 5.0.
 - c. Minimum standard for CGPA = 5.0 (At the end of each academic year).
 - d. Further, at the end of each academic year (inclusive of supplementary semester), the number of heads with “F” of any semester shall not exceed 4.
 - e. For Eligibility for Seventh semester B.E./B.Arch, the student should have cleared all courses from First and Second semester.
 - f. For Eligibility for Ninth semester B.Arch, the student should have cleared all courses from Third and Fourth semester as well as the Internship in 8 semester.
- And, failure to secure a minimum CGPA = 5.0 at the end of any semester for the first time, shall attract a warning before approval of the student to continue in the following semester and such a student shall be placed on *probation*.

10. Award of Class

Sometimes, it is necessary to provide equivalence of these averages, viz., *SGPA* and *CGPA* with the percentages and/or *Class* awarded as in the conventional system of declaring the results of University examinations. This shall be done by Autonomous Colleges under the University only at one stage by prescribing certain specific thresholds in these averages for *First Class with Distinction*, *First Class* and *Second Class*, at the time of Degree Award. This provision given in **Table 4** follows the approach of the Council for this purpose as reproduced from the AICTE Approval Process Handbook:

Table 4: Percentage Equivalence of Grade Points (For a 10 – Point Scale)	
Grade Point	Percentage of Marks/Class
5.75	50
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

The following Formula for Conversion of CGPA to percentage of marks to be used only after a student has successfully completed the programme:

$$\text{Percentage of Marks} = (\text{CGPA} - 0.75) \times 10$$

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Class designation:

- $\geq 70\%$ (**First Class with Distinction**),
- $\geq 60\%$ and $< 70\%$ (**First Class**),
- $< 60\%$ (**Second Class**).

11. Termination from the Programme

A student shall be required to withdraw from the programme and leave the Autonomous College on the following grounds:

(i) Failure (Getting F Grade) and not passing a Course to earn credits for the same, in spite of **five** attempts.

(ii) Failure to secure $CGPA \geq 5.00$ on three consecutive occasions to lead the student being asked to discontinue the programme and leave the College. However,

- Failure to secure a $CGPA \geq 5.00$ at the end of any semester for the first time, to attract warning before approval of the student to continue in the following semester (on probation).
- There shall be a provision for the rejection of total performance of a semester and re-registration for the semester. This shall be done only once in the entire course of studies.

(iii) Absence from classes for more than six weeks at a time in a semester without leave of absence being granted by the competent Authority.

(iv) Failure to meet the standards of discipline as prescribed by the Autonomous College from time to time.