COURSE BOOK

(April 2023)

- **Ordinances, Rules and Regulations**
  - **Programme Requirement**
    - **Syllabi**

NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ordinances
Rules and Regulations
Undergraduate and Postgraduate Programme

National Institute of Technology Uttarakhand
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 Undergraduate and Postgraduate 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 opt 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. Generally, the 1st semester (Odd Semester) starts in the first week of August and ends in the middle of December, the 2nd semester (Even Semester) starts in the first week of January and ends in the middle of May. Summer Term may be offered in special cases only for B. Tech. 4th year students with approval of the Chairman, Senate. Detailed schedule is given in the Academic Calendar that is available before the start of each semester.

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	CE
2	Computer Science and Engineering	CS
3	Electrical Engineering	EE
4	Electronics Engineering	EC
5	Mechanical Engineering	ME
6	Physics	PH
7	Chemistry	CY
8	Mathematics	MA
9	Humanities & Social Sciences	HS

1.3. Programs offered

The Institute offers academic programs in Engineering at Undergraduate, Postgraduate and Doctorate levels. Only UG and PG programs are included in this ordinance.. 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 Programme

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

1.3.2. Post Graduate Programme

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 & Machine Learning	
Electrical Engg.	M.Tech. in Electrical and Electronics Engineering	EEE	1. Power Electronics and Drives	
Electronics Engg.	M.Tech. in Electronics and Communication Engineering	ECE	1. Microelectronics and VLSI Design	
Mechanical Engg.	M.Tech. in Mechanical Engineering	MEC	1. Machine Design 2. Thermal Engineering	

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 a new 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.

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

	Areas

- 'XX' indicates Program Code
- 'nn' indicates year of admission (2008 is indicated 08)
- 'YYY' indicates program code (ECE is for Electronics and Communication Engineering)
- 'mmm' indicates Sr. No. in program.

BT18ECE001 indicates roll number 001 of B.Tech. (Electronics and Communication) student admitted in 2018.

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 and evaluation pattern of the subject.

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	Mid Term Exam. I	15-20
				Mid Term Exam. II	15-20
				Teachers Assessment	10-20
				End Term Exam.	40-60
	Lecture	1/2/3+2+0	1/2/3+1+0	Mid Term Exam. I	15-20
				Mid Term Exam. II	15-20
				Teachers Assessment	15-30
				End Term Exam.	40-60
P	Practical	0+0+2/4	0+0+1/2	Mid Term Exam. I	30-35
				Mid Term Exam. II	30-40
				End Term Exam.	25-40
	Practical	0/1+0/2+2/4	0/1+0/1+1/2/3	Mid Term Exam. I	30-35
				Mid Term Exam. II	30-40
				End Term Exam.	25-40
D	Project based courses	-	0 -10	Mid-Term Exam. - I	20-30
				Mid-Term Exam. - II	20-30
				End Term Exam.	40-60
T	Practical Training/ UG Internship/ Colloquium	-	0-6	No evaluation for training. Only End Term Evaluation for Colloquium. (SS/ZZ)	-
	PG Internship	-	5/10	Same as D	
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	200/300 Level Courses for UG	Yes	60	Not Eligible	Senior UG,
500	PG (Core Courses)	400 Level Courses	Yes	100	NIL	PG, PhD
500	PG(SE/PE/OC)	400 Level Courses	Yes	100	25	Senior UG, PG, PhD
600	PG(OC)	400/500 Level Courses	Yes	Nil	25	UG(Final Year), PG and PhD (As OC)

2.1.4. B.Tech. Final Year Students (senior UG) may be allowed to take 500 level courses offered to PG students as SE/PE/OC. The students should not be allowed to take Departmental Core/PG Core Courses of 500 levels.

2.1.5. 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.

2.1.6. 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.

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

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

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

2.1.10. 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 feature of the credit system is 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. All the programs are defined by the total credit requirement and a pattern of credit distribution over courses of different categories. Details are given in Section 4 on degree requirements, regulations and procedures.

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 credit. Practical/Laboratory/Tutorial: Two laboratory/tutorial hours per week per semester is assigned one credit.
Example: Course XXXXXX: 3 credits (3-0-0)
Course XXXXXX: 4 credits (3-2-0)
Course XXXXXX: 1 Credit (0-0-2)
The credits indicated for this course are computed as follows:
3 hours/week lectures = 3 credits
2 hours/week tutorial = 1 credit
2 hours/week practical = 1 credit

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

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 registered course, a two-letter grade is awarded. 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) Course Pre-requisites (v) Overlapping/Equivalent courses (if any) (vi) Course Objective(s) (vii) Course Outcomes (viii) Content (ix) Text Books (x) Reference Books. An example is given below:

MEL304 Theory of Machine – II
3 credits (3-0-0)
Course Pre-requisites: MEL208
Overlaps with: MEL213 Course
Course Objective(s): —
Course Outcomes: —
Content:—
Text Books: —
Reference Books: —

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 XXXXXXX
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
Minor Project	- -	70
Major Project	- -	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 more than 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).

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 will 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 (Average)
BC	7	Meets all targeted objectives of the course.
CC	6	Below expectations
DD	4	Marginal, Meets minimum targeted objectives of the course.
FF	0	Very poor
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 and P type of courses and 50% for other types of courses. However, individual course coordinators may set a lower marks requirement but not below 30%.
FF grade
The FF grade denotes very poor performance, i.e. failing a course. A student is required to repeat all core courses in which he/she obtains FF grades, till he/she obtains a passing grade. For other (elective) courses if obtained FF grade, 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.
Supplementary Exam
Any Student who gets an FF grade in a course, but is having minimum 75% attendance in that course, may appear for a Supplementary Examination of that particular course. The facility of Supplementary Examination is limited to maximum two (02) courses in an academic year on approval of Dean (Academics)/Associate Dean (Academics). The Supplementary Examination shall be conducted only for the lecture based courses. The marks of the class tests and assignments previously earned in the respective course of such student shall be carried forward as it is and appropriated into the marks obtained in the Supplementary Examination. Request of the Students for Supplementary Examination should be submitted within three days of the last date of Special ETE. Such requests will be approved by the Dean (Academics)/Associate Dean (Academics) on recommendations of respective HoD. FF/DD/CC/PP/SS Grades may be awarded in case of Supplementary Examination. AA to BC Grades shall not be awarded to those who appear for Supplementary Examination.
Special ETE
Student who is absent in End Term Examination (ETE) on legitimate grounds such as serious medical problem, death of first blood relative etc., the student may apply for Special ETE shall be conducted normally within 10 days from the last date of corresponding End Term Examination. Such requests, for Special ETE, by students shall be approved by the Dean Academics/Associate Dean Academics on the recommendation of the concerned HoD. AA to BC Grades shall not be awarded to those who appear for Special ETE.
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 Mid-Term 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 towards degree completion requirements 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 within one week of the end of the first Mid Term examination. Withdrawal from PG Project Phase-II or Internship Phase-II 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, Minor Project, or Major Project. 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 Minor Project, the student will not be permitted to register for Major Project simultaneously, as Minor Project is a pre-requisite for Major Project. 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.)

KK grade is awarded for incomplete Project Phase-II 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 Project Phase-II may be awarded KK grade on recommendation by a Committee consisting of (i) Convenor DPGC as chairman; (ii) Supervisor(s) (iii) One Internal Examiner and (iv) One External Examiner 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, 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-Term Examination.

JJ grade

If a student fails (obtains FF grade) in a core courses/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. The JJ Grade should not appear in the final Grade card.

2.9.3 Grade Moderation Committee:

A Committee duly constituted by respective HoD as follows will moderate the Grades of all lecture based courses in the department.
1. Chairman (Senior faculty member of the Department)
2. Two other faculty members of the Department

All the Grades should be moderated and duly signed by the Course Coordinator, Grade Moderation Committee and HoD before submission of Control Sheets in the Academic Section.

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) = Σ (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 = EGP / Σ(Course credits) for courses registered in a semester in which AA- FF & UU grades are awarded

CGPA = EGP / Σ(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.

Percentage (%) = 10 × CGPA

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

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 Mid-Term Examinations, one End Term 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. Mid-Term Examinations (MTE) should be conducted as per schedule in academic calendar. MTE 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 Mid-Term Examination.

2.11.1.2. In case a student is absent in MTE on legitimate grounds such as serious medical problem, death of first blood relative etc., Special MTE shall be conducted normally within 10-15 days from the last date of corresponding MTE. Such requests, for Special MTE, by students shall be approved by the respective HoDs on the recommendations of the concerned course coordinator.

2.11.1.3. End-Term Examination (ETE) should be conducted as per schedule in academic calendar. ETE shall be of 2 to 3-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 concerned student after evaluation within 96 hours from the last day of End Term 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. In case a student is absent in ETE on legitimate grounds such as serious medical problem, death of first blood relative etc., the student may apply for Special ETE, and the same shall be conducted normally within 10 days from the last date of ETE. Such requests, for Special ETE, by students shall be approved by the **Dean Academic/Associate Dean Academic on the recommendation of the concerned HoD.** FF/DD/CC/PP/SS Grades may be awarded in case of Special ETE. AA to BC Grades shall not be awarded to those who appear for Special ETE.

2.11.1.5. 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.

2.11.1.6. There is no provision of any compensation for absenteeism in any form of evaluation (including class tests, GD, assignments etc.) other than End-Term and Mid-term Examinations.

2.11.2. Course Evaluation of Practical Courses (P 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 for Mid-Term I and II and 25-40% for End Term Exam.

2.11.2.2. The phase I assessment shall be frozen immediately after 1st Mid-term examination for 30-35% assessment. Additional 30-40% assessment (phase II) shall be frozen immediately after 2nd Mid-term Examination.

2.11.2.3. Method of End-Term Exam 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. Marks awarded for individual heads shall be in absolute scale. Relative grading can be used only for awarding final grades.

2.11.2.6. End Term Exam is the evaluation made at the end of session based on complete work in the session. End Term Exam can also be considered as phase III evaluation.

2.11.2.7. For End Term Exam, if recommended by the Department, examiner other than course coordinator, 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 Term Exam, two in number shall be of 20-30% weightage each. End Term Exam shall be of 40-60% weightage.

2.11.3.2. End Term Exam of 40-60 % for Major Projects shall have external examiner. However in case of failure, re-registration to the course is mandatory.

2.11.3.3. 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.

2.11.3.4. Evaluation shall be absolutely transparent. All the marks/grades awarded shall be available on notice-board along with attendance record. Finalized marks/grades shall also be declared on notice-board. 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.

2.11.4. Evaluation for M. Tech. Dissertation (Project Phase II)

2.11.4.1. The spiral-bound copies of M. Tech. Dissertation (as per the prescribed guidelines) one for each examiner of the committee for evaluation of Project Phase-II shall be submitted to the course coordinator at least one week before the probable date of viva voce (which shall probably be in the month of June).

2.11.4.2. A copy of Plagiarism report should also be submitted along with the Dissertation. 10% similarity index shall be the threshold for M. Tech. Dissertation after excluding the self- publications, references, quoted text and matches upto 10 words. The limit may be relaxed upto 20% with proper justification of the supervisor and approval of the Dean (Acad.). The supervisor shall be responsible for the plagiarism check and a record of which will be maintained in the office of Dean (Academics).

2.11.4.3. There shall be two evaluations namely Mid Term Exam and End Term Exam (viva voce) for Project Phase-II.

2.11.4.4. The External Examiner will be from Academia/Industry/Research Organization with expertise in related domain will be nominated by the Supervisor from the other Department of the Institute or from outside the Institute. The nomination of external member shall be duly approved by the DPGC of the concerned Department. An External Examiner may evaluate maximum four Dissertations.

2.11.4.5. The course coordinator shall make all necessary arrangements (like noting, approval for experts, display of notices regarding schedule of viva voce, submission of result, etc.) for conducting the viva voce of the M.Tech. students.

2.11.4.6. After successfully defending the viva voce, the M.Tech. student shall submit hard bound copies of M.Tech. Dissertation, after making suggested modifications, along with softcopy (preferably PDF on CD/DVD), one each for Academic Section, Institute's Library, Department and Supervisor(s).

2.11.4.7. In case panel/committee is not satisfied with the performance in **Project Phase I/Project Phase II**, KK Grade (Continued) should be awarded and he/she should carry out additional work/modifications etc. as suggested by the panel/committee. Student is required to appear again for assessment before the panel/committee within one month from the date of previous assessment. No grade restriction will be imposed for delayed presentation/re-examination.

2.11.4.8 The grade will be provided by the course coordinator as per the following Absolute Grade system for M.Tech. Seminar, Project Phase I and Project Phase II:

Marks	Grade
85-100	AA
75-84	AB
65-74	BB

55-64	BC
45-54	CC
40-44	DD
0-39	FF

3 REGISTRATION AND ATTENDANCE

3.11 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.

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.

3.11.4 Rules for Registration for a semester

3.11.4.8 Registration for upcoming Odd Semester shall be on a stipulated date in Academic Calendar in Even Semester. Similarly, registration for upcoming Even Semester shall be on a stipulated date in Academic Calendar in Odd Semester. Registration for summer term shall be done on stipulated date after the Even Semester examination.

3.11.4.9 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.

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

3.11.4.11 Registration for Odd 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.

(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/ NSS/ NCC/ NSO/ Yoga if not cleared.
(b) Core courses defined by the respective Department with related labs in the same semester.
(c) Minimum credits registered should be 15, and Maximum credits that can be registered are 26.
(d) All balance *** Core Courses which are available.
(e) All balance DE Courses.
(f) All balance HM Courses minimum.
(g) Open Courses.

(i) Registration of Community Project is mandatory in each semester, if not completed. Practical Training to be undertaken in Summer Vacations should be registered in registration of Odd Semester, conducted in Even Semester. This registration is mandatory, if not cleared before.

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

(iii) 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.

(iv) 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 in addition to Internship course. In case student cancels the Internship, his/her registration for all courses other than the Internship is valid. In case a student goes for Internship, his/her registration for all other courses shall be automatically cancelled. It is mandatory for a student to communicate his/her Internship decision through C2P cell before date of enrollment.

(v) Certificate of completion of Internship is to be submitted at C2P cell. C2P cell will send the record to academic section. Letter of Performance of Internship shall be

issued by the C2P Cell, without which internship shall not be valid.

Note:

1. Certificate of completion of Practical Training is to be submitted on or before date of enrollment at C2P Cell. C2P Cell will send the record to Academic Section. Letter of Performance of practical training shall be issued by the C2P Cell, without which Practical Training shall not be valid.

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

3.1.2 Rules for M. Tech. Dissertation

The rules regarding M. Tech. Dissertation in details as under:

3.1.2.1 Each student shall be given a topic for his Project Phase - I and Project Phase - II before last date of registration for the third semester and fourth semester respectively.

3.1.2.2 Any faculty of the Department can forward maximum three topics related to P.G. Specializations offered by the Department to Convenor DPGC. Convenor DPGC shall display the list of topics and the names of the corresponding faculty members to the students and collect their topic preferences.

3.1.2.3 Based on the topic preferences received from the students and their first semester SGPA, DPGC shall appoint supervisor(s) for each M.Tech. student immediately after the registration of the third semester i.e. before starting of the examinations of the second semester.

3.1.2.4 DPGC must consider appointment of Supervisor in previous two Academic Years to facilitate uniform distribution of P.G. students.

3.1.2.5 In addition, co-supervisor(s) from the same Department/other Department may be opted by the supervisor with the approval of the DPGC. Co-supervisor may be selected from outside the Institute by the supervisor with the approval of D P G C .

3.1.2.6 A faculty member appointed as M.Tech. Supervisor is normally expected to be available to the student in the Institute till the thesis is submitted. Whenever a supervisor leaves the institute permanently/temporarily, DPGC shall make the alternative arrangements for guidance during the supervisor's absence.

3.1.2.7 Schedule for Project Assessment and Course Evaluation shall be as per Project Based Course (D type course).

3.1.2.8 Students are required to submit one spiral/soft bound copy of the dissertation to the Supervisor at least two week prior to date of defense. Modified/corrected Dissertation should be submitted, to the Committee for examination, at least one week prior to the date of defense. The viva-voce is to be conducted under the arrangements of the respective Department.

3.1.2.9 If a student does not appear in the viva-voce within the given time period, his/her programme would be deemed to have been terminated. Request for reinstatement in the programme by such student should be addressed to the Chairman, Senate. After the approval from the authority viva-voce may be conducted again. In case student does not appear second time, the thesis submitted by the student shall be rejected.

3.1.2.10 After the viva-voce, the modifications suggested if any, by the viva-voce Board, should be incorporated in the Dissertation and then four/five number of hard bound copies and softcopy (preferably PDF on CD/DVD) should be submitted to the Department.

3.1.2.11 Final grade reports are to be sent by the panel of examiners to the Academic Section on completion of viva-voce.

3.1.2.12 In case panel/committee is not satisfied with the performance in Project Phase I/Project Phase II, KK Grade (Continued) should be awarded and he/she should carry out additional work/modifications etc. as suggested by the panel/committee. Student is required to appear again for assessment before the panel/committee within one month from the date of previous assessment. No grade restriction will be imposed for delayed presentation/re-examination.

3.1.2.13 Procedure for awarding grades in Seminar, Project Phase I and Project Phase II shall be Absolute Grade System.

3.1.2.14 The composition of Committee for Evaluation is as under: Project Phase I:

i) Convener (DPGC) as Chairman
ii) Supervisor(s)
iii) One Internal Examiner

Project Phase II
(Dissertation)

i) Convener (DPGC) as Chairman
ii) Supervisor(s)
iii) One Internal Examiner
iv) External Examiner*

*The presence of an External Examiner is mandatory. The External Examiner will be from Academia/Industry/Research Organization with expertise in related domain will be nominated by the Supervisor from the other Department of the Institute or from outside the Institute. The nomination of external member shall be duly approved by the DPGC of the concerned Department. An External Examiner may evaluate maximum four Dissertations.

3.1.3 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 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 Sheets 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 Academics

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. courses. This checking will be done on the last date for Add/Drop. The Academic section will drop courses without the minimum enrolment. 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/Fee Submission

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 on scheduled date of enrollment, late enrollment is permitted upto ten days after the start of the semester with late enrollment fees of Rs. 1000. A student who does not report till the last day of late enrollment, his/her name shall be removed from the roll of the Institute for that semester. A student has to submit Institute fees on or before last date of late enrollment. Only in exceptional cases, the Chairman Senate may permit the extension for submission of late fees, after the last date of late enrollment.

(c) A student who does not submit the semester fees even after the last date of fee submission (i.e last date of enrollment) with late fee of Rs 1000/- a fine of @ Rs 100 per day (after the last date of fee submission with late fee of Rs 1000) will be charged from such students till one day before enrolment date of next Semester, otherwise students will not be allowed to be enrolled in the next semester. If the student is in the last semester and has not deposited the semester fee after the last date of fee submission with late fee of Rs 1000, his/her provisional degree along with other certificates will not be issued till he/she deposits the semester fee with due late fine. Further, parents of such students should also be intimated regarding the action to be taken for not depositing the semester fee on time through electronic and physical mode of communication two times (Initially after the last date of fee submission and at the end of the current semester).

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 and 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 C2P Cell by the registered student on or before date of enrollment, if possible. C2P 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 OC/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 (Academics)
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. Submissions 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 course within one

week of the end of the first Mid Term 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 Mid Term 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.
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 the Institute (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/SUGB/SPGB 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
Practical Training to be undertaken in Summer Vacations should be registered in registration of Odd Semester, conducted in Even Semester. This registration is mandatory, if not cleared before. Practical Training is to be done in Summer Vacations only, if not done, will be dropped automatically. However, unless it is registered for Odd Semester, its credits will not be counted.

3.12 Pre-requisite requirement for registration
A student should register for a course only if he/she fulfills the pre-requisite requirement(s) (Also See 2.1.10 and 2.6). 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. Details are given in Sections 3.6..
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.

A 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.

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 consolidated attendance record for the each course (s).

3.18.4 To account for circumstances beyond control, students shall be permitted in only two semesters in the duration of program for UG and one semester 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:

S. No.	Attendance	Grade	Remark
1	65% but 75%	L	If L grade is not awarded earlier in any two semesters / terms
2	65% but 75%	W	If L grade is awarded in any two semesters earlier
3	65%	W	-

3.18.6 A student who is awarded "W" grade is not permitted to appear for End-Term Examination and is awarded "UU" grade for the course.

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. 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 events and Institute/Ministry promoted events, subject to the limit up to 5% of the total classes engaged in the specific course, over and above the requirement of minimum attendance. The relevant record about student's participation for this purpose, as authenticated by the concerned Department/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 and 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 /NSS /NSO /Sports (Sports I and Sports II)

ii) Practical Training (Minimum 4 weeks)

iii)   Community Project

S. No.	Category	Symbol	B.Tech. (4-year)
1	**UG Core**	**UC**	**113**
1.1	Departmental Core	DC	67
1.2	Basic Sciences	BS	19
1.3	Engineering Arts and Sciences	ES	22
1.4	Humanities and Social Sciences	HM	05
2	**UG Elective**	**UE**	**47**
2.1	Departmental Electives	DE	23 (minimum)
2.2	(ii) Humanities, Social Sciences, and Management	HM	06 (minimum)
2.3	Open Courses	OC	18 (balance)
3	**Non Credit Requirement**	**UN**	**0 (03 Courses)**
4	**TOTAL REQUIREMENT**		**160 (Minimum)**

4.1.2   Postgraduate Program

S. No	Category	Symbol	M. Tech (2-Year) (Credits)
1	**PG Core**	**PC**	**30**
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
2	**PG Elective**	**PE**	**25**
2.1	Specialization Electives	SE	19
2.2	Open Courses	OC	06
	TOTAL REQUIREMENT		**55 (Minimum)**

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 earn 160/55 or more credits at the end of 8th/4th 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. 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. 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. 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). Refer clause 4.9(a). Alternatively, a student can also enroll for Sports/Yoga in the first two semesters.

Course code are as follows:

Programme	Course Code
NCC	NCN 150/NCN 151
NSS	NSS 152/NSS l53
NSO	NSO 154/ NSO 155

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 NCC /NSS /NSO /Sports (as applicable), Practical Training (Minimum 4 weeks) 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.

(c) A student may register for SWAYAM course as an audit course which shall be limited to maximum 04 (four) credits only. The registration to any SWAYAM course shall be done only during the normal semester registration process, for this purpose each department shall nominate one or more functional course coordinator to monitor the performance of students and the nominated faculty shall submit their grade to the academic section.

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. A B.Tech. student can register for less than minimum of 15 credits in the last semester/final semester of B.Tech. Program. Moreover, under exceptional condition, 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 1st to 4th, and those in which the student is registered for Minor and Major Project. 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 22 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 Term 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. Normally it is the responsibility of the Faculty Advisor/Supervisor to continuously monitor the presence of his/her student in the Institute. If a student is absent for more than 15 days then his/her FA is required to communicate (through phone and email) with the student to know the reason of his/her absence. If a student does not respond to his/her FA and remains absent from the Institute for more than one month without notifying any reason to the Faculty Advisor/Supervisor, his/her semester will be withdrawn automatically. The FA/Supervisor is required to inform about such case to AR (Acad.). A letter regarding semester withdrawal will be issued to the student by AR (Acad.) through physical and electronic mode of communication and the same will also be informed to his/her parent by AR (Acad.). In continuation, a warning letter regarding admission cancellation will also be issued to the student by AR (Acad.). The _student needs to respond immediately to his/her Faculty Advisor/Supervisor citing valid reason of his/her absence after receiving warning letter from AR (Acad.). In case, the student does not respond within one month from the date of issuance of the warning letter, a second warning letter will be issued. In case, the student does not respond within one month from the date of issuance of the second warning letter, his /her admission in the respective program of the institute will be terminated and no further communication will be done/entertained in this regard. The recommendation of termination of admission will be initiated by his/her Faculty Advisor/Supervisor for

approval of the Chairman, Senate. However, If the students respond timely regarding his/her absence, he/she will be allowed to register in the next semester.

4.5 Academic performance monitoring and Load restriction

The Senate Under Graduate Board (SUGB) /Senate Post Graduate Board (SPGB) 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 SUGB / SPGB.

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:

    (a) SGPA of a student falling 2 points below that of the previous semester; or

    (b) Students whose load has been restricted.

4.5.3 Academic Performance Monitoring Advisory Committee (APMAC)

All the students;

a. Identified for Load Restriction/Monitoring as per clause 4.5.2,

b. Having CGPA below 6.00,

c. Having attendance less than 65% at the end of Mid Term I,

d. Scoring mark less than 50% of class average in a Course at the end of Mid Term 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:

a. Head of the Department (Chairman).

b. Faculty Advisor.

c. Counselor(s).

APMAC, during the meeting, may call the Course Coordinator for their opinion, if required.

4.6 Termination of registration due to unsatisfactory academic performance

4.6.1 B.Tech.

The SUGB/SPGB 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.

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

2nd 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.

3rd year onwards: A student's registration may be terminated at the end of 3rd year, 4th year or 5th 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 1st year, and by 8 credits for each semester of withdrawal in the 2nd year onwards. However, if at any stage, the number of credits required is more than 26 times N ($26 \times N$) where N is the number of semesters 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. programme 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 (HMP151, SCL151) 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.

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, Minor and Major Projects. 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.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 these courses 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 NCN 150/NCN 151. Additional option to this requirement shall be two courses offered by sports section SPB151, SPB152, (Sports – I & Sports– II). These two courses can be completed by a student as a substitution to NCN 150/NCN 151.

(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:

(i) In-depth study and critical review of a specified topic;
(ii) Specialized laboratory work/experimental project/feasibility study;
(iii) Work on a research project;
(iv) 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. A UG student has to earn 90 credits and obtain at least 7.5 CGPA to become eligible to do Independent Study.

(c) Practical Training (UG Only)

Practical Training is a non-credit departmental core course (XXT251) 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 (C2P) cell to arrange for training for all their students. In the beginning of each academic session, C2P cell will prepare program-wise lists of potential training organizations in consultation with the respective departments. These organizations will be approached by the C2P cell 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 in charge and C2P cell. 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 Odd Semester before going for training. He/she has to submit the copy of offer letter to his/her HoD as well as in the **C2P** 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.

(d) Minor and Major Project

Minor and Major Project are Core Courses for UG spread over at least two regular semesters and comprises of Minor (XXD351) and Major (XXD451). The allocation of minor and major projects, faculty guides and tentative plan of work are to be done typically before the last day of classes of 6th semester (for 4 year B.Tech. programs). Major is normally expected to be a continuation of Minor, except under those exceptional circumstances in which the supervisor (guide) is changed at the end of Minor Project. Mid- session assessments and an end session assessment will be carried out for each. Minor and Major Project will be graded separately. A student must have obtained a pass grade in Minor Project in order to be eligible for registering for Major Project.

(e) 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.

(f) Community Project

A course under this title will be floated by humanities departments from fourth semester onwards in both ODD and EVEN 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 HMD251 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.

(g) Internship (B.Tech.)

Internship is a 6-credit course to be taken up any time after 5th semester.

The student should complete the following credits requirement for being eligible for Internship in 6th, 7th or 8th Semester of their B.Tech Programme.

1. A Student who earns 104 credits at the end of 5th semester and is in a position to complete required BS/ES/HM/DC/DE/UN/OC courses in the remaining time is eligible for Internship in 6th semester.
2. Student who earns 129 credits at the end of 6th semester and is in a position to complete required BS/ES/HM/DC/DE/UN/OC courses in the remaining time is eligible for Internship in 7th semester.
3. A Student who earns 154 credits at the end of 7th semester and has completed all the required BS/ES/HM/DC/DE/UN/OC courses is eligible for Internship in 8th semester.
4. In case credit requirement is not completed as per point 1, 2 & 3, the student may be permitted to complete credit requirement by opting NPTEL/Swayam courses. Concerned Faculty Advisor and HOD will ensure the credit requirement of the student alongwith equivalence of the course on the NPTEL/Swayam portal. Related registration/other fee will be borne by the students himself/herself, no financial implication will be on the part of Institute.

The student may complete maximum of three courses from NPTEL during the internship. The credits earned from the course(s) completed from NPTEL will be counted in calculating the total number of credits required for degree completion. The HODs along with Departmental Faculty Board will ensure that upto 20% courses of the programme in their Department should be equivalent to the courses available under NPTEL/Swayam portal, if not so, HODs along with their Departmental Faculty board

may revise their curriculum with due approval.

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 C2P 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 the 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 the presence of all HoDs and other faculty members. If the performance is satisfactory, 'SS' grade will be awarded. For unsatisfactory performance, '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.

(k) Internship (M.Tech.)

A student who earns 38 credits at the end of 2nd semester i.e. has completed the entire lecture-based PG core & PG elective courses, is eligible for Internship. The duration of Internship shall be of two semesters (minimum 10 months), preferably in the Industry in India. The student who is eligible and is willing to go for Internship but does not have an offer letter till the date of Registration for 3rd semester, will be allowed to register for internal Courses/Project which can be substituted by the Internship, if the student submits the copy of the offer letter before the last date of Enrollment of the 3rd semester. DPGC will submit its recommendation to the Dean (Academics) through proper channel after due verification of the existence and reputation of that Company to which student wishes to go for Internship. The student will then be allowed to register for Internship. DPGC shall also appoint a Supervisor for the student from the Department and a Co-Supervisor from the concerned Industry for Internship. The Supervisor will be in contact with the student as well as with the Co-Supervisor through personal visits 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 his/her Internship. The supervisor is further required to monitor the attendance of the student in the Industry. It is the responsibility of the student to arrange for his/her Internship. However, a list of industries as well as the required guidance will be provided by the faculty advisor and the and C2P section to the students for this purpose. A student who wishes to go for Internship in 3rd Semester is mandatorily required to register in 2nd semester for Seminar of 2 credits. The credits of Internship Phase-I (3rd Semester) and Phase-II (4th Semester) are 5 and 10 respectively i.e. total credits of Internship is 15. The work of Internship Phase-I in 3rd semester will be extended in 4th semester as Internship Phase-II. Before the end of 3rd semester, the student will submit a report of Phase-I Internship to the concerned Supervisor in the department. The evaluation pattern of Phase-I Internship will be the same as of Project Phase-I evaluation as given in the Ordinances, and the student has to be present in the campus for the same. The student will be allowed to register for Internship Phase-II on the recommendation of the Phase-1 evaluation Committee. After completion of Internship Phase-II, the student has to submit his/her Dissertation in the Department on the entire research work. The format of Dissertation & evaluation will be same as per the Ordinances of the Institute. No financial assistance from the institute will be given to the student during the period of Internship. It is mandatory that the student gets a stipend from the Industry where he/she undergoes for Internship. The Course shall have a code XXT501 for Internship Phase-I & XXT502 for Internship Phase-II. The student has to report to the respective department for joining within one week from the date of completion of Internship phase-2. In case, the student does not join the Institute within the given stipulated time duration without any valid reason, he/she will be de-enrolled from that semester automatically. Such students have to enroll in the next semester by paying the Institute fee for completion of degree. The issues related to late joining of the student in the department with valid document will be processed by the supervisor of the concerned student for consideration of the Competent Authority.

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 5th semester and may register for Minor Area courses from 6th 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 category courses) or elective course (DE 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) 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.

(b) 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.

(c) Grant of a course to be taken, as a self-study course, cannot be claimed by any student as a matter of right.

(d) 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.

(e) The Course Coordinator will hold the examinations same as for the normal course.

(f) The self-study course will run during the total duration of the semester.

(g) The grades after due moderation by the Grade Moderation Committee will be sent by the Department to Academic Section at the end of the semester along with grades of all other courses.

(h) 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.

(i) Credits of self-study course shall be counted as registered credits.

(j) This facility can be extended to PG students also.

4.12 Summer Term/Winter Term (UG Only)

Summer/Winter Term may be offered in special cases only for B. Tech. 4th Year students with approval of the Chairman Senate. In the Summer Term, registration for L (lecture) and P (practical) category courses will be strictly limited to the students who have obtained FF grade in the subject earlier or whose load has been restricted by SUGB/SPGB. 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 teacher is available to conduct the course. Due compensation shall be paid to the teachers for conducting courses in summer/winter terms. Summer Term will be run for those students who are short of eligibility for award of Degree by credits up to 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.

The summer term course/ winter term course shall only be applicable for final year students

4.13 Change of Program (UG Only)

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

(a) A student is eligible to apply for change of discipline at the end of first year only, provided he/she satisfies the following criteria:
  i. CGPA: = 7.50
  ii. Earned credits at the end of first academic session ≥ 40

(b) 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.

(c) 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 advisor 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.

5. Various Academic Bodies

5.1 Senate Under-Graduate Board (SUGB)

Constitution of SUGB:

Chairman: Associate Dean (Academic-UG)

Members: One teacher from each department by rotation as per departmental seniority list (Convener of DUGC). Tenure of a member shall be of Two Academic Year. Each teacher shall get an opportunity to become a member of SUGB. AR (Acad.) will be the secretary of the SUGB.

Responsibilities

All below mentioned responsibilities for Under-Graduate Programs only:

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

5.2 Department Under-Graduate Committee (DUGC)

Constitution of DUGC:

Convener: Convener DUGC [shall be nominated by the departmental faculty board (DFB) of the department for a term of two years.]

Members: HoD, Convener DPGC, four faculty members of the Department. One faculty member of the department will be the secretary of the DUGC. The duration of this committee shall be for two years. The fifty percent of the initial members of the committee shall be replaced after one year.

5.3 Senate Post-Graduate Board (SPGB)

Constitution of SPGB:

Chairman: Associate Dean Academic (PG)

Members: One teacher from each department by rotation as per departmental seniority list (Convener of DPGC)). Tenure of a member shall be of Two Academic Year. Each teacher shall get an opportunity to become a member of SPGB. AR (Acad.) will be the secretary of the SPGB.

Responsibilities

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

1. To approve the degree requirements.
2. To approve the syllabus / contents of the courses.
3. To review the cases of students identified for monitoring and load restrictions.
4. To review the cases for termination of students and recommend termination of students.
5. To consider the applications of students for special academic provisions under exceptional circumstances.
6. To recommend to Senate list of students for award of Degree.
7. To recommend to Senate changes/additions to rules and regulations.
8. To review the academic result.
9. To approve the recognition of supervisors..

5.4 Department Post-Graduate Committee (DPGC)

Constitution of DPGC:

Convener: Convener DPGC (shall be nominated by the faculty board of the department for a term of two years.)

Members: HoD, Convener DUGC, four faculty members of the Department (In case there are not sufficient faculty members, Chairman Senate may nominate adjunct faculty from other departments of the institute). One faculty member from other department/interdisciplinary programme to be nominated by Chairman Senate. One faculty member of the department will be the secretary of the DPGC. Two students (one from the Ph.D. and other from one of the PG programme). If M.Tech. programme does not exist then both shall be from the Ph.D. programme. The student members shall be nominated for a period of one year by the HoD. The duration of this committee shall be for two years. The fifty percent of the initial members of the committee shall be replaced after one year.

5.5 Board of Studies (BoS)

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

5.5.1 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)

5.5.2 Responsibilities

1. To frame the program qualification.
2. To frame the program requirement.
3. To prepare the courses, their content and updation.

5.6 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.

5.6.1 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.

5.7 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.

5.7.1 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.

5.7.2 Responsibilities

1. To review conduct of the course and result of first Mid-Term after Mid-Term I examination.
2. To review conduct of the course and result of second Mid-Term and after Mid-Term II examination.
3. To finalize grades awarded of the course.

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 course and shall reflect in the grade card. As best 25 credits are selected as open course, such candidate will not be eligible for any award based on final CGPA.

12. If a student decides to quite the Double Degree program before award of first degree, all the extra credits earned shall be presumed be to 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. Mid Terms, End Term, 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 Answer book.

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 answer book 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 In-charge 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 answer book. A studentis asked to give statement on the spot and fresh answer book 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 answer book. His/her examination shall end along with 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 of the student in the Program then he/she will be awarded zero marks in the concerned examination of the course.

b. If it is the second incidence of the student in the Program then he/she will be awarded zero marks in all the examinations (past only) of the course in the same

semester.

c. If it is the third incidence of the student in the Program then he/she will be de-enrolled from the current semester.

d. If it is the fourth incidence of the student in the Program then he/she will be expelled 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 (Garhwal) 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 include 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 1st time warning will be given and 2nd 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 1st time warning will be given and 2nd 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. 1st time warning will be given for the violation of rule and 2nd 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) All students must attend every lecture, tutorial and practical class. However, rules regarding attendance shall be as per rule no. 3.18.
(ii) If a student is absent in even one class/lab, it shall be treated as absent for the whole day.

(iii) M.Tech. students will get Casual Leave (CL) of 8 days, Restricted Holiday (RH) of 2 days and Medical Leave of 15 days in a calendar year, excluding lnstitute's holidays. The M.Tech. Students will also be eligible for Special Duty Leave of 10 days in a calendar year to present research papers in conference/symposium/Sample analysis from other institutes/ Workshop/STTP/STC, etc.
(iv) 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.
(vi) HoD shall be the authority to approve the leaves of M.Tech. student.
(vii) 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) Scholarship to M.Tech. students will be limited to maximum of 24 months or the date of submission of Dissertation (after viva-voce), whichever is earlier.
(iii) GATE scholarship shall continue for the current semester subject to the condition that the CGPA of an M. Tech. student is 6.50 or above, in case an M. Tech student fails to maintain the CGPA 6.50 or above his/her scholarship shall be reduced by 50% from the next month of the declaration of the results. Further if the student fails to maintain the CGPA 6.50 or above in two consecutive semesters then his/her scholarship shall be stopped from the next month of the declaration of the results.
(iv) No GATE scholarship will be paid for semester withdrawal and the withdrawn semester will be counted in 24 months period of scholarship.
(v) 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.

10. Issuance of Duplicate Certificate.
1. The certificates such as Degree Certificate, Grade Card, Provisional Degree Certificate, Leaving/Migration Certificate and Character Certificate are issued only once to the students. These certificates in duplicate may be issued only for genuine cases, if the original certificates) is/are really lost or stolen or damaged.
2. The duplicate Degree Certificate will be signed by the Registrar and the Director & Chairman, Senate NIT Uttarakhand. The duplicate Degree Certificate Will be prepared same as original one except for the signature of the Chairman, Board of Governors. In place of the signature of the Chairman, Board of Governors, Sd/- will be written on the Degree Certificate,

3. The duplicate Grade Card will be issued by the Assistant Registrar (Academic). The duplicate Grade Card will be prepared same as original one except the inscription of DUPLICATE on top of the duplicate Grade Card.
4. The duplicate Provisional Degree Certificate, Leaving/Migration Certificate and Character Certificate will be issued by the Associate Dean (Academic). The duplicate Provisional Degree Certificate, Leaving/Migration Certificate and Character Certificate will be prepared same as original one except the inscription of 'DUPLICATE' on top of the duplicate Certificate.

10.1 Procedure:
1. Register an FIR (First information Report) for loss/theft of the certificate(s) to the nearest Police Station,
2. In case of Degree Certificate/Grade Card/Provisional Degree Certificate, advertise the loss in a National Daily furnishing the details of the Degree Certificate/Grade Card/Provisional Degree Certificate and the full address of the candidate with a request for return of the document if received within a reasonable period. After waiting for 15 days apply with the newspaper cutting.
3. An application (available on Institute website) duly signed by the candidate for duplicate certificates) should be submitted to Dean/Associate Dean (Academic), NIT, Uttarakhand along with following documents:
   (i) Copy of FIR (First information Report).
   (ii) The full sheet of the copy of the advertisement published in a newspaper regarding the loss should be enclosed for verifying the date of issue, name and page number of the newspaper.
   (iii) A non- traceable certificate issued by the Police official duly signed by the Inspector or Sub-Inspector with round seal (from the area in which the candidate lost the certificate) by mentioning Crime and Occurrence Sheet Number and Date. (Format of affidavit given in the application form).
   (iv) The Demand Draft of the requisite fees for making duplicate certificate(s). The Demand Draft should be in favor of The Director, NIT Uttarakhand drawn on any Bank at Srinagar (Garhwal).
   (v) An Affidavit on a non-judicial stamp paper duly signed on the prescribed stamp by the Notary Public (original), (Format of affidavit given in the application form).
   (vi) Photocopies of the lost or stolen documents (If available).
   (vii) Photocopy of an lD Proof (PAN Card/Aadhaar Card/Driving License/Voter ID card).
   (viii) Above formalities are not required in case one is applying for issue of duplicate certificates on account of mutilation of certificates. Then candidate is required to attach mutilated certificates with his application and Demand Draft of the requisite fee for making duplicate certificate(s).

Fee/Charges for making duplicate certificate is as under.-

Sl. No.	Certificate	Fee/Charges
1.	Duplicate Degree Certificate	Rs. 1000
2.	Duplicate Grade Card	Rs. 1000
3.	Duplicate Provisional Degree Certificate	Rs. 500
4.	Duplicate Leaving/Migration Certificate	Rs. 500
5.	Duplicate Character Certificate	Rs. 500

10.2 Processing Time:
Minimum 5-6 weeks after receipt of application along with all mentioned documents and Demand Draft of the requisite fee. In case of mismatch/ incomplete documents, the issue of duplicate certificate(s) will be further delayed. Duplicate certificate(s) will be issued only after due verification and the institute is convinced that the request is genuine.

10.3 Transcript and Education verification fee
Transcript fee of Rs. 3000/- per copy and Education verification fee of Rs. 1000/- per verification. No fee will be charged if verification from Police and Govt. organization/Agencies

11. Rules for Eligibility of Academic Excellence Awards
To encourage, motivate and promote academic excellence amongst the students, Academic Excellence Awards are given to the meritorious students. These awards are given on the basis of CGPA earned by the meritorious students. In addition to the CGPA some additional rules for academic excellence awards are as under:

   i. If a student is awarded UU grade in any course, he/she shall not be considered for any academic excellence award.
   ii. If a student is awarded FF Grade in more than two courses, he/she shall not be considered for any academic excellence award.
   iii. If a student is awarded YY/ZZ grade in a course, he /she shall not be considered for any academic award. (This rule is proposed to be applicable for the students admitted in the Institute from the academic year 2014-15 onwards.)

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S. No.	Award	Criterion
1.	Director's Gold Medal	Highest CGPA from amongst all B.Tech. Graduating students.
2.	Gold Medal for B. Tech. (Civil Engineering)	Highest CGPA from amongst all B. Tech. (Civil Engineering) Graduating students.
3.	Gold Medal for M. Tech. (Civil Engineering)	Highest CGPA from amongst all M. Tech. (Civil Engineering) Graduating students.
4.	Gold Medal for B. Tech. (Computer Science and Engineering)	Highest CGPA from amongst all B. Tech. (Computer Science and Engineering) Graduating students.
5.	Gold Medal for M. Tech. (Computer Science and Engineering)	Highest CGPA from amongst all M. Tech. (Computer Science and Engineering) Graduating students.
6.	Gold Medal for B. Tech. (Electrical and Electronics Engineering)	Highest CGPA from amongst all B. Tech. (Electrical and Electronics Engineering) Graduating students.
7.	Gold Medal for M. Tech. (Electrical and Electronics Engineering)	Highest CGPA from amongst all M. Tech. (Electrical and Electronics Engineering) Graduating students.
8.	Gold Medal for B. Tech. (Electronics and Communication Engineering)	Highest CGPA from amongst all B. Tech. (Electronics and Communication Engineering) Graduating students.
9.	Gold Medal for M. Tech. (Electronics and Communication Engineering)	Highest CGPA from amongst all M. Tech. (Electronics and Communication Engineering) Graduating students.
10.	Gold Medal for B. Tech. (Mechanical Engineering)	Highest CGPA from amongst all B. Tech. (Mechanical Engineering) Graduating students.
11.	Gold Medal for M. Tech. (Mechanical Engineering)	Highest CGPA from amongst all M. Tech. (Mechanical Engineering) Graduating students.

12. Policies Under NEP-2020

12.1 Multiple Entry Exit and Academic Bank of Credits

Flexible Academic Program (FAP) in Academic Curriculum of NIT Uttarakhand through Multiple Entry Multiple Exit and Academic Bank of Credits as per NEP 2020 are as follows:

(a) Multiple Exit Policy

1. After successful achievement of the target, a B.Tech./Dual Degree/M.Tech./Ph.D. student may opt for exit as under:

Degree	Year	Entry	Exit	Certificate/ Diploma Degree/
B.Tech. (Total number of students to be admitted at Level 6 onward will be 10% of UG Intake)	1st	As per entrance requirement of NITUK	The first year of the undergraduate programme builds on the secondary education and requires 36-40 credits during the first year of the undergraduate programme for qualifying for an Undergraduate certificate.	Certificate in Engineering
	2nd	Candidates obtained Certificate (Level-5) from IIT/NIT and qualifies merit criteria of NITUK.	A diploma requires 72-80 credits from levels 5 to 6, with 36-40 credits at level 6.	Diploma in specific programme of B.Tech.
	3rd	Candidates obtained Certificate (Level-6) from IIT/NIT and qualifies merit criteria of NITUK.	An Advance Diploma requires 108-120 credits from levels 5 to 7, with 36-40 credits at level 5, 36-40 credits at level 6, and 36-40 credits at level 7.	Advance Diploma in specific programme of B.Tech.
	4th	Candidates obtained Certificate (Level-7) from IIT/NIT and qualifies merit criteria of NITUK.	A Bachelor's degree requires a total of 160 credits from levels 5 to 8, with 36-40 credits at level 5, 36-40 credits at level 6, and 36-40 credits at level 7, and remaining credits at level 8.	Degree in specific programme of B.Tech.
M.Tech. (Total number of students to be admitted will be 10% of PG Intake)	1st	As per entrance requirement of NITUK	For postgraduate programmes, there shall only be one exit point for those who join the two-year Master's programme, that is, at the end of the first year of the Master's programme. Students who exit after the first year shall be awarded the Post-Graduate Diploma. Post-Graduate Diploma requires 28-55 credits	Post-Graduate Diploma in specific programme
	2nd	NA	A master's degree requires a total of 55 credits	Degree in specific programme of M.Tech.

2. A Dual Degree student can exit after 4th year with a B.Tech. Degree. For this, he/she has to apply after 3rd year, and should have CGPA greater than 8.5, as the Course Structures are different for B.Tech. and Dual Degree in the 4th year.

3. A B.Tech., 3rd year student can opt for entry to Dual Degree programme, if available in that branch and shall be eligible to complete M.Tech. in one year (after completion of the 4th year), subject to the condition that the total strength in Dual Degree does not exceed the sanctioned seats plus 1o% of strength of M.Tech. The allotment shall be done on the basis of CGPA of the applicants up to 6th Semester.

4. A M.Tech. 1st year student can opt for Ph.D. programme, if available in that branch and shall be eligible to complete Ph.D. in maximum five year (after completion of the 1st year), subject to the condition that the total strength in Ph.D. does not exceed the sanctioned seats. The allotment shall be done on the basis of CGPA of the applicants up to 2nd Semester.

(b) Multiple Entry Policy: A UG/PG student, who leaves the programme mid-way due to some unforeseen circumstances, shall be allowed re-entry into that programme in the year in which he/she would have otherwise continued, on the production of a valid reason

(c) Academic Bank of Credits: In order to implement Multiple Exit and Multiple Entry policies, Academic Bank of Credits shall be established for all the students.

13 Rules to register NPTEL/SWAYAM Courses for the B.Tech/M.TechStudents.

a. A B.Tech student may earn a maximum of 12 credits (Including elective and open) from NPTEL/SWAYAM.

b. A M.Tech student may earn a maximum of 06 credits (including elective and open) from NPTEL/SWAYAM. The course needs to be a PG level course.

c. A B.Tech student can register for a maximum of one NPTEL/SWAYAM course in a semester.

d. The credits registered in online courses will be counted against the minimum/maximum credits required for registration in a semester as per ordinance.

e. The M.Tech students can register the course from the second semester onwards and B.Tech students from the fifth semester onwards.

f. A student can enroll in the mapped course offered by NPTEL/SWAYAM as long as the student has not already earned credits for a similar or equivalent course.

g. The registered course must be recommended by faculty advisor followed by the concerned DUGC/DPGC which will be approved by the concerned HoD. Before recommendation faculty advisor must ensure regarding the earning of credits for similar course(s) by the student.

h. The credits for courses shall be as follows:

No of Contact weeks	Credit Equivalent
4 weeks	1 credit
8 weeks	2 credit
12 weeks	3 credit
16 weeks	4 credit

i. The student will be allowed to register for NPTEL/SWAYAM courses through add/drop facility as per the schedule of registration of online courses offered by NPTEL/SWAYAM.

j. A course coordinator will be appointed by the HoD to monitor progress of the student registered in the online course.

k. However a student will not be allowed to register for online course which is already offered by the institute in the same semester.

l. The student has to submit the e-certificate which will be verified by the course coordinator of the institute as described by the SWAYAM and NPTEL.

m. The course completion certificate and control sheet of the course should be forwarded to the Academic section by the course coordinator through Head within one week of receiving the course completion certificate of the course.

n. A maximum of 5% relaxation (of the total lectures/labs) in attendance against the minimum attendance requirement for the registered courses will be given for appearing in examinations. The duration for appearing in examination will be verified by the respective course coordinator. However, no financial support will be provided by the institute in this regard.

o. If a student is willing to register more than 12 credit courses in B.Tech or 06 credit courses in M.Tech. programme that will not be counted in total credit required for B.Tech./M.Tech. degree. However, course will reflect in his/her grade sheet.

p. It will be responsibility of course coordinator to examine the course registered by the students.

q. The grade will be provided by the course coordinator as per the following Absolute Grade system:

Marks	Grade
85-100	AA
75-84	AB
65-74	BB
55-64	BC
45-54	CC
30-44	DD
0-29	FF

13.1 Mapping of existing Courses of M.Tech. Programme with Swayam/MOOC/NPTEL Courses.

The existing Elective courses in the PG curriculum will be considered equivalent to the online courses (SWAYAM/NPTEL/MOOC) only when the similarity between the online course and the course in PG curriculum is at least 60% or greater and both the courses are of equal credits. Guidelines for credit transfer from SWAYAM/NPTEL/MOOCS:

1. A course coordinator will be appointed by the HoD to monitor progress of the student registered in the online course.

2. UG Students are allowed to register the maximum of 12 credits for online courses from 5th Semester onwards in the B.Tech. Programme.

2. PG Students are allowed to register and earn maximum of 6 credits from online courses in the M.Tech. Programme.

3. Students are allowed to register for only one online course in a semester. However, a student will not be allowed to register for online course which is already offered by the Institute in the same semester.

4. The student will have flexibility to register for online course (SWAYAM/NPTEU MOOCS) through add/drop facility.

5. The student has to submit the e-certificate, which will be verified by the course coordinator of the Institute as described by the SWAYAM, NPTEL, and MOOC.

6. NPTEL coordinator of the Institute will communicate with the NPTEL team to obtain the marks of the registered students.

7. If a student fails in the registered course, FF grade will be awarded by the coordinator. Further, if the student passes in the registered course, the course coordinator will do a relative grading of the student based on his/her marks keeping in mind the highest/average marks in the registered online course without violating the lower limit of grading as per Ordinance.

14. Guidelines for Admission Cancellation and Refund Policy for B. Tech., M. Tech. Students:

1. A student admitted to any of the Programmes of B. Tech. and M. Tech. offered by the Institute may apply for cancellation of his/her admission at any time during the Academic year of admission or later.

2. Application for admission cancellation must be made in the prescribed format duly signed by the student and parents/guardians of the student to the Academic Section. Other mode of application will not be entertained.

3. Refund of fees to such students will be made as per the Institute refund rules. All refunds shall be made in the bank account of the student or parents/guardian as per the details furnished by students.

4. After completion of the admission process/registration/enrollment, only refundable amount(s), as per the Institute fees structure of program for the Academic year in which student took admission will be refunded. Students shall be treated as to have left the mess from the date of cancellation of admission and balance of mess advance shall be refunded to the student.

5. In case of termination of the student from the institute, no refunds will be made to such students.

6. Date of admission cancellation will be the date of submission of application by the student.

7. A student who does not report to the NIT Uttarakhand for Institute admission after allotment of seat in regular rounds and does not withdraw/surrender his/her seat before commencement of special round(s), no fees will be refunded to such students deposited in CCMT /JoSAA.

8. A student who is allotted seat in special round(s) and does not report to the NIT Uttarakhand for Institute admission, no fees will be refunded to such students deposited in CCMT /JoSAA.

15. Study in India Programme

From academic year 2023-24 onwards, the Institute will also participate as partnering Institute under Study in India (SII) Programme. To attract students under SII programme, the eligibility criteria, and Fee structure are as follows:

Eligibility Criteria:

Progarmme	Criteria
UG	10+2 in Physics, Chemistry and Mathematics (PCM) with minimum 60% score.
PG	UG in relevant branch with minimum 60% score

Admission Requirement: In addition to fulfillment of eligibility criteria, the candidate needs to submit medical fitness certificate

Fee Structure

Progarmme	Fee
UG	• Annual Tuition Fees (SAARC Country) 4000 USD • Annual Tuition Fees (Non SAARC Country) 8000 USD
PG	• Annual Tuition Fees (SAARC Country) 2000 USD • Annual Tuition Fees (Non SAARC Country) 4000 USD