



**PROCEEDINGS**

**Sub: Registration and Grading Policy for SWAYAM Courses**

In continuation with the decision taken in 84th Meeting of Senate and considering the clause R.10.4 of Ordinances and Regulations for Ph.D programme (applicable to 2022-23 Admission onwards), following guidelines on Registration and Grading Policy for Swayam courses are issued with the approval of competent authority. These guidelines are applicable from 2022-23 academic year onwards.

**Guidelines for Registration**

**UG:**

- Institute SWAYAM coordinator (ISC) shall provide the details of courses which will be offered by NPTEL in the upcoming semester, to faculty and students
- Students from 5th and higher semesters will approach their respective Faculty advisors with a request to credit the interested courses. Only courses with a minimum of 12 week duration having structured evaluation for awarding marks shall be considered. FA is required to ensure that the course calendar aligns with the Institute academic calendar.
- FAs shall share the consolidated list of such courses to department AQMC for approval.
- AQMC chairperson shall provide the list of approved courses along with the details of a mentor faculty for each approved course to the Head of the Department.
- HoDs shall forward the consolidated list of all courses approved by AQMC to the ISC before the commencement of semester.
- ISC shall verify the course details and assign course codes for new courses (As per the format SWxxyyy - xx is the specialization code of NPTEL and yyy is running number in that specialization in NITC)
- ISC will share these details to DTTCs through respective HoDs for making it available in the respective time tables and also to IMS for creating these courses in the database.
- Interested students may register for the courses as open elective along with the normal semester registration as per the procedure in IMS.
- During enrollment, FAs shall ensure that the students have opted for the courses with the mentor allotted from the departments for UG for that course.
- Students will not be allowed to add or drop a course after the add/drop day specified in the Institute academic calendar



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#### PhD (July 2022 admission onwards):

- Institute SWAYAM coordinator (ISC) shall provide the details of courses which will be offered by NPTEL in the upcoming semester, to faculty and students
- Scholar and supervisor will propose the courses to be credited to DC for approval. Only courses with a minimum 12 week duration having structured evaluation for awarding marks shall be considered. It is required to ensure that the course calendar aligns with the Institute academic calendar.
- PhD Coordinator/Nominee shall act as mentor faculty for all such courses and shall provide the list of approved courses to the Head of the Department.
- HoDs shall forward the consolidated list of all courses to the ISC before the commencement of semester.
- ISC shall verify the course details and assign course codes for new courses (As per the format SWxyyy - xx is the specialization code of NPTEL and yyy is running number in that specialization in NITC)
- ISC will share these details to DTTCs through respective HoDs for making it available in the respective time tables with PhD coordinators/Nominee as mentors and also to IMS for creating the course in the database.
- Interested research scholars may register for the courses along with normal semester registration as per the procedure in IMS.
- During enrollment, PhD coordinators shall ensure that the scholars have opted for the course with the PhD Coordinator/Nominee as mentor.
- Students will not be allowed to add or drop a course after the add/drop day specified in the Institute academic calendar



**Guidelines for Grading**

ISC shall provide the details of courses registered and completed by the students of the Institute (both UG and PhD) to all HoDs. Grading policy (absolute/relative) for a course shall be arrived at, after collecting the statistics related to that course from the NPTEL portal/course faculty. The following cases shall be considered for the same.

**UG**

**Case-1: All the students who credited the course are from a single department**

- Course mentor will collect the statistics of all courses from the NPTEL portal/course faculty.
- AQMC and course mentors of all students will finalize the grades
- Course mentor shall enter the marks and grading scheme in IMS

**Case-2: Students from multiple departments have credited the same course**

- Name of such courses along with departments from which students have credited those courses will be provided by the ISC
- ISC will further collect the statistics of all such courses from the NPTEL portal/course faculty.
- A committee consisting of ISC and AQMC Chairs of the respective departments involved will finalize the grades.
- AQMC chairs shall inform the grading policy to the respective course mentors who will in turn enter the grades in IMS for the students.

Special Note: If the statistics pertaining to any course is not available within the deadline for mark entry in IMS, absolute grading policy as per Institute norms shall be applied on the marks obtained by students for such courses.

**PhD (July 2022 admission onwards)**

**Case-1: All the students credited the course are from single a department**

- PhD coordinator of the Department shall collect the statistics of all such courses from the NPTEL portal/course faculty.
- A committee consisting of PhD coordinator(s) and supervisors of all students will finalize the grades



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- PhD coordinator shall enter the marks and grading scheme in IMS

**Case-2: Students from multiple departments have credited a course**

- Name of such courses along with departments from which students have credited those courses will be provided by the ISC
- ISC will further collect the statistics of all such courses from the NPTEL portal/course faculty.
- A committee consisting of ISC and PhD coordinators of the departments concerned will finalize the grades.
- Respective PhD coordinators shall enter the results in IMS.

A handwritten signature in purple ink, appearing to read 'Sameer S M', written over a horizontal line.

09-12-2022

Sameer S M  
Dean Academic