



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI

B. TECH PROGRAMME ORDINANCES

Last update: 33rd Senate held on 10 December 2025

Indian Institute of Information Technology Guwahati

B. Tech Programme Ordinances

1. All B. Tech. programmes offered by the Institute shall be governed by these B. Tech Ordinances.
2. The B. Tech Ordinances shall be applicable to any new discipline(s) under these programmes that may be introduced in future.
3. A student becomes eligible for the award of the B. Tech degree after fulfilling all the academic requirements as prescribed by these Ordinances.
4. The Institute shall have the following B. Tech branches:
Computer Science Engineering (CSE)
Electronics and Communication Engineering (ECE)

ACADEMIC CALENDAR

- 1.1 Each academic session is divided into two semesters of approximately eighteen weeks duration (with at-least seventy working days for classes in each semester): a Monsoon semester and a Winter semester.
- 1.2 In addition, there may be a semester during the summer break, called a summer semester.
- 1.3 The Senate approved schedule of academic activities for a session, inclusive of dates for registration, mid-semester and end-semester examinations, inter-semester breaks etc. shall be laid down in the Academic Calendar for the session.

ADMISSION

- 2.1 The number of seats in each branch of the undergraduate programme for which admission is to be made in the IIIT Guwahati will be decided by the Senate of IIIT Guwahati. Seats are reserved for candidates belonging to Other Backward Classes, Scheduled Castes, Scheduled Tribes, physically challenged candidates as per the decisions of Government of India from time to time.
- 2.2 Admission to the B. Tech programme in any year will be based as per orders from the Government of India. Currently there are based on performance in the Joint Entrance Examination (JEE) Main and HSC examinations as per Central Board of Secondary Education (CBSE) guidelines through a counselling conducted by the CSAB for the respective year.
- 2.3 Every student, admitted provisionally or otherwise to any Programme of the Institute, shall submit copies of the qualifying degree/provisional certificate and such other documents as prescribed by the Senate. These documents must be submitted by the prescribed date.

The admission, provisional or otherwise, of any student who either does not submit the required documents by the stipulated date or fails to meet any other stipulated requirement for admission can be cancelled by the Senate.
- 2.4 The admission of any student may also be cancelled by the Senate, at any later time, if it is found that the student had supplied some false information or suppressed some relevant information while seeking admission.

- 2.5 The Institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her career on the grounds of unsatisfactory academic performance or on disciplinary grounds.

ATTENDANCE

- 3.1 (a) Students are required to attend all the classes (Lectures, Tutorials, Laboratories, Practical, Workshops etc.) for which they have been registered.
- (b) Students will have to attend all classes. A student may be debarred from appearing in an end semester examination if his/her attendance falls below 75 percent and will then be awarded an "F" grade in that course.

LEAVE OF ABSENCE

- 3.2 (a) Students are not expected to be away from the Institute during a semester.
- (b) Students may be granted permission to leave for special occasions like death in the immediate family circle. Such leave will in no case exceed one week.
- (c) Absence due to illness not exceeding three weeks will be allowed after taking due permission. Due to emergencies, such permission may be taken later, and by the guardian if necessary.
- (d) If the period of absence in a semester exceeds three weeks, the student will have to drop the semester by dropping all courses he /she has registered for. The Senate may allow longer absences only in special circumstances and only after ascertaining the student's ability to make up for the lost time.
- (e) The leave of absence as per Clauses 3.2 (a) to 3.2 (d) will not be condoned for attendance.
- 3.3 It will be the responsibility of the student to intimate the Warden of the hostel in which he/she is residing, and the concerned instructors regarding his/her absence before proceeding on leave.

CONDUCT AND DISCIPLINE

- 4.1 Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance.

CHANGE OF BRANCH

- 5.1 Normally a student admitted to a particular branch of the undergraduate programme will continue studying in that branch till completion.
- 5.2 However, in special cases the Institute may permit a student admitted through CSAB to change from one branch of studies to another after the first two semesters. Such changes will be permitted, in accordance with the provisions laid down hereinafter.
- 5.3 Only those students will be considered eligible for change of branch/programme after the second semester, who have completed and passed all the common credits required in the first two semesters of their studies in their first attempt.

- 5.4 Applications for a change of branch/programme must be made by intending eligible students in the prescribed form. The academic section will call for applications at the end of second semester of each academic year and the completed forms must be submitted by the last date specified in the notification.
- 5.5 Students may enlist their choices of branch/programme, in order of preference, to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.
- 5.6 Change of branch/programme shall be made strictly in order of merit of the applicants. For this purpose, the CPI obtained at the end of the second semester shall be considered. In case of a tie, the JEE rank of the applicants will be considered.
- 5.7 The applicants may be allowed a change in branch/programme, strictly in order of inter se merit, subject to the limitation that the strength of a branch should not fall below the existing strength by more than ten percent and should not go above the sanctioned strength by more than ten percent.
- 5.8 All changes of branch/programme made in accordance with the above rules will be effective from the third semester of the applicants concerned. No change of branch/programme shall be permitted after this.
- 5.9 All changes of branch/programme will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch/programme offered.

COURSE STRUCTURE

- 6.1 Teaching of the courses shall be reckoned in credits; Credits are assigned to the courses based on the following general pattern:
- i. Two credits for each lecture period
 - ii. Two credits for each tutorial period
 - iii. One credit per hour for each Laboratory or Practical or Project session.
- 6.2 In order to qualify for a B. Tech. degree of the Institute, a student is required to complete the credit requirement as prescribed in the curriculum for a particular programme.
- 6.3 No semester will normally have more than six lecture based courses and four laboratory courses. However, in special cases, students may be permitted to take seven lecture-based courses.
- 6.4 The course work requirements may be broadly divided into following four main groups of courses:
- i. Humanities and Social Sciences
 - ii. Science and Mathematics
 - iii. Common Engineering courses
 - iv. Professional courses
- 6.5 The total course package for a department will consist of the following components:
- i. Common Engineering courses
 - ii. Departmental Core courses
 - iii. Departmental Elective courses

iv. Institutional Elective courses (including HSS electives)

6.6 Every B. Tech. Programme will have a curriculum and syllabi for the courses approved by the Senate.

6.7 Medium of instruction, examination and project reports will be in English.

6.8 Faculty Advisor: To help the students in planning their courses of study and getting general advice on the academic programme, the concerned department will assign a Faculty Advisor to each student.

6.9 Internship: Internship for students is encouraged by the Institute. It is optional. Students should go for internship during the summer break after the fourth and sixth semesters, in industry/academia, which will prepare them for future career challenges. Final year students have an option to spend their final semester as an intern in an external organization getting academic credit in lieu of B. Tech project credits.

REGISTRATION

7.1 Every student is required to register for approved courses through the assigned Faculty Advisor at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar. The registration of one or more courses may be cancelled if they are found to violate some rules or if there are restrictions imposed due to disciplinary reasons.

7.2 Students failing to register by the deadline will have deemed to have withdrawn for the semester from the programme and the future course of action will be based on the student's status and the provisions of these Ordinances.

7.3 Only those students will be permitted to register who have

- a. cleared all Institute, Hostel and Library dues and fines (if any) of the previous semesters,
- b. paid all required advance payments of Institute and Hostel dues for the current semester, and
- c. not been debarred from registering on any specific ground.

7.4 During registration following conditions must be fulfilled:

- a. A student must pass all first year courses before registering for the third year courses.
- b. Normally, the number of credits registered for during a semester should not be less than 70% of the prescribed credits and should not exceed 125%.

7.5 Students may add and drop course(s) with the concurrence of the Faculty Advisor, and under intimation to the concerned course instructors and the academic section provided this is done within the date mentioned in the Academic Calendar and as per the conditions given in clause 7.3 above.

DURATION OF THE PROGRAMME

8.1 Normally a student shall complete all the requirements for the undergraduate programme in eight consecutive semesters. However, a student must complete the programme in at most 14 regular semesters in each of which the student registers for at least one course, the total time elapsed must not exceed 8 years. If either of these limits is crossed, the student's studentship in the programme will be terminated.

TEMPORARY WITHDRAWAL FROM THE INSTITUTE AND DROPPING OF A YEAR

- 9.1 A student who has been admitted to an undergraduate programme of the Institute may be permitted to withdraw temporarily from the Institute on the grounds of prolonged illness or grave calamity in the family for a period of one semester or more, provided:
- a. he/she applies to the Institute within at least 6 weeks of the commencement of the semester or from the date he last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her guardian;
 - b. the Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the B. Tech. Degree within the time limits specified in Clause 8 above;
 - c. there are no outstanding dues or demands in the Institute/ Hostel /Department/Library.
- 9.2 A student who has been granted temporary withdrawal from the Institute under the provisions of Clause 9.1 will be required to pay fees/charges (except tuition fees and hostel dues) till such time as his/her name is on the Roll List. However, fees once paid will not be refunded.
- 9.3 Normally, a student will be permitted only two such temporary withdrawals during his/her tenure as a student of the undergraduate programme.
- 9.4 A student can opt to drop an entire year and to repeat the year. Grades obtained in the courses in the year that has been dropped will be removed from the student's academic record. In case the first year is dropped, then the student will be allotted a new roll number and will be deemed to have taken fresh admission into the Institute. Multiple drops of the same year will also be permitted. The student has to pay fees for all semesters he / she has registered for, and so there will be no fee concession due to the drop of a year.

WARNING, ACADEMIC PROBATION AND TERMINATION FROM THE PROGRAMME

- 10.1 A student's studentship in a programme may be terminated on the following grounds:
- a. If a student is absent for more than 6 (six) weeks in a semester without sanctioned leave.
 - b. A decision is taken on disciplinary grounds.
 - c. On having been found to have produced false documents or having made false declaration at the time of seeking admission.
 - d. Failure to attain a CPI as follows:
 - i) CPI of 1.50 at the end of one year in the programme,
 - ii) CPI of 2.00 at the end of two years in the programme,
 - iii) CPI of 2.50 at the end of three years in the programme and
 - iv) CPI of 3.00 at the end of the fourth year in the programme.
 - e. The maximum permissible duration of the programme has been exceeded.
- 10.2
- a. Warning is to be issued to a student if he /she gets an SPI of less than equal to 2.00 in any semester.
 - b. A student getting an SPI of 3.00 / CPI of 4.00 or less will be placed on academic probation. A student on academic probation will have to take less number of credits as per the advice of the faculty advisor. A student will come out of academic probation on getting an SPI /CPI of 4.00 or more in two consecutive

semesters.

GRADING SYSTEM

11.1 Based on the performance of a student, each student is awarded a final letter grade in each subject at the end of the semester. The letter grades and the corresponding grade points are as follows:

Grade	Point
AA	10
AB	9
BB	8
BC	7
CC	6
CD	5
DD	4
F	0

In addition, there shall be two transitional grades I and X.

11.2 A student is considered to have completed a subject successfully and earned the credits if he secures a letter grade other than I, X or F in that subject. A letter grade F in any subject implies a failure in that subject.

11.3 The Transitional Grades I and X

- a. The teacher of a subject may award the grade 'I' to a student if the latter was compelled to absent himself from the end semester examination on account of: (i) Illness or accident which disabled him from appearing at the examination. (ii) A calamity in the family at the time of the examination, which, in the opinion of the Institute, required the student to be away from the campus. A student will be eligible for the award of grade 'I' only if his/her attendance at classes and performance in other components of assessment are complete and satisfactory.
- b. The teacher of a subject may award the grade 'X' to a student if the overall performance of the student in the course is good, but is likely to get grade 'F' based on his/her end semester examination.
- c. All 'I' and 'X' grades awarded by teachers will be converted to a letter grade after a make-up examination. There may be a make-up examination shortly after the end semester examinations, or the supplementary examination for the subject will be used as the make-up examination. There will be no restrictions on grades even though the supplementary examination is being used in evaluation (see section 12).
- d. ¹ The maximum duration to convert the 'I' and 'X' grade to a letter grade:
 - i. If any student with an 'I' or 'X' grade does not register for the scheduled make-up examination, he/she shall be awarded an 'F' grade.
 - ii. If any student with an 'I' or 'X' grade is absent for the scheduled make-up examination, due to medical reasons or any other reasons, he/she shall be awarded an 'F' grade.

1. Approved in the 31st Senate (21.04.2025) vide resolution no. IITG-S31.23 and ratified in the 33rd Senate.

11.4 A Semester Performance Index (SPI) will be computed for each semester. The SPI will be calculated as follows:

$$\text{SPI} = (C_1 \cdot G_1 + C_2 \cdot G_2 + C_3 \cdot G_3 + \dots + C_n \cdot G_n) / (C_1 + C_2 + C_3 + \dots + C_n)$$
 where, n is the number of courses registered during the semester,

C_i is the number of credits allotted to a particular course, and

G_i is the grade points corresponding to the grade awarded for the course.

11.5 A Cumulative Performance Index (CPI) will be computed at the end of each semester and communicated to the students along with the SPI and the grades obtained by them for that semester.

The CPI gives the cumulative performance of the student from the first semester up to the end of the semester to which it refers, and will be calculated as follows:

$$\text{CPI} = (C_1 \cdot G_1 + C_2 \cdot G_2 + C_3 \cdot G_3 + \dots + C_m \cdot G_m) / (C_1 + C_2 + C_3 + \dots + C_m)$$
 where, m is the number of courses registered up to that semester,

C_i is the number of credits allotted to a particular course, and

G_i is the grade points corresponding to the grade awarded for the course.

Whenever a student repeats or substitutes a course in any semester, the lower grade(s) obtained by him/her in the course is to be ignored in the computation of CPI from that semester onwards.

11.6 Both SPI and CPI will be rounded off to the second place of decimal and recorded as such. Whenever these CPI are to be used for the purpose of determining the merit ranking of a group of students, only the rounded off values will be used.

11.7 When a student gets the grade 'I' or 'X' for any course during a semester, the SPI for that semester and the CPI at the end of that semester will be tentatively calculated ignoring 'I' and 'X' graded course(s). After conversion of 'I' and 'X' grade(s) to appropriate grade(s), the SPI and CPI for that semester will finally be recalculated after taking the converted grade(s) into account.

11.8 There are, however, a few other academic requirements for undergraduate programmes where student will be awarded following two grades viz., 'PP' - Passed and 'NP' - Not Passed. All non-credit subjects (such as Physical Training/NCC/NSO/NSS, industrial training, field visits and Extra Academic Activities) belong to this category. Some credit based courses may also be offered with the PP-NP option. No grade points are associated with these grades and performance in these subjects is not taken into account in the calculation of the SPI or CPI. However, the award of the degree is subject to obtaining a 'PP' grade in all such subjects.

11.9 The faculty advisor may permit a student to register for an audit course provided the course instructor allows auditing a course. The word "AU" shall be written alongside the Course Name in the Grade Card. The audit course & the grade "AU" shall not carry any credits and grade points. Pass or fail status will be shown in the grade card as "PP" for passed and "NP" for not passed. However, a student is not required to register again for passing a failed audit course.

THE F GRADE AND REPETITION OF COURSES

12.1 Students obtaining the grade 'F' in any subject (other than an elective and lab practical) will be deemed to have failed in that course. To pass in the course, the student will have three options:

- I. The student can repeat the course by registering for it in a regular semester when the course is offered.
- II. The student can repeat the course by registering for it in a summer semester when it is offered.
- III. The student can sit for a supplementary examination in that subject. Such a supplementary examination will be held at the start of the regular semester following the one in which the student obtained the F grade. If this option is taken by the student, the grade will be decided only on the basis of the performance in this examination. However, the highest grade that a student can get through this option is CC.

The maximum number of times a supplementary examination can be taken after a student fails in a course is two. Every incident of a student remaining absent from a supplementary examination after registration will be considered as an attempt of the examination. If the student fails to clear the course in spite of these two supplementary chances, he / she will have to repeat the course. If the student fails the course on repeating it, he /she will again be given a chance to appear in two supplementary examinations and the cycle will repeat till the student passes the course.

- 12.2 Students obtaining the grade 'F' in an elective subject may either opt for a supplementary examination if it is offered, or register for any course that is deemed by the authorities to be an equivalent elective subject (this could be the same subject).
- 12.3 In case of failure in Laboratory/Practical subject the student will have to re-register for it in the next appropriate semester.
- 12.4 When a student registers for a course, his/ her grade will be used for SPI calculation in that semester. A student taking a course again or giving a supplementary examination will get two grades for the same course. The supplementary examination grades will be shown separately; the way summer course grades are to be shown. The better of the two grades (the old and the new) of that course will be considered for CPI calculations.

SUPPLEMENTARY EXAMINATION FOR IMPROVEMENT OF “DD” GRADES

- 13.1 There will be an option of supplementary examinations for students with a CPI less than 5.0 at the end of a winter semester in at most two courses in which they have obtained a DD grade. In case they fail in the supplementary, the DD grade will remain; else it will be replaced by the better grade obtained in the supplementary examination.

ASSESSMENT OF PERFORMANCE

- 14.1 There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the teacher concerned or the appropriate committee appointed for this purpose on the following basis.
 - a. In case of courses,
 - I. for theory courses, the evaluation will be based on instructor's assessment, quizzes, mid semester examination and end semester examination, and
 - II. for laboratory courses, the evaluation will be on the basis of attendance, assessment of the tasks assigned and end semester test/viva.
 - b. The evaluation of the project work will be based on sessional work assigned by the supervisor, seminar, project report and project evaluation committees' assessment.
 - c. In case of other requirements such as seminar, extra academic activities etc., evaluation will be as

determined by the grade awarding authority.

- d. The mid-semester and end-semester examination will be conducted centrally by the Academic Section of the Institute every semester. Every theory course must have a mid-semester and an end-semester examination. The durations of the examinations will be as laid down by the Senate from time to time. No course can have an examination of shorter durations. The class-tests or quizzes will be organized by the instructor concerned.
- e. The weightage assigned to different components of assessment will be announced by the concerned instructor(s) in the beginning of the semester.
- f. The results of performance of the students in the mid-semester examination shall be announced by the instructors. The following process will be followed to allow corrections in evaluations:
 - I. For spot verification by students, the evaluated answer scripts shall be made available during one of the lecture classes/lab classes/tutorials or during a special session, as may deemed fit by the instructor;
 - II. At least a week ahead of the notified time-schedule for verification of answer scripts by the students, individual course instructor(s) may display the model answers relating to the question paper, through website for information to the students;
 - III. Students shall point out discrepancies in the evaluation by the instructor, if any, on the spot;
 - IV. after conclusion of the spot verification of answer scripts, the students shall be allowed to carry their answer scripts; and no claim whatsoever shall be entertained afterwards.
- g. The final grades for a subject must be submitted after the end-semester examination by the concerned instructor(s) to their Head of Department for onward transmission to the Assistant Registrar (Academic) within the date stipulated in the academic calendar.

14.2 Evaluation of Projects:

- a. The project work is normally in two stages, each spread over a semester. At the end of the first stage, the student is required to submit a preliminary report of his/her work by a prescribed date to be evaluated by an Internal Project Evaluation Committee. The second stage of the work is continued in the following semester.
- b. The second stage of project work is also evaluated in the same manner as in the first stage. However, in the second stage the students are required to submit unbounded copies of the report for examination.

On successful completion of the oral examination, each student will be required to submit corrected bound copies of the project report one each to the department and the supervisor(s).
- c. Those who fail in the first stage assessment will be required to re-register for the first stage in the following semester. Likewise, those who obtain an 'F' grade in the final (second stage) assessment will be required to re-register for it in a subsequent semester (including a summer semester).
- d. For students having insufficient progress either in the second stage of a two stage project or in a single stage project, extension of time in the summer vacation not exceeding ten weeks from the announced last date for submission of the project report may be granted. In such cases, the concerned students will be temporarily awarded an 'I' grade. Further, if the reports are not submitted within the allowed period of time, the 'I' grade will be automatically converted to an 'F' grade.

METHOD OF AWARDING LETTER GRADES

- 14.3 The instructor(s) shall submit a copy of letter grades to the Academic section, by the due date specified in the Academic Calendar.
- 14.4 End-semester examination answer scripts and the sheet containing details of marks converted to grades shall be preserved by the instructor(s) concerned for a period of one semester.
- 14.5 Changes in Grades Already Awarded: If a student feels that he/she has not been awarded a deserving grade in a course, he/she may request the instructor of the course within one week of the start of the next semester, to show him/her the end-semester answer script in order to ensure that all the questions have been evaluated properly. In case of any change in grade, the same with due justification has to be communicated by the Instructor to the Academic Coordinator through the Head of Department.

EXAMINATIONS

- 15.1 A student may be debarred from appearing in the end semester examination due to the following reasons:
- If any disciplinary action is taken against him/her.
 - On recommendation of a teacher, if his/her attendance in the Lecture/Tutorial/Studio/ Practical classes has less than the prescribed minimum during the semester.

MAKE-UP EXAMINATIONS

- 16.1 Students who have missed an end-semester examination on valid reasons and have been awarded "I" grade are eligible for a make-up examination which may be held a few days after the end semester examinations. Alternatively, a supplementary examination for the course can be used as a make-up examination.
- 16.2 No make-up examination will be scheduled for the mid-semester examination and quizzes. It is entirely up to the instructor to ascertain the proficiency of the student by whatever means considered appropriate to him/her if he/she is satisfied of the bonafides of the case.

WITHHOLDING OF GRADES

- 17.1 Grades shall be withheld when the student has not paid his/her dues or when there is a disciplinary action pending against him/her.

ELIGIBILITY FOR THE AWARD OF B. TECH. DEGREE

- 18.1 A student shall be declared to be eligible for the award of B. Tech. degree if he/she has :
- Completed all the credit requirements for the degree with a grade "DD" or higher grade in each of the subjects (Theoretical, Laboratory, Studio, Workshop, Sessional etc), Seminar, Project etc;
 - Satisfactorily completed all the non-credit requirements for the degree viz Extra Academic Activities, Industrial Training, etc (if any);
 - No dues to the Institute, Department, Hostels, NCC, NSS and NSO; and
 - No disciplinary action is pending against him/her.

18.2 The award of B. Tech. degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

FINE ON STUDENTS

19.1 Fine for leave of absence from classes:

A fine of ₹1000.00 per day to be imposed on students who are absent from the Institute without taking prior permission.

19.2 Fine for late registration:

A late registration fee will be imposed on students registering late. A “last date” will be defined, and a late registration fee will be defined which will change from time to time (currently ₹5000/-). Students, registering after the due date and on or before the “last date” will have to pay a fine upto Rs. 5000/- as decided by the administration based on circumstances. Any student registering after the “last date” will not be allowed to register and his semester will be “dropped”. Exceptions on medical grounds will be approved by the Chairman Senate.

FORMATION OF DEPARTMENTAL UNDERGRADUATE PROGRAMME COMMITTEE

20.1 In order to manage and monitor the different academic programmes of the Institute, an Undergraduate Programme Committee is to be formed in every Department where such programmes exist.

The composition of this committee and its functions will be as follows:

DEPARTMENTAL UNDERGRADUATE PROGRAMME COMMITTEE (DUPC)

(i)	Head of the Department (HOD) (ex-officio)	Chairperson
(ii)	Three faculty members to be nominated by the HOD (Note : If faculty strength of a department is less than or equal to four, then all the faculty members will be members of the DUPC)	Members
(iii)	Faculty Member to be nominated by the HOD	Member Secretary
(iii)	One faculty member from another department. The department will be chosen by the committee. The faculty member from the chosen department will be nominated by the HOD of that department.	Member
(iv)	One student each, with CPI not less than 7.0 and not subjected to any disciplinary action by the Institute, to be selected by the undergraduate students of the 2nd, 3rd and 4th years.	Members
	Tenure :	
	Two years for faculty members and one year for student members. Tenure of the Secretary shall also be two years.	
	Functions of the Committee:	
(i)	To oversee the conduct of all undergraduate courses of the department, and to ensure that the Ordinances relating to the programmes are being followed.	
(ii)	To ensure proper academic standards are being maintained in the courses offered by the department.	
(iii)	To consider malpractices by students in academic matters referred to DUPC by a course instructor, and to recommend actions to be taken	

(iv)	To consider cases of students not performing as per requirements and to recommend follow up action to be taken on a case-by-case basis	
(v)	To discuss and recommend changes in the syllabi of all undergraduate courses offered by the department from time to time before sending the same to the Senate	
(vi)	To review student feedback (summary data only) of courses and to recommend corrective measures, if any.	
	Functions of the Secretary, DUPC	
(i)	To hold meetings of the DUPC, at least twice in a semester, and as often as required	
(ii)	To prepare agenda for meetings and to prepare Minutes of meetings	
(iii)	To keep track of academic performance of students in the UG programmes, and to put up cases to the DUPC as per need.	
(iv)	To co-ordinate assignment of students to faculty for projects	
(v)	To co-ordinate the feedback from students of the courses offered by the Department	

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