ACADEMIC RULES GRADUATE

STUDY DURATION

The students are supposed to finish their Graduate(Masters) in maximum four years and Post Graduate(Doctorial) in maximum seven years. If a student cannot register for a particular semester due to some unavoidable reasons, he/she has to apply for a semester leave. The student may be allowed at the most two non-consecutive semester leaves during the entire academic session, and that too with the prior written approval of the head of department.

SEMESTER REGISTRATION

All SS-CASE-IT students are required to register every semester by taking at least one course. This rule does not apply to the students getting semester leave. Absence without semester leave or not registering for a semester is immediate ground for dismissal.

SEMESTER LEAVE

A student is allowed semester leave of maximum three semesters. A student cannot avail more than two consecutive semesters leave. All semester leave requests are to be made in writing and approval of the chairman is necessary before a student proceeds on semester leave. A student has to make sure that he / she completes degree requirements within 4 years (12 semesters) for Graduate(Masters) program and within 7 years (21 semesters, starting from the date he/she is admitted to candidacy) for Post Graduate(Doctorial) program.

WITHDRAWAL

A student in good academic standings may withdraw from a course for medical or other genuine reasons. If a student withdraws all the courses in a semester, the student should apply for the Semester Leave. Student may also withdraw from the program by giving an application form and citing reasons for withdrawal from the program. A student who withdraws from the program is eligible for readmission.

EXPULSION

An expulsion may occur if a student is found using unfair means to complete course work such as:

Plagiarism (copying assignments, copying material off the internet or some other source without mentioning reference of the source etc.)

Cheating in an exam or quiz.

Misconduct towards SS-CASE-IT staff, faculty or fellow colleagues.

Misuse of facilities provided.

Spamming; sending unsolicited emails to SS-CASE-IT students, staff or faculty.

Students expelled from the program on academic or disciplinary grounds may appeal to the Disciplinary Committee for readmission. The committee has the discretion to accept or reject applications and also decide whether or not to give any credit to the student for courses already taken at SS-CASE-IT. Students removed from the program based on the disciplinary action may not be considered for readmission.

INTERRUPTION OF STUDIES

In case a student could not submit the course registration form within the registration period of the semester due to unavoidable and acceptable reasons, the Chairman may grant approval of the late registration on the following terms and conditions:

The registration shall not be late by more than two weeks of the normal registration deadline, inclusive of holidays, if any.

The Chairman must have approved and recommended the registration form and forwarded it to the Executive Director.

If granted approval, the student must deposit a sum of Rs. 200/- per day per semester, inclusive of weekend and holidays, if any, as late registration fee in the account office and submit a copy of the receipt along with the approved late registration forms to the Program Coordinator. Registration later than the expiry of late registration deadline is not accepted under any circumstances.

CLEARANCE PROCESS

Students are required to get clearance from SS-CASE-IT in the following situations:

Upon graduation

After withdrawal from SS-CASE-IT

To receive a refund of the Security Deposit

Without clearance, no official transcript will be issued to the student.

COURSE DROP PERIOD

After the initial registration students may drop courses in the period specified by the SS-CASE-IT administration (Please consider the academic calendar). After a certain deadline, students cannot withdraw or change a course. It is the students' responsibility to check their latest course enrollment. The SS-CASE-IT management will not be responsible for any confusion due to incorrect course codes and/or section enrollment.

ATTENDANCE POLICY

Students are expected to attend all classes to take full advantage of the learning opportunities and also to avoid missing surprise quizzes, which will affect their grade in that course. Instructors of certain courses may make attendance mandatory.

There are no make-ups for unannounced quizzes. Moreover, make-ups are not scheduled for quizzes, etc. that are missed due to late enrollment in courses or course swaps.

ACADEMIC STANDINGS

There are three academic standings at Sir Syed CASE Institute of Technology (SS-CASE-IT):

Good: If GPA > 2.70 and CGPA > 2.70

Warning: If GPA < 2.70 or CGPA < 2.70

Probation: A student on academic warning getting GPA < 2.70 or regardless of the previous standing getting GPA < 2.00. If GPA is < 2.00, a student may be dismissed directly without being put on probation.

A student can be dismissed from SS-CASE-IT if:His/her GPA is equal to or less than 2.00. (Probation or Dismissal)

Already on probation and gets GPA < 2.70 while CGPA < 2.70

STUDENT EVALUATION SYSTEM

The performance of every student is continuously monitored and assessed throughout the semester. During the semester, a student's performance is evaluated by taking quizzes, assignments, sessional exams, laboratory reports and project presentations. A final examination is also taken at the end of the semester. The number of quizzes, assignments and sessionals and their relative weightage is at the discretion of the course instructors.

GRADES

Grades are communicated to the students at the end of each semester. Students may petition for a review of the grade to the relevant instructor up to two weeks after the grade for that course has been announced.

F GRADE

Any student who gets an F in a course may retake the same course. Only the new grade will be used in the calculation of his/her CGPA. In this case his/her accumulated credits will also show an addition of 3 credit hours. However, the transcript of record will still show both grades for that course (previous F and the new grade).

It is acceptable to consider that a student is eligible to graduate, even if the student has a pending F grade in any subject, provided that the student fulfills all the following conditions:

The student has otherwise completed all the degree requirements.

The student fulfills the minimum credit requirement (e.g. 30 credit hours) with courses other than the course(s) in which the F grade(s) is obtained; i.e. the student has completed the required number of courses for the degree with passing grades, apart from the course(s) with the F grade(s).

The course in which F grade is obtained does NOT fall in the category of the students chosen Area of Specialization (for Computer Engineering) or Core Courses (for Engineering Management). If it does fall in either of the above two categories, then the course must be passed to graduate, even if this means repeating the course.

INCOMPLETE (I) GRADE

A student may request an "I" (Incomplete) grade, if for some genuine reason, she/he fails to appear in a final exam or a final project. I grade is not awarded for any other deficiency in the course. The procedure to request "I" grade is as follows;

Student: The student must fill an "I-Grade Application Form" and get it approved from the department. The department chair may approve or reject the application based on the genuineness of the case.

The application is then sent to the concerned Course Instructor who has the final authority for approval

.After approval from the course instructor, the student will deposit the prescribed fee to reschedule the examination and submit the completed form in the student affairs department.

INCOMPLETE (I) GRADE

Course Instructor: If an "I" grade application is approved by the course Instructor, he/she has to ensure that the "I" grade is awarded to the student in the final award list.

The Instructor is to provide a makeup final examination question paper to the exam department in a sealed envelope before submission of final result for that course. The Examination Department SS-CASE-IT will provide the final date and time for the makeup examination to the student and the instructor.

The following points are also to be kept in mind:

Allowing an "I" grade is at the discretion of the instructor. But he cannot just award an "I" grade to any student on the basis that he has not appeared in the final exam. A student must apply for it according to the prescribed procedure.

Any student with an "I" grade is allowed to make up the missed final exam/final project, but not any other part of the course. For example a student who has missed course components other than the final exam/final project or obtained poor grades in tests, assignments, quizzes and sessionals, will not be able to make these up by virtue of having been given an "I" grade.

All deficiencies other than final exam/final project must be completed within the semester in consultation with the course instructor only.

The student must apply for an "I" grade before the final examination of that courses and in some emergency cases within seven days of final examination of the course. Late requests will not be entertained by the department.

The "I" grade must be completed in the following semester. After this, an "I" grade will automatically be converted to an F grade.

RECHECKING OF FINAL PAPER

A candidate shall be allowed to have his Final Exam answer book rechecked on submitting request along with rechecking fee Rs. 1500/- per subject. This request must be submitted with 15 days after the announcement of provisional result. Then a committee will be constituted consisting of the following members from SS-CASE-IT:

Head of the concerned department – Chairman.

Assistant Controller of Examinations – Member.

One faculty member nominated by the President, - Member.

The Committee shall certify that:-

The script has not been changed.

No question or a portion of any question or any part of the paper has been left unmarked / unchecked.

The grand total of marks awarded in answer book is correct.

The grand total from the answer book is correctly transferred to award list.

The result has been correctly posted and notified by the officials.

If any discrepancy is found, the answer book along with committee findings etc. will be forwarded to concerned subject instructor.

The committee will give its documentary findings and recommendations to the president (SS-CASE-IT).

GPA SYSTEM

The GPA in a particular semester is calculated using the following method. The instructor assigns a certain letter grade to a student in a particular course. The numeric value of that grade is obtained from the table below. The numeric equivalent is multiplied by the number of units of that particular course giving the Grade Points for that course.

PERFORMANCE	LETTER GRADE	NUMERICAL EQUIVALENT
• Excellent	a	4.0
• Very Good	B+	3.5
• Good	B	3.0
• Average	C+	2.5
• Pass	C	2.0
• Fail	F	0.0
• Incomplete	I	–

The grade points for all the courses taken in that particular semester are calculated and added together. The sum is then divided by the total number of units taken in that semester. The quotient is the GPA for that semester. The following example illustrates the calculation of GPA with assumed data:

COURSES TAKEN	GRADE POINTS	NUMERICAL VALUE	UNITS	UNITS
• Course 1	A	4.0	3	12.0
• Course 2	A	4.0	3	12.0
• Course 3	F	0.0	3	0.0
• Course 4	B	3.0	3	9.0
• Course 5	C+	2.5	3	7.5
• Total			15	40.5

GPA = Grade Points = 40.5/15 = 2.7 (taken to 2 decimal places)

Total Units Attempted: 15

Credit will be granted for 12 units only (excluding the 3 units of the F grade).

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Course Instructor: If an "I" grade application is approved by the course Instructor, he/she has to ensure that the "I" grade is awarded to the student in the final award list.The Instructor is to provide a makeup final examination question paper to the exam department in a sealed envelope before submission of final result for that course. The Examination Department Sir Syed CASE Institute of Technology (SS-CASE-IT) will provide the final date and time for the makeup examination to the student and the instructor.

The following points are also to be kept in mind:

Allowing an "I" grade is at the discretion of the instructor. But he cannot just award an "I" grade to any student on the basis that he has not appeared in the final exam. A student must apply for it according to the prescribed procedure.

Any student with an "I" grade is allowed to make up the missed final exam/final project, but not any other part of the course. For example a student who has missed course components other than the final exam/final project or obtained poor grades in tests, assignments, quizzes and sessionals, will not be able to make these up by virtue of having been given an "I" grade.

All deficiencies other than final exam/final project must be completed within the semester in consultation with the course instructor only.

The student must apply for an "I" grade before the final examination of that courses and in some emergency cases within seven days of final examination of the course. Late requests will not be entertained by the department.

The "I" grade must be completed in the following semester. After this, an "I" grade will automatically be converted to an F grade.

RE–CHECKING OF PAPERS

If a student is not satisfied with his grade in a course, he/she can apply for the rechecking of the final paper within 15 days of the declaration of result. In such cases, the student has to deposit a paper-rechecking fee (Rs. 1000/per paper) in the Account Office of the Institute and has to write an application to the Chairman of his/her department. The receipt of money paid has to be submitted along with the application.

After approval from the Chairman, the case is forwarded to the Controller of Examinations for further processing. The Instructor concerned rechecks the paper. If no change in the grade, the Chairman can decide to forward it to a committee nominated by the Chairman and approved by the Executive Director.

The final decision is communicated to the Controller of Examinations. If there is a change in the grade, the new grade is communicated to the student, and the amount paid is refunded. If there is no change in the grade, the decision is communicated to the student and no refund is made.

ATTENDANCE POLICY

No student shall be admitted to an examination unless the following conditions are fulfilled:

He has been on the roll of the Institute during the semester for which the examination is being held, unless allowed by these regulations to take examination in outstanding papers.

He has attended a minimum of 75% of the total number of lectures delivered, the laboratory periods held, design and practical work done during the semester for which the examination is being held.

The Chairman of the department may, for valid reasons, condone a deficiency to the extent of 10% of the attendance.

In very special cases, the Executive Director may condone attendance further but the attendance of the student should not be less than 50%.

If a student does not fulfill the condition of attendance, he/she shall have to re-register for that course in the next semester in which this course is offered.