

# **ORDINANCES AND REGULATIONS**

**For**

**Bachelor of Technology (B.Tech.) Programmes**

**(Applicable to 2023 Admission Onwards)**

**(Approved by 93<sup>rd</sup> meeting of the Senate held on 17-07-2023)**



**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT**

**NIT Campus (P.O), Kozhikode, Kerala-673601**

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## **ORDINANCES**

- O.1 Eligibility for admission, admission policy and procedure shall be decided from time to time by the Senate/ Board of Governors (BoG) of National Institute of Technology Calicut (henceforth referred as Institute), following the guidelines issued by the Ministry of Education (MoE), Government of India (GoI).
- O.2 Institute offers regular full-time B.Tech. Programmes. The duration of the B.Tech. programme shall be 4 years (8 semesters). Every academic year consists of two semesters-Monsoon Semester (July-August to November- December) and Winter Semester (December-January to April-May).
- O.3 Award of B. Tech. degree shall be in accordance with the regulations of the Senate of the Institute.
- O.4 The Senate/ BoG of the Institute has the right to modify any regulations stated from time to time.

## REGULATIONS

### R.1 Admission

- R.1.1 Admission to the B.Tech. programmes of the National Institute of Technology Calicut will be in accordance with the instructions received from the Ministry of Education (MoE), Government of India from time to time. The number of seats in each branch of the B.Tech. programme will be decided by the Senate/ BoG of the Institute following the instructions from MoE, GoI. Reservation of seats to various categories shall be as per the directives from MoE, GoI, from time to time. A few seats may be offered to Foreign Nationals, Indians living abroad and other categories in accordance with the rules and procedures issued by the MoE, GoI and the Institute from time to time.
- R.1.2 The eligibility for admissions to the B.Tech programmes will be published by the centralized counselling and allotment agency or the Institute from time to time.
- R.1.3 Candidates have to fulfill the medical standards required for admission as set out in the Information Brochure of the Institute or by any other body or organization entrusted by MoE/ the Institute.
- R.1.4 The selected candidates shall be admitted to the B.Tech. programme after they fulfill all the admission requirements set by the Institute and after payment of the prescribed fees.
- R.1.5 In all matters related to admission to the B.Tech. programme, the decision by the Institute or by any other body/ organization entrusted by MoE/ the Institute and its interpretation given by the Chairman of the Senate shall be final and binding.
- R.1.6 If, at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the Institute or any other body or organization entrusted for the admission by MoE/ the Institute, the Dean (Academic) may revoke the admission of the candidate and report the matter to the Senate.
- R.1.7 The fee structure shall be decided by MoE, GoI or any other body or organization entrusted by MoE, GoI or the Institute, from time to time.

### R.2 Structure of the B.Tech. Programmes

- R.2.1 B Tech programmes in various branches offered by the Institute shall have credit based curricula with minimum total credit requirement to become eligible for the award of the Degree in the range 150-153.
- R.2.2 The B Tech programme curricula of the Institute shall have a total credit of 150-153, spanned across a minimum of 8 semesters and distributed among 5 categories, as shown below:

Sl. No.	Category	Credits
1.	Programme Core (PC) + Programme Elective (PE)	As per the approved curriculum of the programme
2.	Open Elective (OE)	
3.	Institute Core (IC)	
4.	Institute Elective (IE)	
5.	Activity Credits (AC)	

Programme Core (PC) + Programme Elective (PE) comprises the courses offered by

the department offering the programme in a particular branch.

Open Elective(OE) comprises the courses offered by any department/school/centre of the Institute or on-line platforms approved by the Institute with the maximum number of courses from such platforms limited to 4.

Institute Core (IC) comprises of (i) 4 courses on Mathematics for 12 credits, (ii) 1 course on Professional Communication for 3 credits, (iii) 1 course on Professional Ethics for 1 credit and (iv) any two courses out of Physics, Chemistry, Biology for Engineers and Engineering Graphics for 6 credits as decided by the Department/School offering the programme in a particular branch.

Institute Elective (IE) comprises of (i) 1 course on Entrepreneurship/ Innovation (EI) for 3 credits (ii) 2 courses on Digital/ Automation Technologies (DA) for 6 credits and (iii) 3 courses on Humanities/ Social Science/ Management (HM) for 9 credits.

Activity Credits (AC) comprise of courses like Environmental Studies and co-curricular/extra-curricular activities items like publications, patents, participation in workshops, conferences, training programmes, sports, Institute approved club activities etc., from which the students are expected to obtain 80 points towards 4 credits which are not counted for CGPA. The details of activities counted towards AC and the corresponding points will be issued by the Institute from time to time.

- R.2.3 The general pattern of the credit system followed in the Institute is (i) one credit for each lecture session per week per semester, (ii) one credit for two laboratory practical sessions per week per semester, (iii) two credits for three/four laboratory practical sessions per week per semester, (iv) one credit for three drawing sessions per week per semester and (v) appropriate credits for design/ seminar/ project/ thesis/ lecture clubbed sessions per week per semester.
- R.2.4 Each B. Tech programme offered by the Institute shall have a curriculum and syllabi of courses approved by the Senate and the syllabus of any course gets modified/ updated by the Senate from time to time on the recommendation of the respective Department Undergraduate Committee (DUGC), Department Consultative Committee (DCC) and Board of Academic Council (BoAC).
- R.2.5 Courses offered by various departments are classified as first, second, third or fourth level courses to indicate the eligibility of a student to register for a course based on their academic progress to get enrolled into the first, second, third or fourth year of their study respectively.
- R.2.6 Students will not be permitted to register for more courses than the number of courses specified in the respective curriculum for improving the cumulative grade point average (CGPA).
- R.2.7 English will be the language of instruction and examinations for all the courses in the Institute unless explicitly stated otherwise at the announcement of the course during a semester.

### **R.3 Minor Programmes**

- R.3.1 A B.Tech student of any branch may apply for one of the Minor Programmes offered by the Institute from time to time along with their B. Tech programme.
- R.3.2 Students registering for a Minor Programme need to credit a set of 4 additional courses carrying total credits in the range 12-16 from a basket of courses prescribed for the Minor Programme. Additionally, such students registering for the minor programme shall be required to credit two of their OE category courses as per the

advice of the faculty coordinator for the respective Minor Programme.

- R.3.3 A student opting for a Minor Programme has to register for the relevant Minor courses 1 to 4 in the semesters 4 to 7 respectively and earn the credits for the same with a stipulated CGPA of 7 for the minor courses as per R.20 to become eligible for the award of the B. Tech Degree with the Minor. All courses registered as part of the minor program are to be successfully completed in the first attempt itself. REX prescribed as per R.18 shall not be conducted for Minor courses. Grades secured for courses of Minor Programme except for the OE courses as mentioned in R 3.2, shall not be counted for the CGPA of the B.Tech programme. Separate grade card will be issued for the courses credited as part of the minor program. A student who successfully completes the minor program shall be awarded the degree in the respective branch with a minor in the chosen specialization as a single certificate.
- R.3.4 Institute shall have the power to set the minimum number of students required for offering a Minor Programme and shall limit the number of seats for any Minor Programme. Also the total number of seats in the Minor Programmes will be a fraction of the sanctioned intake for the UG programmes. CGPA for the first two semesters shall be the admission criteria for the minor programme.
- R.3.5 Institute cannot guarantee admission to any specific Minor Programme. Also, there shall be separate fees applicable for the Minor Programme, which will be decided by the Institute from time to time.

#### **R.4 Faculty Advisor**

- R.4.1 To help the students in planning their courses of study and for getting general advice on the academic programme, the department concerned will assign a certain number of students to a regular faculty member who will be called their 'Faculty Advisor (FA)'. One FAs will act as the coordinating FA when more than one FAs are assigned for a class of students.

Students shall first approach their FA for all academic advice, course registrations, leave and all academic/study related matters in the Institute. Whenever required, the FA shall provide necessary advice to the students. FA shall make appropriate recommendations or remarks on the applications submitted by the students before forwarding them to HoD/other officials concerned.

FA will keep the complete record of academics, attendance/ leave, disciplinary actions if any, contact details of parents/ local guardians and any other relevant data of the students assigned.

If the performance of a student is unsatisfactory in class tests or if the student is not regular in the class as informed by the course faculty in the class committee, FA shall give necessary motivation/ advice or warning to the student concerned. If the student does not show any improvement, matter shall be reported to HoD.

Parents/ Local guardian shall maintain contact with the FA for seeking information on the performance of their ward.

#### **R.5 Class Committee**

- R.5.1 For every B.Tech. programme, semester wise, programme wise, Class Committee(CC) consisting of all course faculty, FAs and student's representatives shall be constituted by the respective Head of Department/School (HoD). The Chairperson of the Class Committee shall be appointed by the HoD.

R.5.2 Term of the CC shall be one semester. The Committee shall meet at least thrice during the semester. The Dean (Academic) or nominee or HoD shall have the right to be present in any CC meetings. The Chairperson of the committee or coordinating FA shall record the proceedings of each meeting and the Chairperson shall communicate a copy of minutes of each meeting to the HoD concerned for any further action.

R.5.3 The responsibilities of the CC include the following:

- (i) Finalisation of the course plan, attendance and evaluation policies of all courses.
- (ii) Periodic review on the progress of the classes and attendance of the students.
- (iii) Identification of students with poor performance and low attendance and reporting the matter to FAs and HoD.
- (iv) Giving suggestions and recommendations regarding the curriculum and syllabi, if any to the Departmental Under-Graduate Committee (DUGC)/HOD
- (v) Finalisation of the semester results without the student members and forwarding the same to the HoD in the prescribed format.

## **R. 6 Department Undergraduate Committee**

R.6.1 Departmental Undergraduate Committee (DUGC) shall comprise the senior most/coordinating faculty advisor of each batch of B.Tech programme (first year to final year). If the Department has an overall coordinator for the B.Tech programme, that faculty can also be a member of this committee. The Chairperson (from the committee members) as well as members of the committee shall be appointed by the respective HOD every year.

R.6.2 Responsibilities of the Committee: The committee shall review, discuss and recommend all matters relating to the B.Tech programmes, including but not limited to:

- (i) Recommend to the Department Consultative Committee (DCC), the Curriculum and Syllabus revision required for the programme including new elective courses for the existing programmes. If there are separate departmental committees for curriculum revision, the members of DUGC shall be automatically part of such committees.
- (ii) Process the application for condonation of attendance shortage as per R 12 and provide recommendation to HoD
- (iii) With HoD as Chairperson, DUGC shall conduct inquiry on examination malpractice cases reported from B.Tech examinations and make recommendations to the Dean(Academic) regarding penalties to be imposed. Additional members for this purpose may be appointed by the HoD, if required. Such an inquiry committee will have an external member nominated by the Dean(Academic).
- (iv) Recommend to the BoAC through DCC, appropriate measures to deal with the specific issues of concern, arising due to the effect of periodic revision of curriculum and academic regulations.
- (v) Make recommendations to BoAC through DCC on matters related to implementation of new academic policies, evaluation of credits earned from other Institutions as part of exchange programmes, Academic Bank of Credits (ABC) and similar initiatives.

(vi) Any other activities/tasks assigned by the HoD from time to time.

## **R.7 Registration and Enrolment**

- R.7.1 Registration of a student refers to the selection of courses planned by the student, to be credited in the next semester as per the applicable curriculum through Institute Information Management System (IMS), during the time frame specified for the same by the academic section. Enrolment refers to the physical reporting of the students before the FA on the day specified by the academic section immediately before the commencement of the semester.
- R.7.2 Maximum credits that can be registered by a B.Tech. student of any semester (except eighth semester) is the normal credits of the concerned semester as per the relevant curriculum. However, students who are repeating failed courses/crediting dropped courses along with regular courses shall be permitted to overload one course in addition to the normal credit of the semester. Students who are only repeating the courses/crediting the dropped courses or who are in the eighth semester, the maximum credits that can be registered is 24. Also, students who have opted for the Minor program will be permitted to credit one course extra as part of such program from semesters 4 to 7.
- R.7.3 A student with W grade in a core course as per R.16 has to repeat it compulsorily, whereas a student with F grade can either repeat it or appear for a Re-examination (REX) as per R.18. If the particular course is not available in the revised curriculum, then the student shall register for the approved equivalent course available. A student with W/ F grade in an elective course as per R.16 can either repeat the same elective course or register for a new elective course based on the advice of the FA.
- R.7.4 Registration for higher semester courses is permissible only after registering for all the remaining core courses from lower semesters that are being offered at the time, subject to the maximum number of credits permitted.
- R.7.5 B. Tech. students are allowed to register for courses from the PG programmes offered by the Institute during their final and pre-final year subject to permission from the parent department/school as:
- (i) OE, if the course is offered by other departments/schools
  - (ii) OE/PE, if the course is offered by the parent department/schools
- on the advice of the FA and permission from the course faculty, provided that their CGPA is 7.5 or above.
- R.7.6 Adding/ dropping course(s) to/ from the initial registration is permitted only on valid reasons within the stipulated time as per the guidelines and procedure announced by the academic section.
- R.7.7 A student shall be eligible for registration and enrolment only if (i) minimum requirement to continue the programme as per regulation R.8 is satisfied (ii) cleared all the dues in the Institute, Hostel & Library up to the end of the previous semester and (iii) not debarred from enrolment by a disciplinary action of the Institute (iv) completed the course feedback on the courses registered in the previous semester, as notified by the academic section (v) paid all the tuition fees and all other relevant fees, if any, prescribed by the Institute.
- R.7.8 The institute reserves the right to cancel the registration of a student to a semester subsequent to the registration, if it is found that any of the conditions in R.7.7 were violated at the time of registration, unless the initial registration was made with the



explicit prior written permission from the Chairperson of the Senate.

- R.7.9 Students have to ensure that their names are included in the list of registered students with each course faculty at the beginning of the semester on the first instructional day itself. If the name is not included, students have to contact their FA.

## **R.8 Minimum Requirements to Continue the Programme**

- R.8.1 A student admitted to B. Tech programme in the first semester can continue up to 8<sup>th</sup> semester, in the ascending order, subject to the following conditions:

- (i) Registration to the final year shall be permitted only after successfully completing all core courses upto and including fourth semester.
- (ii) A maximum of 12 semesters (6 years) excluding the period of temporary discontinuation granted as per R.10, shall be allowed to complete the courses prescribed up to and including third year.
- (iii) Successfully maintain registration to all the semesters.

- R.8.2 If the student fails to satisfy the conditions in R 8.1, appropriate exit policy, as applicable for the credits earned by the students based on Institute norms, shall be applied.

## **R.9 Maximum Duration of the Programme**

- R.9.1 The normal duration of the B. Tech. programme is Eight semesters (Four years). However, a student may complete the programme at a slower pace by taking more time, but in any case not more than Sixteen semesters (Eight years) excluding the semesters withdrawn on temporary discontinuation as per R.10.

## **R.10 Temporary Discontinuation**

- R.10.1 A student may be permitted by the Dean (Academic) to discontinue temporarily from the programme for a maximum of two semesters for reasons of ill health or other medical reasons, based on the recommendation from FA and HoD. For break of study due to illness, all necessary medical reports and medical certificates from the doctor treating the student, giving definite reasons for the break of study and its duration shall be produced. The medical Certificate should be duly endorsed by the Institute Medical Officer. Before joining back, a fitness certificate from the doctor who treated the student, with endorsement from the Institute Medical Officer has to be submitted. Such temporary discontinuation shall be allowed only twice in the entire duration of the program.

- R.10.2 The students desirous of initiating a start-up venture, shall submit their business proposal to the Centre for Innovation, Entrepreneurship & Incubation (CIEI) of the Institute through the DUGC and HoD concerned. The proposal shall be scrutinized by an Institute Level Review Committee for Innovation, Entrepreneurship and Startups (IRES) constituted by the Director. Based on the recommendation of the committee, the Director may approve the proposal for startup formation. Once the startup is registered, students concerned can submit an application to Dean (Academic) through DUGC, HoD and IRES Committee, if they require an academic break for their start-up activities.

Dean (Academic) will take appropriate action for temporary discontinuation based on the recommendation by the IRES committee. The academic break shall be given initially for one semester and further extensions will be given by the Dean (Academic) based on a review of the progress and recommendation by the HoD and

IRES committee. Normally a student shall be permitted to discontinue temporarily from the programme for this purpose, only for a maximum duration of four semesters continuously or with breaks.

R.10.3 In case of change in the curriculum/syllabi, a student has to register for the approved equivalent courses (meeting the credits) as per the revised curriculum/ syllabi as per the advice of FA, whenever the student is allowed to continue the programme after the period of discontinuation.

R.10.4 Students proceeding for temporary discontinuation are required to maintain the Institute registration by paying the fees applicable for keeping the registration alive till they resume normal academic activities. Once they join back after temporary discontinuation, fees applicable for regular students shall be paid.

### **R.11 Discipline**

R.11.1 Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activities, which shall tend to bring down the prestige of the Institute.

R.11.2 Any act of indiscipline or misbehavior of a student reported to the Dean (Academic)/ Chairman, Senate will be referred to the appropriate disciplinary committee for further action.

R.11.3 The student who received punishment, if any, may appeal to the Chairman, Senate, whose decision shall be final & binding in all respects.

R.11.4 Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the Institute. In all cases of harassment, if any, of the junior students by the seniors, the Institute level Anti-Ragging Committee will take appropriate decisions for immediate implementation by the Institute. Each student of the Institute, along with the parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

### **R.12 Attendance and Leave**

R.12.1 Students are expected to attend all the classes for the courses they have registered for. The standard policy of the Institute is 80% attendance for any course. However, it is the prerogative of the course faculty to fix the attendance requirement for their courses without exceeding the 80% limit. The attendance policy of the course faculty shall be announced to the students in the first class itself. It has to be later presented and approved in the first class committee meeting. If a student could not attend any of the classes due to medical issues or any other compelling reasons, leave application as detailed below needs to be submitted to the course faculty.

(i) Application for any leave shall be submitted within five instructional days after returning from leave or, on or before the last instructional day of the semester, whichever is earlier.

(ii) Application for leave on medical grounds must be supported with necessary treatment records for the period of leave applied for. It is expected that the student shall inform the course faculty before proceeding on medical leave under normal circumstances.

R.12.2 A student, whose attendance for any course registered in a semester is less than 80% or the limit prescribed by the course faculty, is not eligible to appear for the end

semester examination for that particular course unless the shortage of attendance is condoned as per R.12.4. The percentage of attendance shall be calculated based on the number of classes conducted from the date of commencement of the semester as per the academic calendar except for first semester students. In the case of first semester students, it shall be counted from the date of admission of the student to the Institute or start of the classes, whichever is later.

R.12.3 Students whose attendance is less than 80% or the limit prescribed by the course faculty, for any course registered in a semester, shall be informed on the shortage of attendance on or before the last instructional day.

R.12.4 Those students with attendance less than 80% or the limit prescribed by the course faculty, for any course registered in a semester, will be eligible to get their shortage of attendance condoned and hence to appear for the end semester examination for that course only if the student apply for condonation subject to the following conditions

- (i) the attendance in that semester for the course concerned, without applying any condonation, is not less than 50% of the total classes handled for that course.
- (ii) attendance after applying the condonation for co-curricular/extra-curricular activities based on the approval granted by competent authorities (maximum limit is 10% of the classes handled by the course faculty) and the condonation on medical grounds is more than 80% or the limit prescribed by the course faculty.

R.12.5 If a specific attendance requirement is prescribed for a course, all requests for the condonation of shortage of attendance must be submitted to the corresponding course faculty. The course faculty shall examine such requests and supporting documents and take a decision on whether the shortage of attendance can be condoned or not, well before the date of the end-semester examination of the course concerned. In case the student has a grievance on the decision of the course faculty, an appeal can be made to the DUGC and the decision of this committee shall be final and binding.

R.12.6 Students who have enrolled to Centre for Career Development (CCD) of the Institute for internship/ placement related activities are eligible for duty leave upto a maximum of ten days per semester, subject to the actual absence from class for these activities. The attendance details on day / company basis shall be provided by CCD, to the concerned departments/schools to verify the claims from the students.

### **R.13 Assessment Procedure**

R.13.1 The Senate shall decide the assessment procedure from time to time. It shall be based on the system of tests, assignments, tutorials, presentations, quizzes, course projects, reports, etc. and the end semester examinations in each course in each semester.

R.13.2 Minimum one mid semester test with a minimum duration of 90 minutes is mandatory for lecture based courses and for courses where lectures are clubbed either with practical, drawing, projects, etc. The number of assignments, tutorials, presentations, quizzes, course projects, reports, etc. shall be decided by the course faculty.

R.13.3 One end-semester examination with a minimum of two hours duration for each lecture based course and for each course where lectures are clubbed either with practical or drawing or projects etc. End semester examination is not mandatory for laboratory/practical/drawing courses.

R.13.4 The weightage of marks for various evaluation components shall be finalized by the

course faculty with the approval of the class committee.

- R.13.5 The method of assessment for laboratory/practical/drawing courses, shall be based on tests and the performance of students in the regular laboratory/practical/drawing classes. This will be finalized by the course faculty with the approval of the class committee.

If the end semester examination is planned for a laboratory/practical/drawing course, it shall be conducted before the last instructional day and the weightage for it should not exceed 30%.

- R.13.6 The evaluation policy of courses, offered as part of Activity Credits (AC) shall be finalised by the instructor as per the guidelines issued by the Dean(Academic) from time to time.

#### **R.14 Make-up Examination**

- R.14.1 Students who miss the mid semester or end-semester examinations due to ill-health requiring hospitalization /physical indisposition with inability to move or any other compelling reason judged to be valid by the FA/HoD, are eligible for make-up examinations. Requirement of hospitalized treatment is not applicable in the case of contagious disease like chicken pox. Make-up examination for the mid-semester component shall be conducted based on the mutual convenience between the students and course faculty during the semester. The make-up examination for the end-semester component shall be conducted along with the re-examination (REX) as per R18. Students appearing for make-up examination will not be permitted to appear for REX for the same course.

- R.14.2 Those who miss mid semester or end semester examination in a course shall apply to the HoD concerned through FA within five instructional/ working days after the missed mid semester/end semester examination or before the prescribed date indicated in the academic calendar whichever is earlier, giving the reasons/proofs for the absence. Applications received after this period will not be entertained.

Students applying for make-up examination due to medical reasons must produce a medical certificate (as the proof for absence) from a Registered Medical Practitioner certifying that the student was admitted to hospital during the period of examination or the student was not in a condition to write the examination.

All applications for make-up examinations when approved by the HoD, the FA shall inform the same to the course faculty concerned. The list of students permitted to appear for the make-up examinations for the mid semester and end-semester examinations shall be published by the department/school.

- R.14.3 Make-up examinations for mid semester and end semester examinations shall be conducted by the course faculty concerned and incorporate the marks of the relevant make-up examinations, finalise the results of the students to whom I grade was awarded as per R.16 (in case of end-semester make-up examination) and report the results to HoD/ Dean (Academic) through the Chairperson of the Class Committee with appropriate entries in the Institute IMS.

#### **R.15 Project/ Internship**

- R.15.1 The curricula of all B.Tech programmes shall provide opportunity to do four projects/internship with explicit credits awarded to each of them. The specific details

of each of them are outlined from R15.2 to R.15.10

- R.15.2 Project work in the 6-th semester is mandatory for all the B.Tech students.
- R.15.3 One or more Summer internships with a total duration 6-10 weeks after 6-th semester is mandatory for all the B.Tech students. It is to be preferably done in an Industry/R&D organization / Govt.Departments / Start-up companies / reputed academic and other institutions in India or abroad.
- R.15.4 Students who are not getting the opportunity to do summer internship outside the Institute can do the same in the Institute by associating with the R&D or other suitable projects of faculty members.
- R.15.5 The evaluation of this internship will be done during 7-th semester by one or more committees duly constituted by the HoD and a letter grade as per R16.1 shall be awarded along with grading for other courses enrolled in the 7-th semester. All students required to submit a report on the internship to the respective departments/schools.
- R.15.6 Department/school will have the freedom to prescribe Project work in the 7-th semester as mandatory or optional. If it is prescribed as optional in the curriculum, students will be able to replace it with Program Elective courses of equivalent credits. If the academic requirements as per curriculum permits, a student will be able to replace project work in the 7-th semester with internship. This shall be permitted by the FA and HoD of the student concerned.
- R.15.7 Project work in the 8-th semester shall preferably be done as an internship in Industry /own entrepreneurial venture / R&D organizations /Start-ups/ other academic institutions of repute in India or abroad. Students who are not getting an opportunity to do internship outside the Institute can do the same in the Institute or substituted by Programme Elective courses of equivalent credits.
- R.15.8 Enough flexibility shall be provided to students to choose topics projects from 6-th semester to 8-th semester as independent or connected works, individual or groups and form project groups across the departments/schools.
- R.15.9 The project work/Internship will be assessed by a panel of examiners (within the Department/ within the Institute/ experts from outside the Institute) decided by the HoD. In the case of multidisciplinary projects involving students from different departments/schools, the guidelines issued by the Senate as per S87.2.8 shall be followed for the constitution of the evaluation committee. Method of assessment/ evaluation will be announced in the class committee. If experts from outside the Institute are invited for evaluation, it shall be with the approval of the Dean (Academic).
- R.15.10 On completion of the project, students shall submit a report in the prescribed format to the department/school. Number of copies and the format will be as per the department guidelines. Soft copy of the report shall be submitted to the Institute Digital Library.
- R.15.11 Students are expected to make serious efforts to do the project in each of the phases so as to attain tangible outcomes such as publications, patents and copyrights from each of them or jointly.

## **R.16 Method of Grading**

- R.16.1 Based on the semester performance, each student will be awarded a final letter grade for each course, where the letter grades will correspond to the grade points as shown

below.

<b>Grade</b>	<b>Grade points</b>
S	10
A	9
B	8
C	7
D	6
E	5
F (Failure to credit the course)	0
W (Insufficient attendance)	0
I (Incomplete assessment)	0

A student is said to have credited a course or earned credits in respect of a course when a grade other than F, W or I is secured for that course.

- R.16.2 After the valuation of the answer scripts of end semester examination and the tabulation of marks for each course out of 100, the Course Faculty shall decide the range of marks for various letter grades S, A, B, C, D, E and F and award the letter grades to the students in that course accordingly. One or more class committee meetings without the student members shall be held before the date fixed for the declaration of results as per the academic calendar and the letter grades awarded to the students by the course faculty for various courses shall be scrutinised and finalized in that meeting, with appropriate entries in the Institute IMS. Chairperson of the CC shall then submit the verified and signed copy of the final results to the HoD for forwarding it to the Dean (Academic). One set of hard copies of consolidated results shall be kept at the department/school for reference and records.
- R.16.3 Grade I (English Alphabet I) will be awarded by a course faculty to a student in a course as an interim grade when the assessment of the student in that course stands incomplete due to certain valid reasons like eligibility for make-up examination. Once I grade is awarded to a student, the concerned course faculty shall ensure that it will be converted to a final grade before the next academic session (Monsoon/Winter) and the same shall be informed to the academic section through the Chairperson, CC and HoD.
- R.16.4 Students whose attendance is less than 80% for a course in a semester will be awarded the letter grade W for that particular course in that semester irrespective of the marks obtained by them for that course, unless their shortage of attendance is condoned as per R.12.4.
- R. 17 Declaration of Results**
- R.17.1 Semester results will be published on the date fixed for the declaration of results as per the academic calendar.
- R.17.2 Final results of the students to whom I grade was awarded as per R.15.3 will be published in due course after the make-up examination.

**R.18 Re-examination**

- R.18.1 A student who earns F grade for a theory course in a Monsoon or Winter Semester can appear for a Re-examination (REX) which will be conducted immediately after the declaration of the results of the semester or repeat the course when it is offered next time. REX shall be conducted for 100% marks covering the entire syllabus of the course. The maximum grade eligible to receive by a student for the REX shall be “E”. Dean (Academic) shall issue notices regarding the mode of application for the same, prescribed examination fee per course, mode of fee payment, etc.
- R.18.2 In case, a student gets F grade again in REX, the course has to be repeated when it is offered next time. However, in the case of elective courses, alternative elective courses can also be chosen.
- R.18.3 Separate Grade Cards will be issued for the Re-examination (REX).

**R.19 Re-evaluation of Answer Scripts**

- R.19.1 If a student has any grievance on the grade in a Lecture/Lecture cum Laboratory based course, the course faculty concerned can be contacted within 5 working days after the publication of the results or the commencement of the immediately succeeding semester, whichever is later. The end semester examination answer scripts shall be shown to the student by the course faculty. If it is felt that the case is genuine, the faculty shall revalue the answer scripts, provided a request is submitted through FA and HoD. The revised grade, if any, shall be forwarded to the Dean(Academic) through the Chairperson of the CC and HoD of the department/school where the student belongs to, with proper justification for the revision. The course faculty shall ensure that the decision on the request is communicated in writing to the student within a week, if there is no change in the published results.
- R.19.2 If the student is not satisfied with the decision of the course faculty, an appeal can be submitted to the Dean(Academic) through FA and HoD for re-evaluation of the answer scripts by another faculty along with the receipt for the payment of prescribed re-evaluation fee within ten working days on receipt of the communication from the course faculty. Dean (Academic) may arrange for the re-evaluation of the answer scripts by another faculty member from a panel of minimum 2 examiners proposed by the HoD of the Department/School/Centre offered the course. Once the result of re-evaluation of answer scripts is intimated by the faculty who conducted the re-evaluation to the Dean (Academic), the results obtained on re-evaluation will replace the earlier results, if the difference is more than 5% of the maximum marks. Requests received for re-evaluation after the stipulated time shall not be entertained. The result after this re-valuation shall be final and no further process shall be permitted. Also there shall not be any revaluation of answer scripts of REX and contact courses.

**R.20 Grade Point Average**

- R.20.1 The performance of a student in a semester is indicated by the Semester Grade Point Average (SGPA) which is given as

$$SGPA = \frac{\sum(C*GP)}{\sum C}$$

where C is the number of credits for a course, GP is the grade point scored by the student for that course and the summation is over all the courses registered by the student in the relevant semester excluding the credits for Activity Points.

- R.20.2 The performance of a student up to and including a particular semester is indicated by the Cumulative Grade Point Average (CGPA) which is given as

$$\text{CGPA} = \frac{\sum(C*GP)}{\sum C}$$

where C is the number of credits for a course, GP is the grade point scored by the student for that course and the summation is over all the courses registered by the student up to and including the relevant semester excluding the credits for Activity Points.

- R.20.3 The CGPA is not convertible to percentage. However, notionally the CGPA may be multiplied by a factor of 10 to obtain a numerical percentage.

### **R.21 Class/ Division**

- R.21.1 Class/ Division awarded by the Institute shall be based on CGPA as follows.

**First Class with Distinction:**  $\text{CGPA} \geq 7.5$

**First Class:** and above:  $7.5 > \text{CGPA} \geq 6$  and

**Second Class:**  $6 > \text{CGPA} \geq 5$

### **R.22 Slow-pace Learning**

- R.22.1 Courses to be normally registered in each semester are specified in the curriculum. However, a student may register for a lesser number of credits than specified in the curriculum subject to satisfying R.8 and R.9 with the approval of FA.

### **R.23 Contact Course**

- R.23.1 Contact course refers to an accelerated course where the entire classes and examinations related to a course shall be completed in 30 to 45 days' time.

- R.23.2 At the end of final semester, if a student has completed all the courses prescribed in the curriculum except one course after the publication of REX results, an application for contact course can be submitted for the approval of Dean (Academic) through DUGC and HoD provided:

- (i) A faculty member is willing to offer such a course with a prescribed course plan and evaluation policy
- (ii) Student remits the prescribed fees for the same to the Institute

- R.23.3 The maximum grade eligible to receive by a student for the contact course shall be "C".

### **R.24 Transfer of Credits**

- R.24.1 Within the broad framework of these regulations, the Dean (Academic), on the recommendation of the concerned DUGC and DCC may permit students to earn part of the credit requirements in other approved Institutes of repute and status in the country or abroad. The Chairman, Senate may, in other exceptional cases, approve admission to the candidates with advance credits earned from other approved Institutes of repute and status in the country or abroad, recommended by the DUGC and DCC. The appropriate credit mapping in above cases will be done by Dean (Academic) based on the recommendations from DUGC & DCC

### **R.25 Eligibility for the Award of B.Tech. Degree**



- R.25.1 A student becomes eligible for the award of the B. Tech. Degree when
- (i) credited all the core courses in the relevant B. Tech curriculum within the stipulated time,
  - (ii) acquired the category-wise minimum credits and activity points in the relevant B. Tech curriculum
  - (iii) no dues to any departments/ sections of the Institute including hostels, and
  - (iv) no disciplinary action is pending

The award of the degree shall be recommended by the Senate and approved by the Board of Governors of the Institute.

**R.26 Power to Modify**

- R.26.1 Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time.

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