R24UG: Academic Regulations

VERSION 3.1

Applicable to the Undergraduate Programmes in the
Schools of Computer Science and Engineering and Core Engineering

(w.e.f. 2024-25 Admitted Batch)
(Presented in the 29th Academic Council and updated up to July 2025)

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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 of students, 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 toward excellence in their chosen field and become socially responsible citizens.

In this rapid digital evolution era, the role of a university is crucial to producing 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 organizations, providing a platform for the students to acquire the necessary skills. GITAM updates its curriculum, mode of delivery, and assessment tools with the current practices from around the globe.

This document provides an insight into the academic culture of the University, procedures, and regulations of the courses taught at GITAM. The regulation is 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 MAHATMA's values and abiding by his philosophy.

1.2.   Vision

GITAM will be an exceptional knowledge-driven institution advancing on a culture of honesty and compassion to make a difference to the world.

1.3.   Mission

- Build a dynamic application-oriented education ecosystem immersed in holistic development.
- Nurture valuable futures with global perspectives for our students by helping them find their ikigai.
- Drive impactful integrated research programmes to generate new knowledge, guided by integrity, collaboration, and entrepreneurial spirit.
- Permeate a culture of kindness within GITAM, fostering passionate contributors.

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 Regulation

GITAM's Academic regulation provides a framework for the functioning of programmes of study in the University. The regulation includes procedures and practices that are to be followed to ensure academic standards in the University. The Academic Council (AC) approves the regulations of GITAM. This regulation may be amended with the approval of the Academic Council to meet evolving conditions. This regulation will come into effect from the Academic Year 2024-25. 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. Communications regarding amendments to the regulation will be published on the University website and sent through the University e-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 regulation, as it might impact the process for the award of the degree.

This regulation applies to all GITAM undergraduate programme students in the Schools of Computer Science and Engineering and Core Engineering.

3. Rights & Responsibilities

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.

The students shall have certain rights and responsibilities, which are not limited to:

3.1. Student Rights

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

3.2. Student Responsibilities

- Respect and act consistently with the values, rules, and regulations of the University.
- Obey government rules and regulations.
- Carry oneself in a manner that contributes to an atmosphere of learning and free expression.
- To become familiar with course outlines, content, evaluation methods, timelines, and procedures.
- Resolve academic and personal problems by communicating with personnel from Academic Affairs and Student Life.
- Keep the University authorities informed of any changes in personal status and contact information, including guardians/ parents.

- Strictly adhere to all health and safety procedures outlined for classrooms, laboratories, field trips, sports, and cultural activities.
- Be acquainted with the academic regulations and keep abreast of the updates in the regulations.
- Familiarity with published information that will allow the selection, by due deadlines, of the appropriate paths of academic study.

4. Programmes Offered

This regulation is applicable to the undergraduate programmes (except B. Tech CSBS) in the Schools of Computer Science and Engineering and Core Engineering.

4.1. Minimum and Maximum Duration of the Programmes

The Undergraduate programme is for four (4) years with exit and entry options after the first semester. The maximum duration of the programme is N+2 years, where N stands for the minimum duration of the programme(4 years).

4.2. Flexibility to move from one Programme of study to another

Students can move from the chosen Programme to another programme up to the commencement of the third semester, subject to the availability of seats. These requests shall be entertained before the start of the semester. However, such students need to satisfy the admission requirements, go through the process of establishing the course equivalency for credit requirements, and pay the applicable programme fee.

5. Admissions

The admission policy and procedure align with the requirements of the University Grants Commission (UGC) guidelines, AICTE, and the Ministry of Education (MoE), Government of India. The number of seats in each degree programme is determined by the approval process from the regulatory body concerned.

To be eligible for admission into Undergraduate programmes at GITAM, the applicant must fulfill the prescribed eligibility criteria and satisfy the requirements specified by GITAM admission regulations and guidelines of statutory bodies.

Admission is based on merit, which includes the performance in the GITAM Admission Test (GAT) conducted by the University / specified state or national level entrance examinations, and others, as specified in the admission policy. 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 Policy](#). Admissions are also available for Non-Resident Indians and foreign citizens who meet the GITAM admissions eligibility criteria.

The counseling 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.

5.1.   Student Classification

The students are admitted into GITAM in the following modes based on the admission process.

5.1.1.   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 collaborative programmes approved by GITAM.
- 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).
- The eligibility criteria for various programmes under the Schools of Computer Science and Engineering and Core Engineering can be referred [here](#)

5.1.2.   Lateral Admission

- Lateral admission is considered regular if a student of Indian nationality is admitted in the programme's third semester after completing their diploma programme in recognized institutes.
- The prospective student must satisfy the admission criteria for a specific programme at GITAM.
- Admission will be considered for the undergraduate programme of the respective stream/specialization up to 10% of the approved intake, plus the unfilled vacancies of the First year of the programme.
- Lateral Entry students shall not be allowed in the Foreign Collaboration and Twinning Programme.

5.1.3.   Inter-University Transfer of Admission

Inter-University Transfer of Admission is permissible at the beginning of an academic session under the following circumstances, subject to the availability of seats.

- Students already pursuing an undergraduate programme in a recognized Higher Education Institute (HEI) could be admitted into GITAM without appearing for the entrance exam to continue their studies by submitting the following while seeking admission
  - Migration certificate
  - Grade card/Marks Memo
  - "No objection certificate" from the Institute/ University concerned where the candidate completed part of the programme.
  - Syllabus copies, educational certificates, and other relevant documents like Regulations of the Institute/ University concerned where the candidate completed part of the programme.
- The prospective student must satisfy the admission criteria for a specific programme at GITAM.
- The prospective student should have earned at least 50% of the credits in the earlier institution(s) of study, which are due at the time of seeking admission.
- However, a minimum of 50% of the credits for the programme must be completed in GITAM to earn a degree from GITAM. The Board of Studies (BoS), which manages the programme, shall establish 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 established, the candidate must earn the credits by registering for the courses at GITAM by paying the prescribed fees.
- Any student who is admitted into GITAM and continuing a programme can avail themselves of a break and reenter the programme and continue to finish, subject to meeting the stipulated maximum duration of the programme.
- 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.
- Notification of the equivalency issued by the Registrar shall contain:
  - The courses for which equivalency is established.
  - The courses prescribed for study at GITAM.
- Candidates shall be issued semester Grade cards for the prescribed courses only. Provisional Certificate cum Memorandum of Grades (PCMG) and CGPA shall include the grades obtained by the candidate for the courses studied at GITAM.

5.1.4. International Student Admission

GITAM admits students under Foreign Nationals (FN)/ Overseas Citizen of India (OCI) / Children of Indian Workers in Gulf Countries (CIWGC) and NRI category as follows.
- Five (5) % of seats within the "Approved Intake" for each programme are allowed for admission under the NRI category.
- 15 % of Supernumerary Seats over and above the "Approved Intake" for each programme are allowed for admission under the FN / OCI / CIWGC category. 1/3rd of these 15 % seats shall be reserved for the CIWGC category

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

5.1.4.1. 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 a Citizen of a country other than India who is not of Indian origin as defined under OCI.
- OCI: The candidate who is a Foreign national, who was eligible to become a 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: The candidate whose parents are working in Gulf countries is eligible under this category.

5.1.4.2. 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 at 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) / UGC.
- 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 Indian residents by GITAM, except in programmes administered by professional councils. Exceptions to the admission criteria will require approval from the individual Board of Studies (BOS).

5.1.4.3. Selection Criteria

- The admission is based on Test Scores such as SAT or IND SAT(UG) for admission to undergraduate programmes.
- If test scores are unavailable, admission to the programme is based on previous academic grades and Interviews.

5.1.5.   Scholarship Policy

GITAM offers scholarships/financial assistance to candidates based on the marks/ranks obtained in GAT and other common entrance tests conducted at the state and national levels for admission into undergraduate programmes. The current scholarship details can be referred [here](#)

5.1.5.1. Scholarship regulations

Scholarships are awarded to prospective students to recognize their achievements in Academics, Sports, Culture, and diversity criteria as per the University's [scholarship policy](#). The University adjusts the scholarship amount towards the tuition fee. The University scholarship committee reserves the right to modify the policies from time to time.

6.   Academic System

6.1.   Academic Structure

The academic structure of GITAM Deemed to be University is governed by the Academic Council. It is chaired by the 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 organization of GITAM consists of the following schools.

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

The schools mentioned above 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 School's/Institute's 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/Schools/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.

6.2.   Academic Term

A semester is an academic term and shall normally have 90 working days or as prescribed by the respective regulatory bodies from time to time. 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 July and ends in mid-November. Even semester begins at the end of November or early December and ends in April, followed by the summer break.

Summer Term will generally be conducted for eight (08) weeks, to enable the students:

- to fulfill their graduation requirements.
- 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 for during the summer term shall be notified before the beginning of the term.

6.3.   Academic Calendar

The academic calendar serves as a comprehensive guide for students and faculty members, detailing important dates and events throughout the academic year. Flexibility is acknowledged, and any changes are communicated through authorized channels and updated on the institution's website.
It includes critical dates for various activities throughout the academic year. This encompasses the commencement and closure of classwork, summer internship, summer vacation, examination schedule, state and national holidays, semester break, and course registration. The academic calendar is typically available at least two weeks before the start of every academic year. The Registrar is responsible for communicating the academic calendar to Departments/Institutes/Schools, and it is made accessible on the institution's website. Dates and schedules in the academic calendar may be subject to change, specifically in certain programmes, due to regulatory and local requirements. In cases where changes are necessary, the course instructor or academic head of the programme, with prior authorization, will communicate these changes to the students. Any revision will be updated on the institution's website to ensure that students have access to the most current information.

6.4.   Academic advice

The university has established a structured academic advisory system and utilizes the Student Information System to guide students through course selection, registration, and monitoring progress, to facilitate timely degree conferment.

New undergraduate students participate in an orientation programme before the first semester begins. Each student is assigned an academic adviser, a Mentor. Before registration, students are required to consult their advisers for guidance in course selection and schedule approval. Mentors provide recommended progress maps for each programme, offering information on the schedule of core courses. This helps students plan their academic journey. However, the students have the responsibility to make final choices when scheduling classes. This includes any adjustments during the add-and-drop period. The university utilizes the GITAM Student Information System (G-SIS), which students must use to ensure they meet programme requirements. The G-SIS is crucial for tracking progress towards degree completion within the specified timeframe. Students, during the registration process, acknowledge the information available on the G-SIS. This signifies their understanding and agreement with the course selections and programme requirements. Information from the G-SIS is shared with the school and the programme owner to monitor each student's academic progress. This helps ensure students are on track to meet degree requirements.

6.5.   School Level Advisory Committee (SLAC)

The Dean of the School chairs the School Level Advisory Committee, consisting of all HOIs and the HODs of the School as Ex-Officio Members. The term for the members of the SLAC is for two years or until further notice, whichever is earlier. Nominees from Teachers, Students, Alumni, Parents, Employers, Industry, and Funding Agencies form part of the members of the committee, and one of the HOD 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.

6.5.1.   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 / DOAA.

6.6.   Programme Head

The programme Head will be nominated by the Dean /HoI of the School for each programme offered in a school at every campus. If a programme is offered in more than one campus, one among the nominees, in rotation, shall be selected as programme Head and the others shall act as programme Co-Head.

6.7.   School Committee (SCOM)

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

6.7.1.   Responsibilities of the School Committee

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

6.8.   Programme Committee (PCOM)

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

6.8.1.   Responsibilities of the Programme Committee

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

Meet Number	Timeline	Agenda
1	Two (2) weeks after the commencement of the semester	Course Plan and review of the course committee meeting minutes
2	One (1) week after the sessional I feedback	Progress of classwork, Attendance Monitoring, Feedback, identification of slow learners and review of course committee meeting minutes
3	One (1) week before the closure of the semester	Progress of classwork, examination schedule, review of course committee meeting minutes, review of action taken on slow learners and suggestions for revision of curriculum and syllabus

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

6.9.   Course Committee (CCOM)

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

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

The course coordinator shall act as course champion if the course is offered on one campus; otherwise, one among the campus course coordinators shall be nominated as course champion by the Dean of the school, on a rotation basis.

6.9.1. Responsibilities of the Course Committee

CCOM shall meet at least twice a month during the semester with a specific agenda (not limited to) as follows:

Meet Number	Timeline	Agenda
1	One (1) week after commencement of the semester	Course Plan and evaluation pattern
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, identification of slow learners and suggestions for improving course delivery
3	Two (2) weeks before the closure of the semester	Progress of class work, examination schedule, review of action taken on slow learners and suggestions for revision of syllabus

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

7. Curriculum

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

 The Programme Specification includes,
- Programme Code
- Regulations
- Vision and Mission Statements of the School / Department
- Duration of the Programme

- Programme Educational Objectives (PEO)
- Programme Outcomes (PO)
- Mapping the School's mission statements with the Programme Educational Objectives
- Curriculum/Programme Structure with various categories of courses and credits
- Programme articulation matrix

7.1. Curriculum preparation

The faculty members at the School/Department level shall initiate 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](#).

7.2. Programme Code

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.

7.3. 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 aptitude. On completion of the programme, the student is expected to attain the programme outcomes as specified in the programme, which are in alignment with the relevant professional bodies.

7.4. Courses and credits

Academic courses are delivered 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 instructional contact hours in the classroom and laboratory, and the amount of work the student is expected to perform outside

of class hours in a week. A classroom lecture/ tutorial of one (1) hour per week spread over the entire semester shall be considered as an instructional unit equal to one credit. And two (2) hours per week of laboratory session/practical shall be considered as one instructional unit and hence one credit. For Internship/Project/Research work a minimum of three (03) weeks is considered as one instructional unit equal to one (01) credit.

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) indicate the effort.

7.5. Flexible Credit System

All programmes of study in the Schools of Core Engineering and Computer Science and Engineering follow the Flexible Credit System, offering a more dynamic and adaptable educational experience with a holistic approach to learning that extends beyond traditional disciplinary boundaries. All programmes of study are designed to meet a specified number of credit requirements along with program-specific conditions, leading to the conferral of the degree. This Student-Centric Approach provides for course selection flexibility, additional courses and credits, self-paced learning, an interdisciplinary approach, and credit-based evaluation.

The additional credits earned by a student over and above the minimum required for a said category in a programme shall be maintained in the ABC account of the respective student.

7.6. Course Specifications

The Course Specification includes,
- Course Description
- Course code & Course Title
- Credits
- Nature of teaching-learning process (LTPSJC)
- Course Educational Objectives (CEO)
- Number of contact hours
- Course Outcomes (CO)
- Unit-wise syllabus & list of experiments if the course includes practical components
- List of text and reference books
- Course articulation matrix
- BoS & AC approval dates of the course
- Mapping of the course with relevant Sustainable Development Goals (SDGs)

7.6.1. Course code

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 up to 2023 -24 AY 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".

From 2024-25 AY onwards, the course code is a ten-character alphanumeric code. The first two digits represent the last two digits of the beginning of the AY in which the course is introduced, followed by four (4) upper-case alphabets representing the Department/School/Directorate, which offers the course. In the concluding four (4) digits, the first digit represents the "Level of course" followed by the last three digits representing the "Course Number".

7.7.   Minimum number of credits

All programs have defined minimum credit requirements, 160 credits for a four-year undergraduate programme, and students earn credits upon successfully completing each course. The degree award is not solely based on credit accumulation but also requires compliance with the program structure, fulfillment of additional components, and meeting the specified GPA requirement (currently 5.0). Programmes may include components such as project work, internship, seminar, etc., with specified credits in the curriculum.

7.8.   Course classification

Courses are classified as university core, faculty core, programme core, programme electives, and open elective courses for the programmes in the Schools of Computer Science and Engineering and Core Engineering. Each programme follows a specific structure with a definite category of courses listed with the minimum number of credits to be earned for the award of a degree (Annexure - I).

7.8.1.   University Core (UC)

There are two types of courses under this University Core category. One type consists of letter grade credit courses used in GPA calculations. The other type consists of mandatory Pass/ Fail courses, which do not form part of GPA calculation but shall be included in the credit requirement calculation.

Courses listed under the university core are common to all undergraduate-level programmes offered in the Schools of Computer Science and Engineering and Core Engineering. These courses are from Business, Humanities & Social Sciences, Sciences, Directorates of Sports, and Student Life, including courses on the Indian Constitution, Skill Enhancement Courses, and Value-Added Courses, thereby enabling the student to develop into a holistic individual. A variety of courses are offered in a basket in Skill Enhancement Courses and Value-Added Courses to enable the student to choose as per his/her interest.

The student must earn 19 credits under the UC category of courses. A student can opt for the university core course in any semester of their study at GITAM. The list of courses for the programmes offered in the Schools of Computer Science and Engineering and Core Engineering is given in Annexure II.

7.8.2. Faculty Core (FC)

Faculty Core courses are common courses to provide the basic Science and Engineering background necessary for the undergraduate programmes in the Schools of Computer Science and Engineering and Core Engineering. There are two different sets of faculty core courses for these two schools. This Faculty core courses includes both Letter grade courses and Pass/Fail courses, viz., Internship-I, Universal Human Values, Project Exhibition I & II and Comprehensive Viva.

7.8.2.1. Internship

In the Schools of Computer Science and Engineering and Core Engineering programmes, at least one of the two courses (Internship – 1 or Internship – 2) should be carried out in the Industry/ Govt. / NGO/ PSU/ Any Micro/ Small/ Medium enterprise as approved by the HoD. Internship – 1 is for at least 3 weeks in the industry, and Internship – 2 is for at least 12 weeks in the industry. A student carrying out a full-time Internship-2 in the industry shall be exempted from the Capstone Project.

7.8.2.2. Research Project

Students can opt to do a research project under the guidance of a faculty member of the University. The research project shall be in the major discipline for 8 credits for Core Engineering and 10 credits for Computer Science Engineering disciplines.

7.8.2.3. Capstone Project

Students can opt to do a capstone project to demonstrate their expertise in their major or area of study under the guidance of a faculty member of the Department. The capstone project (Final) should be an extension of the capstone project – Introduction. However, the capstone project – Introduction need not necessarily lead to a capstone project (Final).

7.8.3. 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 must complete all the courses mentioned under this category for a specific programme.

For the Computer Science and Engineering branch of Programmes, the programme core consists of Standard Core, which is common and compulsory for all the programmes offered under the Computer Science branch, and Track Core, which are different sets of courses and can be chosen by the student depending on the specialization choice of the student. In addition, the student can choose a general track. The student in the specialization track has the choice of moving into the general track before the end of the 5th semester, subject to approval of the School Dean.

7.8.4.   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.

7.8.4.1. Programme Elective

The parent department offers programme elective courses to support the discipline, expanding the scope of the chosen specialization. An appropriate minimum number of such electives specified in the programme will lead to a degree with a specialization. The students have the choice of selecting a specific bundle of courses or selecting from the general programme electives.

7.8.4.2. Open Elective

The students choose open elective courses from other academic disciplines to seek exposure to that discipline. Open electives impart knowledge in other areas that are offered within and outside of the school. The integration of different domains explores new opportunities for solving problems and improving employability skills. The minimum credit requirement under this category of course is 24. Students can earn up to 9 credits from courses offered by other departments in the Schools of Computer Science and Engineering and Core Engineering and up to 15 credits from courses offered by other schools of the university.

7.9.   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 place of UC and Elective courses. Programme Core courses in the programme 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 BoS of the department/ school.

Courses can also be recommended by DoAA to be offered through other MOOC platforms with the prior approval of the concerned BoS.

7.9.1. Establishment of equivalency and credit transfer

Upon successful completion of the courses through SWAYAM (with prior approval), an equivalent Grade/Score will be awarded based on the Grade/Score obtained in the online evaluation or the assessment conducted by the University. The respective Board of Studies (BoS) will recommend the equivalent grade and credits as per the university policy.

8. Academic Delivery

8.1. Course Plan

Course plans are devised by the course instructors based on the approved syllabus of the course. If more than one Instructor handles the same course, course plans are typically finalized after a discussion among all the course instructors. The responsibility of finalizing the course plan is with the campus-specific course coordinators. The course coordinator shall be a senior faculty member, on rotation, offering the course for that academic semester, and 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 educational objectives and course 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, if any
9. Evaluation procedures

The course coordinator will distribute the course plan to the students through the course Instructor during the first week of the scheduled commencement of the course using the LMS (Learning Management System) adopted by the University.

8.2. Pre-requisites

Courses may have pre-requisites as specified in the respective programme curriculum. A prerequisite 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. In certain exceptional cases, the prerequisite 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 prerequisite courses in specific courses, such as program electives, which the faculty teaching the course may decide.

8.3.   Minimum and Maximum Load

The academic load in a semester has to be a minimum of 16 and a maximum of 25 credit hours, including re-registered credits. 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. The maximum number of credits a student can register for during the summer term shall be notified before the beginning of the summer term.

8.4.   Course Registration

Every student must register for the courses chosen in a particular semester during the official course registration period notified by the Directorate of Academic Affairs.
To be eligible to register for courses, a student must belong to any of the following categories
1. A new student who applies for admission and receives a certificate of admission
2. A continuing student from the preceding regular semester who has no financial dues
3. A former student, i.e., who has not enrolled in the preceding regular semester or who has availed academic break or is detained and possesses a certificate of readmission

8.4.1.   Adding and dropping 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 five (5) working days after the commencement of the semester.
Students making changes during the add/ drop period should comply with the minimum and maximum credit requirements for the enrolled programme. Attendance will be calculated from the commencement date of the semester. There will be no compensation for attendance or subject matter delivery for the missed classes. The students are expected to use the LMS and ensure that the loss of Teaching-Learning is minimized.

8.4.2.   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, they shall approach the office of DoAA with the request to enable the registration within two weeks of commencement of class work, subject to clearing all fee dues, if any.   Requests to enable registration after the initial two-week period, up to the cut-off date as determined by the DoAA following regulations, must be submitted to the office of DoAA through the respective HOD / HOI / Dean of the relevant school. Beyond the cutoff dates, the student will be advised to take a break (semester/year) from study. A student who does not register for a semester or more will need to apply for readmission to continue the programme.

8.4.3. Withdrawal from a course

Students are allowed to withdraw from a course within twenty (20) working days of the commencement of the semester, subject to maintaining a minimum of 16 credits in a semester (except the final semester). This withdrawn course cannot be substituted with another course in the same semester, and the student must pay extra fees to register for a compensatory course to fulfill their programme requirements.

8.4.4. Withdrawal from the Semester

A student who wishes to withdraw from the semester can do so by applying through proper channel. Exemption/refund of the tuition fee will be considered for the respective semester if the student withdraws before the commencement of the classes. No refunds/ partial refunds are given after the commencement of classes 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 systems for all its credited courses. 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 the course 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. Detailed information on the award of grades in a course is provided in the [Evaluation Policy](#).

9.1. 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:

$$SGPA = \frac{\sum_{i=1}^{n} C_i * G_i}{\sum_{i=1}^{n} C_i}$$

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:

$$CGPA = \frac{\sum_{i=1}^{m} C_i * G_i}{\sum_{i=1}^{m} C_i}$$

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.

The additional credits earned by a student over and above the minimum required for a said category in a programme will not be considered for the calculation of CGPA. However the courses which contribute towards higher CGPA will be considered for inclusion.

In the case of Study Abroad, Twinning, Joint or Dual Degree Programmes, the CGPA will be calculated according to the respective policy applicable and prevailing at the time of joining the programme.

9.2. 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 passed all the registered courses in the first attempt. Distinction will not be awarded if the student fails in ANY subject.

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. Detailed information on the award of grades in a course is provided in the Evaluation Policy.

11. 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.

11.1.   Withholding of Results

Results may be withheld if:
1. The student has any outstanding fees, fines, or other charges to the department / School,/ University
2. Action arising out of malpractice is pending
3. Action arising out of indiscipline is pending

Students may view their sessional answer scripts during the designated period at the prescribed venues. If a student wishes to request re-totaling or re-evaluation, they must do so within five working days from the last date of the announced viewing period, along with payment of the prescribed fee. Students who remain dissatisfied with the grade after re-evaluation may further challenge the evaluation by paying the applicable fee within five (5) working days after the announcement of re-evaluation results.

11.1.1. Supplementary Examination

A student having an "R" grade or "F" grade is permitted to appear for the supplementary examination every June for the course 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 supplementary exams a student can take in a year and the applicable grade caps can be referred in the Evaluation Policy.
Students who already have CE marks in AY 2024-25, will continue the practice mentioned in R24 UG version 3.0

11.1.2. Betterment of Grades

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

12. Academic Progression

12.1.   Attendance policy

The students are expected to maintain 100% attendance in all the courses registered. However, 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 Sessional-I and Sessional-II. For additional information, refer to **Evaluation Policy.**

12.2.   Academic break

Students of GITAM are expected to complete their studies without any interruption. However, they

can avail academic break in the following cases

i. The minimum overall attendance requirement is 75% in any semester. If the student's attendance drops below the minimum attendance requirement, the candidate is not permitted to attend any sessional examinations.

ii. Students who do not register within **twenty (20) days** from the commencement of the semester will be on academic break.

12.3. 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.

12.4. Minimum standards for academic promotion

The student should earn a minimum of 60% of total registered credits before progressing to the third academic year, failing which the student 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 before entering the final year of study.

12.5. Readmission

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

12.6. Academic dismissal

Dismissal is enforced on a student in the following situations:

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

13. Leave Policy

Students are expected to maintain 100% attendance in all courses. However, students with 75% or more attendance will be permitted to appear for the sessional examinations.

The University encourages participation in sports and extracurricular activities. While such involvement is supported, students must ensure that their attendance does not fall below 75%.

Attendance shortage may be considered for exemption only in the following exceptional cases:

- Representing the University, State, or Country in approved events.

- Medical emergencies, supported by valid documentation.

13.1. Representing the University, State, or 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.

13.2. Medical Emergency

In exceptional cases which require hospitalization 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 75%. Students who have medical concerns that require prolonged treatment may request an absence from the campus. The student can apply for medical leave during the programme of study in the format given in Annexure-III
Whatever the circumstances, if the student's attendance drops to less than 75%, they will not be permitted to attend the end-semester examinations.

The process to be followed in Medical Emergency is given below

1. The student needs to produce documents from a registered medical practitioner to the Mentor.
2. Mentor will acknowledge after verifying the documents by email to the student and the guardian.
3. The Mentor will submit the documents to the HoI; The HoI or his representative will discuss the leave request with the medical officer of the University.
4. 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.
5. If the student's attendance after availing of the medical leave drops below 75%, the student will be put on an "Academic break".
6. 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.
7. The student is not allowed to utilize 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 reinitiate 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 unauthorized absence of a student shall be treated as a withdrawal from the programme.

13.3.   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 program of study in the format given in Annexure-IV. The process to be followed is given below

1. The student who opts to avail personal leave of absence has to apply through the mentor/ Academic Monitoring Committee (AMC)
2. The mentor will acknowledge and forward the same to the HoD/HoI, who will convey the University's decision.
3. If the student's attendance after availing of the personal leave drops below 75%, the student will have to take an "Academic break".
4. The student's status changes from "Active" to "personal Leave of absence" during personal leave.
5. The student is not allowed to utilize the physical resources and infrastructure of GITAM during the academic break.
6. While applying for an academic break, the student should mention the approximate date of rejoining.
7. 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 students can cancel their approved period of absence and apply for readmission before the commencement of the semester.
8. The unauthorized absence of the student shall be treated as a withdrawal from the programme.

13.4.   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:

1. The student has to submit the documents to the mentor/AMC.
2. The mentor will acknowledge and forward the same to the HoD/HoI, who will convey the University's decision.
3. If the student's attendance in availing the parental leave drops below 75%, the student will have to take an "Academic break".
4. During the academic break, the student's status changes from "Active" to "Parental Leave of absence".
5. 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.
6. The student is not allowed to utilize 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.
7. 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.

8. The unauthorized absence of the student shall be treated as a withdrawal from the programme.

14. Degree Requirements

14.1. Degree Requirements in the Schools of Computer Science and Engineering and Core Engineering

The undergraduate degree will be for a 4-year duration for the programmes offered by the Schools of Computer Science and Engineering and Core Engineering. 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.

14.2. Additional Learning

Students can opt for additional learning to broaden their study in another discipline or deepen their knowledge in their chosen field. Further learning by earning additional credits may lead to a minor or Honors programme along with a major degree. Additional credits will require the payment of extra fees, which will be announced when the course is taken.

14.2.1. Minor Programme

The Minor programme is a coherent area of study that is not covered in the programme the student has opted to study.

14.2.1.1. Rules and regulations for Minor programme

1. The student can choose a minor programme from a department/School other than the one they opt to enroll for the primary degree programme, and the current list of minors is available on the website.
2. A UG engineering student opting to pursue a minor Programme needs to pay for each extra course enrolled, i.e., for the credits exceeding the minimum number of credits required for a programme.
3. The minimum number of credits for a minor programme is Twenty (20). These credits could also be earned through SWAYAM, and credit transfer could be availed by paying the prescribed fee.
4. The courses required for a minor programme may be selected in any semester, as long as it does not exceed the maximum number of credits per semester. However, these courses may also be studied during the Summer Term at the end of IInd and IIIrd year of study.

5. To complete minor programmes, the student should secure at least a passing grade in all the courses. If the student gets a failing grade (F), they have to reappear for the same course for grade improvement, similar to other courses in the major programme.

6. Attendance criteria and all the remaining requirements for completing the courses enrolled under the minor programme are similar to those registered for the major programme.

7. The student can opt out of the minor programme before completing all the courses in the basket. In that case, the student can choose one of the following options to utilize the credits earned as part of the minor programme.

   7.a Students can use the credits earned towards a minor to meet the open elective requirements of the major programme.

   7.b The student can store the extra credits in the ABC and leave with the major degree. Later the candidate can redeem these credits from ABC and utilize them for awarding any academic degree if possible. This is subject to the validity of the credits in force.

14.2.2. Honors programme in Computer Science and Engineering and Core Engineering

The students can strive for excellence in their own/chosen fields or disciplines by registering for the Honors programme. The students who have a strong academic standing (CGPA of 9.0 at the end of semester II) will be eligible to pursue the Honors programme.

14.2.2.1. Rules and regulations for the Honors programme in Computer Science and Engineering and Core Engineering

1. The Honors programme in any department of the Schools of Computer Science and Engineering and Core Engineering is only for students of that Department.

2. To be eligible for an honors degree in the chosen programme, students have to complete courses for a minimum of 20 credits under same track in addition to the Track Core he has chosen from the same department for the award of the degree. That is on top of 160 credits required for a regular UG degree programme. These credits could also be earned through SWAYAM, and credit transfer could be availed by paying the prescribed fee.

3. The courses required for a honors programme may be selected in any semester, as long as it does not exceed the maximum number of credits per semester. However, these courses may also be studied during the Summer Term at the end of IInd and IIIrd year of study.

4. Students pursuing an Honors degree may be required to pay additional fees for each extra course enrolled, i.e., for the credits exceeding the minimum number of credits required for a programme.

5. The student can opt out of the Honors programme before completing all the courses in the basket. In that case, the student can choose one of the following options to utilize the credits earned as part of the Honors programme.

   a. The completed courses may be used for Programme Electives in the major programme if possible. Otherwise, they may be converted to Audit courses.

   b. The student can store the earned extra credits in the ABC and leave with the major

degree. Later the candidate can redeem these credits (within the specified duration) from ABC and utilize the credits for the award of another academic degree (if possible).

6. To complete the Honors programme, the student should secure an 'A' grade in all the courses on the first attempt.
7. The attendance and all the remaining requirements for completing the Honors programme courses are similar to the courses registered in the major programme.

15. 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 programme within the maximum 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 specialization, along with grades and CGPA secured by the student in the opted Minor/Honors Programmes. The original degree will be presented in the subsequent convocation.

16. Conduct and Discipline

16.1. Classroom conduct

The students should attend to the academic work as per the schedule on all working days following the guidelines specified by the Director, Student Life. The students are expected to work with their classmates and Faculty members to achieve optimal learning outcomes. Students are expected to perform the assigned work within the due dates mentioned by the faculty member and must not leave the class without permission. Students should follow the guidelines specified by the faculty member at the beginning of the course and maintain low noise levels in the class. Students should maintain a conducive environment in the classroom for the effective teaching & learning process. Classrooms or laboratory rooms should not be used for consuming food or for celebrations.

16.2. 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 Suspected Malpractices Committee.

16.2.1. Violation of Academic Policy

It includes the following acts, but is not limited to:

1. Violating the rules and regulations of the academic programme.
2. Copying material from sources like articles, websites, etc., without proper citation and incorporating the content into the assignment and reports.
3. Any cheating in the examination, such as
   a. Possessing unauthorized material

b. Taking somebody's examination.
c. having somebody else take the examination, etc.

Incidents will be reported to the Committee, and based on the pre-approved procedures, the recommendation of the Committee will be communicated to the parents/guardians of the concerned students through the HOI.

16.2.2. 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 involved in any of the following cases.

- False statements intended to deceive the University, submitting the fake certificates to the University, creating the fake documents of the University, and giving them to a third party, and deliberate falsification of documents/records.
- Insulting by words or act, using abusive, defamatory, or derogatory language against any teacher, officer, employee, or student(s) of the University on the campus or even outside the campus.
- Creating any disturbance in classes and examinations in the University
- Not following the list of instructions issued for examinations.
- Making false allegations, character assassinations of teachers, officers, and employees, or indulging in rumor-mongering or committing pranks that cause grievous hurt to anyone.
- 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 at the Institute shall give an undertaking every year, co-signed by their parents/ guardians, before Registration for the odd semester of the academic year.
- 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.
- 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.

17. 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 probation, suspension, 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)

17.1. Supporting documents upload (if any)

If the student has any documentary evidence to support the claim, then upload the necessary documents with proper file names and references in chronological order of dates and events.

18. 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.

18.1. Implementation of the ABC scheme

GITAM is recognized 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.

18.1.1. Minimum number of credits to be secured at GITAM

The candidate who wishes to pursue any programme in GITAM and opts to utilize 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.

18.2. Validity of stored credits in ABC

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

18.3.   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.

18.4.   Admission to 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 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.

Definitions

Term	Definition
Academic Council	The principal academic body responsible for maintaining academic standards, including teaching, learning, research, and evaluation.
Academic Year	Two consecutive semesters (odd + even) forming a complete year of academic instruction.
Add/Drop Period	The time window at the start of a semester when students can add or drop courses.
Audit Course	A course taken for learning purposes without earning credits; it appears in transcripts under a separate head.
Bachelor's Degree	A 4-year undergraduate academic qualification awarded upon successful completion of required credits and programme structure.
Board of Studies (BoS)	Department-level academic body advising on curriculum, course structure, new programmes, etc., and reporting to the Academic Council.
Capstone Project	A final year project integrating learning across courses to solve real-world problems, showcasing mastery of the discipline.
CGPA (Cumulative Grade Point Average)	A weighted average of grade points obtained across all semesters for credit-bearing courses.
Course	A unit of study within a programme, assigned credits, and assessed for grades.
Course Code	A unique alphanumeric identifier for each course, denoting the department and year of introduction.
Course Committee (CCOM)	A body monitoring course delivery and suggesting improvements, composed of instructors and student representatives.
Course Coordinator	A senior faculty member overseeing a course, its plan, evaluation, and coordination across campuses.

Term	Definition
Credit	A unit measuring instructional effort; typically, 1 credit equals 1 hour/week of lecture or 2 hours/week of lab.
Dean	Academic head of a School responsible for administration and quality assurance.
Elective Course	Optional courses chosen by students based on interests; includes programme electives and open electives.
Flexible Credit System	A student-centric system allowing flexible course load, electives, and interdisciplinary learning.
Grade	A letter (e.g., O, A+, B) assigned based on student performance in a course.
Internship	Fieldwork experience integrated into the curriculum, typically carried out in industry or NGOs.
LTPSJC	A teaching schema denoting Lecture (L), Tutorial (T), Practical (P), Skill (S), Project/Internship (J), Credits (C).
Mentor	A faculty advisor assigned to a student for academic and personal guidance.
MOOCs	Massive Open Online Courses that can be used to earn credits under UC or elective categories.
PCOM (Programme Committee)	Programme-level committee ensuring academic quality and monitoring teaching-learning processes.
Programme Core (PC)	Mandatory courses specific to a programme, aligned with defined Programme Outcomes.
Relative Grading	Grade assignment based on the percentile distribution of scores in a course.
Repeat (R) Grade	Assigned when a student fails to meet attendance requirements; must retake the course.
School Committee (SCOM)	Committee led by the Dean to review and report academic performance across departments.

| Term	Definition
SGPA (Semester Grade Point Average)	Average grade points earned in a semester across registered courses.
SLAC (School Level Advisory Committee)	Committee advising on Vision, Mission, and academic processes at the school level.
Student Information System (G-SIS)	Digital platform for course registration, performance tracking, and degree planning.
Track Core	Specialized core courses chosen by students within the Computer Science discipline under different tracks.
University Core (UC)	Courses mandated across all programmes such as Constitution, Communication Skills, Value Education, etc.
Withdrawal (W) Grade	Assigned when a student officially withdraws from a course within the permitted timeframe.
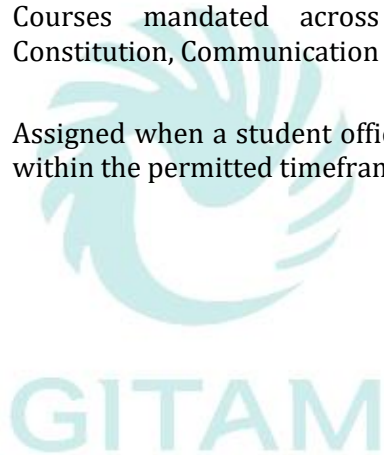
ANNEXURES

Annexure – I: Course and Credit Distribution: Undergraduate programmes in Computer Science and Engineering and Core Engineering

S. No	Course Category	Number of Credits	
		Computer Science and Engineering	**Core Engineering**
1	University Core (UC)	19	19
2	Faculty Core (FC)	55	53
3	Program Core (PC)	50	49
4	Program Electives (PE)	12	15
5	Open Electives (OE)	24	24
	Total	**160**	**160**

Annexure – II: University Core Courses – UG in Computer Science and Engineering and Core Engineering

Sl No	Course Code	Course Title	Grade	Credits	Remarks
1.	LANG1241	Communicative English - I	Letter Grade	2	
2.	LANG1251	Communicative English - II	Letter Grade	2	
3.	LANG1201	Critical Thinking	Letter Grade	2	
4.	GCGC1001	Aptitude and Self-Management Skills	Letter Grade	1	
5.	GCGC1011	Integrated Aptitude and Ethical Communication	Letter Grade	1	
6.	GCGC1021	Applied Communication and Quantitative Skills	Letter Grade	1	
7.	GCGC1031	Placement Preparation and Professional Readiness	Letter Grade	1	
8.	IENT1051	Fundamentals of Entrepreneurship	Letter Grade	2	MOOC
9.	ENVS1003	Environmental Studies	Letter Grade	3	MOOC
10.	POLS1051	Indian Constitution	Letter Grade	1	MOOC
11.	FINA1081	Personal Financial Planning	Pass/Fail	1	MOOC-Mandatory course
12.	PHPY1011	Gandhi and the contemporary world	Pass/Fail	1	MOOC-Mandatory course
13.	DOSP1181	Yogasana	Pass/Fail	1	Students can choose anyone - Mandatory course & * MOOC
	MFST1002	Health and Wellbeing *	Pass/Fail	1	
	DOSPXXXX	Sports	Pass/Fail	1	
	DOSLXXXX	Community Service	Pass/Fail	1	
	DOSLXXXX	Club Activity	Pass/Fail	1	

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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

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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 Name: Designation:	Specific Remarks
Signature of the HoD/HoI	
Signature of the Dean/Campus in Charge	

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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