OFFICE OF DEAN (ACADEMIC)  
IIT (ISM) DHANBAD  

Date: 30.07.2019

General Guidelines for Students

The new Academic Session started from 29.07.2019. Certain changes are going to be implemented in the academic affairs of the Institute from the Monsoon Semester of 2019-2020. The students are requested to adhere to the rules framed by the Institute. A few salient points are listed below.

1. The students will not be normally allowed to register after the date of late registration, as specified in the Academic Calendar of the Institute.

2. Each student is required to pre-register on-line through management information system (MIS) for the next semester on or before the last date specified in the Academic Calendar for this purpose.

3. A student may select the number of courses and the course load under the regulations, while ensuring that all the pre-requisites have been completed and there is no time-table clash amongst the courses.

4. One or more courses with a time-table clash will be rejected from the registration form of the student, either during registration or if detected at a later stage. When all the courses planned to be taken by the students in the next semester are finalized, the same is to be verified at the time of physical registration.

5. Lecture plan covering all the details of the syllabus will be uploaded in the MIS by the concerned course instructor.

6. Manual attendance of the students will be maintained starting from the first day of the class. Attendance will be uploaded weekly in the MIS after 16.08.2019. Attendance records of all the students for each course will be maintained. The Course Coordinator / Instructor taking the class is required to upload attendance at the end of each week on the MIS. Each student is expected to check / keep a record of her / his attendance through the MIS. In case of any discrepancy, the student should approach the Instructor / HOD immediately for rectification.

7. For student’s attendance rule will be strictly followed. A student will be de-registered from the course, if s/he fails to attain 75% attendance in a particular course.

8. Registration of a student in all the courses in a semester (including summer semester) shall be cancelled, if a student remains absent from all academic activities for more than 20 working days during a semester, with or without permission. In such case, the student shall have a forced semester-drop.

9. Distribution of marks for mid-semester, end-semester, quizzes, assignments, attendance etc. will be communicated to the students by the concerned course instructor on the very first class of every session. This will be in line with the decision of the 9th Senate meeting held on 08.07.2019 (see Annexure – I).

10. The grading system has been changed w.e.f. Monsoon Semester of academic session 2019-2020. This will be in line with the decision of the 9th Senate meeting held on 08.07.2019 (see Annexure – II).

11. The arrangement for mid-semester and end-semester examinations are made by the Examination Section during the period as specified in the Academic Calendar. No
deviation is allowed in the examination schedule and location, without the specific written permission of the Dean (Academic).

12. Only official leaves granted / serious medical issue / emergency condition may be considered for relaxation of attendance in exceptional cases with approval of the Director.

13. Permission for station leave shall be obtained from the Dean (Academic) as per Institute norms.

14. Ragging of students (fresher and others) is strictly prohibited both within and outside the campus. No student shall indulge in any form of ragging of the freshers causing mental or physical agony or inflict monetary loss or physical harm to them.

15. Any violation of the Code of Conduct shall invite disciplinary action which may include punishments such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute. In certain cases, the student may be barred from applying for a change of branch/programme.

16. For all UG/PG/PhD rule, the Institute website may be referred.

CC : DT/Dy DT
     All Deans / All Assoc.Deans
     All HODs / All faculty members / All students
     Chairman SPGC / SUGC
     RG / JR (E & A) / AR (E & A)
     Webmaster [With a request to upload in the Institute website]

Dean (Academic)
Guidelines for setting of question papers, weightage of various components in final grade

(a) The question paper may comprise of different difficulty levels, such as 50% of average level, 30% of moderate level and remaining 20% of high difficulty level. At least 30-40% numerical problems may be given in Engineering, Science and Management courses, wherever possible.

(b) The grade may have the following percentage of weightage.

i. 70-80% in mid-semester and end-semester examination. The proportion in mid-semester and end-semester will be 4:6.

ii. Remaining 20-30% weightage may be based on quizzes, attendance, case studies, assignment etc.

(c) The instructor must specify the division of marks in the first class of the semester for (a) and (b) and upload the same in the MIS.

(d) The questions of mid-semester and end-semester normally cover the syllabus proportionately, i.e. the end-semester question paper must include at least 60 percentage covered after mid-semester and the remaining 40% equally divided between the portions before and after mid-semester examination.
Relative Grading System

1. Grades will be assigned on the basis of total marks (out of 100) obtained in a course.
2. The percentage of grades to be awarded in a course for class size (i) \( \geq 30 \) and (ii) \(< 30\) is given in Table I and Table II respectively.

Table I: Grading pattern for class strength \( \geq 30 \)

<table>
<thead>
<tr>
<th>Grades</th>
<th>% of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A</td>
<td>Top (20 ( \pm ) 5)%</td>
</tr>
<tr>
<td>B+, B</td>
<td>Next (40 ( \pm ) 5)%</td>
</tr>
<tr>
<td>C+, C</td>
<td>Next (30 ( \pm ) 5)%</td>
</tr>
<tr>
<td>D, F</td>
<td>Next (10 ( \pm ) 5)%</td>
</tr>
</tbody>
</table>

Table II: Grading pattern for class strength < 30

<table>
<thead>
<tr>
<th>Grades</th>
<th>% of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A, B+</td>
<td>Top (45 ( \pm ) 5)%</td>
</tr>
<tr>
<td>B, C+, C</td>
<td>Next (45 ( \pm ) 5)%</td>
</tr>
<tr>
<td>D, F</td>
<td>Next (10 ( \pm ) 5)%</td>
</tr>
</tbody>
</table>

3. The total % grades in each grade basket (A+, A; B+, B etc.) should not exceed the value stated in the table above. For example,
   a) In Table I, in a course the total percentage of students getting (i) A+ and A shall be between 15\% and 25\%, (ii) B+ and B shall be between 35\% and 45\%, (iii) C+ and C shall be between 25\% and 35\% and (iv) D and F shall be between 5\% and 15\%.
   b) In Table II, in a course the total percentage of students getting (i) A+, A, and B+ shall be between 40\% and 50\%, (ii) B, C+ and C shall be between 40\% and 50\%, (iii) D and F shall be between 5\% and 15\%.
4. Within each grade basket, it is the prerogative of the Instructor to decide the proportion of grades. For example,
a) In Table I, if the Instructor decides that the percentage of A+ and A is 20% then s/he will have to decide the percentages of A+ and A such that the total percentage of A+ and A is 20%. The Instructor can award various combinations of A+ and A such as (i) 5% A+ and 15% A, (ii) 8% A+ and 12% A etc.

b) In Table II, if the Instructor decides that the percentage of A+, A, and B+ is 45% then s/he will have to decide the percentages of A+, A, and B+ such that the total percentage of A+, A, and B+ is 45%. The Instructor can award various combinations of A+, A, and B+ such as (i) 10% A+, 15% A, and 20% B+ (ii) 8% A+, 12% A, and 25% B+ etc.

5. The Instructor must specify the cut-off marks for all grades, that is A+, A, B+, B, C+, D, and F.