

National Institute of Technology Mizoram

Curricula for B. Tech. Programme 2012

Regulations:

1. Introduction

The provision contained in these Regulations will govern the conditions for imparting courses of instructions conducting examinations and evaluation of students' performance leading the 4-year courses in Engineering/ Technology leading to the award of B. Tech degree.

This regulation is effective from the start of the academic session 2012-2013.

1.1 Discipline: The disciplines in which the courses of studies for the B. Tech Degree are

- i. Computer Science and Engineering
- ii. Electrical and Electronics Engineering
- iii. Electronics and Communication Engineering
- iv. Mechanical Engineering
- v. Civil Engineering

1.2 The provisions of this Regulation shall also be applicable to any new disciplines that are introduced from time to time and added to the list in section 1.1

1.3 The Board of Governors may, on the recommendation of the Senate, change any or all parts of this Regulation at any time considered appropriate by the Senate.

2. Academic Calendar

2.1 The academic session is divided into two semesters each of approximately 20 weeks duration: an Autumn Semester and a Spring Semester.

2.2 The 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. The Academic Calendar shall strive to provide for a total of about 90 working days in each semester.

3. Admission

3.1 Admission to all courses will be made in the Autumn Semester of each session, at the First Year level, through a qualifying Examination conducted by CBSE under the supervision of Central Counselling Board which comprises of representatives from all the NITs.

3.2 Besides the successful candidates from qualifying examination; specified number of foreign nationals and Indian nationals residing abroad for at least a period of 5 years, satisfying the norms approved by the Senate and selected by the Central Counselling Board in accordance with the policy laid down by the Government of India may be admitted directly to the first year of any of the courses covered by this Regulation.

3.3 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 grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.

4. Residence

- 4.1 The Institute is partially residential one, Hostel accommodation is provided to the students as per availability of seats in hostels.
- 4.2 The terms and conditions that a student must fulfill during his/her stay in a Hostel are as mentioned in *Appendix - I*.

5. Attendance

- 5.1 Attendance in all classes (lectures + tutorials, laboratories, workshops etc.) are compulsory. A student may be debarred from appearing at an examination on ground of unsatisfactory attendance.
- 5.2 Absence from classes without prior permission will be considered as an act of indiscipline.
- 5.3 Detailed rules regarding condonation/ relaxation of attendance up to Maximum of 15% in classes etc. are given in *Appendix - II*.

6. Conduct and Discipline

- 6.1 Students shall conduct themselves within and outside the premises of the Institute in a manner befitting the students of an institution of national importance.
- 6.2 Detailed rules regarding conduct and discipline are given in *Appendix - III*.

7. Change of Branch

- 7.1 The students admitted to a Course leading to the B. Tech. in a particular branch will ordinarily be required to continue in that branch of studies.
- 7.2 However, the Institute may permit a few students subject to their fulfilling the prescribed conditions to change over from one branch to another, after two semesters of continuous studies. Detailed rules governing the change of branch are given in *Appendix - IV*.

8. Course Structure

- 8.1 The duration of the courses leading to the B. Tech. degree will be 4 years. The curricula for the different degree programmes as proposed by the respective departments and recommended by the Undergraduate Programme and Evaluation Committee (UGPEC) shall have to have the approval of the Senate. The departments would also prepare the syllabus of each subject containing the scope of studies and detailed instructions to be imparted which must have the approval of the UGPEC.
- 8.2 All Subjects would have a lecture - tutorial - experiment/design component (L-T-P) to indicate the contact hours. 'T' and 'P' components of a subject may be void. All subjects would have a credit count 'C'. Teaching of subjects would be reckoned in terms of credits. Every subject would have a list of subjects (may be void) as its prerequisite. A student who has qualified in all the subjects in the prerequisite would be allowed to register in the subject. The teacher concerned would have the prerogative to waive the prerequisite for a student if he/she is satisfied through a test that the student otherwise have gained sufficient proficiency to take up the subject. Subject to availability a student, irrespective of his/her level or discipline of study, may be allowed to take a subject including a Master's program course as an elective breadth or additional subject, defined subsequently in this section, if he/she satisfies its prerequisite.
- 8.3 The curricula to be followed in the first two semesters by students of all the Engineering/ Technology programmes shall be common as given in *Appendix - V*.

8.4 Every student in the first year is required to register in the Extra Academic Activity (EAA). Students may choose anyone of the following activities: NSS or any sports/athletic activities of NSO as may be recommended by the Student Activity and Sports Officer (SA&SO) and approved by the Senate.

i All first year Indian students will register in the National Social Service (NSS) Scheme or Sports.

ii Physically handicapped will register in the NSS.

8.5 The remaining course work requirements will be different for the respective degree courses. The requirements would be detailed out in the curriculum and syllabi for each of the discipline as approved by the Senate. The overall structures for the different degrees are given below:

8.6 To get a B. Tech. degree a student has to fulfill

i the depth requirement corresponding to the discipline,

ii the breadth requirement and

iii Humanities and Social Science (HSS), Industrial Engineering & Management (IEM) and Information Technology (IT) subject requirements.

8.6.1 Depth Requirement: The depth requirement would be specified by the department and would include

a. Basic science requirements,

b. Engineering science requirements,

c. Other requirements (e.g. Workshops, engineering drawing and graphics etc.),

d. Professional subjects – both core and electives,

e. Projects and

f. Comprehensive viva - voce.

8.6.2 Breadth Requirement: A student is required to take at least six subjects as his/her breadth subject for which slots would be made available in the curriculum. The breadth subjects must be a subject offered by other discipline but different from the subjects (including electives) enlisted for the requirement for his/her own depth. A student would be free to choose a breadth subject provided it is available in terms of timetable, limitation of class size and his/her eligibility.

8.6.3 Humanities & Social Science (HSS), Environmental Engineering and Information Technology related subject requirements:

At least two HSS elective subjects, one IT subjects and one Management and Environmental Engineering subject would be included in the curriculum of any discipline.

8.7 Industrial Training and Field work: The curricula for all B. Tech. would include compulsory industrial training for 4 to 6 weeks, to be carried out in the winter vacation at end of the fifth semester.

9. Registration

9.1 Every student of the B. Tech. course is required to be present and register at the commencement of each semester on the day fixed for and notified in the Academic Calendar.

9.2 Registration of student for First (Autumn) Semester will be centrally organized by the Institute. For all other semester the registration will be

organized departmentally under the supervision of the faculty of the department (s).

- 9.3** A student who does not register on the day announced for the purpose may be permitted in consideration of any compelling reason, late registration within the next three working days on payment of a prevalent additional late fee as prescribed by the Institute. Normally no late registration shall be permitted after the third working day from the scheduled date.
- 9.4** Only those students will be permitted to register who have:
- i.** Cleared all Institute and Hostel dues of the previous semesters,
 - ii.** Paid all required prescribed fees for the current semester, and
 - iii.** Not been debarred from registering for a specified period on disciplinary or any other ground.
 - iv.** Have been admitted to the institute to a program/ semester in person only.
 - v.** Must have passed/ studied a prerequisite subject(s)/ course(s) i.e. attended courses offered in previous semester(s) for a program or as decided by the Board of studies, before he/ she can register for an advance course in next higher semester.
 - vi.** Registration (Normal) will take place for first two days without late fees as per academic calendar at the beginning of each semester.
 - vii.** Thereafter late registration may be allowed for next three working days with fine as fixed by the institute.
 - viii.** Registration beyond scheduled dates (Normal and Late) will be allowed up to next five working days with fine as fixed by the institute.
 - ix.** No registration can proceed after the extended dates of late registration i.e. after 10 (ten) working days as stated above.

The respective department faculty may consider registration beyond cutoff date in exceptional circumstances as stated in curricula. However, compensation of shortage of attendance due to late registration shall not be allowed.

Registration is complete only when the concerned department copy of registration is verified and official seal is placed on official registration slip.

The Institute reserves right of cancellation of registration due to disciplinary reasons/ non fulfilling academic criteria for any program/ semester etc.

Adding and Dropping Course(s)

With the approval of the Faculty advisor and department, student can add or drop courses within a week from the closing date of registration.

- i.** Faculty advisor will properly monitor students to add/ or drop courses.
 - ii.** Adding courses is possible only within the upper limits.
 - iii.** Once the student registers for some course due to some reason (by approval of faculty advisor) however, if the student does not attend the course unless he/ she drop that course, an 'FF' grade will be automatically awarded.
- 9.5** To be able to register in the second year and continue his/her study in the Institute at the end of the first year a student must
- i.** Complete satisfactorily at least minimum **60 credits for B. Tech Program.**
AND
 - ii.** Obtain a Cumulative Grade Point Average (CGPA) of **not lower than 4.00** calculated on the basis of some combination of best grades

obtained by him/ her to attain the **minimum 52 credits** in B. Tech Program.

- iii. A student failing to complete satisfactorily both the above conditions i.e. 9.5 (i) and (ii), even after going through Re/Special Examinations in first year of admission then he/ she is required to take readmission in next academic session, and repeat the course curricula afresh.
- iv. If a student failing to complete satisfactorily both the above conditions i.e. 9.5 (i) and (ii), even after going through Re/Special Examinations in second year of admission **then he/ she is required to discontinue his/her studies after the second year and leave the Institute.**
- v. In no case the total period of completing 1st and 2nd semesters of B. Tech. program should exceed two years, else the student shall have to leave the Institute. To determine the total period for completion of 1st and 2nd Semesters of Bachelor's Degree program in two years or for completion of B. Tech. program in Six Years, the period of debarring due to punishment for using unfair means and unfair practice in any examination or due to punishment for disciplinary reasons shall not be counted provided such punishment is for the first time.

Note: The CGPA for a set of p subjects will be calculated as follows:

$$\text{CGPA} = \frac{\sum c_i g_i}{\sum c_i} \quad (i = 1 \text{ to } p)$$

where 'c_i' is the number of credits allotted to a particular subject 'i' in the set, and 'g_i' is the grade - point carried by the letter grade awarded to the student in that subject 'i'.

9.6 From the third (Autumn) Semester onwards in any Autumn /Spring Semester of the Program/ Branch (specialization):-

- i. Students who have dropped course or have been debarred from course due to shortage of attendance or incomplete course due to exemption not having been obtained under clause 12.4 (ii) (b) in the previous Autumn/ Spring Semesters must first register for as many of those subjects as are offered in that Semester, along with the regular courses for the program, provided the time - table adjustments permit registration in any such course(s). Total registered Course credit of a student would not be allowed to exceed **52 credits**. However, student is permitted to get registered for **only one** dropped course, debarred course, incomplete subject/ course along with the regular courses in the current semester, even if total registered credit **exceeds 52 credits**.
- ii. Student who has a backlog in a breadth or an elective subject may register in another breadth or an elective subject from and within the same group of electives offered in the Semester concerned.
- iii. In case of student debarred due to adopting unfair means at examination or due to any other disciplinary action in the previous Autumn/ Spring Semesters, he/ she may be permitted to get registered as per Section 9.6 (i) above only after he/ she becomes eligible for registration.

9.7 A student who has been debarred from appearing at an examination either

- i. as per recommendation of the subject teacher for unsatisfactory attendance or
- ii. by the Institute as a measure of disciplinary action or

- iii. for adopting malpractice at an examination, and consequently awarded a grade 'XX', may re - register for the subject(s) after the term of the debarment expires, provided that other provisions of this regulations do not prevent him.

9.8 With the concurrence of the Faculty Advisor a student may be allowed to change his/her registration of subjects within one week from the day of registration.

10. Grading System

10.1 As a measure of students performance a grading system using the following letter grades and corresponding grade points per credit, shall be followed:

Performance	Letter grade	Grade point per credit
Outstanding	AA	10
Excellent	AB	9
Very good	BB	8
Good	BC	7
Average	CC	6
Below Average	CD	5
Marginal	DD	4
Poor	FF	0
Incomplete	II	--
Satisfactory Completion	SS	--
Unsatisfactory	UU	--
Registration Cancelled	RC	--
Debarred	XX	--

10.2 A Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum c_i g_i}{\sum c_i} \quad (i= 1 \text{ to } n)$$

Where 'n' is the number of subjects registered for the semester, 'c_i' is the number of credits allotted to a particular subject, and 'g_i' is the grade points carried by the letter corresponding to the grade awarded to the student. SGPA will be rounded off to the second place of decimal and recorded as such. The SGPA would indicate the performance of the student in the semester to which it refers.

10.3 Starting from the second semester at the end of each semester, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:

$$CGPA = \frac{\sum c_i g_i}{\sum c_i} \quad (i= 1 \text{ to } m)$$

Where 'm' is total number of subjects the student has registered from the first semester onwards up to and including the semester 'S', 'c_i' is the number of credits allotted to a particular subject 's_i' and 'g_i' is the grade point carried by the letter corresponding to the grade awarded to the student for the subject 's_i'. CGPA will be rounded off to the second place of decimal and recorded as such. The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers.

The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to each student at the end of every semester.

For determining the inter- se -merit ranking of a group of students, only the rounded off values of the CGPAs will be used.

- 104** When a student gets a grade 'II' for any subject(s) during the semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) subjects. After the 'II' grade(s) has (have) been converted to appropriate grades, the SGPA and CGPA for that semester will finally be recalculated after taking into account this (these) grade(s).
- 105** When a student gets the grade 'FF' in any subject during a semester, the SGPA and the CGPA from that semester onward will be tentatively calculated, taking only 'zero point' for each such 'FF' grade. After the 'FF' grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the 'FF' grade has been updated, will be recomputed to take this change of grade into account.

11. Assessment of Performance:

11.1 There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the subject teacher/co-ordination committee formed for this purpose. This constitution of the co-ordination committee is given in *Appendix - VI*.

- 11.2**
- i.** For arriving at a grade obtained by a student for a particular subject, initially a numeric marks obtained by the student out of 100 (hundred) is to be determined. For subjects where the laboratory component (P - component) is non-zero, separate marks each out of 100 (hundred), in the theory component (L & T components) and the laboratory component are to be ascertained first. Next the failure cases (that is, the cases of student obtaining 'FF' grade) are to be determined as explained in *Appendix - VIII*. A composite marks of the subject out of 100 is then to be computed by taking appropriate contribution of theory component and the laboratory component as elucidated in *Appendix - VII*.
 - ii.** Once the numeric mark is obtained, the same is to be converted to letter grade following the Guidelines given in *Appendix - VIII*.
 - iii.** For subject in which the theory component is greater than 1 (one), the subcomponent and the respective weights assigned to these are given below.

Subcomponent	Weight
Class Assessment (C.A.)	20%
Mid-Semester Examination	30%
End-semester Examination	50%

- iv.** For assigning mark in Class Assessment (C.A.) performance in home assignments, class-tests, tutorials, viva-voce, attendance etc. are to be considered. At least two class tests are to be conducted for a subject. The weights of different subcomponents of C.A. are to be announced by the teacher at the beginning of the Semester.
- v.** For subject in which the theory component is 1 (one), there would be no Mid- Semester or End-Examination. The marks of the theory component would be decided by performance in class-tests, home assignments, tutorials (if any); viva-voce, attendance etc. at least two class tests are

to be conducted for the theory components of such a subject. The weights of different subcomponent are to be announced by the teacher at the beginning of the semester.

- vi. For assigning marks in the laboratory component (P - component) the relevant subcomponents that are to be considered are: day-to-day work, regularity, tests, assignment, viva-voce etc. Percentage weight of the different subcomponents in deciding the final marks are to be announced at the beginning of the semester.

11.3 The four to six week industrial training undergone by the students in the winter vacation after the fifth semester would be assessed within five weeks after the commencement of the sixth semester. The students are required to submit a written report on the training received and give a seminar and on the basis of which a grade would be awarded. The students are also required to submit to the department a completion certificate, in the prescribed form from the Competent authority of the organization where the training was received, without which he/ she would not be assessed.

- i. The Training and Placement (T & P) Cell of the institution shall notify the list of organization(s) with number of seats available for students of different branch with stipend and/or without stipend. The allotment of seats in those industries notified shall be done on merit/ inter-se-merit of the applicants/ students of different branch, who have applied for the same.
- ii. If any student is desirous to undergo Industrial Training at an Industry/ Institute/ Organization of his/ her choice/ preference, then a letter of recommendation shall be issued by the T & P Cell containing details of requirement and necessary guidelines for the Industry/ Institute/ Organization.
- iii. Students may join different value addition courses of minimum four to six week duration at the institute or at other institution/ organization, that shall be treated as equivalent to Industrial Training and evaluation shall be done as per clause 11.3 only. The head of the department (HOD) of concerned department shall be competent to decide regarding equivalence of such value addition course. The HOD shall forward application of students and issue different certificates after verification to enable him/ her to join the course/ program in lieu of Industrial Training.
- iv. The students may apply for appearing at different tests organized by different Industry / Institution / organization of repute for selection of student's industrial training with stipend. The HOD concerned shall provide all necessary support and issue certificate to enable him/ her to join the training program at industry during winter vacation.

11.4 Assessment of Project Work

B. Tech Program: Assessment Procedure for Project

Performance in the various activities in the project would be assessed individually at the end of each semester in which it is being carried out as per the curriculum. The students are required to submit a written report at the end of the semester. The Head of the Department would appoint a project evaluation board for the purpose of assessment.

The different components of evaluation and the weights assigned to these components are depicted below:

Stages	Details of Stages	Min. time allocation	Marks allocated (in Percentage)	Assessment Committee
Stage-I	Project Proposal	Within one week of the starting semester	--	Project supervisor & at least one Senior Faculty Member
Stage-II	Review & Approach to the Problem/ Data Collection	After One Month	10	-----
Stage-III	Analysis & Experimentation/ Design & Implementation	After Two Month	10	-----
Stage-IV	Pre-Final Design	After Three Months	30	-----
Stage-V	Project Report/Thesis	End Semester Exam	10	Project Evaluation Board
	Final Project Evaluation	End Semester Exam	40	-----

The student is required to give a seminar on the project work done. The evaluation board would conduct the viva - voce. Dates for conducting the seminar and the viva voce, to be held within ten days after the end - semester examination, would be announced in the academic calendar.

- i. If student due to non - completion of the project work cannot submit the final project report at the end of eighth semester for B. Tech. program and does not appear before the evaluation board for the viva voce on the date fixed by the department in conformity with the academic calendar, may be granted extension of time not exceeding two months on the following conditions:
 - a. He/she would be awarded one grade lower than the grade obtained by him/her and
 - b. He/she would be deemed to have completed the requirements for the degree if applicable, in the succeeding session.

11.5 The Head of the Department would constitute the Viva Voce Board(s) for conducting the Comprehensive Viva-voce Examination for the Project Work as per the requirement of the curriculum. The board would decide the relative weight of the different aspect of the viva voce and decide the grade to be awarded to the students. The dates of the viva voce, to be conducted within ten days after the previous end-semester examination, would be announced in the academic calendar.

12. Examination

- 121** The Examination Section of the Institute will centrally conduct the Mid - Semester and the End - Semester Examinations in respect of the theory component of the subjects unless otherwise permitted.
- 122** All examination work such as paper setting, evaluation and result preparation for the courses offered by any department shall be done by the faculty of the respective departments to avoid delay in evaluation and publication of result.
- 123**
- i. A student will be permitted to appear in the examination, only if he/she has:
 - a. Attendance record to the satisfaction of the teachers in the theory and laboratory classes and has completed the assignment works given.
 - b. Paid all Institute and Hostel dues of the semester.
 - c. Not been debarred from appearing in the examination as a result of disciplinary proceedings.
 - ii. A student may be debarred from appearing at the Mid - Semester or End – Semester Examination on the report of a teacher/chairman, co-ordination committee, if his/ her
 - a. attendance at lecture/ tutorial/ laboratory classes has not been satisfactory during the period, and/or
 - b. Performance in the assignment works during the semester has not been satisfactory.
 - iii. A student may be debarred from appearing at Mid- Semester or End – Semester or Special examination if he/ she is found using unfair practice during the examination, under the provisions of the categories of unfair practice/ unfair means detailed at *Appendix –XII*.
- 124**
- i. Class tests, assignment, tutorials, viva - voce, laboratory assignments, etc. are the constituent components of continuous assessment process, and a student must fulfill all these requirements as prescribed by the teacher/co-ordination committee of the subject. If due to any compelling reason (such as his/ her illness, calamity in the family, etc.) a student fails to meet any of the requirements within/on the schedule date and time, the teacher/co-ordination committee in consultation with the concerned Head of the Department may take such steps (including conducting of compensatory tests/ Assignments etc.) as are deemed fit.
 - ii. **a. Appearing in the end - semester examination in the theory and Practical component of a subject is compulsory for a student.** Unless exempted as per clause 12.3 (ii) (b). If a student fails to appear in the end semester examination he/ she will be assigned an 'II' grade in the subject and will not be permitted to appear at the re/special examination for the subject as stipulated in clauses 12.8 & 12.10 respectively of the curricula.
 - b.** However, if a student misses the end - semester examination due to a compelling reason like serious illness of himself/ herself or a calamity in the family, he/ she may appeal to the Director, through his/her Head of the Department for permitting himself/ herself to appear at the re/special examination(s), as the case may apply. A sub - committee (as Detailed below) or the Undergraduate Program

Evaluation Committee (UGPEC) may, after examining the representation/ request of the student and being convinced about the merit of the case, recommend and permit him/ her to register in the summer quarter and/ or appearing in the special examination(s) condoning his/ her absence. The Sub Committee or UGPEC is required to make necessary recommendations for approval of the Director.

The Sub Committee shall consist of following Members

- i.** Faculty Incharge, Academics - Chairman
- ii.** The HOD of respective Department
- iii.** Faculty Incharge, Examination
- iv.** Institute Doctor or a Doctor recognized for the purpose by the Institute (only in case of Medical Ground)
- v.** The Registrar/ Deputy Registrar – Secretary

125 Students will be permitted to appear in the examination in only those subjects for which they have registered at the beginning of the semester and have not been debarred.

126 The final grades awarded to the students in a subject must be submitted by the teacher/chairman, co-ordination committee, within seven days from the date of holding the examination to the concerned Head of the Department for onward transmission to the Faculty Incharge (Examination).

127 The evaluation of performance in the Extra Academic Activities (EAA) will be done by the authorities conducting these. The grades will be communicated to the Faculty Incharge (Examination) by the SA&SO.

128 Any change of grade of a student in a subject, consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, must be approved by the Departmental UG Committee and must be forwarded by the teacher/chairman, co-ordination committee, through the Head of the concerned Department within 20 (twenty) days from the date of commencement of the next Semester.

129 For the benefit of and as a process of learning by the students, the scripts after correction of all class tests, mid - semester examinations, end semester examination, assignments etc. would be shown to the students within two weeks from the date of tests/ examinations.

The students may get their answer sheet of end semester examination reevaluated within 15 days of the publication of the result; by making an application on prescribed format and payment of fee as fixed by the Institute.

The scrutiny of the end semester answer script shall be done by the Performance Evaluation committee members of respective department. The correction/ modification required shall be incorporated in their result/ Grade.

After scrutiny only changed grade shall be awarded/ recorded in his/her result and grade card after scrutiny.

1210 In order to provide additional opportunity to the students who failed (obtained an 'FF' grade) in one or more subjects due to not being able to score higher than the cut - off marks in the theory components and/ or practical in either the autumn and/or the spring semester in a academic session.

- i.** Re/ special examinations equivalent to the end - semester examination will be arranged centrally by the Examination Section, and will be conducted after every end semester examination. Regulations relating to the Re/Special examination are given in *Appendix - IX*.

- ii.** If the student fails in Re- examination also then he/ she may appear for maximum two course(s) in the failed course as non-collegiate student in corresponding semester of the next session Autumn/ Spring End semester examination.

All internal marks for the course shall be carried forward for that paper in next session for preparation of result and award of grades.

- a.** Separate examination fee as fixed by the Institution shall be payable to appear Autumn / Spring End Semester examination as Non collegiate candidate.
- b.** Attending classes for all such courses is not mandatory. However if a student wants to attend classes, then he/ she must take permission of the concerned HOD. However no modification in marks for class attendance, class test/ assignments and Mid semester examination for theory or practical component shall be allowed.
- c.** Marks obtained in latest Autumn / Spring End Semester or Re-examination shall be recorded in grade card for the student.

- iii.** In case, a candidate has failed in a subject/ course and has registered to appear as Non-collegiate candidate under the regulation for examination, and where the department has implemented new/ revised syllabus for a subject/ course during that academic session then

- a.** There shall be only one examination in a particular subject as long as the syllabus in the subject does not vary more than 20%.
- b.** In case variation in the syllabus of any subject is more than 20%, then separate question paper for that subject/ course with old syllabus shall be provided to the Non-collegiate candidate during next academic session.
- c.** If the candidate is not able to pass in that subject/ course after availing facility of question paper with old syllabus (as stated above), he/ she shall have to appear with new syllabus as non-collegiate candidate in subsequent examinations of this subject/ course. As per provisions under section 12.10 (ii) (b) of the curricula, the candidate may however attend classes for this subject/ course also for subsequent examinations of this subject/ course in which change in syllabus is more than 20%.
- d.** If due to some reason that course and is not being offered in subsequent academic session, the candidate shall have to get registered for an equivalent subject/ course approved by course equivalence committee of the concerned department. The student shall be required to attend classes and appear for all assessments for the equivalent course as per rules.

The Course equivalence committee will comprise of three members consisting of the HOD of the concerned department and two subject experts nominated by HOD with HOD of the concerned department acting as chairman of the committee.

- 1211** A student in any degree Programme must complete the prescribed course work for B. Tech. Program of the eight semesters within a maximum period of six years and in special cases the Senate may, on the recommendation of the Department and the Under Graduate Program Evaluation Committee (UGPEC) further extend the total time limit for completion of all the requirements by one more year over and above the limit (as stated above) of six years for the B. Tech. degree.

13. Graduation Requirement

- 131** In order to qualify for a B. Tech. Degree of the Institute covered under these Regulations a student must:

- i** Complete all the credit requirements for the degree, as laid down in the prescribed curriculum of the discipline, with a minimum grade 'DD' scored in every subject.
- ii** Obtain a CGPA of 5.00 or higher at the end of the semester in which he/she completes all the requirements for the degree.
- iii** Have cleared all dues to the Institute, the Hostel, the Library and the Department.

- 132** The minimum total credit requirement that has to be satisfactorily completed for the award of a degree will be decided by the senate, when the new curriculum is framed. The Minimum Credit Requirement to be offered by the Engineering/ Technology departments from session 2012-13 and thereafter shall be **Minimum 320 credits**.

- 133** Normally a student should complete all the requirements consecutively in eight semesters for B. Tech degree.

Academically weaker students may be granted time up to 12 semesters to complete all the requirements for B. Tech. Degree.

- 134** A student, whose academic records at the end of any semester clearly indicate that he/she will not be able to qualify for the degree for which he/she had been admitted within the limits of time specified in clause 13.3 above, shall have to discontinue studies and leave the Institute when asked to do so.

14. Withdrawal from the Institute

- 14.1** A student who has been admitted to a degree course of the Institute may be permitted to withdraw temporarily for a period of one semester or more from the Institute on grounds of prolonged illness or acute problem in the family which compelled him to stay at home, provided:

- i** He/ She applies to the Institute within 15 days of the commencement of the semester or from the date he/she last attended his/her classes whichever is later, stating fully the reason for such withdrawal together with supporting documents and endorsement of the father/guardian.
- ii** The Institute is satisfied that, inclusive of the period of withdrawal, the student is likely to complete his requirements for the degree within the time limits specified in clause 13.3.
- iii** There are no outstanding dues or demands from him/her by the Institute/ Hostel/ Department/ Library/ EAA.

- iv. No Dues and Clearance: Any student is required to clear all dues (if any) and submit NO DUES certificate in prescribed format from different departments and sections before he/ she may be granted permission on his request/ application as detailed below:

Sl. No.	Requirement of clearing Dues	Clearing of Dues/ No Dues Certificate to be Submitted	Authority for grant of Clearing and Permission
1.	Cancellation of Admission (before Registration to the Program)	Exempted from submission of No Dues Certificate	Faculty Incharge Admission Committee.
2.	Before Registration to a Semester	From Accounts, Hostel, Library	Office Superintendent, Warden, Faculty Incharge Library.
3.	Withdrawal from a program (after registration to the program)	From all departments, Library and Hostel etc.	All HOD(s), Warden, Faculty Incharge Library and all Service In-charge(s).
4.	Award of Degree/ Migration Certificate	From all departments, Library and Hostel etc.	All HOD(s), Warden, Faculty Incharge Library and all Service In-charge(s).

- v. All request for grant for permission of clearing Dues (if any) or NO Dues Certificate will be approved by the respective department, where he/ she has been admitted to a program and submitted at the end to office for final permission and approval.

14.2 A student who has been granted temporary withdrawal from the Institute under the provisions of clause 14.1 will be required to pay the tuition fee and other essential fees/charges for the intervening period till such time as his/her name is borne on the Roll List.

14.3 A student will be granted only one such temporary withdrawal during his/her tenure as a student of the Institute.

15. Institute Medals and Prizes

The senate shall have the authority to Institute medals and prizes as it deems fit from time to time. Following guidelines/ rules for award of Medal(s) and Certificates are subject to change with the approval of the Senate.

Institute Gold Medal(s) and Certificate(s) to Graduating Candidates

- i. The candidates graduating from the Institute shall be awarded Gold Medal in following categories in each academic Session and shall also be given Academic Merit Certificate in the Convocation for that Session
 - a. Bachelor's program: Overall Topper (from amongst all Branch Toppers)
 - b. Bachelor's program: Branch Topper(s) from each discipline/ Branch.
- ii. Branch topper of the Program for Academic Year/ session: Recipient's name from different program(s) is to be decided based on merit i.e. CGPA and Overall percentage of marks of the Candidates graduating in that academic session.

- iii. The selection of candidate for award of gold medal will be done based on merit as detailed below for determining inter-se-merit and merit rank within Program and discipline/ department.
 - a. The candidate must have passed all semester examinations for the program in first attempt and within the time period as prescribed for any Degree program(s).
 - b. The candidate must not have been involved in any act of indiscipline or had not been punished/ awarded punishment for an act of indiscipline or adopting unfair practice or unfair means at any examination during his/ her stay at the Institute.
However an act of indiscipline by students in-masse due to certain reasons may be treated differently compared to an act of indiscipline committed by an individual student.
 - c. The candidate must have highest CGPA among all students who have graduated from the Institute within the time limits for the respective program.
 - d. If there are more than one candidates having same CGPA then the candidate having higher overall percentage of marks shall be at higher merit rank.
 - e. Candidates graduating i.e. completing the program in more time than prescribed time for the program shall be listed with merit rank lower than all such students who have graduated in time.
- iv. Over all Topper of the program shall be decided on the inter-se-merit of the students for Branch Topper(s) as stated above under respective under graduate and Post graduate program.
- v. The Institute shall notify the name(s) and other details of the topper(s) and overall topper for different programs, and place the notification for information to all degree recipients and other concerned. Further objections or any claim for discrepancies from stake holder for consideration will be invited within 15 days with supporting documents for consideration i.e. within 15 days from the date of notification. If no objection/claim is received then the Medal recipient's list shall be considered final.

However, if any claim is received, the same will be verified and corrected (in case of error) by the Faculty Incharge and approved by the chairman Senate.

Award of Academic Merit (Rank) Certificate of the Session

- i. The Institute will identify Topper(s) of Each session and Program based on CGPA and overall percentage marks obtained at the end of Spring (Even) End Semester Examination of the session. The other guidelines may be taken from procedure defined above.
- ii. The First (1st) Branch Topper from each semester identified shall be awarded an Academic Merit (Rank) Certificate without any cost. However rank holders from second (2nd) to fifth (5th) on request may be issued on payment of requisite fee decided by the Institute. This fee may be revised by the Institute from time to time.
- iii. The candidates having rank below five shall not be issued any academic Merit (Rank) Certificate by the Institute.

16. Issuance of Transcript/ Degree/ Recommendation or any other Certificate

Transcripts are records of the student's academic performance. These are most valuable private and sensitive documents. Utmost care is taken in recording, storing and issuance. The following are the guidelines for issuance of transcripts and certificates:

- i.** No student record shall be shown or given to a third party without written consent of the student. The Institute may have discretionary exceptions to this.
- ii.** No transcripts shall be issued against request made through third parties, i.e. representatives, friends or relatives, agencies etc.
- iii.** In exceptional cases transcripts may be issued on the request of a third party meeting the following conditions:
 - a.** The party must carry a power of attorney/ letter of authority with photograph of the person who has been authorized and attested by the student.
 - b.** The third party must produce affidavit from competent authority to the effect that he/ she assumes full responsibility for any disputes arising from the possibility that the office is misled in sending transcripts to persons who have no legal claims over the document.
 - c.** The third party will be required to put his/ her thumb impression on the said affidavit.
 - d.** The third party will not demand that the transcripts be given to him/ her.
 - e.** The transcript shall be dispatched to the student's permanent address by registered/ Speed post only in a sealed envelope.
- iv.** Degree and other certificate issued by the office shall be delivered to the student or shall be sent by registered/ speed post to his/ her permanent address only.
- v.** Upon the request of the students, the office issues the letter of attendance and other certificates. For all such certificates there is a service charge fixed and is required to be deposited in institution.
- vi.** The Duplicate Transcript / Grade Card will be issued on payment of extra charge fixed by the competent authority.
- vii.** Request for issue of Duplicate copy of any document such as Degree, Migration, certificate and Provisional Degree must carry Affidavit and Fee fixed for it.
- viii.** The grade card / transcript shall be issued by the signature of Faculty Incharge (Exam) and verification by Verifying Officer.

17. Relaxation

The senate may, under exceptional circumstances, consider any case of a student having a minor deficiency in respect of any requirement stated in these regulations and relax the relevant provision of these regulations based on the merit of the case. The ground on which such relaxation is granted shall invariably be recorded and cannot be cited as precedence.

APPENDIX – I

RULES RELATING TO RESIDENCE REQUIREMENTS

Following are the detailed rules governing residence requirements of students:

- 1.** The mess of each Hostel shall function as a single integrated unit and shall not, under any circumstances be sub - divided into any kind of groups or sub - groups.
- 2.** No married accommodation shall be provided to any student of the undergraduate courses.
- 3.** No student shall come into or give up the assigned accommodation in any Hostel without the prior permission of the Warden.
- 4.** A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/ permission of the Warden.
- 5.** Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfection and shall vacate the rooms when leaving for the vacations /holidays.
- 6.** Students shall be responsible for the proper care of the furniture, fan and other fitting in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Hostels for common use of all students.
- 7.** Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause, the Institute shall accept no responsibility and shall not be liable for payment of any compensation.
- 8.** Engaging personal attendants, keeping pets and use of appliances like electric heater, electric iron, oven, refrigerator etc. by a student in the Hostel is prohibited.
- 9.** All students must abide by the rules and regulations of the Hostel as may be framed from time to time.

APPENDIX – II

RULES REGARDING ATTENDANCE

Following are the rules relating to attendance at classes:

1. Attendance in all classes (lectures + tutorials, laboratories, workshops, EAA including its related camps and other publicized activities etc.) are compulsory. A student may be debarred from appearing at an examination on the ground of unsatisfactory attendance.
2. The teacher concerned may condone absence from classes for a very short period subject to maximum of one week due to unavoidable reasons provided he/she is satisfied with the explanation.
3.
 - i. If the period of absence is for a short duration (of not more than two weeks) application for leave shall have to be submitted to the Head of the Department concerned stating fully the reason for the leave requested for along with supporting document(s) the Head of Department will grant such leave.
 - ii. Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reason for which prior application could not be made may be condoned by the Head of the Department provided he is satisfied with the explanation.
4. If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department to the Director, with the supporting documents. The decision to grant or condone such leave shall be taken by the Director after considering the recommendation of the Head of Department.
5. It will be the responsibility of the student to get his absence from classes condoned by the appropriate authority.
6. A student must intimate his/her absence to the Warden of the Hostel in which he/she is residing, before availing of any leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provision in *Appendix - III*.
7. In case of natural calamity/ illness/ family problem etc. the condonation / relaxation in Attendance requirement shall be decided by the committee constituted for the purpose.
8. Late Registration or condonation allowed on any ground does not permit compensation in marks for attendance or in marks for internal evaluation.

APPENDIX – III

RULES REGARDING CONDUCT AND DISCIPLINE

Following rules shall be in force to govern the conduct and discipline of all students:

1. Students shall show due respect to the teachers of the Institute, the Wardens of the Hostels, the Sports Officers and Officers of the National Social Service; proper courtesy and consideration should be extended to the employees of the Institute and of the Hostels. They shall also pay due attention and courtesy to visitors.
2. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new student, admitted to the Institute every year. Law bans ragging in any form to anybody - acts of ragging will be considered as gross indiscipline and will be severely dealt with.
3. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures
 - i. Ragging as defined by Hon'ble Supreme Court Order(s) writ application No. (C) 656/1998.
 - ii. Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
 - iii. Displaying lack of courtesy and decorum; resorting to indecent behavior anywhere within or outside the campus.
 - iv. Willfully damaging or stealthily removing any property/belongings of the Institute. Hostel or fellow students.
 - v. Possession, consumption or distribution of alcoholic drinks of any kind of hallucinogenic drugs
 - vi. Adoption of unfair means in the examinations.
 - vii. Organizing or participating in any group activity in company with others in or outside the campus without prior permission of the Director.
 - viii. Mutilation or unauthorized possession of library books.
 - ix. Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
 - x. Not intimating his/her absence to the warden of the Hostel before availing any leave.

Commensurate with the gravity of the offence the punishment may be reprimand, fine expulsion from the Hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.

4. For an offence committed (a) in the Hostel (b) in the Department or a classroom and (c) elsewhere the Warden, the Head of Department and the teachers, respectively, shall have the authority to reprimand or impose fine or take any other suitable measure.

All cases involving punishment other than reprimand shall be reported to the Chairman of the Standing Disciplinary Committee.

5.
 - i. All major acts of indiscipline, which may have serious repercussion on the general body of students and/or which may warrant a uniform and more formalized nature of investigation, shall be conducted by the Standing

Institute Disciplinary Committee appointed by Senate The standing Disciplinary Committee consists of the following ex-officio and other members:

- a. Faculty appointed by the Director -- Chairman
- b. Faculty Incharge, Academics -- Member
- c. Warden of the Hostel of Residence of which the student concerned -- Member
- d. One Faculty nominated by the Senate by rotation for two years -- Member
- e. One Student representative (for one year) -- Member
- f. The Registrar/ Deputy Registrar -- Member Secretary

In addition, the Chairman may invite any other person(s) to be associated with the proceedings of a particular case, if their participation is considered necessary in disposing of the matter.

- ii. Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Chairman Senate for necessary action.

6. Cases of adoption of unfair means in an examination shall be dealt with by the committee on Examination Malpractice consisting of the following members:

- i. Faculty appointed by the Director -- Chairman
- ii. Head of the Department to which the reported student belongs -- Member
- iii. The Invigilator reporting the case -- Member
- iv. The Invigilator-in-Charge of the Examination Hall concerned -- Member
- v. Faculty Incharge Academics -- Member
- vi. Faculty Incharge Examination -- Member
- vii. The Registrar/ Deputy Registrar -- Member Secretary

The Committee shall recommend appropriate measures in each case to the Chairman of the Senate for awarding the punishment.

7. **Unfair means and Malpractice at Examination**

If any student is found involved in malpractice and unfair-means practice at Mid Semester or End Semester Examination then

- i. The Hall in-charge is required to submit a detailed report to the Faculty Incharge Examination/ regarding nature of malpractice and/ or Unfair-means adopted by the student with relevant evidence (if any) with signature of the invigilators.
- ii. The student shall be debarred from appearing at the examination in which he/she has been reported and legal action may also be taken as per rules.
- iii. The Faculty Incharge Examination or Competent Authority after consultation with subject/ course expert regarding evidence of Malpractice/ Unfair-means adopted by the student will issue notice to the student regarding status for appearing at subsequent Examination(s).
- iv. The answer sheet with a copy of report is required to be sealed in separate envelop and placed before the Unfair-means Committee for necessary decision and recommendation of action.
- v. The details of category and punishment in different case of malpractice and Unfair-means cases are placed at *Appendix – XII*.

8. **Stay-out or Walk-out from Examinations**

Students are expected to appear at the examination as per schedule notified, and any grievance with respect to question paper or any other matter related to the examination be discussed with the HOD after the examination and submit their representation with signature of all those students who have something to say

regarding the examination question paper difficulties. Any kind of disturbance or staging WALK-OUT shall be considered as a serious act of indiscipline.

There shall be no re-examination, if student(s) STAY-OUT/ WALK-OUT from the examination hall. However in special circumstances the issue of re-examination of courses/ subjects for theory component and/ or Practical component for student(s) who have STAYED-OUT or WALKED-OUT from the examination shall be decided by a Competent Committee constituted for the purpose.

If any re-examination is recommended, then that examination shall be conducted along with Special Examination, and grades awarded shall be one lower than the actual grade as detailed under clause 5.2 of APPENDIX – VIII: GUIDELINES FOR AWARD OF LETTER GRADES.

9. The Chairman, Senate shall have the power to decide cases not mentioned above on recommendation of the Disciplinary Committee.

APPENDIX – IV

RULES FOR CHANGE OF BRANCH

1. A student admitted to a particular branch of the B. Tech course will normally continue studying in that branch till completion.
2. However, in special cases the Institute may permit a student, admitted through AIEEE, to change from one branch of studies to another after the first two semesters. Such changes will be permitted, strictly in accordance with the provisions laid down hereinafter.
3. Only those students will be eligible for consideration for a change of branch after the Second (Spring) Semester, who have
 - i. Completed all the credits prescribed in the first semesters of their studies, in their first attempt without having had to pass any course requirement in the special examination and/ or summer quarter.
 - ii. Obtained a CGPA, at the end of the Second (Spring) Semester, not lower than (i) 8.0 for a change to another Engineering discipline.
4. Students admitted to 4 - Year B. Tech. Programs are eligible for consideration for a change of branch to any Engineering course.

Application for a change of branch must be made by intending eligible students in the form prescribed for this purpose. The faculty incharge (academics) will call for application sometime in the Spring Semester of each academic year and the completed forms must be submitted to him by the last date specified in his notification.
5. Students may enlist up to five choices of branch, 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.
6. Change of branch shall be made strictly on the basis of inter -se- merit of the applicants. For this purpose the CGPA obtained at the end of the second (Spring) Semester shall be considered. Ties will be broken by the rank of qualifying examination of the applicants.
 - i. In making the change of branch, those applicants shall be first considered who have secured a rank within top 1% (one percent), rounded to the nearest integer, amongst all the first year students in terms of the CGPA scored at the end of the second (spring) Semester. Change of branch requested by such applicants shall be made without any constraint.
 - ii. The remaining applicants may be allowed a change of branch, strictly in order of inter- se- merit, subject to the limitation that the actual number of students in the third (Autumn) Semester, in the branch to which the transfer is to be made, does not exceed 110% of the sanctioned yearly intake for that Branch.
 - iii. Also such change from any branch is to be made keeping in view that the total strength of the branch does not fall below 90% of the exiting/ sanctioned yearly intake for that branch. The sanctioned yearly intake of a particular branch shall be the number sanctioned by the Senate as the intake for that branch for the particular year of entry of the applicants. To compute the total number of students in the first year, sum of the sanctioned yearly intake of all the branches will be taken.

For the purpose of calculating the actual number of students in a particular branch, the number of students joining the branch under Clause 6(i) is to be included.

7. All changes of branch made in accordance with the above rules will be effective from the Third (Autumn) Semester of the applicants concerned. No changes of branch shall be permitted here after.
8. All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch offered,
9. Notwithstanding the provisions of foregoing paragraphs the Senate may, under very special circumstances, permit the transfer of a student from one branch to another, in deviation of the above mentioned rules. In each such case the special reasons for which the transfer is permitted must be recorded in the Senate resolution. Such transfers, if any, will be over and above the regular transfers, and their number will not be counted in the computation of 'Actual Number of Students' in a given branch

APPENDIX – V

COMMON CURRICULA OF 1ST AND 2ND SEMESTER OF FOUR YEAR B. TECH PROGRAM

B. Tech. SEMESTER – I

Sl. No.	Course Code	Course Title	L – T – P	Credits
1	HUL1101	Communicative English	3 – 0 – 0	6
2	MAL1101	Mathematics – I	3 – 1 – 0	8
3	PHL1101	Physics	3 – 0 – 0	6
4	PHP1101	Physics Practical	0 - 0 – 2	2
5	MEL1101	Engineering Mechanics	3 – 0 – 0	6
6	MEP1101	Engineering Mechanics Practical	0- 0- 2	2
7	CSL1101	Computer Programming	3 - 0 - 0	6
8	CSP1101	Computer Programming Practical	0 - 0 - 2	2
TOTAL			15 – 1 – 06	38

B. Tech. SEMESTER – II

Sl. No.	Course Code	Course Title	L – T – P	Credits
1	HUL1202	Social Science	2 – 0 – 0	4
2	MAL1202	Mathematics – II	3 – 1 – 0	8
3	CHL1201	Chemistry	3 – 0 – 0	6
4	CHP1201	Chemistry Practical	0- 0 – 2	2
5	EEL1201	Basic Electrical Engineering	3 – 0 – 0	6
6	EEP1201	Basic Electrical Engineering Practical	0 – 0 – 2	2
7	MEL1202	Engineering Drawing	4 - 0 - 0	8
8	MEP1203	Workshop	0 – 0 – 2	4
TOTAL			15 – 1 – 6	40

A course code shall be **DDTXNMM** (EEL1201).

DD indicates the code of department, which is offering the subject.

T indicates the type of subject.

X indicates course type like 1 for UG, 2 for PG, 3 for Ph. D. etc.

N indicates the semester.

MM indicates the course number in the category.

APPENDIX – VI

CO- ORDINATION COMMITTEES FOR U.G. STUDIES

Composition: One Co-ordination Committee would be constituted for each subject taught by more than one teacher of one or more Department/ Centers. Each committee would consist of all the teachers who are involved with the teaching of the subject during the semester. One of its members would be nominated by the Head of that Department, under whose name the subject is being offered, to act as its Chairman.

Tenure: The semester in which the subject is being offered

Functions:

- i. To lay down the course plan for the subject.
- ii. To co-ordinate instructions and progress of teaching in the subject and to ensure that the full syllabus is covered.
- iii. To review periodically the performance of students who have registered in the subject.
- iv. To forward the results of the examinations and the final grades obtained by each student taking the subject to the concerned Head of the Department.
- v. To moderate the Question papers on the subject and ensure that the syllabus is well covered by the Question papers.

Frequency of Meetings: Each Co-ordination Committee shall meet at least two times during the semester.

APPENDIX – VII

CREDIT OF A SUBJECT IN SEMESTER

Credit in any Semester is based on Lecture, Tutorial and Practical (L T – P) hours assigned for the subject, as indicated below.

Lecture/ Tutorial: One hour per week in a semester will be equivalent to two credits.

Practical: One hour per week in a semester will be equivalent to one credit.

Credit of a Subject offered in a Semester = L + T + P

Example: Course XXXXX: 8credits (3-0-2)

The credits indicated for this course are computed as follows:

3 hours /week lectures= 6 credits

0 hours/week tutorial= 0 credit

2 hours /week practical= 2X1= 2 credits

Total=6+0+2= 8 credits

Also, (3-0-2) 8 credit course = (3 h Lectures + 0 h Tutorial + 2 h Practical) per week= 5 contact hours per week.

Few courses are without credit and are referred to as non-credit (NC) courses.

Credit of any subject will be an integer number. If Credit calculated as stated above has any fractional part that needs to be rounded off to an integer number.

In case the course credit is a fractional number greater than or equal to 0.5, then it should be rounded up to next higher integer. If fractional part is less than 0.5 then should be ignored.

APPENDIX – VIII

GUIDELINES FOR AWARD OF LETTER GRADES

1. In general there shall be no rigid marks - to - grade linkage. Difficulty levels of the examinations, tests, assignments, viva-voce and other factors that contributed to the final marks are to be considered by the teacher/co-ordination committee of a subject while converting marks into letter grades.
2.
 - i. The grades **FF and AA** are to be considered as bench mark grades.
 - ii. For subjects which have a laboratory component (P-component), to secure any grade higher than '**FF**' a student has to achieve at least the cut-off marks in both the theory component and the laboratory component. Otherwise, he/she has to achieve higher than the cut-off marks in the theory component alone.
 - iii. The cut-off marks below which a student would be assigned an '**FF**' grade is **35** for the theory component and **40 for the laboratory** component.
 - iv. The exceptionally brilliant performance is to be assigned an '**AA**' grade. Even the best student of any class needs to be good enough to be awarded the '**AA**' grade.
3. In the case of a relatively large class and/or classes where the performance level depicts more or less a normal distribution:
 - i. The average performance (mean value of marks) is to be assigned '**BC**' grade.
However, if by teacher's/co-ordination committee's perception the general level of the class is considered to be appreciably high, the average performance may be assigned '**BB**' grade.
 - ii. All other marks to grade conversion are to be done relatively with respect to the average performance in between (but excluding) the **FF and AA** grades, which have already been assigned, by choosing appropriate boundary marks between grades.
4. In the case where a student appears in the re/special examination, the conversion from marks to grade would be done applying the same norm as was framed for the original class.
5. Due to disciplinary reasons or any other reason if a student is recommended for appearing at regular/ Special end semester examination with reduced grades, then the grade award will be one lower than the actual grade thus scored, except that of performance grade '**DD**' remains unaltered. Grades shall be as elucidated in the table given below:

Grade Obtained	Grade to be awarded
FF	FF
DD	DD
CD	DD
CC	CD
BC	CC
BB	BC
AB	BB
AA	AB

To arrive at the lowered grade as above, the student's marks shall be reduced by 10% of the full marks from the marks obtained in each component. However in case of "DD" grade marks shall be reduced only up to minimum limit of passing marks in that component (i.e. up to minimum 35% for theory and 40% for practical component). In case of "FF" grade NO Change or reduction of marks shall be done.

6. Co-ordination committee would moderate the results of the different sections of a class if wide disparity in performance across sections were observed.
7. All the requirements for the laboratory component are to be satisfied by a student within deadline set-up by the teacher/ co-ordination committee before the start of the end - semester examination. If a student due to a genuine reason like illness of himself/ herself or calamity in the family, cannot complete a particular sub-component, the teacher/co-ordination committee may allocate him/her additional time. In this case an II-grade if needed may temporarily be allocated to the student in the subject. However, the requirement in any case has to be fulfilled within 15 days after the end of the end - semester examination and the grade finalized.
8. There is a provision of Re/Special examination for all students, who have been declared fail in any course in theory or practical or both component in Autumn/ Spring End Semester examination. However such provisions are not permitted for courses having only Practical Component.
9. Grade Card/ Transcript and Academic Status:
Cumulative Grade Point Average (CGPA) will be calculated for only such students who have passed all courses till previous semester.
The academic status of a student in a particular semester shall be based on total performance/ evaluation for the courses offered for the program during the current semester.
The academic status shall be also recorded on the Grade Card issued to the student.
10. The Duplicate Transcript / Grade Card will be issued on payment of extra charge fixed by the competent authority.
11. Request for issue of Duplicate copy of any document such as Degree, Migration, certificate and Provisional Degree must carry Affidavit and Fee fixed for it.
12. The grade card/ transcript shall be issued by the signature of Deputy Registrar / Faculty Incharge (Examination) after verification.

APPENDIX – IX

RULES REGARDING RE/ SPECIAL EXAMINATION

1. Except as specified in Clause 12.3(ii)(b), a student will be eligible to appear in the re/ special examination in a subject if he/she had actually appeared at the last end - semester examination in that subject and obtained the grade 'FF'.
2. A student will not be allowed to appear in more than 5 (five) subjects in the re-examinations.
3. Intending students must submit their application, countersigned by the teacher(s) of the subject(s) or the Head of the Department concerned, along with the necessary fees to the Faculty Incharge (Examination) by the date as announced by a notification.
4. The re-examinations shall be held on such dates as laid down in the Academic Calendar for the year or as notified separately.
5. The student appearing at re-examination for any course(s) having 'FF' Grade, their marks shall be computed by substituting marks of re-examination in place of previous end semester examination marks, however internal marks shall remain same and accordingly grade shall be awarded.
6. The final grades awarded to the students must be sent to the Faculty Incharge (Examination) within 3 days from the date the special examination was held.

APPENDIX – X

DISCRETIONARY PROBATION AND DISMISSAL FROM PROGRAM

Students liable for dismissal for academic reasons will be dismissed unless placed on probation. No student liable for dismissal may expect probation as a matter of right. Probation can be given at the request of students by applying to the Director through his/ her department and the request should be made in the first week of the beginning of the semester. Decision to permit a student to continue his/ her studies on probation must be based on individual consideration of his/ her case and a conclusion that, in view of all the relative circumstances, there are valid reasons to believe that the student can raise himself/ herself academically to the required level of achievement after one semester on probation.

Such valid reasons should be spelled out and documented in academic performance evaluation committee's minutes for each student placed under probation.

Students placed on probation for a semester will be dismissed unless such a student attains a minimum SGPA of 4.50 and CGPA of 6.00. When a student is placed on probation he/ she will be notified.

A student's academic status and auditing is required to be done and he she shall be granted discretionary Probation or dismissal from a course/ program as per curricula for different programs. The academic auditing for such students is required to be done by respective department's Performance Evaluation Committee for different programs before the start of registration to a semester.

In case of disciplinary action, adopting malpractice and unfair-means in examination or any other reason of action against any student, he/ she may be granted probation and/ or dismissal from a program by the Institute on recommendation of different committees constituted for the purpose.

APPENDIX – XI

REFUND RULES OF TUITION FEE AND OTHER FEE DEPOSITED BY ANY STUDENT AFTER TAKING ADMISSION IN THE INSTITUTION AND CANCELLATION/ WITHDRAWAL THEREAFTER

1. The candidates withdrawing from the program before registration to the program are required to submit application to the Faculty Incharge (Admission) with counter signature of the Parent/ Legal Guardian. Such candidates are exempted from submission of NO DUES.
No request for cancellation of admission and/ or permission to withdraw from a program shall be entertained unless application is countersigned by Parent/ Legal Guardian with justifications.
However there may be exceptions to the above requirement.
2. Any student may request for withdrawal from the institute after admission and joining the program. But in all such cases, the student is required to inform the Faculty I/C Academics through the HOD and submit reasons/ justification before grant of such permission.
The student is required to submit No Dues from different departments, labs, Hostel, Library, Accounts and academic section on NO DUES PROFORMA form before grant of permission to withdrawal.
3. Refund of fee deposited at Central Counseling Board (CCB) or any other admission agency shall be allowed only if amount has been transferred to the Institute as per rules of the Institute only.
4. The application of refund of fee etc. shall be processed only after admission has been closed for the session.
5. Refund Rules of tuition fee and other fee deposited by any candidate/ student after taking Admission in the allotted Institution and cancellation/ Withdrawal thereafter from the institution are processed as per following categories:

Sl. No.	Category of Withdrawal/ cancellation of admission	Refund of Initial Fee deposited/ Admission fee/ Tuition Fee/ Development Charges/ Registration charges, Examination fee, Caution money etc.
1.	Candidates withdraw after reporting and/ or during the period when Counseling for admission/ allotment of seats is in progress at CCB and Vacated/ cancelled seats have been referred back/ transferred to the admission agency for admission in subsequent counseling.	Refund of initial Fee as per Admission Agency rules (i.e. CCB) in different Academic Sessions plus Processing fee of the institution. Refund will be made by the institution only after receipt/ transfer from CCB.

2.	<p>Before the Institution level Counseling: Students withdraw after reporting/ taking admission at the institution and/ or leave the institution after registered to a program. In such case vacated/ cancelled seats have been referred back/ transferred for admission in subsequent counseling along with institutional counseling scheduled for filling up lapsed/ vacant seats in different branches.</p>	<p>After deducting 10 % of the fee deposited plus or or Rs 1000/- (whichever is less from the initial fee deposited at the institution plus processing fee of the institution). However, if a student cancel his/her admission after institutional counseling i.e. have got registered to a program in the institution then- No refund of registration fee except examination fee and caution money etc. will be allowed.</p>
3.	<p>After the Institution level Counseling: Students withdraw after reporting/ taking admission at the institution and/ or leave the institution after registration to a program. In such case vacant seat due to cancellation/ withdrawal or lapsed/ vacant seats in different branches will remain vacant/ cannot be filled up.</p>	<p>No refund of fee will be allowed, except examination fee and Caution money if deposited by the student. The institution will claim for transfer of initial fee deposited by the student at the CCB as seat will remain vacant for next 4 yrs for B. Tech.</p>

APPENDIX – XII

EXAMINATION MALPRACTICE AND UNFAIR MEANS CASES (UMC) DURING EXAMINATIONS

1. The provisions of punishment for various reported cases of Unfair-means Cases (UMC) in Examination during End semester/ Special examination is as given below:

Category	Nature of offence	Provision of Punishment
1.	Possession of piece of paper which is unconnected with the matter or making identifying mark on the answer book.	Cancellation of the Examination in that paper.
2.	Possession of piece of paper, which is connected with the subject matter but not utilized.	Cancellation of the Current Examination.
3.	Utilization of piece of paper / notes/ books chits etc which is connected with the subject matter of the Examination	Cancellation of current Examination and debar from any Examination in the next one academic session. After the next academic session the student has to get registration in the same semester and attend classes (i.e. Re-admission).
4.	Substituting replacing, changing or adding pages in the answer book supplied to the candidate, taking answer book outside the examination hall, tempering with material evidence, threatening the persons connected with the examination.	Cancellation of current/ ongoing Examination and debar from any Examination in the next two academic session i.e. after two academic sessions, the student (s) has / have to get registered in the same semester and attend classes (i.e. Re-admission)
5.	<p>5.1 Impersonation:</p> <p>(a) If the Impersonator is identified to be a student of the Institution</p> <p>(b) If the Impersonator is identified to be other than a student of the Institution</p> <p>(c) In case of both 5.1 (a) & (b) above:- In respect of the student for whom the impersonator was appearing.</p> <p>5.2 Disruption of examination by slogans or Gherao, leading to cancellation of examination. Cancellation of the Current Examination.</p>	<p>(a) His admission be cancelled and he be expelled from the Institution.</p> <p>(b) He shall be handed over to the police/ magistrate for action under the law.</p> <p>(c) Examination of that paper be cancelled and further action for cancellation of current examination of all papers be taken after enquiry & confirmation.</p> <p>(As for UMC-2 above) and reduction of one grade whenever such students appear in the cancelled paper(s).</p> <p>Cancellation of current Examination</p>

<p>53 Snatching or tearing of answer book of other examinees.</p> <p>54 Threats or assault or use of force against persons connected with examination.</p> <p>55 Exhibiting Gross indiscipline</p> <p>56 Illegal activities by examinees.</p>	<p>and debar from any Examination in the next one academic session i.e. after one academic sessions, the student(s) has/ have to get registered in the same semester and attend classes (i.e. Re-admission) (As for UMC-3 above).</p> <p>Cancellation of current Examination and debar from any Examination in the next two academic session i.e. after two academic sessions, the student (s) has / have to get registered in the same semester and attend classes (i.e. Re-admission) (As for UMC-4 above).</p> <p>Disciplinary action and legal action may be initiated considering the seriousness of the offence.</p> <p>Any or all of the aforesaid punishment, considering the seriousness of the offence.</p>
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The provision of punishment for various reported cases of Unfair means Cases (UMC) in Examination during Mid Semester examination is as given below:

Category	Nature of offence	Provision of Punishment
1.	Possession of piece of paper which is unconnected with the subject matter or making identifying mark on the answer book.	Cancellation of the concerned paper
2.	Possession of piece of paper which is connected with the subject matter but not utilized.	Cancellation of all the papers of the current Examination.
3.	Utilization of piece of paper / note books/ chits etc which is concerned with the subject matter and any act of indiscipline.	Cancellation of all the papers of the current Examination and disciplinary action which may lead to debar from the End Semester Examination and any other legal action may be initiated depending upon the nature of the offence.

*The Chairman, Senate shall have the power to decide cases not mentioned above on recommendation of the Unfair Means Committee.