

Conduct of Courses at IITK: General Guidelines

**Office of the Dean of Academic
Affairs**

Class Schedule

- The classes & examinations for a course shall normally be held in the time slot given in the OARS time table. In exceptional situations another empty slot may be used for regular classes if it suits all the registered students, and it is between 8:00 AM and 6:30 PM. In case you change the schedule of course, do inform the OARS section about changed venue/timings;
- Try not to miss any lectures due to meetings, travel etc. Any missed class is to be compensated by a make-up class. However rescheduling of lecture should be done sparingly;
- Extra classes can be scheduled on Saturdays and Sundays in consultation with students. No extra class may be scheduled on the weekend prior to commencement of Mid-Sem/End-Sem examinations;
- Normally, no extra class/examination should be scheduled on gazetted holidays;
- LHC will not be available for extra classes on Sundays and gazetted holidays;
- Extra classes to hold a quiz or a laboratory test may be done in consultation with students.

Course Outline

- ❑ It is important and useful to provide an outline of the course in the first week of the course. This outline may describe all course related policies (either through handout or course webpage), such as :
 - Course Objectives, Learning Outcomes, Prerequisites and Background (learning objectives and outcomes of the course, Prerequisites and background required for effective learning in the course, etc.).
 - Attendance Policy and Code of Conduct (e.g., minimum attendance requirement to appear in examination(s); its weightage in grade evaluation, if any, makeup policy, etc.);
 - Weightages of assignments, various examinations, quizzes, laboratory work, etc. in determining the final grade;
 - Grading Policy (at least general guidelines). Even general principle to be followed for relative grading should be enunciated;
 - Text books and other reference material;

Continuous Evaluation

- ❑ In each semester, there shall normally be a Mid-Semester Examination and one End Semester Examination in regular courses (only one final examination for the modular courses). As far as possible, all the examinations shall be conducted during the announced examination schedule. Any departures must be informed to DoAA through HoD.
- ❑ The Instructor-in-Charge shall be responsible for conducting the course, holding the examinations (including makeup examination), evaluating the performance of the students and awarding the grades at the end of the semester.
- ❑ Students' performance is evaluated through a mid-semester examination, an end-semester examination, quizzes (short-tests), assignments, laboratory work (if applicable), etc. The weightage of each component to determine the final grade in the course is decided by the course instructor who must inform the students about these weightages at the start of the semester.
- ❑ Make sure that continuous evaluation (Quizzes, Assignments, etc.) is an important aspect of the course;

Continuous Evaluation

- ❑ Apart from mandatory Mid-Semester and End-Semester examinations, at least two Quizzes are desirable in every UG course;
- ❑ The core course instructors must hold at least one quiz before the mid-semester exam and at least one quiz between the mid-semester and the end-semester examination.
- ❑ Students may be awarded grade "I" (Incomplete) in a course, if he has missed a minor part of the course requirement but has done all other parts satisfactorily. A student is not entitled for "I" grade simply because he has failed to appear in some examinations. An "I" grade cannot be given for research units. An "I" grade award to any student must be converted by the Instructor-in-Charge to an appropriate letter grade before the date announced in the Academic Calendar. Any "I" grade outstanding two days after the last scheduled make-up examination shall automatically be converted to a "F" grade.
- ❑ Students who fail to appear in end semester examination, due to bonafide reasons, are allowed to appear in the Make-up Examination on the permission of SUGC/SPGC and as per the schedule mentioned in Academic Calendar. If a student fails to appear in mid-semester examination or quiz, or submission of assignments etc., it is entirely up to the instructor to decide whether or not to provide a make-up opportunity. This rule applies even if the student was on sanctioned leave or unwell .

Timely Feedback to Students

- ❑ All feedbacks to the students should be timely;
- ❑ Graded Mid-semester examination copies should be shown to students within fourteen days after the last date of Mid-Semester examination;
- ❑ All marks (excluding End-Sem. Marks) have to be told to respective students in the last week of classes;
- ❑ Graded End-semester examination copies should be shown to students before final grades are submitted;
- ❑ Final grades are to be submitted within 3-5 days (depending on number of students registered in the course) of the end-semester examination of the course (1-50 students --> within 72 hours after examination; 51-150 students --> within 96 hours after examination; 151 or more students --> within 120 hours after examination)

.

Grading

- ❑ A general guideline for awarding grades should be announced in the first week (or lecture) of the course;
- ❑ Weightages for different components of evaluation should be announced in the beginning of the course;
- A course can be either pass-fail or a grade with numerical value;
- Grades with numerical values are: A*:10 (Outstanding), A:10, B:8, C:6, D:4, E:2, F:0;
- Pass fail grades are: S (satisfactory or pass), X (fail);
- Other grades: I (incomplete), W (waiver);
- Please carefully verify the grades before submission to avoid cumbersome process for grade change subsequently;
- Grading is completely left to the instructor subject to adherence to announced grading policy.

Miscellaneous

- The medium of instruction shall be the English Language.
- The exact dates for the important academic events scheduled during the Academic Session are specified in the Academic Calendar. In particular, the dates for the following events are specified: Orientation, Registration, Late Registration, Commencement of Classes, Adding and Dropping of Courses, Submission of Documents, Examinations (including make-up examinations), Submission of Grades; Conversion of "I" Grades, Vacations, Mid-Semester Recesses. The Academic Calendar, or any change therein during the session, shall require prior approval of the Senate.
- It is desirable and useful to specify office hours during which instructors will be available for consultation to students in their offices;
- It is expected that all tutors of the course attend lectures of the course;
- Each course has to be approved by SUGC/SPGC before it can be offered;

Miscellaneous

- A new course may be floated by a faculty member by submitting the course content and other details in the appropriate format (available from the DoAA website) to the DUGC. The DUGC/DPGC will circulate the course details among the entire Institute faculty for their feedback;
- If an instructor finds that a registered student has missed 10 or more contact hours in the course without sanctioned leave, then s/he can be de-registered from the course. The request for de-registration must reach SUGC at least 4 weeks before the last class;
- During the pre-registration period it is desirable to clear the requests for courses as soon as possible;
- OARS has a provision for transfer of responsibilities temporarily in case you are unavailable during (pre)registration.

THANKS

- Office of the Dean of Academic Affairs
- ✘ <http://www.iitk.ac.in/doaa>
- ✘ Tel: 7674
- ✘ doaa@iitk.ac.in