

# Ordinances, Rules and Regulations Undergraduate and Postgraduate Programme

## 1. INTRODUCTION

### 1.1 Preamble

This ordinance governs all the rules and regulations for running of all Under Graduate and Post Graduate Programs in National Institute of Technology Uttarakhand (NITUK). This ordinance supersedes all the previous relevant ordinances, rules and regulations.

The curriculum provides broad based knowledge and simultaneously builds a temper for the lifelong process of learning and exploring. At undergraduate level, a student needs to do compulsory foundation courses in the areas of basic sciences, humanities and social sciences apart from the departmental requirements. Departmental courses (core and electives) constitute minimum 50% of the total curriculum. Further, students do open category electives to develop broad inter-disciplinary knowledge base or to specialize significantly in an area outside the parent discipline. At the postgraduate level, students are encouraged to look beyond their area of specialization to broaden their horizons through open electives.

The medium of instruction in the Institute is English.

The Institute follows the semester system. An academic year runs from July through June next year and is comprised of two semesters and two terms. Typically, the 1<sup>st</sup> semester (**Autumn Semester**) starts in the first week of August and ends in the middle of December, the 2<sup>nd</sup> semester (**Spring Semester**) starts in first week of January and ends in the middle of May. The **Summer Term** starts in the 1<sup>st</sup> week of June and ends in the 3<sup>rd</sup> week of July. The **Winter Term** is in second half of December. Detailed schedule is given in the Academic Calendar that is available before the start of the calendar year.

### 1.2 Departments

Each program is offered by a Department. The various Departments and their two-letter codes are given below.

S. No.	Name of Department (alphabetical order)	Code
1	Civil Engineering, Department of	CE
2	Computer Science and Engineering, Department of	CS
3	Electrical Engineering, Department of	EE
4	Electronics Engineering, Department of	EC
5	Humanities and Management, Department of	HM
6	Mechanical Engineering, Department of	ME
7	Sciences, Department of	SC

### 1.3 Programs offered

NITUK offers academic programs in Engineering and Management at Undergraduate and Post Graduate levels. Only course based programs are included in this ordinance. Research based programs shall be covered by a separate Ordinance for Ph.D. For all the undergraduate programs, students are admitted after 10+2 schooling while for all the postgraduate programs, the students are admitted after they have obtained at least a college level Bachelor's Degree. Admission to these programs is based on the performance in national level tests/entrance examinations followed by interviews in some cases. Details will be published every year in the admission notification.

#### 1.3.1 Undergraduate Programs

Department	Program Title	Program Code	Qualification
Civil Engg.	B.Tech. in Civil Engineering	CIV	As per the notification published by CCB/JAB/Competent Authority designated by MHRD, GoI.
Computer Science and Engg.	B.Tech. in Computer Science and Engineering	CSE	
Electrical Engg.	B.Tech. in Electrical and Electronics Engineering	EEE	
Electronics Engg.	B.Tech. in Electronics and Communication Engineering	ECE	
Mechanical Engg.	B.Tech. in Mechanical Engineering	MEC	

#### 1.3.2 Post Graduate Programs

Department	Program Title	Program Code	Specialization	Qualification
Civil Engg.	M.Tech. in Civil Engineering	CIV	1. Structural Engineering 2. Transportation Engineering	As per the notification published by CCMT/Competent Authority designated by MHRD, GoI.
Computer Science and Engg.	M.Tech. in Computer Science and Engineering	CSE	1. Artificial Intelligence 2. Computing systems	
Electrical Engg.	M.Tech. in Electrical and Electronics Engineering	EEE	1. Power System & Control 2. Power Electronics & Drives	
Electronics Engg.	M.Tech. in Electronics and Communication Engineering	ECE	1. Microelectronics and VLSI Design 2. Communication Systems	
Mechanical Engg.	M.Tech. in Mechanical Engineering	MEC	1. Manufacturing Technology 2. Machine Design	

### 1.4 Student's Roll number

1.4.1 Each student shall be allotted an Identity Number during first registration and that will be a permanent identification number. The number shall be IDnnnn0mmm (i.e. IDnnnn0001 to IDnnnn7999) for Undergraduate Students, IDnnnn8mmm (i.e. IDnnnn8000 to IDnnnn8999) for Post Graduate Students and IDnnnn9mmm (i.e. IDnnnn9000 to IDnnnn9999) for Ph.D. Scholars where nnnn indicates the year of admission and mmm indicates serial number of admission. This number will never change and the allotted number will not be offered to any other student even after cancellation of admission. The number shall be valid till the student completes the program or cancels the admission or is removed from the roll. New number shall be assigned when a student takes fresh admission to the same or any other program.

1.4.2 A student shall be allotted a roll number after admissions to that program are finally closed. If a student changes a program he / she shall be allotted anew Roll Number. A number once allotted shall not be offered to any other student. This number shall be commonly used to identify a student.

1.4.3 The roll number of a student shall consist of ten alpha-numerals (XXnnYYYmmm), e.g. BT08ECE001.

XX' Indicates Program Code

Code	Program
BT	Bachelor of Technology
MT	Master of Technology
MB	Master of Business Administration
DS	Doctor of Philosophy in Science
DT	Doctor of Philosophy in Technology
DH	Doctor of Philosophy in Humanities, Social Sciences & Other Areas
DB	Doctor of Philosophy in Business Administration

'nn' indicates year of admission (2008 is indicated as 08)

YYY indicates program code (ECE is for Electronics and Communication Engineering)

mmm indicates Sr. No. in program

BT12ECE001 indicates roll number 001 of B.Tech. (Electronics and Communication) student admitted in 2012.

## 2. COURSE STRUCTURE AND CREDIT SYSTEM

### 2.1 Course Code scheme

2.1.1 A course code shall be DDTNMM (MEL201).

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

T indicates the type of the course.

N indicates the level of the course.

MM indicates the course number in the category.

2.1.2 Types of courses shall be as under. The table indicates the code, type, structure, credits, evaluation pattern and slots in which the subject can be offered.

Code	Type	Structure L+T+P	Credits	Evaluation Weightage out of 100					
				Method	Range				
L	Lecture	1/2/3+0+0	1/2/3+0+0	Sessional Exam. I	15-20				
				Sessional Exam. II	15-20				
				Teachers Assessment	10-20				
				End Semester Exam.	40-60				
	Lecture	1/2/3+2+0	1/2/3+1+0	Sessional Exam. I	15-20				
				Sessional Exam. II	15-20				
				Teachers Assessment	15-30				
				End Semester Exam.	40-60				
	Lecture	1/2/3+0+2/4	1/2/3+0+1/2	Sessional I	10-15				
				Sessional II	10-15				
				Teachers Assessment	05-10				
				End Semester	40-60				
P	Practical	0+0+2/4	0+0+1/2	Mid-Session Evaluation	60-75				
				Session-End Evaluation	25-40				
				Practical	0/1+0/2+2/4	0/1+0/1+1/2/3	Mid-Session Evaluation	60-75	
							Session-End Evaluation	25-40	
	D	Project based courses	-				0-10	Mid-Session Evaluation - I	20-30
								Mid-Session Evaluation - II	20-30
				Session-End Evaluation	40-60				
	T	Training/ Colloquium	-	0-6	No evaluation for training. Only Session End Evaluation for Colloquium. (SS/ZZ)	-			
	R	Professional Practice	1/2/3+0+0	1/2/3+0+0	Same as L	-			
	S	Independent Study	-	2/3	Same as D	Same as D			
	V	Special Topic Lectures	Minimum 6 Hrs./Credit	1-3	Same as L (Schedules of examinations can be different.)	Same as L			
	A	No Credit with Exam.	1/2/3	0	Same as L (SS/ZZ)	Same as L			
B	No Credit No Exam.	1/2/3	0	(SS/ZZ)	-				

2.1.3 Levels of the course shall be as under. The table also indicates the guidelines to assign the level to a course.

Course Level Code	Level of Course	Prerequisite (Optional)	Options available	Prerequisite Credits to be completed by UG	Prerequisite Credits to be completed by PG	Eligible Students
100	Elementary	Nil	No	0	Not Eligible	Only UG
200	First Courses in the Area (Core Courses only)	Nil	No	20	Not Eligible	Only UG
300	Second Level Courses (Core/ Elective)	200 Level Courses	Yes	40	Not Eligible	Only UG
400	Advanced/ Elective UG/Basic PG	200/300 Level Courses for UG, Nil for PG	Yes	60	NIL	Senior UG, PG, PhD
500	Advanced - PG	400 Level Courses	Yes	100	15	Senior UG, PG, PhD

2.1.4 Course code and Course title shall remain unchanged as a combination. If the course is discontinued, or code of subject is changed, the original code of the subject should be frozen for next 6 years.

2.1.5 Course title can be changed without changing the code only if retrospective effect is to be given to the change. Otherwise, new course code should be provided.

2.1.6 If contents of the course are changed, the code can be retained provided two courses are equivalent and credits & structure are same.

2.1.7 If credits are changed the code of course should be changed even if title and contents are same.

2.1.8 Normally every course shall run for the full length of the semester. Only exception is for V-type courses, which may run for part of the semester.

2.1.9 Prerequisite course is only a warning to a student and not a restriction to opt the same provided minimum credit requirement is fulfilled.

## 2.2 Credit system

Education at the Institute is organized around the semester-based credit system of study. The prominent features of the credit system are a process of continuous evaluation of a student's performance/progress and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience, subject to fulfilling minimum requirements for continuation.

A student's performance/progress is measured by the number of credits he/she has earned, i.e. completed satisfactorily. Based on the course credits and grades obtained by the student, grade point average is calculated. A minimum grade point average is required to be maintained for satisfactory progress and continuation in the program. Also a minimum number of earned credits and a minimum grade point average should be acquired in order to qualify for the degree. Details are given in section on degree requirements, regulations and procedures (Section 4).

All the programs are defined by the total credit requirement and a pattern of credit distribution over courses of different categories. Total credit requirement for different programs is given in section 4.

## 2.3 Course credits assignment

Each course, except a few special courses, has certain number of credits assigned to it depending on lecture, tutorial and laboratory contact hours in a week. This weightage is also indicative of the academic expectation that includes in-class contact and self-study outside class hours.

2.3.1 Lectures: One lecture hour per week per semester is assigned one credits. Practical/Laboratory/Tutorial: Two laboratory / tutorial hour per week per semester is assigned one credit.

2.3.2 A few courses are without credit and are referred to as non-credit (NC) courses.

Example: Course XXXXXX:4 credits (3-0-2)

The credits indicated for this course are computed as follows:

3 hours/week lectures = 3 credits

0 hours/week tutorial = 0 credit

2 hours/week practical = 1 x 1 = 1 credits

Total = 3 + 0 + 1 = 4 credits

Also, (3-0-2) 4 credit course = (3 h Lectures + 0 h Tutorial + 2 h Practical) per week = 5 contact hours per week

2.3.3 For each lecture, self-study component is 1 hour/week/two credits for 100-400 level courses and 2 hours/ week / two credits for 500 level courses. For laboratory / tutorial, 1 hour/week of self study is expected for 2 hours of laboratory. In the above example (3-0-2), a student is expected to devote at least 3 + 1 = 4 hours per week on self-study for this course in addition to class contact of 5 hours per week.

## 2.4 Earning credits

At the end of every course, a two-letter grade is awarded in each course to which a student had registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. Student's performance is measured by the number of credits he/she has earned and by the weighted grade point average. A student has the option of registering some courses as Audit Courses. Grades obtained in these audit courses are not counted for computation of grade point average. However, a pass grade is essential for earning credits from an audit course. A minimum number of earned credits are required in order to qualify for a degree and continuation of registration at any stage. Students in the postgraduate programs can audit courses but they do not count towards earned credits.

The credit system enables continuous evaluation of a student's performance, and allows the students to progress at an optimum pace suited to the individual ability and convenience, subject to fulfilling minimum requirement for continuation.

## 2.5 Course content description

Course content description consists of following components: (i) Course Code (ii) Title of the Course (iii) Credit and L-T-P (iv) Pre-requisites (v) Overlapping/Equivalent courses and (vi) Description of the content. An example is given below:

**MEL304** Theory of Machine - II

4 credits (3-0-2)

Pre-requisites: MEL208

Overlaps with: MEL213

Course Coordinator:

Timetable Slot:

Content:—

## 2.6 Pre-requisites

Each course, other than 100 and 200 level courses, may have specified pre-requisites, which may be another course or a fixed number of earned credits (cannot be more than 100 for UG program and 25 for PG program) or both. Course prerequisite indicates that a student who has not completed the prerequisite course will have to study contents of the prerequisite course without teacher's support to understand the course opted. A student who has not earned requisite number of credits necessary as prerequisite will not be eligible to do that course, e.g.

## CEL310 XXXXXXXX

Pre-requisite: CEL140/CEL150/CEL160 and E.C. 140

A student who is ready to (self) study required topics from CEL140, CEL150, CEL160 and has earned 140 credits will be eligible to register for this course.

Pre-requisite earned credits for some courses of special nature are given below.

Independent Study	-	-	70
Project	-	-	70
B.Tech. Major Project Part 1	-	-	100
Practical Training	-	-	45

Details of prerequisite for different levels of subjects is indicated in item no. 2.1.3

### 2.7 Overlapping/Equivalent courses

Wherever applicable, for a given course overlapping and equivalent courses should be identified. A student is not permitted to earn credits by registering for more than one course in a set of overlapping /equivalent courses. Any two courses having 60% content common can be generally considered as equivalent. Students may use these overlapping/equivalent courses for meeting degree/pre-requisite requirements.

### 2.8 Course coordinator

Every course is coordinated by a member of the teaching staff of the Department, which is offering the course in a given semester. For some courses, faculty from other departments or even guest faculty can participate in teaching and/or coordination of a course. This faculty member is designated as the *Course Coordinator*. He/she has full responsibility for conducting the course, coordinating the work of the other faculty members / teaching assistants associated with the course, holding the tests and assignments, and awarding the grades. For any difficulty related to a course, a student is expected to approach the respective course coordinator for advice and clarification. Weightage for tests, quizzes, assignments, laboratory work, workshop and drawing assignment, term paper, etc. will be the basis for award of grade in a course and the distribution will be decided by the concerned Course Coordinator (generally announced at the start of the semester). In addition to the Course Coordinator, a Course Co-teacher shall be assigned. This co-teacher shall assist the Course Coordinator in conducting the course by way of teaching the course / evaluating the assignments, and take-over as course coordinator under situation of administrative emergency. Normally a course coordinator's share of total quantum of work to teach a course will be 66.7%.

### 2.9 Grading system

The grading reflects a student's own proficiency in the course. While relative standing of the student is clearly indicated by his/her grades, the process of awarding grades is not only based on fitting performance of the class to some statistical distribution. The course coordinator and associated faculty for a course formulate appropriate procedure to award grades. These grades are reflective of the student's performance *vis-à-vis* instructor's expectation. Only passing grades will be shown in the final Grade Card.

#### 2.9.1 Grade points

The grades and their equivalent numerical points are listed below:

Grade	Grade points	Description
AA	10	Excellent
AB	9	Very good
BB	8	Good (Above Average)
BC	7	Meets all targeted objectives of the course.
CC	6	Below expectations
DD	4	Marginal, Meets minimum targeted objectives of the course.
EE	0	Poor
FF	0	Very poor
GG	-	Incomplete
UU	-	Unsatisfactory
PP	-	Audit pass
YY	-	Audit fail
XX	-	Withdrawal
KK	-	Continued
SS	-	Satisfactory completion (Zero credit course)
ZZ	-	Unsatisfactory / Failed (Zero credit course)
JJ	-	Failed three times in the core course. Permitted to replace it by Elective Course

### 2.9.2 Description of grades

#### AA grade

An AA grade stands for outstanding achievement.

#### BC grade

The BC grade stands for on par performance. This performance indicates that the student meets more or less all targeted objectives of the course.

#### DD grade

The DD grade stands for marginal performance. It indicates that the student has achieved objectives of the course which are a bare minimum requirement. It is the minimum passing grade in any course. Minimum marks for award of DD grade should not be higher than 45% for L type of courses and 50% for other types of courses. However, individual course coordinators may set a lower marks requirement but not below 30%.

#### EE and FF grades

The EE and FF grades denote poor and very poor performance, i.e. failing a course. A student is required to repeat all core courses in which he / she obtains either EE or FF grades, till he / she obtains a passing grade. For other (elective) courses if obtained EE or FF grades a student may take the same course or any other course from the same category. These grades are not counted in the calculation of the CGPA, but counted in the calculation of the SGPA. An EE grade in a course makes a student eligible to appear for make-up examination and summer/winter term course. If mid-session evaluation (i.e. all heads of evaluation except End Semester Examination) of a student is greater than or equal to 50% of the average of the mid-session evaluation of the class, then only he / she is awarded EE grade else FF grade is awarded. Student awarded FF grade is not eligible for make-up examination, but eligible for summer term. EE grade can be awarded to L type of courses only. EE grade can be improved in make-up examination. If improved, EE grade is replaced by the grade obtained in make-up examination. Mid-Sessional evaluation of a student who is absent in any of the Sessional Examinations, will not be considered while computing the 50% of the average of the mid-sessional evaluation of the class to decide the eligibility of award of 'EE' grade.

#### GG grade

Student who is absent for end-semester examination shall be awarded GG grade provided he/she is eligible for award of EE grade. GG grade shall be temporary grade, which shall be changed to suitable grade after make-up examination. If a student is absent for end-semester examination and is not eligible for EE grade, he / she shall be awarded an FF grade and the student is not permitted to appear for make-up examination.

#### PP and YY grades

PP and YY grades are awarded in a course that a student opts to audit. Only non-core courses (of the concerned program) can be audited. Auditing a course is allowed until one week after the first Sessional Examination. The audit pass (PP) grade is awarded if the student's attendance is above 75% in the class and he/she has obtained at least DD grade.

If either of these requirements is not fulfilled, the audit fail (YY) grade is awarded. The grades obtained in an audit course are not considered in calculation of SGPA or CGPA.

For UG programs: the credits (maximum 8) can be counted in total earned credits in the respective category.

For PG programs: the credits will not be counted towards degree completion credit requirements.

#### XX grade

XX grade is awarded in a course where the student opts to withdraw from the course. Withdrawal from a course is permitted until one week before end of teaching in the semester. Withdrawal from UG / PG major project part 2 is allowed only if he/she is given semester withdrawal.

#### KK grade

KK grade is awarded for incomplete work typically in a project-type course based on a request by the student.

The separate rules for UG and PG students are given below.

#### UG students

Based on the request of the student KK grade is awarded for incomplete work in Independent Study, Project, Minor Project, or Major Project Part 1 and Part 2. On completion of the work, KK grade can be converted to a regular grade within the first week of the next semester. Otherwise, the student will be awarded KK grade on a permanent basis. Further, the student will be required to register for the course in the next semester. The credits of the course will be counted towards his / her total load for the semester. In case of Major Project Part 1, the student will not be permitted to register for Major Project Part 2 simultaneously, as Major Project Part 1 is a pre-requisite for Major Project Part 2. A student can be awarded KK grade only once in a course. If the work remains still incomplete, FF grade shall be awarded.

#### PG students (M.Tech. by Course Work)

KK grade is awarded for incomplete Major Project Part 2 work only and will be converted to a regular grade on completion of the project work and its evaluation. A student who is unable to complete his/her Major Project Part 2 may be awarded

KK grade on recommendation by a Committee consisting of (i) Head of the Department or nominee; (ii) Faculty Advisor and (iii) Supervisor(s) of the project, and the student concerned may be required to present his/her work to the Evaluation Committee one week before the date of enrollment for the next semester

A student who has been awarded a KK grade is required to formally register for the next semester and pay the fees. If work still remains incomplete an FF grade shall be awarded.

The following criteria will be used for the award of the KK grade:

- (i) KK grade can be awarded only once.
- (ii) KK grade will be awarded in exceptional cases under the circumstances beyond student's / supervisor's control. Following are the grounds for the award of KK grade.

- (a) Medical grounds to the satisfaction of the Institute authorities.
- (b) Technical reasons/grounds, such as, supervisor/equipment not being available.

### SS and ZZ grades

The SS grade denotes satisfactory performance and completion of a non-credit course / attendance based courses. The ZZ grade is awarded for non- completion of the course requirements. In case, if it is a core course, the student must register for the course until he/she obtains the SS grade.

### UU grade

This grade denotes an unsatisfactory performance. It is mandatory for a student to get a pass grade as minimum performance and maintain minimum level of attendance in the classes. If a student does not attend the classes, then he / she skips the practical knowledge imparted by the teacher, which is not covered in the book. Further, with shortage of attendance and by not participating in continuous evaluation, there is no assurance that the student meets the expectations from the course. A student may otherwise score passing marks by self-study; however, this does not ensure meeting the minimum requirement of the course unless the attendance requirement is fulfilled.

Any student who is awarded W grade for attendance or who has skipped more than 50% of continuous evaluation or both is awarded UU grade and is not allowed to appear for End-semester Examination.

### JJ grade

If a student fails (obtains EE/FF grade) in a core course/first year course in three attempts, he/she can be awarded JJ Grade in the course. The course in JJ Grade is awarded should be replaced by an Elective course. However, this facility can be availed for maximum two courses provided a student applies for award of JJ grade.

## 2.10 Evaluation of performance

2.10.1 The performance of a student will be evaluated in terms of two indices, via, the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time.

The Earned Credits (ECR) is defined as the sum of course credits for courses in which students have been awarded grades between AA to DD.

For UG students, credits from courses in which PP or SS grades have been obtained are also added.

Earned Grade Points in a semester (EGP) =  $\Sigma$  (Course credits x Grade point) for courses in which AA- DD grade has been obtained

The SGPA is calculated on the basis of grades obtained in all courses, except audit courses and courses in which SS / ZZ grade is awarded, registered for in the particular semester. UU grades will be considered as failed grade with Grade Point of Zero and will be included while calculating SGPA.

The CGPA is calculated on the basis of all pass grades, except audit courses and courses in which SS/ZZ grade is awarded, obtained in all completed semesters.

SGPA =  $\frac{EGP}{\Sigma(\text{Course credits})}$  for courses registered in a semester in which AA-FF & U U grades are awarded

CGPA =  $\frac{EGP}{\Sigma(\text{Course credits})}$  for courses registered in all completed semesters in which AA- DD grades are awarded

2.10.2 The conversion formula from CGPA to percentage (%) is as under.

$$\text{Percentage (\%)} = 0.60 \times (\text{CGPA})^2 + 0.81 \times (\text{CGPA}) + 27.20$$

The conversion formula from percentage (%) to CGPA is as under.

$$\text{CGPA} = \frac{-0.81 + \sqrt{(0.81)^2 - 4 \times (0.60)(27.20 - \text{Percentage})}}{2 \times 0.60}$$

The conversion table from CGPA to Percentage (%) is given below.

CGPA	Percentage	CGPA	Percentage
4.00	40.04	5.05	46.59
4.05	40.32	5.10	46.94
4.10	40.61	5.15	47.29
4.15	40.90	5.20	47.64
4.20	41.19	5.25	47.99
4.25	41.48	5.30	48.35
4.30	41.78	5.35	48.71
4.35	42.08	5.40	49.07
4.40	42.38	5.45	49.44
4.45	42.69	5.50	49.81
4.50	43.00	5.55	50.18
4.55	43.31	5.60	50.55
4.60	43.62	5.65	50.93
4.65	43.94	5.70	51.31
4.70	44.26	5.75	51.70
4.75	44.59	5.80	52.08
4.80	44.91	5.85	52.47
4.85	45.24	5.90	52.87
4.90	45.58	5.95	53.26
4.95	45.91	6.00	53.66
6.05	54.06	7.05	62.73
6.10	54.47	7.10	63.20
6.15	54.88	7.15	63.67
6.20	55.29	7.20	64.14
6.25	55.70	7.25	64.61
6.30	56.12	7.30	65.09
6.35	56.54	7.35	65.57
6.40	56.96	7.40	66.05
6.45	57.39	7.45	66.54
6.50	57.82	7.50	67.03
6.55	58.25	7.55	67.52
6.60	58.68	7.60	68.01
6.65	59.12	7.65	68.51
6.70	59.56	7.70	69.01
6.74	59.92	7.75	69.52
6.75	60.01	7.80	70.02
6.80	60.45	7.85	70.53
6.85	60.90	7.90	71.05
6.90	61.36	7.95	71.56
6.95	61.81	8.00	72.08
8.05	72.60	9.05	83.67
8.10	73.13	9.10	84.26
8.15	73.66	9.15	84.85
8.20	74.19	9.20	85.44
8.25	74.72	9.25	86.03
8.30	75.26	9.30	86.63
8.35	75.80	9.35	87.23
8.40	76.34	9.40	87.83
8.45	76.89	9.45	88.44
8.50	77.44	9.50	89.05
8.55	77.99	9.55	89.66
8.60	78.54	9.60	90.27
8.65	79.10	9.65	90.89
8.70	79.66	9.70	91.51
8.75	80.23	9.75	92.14
8.80	80.79	9.80	92.76
8.85	81.36	9.85	93.39
8.90	81.94	9.90	94.03
8.95	82.51	9.95	94.66
9.00	83.09	10.00	95.30

The CGPA of 6.75 will be the minimum requirement for the award of First Division to the students.

### 2.10.3 Calculation of Degree Grade Point Average (DGPA)

- a. DGPA should be calculated for 160 to 162 credits.
- b. Grades of the following subjects shall be considered for calculation of DGPA
  - i. First year courses.
  - ii. Core courses.
  - iii. Best (higher grades) departmental electives, totaling to 25 to 27 credits.
  - iv. Best (higher grades) HM category courses totaling to 6 to 8 credits.
  - v. Best (higher grades) balance courses from amongst remaining courses, such that the total credits are 160 to 162.
- c. Grade card will indicate CGPA as well as DGPA; However, Degree Certificate will indicate only DGPA.
- d. Class calculation if required will be based on DGPA.
- e. If any academic award is to be given or academic performance is to be taken into account for any award then that shall be based on CGPA.

## 2.11 Course Evaluation

### 2.11.1 Course evaluation for L/R/S/V/A type courses

2.11.1.1 Course evaluation of Lecture / Tutorial component shall be on the basis of Two Sessional Examinations, one End Semester Examination and Teachers Assessment through tests, quizzes, assignments, seminars, group discussions etc. Teachers Assessment shall be on the basis of at least two independent assessment heads.

2.11.1.2 Sessional Examinations should be conducted as per schedule in academic calendar. Sessional Examination shall be of 1-hour duration. Course coordinator can conduct longer duration examination but pre-intimation (at the beginning of the session) to students and HoD is essential. Answer books shall be shown to the students after evaluation within 10 days. Grievance, if any, shall be addressed by HoD on application by the student not later than 15 days from last day of Sessional Examination.

2.11.1.3 End-semester Examination should be conducted as per schedule in academic calendar. End Term Examination shall be of 3-hour duration. Course coordinator can conduct longer/shorter duration examination but pre-intimation (at the beginning of the session) to students and HoD is essential. Answer books shall be shown to the concerned student after evaluation within 96 Hours from the last day of End Semester Examination. Grievance, if any, shall be addressed by HoD on application by a student if applied within 2 days from last day of display of grades.

2.11.1.4 Students who remain absent for Sessional Examination/End Semester Examination shall be permitted to appear for make-up examination. A student, who remains absent for both Sessional Examinations but appeared for End Semester Examination and total marks of the student is less than that for award of 'DD' grade cut-off marks then he/she would be eligible to appear for End Semester make-up examination provided that mid-session evaluation (i.e. all heads of evaluation except End Semester Examination) of the student is greater than or equal to 50% of the average of the mid-session evaluation of the class. Under such condition, student will be awarded EE grade else FF grade will be awarded. However, if the student is absent for End Semester Examination also then no make-up Examination shall be admissible. A student who is absent for one Sessional and End-Semester Examination shall be permitted to appear for only End Semester make-up Examination provided combined performance of one Sessional and Teachers Assessment is better than or equal to 40% marks out of one sessional and teacher's assessment taken together. Otherwise, student will be declared as failed with FF grade. A student who is absent for any of the Sessional Examinations will be allowed to appear in the corresponding Sessional Make-up Examination irrespective of any other criteria.

2.11.1.5 A student who skips teacher's evaluation, sessional examinations shall be awarded Unsatisfactory Grade UU, and shall not be eligible for End-Semester Examination.

2.11.1.6 A student who remains absent for End-semester examination shall be awarded zero marks in End-semester examination. If a student is eligible for EE or higher grade, based on his /her term assessment, GG grade shall be awarded and shall be allowed to appear for make-up examination, which shall be conducted immediately after declaration of results. Make-up examination shall be common for End-Semester and Sessional Examination except that as Make-up examination for Sessional, student has to attempt only a predefined part of the End-semester Examination. (If six questions are set for 3 hours of End-semester Examination, Question 1 and 2 can be defined as Sessional I make-up examination and Questions 3, 4 can be defined as those for Sessional II.)

2.11.1.7 A student who secures EE grade after appearing for End-semester examination shall also be permitted to appear for make-up examination for End-Semester Examination. Once a student appears for Make-up Examination, score of End-Semester / Mid-Semester Examination is replaced by that of Make-up Examination.

2.11.1.8 Grades GG & EE shall be only provisional. They shall be converted into FF/DD/CC/PP/SS (AA to BC grades shall not be awarded to those who appear for make-up examination for End-Semester Examination) grades after make-up examination based on performance. Grades EE and GG awarded provisionally will not appear on Grade Card. After make-up examination the grades shall be awarded based on performance in make-up examination, and those shall appear on Grade Card.

2.11.1.9 A student who secures FF grade shall not be allowed to appear for make-up examination.

2.11.1.10 A student who secures FF grade has to repeat the course.

2.11.1.11 Marks awarded for individual heads shall be in absolute scale and shall be rounded to 0.5. The total marks awarded in a course shall be rounded to an integer. Relative grading can be used only for awarding final grades.

2.11.1.12 A student who scores enough marks for award of DD or better grade without appearing for End-Semester Examination, shall be awarded appropriate grade and will not be required to appear for Make-up Examination if he / she so wishes. A student is automatically eligible for make-up examination if he / she is awarded GG or EE grade.

2.11.1.13 In case a student is absent for make-up examination EE grade is converted into FF and GG grade is converted into appropriate grade considering marks in absent examination as zero. The appropriate grade will be awarded as per previous examination cut off marks.

2.11.1.14 The facility of Make-up Examination for absenteeism is to take care of emergencies like hospitalization, job interview etc. It shall be believed without any application and justification that the student is absent due to some emergency. And hence, no additional concessions shall be admissible on medical or any other ground.

2.11.1.15 There is no provision of Makeup Examination or any compensation for absenteeism in any form of evaluation (including class tests, GD, assignments etc.) other than End-Semester and Sessional Examinations.

2.11.1.16 If anybody is getting 'EE' or 'GG' grade in any Audit Course due to absenteeism in any examination, the grade will be converted to 'PP' or 'YY' after make-up examination.

2.11.1.17 For those, who are appearing for Sessional make-up examination, cut off marks for different grades will remain same as that in the corresponding examination.

Summary of rules for Make-up Examination and award of GG grade

Absent for	Total marks out of 100 $\geq$ DD (minimum)	Mid Session Evaluation $\geq$ 50% of Class Average	Marks for Mid Session Evaluation $\geq$ 40% (Excluding absent Sessional Exam.)	Grade Awarded	Make-up Exam. Permitted for
None	Yes	-	-	AA - DD	Nil
	No	Yes	-	EE	End Semester
	No	No	-	FF	Nil
Sessional I /II	Yes	-	-	GG	Sessional I/II
	No	-	Yes	GG	Sessional I/II or End Semester (Student's Choice)
	No	-	No	GG	Sessional I/II
Sessional I and II	Yes	-	-	AA - DD	Nil
	No	Yes	-	EE	End Semester
	No	No	-	FF	Nil
Sessional I/II and End Semester	Yes	-	-	GG	End Semester
	No	-	Yes	GG	End Semester
	No	-	No	FF	Nil
End Semester	Yes	-	-	GG	End Semester
	No	Yes	-	GG	End Semester
	No	No	-	FF	Nil
All Three			-	UU	Nil

In case, student appears for make-up Examination of End Semester, his / her marks of main End Semester Examination become zero.

### 2.11.2 Course Evaluation of Practical Courses (P Type) and Practical component of theory classes (L Type) shall be based on continuous evaluation.

2.11.2.1 Assessment can be made either in every class or in the phases, however manner in which assessment is planned should be declared in the beginning. The weightage shall be 60-75% for continuous evaluation and 25-40% for end session evaluation.

2.11.2.2 The phase I assessment shall be frozen immediately after 1<sup>st</sup> Sessional examination for 30-35% assessment. Additional 30-40% assessment (phase II) shall be frozen immediately after 2<sup>nd</sup> Sessional Examination.

2.11.2.3 Method of end-session evaluation shall be decided by the course coordinator. Evaluation should be completed by the due date. In case of absenteeism for assessment, the course coordinator should use his / her discretion, however assessment should be completed before due date.

2.11.2.4 Marks frozen in earlier phases of evaluation cannot be changed.

2.11.2.5 If the laboratory is part of L type of subject, laboratory component evaluation shall be as above.

2.11.2.6 Marks awarded for individual heads shall be in absolute scale. Relative grading can be used only for awarding final grades.

2.11.2.7 There will not be any make-up examination for Practical Courses. End session evaluation is the evaluation made at the end of session based on complete work in the session. End session evaluation can also be considered as phase III evaluation.

2.11.2.8 For End session evaluation, if recommended by the Department, examiner other than teacher, either from within the Institute or from outside the Institute can be nominated.

### 2.11.3 Course Evaluation of Project Type Courses shall be on continuous evaluation basis.

2.11.3.1 Course evaluation shall be done in phased manner. Mid-session evaluations, two in number shall be of 20-30% weightage each. End semester evaluation shall be of 40-60% weightage.

2.11.3.2 End Semester evaluation of 40-60 % for Major Projects (Phase II) shall have external examiner. However in case of failure, re-registration to the course is mandatory.

2.11.3.2 Absenteeism for assessment can be condoned on genuine grounds beyond control of student by HoD on recommendations from Faculty Advisor and Course Coordinator. Under such circumstances an alternate assessment chance can be given to a student. However grades should be finalized before stipulated last date.

2.11.4 Evaluation shall be absolutely transparent. All the marks/grades awarded shall be available on noticeboard along with attendance record. Finalized marks/grades shall also be declared on noticeboard. All declaration of marks and grades shall be done in timely and phased manner. This shall maintain the transparency, regularity in evaluation and students shall have an opportunity to monitor their own performance.

### 3. REGISTRATION AND ATTENDANCE

#### 3.1 Registration and Enrollment

Registration is a very important procedural part of the academic system. The registration procedure ensures that the student's name is on the roll list of each course that he/she wants to study. No credit is given if the student attends a course for which he/she has not registered and not enrolled. Registration for courses to be taken in a particular semester will be done according to a specified schedule before the end of the previous semester. Each student is required to complete the registration formality by indicating the slot-wise choice of courses. The choice of courses must be approved by his/her faculty adviser (FA).

In the beginning of session, on the first day a student must enroll for the courses registered. The enrollment shall consist of being physically present on the day of enrollment, reporting to the faculty advisor and confirming the registration already made. Students who have paid the fees and cleared all the previous dues are only permitted to Enroll.

Enrollment after the specified date will be allowed only twice (once for PG programs) in duration of completion of program. A student must meet his/her FA within the first week of the new semester for confirmation of his/her registration. A student's registration record will be available on Notice-board. The relevant dates are included in the Academic Calendar that shall be available before the start of the semester.

#### 3.1.1 Rules for Registration for a semester

3.1.1.1 Registration for Autumn Semester shall be on a stipulated date in Academic Calendar in Spring Semester. Similarly registration for Spring Semester shall be on a stipulated date in Academic Calendar in Autumn Semester. Registration for summer term shall be done on stipulated date after the Spring Semester examination.

3.1.1.2 Students who are out of Institute because of Internship/Credit Exchange Program/ Semester Withdrawal shall submit their registration form through e-mail to their Faculty Advisor.

3.1.1.3 It is the responsibility of the Faculty Advisor to ensure that student has done proper registration.

3.1.1.4 Registration for Autumn Semester is to be done irrespective of the courses planned to be registered in Summer Term. If any course is cleared in Summer Term it will be dropped automatically.

3.1.1.5 If Major Project Part I is enrolled in any semester and cleared then Major Project Part II is mandatory to be registered for the next semester.

3.1.1.6 Rules for courses to be registered are as follows; unless all the available and possible uncleared courses in the higher priority are registered, courses in lower priority cannot be registered.

Department must ensure that all the Core Courses are in different slots and all Elective Courses in different slots.

3.1.1.7. **1<sup>st</sup> year of admission:** All courses are compulsory.

3.1.1.8 **2<sup>nd</sup> year of admission:**

(I) If a student has earned 20 credits at the end of first year then priority wise courses for registration are as follows.

(a) Sports I / Sports II if not cleared.

(b) Single \* (\*) Core Courses.

(c) Double \* (\*\*) Core Courses.

(d) Minimum credits registered should be 15, and Maximum credits that can be registered are 26.

(e) Community Project should be registered at least in one of the semesters of 2nd year.

(f) Practical Training to be undertaken in Summer Vacations, should be registered in registration of Autumn Semester conducted in Spring Semester (Optional).

(II) If student has earned less than 20 credits at the end of first year then priority wise courses for registration are as follows:

(a) Sports I / Sports II if not cleared.

(b) All remaining First Year Courses which are available in slots as per examination slots.

(c) Single \* (\*) Core Courses, which can be accommodated in available slots.

(d) Double \* (\*\*) Core Courses.

(e) Minimum credits registered should be 15, and Maximum credits that can be registered are 26.

(f) Practical Training to be undertaken in Summer Vacations should be registered in registration of Autumn Semester conducted in Spring Semester (Optional).

(g) Community Project should be registered at least in one of the semesters of 2nd year.

#### **Note:**

1. If a student wishes to go for Practical Training, it is mandatory to register practical training during the registration for Autumn Semester.

2. Practical Training is to be done in Summer Vacations only. However, unless it is registered for Autumn Semester, its credits will not be counted.

3. Certificate of completion of Practical Training is to be submitted on or before date of enrollment at T&P cell. T&P cell will send the record to academic section. Letter of performance of Practical Training shall be issued by the T&P cell, without which Practical Training shall not be valid.

4. If Practical Training is not done then it shall be dropped automatically.

3.1.1.9. **3<sup>rd</sup> year of admission:** The priority wise courses for registration are as under:

(a) Sports I / Sports II if not cleared.

(b) All balance First Year Courses which are available in slots as per examination slots.

(c) All balance \* Core Courses which are available.

(d) All balance \*\* Core Courses which are available.

(e) All \*\*\* Core Courses which are available.

(f) DE Courses minimum 12 credits.

(g) HM Courses minimum 3 credits.

(h) Open Courses.

(i) Registration of at least one amongst Community Project/Project/Literature Review and Paper Writing is mandatory in each semester.

(j) Practical Training to be undertaken in Summer Vacations should be registered in registration of Autumn Semester conducted in Spring Semester. This registration is mandatory if not cleared before.

(k) Minimum credits registered should be 15, and Maximum credits that can be registered are 26.

(l) Practical Training is to be done in Summer Vacations only, if not done, will be dropped automatically. However, unless it is registered for Autumn Semester, its credits will not be counted.

(m) If student wishes to go for Internship in Summer Vacations then rules for Practical Training will be applicable for Internship also. If the registration is to be done for Internship of a semester then a student should register for all the courses which he/she wishes for next semester and in addition Internship. In case student cancels Internship his/her registration for all courses other than Internship is valid. In case a student goes for Internship his/her registration for all other courses shall be cancelled. It is mandatory for a student to communicate his/her Internship decision through T&P cell before date of enrollment.

(n) Certificate of completion of Internship is to be submitted at T&P cell. T&P cell will send the record to Academic Section. Letter of Performance of Internship shall be issued by the T&P cell, without which Internship shall not be valid.

#### **Note:**

1. If a student wishes to go for Practical Training, it is mandatory to register for Practical Training during the registration for Autumn Semester.

2. Practical Training is to be done in Summer Vacations only. However, unless it is registered for Autumn Semester, its credits will not be counted.

3. Certificate of completion of Practical Training is to be submitted on or before date of enrollment at T&P cell. T&P cell will send the record to academic section. Letter of Performance of Practical Training shall be issued by the T&P cell, without which Practical Training shall not be valid.

4. If Practical Training is not done then it shall be dropped automatically.

5. Internship will not be permitted unless it is registered during registration process.

3.1.1.10 **4<sup>th</sup> year of admission and onwards:** The priority wise courses for registration are as under:

(a) Sports I / Sports II if not cleared.

(b) All balance First Year Courses which are available.

(c) All balance \* Core Courses which are available.

(d) All balance \*\* Core Courses which are available.

(e) All balance \*\*\* Core Courses which are available.

(f) All balance DE Courses.

(g) All balance HM Courses minimum.

(h) Open Courses.

(i) Registration of at least one amongst Community Project/Project/Literature review and paper writing is mandatory in each semester, if not completed.

(j) Practical Training to be undertaken in Summer Vacations should be registered in registration of Autumn Semester conducted in Spring Semester. This registration is mandatory if not cleared before.

(k) Minimum credits registered should be 15, and Maximum credits that can be registered are 26. A student may be permitted to register for maximum 28 credits for 7th semester or onwards if and only if it is required for completing the degree requirement. This facility of registering up to 28 credits cannot be availed by the students who are under load restriction.

(l) Practical Training is to be done in Summer Vacations only, if not done, will be dropped automatically. However, unless it is registered for Autumn Semester, its credits will not be counted.

(m) If student wishes to go for Internship in Summer Vacations then rules for Practical Training will be applicable for Internship also. If the registration is to be done for Internship of a semester then a student should register for all the courses which he/she wishes for next semester and in addition Internship. In case student cancels Internship his/her registration for all courses other than internship is valid. In case a student goes for Internship his/her registration for all other courses shall be cancelled. It is mandatory for a student to communicate his/her Internship decision through T&P cell before date of enrollment.

(n) Certificate of completion of Internship is to be submitted at T&P cell. T&P cell will send the record to academic section. Letter of Performance of Internship shall be issued by the T&P cell, without which internship shall not be valid.

**Note:**

1. If a student wishes to go for Practical Training, it is mandatory to register for Practical Training during the registration for Autumn Semester.

2. Practical Training is to be done in Summer Vacations only. However, unless it is registered for Autumn Semester, its credits will not be counted.

3. Certificate of completion of Practical Training is to be submitted on or before date of enrollment at T&P cell. T&P cell will send the record to Academic Section. Letter of Performance of practical training shall be issued by the T&P cell, without which Practical Training shall not be valid.

4. If Practical Training is not done then it shall be dropped automatically.

5. Internship will not be permitted unless it is registered during registration process.

### 3.1.2 Procedure for Enrollment for a semester

(i) Based on the registration done by the students, provisional Enrollment Sheet will be prepared.

(ii) On the date of enrollment, student will check the Enrollment Sheet and sign on Enrollment Sheet as a token of reporting at the Institute on the date of enrollment and verification w.r.t. Enrollment Sheet vis a vis Registered Courses.

(iii) In case of discrepancy in the Enrolled Courses and Registered Courses, student is required to communicate it to the Faculty Advisor. Faculty Advisor will verify the Enrollment Sheet with registration form, if any correction is necessary, Faculty Advisor will enter remark in the Enrollment Sheet with signature.

(iv) Enrollment is permitted only if Institute fee has been paid by the student, otherwise Faculty Advisor shall write "reported but not enrolled" in the Enrollment Sheet.

(v) Faculty Advisor shall have to submit the enrollment sheet to HoD by 5:00 PM on the date of enrollment and HoD shall have to send all the Enrollment Sheet to the academic section by 5:30 PM on the date of enrollment for the semester.

(vi) Late enrollment will be done at academic section.

(vii) Any additional requirement shall be communicated by the Dean/Associate Dean (Examination).

### 3.2 Enrollment and student status

Enrollment by a student confirms his/her status as student at the Institute. Failure to enroll before the last date for late enrollment will imply that the student has discontinued studies and his/her name will be struck-off the rolls.

Every enrolled student, except part-time doctoral students, is considered as a full-time student at the institute. They are expected to be present at the Institute and devote full time to academics. Student enrolled only for a self-study course or project or thesis is also considered as full-time student.

### 3.3 Advice on courses

At the time of registration and enrollment, each student must consult his/her FA to finalize the academic program, keeping in view factors, such as, minimum/maximum numbers of total credits, past performance, backlog of courses, SGPA/CGPA, pre-requisite, work load and student's interests, amongst others. Special provisions exist for academically weak students.

### 3.4 Registration validation

During Enrollment, a student validates the registration he/she has made. Students who do not do registration validation (enrollment) will not be permitted to add/drop courses.

### 3.5 Minimum student registration in a course

An undergraduate course (100, 200, 300, 400 level course) will run if minimum of 6 students register for the course. Under special circumstances, a departmental elective course may be allowed to run with registration of less than 6 students, with prior permission of Chairman, Senate. A 500 level course can run with minimum of 4 students; and there is no restriction in the case of a pre-Ph.D./M.Tech. (Research) courses. This checking will be done on the last date for Add/Drop. The Academic section will drop courses without the minimum enrollment. The students who had registered for these courses will be de-registered, and they will be given one more day for adding a course in lieu of the dropped course.

### 3.6 Late registration/enrollment

Late registration / enrollment is permitted under the following conditions:

(a) A student, who was not in the campus during the period of registration in the previous semester, needs to complete the registration process on or before the first day of the semester before proceeding for enrollment.

(b) For reasons beyond his/her control, if a student is not able to enroll, late enrollment is permitted until one week after the start of the semester. However this facility can be availed only twice (once for PG) in the duration of program

A student who does not report for enrollment can be removed from roll of Institute.

### 3.7 Addition, Deletion, Audit and Withdrawal from Courses

#### 3.7.1 Add/Drop

A student has the option to add or drop a course within the first week of the semester. Addition of courses is permitted for those courses in which the student has failed & the result was not declared before registration or for those courses which were offered after the registration. Permission to add the courses can also be granted for corresponding DE and HM courses for which a student has failed in previous semester, provided his/her DE and HM requirement cannot otherwise be fulfilled. Student is permitted to add a course to compensate for the courses which he/she had registered but had to be withdrawn by the Departments. This facility is restricted to the first week of the semester.

#### 3.7.1.1 Rules for deletion (drop) of course:

(i) **Drop without application:** Courses will be dropped automatically under the following conditions:

(a) If the Registered Course is cleared in Summer Term,

(b) If the student is permitted for award of JJ Grade in a course. For award of JJ Grade, a student is required to apply for JJ Grade through Faculty Advisor on or before date of enrollment.

(c) Course is withdrawn by the department,

(d) Confirmation of Internship is to be submitted to T&P cell by the registered student on or before date of enrollment. T&P cell shall send the list of students who have confirmed the Internship to the academic section in the evening of date of enrollment. For all the students whose internship is confirmed, all other registered courses will be dropped automatically. For all the students whose Internship is not confirmed, Internship will be dropped automatically.

(ii) **Drop with application:** If a student is under Load Restriction then he/she will have to apply for the drop in consultation with Faculty Advisor. If he/she does not submit the drop form then Institute shall drop any course randomly. Priority of drop should be as under:

(a) Open Course,

(b) DE Course,

(c) HM Course,

(d) Core Course in order of \*\*\*, \*\*, \*.

#### 3.7.1.2 Rules for addition (add) of course:

(i) Any new course offered can be added subject to the fulfillment of the condition of limit of Registered Credits, provided slot of the offered course is free.

(ii) If the new course is offered in a slot where other courses are registered then the new course can be added provided the course registered in the slot is not a First Year/Core Course and it's dropping does not affect the completion of the requirement of HM/DE Courses for award of degree. Under such circumstances course(s) registered in the slot in which new course is added shall be dropped and the student should apply for both add and drop.

(iii) A student whose courses are dropped due to course cleared in Summer Term/Award of JJ Grade/Course withdrawn by the department, is permitted to add the course(s) as per the rules of registration applicable to the student, subject to limit of the total credits registered during registration. However after addition, excess of 2 credits is permitted over and above the credits registered for current semester.

(iv) If a student fails in First Year/Core Course in which he/she had enrolled on the date of registration and the same course is being offered again in the current semester then this course can be taken in place of other Non-First Year/Non-Core Course in the same slot. If the slot of the course offered is free then student will have to drop one course, in order of mandatory priority of open/DE/HM, irrespective of credits of the added course and dropped course. Core Course cannot be dropped and credit limit as per the rules of registration should be followed.

(v) If student fails in DE/HM Course in previous semester and DE/HM requirement for award of degree is not completed and cannot be completed in future, if not registered in current semester, then any Open Course can be dropped to accommodate DE/HM Course. DE/HM Course shall be treated as Open Course if DE/HM requirement for award of degree is completed.

(vi) In case of last semester, if degree requirement cannot be completed because of failure in a course(s) in preceding semester then course(s) can be added subject to the limit of credits of failed course(s). However, excess of 2 credits shall be permitted if unavoidable.

**Note:**

1. No add and drop shall be permitted which does not follow the above rules.

2. Application for add/drop of a course shall be submitted by the student before the stipulated date. Faculty advisor should ensure that add/drop is as per rules. Add/drop of a course shall be approved by the Dean/Associate Dean (Examination).

3. Student shall be responsible for the short of attendance after addition of course. No attendance relaxation will be granted on the grounds that he/she joined the course late.
4. Submission of an application for add and drop, recommended by Faculty Advisor does not mean that it is granted.
5. A notice for approved add/drop courses shall be displayed by the academic section. Application for add/drop shall not be considered as approved till then.
6. Once add/drop form is submitted, second add/drop form will not be accepted/entertained.

### 3.7.2 Audit

A student may apply for changing a credit course to an audit one within one week of the end of the first sessional examination.

### 3.7.3 Withdrawal

A student who wants to withdraw from a course should apply within one week of the end of the first sessional examination. A withdrawal grade (XX) will be awarded in such cases. A course withdrawal will not be permitted if the number of students in that course drops to less than 6 on account of course withdrawal by the students and in such a case, no student will be allowed to withdraw from that course. A student will not be allowed to withdraw the course(s) if registered credits drop below 15 on account of dropping the courses.

3.7.3.1 Withdrawal of First Year Course is not permitted.

3.7.3.2 Withdrawal of Core Course is not permitted if DE/HM/Open Courses are also enrolled.

3.7.3.3 If students is enrolled for First Year/Core Courses only then withdrawal of Core Course may be permitted in the order of \*\*\* Core Course, \*\* Core Course, \* Core Course only.

### 3.8 Semester withdrawal

If a student is absent for more than 20 teaching days in a semester on medical grounds, then he/she may apply for withdrawal from that semester, i.e. withdrawal from all courses registered in that semester. Application for semester withdrawal must be made as early as possible and latest one week before the start of the End Semester Examination. Partial withdrawal from courses registered in a semester is not allowed on medical ground.

In case of request for withdrawal on medical grounds, medical certificate issued by a registered medical practitioner will be acceptable.

### 3.9 Enrollment in special module courses

Special module courses, i.e. V-category courses, can be offered at the beginning of the semester in which case the regular enrollment procedure will be followed. A V-category course may also be offered during the semester. In such a case, students will be allowed to add this course before classes for the course begin..

### 3.10 Registration for academic work at other institutions

Students planning to do academic work, i.e. take courses or do project work, at another institution in India or abroad, need to register prior to proceeding for such work. This includes students going out on exchange programs arranged through the institute and students intending to do project work at other institutions. Prior approval of the FA, HoD and Dean (Acad) is required before proceeding on such studies.

Project work shall be evaluated in NITUK. Course work shall be evaluated in the Institute where the student has taken a course. Based on the evaluation report provided by the Institute where the course has been taken, concerned BoS shall determine the credits, grades to be awarded and equivalence of courses studied to the courses of NITUK if any.

### 3.11 Registration for practical training

Before proceeding for practical training or training as part of the curricular requirement, the students should register for the respective course after obtaining approval from the training coordinator and head of the department. On returning after training, a continuation grade will be awarded and the students must enroll for the course in the regular semester immediately following the training period. During this semester, evaluation of the training will be carried out and a regular grade will be awarded.

### 3.12 Pre-requisite requirement for registration

A student should register for a course only if he/she fulfills the pre-requisite requirement(s). If the pre-requisite course is being done at the time of registration, the pre-requisite check will be performed centrally and those not fulfilling the pre-requisite will be de-enrolled from the course. This check will be made after the add/drop period is over; students de-enrolled in such cases will not be allowed to add any course.

### 3.13 Overlapping/Equivalent Courses

A student is not allowed to earn credits from two overlapping /equivalent courses. Overlapping / equivalent courses are specified along with each course.

### 3.14 Limits on registration

A student is permitted to register for a specified minimum and maximum number of credits. Details are given in sections 4.3.

### 3.15 Enrollment and fees payment

Every enrolled student must pay the stipulated fees (including Hostel Dues) in full before the specified deadlines. In the event that a student does not make these

payments, he/she will be de-enrolled from all courses and his/her name will be struck-off the rolls.

### 3.16 Enrollment record

The student should ensure that the courses registered are entered on the Enrollment Record. Queries related to registration / enrollment will be considered only when accompanied by the original Registration Record/Enrollment Record. This record must be preserved until the semester grade card is received by the student.

### 3.17 Continuous absence and enrollment status

If a student is absent from the Institute for more than four weeks without notifying the Faculty Advisor or Head of Department or Dean (Acad), his/her enrollment will be terminated and name will be removed from the Institute rolls.

3.17.1 An UG student can withdraw for maximum two semesters during the course of completion of program. Withdrawal from semester at any stage does not allow student to extend the limit of six years for completion of program. A PG student can withdraw for maximum one semester during the course of completion of program. Withdrawal from semester at any stage does not allow student to extend the limit of three years for completion of program.

3.17.2 A student who does not enroll without withdrawing from semester can be removed from the roll of the Institute.

### 3.18 Attendance rule

3.18.1 All students must attend every lecture, tutorial and practical class. However, to account for late enrollment, sickness or other such contingencies, the attendance requirement will be a minimum of 75 % of the classes actually held.

3.18.2 A student with less than 75% attendance in a course during the semester, in lectures, tutorials and practical taken together (as applicable), will be awarded 'W' attendance in that course irrespective of his/her performance in the tests. The course coordinator will award 'W' grade to the student who is deficient in attendance taking into account the consolidated attendance record for the whole semester for the course concerned. For the purpose of attendance calculation, every scheduled practical / tutorial class will count as one unit irrespective of the number of contact hours.

3.18.3 Attendance record will be maintained based upon roll calls (or any equivalent operation) in every scheduled lecture, tutorial and practical class. The course coordinator will maintain and consolidate attendance record for the course (lectures, tutorials and practicals together, as applicable).

3.18.4 To account for circumstances beyond control, students shall be permitted in only two semesters (only one semester for PG) (only twice in the duration of program for UG and once for PG) the attendance below 75%, provided it is at least 65%. Attendance grade of L shall be awarded in such cases. A student who is awarded an L grade (s) in a course(s) will have an option of availing/not availing L grade facility in one or more courses as per his/her choice. The student shall be awarded a W grade(s) in a course(s) in which he/she does not avail L grade facility. The student will be required to give an appropriate undertaking in this regard.

3.18.5 The attendance grade shall be awarded as per following table and these grades shall appear on grade card.

S. No.	Attendance	Grade	Remark
1	≥ 95%	H	High Attendance
2	≥ 85% but < 95%	N	Normal Attendance
3	≥ 75% but < 85%	M	Minimum Attendance
4	≥ 65% but < 75%	L	If L grade is not awarded earlier in any two semesters / terms
5	≥ 65% but < 75%	W	If L grade is awarded in any two semesters earlier
6	< 65%	W	-

3.18.6 A student who is awarded 'W' grade is not permitted to appear for End-semester examination and is awarded 'UU' grade for the course. The student who is awarded 'UU' grade will have to repeat the course.

3.18.7 Total no. of classes for calculating attendance should not include extra classes engaged. However, extra classes engaged can be added to classes attended at the discretion of the class coordinator subject to maximum of 10% (rounded off to the whole number) of the total scheduled classes engaged. Classes after scheduled date of display of attendance and internal marks shall not be counted for any purpose.

3.18.8 Some relaxation in attendance will be permissible for the award of 'L' & 'W' grades in and as specified the below mentioned two cases:

1) Loss of classes on account of participation in inter-NIT, state or country level sports event(s), subject to the limit of 5% of the total classes engaged in the specific course. The relevant record about student's participation for this purpose, as authenticated by the Sports section will be considered for the purpose of the above mentioned relaxation in attendance.

2) Loss of classes on account of attending the interviews/screening tests/group discussions for placement organized by Institute, subject to the limit of 10% of the total classes engaged in the specific course. The relevant record about student's participation for this purpose, as authenticated by the Training & Placement section will be considered for the purpose of the above mentioned relaxation in attendance.



## 4. DEGREE REQUIREMENTS, REGULATIONS AND PROCEDURES

### 4.1 Overall requirements

#### 4.1.1 Undergraduate Program

The total credit requirement for the B.Tech. (4-year program) is 160 credits. Total credits are distributed over three categories:

Undergraduate Core (UC)

Undergraduate Elective (UE)

Undergraduate Non Credit (UN)

Undergraduate Core (UC) has following categories:

(i) Basic Sciences (BS) which includes Mathematics, Physics and Chemistry courses.

(ii) Engineering Arts and Sciences (ES) which includes fundamental engineering courses.

(iii) Departmental Core (DC) which includes courses of relevant discipline.

(iv) Core Humanities & Management Courses (HM).

Undergraduate Electives (UE) courses belong to basically three categories:

(i) Departmental Electives (DE): Electives related to the parent discipline.

(ii) Humanities, Social Sciences, and Management (HM)

(iii) Open Courses (OC): Electives to provide an opportunity to the student to develop broad inter-disciplinary knowledge base or to specialize significantly in an area outside the parent discipline.

Undergraduate Non-Credit (UN) Requirement is as under

i) NCC /NSO /Sports

ii) Industrial Training (Minimum 4 weeks)/Colloquium

iii) Literature Review Paper Writing

iv) Project

v) Community Project

S.No.	Category	Symbol	B.Tech. (4-year)
<b>1</b>	<b>UG Core</b>	<b>UC</b>	<b>104</b>
1.1	Departmental Core	DC	59
1.2	Basic Sciences	BS	19
1.3	Engineering Arts and Sciences	ES	20
1.4	Humanities and Social Sciences	HM	6
<b>2</b>	<b>UG Elective</b>	<b>UE</b>	<b>56</b>
2.1	Departmental Electives	DE	25 (minimum)
2.2	Humanities, Social Sciences,	HM	6 (minimum)
2.3	Open Courses	OC	25 (balance)
<b>3</b>	<b>Non Credit Requirement</b>	<b>UN</b>	<b>0 (5 Courses)</b>
<b>4</b>	<b>TOTAL REQUIREMENT</b>		<b>160(Minimum)</b>

#### 4.1.2 Postgraduate Program

S. No	Category	Symbol	M. Tech (2-Year) (Credits)
<b>1</b>	<b>PG Core</b>	<b>PC</b>	<b>30</b>
1.1	Departmental Core	DC	13
1.2	Project phase-I	P1	05
1.3	Project phase-II	P2	10
1.4	Seminar	SM	02
<b>2</b>	<b>PG Elective</b>	<b>PE</b>	<b>25</b>
2.1	Specialization Electives	SE	19
2.2	Open Courses	OC	06
	<b>TOTAL REQUIREMENT</b>		<b>55 (Minimum)</b>

### 4.2 Degree requirements breakup

The degree requirements for the various programs listed earlier are detailed below.

#### 4.2.1 Earned credits

(a) Completion of 160 earned credits for 4-year B.Tech. Programs.

(b) Completion of 55 earned credits for 2-year M.Tech. Programs.

These credits are needed to be earned under different categories as specified in table given above for individual programs. The credit requirement stated here is the minimum requirement. There shall be no upper limit on credit earned. However, If B.Tech/M.Tech students earns 160/55 or more credits at the end of 8<sup>th</sup> /4<sup>th</sup> semester satisfying all other requirements he/she shall be declared as eligible for award of degree and shall cease to be a student of the Institute.

#### 4.2.2 Cumulative Grade Point Average (CGPA) requirement

A student must obtain a minimum Cumulative Grade Point Average (CGPA) of 4.5 to be eligible for award of the B.Tech. degree.

All exceptions to the above conditions will be dealt with as per the following regulation:

If a student completes required credits for B.Tech.with CGPA less than 4.5, then the student will be permitted to do additional elective courses under any category to improve the CGPA within the maximum time limit for completion of B.Tech. Degree i.e. 6 years. In case a CGPA of 4.5 or more is achieved within the stipulated period, a B.Tech. Degree will be awarded and in case the same is not achieved no degree will be awarded.

#### 4.2.3 Practical Training (UG Only)

A student of the B.Tech. / B. Arch. must complete 4 weeks of practical training to the satisfaction of the concerned department. This training will be normally arranged in the summer vacation following the 6th semester. Practical training should be carried out preferably in an industry or an R&D institution in India. Practical training in academic institutions is discouraged. Details are given in Section 4.9(d).

#### 4.2.4 NCC/NSS/NSO/Sports (UG Only)

All students are required to enroll for either one of NCC, NSS or NSO in their first year. This requirement should be completed in one year. If, however, a student is not able to complete this requirement in the first year, he/she must complete it by the end of the 2nd year (4th semester). See also 4.9(a). Alternatively a student can enroll for Sports / Yoga in the first two semesters.

#### 4.2.5 Additional Requirement

All students are required to enroll for zero credit courses and earn SS grade for award of the degree. These zero credit courses are Literature Review Paper Writing, Project and Community Project. Details are given in Section 4.9(h), 4.9(c), and 4.9(i) respectively.

#### 4.2.6 Audit courses

Audit facility is open to all students who have completed 80 earned credits. A student will be permitted to do any number of audit courses over and above the graduation requirements. The audit rules for courses within the mandatory requirement are:

(a) B.Tech (4-year) program: A maximum of 8 credits from the elective courses in any category *out of 160 credits* required for B.Tech. degree may be completed on audit basis. However, students who opt for auditing any number of credits out of 160 shall not be eligible for any awards based on CGPA / SGPA. Students who opt for audit courses over and above 160 credits shall be eligible for all awards.

(b) M.Tech. (2-year) program: No courses *out of 55 credits* required for M.Tech. degree may be completed on audit basis. However, a student can opt for any additional number of audit courses.

### 4.3 Lower and upper limits for credits registered

#### B. Tech.

A student must register for a minimum of 15 credits without any audit course and a maximum of 26 credits in a semester. A student can register in a semester 10 or more credits (without audit course) if registered at other institute for credit transfer. Similarly a student undergoing Internship shall register only for internship which is 06 credit audit course.

Under exceptional circumstances, a student can register for a maximum of 28 credits. However, this will be permitted at the most twice during the program in semesters other than 1<sup>st</sup> to 4<sup>th</sup>, and those in which the student is registered for Major Project Part 1 or 2.

These conditions will not be applicable for those students whose load is restricted by the criteria defined in section 4.5.

#### M. Tech.

A student must register for a minimum of 12 credits and a maximum of 20 credits in a semester till a student earns 34 credits.

#### 4.4 Absence during the semester

a. A student must inform the Dean (Acad) through FA and HoD immediately of any instance of continuous absence from classes.

b. In case the period of absence on medical grounds is more than 20 working days during the semester, a student may apply for withdrawal from the semester, i.e. withdrawal from all courses registered that semester. Such application must be made as early as possible and latest one week before the start of the End Semester Examination. No applications for semester withdrawal will be considered after that. Dean (Acad), depending on the merit of the case, will approve such applications. Partial withdrawal from courses registered in a semester on medical ground is not allowed.

c. If a student is continuously absent from the institute for more than four weeks without notifying the Dean (Acad), his/her name can be removed from institute rolls.

#### 4.5 Academic performance monitoring and Load restriction

The Board of Undergraduate Studies (BUGS) / Board of Post Graduate Studies (BUPS) shall monitor the academic performance of students at the end of each semester.

##### 4.5.1 Identification of Students for Load Restriction

At the end of each semester, students will be identified by the following criteria for restricted load:

(a) If SGPA falls below 4.0 and

(b) Has earned minimum credits required to continue the program.

A student thus identified will not be permitted to register for more than 20 credits in a semester. In rare cases, Dean (Acad.) can permit relaxation of this limit on recommendation of BUGS / BPGS.

#### 4.5.2 Identification of Students for Monitoring

At the end of each semester, students will be identified by the following criteria for monitoring of their academic performance and appropriate advice:

- SGPA of a student falling 2 points below that of the previous semester; or
- Students whose load has been restricted.

#### 4.5.3 Academic Performance Monitoring Advisory Committee (APMAC).

All the students;

- Identified for Load Restriction/Monitoring as per clause 4.5.2,
- Having CGPA below 6.00,
- Having attendance less than 65% at the end of Sessional I,
- Scoring mark less than 50% of class average in a Course at the end of Sessional I, shall be monitored by the APMAC. There shall be at least three APMAC meetings per student and each student shall under go at least three counseling sessions with the Counseling Cell in a Semester.

**APMAC shall consist of:**

- Head of the Department (Chairman).
- Faculty Advisor.
- Counselor(s).

APMAC, during the meeting, may call the Course Coordinator/Co-Teacher for their opinion if required.

#### 4.5.4 Student-to-Student Tutoring Initiative

- Student-Tutor and students willing to take the tutorials shall be identified and approval shall be taken by the Course Coordinator from the Chairman Senate for enrollment to the Student-to-Student Tutorial Program, its conduct along with list of the Student-Tutors conducting the tutorial and the syllabus of the tutorial any time during the semester but within one week before the Sessional examination.
- A Course Coordinator of a course shall frame the assignments and appoint a Student-Tutor.
- Those students who have at least 75% attendance will be eligible to avail the benefits of the Student-to-Student Tutorial Scheme.
- The Student-Tutor shall help the enrolled students in understanding the content of course and solving the given assignments.
- The assignments shall be of minimum duration of 20 hours for a course.
- Schedule of these tutorials shall be approved by the Course Coordinator and he/she shall monitor the conduct of these tutorials.
- Enrolled students who have score less than 50% of the Class Average in a course, in two Sessionals taken together, or who are likely to be Not Eligible for the EE Grade, shall be eligible for Student-to-Student Tutor Program benefits. Such eligible students shall be permitted the benefit of an extra sessional examination (as Sessional III) subsequently.
- Benefit of the Sessional III shall be given to the students, who are not eligible for EE grade on the basis of the internal marks scored by them. For such students, best two sessional shall be taken in to account and internal marks obtained, in a course, shall be recalculated. However, if the total internal marks obtained exceeds the threshold of EE grade, total marks awarded should be trunked at the point of EE grade for that course.
- The Sessional III shall be conducted within four weeks of Sessional II examination. Schedule of Sessional III examination shall be declared by the Course Coordinator and conducted by the Course Coordinator with the information to HoD. Attendance record and the assessment of Sessional III examination shall be submitted by the Course Coordinator to the HoD and Examination Coordinator within one week of the Sessional III examination.
- "Certificate of Merit" shall be given to Student-Tutor on successful completion of Student-Tutor Program. This certificate shall be issued by Dean (Academic).
- A student, who is absent for I/II Sessional Examination of the course, shall not be eligible for Sessional III for that course under any circumstances.

#### 4.6 Termination of registration due to unsatisfactory academic performance

##### 4.6.1 B.Tech.

The BUGS / BPGS while reviewing the academic performance of weak students would also recommend termination of registration if a student fails to satisfy the minimum academic criteria laid down for continuation as a student at the end of each semester.

**1<sup>st</sup> year students:** A student must complete at least 15 credits at the end of the 2<sup>nd</sup> semester of his/her stay in the Institute, failing which his/her registration would be terminated. A student can appeal against this termination and BUGS /BPGS shall consider the appeal on merit. Even if the appeal is upheld, minimum credit requirements after subsequent years shall not change.

**2<sup>nd</sup> year students:** A student must complete at least 35 credits at the end of 4th semester of his / her stay in the Institute, failing which his/her registration would be terminated and no appeal would be allowed.

**3<sup>rd</sup> year onwards:** A student's registration may be terminated at the end of 3<sup>rd</sup> year, 4<sup>th</sup> year or 5<sup>th</sup> year if he/she fails to earn at least 60, 90 or 120 credits, respectively. The student may appeal against termination within the first week of the next semester.

In case a student has withdrawn for one or more semesters, the earned credit requirements would be reduced by 10 credits for each semester of withdrawal in

the 1<sup>st</sup> year, and by 8 credits for each semester of withdrawal in the 2<sup>nd</sup> year onwards. However, if at any stage, the number of credits required is more than 26 times N (26 x N) where N is the number of semester left, the registration would be terminated without giving any opportunity to appeal

A summary of the above criterion is present in the following table.

Year	After End of Semester	With appeal allowed	With no appeal
1	I	-	-
	II *	15	-
2	I	-	-
	II *	-	35
3	I	-	-
	II *	60	55
4	I	-	65
	II *	90	75
5	I	-	85
	II *	120	108
6	I	-	134
	II *	160	150

NOTE: \* implies that credits are checked after the summer term of that year.

#### 4.7 Maximum time for completing degree requirements

The maximum allowable period for completing all degree requirements is 6 years for B.Tech. programs from the date of first registration. Over and above the 6-year upper limit for 4-year programs, a student is allowed one extra semester for every semester he/she withdraws for undergoing industrial training or internship (not included in curriculum) up to a maximum of two extra semesters. Applications for all such semester withdrawals must be made to Dean (Acad) through the student's FA and Head of the Department in the semester preceding the semester for which withdrawal is to be sought, or earlier.

The maximum allowable period for completing all degree requirements is 3 years for M.Tech. programs, from the date of first registration.

#### 4.8 Preparatory English/Mathematics Course (UG Only)

Students who are declared deficient in English and or Mathematics will be prescribed a preparatory English and or Mathematics course (HMP101, SCL101) in the first semester. These will be regular courses and credits earned by successful completion of these courses will be counted towards additional audit courses. The student is required to get valid pass grade in these courses in order to be eligible for graduation. Proficiency tests in Mathematics / English shall be conducted for all the first year B.Tech. students to identify the deficiency. This provision shall be implemented from Academic year 2014-15.

#### 4.9 Courses of special nature

Courses of special nature are: National Cadet Corps (N.C.C.), National Sports Organization (N.S.O.) and National Service Scheme (N.S.S.); Independent Study, Project, Practical Training, Colloquium, and Major Project. Salient features of these courses are given below. (See section 2.1 for numbering scheme).

##### (a) N.C.C., N.S.O. and N.S.S. (UG Only)

Satisfactory completion of one of these courses is a non-credit (NC) mandatory requirement and every student is required to complete this course in the first year by participating in the prescribed requirements. At the time of joining the Institute, all students have to opt for one of these three activities. Based on facilities available, a student will be enrolled in one of these and he/she will be registered in the corresponding course: NCN101 for N.C.C., NCN102 for N.S.S., and NCN103 for N.S.O. An SS grade in these courses will be awarded on successful completion of prescribed activities in a semester. Every student is required to obtain an SS grade in NCN101/NCN102/NCN103 in two semesters. This requirement should preferably be completed in the first year, but not later than the end of his/her second year (4th semester). If a student does not complete these requirements within the first two years of his/her stay at the Institute, he/she will not be allowed to register for any course except NCN101/NCN102/NCN103. Additional option to this requirement shall be two courses offered by sports section SPB101, SPB102, (Sports – I & Sports – II ). These two courses can be completed by a student as a substitution to NCN101/NCN102/NCN103.

##### (b) Independent Study

Independent Study is an elective course that some departments may offer from fourth semester onwards for UG students and any time for PG students. It is a 2/3 credit course covering one or more of the following:

- In-depth study and critical review of a specified topic;
- Specialized laboratory work/experimental project/feasibility study;
- Work on a research project;
- Software development on a specified topic.

An individual student and teacher should decide upon the topic and submit an initial write-up to get the approval of the Course Coordinator before the end of the semester when the course is registered for (i.e. in the semester prior to doing the course). The duration of the course will be the entire semester. The student on completion of the course should submit a written report. A departmental

committee via a mid-session and final evaluation will evaluate the student's performance. An UG student has to earn 90 credits and obtain at least 7.5 CGPA to become eligible to do Independent Study.

**(c) Project (UG Only)**

A course under this title will be floated by departments from fourth semester onwards in both odd and even semesters. Project will be a regular course to conduct a design and fabrication (not only design / simulation) type. The course shall bear a number XXD201 and will have zero credits. A Course coordinator along with two co-teachers shall offer a list of projects. Students can suggest their own concepts. Projects shall be finalized in first two weeks of the semester. Project shall be evaluated in three phases as per D type of courses. At the end of the semester a joint report of completed projects shall be uploaded on Department's page of the Institute Website. Project can be done jointly by 3 students, each having earned at least 70 credits.

**(d) Practical Training (UG Only)**

Practical Training is a non-credit departmental core course (XXT201) to be done typically in the summer semester following sixth semester. A student who has earned at least 60 credits at the end of 4 semesters is eligible to undergo practical training in the summer following fourth semester. The duration for practical training is 4 weeks (minimum), preferably in an industry or R&D institution in India. Practical training in academic institutions is discouraged.

It is the joint responsibility of the departments and the Training and Placement (T&P) unit to arrange for training for all their students. In the beginning of each academic session, T&P unit will prepare program-wise lists of potential training organizations in consultation with the respective departments. These organizations will be approached by the T&P unit with a request to provide training seats. Consolidated lists of training offers will be made available to the students through departments in the beginning of the second semester of the session. If a student is interested in making his/her own arrangement for the training seat, he/she will need to have the training organization approval and route the application through the departmental training incharge and T&P unit. All such applications must be completed before the end of even semester.

The department will appoint a training supervisor for each student. The supervisor is expected to keep contact with the assigned students through e-mail and /or telephone. The students will be required to get their training plan reviewed by their supervisor within the first week and report their progress on weekly basis. The supervisor, if desires, may visit the organization. Visits within the country will be supported by the institute.

A student will be registered for Practical Training course in the Autumn Semester before going for training. He/she has to submit the copy of offer letter to his/her HoD as well as in the Training & Placement section before leaving for training. This practical training/colloquium shall be accounted in Summer Term. The Department will scrutinize the training report and the training certificate and will award SS grade within the next semester, if the training is satisfactory. In case the training is considered to be unsatisfactory, a ZZ grade will be awarded and the student may have to undergo fresh practical training for a part or full duration. Practical Training and submission of summer training report is a mandatory requirement for graduation.

**(e) Colloquium (UG Only)**

Colloquium is a 1.5 credit course (XXT301) and includes assessment of practical training. A student will be eligible to do Colloquium if he/she had secured an SS grade for Practical Training earlier. The procedure for registration shall remain same. In colloquium, extensive work on a specific task in the Industry for at least 8 weeks is necessary. The report and certificate should be presented to the Department. Department shall arrange a presentation and on evaluation, an SS grade shall be awarded. If the training is for 6 months, then 6 credits can be assigned. Minimum requirement for Colloquium is CGPA of 8.0 or better and completion of at least 125 credits including all DC courses

**(f) Major Project**

The Major Project is an Elective course for UG and Core Course for PG spread over at least two regular semesters and comprises of Part 1(XXD401 / XXD501) and Part 2 (XXD402/XXD502). The allocation of major projects, faculty guides and tentative plan of work are to be done typically before the last day of classes of the 2<sup>nd</sup> semester (for M.Tech. program), 6<sup>th</sup> semester (for 4 year B.Tech. programs). Part 2 is normally expected to be a continuation of Part 1, except under those exceptional circumstances in which the supervisor (guide) is changed at the end of Part 1. Mid-session assessments and an end session assessment will be carried out for each part. Part 1 and Part 2 will be graded separately. A student must have obtained a pass grade in Project Part 1 in order to be eligible for registering for Project Part 2. Only those UG students whose CGPA is above 7.5 are permitted to register for this course. Major Project is Department Elective for UG students and Department Core for PG students. Major project will be done jointly by 3 students and exceptions in number on students will be approved by the concerned HoD. Students cannot register for Major Project Part-I without completing Project.

**(g) Special Module (V-category) Courses**

Special module courses are 1 or 2 credit courses that can be offered at the beginning of the semester or during the semester. These courses will usually cover specialized topics that are not generally available in the regular courses. Eligible students can register for these courses for credit. The course coordinator will evaluate the student's performance and award a letter grade. The credits so

earned will count towards the appropriate category for degree completion purposes.

**(h) Literature Review Paper Writing**

A course under this title will be floated by departments from fifth semester onwards in both Autumn and Spring semesters. Literature Review Paper Writing will be a regular course to review literature on a specific topic suggested by the Course Coordinator and write a review paper on the topic. The course shall bear a number XXD301 and will have zero credits. A Course coordinator along with two co-teachers shall offer a list of topics. Students can suggest their own topic. Topics shall be finalized in the first two weeks of the semester. Paper shall be evaluated in three phases as per D type of courses. At the end of the semester a Department Journal of approved papers shall be uploaded on Department's page of the Institute Website. This course can be registered only after earning 75 credits.

**(i) Community Project**

A course under this title will be floated by humanities departments from fourth semester onwards in both Autumn and Spring semesters. Community project will be a regular course with an objective that a student is exposed to the outside world / society. These projects can include teaching of Mathematics / English / Computer to the school students in nearby villages or provide support to technology dissemination in nearby area or to volunteer to support District Administration etc. The course shall bear a number HMD201 and will have zero credits. A Course coordinator along with two co-teachers from each department shall offer a list of projects. Students can suggest their own concepts. Projects shall be finalized in the first two weeks of the semester. Project shall be evaluated in three phases as per D type of courses. At the end of the semester a joint report of completed projects shall be uploaded on Department's page of the Institute Website. Community project can be done jointly by 4 students, each having earned at least 30 credits.

**(j) Internship**

Internship is a 6 credit course to be taken up any time after 5<sup>th</sup> semester. A student who earns 104 credits at the end of 5<sup>th</sup> semester and is in a position to complete required BS/ES/HM/DC/DE courses in the remaining time or earns 129 credits at the end of 6<sup>th</sup> semester and is in position to complete required BS/ES/HM/DC/DE courses in the remaining time or earns 154 credits at the end of 7<sup>th</sup> semester and has completed all the required BS/ES/HM/DC/DE courses is eligible for internship. The duration of internship shall be of 4 months (minimum) to 6 months, preferably in an industry or R & D institution in India or abroad. It is the own responsibility of the student to arrange for the internship. However, a list of the industries or R & D institutions as well as required guidance will be provided by the faculty advisor and Training & Placement section to the students for this purpose. The HoD will appoint a supervisor for each student and the supervisor will be in contact with the student as well as with the Industry by personal visit or by e-mail or any other appropriate means of communication. The student is required to send a monthly work report to the supervisor throughout the entire duration of internship. The students, who are eligible and willing to take internship but do not have offer letter can register for courses for next semester which can be substituted by internship if student submits the copy of offer letter before last date of enrollment of the semester. At the end of the semester, the student will be awarded KK grade, which is a temporary grade. In the first week of next semester, the student has to submit a report to the concerned supervisor in the department. The Supervisor will examine the work report by organizing an open interdepartmental seminar for all in presence of all HoDs and other faculty members. If the performance is satisfactory, an 'SS' grade will be awarded. For unsatisfactory performance, a 'ZZ' grade will be awarded. No payment will be given to student from the institute for internship. It is mandatory that the student gets a stipend from the organization where he/she undergoes internship. The Course shall have a code XXT401 and shall be counted against Open Course. Credits earned by completing this course shall be counted against maximum permissible Audit Courses, if student desires. Otherwise, internship shall remain an Audit Course.

**4.10 Minor Area (UG Only)**

4.10.1 A set of pre-defined courses of total 20 credits in a focus area comprises a Minor Area. A student can use Open Category (OC) credits to complete the specific requirements.

4.10.2 Any student is eligible to take the Minor Area at the end of the 5<sup>th</sup> semester and may register for Minor Area courses from 6<sup>th</sup> semester onwards.

4.10.3 Registration for a Minor Area is not mandatory. If a student succeeds in completing the requirements during his/her stay in the institute, then the Minor Area will be mentioned on the degree certificate.

4.10.4 A student registered in any program of a specific department will not be eligible to take the minor area(s) offered by the same department; additional conditions and details of individual minor areas shall be prepared by individual departments.

4.10.5 If any course of a minor area overlaps with any core course (DC or PC category courses) or elective course (DE or PE category courses) of the student's program, then credits from this course will not count towards the minor area credit requirements, though this course may contribute towards satisfying the core (or elective) requirement of the minor area. In such a case, the requirement of 20 credits must be completed by taking other courses of the minor area.

4.10.6 For the purpose of completing minor area requirements, the listed minor area course may be substituted by an equivalent course so identified in the course descriptions.

#### 4.11 Self-study course

A self-study course will be from the regular UG courses listed in the Courses of Study bulletin. The main features of a self-study course are as follows:

- A student may be given a self-study course of weightage not exceeding 4 credits in the final semester if he/she is short by a maximum of 4 earned credits required for graduation provided that the course is a core course and is not running in that semester as a regular course.
- Students should apply for a self-study course with appropriate recommendation of the Course Coordinator and Faculty Advisor. The final sanction of a self-study course to a student is made by the HoD.
- Grant of a course to be taken, as a self-study course, cannot be claimed by any student as a matter of right.
- Normally, no formal lectures will be held for a self-study course but laboratory, design and computation exercises will be conducted if they form an integral part of the course.
- The Course Coordinator will hold the examinations same as for the normal course.
- The self-study course will run during the total duration of the semester.
- The grades after due moderation by the Class Committee will be sent by the Department to AR (Exam. Cell) at the end of the semester along with grades of all other courses.
- An elective course (1/2/3+0+0) where number of students is not enough to offer it can be offered as self study course. Students with CGPA more than 8.0 can avail this facility only upto 3 credits.
  - Credits of self study course shall be counted as registered credits.
  - This facility can be extended to PG students also.

#### 4.12 Summer Term/Winter Term (UG Only)

In the Summer Term, registration for L (lecture) and P (practical) category courses will be strictly limited to the students who have obtained EE / FF grade in the subject earlier or whose load has been restricted by BUGS / BPGS. In a summer term, a student cannot earn more than 10 credits (in all the categories). However, a student is permitted to register three L (lecture) courses even if registered credits exceed 10.

A Summer Term Course/Winter Term Course will be run only if there is a minimum registration of 5 students or a teacher is available to conduct the course. However, Summer Term/Winter Term shall be offered for all First Year courses run in the preceding year. Due compensation shall be paid to the teachers for conducting courses in summer/winter terms. Summer Term will also be run for those students who are short of eligibility for award of Degree by credits upto 10 credits or by credits for 3 L type courses (even if registered credits exceeds 10).

Winter terms shall offer only practical (P) courses. Student can register for maximum 3 credits.

#### 4.13 Change of program (UG Only)

##### 4.13.1 Program change at the end of first year

The following regulations apply for change of program at the end of first year, i.e. end of the 2nd semester.

- A student is eligible to apply for change of discipline at the end of first year only, provided he/she satisfies the following criteria:
  - CGPA : = 7.50
  - Earned credits at the end of first academic session : ≥80
- Change of the discipline will be permitted strictly in the order of merit as determined by their CGPA at the end of first year subject to the limitation that the actual number of students in the third semester in the discipline to which the transfer is to be made, should not exceed the sanctioned strength.
- For a student with CGPA 9.5 or more, even if a vacancy does not exist, he/she will be permitted to change provided the strength in the discipline to which the change is being sought does not exceed by 5 % of the approved strength.

#### 4.14 Measures for helping SC/ST Students (UG Only)

A number of measures exist for helping students belonging to SC and ST categories. A senior faculty member is appointed as adviser to SC/ST students for advising them on academic and non-academic matters. Additional tutorials shall be arranged for academically weak students over and above normal course requirement.

#### 4.15 Implementation Plan (UG Only)

The rules and regulations shall be applicable to all the students those will be admitted in 2012 onwards. Students admitted earlier shall be governed by these rules with certain exceptions as mentioned below.

##### 4.15.1 Students Admitted in 2010 and 2011

- All the courses completed by students in the NIT Kurukshetra pattern shall be allocated Credits as per the norms mentioned in this ordinance.
- First year course requirement presented in these ordinances (BS,ES and HM Core) shall be substituted by the courses completed by the students in First year of NIT Kurukshetra pattern (academic year 2011-12).
- All credits earned above 84 in first year shall be counted against open courses.

4. Students who have failed in a first year course will have to earn the corresponding credits from the courses mentioned against the failed courses in the below mentioned table.

		NIT Kurukshetra Scheme	NIT Uttarakhand Scheme	
S. No.	Course Code	Course Title	Course Code	Course Title
1.	MAT104	Mathematics II	SCL103	Applied Mathematics II
2.	ELT105	Basic Electrical Engineering (Theory)	EEL101	Elementary Electrical Engineering
3.	PHT104 & PHT106	Physics I (Theory) & Physics II (Theory)	SCL104	Applied Physics

For all other courses failed and if the credits in the first year are less than 84 credits, then the student has to choose from the Departmental Electives (DE) courses.

5. Students who have opted the following core courses will be given an equivalence of the courses mentioned against them for the purpose of completion of Departmental Core course credit requirement. For students of

		Adopted Course	Corresponding Equivalent Course	
S. No.	Course Code	Course Title	Course Code	Course Title
1.	SCL201	Applied Mathematics III	SCL203	Probability and Numerical Methods

B.Tech. (Computer Science and Engineering) program.

For students of B.Tech.(Electronics and Communication Engineering) program.

		Adopted Course	Corresponding Equivalent Course	
S. No.	Course Code	Course Title	Course Code	Course Title
1.	SCL201	Applied Mathematics III	SCL203	Probability and Numerical Methods
2.	SCL202	Electronic and Electromagnetic Materials	ECL206	Electronic Materials and Devices

6. The courses which the students have completed under the NIT Kurukshetra Scheme shall be given equivalence as below.

S. No.	NIT Kurukshetra Scheme		NIT Uttarakhand Scheme	
	Course Code	Course Title	Course Code	Course Title
1.	HUT211	Organisational Behaviour	HML106	Personal Management and Industrial Relation
2.	COT201 & COT211	Programming Methodology and File Structures & Programming Methodology (Pr)	CSL201	Data Structure and Programme Design
3.	COT 203 & COT 213	Data Structures & Data Structures (Pr)	CSL201	Data Structure and Programme Design
4.	COT 202 & COT212	Object Oriented Programming & Object Oriented Programming (Pr)	CSL204	Introduction to Object Oriented Methodology
5.	COT204	Programming Languages Concepts	CSL203	Concepts in Programming Languages
6.	COT205	Computer Organization and Architecture	CSL202	Computer Organization
7.	COT206 & COT216	Software Engineering & Software Engineering (Pr)	CSL307	Software Engineering
8.	COT207	Discrete Structures	SCL204	Discrete Mathematics
9.	COT208 & COT214	Microprocessors I & Microprocessors I (Pr)	ECL305	Microcontroller and Interfacing
10.	COT209	Digital Electronics	ECL202	Digital Circuits
11.	COT210 & COT218	Unix and Linux Programming & Unix and Linux Programming (Pr)	CSL302	Operating Systems
12.	COT215	Digital System Design (Pr)	ECL202	Digital Circuits
13.	ECT201	Semiconductor Devices and Applications	ECL201	Electronic Circuits
14.	ECT203	Network Analysis and Synthesis	EEL204	Network Theory
15.	ECT205	Fields and Waves	ECL205	Electromagnetic Waves
16.	ECT207	Signals and Systems	ECL203	Signals and Systems
17.	ECT209	Digital Circuits and Systems	ECL202	Digital Circuits
18.	ECT211	Electronics Devices and Circuits (Pr)	ECL201	Electronic Circuits
19.	ECT202	Analog Electronics	ECL301	Linear Integrated Circuits
20.	ECT204 & ECT212	Analog Communication & Communication I (Pr)	ECL204	Analog Communication
21.	ECT206	Instrumentation and Measurement	EEL205	Measurement and Instrumentation
22.	ECT208	Control Systems	EEL302	Control System
23.	ECT210	Electronic Circuit Simulation (Pr)	ECL206	Electronic Materials and Devices
24.	MAT201	Mathematics III	SCL201	Applied Mathematics III
25.	EECT201	Circuit Theory	EEL202	Basic Electrical Circuits
26.	EECT203 & EECT 215	Analog Electronics & Analog Electronics Lab I	ECL301	Linear Integrated Circuits
27.	EECT205 & EECT213	Measurement and Instrumentation I & Measurement and Instrumentation I	EEL205	Measurement and Instrumentation
28.	EECT206 & EECT216	Power Electronics- I & Power Electronics Lab- I	EEL303	Power Electronics
29.	EECT207 & EECT211 & EECT204 & EECT214	Electrical Machines I & Electrical Machines Lab-I & Electrical Machines II & Electrical Machines Lab-II	EEL203	Electrical Machines
30.	EECT209	Transmission and Distribution	EEL301	Power Systems
31.	EECT212	Network Analysis and Synthesis	EEL204	Network Theory
32.	EECT202	Signals and Systems	ECL203	Signals and Systems
33.	EECT208	Digital Electronics	ECL202	Digital Circuits
34.	EECT210	Fields and Waves	ECL205	Electromagnetic Waves
35.	EECT218	Electronics Lab II	ECL202	Digital Circuits
36.	MAT202	Mathematics III	SCL203	Probability & Numerical Methods

7. Based on the equivalence, the courses will be considered against DC, DE and HM categories.

8. If credits of DC courses thus earned are below 124, then the shortfall shall be compensated by DE courses.

## 5. Various Academic Bodies

### 5.1 Board of Under-Graduate Studies (BUGS)

#### 5.1.1 Constitution

Chairman: Dean (Academics)

Members: One teacher from each department by rotation. Tenure of a member shall be of One Academic Year. Each teacher shall get an opportunity to become a member of BUGS. Other Deans and Associate Dean (Academic) will be the members of BUGS.

#### 5.1.2 Responsibilities

All below mentioned responsibilities for Under-Graduate Programs only:

- To approve the degree requirements proposed by BoS.
- To approve the syllabus / contents of the courses as proposed by BoS.
- To review the cases of students identified for monitoring and load restrictions.
- To review the cases for termination of students and recommend termination of students.
- To consider the applications of students for special academic provisions under exceptional circumstances.
- To recommend to senate list of students for award of Degree.
- To recommend to Senate changes/additions to rules and regulations.
- To review the academic result.

### 5.2 Board of Post-Graduate Studies (BPGS)

#### 5.2.1 Constitution

Chairman: Dean (Academics)

Members: One teacher from each department by rotation. Tenure of a member shall be of One Academic Year. Each teacher shall get an opportunity to become a member of BPGS.

Departments shall nominate two different teachers on BUGS and BPGS.

#### 5.2.2 Responsibilities

All below mentioned responsibilities for Post-Graduate and Ph.D Programs only.

- To approve the degree requirements proposed by BoS.
- To approve the syllabus / contents of the courses as proposed by BoS
- To review the cases of students identified for monitoring and load restrictions.
- To review the cases for termination of students and recommend termination of students.
- To consider the applications of students for special academic provisions under exceptional circumstances.
- To recommend to Senate list of students for award of Degree.
- To recommend to Senate changes / additions to rules and regulations.
- To review the academic result.
- To approve the recognition of supervisors.

### 5.3 Board of Studies (BoS)

Each Department shall have one Board of Studies. The BoS shall look after all the programs offered by the Department.

#### 5.3.1 Constitution

Chairman – Head of the Department

Member – All teachers in the Department

Member – One teacher (preferably Professor) from other department, (to be nominated by BoS, with approval of Chairman, Senate)

Member – Two Professors from other Institutes, preferably from IIT/NIT, (to be nominated by BoS, with approval of Chairman Senate)

Member – One expert from Industry, (to be nominated by BoS, to be nominated with approval of Chairman Senate)

#### 5.3.2 Responsibilities

- To frame the program qualification.
- To frame the program requirement.
- To prepare the course content.

### 5.4 Class Committee

A class committee shall be framed for group of courses, which are offered by large number of students simultaneously, or group of courses recommended by BoS. A group should not have more than 6 courses.

#### 5.4.1 Constitution

Chairman – Faculty of other Department who does not teach any course prescribed for the program. (to be nominated by BoS)

Member – All course coordinators of courses covered in the group.

Member – Four students with CGPA of more than 8.0.

#### 5.4.2 Responsibilities

- To review conduct of the course and results of first sessional after first sessional examination.
- To review conduct of the course and results of second sessional after second sessional examination.
- To finalize grades awarded for the courses.

## 5.5 Faculty Advisor (FA)

A group of students (preferably 20 to 30) shall be allotted to a faculty advisor. Faculty advisor shall be from the same Department in which the student is enrolled.

Faculty advisor shall be allotted in the first year and the student shall have same faculty advisor till he/she completes the program.

Each teacher shall act as Faculty Advisor. If there are more teachers in the Department, number of students allotted shall be less (not lesser than 20). Teachers shall become Faculty Advisors in rotation. If department has lesser number of teachers, number of students allotted shall be more.

### 5.5.1 Responsibilities of Faculty Advisor

1. Faculty advisor should approve the registration/enrollment of student.
2. FA shall monitor the progress of the student and act as his/her mentor.
3. Any application made by a student shall be forwarded by FA with recommendations.
4. All applications made by student on medical ground shall be considered further only if recommended by FA.
5. Any action taken against student shall be communicated to the FA.
6. When a student leaves the Institute on completion of program or without completing the program that shall be communicated to FA.

## 6. Dual Degree/Double Degree/Additional Degree

A student can spend one additional year in the Institute and obtain an additional B.Tech./M.Tech./MBA Degree as per the rules mentioned below.

1. Any B.Tech. student who has cleared at least 135 credits with CGPA of 8.00 at the end of third year of admission and above is eligible for enrollment for additional Degree provided the student has completed credit requirements of First Year, Core, Department Elective course categories.

2. The enrolled student can choose B.Tech. discipline of his / her choice and enroll for HM courses, core courses of chosen discipline. Department electives and remaining core courses of chosen discipline can be enrolled in the fifth year. A student is also expected to complete Project and Literature Review Paper Writing courses of the chosen discipline.

3. Out of the credits obtained in fourth year from these core / elective courses, only best 25 credits will be considered as Open Electives for his / her first degree. The degree with CGPA thus obtained shall be awarded at the end of Fourth Year.

4. At the end of Fifth Year on completion of core and elective courses of the chosen discipline, second degree shall be awarded based on Core and Elective Courses of the Chosen Discipline along with First Year and HM courses completed for first degree and best 25 credits from core / elective courses of first degree as open courses. However, a student has to complete minimum 222 credits to be eligible for award of second degree and all the courses not included in the grade card of first degree shall be included in the second grade card.

5. A student has to complete the requirement of second degree within 6 years of admission to the Institute.

6. Alternatively at the end of third year after completing requirements as mentioned in item 6.1, a student can enroll for a Post Graduate program and register for the courses as per the registration rules of the PG program enrolled.

7. At the end of fourth year best 25 credits thus obtained shall be considered as Open Electives and first degree shall be awarded. As best 25 credits are selected as open courses, such candidate will not be eligible for any award based on final CGPA.

8. At the end of Fifth Year on completion of core and elective courses of the chosen PG program, second degree shall be awarded based on Core and Elective Courses of the Chosen Program. However, a student has to complete minimum 194 credits including Major Project (PG) Part I and Part II to be eligible for award of second degree and all the courses not included in the grade card of first degree shall be included in the second grade card.

9. It is mandatory for the student to complete the PG program within 6 years from admission to the Institute.

10. The first degree awarded shall be a conventional degree and the second degree awarded shall indicate 'The Degree is awarded under Dual Degree Provisions' to take care of one year gap between two degrees.

11. If a student decides to quit the Double Degree program before award of first degree, all the extra credits earned shall be converted into Audit Courses and shall reflect in the grade card. As best 25 credits are selected as open courses, such candidate will not be eligible for any award based on final CGPA.

12. If a student decides to quit the Double Degree program before award of first degree, all the extra credits earned shall be presumed to be forfeited.

## 7. Unfair-means during Examination

These rules and regulation stipulate the rules, regulations and procedures for considering the cases of Unfair means.

### 7.1 Definition of Unfair-means

Following is the list of unfair-means used by students during examination and after the result. This includes all examinations i.e. End-semester, Sessional, Teachers Assessment etc.

a. Possession of written, photocopied, printed material related to the concerned Examination, during examination unless and otherwise stipulated in Question Paper.

b. Possession of any Electronic Gadget including mobile, either in switched on condition or switched off condition, unless or otherwise indicated in question paper. This excludes electronic watch (without any additional features) and non-programmable calculator.

c. Talking to the other student either in the Examination Hall or outside the hall during examination.

d. Leaving hall without the permission of the invigilator.

e. Leaving hall with Answerbook.

f. Reading anything outside Examination hall during Examination.

g. Requesting / threatening / pressurizing the examiner to give more marks or higher grade. This excludes discussion with teacher regarding correctness of answers when answerbook is shown to a student but includes requesting / threatening / pressurizing the examiner to give more marks or higher grade even after teacher explaining the student the basis of awarding marks.

h. Disturbing the examination by improper conduct in the Examination Hall.

i. Copying from the answer book of other student in any examination. An examiner can detect and report such cases during evaluation.

j. Copying the assignments from book or from other student's assignment. If two assignments are identical even for 10% of content, both students shall be held guilty of unfair-means.

k. Any other incidence which the Invigilator/Examiner/Examination Incharge thinks is Unfair-means.

### 7.2 Procedure for considering the cases of unfair means

a. A teacher /official who notices the incidence of unfair means shall give the report to the concerned HoD.

b. If an incidence takes place in the Examination Hall, the written material /electronic gadget (if any) is confiscated along with the answerbook. A student is asked to give statement on the spot and fresh answerbook is issued to the student. If the student does not give any statement, invigilator shall mention that in his report. No additional time is awarded to the student to write the answerbook. His/her examination shall end alongwith other students. If the Invigilator is not the concerned teacher / official to notice the incidence, he/she shall also give a statement to HoD.

c. Director shall appoint an Unfair-means committee to consider all reported cases. Concerned HoD shall be the additional member of the committee. The committee shall go through the reports, material submitted and shall request the concerned student, invigilator and reporting teacher/official to explain the committee their version of the incidence. The committee is authorized to question all concerned persons and any other witnesses the committee deems appropriate.

d. After giving the due consideration to the whole incidence the committee decides whether the student has used unfair-means and if the student is found to have used unfair-means the punishment is awarded with intimation to parents.

### 7.3 Punishment for Unfair-means

a. If it is the first incidence for the student in the Institute, then he/she is awarded zero marks in the concerned Examination.

b. If it is the second incidence then the student is awarded zero marks in all examinations (past only) of the same course in that semester.

c. If it is the third incidence then the student is de-enrolled from the semester.

d. If it is the fourth incidence then the student is removed from the Institute.

## 8. Indiscipline

The Institute expects all the students to observe discipline within the Institute. The behavior of students should not be offensive to fellow students, teachers and staff of Institute and general public. Indiscipline is categorized in three levels. The procedure for taking action and the punishments are detailed below. Indiscipline In Institute, Hostel and Public Places shall be treated equally. However incidences outside Institute involving personal matters and incidences outside Srinagar where students are not on Institute assigned / recommended assignments shall be outside the purview of these rules.

### 8.1 Levels of Indiscipline

a. Level I Offence – This includes verbal offences including abusing, indecent behavior, showing disrespect, ignoring instructions of authority, creating nuisance, drinking any alcoholic drink (including being in Institute premises after consuming alcohol as proved by breath analyzer or reported by any teacher), smoking, possession (or presence in the Hostel Room) of alcohol / alcoholic drink / cigarettes, non-payment of dues for more than 1 month etc. These offences also included bypassing the rules of use of Institute internet facility such as bypassing server's firewall, altering the settings / controls / regulations of server, unauthorized use of internet by cracking user name and password, downloading objectionable material and any other matter as decided by the concerned authority. If library books are not returned in time, then 1<sup>st</sup> time warning will be given and 2<sup>nd</sup> time library facilities will be withdrawn for the current and next semester. If the student leaves the hostel overnight without informing the Hostel authority, then 1<sup>st</sup> time warning will be given and 2<sup>nd</sup> time it will be considered as an offence of Level I. If the electrical items e.g. fans, bulbs, tube lights, CCTV camera are moved from their positions by a student, it will be treated as an offence of Level I. Students are not allowed to take mess food in their rooms. 1<sup>st</sup> time warning will be given for the violation of rule and 2<sup>nd</sup> time it will be considered as an offence of Level I.

b. Level II Offence – This includes physical abuse, damage to Institute Property, theft. Using anyone else’s username and password without knowledge and permission of the concerned person, accessing passwords and usernames from server for any purpose, creating any other individual’s mail / twitter / facebook / any other account, posting comments on internet by someone else’s name and any other matter as decided by the concerned authority.

c. Level III Offence – This includes ragging, threat to the life of other students / staff / public. This also includes hacking of Institute Server / Website, any other individual’s website / mail / twitter / facebook / any other account and any other matter as decided by the concerned authority.

## 8.2 Procedure for conducting an enquiry of a student in matters of Indiscipline

After receiving a complaint by a faculty/institute staff/student/general public, Chief Warden will appoint an institute faculty/officer to conduct a preliminary investigation. Based on the preliminary investigation report, if required, he may appoint a 3 members enquiry committee for detailed enquiry. This committee may call the concerned parties and may get in communication with all those concerned including witnesses (if any) to find out the facts. The committee may ask any concerned person to give a statement which will be kept confidential. Knowing the social structure of an NIT, the interrelation of students amongst themselves and the constructive parental role of teachers, it is not expected that the committee will be in a position to take the decision based on concrete evidences. However, this committee will take wider base for collecting the information (formal or informal) to arrive at a decision. If necessary, the Chief Warden may refer the case to the Disciplinary Action Committee under the chairmanship of Chief Warden with all the HoDs as members. This committee may then conduct further enquiry and based on its conclusion, the committee will take decision regarding level of indiscipline

(if any) on the basis of rules in para 8.1 of the ordinance, Rules and Regulations of all the Undergraduate and Post Graduate Programmes and will give the corresponding recommendation in its report to the Director. On the basis of this report, the Director will approve an appropriate action. However, indiscipline which does not attract Level-I offence shall be punished with a warning letter. Second warning letter for any kind of indiscipline shall be treated as Level-I offence. Subsequent warning will attract next level if committed again.

## 8.3 Disciplinary Actions

1. A student who commits offence of Level III will be de-enrolled for the semester with immediate effect and will have to leave Institute immediately provided this is the first Level III offence. While joining the Institute next semester, student and parents shall be personally present for enrollment and give a joint undertaking to the Institute Authority about the conduct of the concerned student.

2. If the Level III offence is committed second time, a student shall be removed from role of the Institute immediately.

3. A student enrolling after de-enrollment due to offence of Level III, Level I shall be treated as Level II and Level II shall be treated as Level III.

4. If a student commits an offence of Level II for first time, he / she is warned and his / her parents have to come to the Institute to give an Undertaking that their ward shall behave properly.

5. If a student commits Level I or Level II offence after committing Level II offence anytime till completion of the program, the offence shall be treated as Level III offence and student will be de-enrolled for a semester.

6. If a student commits offence of level I for the first time, then a warning is issued to him / her and an undertaking is taken from the student. Parents are communicated about the matter.

7. If a Level I or Level II offence is committed after a Level I offence, then the offence will be treated as offence of Level II or Level III respectively.

8. In addition to furnishing of the undertaking, a student will have to undergo at least three counseling sessions within 03 months of pronouncement of disciplinary action.

## 9. Leave rules and scholarship rules for M.Tech. Students

### 9.1 Leave Rules for M.Tech. Students

(i) It is mandatory for all the students to attend all the classes (lectures/tutorials/practicals) and labs.

(ii) If a student is absent in even one class/lab, it shall be treated as absent for the whole day.

(iii) Total 30 days leave per calendar year is admissible to the M.Tech. student on pro rata basis @ 2.5 day leave per month. Leave shall be accumulated till the end of the calendar year and carried forward to the next calendar year till completion of M.Tech. programme or up to two years whichever is earlier.

(iv) There is no vacation for the M.Tech. student.

(v) Prior approval is required before proceeding on leave. Leave without prior approval shall be treated as absent and no scholarship will be paid for absent period. Leave application shall be submitted by the student for approval to the HoD through faculty advisor.

(v) Half day leave is not permissible.

(vii) HoD shall be the authority to approve the leaves of M.Tech. student.

(viii) HoD will maintain the leave record of the M.Tech. student.

(viii) It is mandatory for the course coordinators to enter the required details in the performance sheet with-in time (on or before 4th day of the month) and HoD shall ensure that all the course coordinators have filled the necessary details in the performance sheet properly.

(ix) HoD shall send month wise progress report of each M.Tech. student in prescribed format to the Academic Section on or before the 5th day of every month so that scholarship shall be cleared by the 10th day of the same month.

### 9.2 Scholarship Rules for M.Tech. students

(i) GATE scholarship shall be provided to all the GATE qualified M.Tech. student as per MHRD norms.

(ii) GATE scholarship will be provided up to maximum of 24 months from the date of admission or up to date of last Theory/Project examination of M.Tech. whichever is earlier.

(iii) GATE scholarship shall be continued for the current semester subjects to the condition that M.Tech. student has scored first class in previous semester. In NIT, Uttarakhand SGPA of 6.75 is equivalent to first class in a semester.

(iv) If a M.Tech. student secures first class in current semester then only he/she will be eligible for full GATE scholarship for the next semester, else he/she will be granted scholarship at 50% rate from the next month after declaration of result subject to the condition (B) V.

(v) If a M.Tech. student does not score first class in two consecutive semesters then his/her scholarship shall be stopped for the semester which follows the two consecutive semesters of failure to score first class from the next month of declaration of result.

(vi) No GATE scholarship will be paid for semester withdrawal and the withdrawn semester will be counted in 24 months period of scholarship.

(vii) Withdrawal of semester after availing the GATE scholarship shall be treated as non-securing first class in that semester. M.Tech. programme is to be completed in three years from the date of admission.

(viii) Summary of rules for scholarship is as under:

Sl. No.	First class in Semester			Scholarship Amount			
	1 <sup>st</sup> Sem.	2 <sup>nd</sup> Sem.	3 <sup>rd</sup> Sem.	1 <sup>st</sup> Sem.	2 <sup>nd</sup> Sem.	3 <sup>rd</sup> Sem.	4 <sup>th</sup> Sem.
1.	Yes	Yes	Yes	Full	Full	Full	Full
2.	Yes	Yes	No	Full	Full	Full	Half
3.	Yes	No	Yes	Full	Full	Half	Full
4.	Yes	No	No	Full	Full	Half	Nil
5.	No	Yes	Yes	Full	Half	Full	Full
6.	No	Yes	No	Full	Half	Full	Half
7.	No	No	Yes	Full	Half	Nil	Full
8.	No	No	No	Full	Half	Nil	Nil