

## Undergraduate Courses

### Course Number and Title

Each undergraduate course has a unique number consisting of a code to identify the department/interdisciplinary programme with 2 to 3 characters of English alphabet followed by a *three-digit* number beginning with 1, 2, 3, 4 or 5. In case of Humanities and Social Sciences, separate identification codes are used for each of the approved disciplines. Similarly, for some core courses, different codes bearing 2 to 3 characters of English alphabet (e.g., CSO, ESC, ESO, MSO, PSO, PE, TA) are assigned for identification. Each course has an appropriate title. In addition to the “normal courses” that run for a complete semester/summer term, there are “modular courses” that run for exactly half a semester.

### Course Credits

The credits of an undergraduate course are determined by the number of contact hours (lectures, tutorials and laboratory hours) and additional hours that a student is expected to devote per week. The credits for a modular course will be half that of a full course. If **L**, **T**, **P** and **A** represent number of lectures, tutorials, laboratory hours and additional work per week, respectively, for a course, its credit is given by

$$\text{Credit [C]} = 3.0 \times \mathbf{L} + 2.0 \times \mathbf{T} + 1.0 \times \mathbf{P} + \mathbf{A}$$

The value of **A** will usually be taken as ZERO. However, there may be lots of assignment/project submissions in some courses. Similarly, some lab experiments may require too much of time for initial preparation of the experiment. In such cases, the value of **A** may be appropriately chosen.

### Approval of a New Course

A new course can be proposed by any faculty member in a prescribed format (Appendix 4) at least two months before the registration date of the semester in which it is intended to be offered for the first time. The Convener, DUGC of the concerned department/ interdisciplinary programme sends out the proposal to all other DUGC Conveners for circulation among faculty members to elicit their comments and suggestions, with a copy to the Chairman, SUGC. After a minimum period of five weeks, the proposal is revised (if necessary), taking into account all the comments/ suggestions received. The Convener, DUGC then writes to the Chairman, SUGC for approval of the course with two copies of the proposal in its final form and all the comments/suggestions received. If over 20 percent of the contents get modified in the process, the revised proposal is re-circulated and time of at least two weeks is given there-after for the receipt of comments/ suggestions before sending the final version to the Chairman, SUGC for approval.

SUGC can constitute sub-committees to design/ modify core courses. The proposals are then circulated to departments/ interdisciplinary programmes for eliciting their comments/ suggestions and subsequent revision (if necessary) before submitting to the Senate for approval. Similarly, courses of professional curriculum and Humanities and Social Sciences are designed/ modified by sub-committees of the concerned department, processed by respective DUGC using the procedure stated above and submitted to SUGC for approval.

## **Courses of Study**

The details of all the approved courses are contained in **COURSES OF STUDY**, a document brought out by the Institute periodically.

## **Discontinuation of a Course**

Any undergraduate course, which is not offered for three consecutive years, may be discontinued. The undergraduate office informs the departments/ interdisciplinary programmes about such courses and if a recommendation for their continuation is not received within one month, those are automatically taken off from the list of approved courses. No course is allowed to remain in the list of approved courses for over five years without being offered. The Convener, DUGC may also write to the Chairman, SUGC to remove such courses from the list of the department/ interdisciplinary programme.