

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

ORDINANCE-I ACADEMIC PROGRAMME (Under Graduate)



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ACADEMIC PROGRAMME
(Under Graduate)

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A. GENERAL

1. **Title:** This document shall be called the “NIT Meghalaya Ordinance on Academic Programmes”. It specifies the Academic Programmes in NIT Meghalaya and embodies the regulations relating to these academic Programmes.
2. **Date of Enforcement:** The Regulations embodied in this ordinance shall come into force with effect from the academic session 2013-2014.
3. **Extent of Application:** This Ordinance shall apply to students seeking admission and admitted to the UG Programmes in the Institute.
4. **Interpretation:** Subject to such advice as may be given by the Board of Governors or the Senate, the decision of the Director shall be final and no suit, application, petition, revision or appeal shall lie in any authority outside the Institute in respect of interpretation of this Ordinance and any other matter not covered within this Ordinance.
5. **Regulation for Extra-Ordinary Situation:** Any matter which is not covered by the provisions of the clauses of the Regulations or is beyond the purview of this Ordinance may be considered by the Senate depending on the merit of the cases and for any case which may be referred to the Senate by the Deans/Registrar.
6. **Last Date:** Normally the last date for any purpose shall be the date as declared to be so. However, in the event of the declared last date turning out to be a non-working day for any unforeseen reason, the immediate next working day shall be treated as the last date.

B. DEFINITIONS

1. **Academic Year:** The Academic Year of the Institute shall ordinarily be from July to June. It shall consist of two semesters. There may also be a Summer Term during the Summer Break. It may, however, be modified by the Senate if need be.
2. **Semester:** A semester shall be of minimum 65 instructional days excluding the days required for holding examinations. The first semester of an academic year shall ordinarily extend from the month of August to December (Autumn Semester) and the second semester shall extend from the month of January to May (Spring Semester) each year.
3. **Summer Term:** The Summer Term shall consist two months of June and July.
4. **Academic Calendar:** The Academic Calendar specifying the schedule of academic activities such as enrollment, course registration, commencement of instructions, examinations, etc. and indicating the duration of semester shall be prepared and notified by the Dean of Academic Affairs with the approval of the Director for each academic year, preferably one month ahead of the beginning of each academic year. The Academic Calendar shall also include co-curricular and extra-curricular activities of the students such as the sports meet, cultural meet etc. Students’ holidays also shall be indicated in the Academic Calendar.
5. **Semester Break:** There shall be a break at the end of each semester as specified in the Academic Calendar.
6. **Course:** A course is a unit of instructions or segment of a subject area under any discipline. Each Programme shall comprise of a set of courses.

Each course shall have a *Course Title* as appropriate to its content and a *Course Code*. The *Course Code* shall be of the format- *CCNNN* where *CC* shall be a 2 character code for the department offering the course and *NNN* shall be a 3 digit numeric code. The courses shall be said to be of *levels* depending upon the numeric code as follows:

Course Level	Code Range
Zero	001 – 099
100	101 – 199
200	201 – 299
300	301 – 399
400	401 – 499

The level of a course shall be decided by the depth of a course. Usually, a course offered to students in the first year after completion of Higher Secondary (HS) level shall be of 100 levels, those in the second year after HS to be 200 levels, and so on. The zero level courses shall be non-credit courses.

7. **Academic Programme:** An Academic Programme, or simply, a Programme shall comprise of a set of Courses as specified in its Curriculum Structure. Completion of the set of courses by a student prescribed for a Programme shall lead to award of a Degree to the student in the Programme concerned.
8. **Credit:** Each course offered shall carry a specified credit depending upon the quantum of work involved in the course. A one Credit course shall imply the quantum of work done corresponding to 1 hour of theory class or 2 hours of laboratory/ field work or 4 hours of research every week for 13 weeks during a semester in the course. One Credit for a seminar course shall be the quantum of work done in a semester for presentation of a seminar of 1 (one) hour duration.
9. **Credits Earned:** The total credits earned by a student during a Programme is the sum of the credits specified for the courses completed by the student securing pass grades.
10. **Credit Requirement:** Each Degree Programme shall have a minimum specified credit requirement. The minimum credit requirements shall also be specified separately for different categories of courses, e.g. Core Course, Elective Course etc. A student will need to earn the minimum specified credit(s) for each category of courses to be eligible for the award of the degree.
11. **Core Course:** Core courses shall consist of those courses which a student must take as compulsory requirement for a particular Programme in which the student is enrolled.
12. **Specialization Elective:** Specialization Electives are courses of specialized nature under the various specializations offered in a Programme in the Institute. A student enrolled in the Programme may choose to register from the set of such courses offered to satisfy the requirements for the specialization chosen by him/ her for the Programme.
13. **Departmental Elective:** Departmental Electives are elective courses offered by the department running the Programme. A student enrolled in the Programme may choose courses from the set offered as per the requirements of the Programme.
14. **Open Elective:** Open Electives are courses offered in the Institute from disciplines not directly related to the Programme. The students of a Programme are allowed to register for some such courses to enable them to widen their breadth of knowledge/skills.
15. **Credit Course:** These are Core or Elective Courses that are registered by a student during a semester to be taken into account for the credits earned by him/her.

- 16. Audit Course:** A student may take some courses which he/ she does not want to include in the list of courses that are to be taken into account for the credits earned by him/ her. Such courses are registered as Audit (non-credit) courses. The grades earned in the audit courses do not affect the performance score of the student.
- 17. Major Discipline:** Major discipline is the discipline of the Degree Programme in which a student is enrolled.
- 18. Supporting Discipline:** Supporting discipline(s) are those in which a student shall take courses, besides courses of the major discipline, as recommended by the Advisory Committee as part course of studies for the Programme. The nature and content of the courses shall be such that these will support the students' major field of studies and/or research work.
- 19. Pre-requisite Course(s):** It is the set of courses which a student must undergo to acquire the necessary background knowledge for registering for a given course. Normally a student will earn credit for such a course. But if a Post-Graduate student is to undergo any undergraduate course as a pre-requisite he will not earn any credit for the course. The student shall have to earn an 'S' (Satisfactory) grade in the course.
- 20. Foundation Course(s):** The foundation course(s) are those that are not considered part of a Programme but are required to be taken by a section of the students of the Programme as they have a deficiency in the background knowledge/skill required for undergoing the Programme. The students shall not earn any credit for such courses but he/she will need to earn an S (Satisfactory) grade for the course(s). The Foundation Course requirements of a student shall be decided by the Departmental Advisory Committee.
- 21. Minor Project:** Minor project shall be applicable to the students in the 6th Semester (w.e.f. Spring 2023 Session onwards.). The students shall start their project work and carry the preliminary work to the next two semesters (with retrospective effect) , which will extend the B. Tech project work duration to 1.5 years and also improve the quality of the work. R3(g)/SENATE-XXX/22
- 22. Intake Capacity:** For each of the Programmes there shall be a limit on the number of students that can be admitted in a session. Subject to revision from time to time, the Board of Governors, on the recommendation of the Senate, shall determine and prescribe reservation of seats, maintaining consistency with the Govt. of India rules, for admission into different degree/diploma/certificate Programmes of the Institute.
- 23. Academic Programmes Committee (APC):** The Academic Programmes Committee (APC) shall be constituted by the Chairman, Senate with the HoD or HoD nominee from each department as member and the Dean of Academic Affairs Dean (AA) as its Chairman. PICs and AR (AA) may be invitees for APC. The APC shall assist the Senate in formulating the Curriculum Structures, deciding on new academic Programmes and such other policy matters related to the academic Programmes. R9 (b)/SENATE-XVIII/19
- 24. Departmental Academic Committee (DAC):** Each department shall have a Departmental Academic Committee with the Head of the Department as its Chairman, all the faculty members of the department as its members, and a faculty member from another department as external member. The external member shall be chosen by the Chairman for a period of two year at a time. In addition to advising the Head of the Department on various matters it shall be the responsibility of the DAC to monitor the progress of the courses of the Programmes during the semester. The DAC shall meet at least three times during a semester- once before the starting of the classes, once in the middle and once at the end. R4(1a)/SENATE-XXII/20

25. Internal Quality Assurance Committee (IQAC): The IQAC shall monitor and improve the overall Academic Quality in the Institute. R9(C)/SENATE-XVIII/19

26. Programme Evaluation Committees (UGPEC): The UGPEC shall be constituted for tenure of two years with the following roles and composition:

i) Responsibility: The Committees shall analyze the examination results in respect of each course under the concerned Programme and provide suggestions to ensure fairness and transparency in grading before the declaration of semester results.

ii) Composition:

Dean (AA)	Chairperson
Dean (SW)	Member
Chairman, IQAC	Member
Sr. Faculties of Departmental Research Groups (<i>to be nominated by the HoDs</i>)	Members
PiC-UG (AA)	Convener

The Senior Faculties nominated by the HoDs shall not appear in both the PECs (UG & PG).
R7(b)/SENATE-XXV/21

27. Faculty Advisors:

Faculty Advisors shall be appointed to take responsibility of all the academic issues faced by the allotted batch of students, till course completion, such as matters related to admission, course registration, examination, attendance, etc. The students shall first approach their respective Faculty Advisors for guidance on any academic matters before bringing the matter to the HoDs or the higher authority. The Faculty Advisors shall monitor the status of the students of the department under probation and provide counselling. The Faculty Advisor shall prepare a course registration plan (with reduced load per semester where necessary) for a student for his/her entire remaining duration of the Programme once he/she enters probation. Afterwards, the Faculty Advisor shall monitor the progress of the student and make changes in the course registration plan as and when appropriate while the student is under probation. The student shall submit this plan containing changes, if any, to the Head of the Department every semester while under probation, within the last date for withdrawal of courses. R7a (iii)/SENATE-XXVI

C. CURRICULUM STRUCTURE

1. Curriculum Structure: There shall be a well-defined curriculum structure for each of the academic Programmes in the Institute which shall have the approval of the Senate. The curriculum structure shall specify the following:

- i. The minimum and maximum allowed period of candidature,
- ii. The minimum credit requirements of the Programme in total, for the core courses, and for the different categories of electives,
- iii. The lists of the courses under the different categories specifying the credit, contact hour load in terms of L-T-P (Lecture, Tutorial, Practical) breakup and the prerequisite(s) of each course,
- iv. The maximum credit load allowed per semester for a student,

The semester wise distribution of the courses shall be guided by the prerequisite specification of the individual courses. There may however be a model semester wise distribution of the courses which shall not be binding.

2. **Syllabus:** There shall be a syllabus for each course offered which shall have the approval of the Senate. The syllabus shall consist of the broad topics of theory and/or practical work that are to be covered in the course. It shall also specify the credit and contact hour load, prerequisites and the list of text and reference books for the course.
3. **Approval of Curriculum Structure and Syllabi:** The curriculum structure and the syllabi of the different academic Programmes shall be approved by the Senate from time to time, on recommendation by the Departmental Academic Committee. Proposal for any change in the curriculum structure and the syllabi shall also be routed through the Academic Programmes Committee for approval by the Senate. The updated syllabi should be all times instantly updated in the Institute website by the respective departments.
4. **Period of Candidature:** Subject to modifications made by the Senate, the periods of candidature for the various academic Programmes shall be as follows:
 - B. Tech: Minimum – 8 semesters Maximum – 12 semesters

D. ADMISSION, ENROLMENT, CONTINUANCE OF STUDIES AND RELEASE

1. Admission

- 1.1 **Admission Notice:** Notice for admission into the different academic Programmes of the Institute shall be issued by the Registrar through newspapers at least two months ahead of the date fixed for the commencement of the academic year. The same shall also be put up in the official website <http://www.nitm.ac.in>.
- 1.2 **Admission Procedure:** The application for admission in prescribed forms only, duly filled in and completed in all respects, must reach the designated officer on or before the last date specified for the purpose.
- 1.3 **Minimum Qualification Requirement for Admission to Various Degree Programmes:** Subject to modifications based on decision made by the Senate and Board of Governors from time to time the qualification for admission into various degree Programmes in the Institute shall be as detailed below:
 - B. Tech:** As per Ministry of Education (MoE) norms.
There shall be relaxation for candidates of various categories as per MoE norms
- 1.4 **Reservation of Seats:** Subject to revision from time to time, the Board of Governors, on the recommendation of the Senate, shall determine and prescribe reservation of seats, maintaining consistency with the Govt. of India rules, for admission into different degree/diploma/certificate Programmes of the Institute.
- 1.5 **Filling up of Reserved Seats Remaining Vacant:** If any seat reserved either for SC or ST remains unfilled, then the unfilled seats reserved for SC candidates should be filled by admitting ST candidates and vice versa. After carrying out the above exercise if any reserved seats are left unfilled under any category these shall be thrown open for general competition and admission.
- 1.6 **Screening and Selection of Candidates for Admission to Different Degree Programmes:**
 - The admissions to the B. Tech. Programme shall be done centrally through the Central Seat Allocation Board (CSAB) set-up by MoE, GoI based on performances in AIEEE/JEE(Main) and Higher Secondary (or equivalent) examination.
Faculty members nominated by the Director shall be responsible for organizing the admissions to the Programme.

1.7 Admission of Newly Selected Candidates into a Programme: A candidate selected for admission to a degree Programme shall be admitted on payment of the requisite fees on specified date(s) of admission. In the event of the failure of such a candidate to pay dues on the specified date(s) and time the student shall forfeit the seat. A candidate must be present in person at the place of admission/ enrolment for necessary advisement and orientation on such date(s) as may be notified.

1.8 Fees: The fees and other charges etc. to be paid by the candidates shall be decided by the Academic Council from time to time and the same will be incorporated in the fee structure and uploaded in the Institute website.

1.9 Students' Roll Number: A student admitted to an academic Programme shall be allotted a Roll Number, which will be used for his/her entire Programme, at the time of admission. It shall be a 8 character string of 4 fields with the format:

PYYDDNNN

Where the fields are-

P- Programme	e.g.	B for B. Tech,
YY - Year of Admission	e.g.	12 for 2012
DD - Discipline	e.g.	CS for CSE, EC for ECE, EE for EEE, PH for Physics, etc.
NNN - 3 Digit Serial No.	e.g.	001, 002 etc.

2. Procedure for transfer with migration: For transfer of a student from the Institute, he/she shall have to apply along with Clearance Certificate and deposit the necessary fees. The Registrar shall issue a Migration Certificate to the student.

3. Semester Enrolment and Course Registration

3.1 Pre-Registration: Before the end of every semester, as specified in the Academic Calendar, each department shall declare the courses to be offered in the following semester. Each of the students who are to continue in the Programme in following semester shall fill-up a pre-registration form indicating the courses he/ she intends to register for in that semester.

3.2 Enrolment: At the beginning of every semester a student shall enroll himself/ herself by filling-in the prescribed Enrolment cum Course Registration Card and paying the prescribed fee for the purpose in person on the date(s) specified along with the necessary clearance certificate. The date of enrolment can be extended by the Dean of Academic Affairs for a period not exceeding 7(seven) days with a late fine. Under extraordinary circumstances arising due to serious illness, natural calamities, bandhs resulting in restriction of movement of the students, the Dean may allow such student to take admission in absentia within the prescribed period. However, in case of serious illness, certificate from District Medical Officer and in case of natural calamities/ bandhs certificate from the Deputy Commissioner/Sub-Divisional Officer (Civil) must be produced. No further extension of time shall be allowed under any circumstance.

3.3 Course Registration: The student shall register for the course/ project for that semester by filling-in the registration form. A Faculty Advisor appointed by the Head of the Department shall assist the student in the selection of the courses for the semester. The registration form duly signed by the student and countersigned by the faculty advisor and the HoD shall be submitted to the Assistant Registrar (Academic). One copy each of the forms shall be made available to the Dean of Students Welfare, Head of the Department, and the student concerned.

- In order to float an Open Elective Course, minimum 10 students should have registered for the course during the semester. R5(1)/SENATE-XXI/20

The Institute takes the opportunity from the rich pool of resources available at “<https://onlinecourses.nptel.ac.in/explorer>”. Every Engineering Department of the Institute may pick one course (from 3rd year level onwards) from the available pool of online courses that are being offered during that semester for their B.Tech students. The credit will be considered as per academic rules. The Departments may include the inclusion of NPTEL courses for 3rd year and 4th year B. Tech students in the semester plan. Assessment will be done as follows:

Class Test-1 (15)	Class Test-2 (15)	Mid Term (50)	Assignment (20)	End Term (100)	Practical (50)
Taken by course instructor	Taken by course instructor	Taken by course instructor	Evaluated Online by NPTEL	Evaluated Online by NPTEL	Taken by course instructor

3.4 Maximum Credit Per Semester: The upper limit on the number of credits a student can register in a semester shall be 25. However, in addition, lab courses and project works may be allowed beyond 25 Credits on approval of the Chairman, Senate. R4(IV-b)/SENATE-XIX/19

3.5 Addition/ Deletion/ Conversion of Courses: A student shall be allowed to make changes in the list of registered courses in the form of addition, deletion, or conversion (Audit to Credit or vice-versa) of courses up to a date specified in the Academic Calendar.

4. Summer Term Course:

- 4.1 A Summer Term course may be offered for students under *Academic Probation* (vide E.15) by a department on the recommendation of the *Academic Probation Committee* (E.16) and the faculty offering the course and with the approval of the Dean (Academic).
- 4.2 No student shall be allowed to register for more than two courses during a summer term.
- 4.3 Summer term courses will be announced by the Dean (Academic) before the commencement of the end-semester examinations. A student will have to register within the time stipulated in the announcement by paying the prescribed fees.
- 4.4 The number of contact hours in any summer term course will be the same as in the regular semester course. The assessment procedure in a summer term course will also be similar to the procedure for a regular semester course.
- 4.5 Withdrawal from a summer term course is not permitted. No supplementary tests will be taken in a summer term course.
- 4.6 20% of the enrolled strength of the respective courses or 5 numbers of students, whichever is lesser, should register in order to float the course in the Summer Term. R4 (b)/SENATE-XXIV/21

5. Transfer of Credits from Other Institutions:

- 5.1 A student having completed some course work of an equivalent academic Programme in another Institute of National Importance/ Centre of Excellence/ Institution having an MOU with NIT Meghalaya enrolls or already enrolled in a Programme at NIT Meghalaya, he/ she may apply for transfer of the course credits of the courses completed in the other institute provided that the following requirements are met:
 - i. The courses in question are relevant to and of the same level as that of the Programme at NIT Meghalaya in which the student is enrolled.

- ii. The NIT Meghalaya equivalence of the grades, and the equivalence of the credits shall be worked out for the concerned Institute by a committee appointed by the Senate.
- iii. There shall not be a break of more than one year between the undergoing of the courses concerned at the institute where these have been done and enrollment at NIT Meghalaya.
- iv. Total transferred credit does not exceed 25% of the total minimum credit requirement of the Programme at NIT Meghalaya.
- v. Production of a Migration/ Transfer Certificate from the Institute concerned.

5.2 The candidate may apply in prescribed format to the concerned Head of the Department for the credit transfer. The Head shall forward the same to the Dean of Academic Affairs with the recommendation of the Departmental Advisory Committee (DAC). The Dean shall forward the application with his/ her recommendations to the Director for his/ her approval.

5.3 The DAC shall also recommend the exemption in the period of candidature (if any) of the student taking into account the credits transferred.

6. Class Attendance

Maintenance of Record: In each course the faculty concerned shall maintain record of the students' attendance in the prescribed Attendance Register and submit the record to the Head of the Department along with the grade sheet. The HoD shall monitor the attendance of all the courses offered by the department. The faculty shall have the Attendance Register scrutinized by the HoD twice during the semester who shall report the matter to the Dean of Academic Affairs in case of any adverse situation.

6.1 **Minimum Attendance Requirement:** A student shall be required to maintain a minimum attendance separately for the theory and the practical components in each course and the number of missed classes to be allowed for courses are as follows:

Course Credit	Max no of classes	Lower limit of missed classes allowed (25%, under normal cases)	Upper limit of missed classes allowed (40%, under medical ground)
4 credit course	48	12	19
3 credit course	36	9	14
2 credit course	24	6	10

A student failing to attain the minimum attendance shall not be allowed to appear in the end-term examination and shall be awarded "W" grade in that course. It shall be the responsibility of a student to ensure that his/her attendance requirement does not fall short of the minimum. Condonation of attendance shall be followed as per the regulations.

In Lab courses, a student must perform minimum 7 numbers of experiments and must attend the quiz for the grade award to the corresponding lab. In case, the student fails to perform any experiment on the stipulated time schedule of class routine, he/she must perform the experiment at any other time with the consent of corresponding course instructor during the same semester period.

A student must attain **minimum 75% attendance** in the lab classes failing which grades would not be awarded. R7a (ii)/SENATE-XXVI/21

6.2 **Condonation of Attendance:** The Dean of Students Welfare (DSW), on the recommendation of the Departmental Advisory Committee (DAC), may condone shortage in attendance to the extent of 15(fifteen) percent in exceptional circumstances as given below.

a. Authorized absence under official directives: The DSW on the recommendation of the

HoD may permit a student to represent the Institute in important Inter Institutional or Inter Departmental event(s) or selected event(s) at the State or National level. The period for which the student is deputed for the above shall be treated as authorized absence under official directive and be treated as leave. The DSW as well as the student concerned shall, however, ensure first that minimum attendance requirement shall not fall short of upper limit of missed classes allowed. The DSW shall notify the name(s) of such student(s) to the Head(s) of concerned Department(s) for conveying the information to the faculty(s) concerned for record.

- b. **Serious illness:** If a student is prevented from attending classes owing to serious illness, the student concerned/guardian shall submit an application along with a Medical Certificate from the District Medical Officer, and recommendation from the Hostel Warden (in the case of hosteller) or from Registered Medical Practitioner (in the case of day scholar) within 3 days from the date of his/ her falling ill. The medical certificate must clearly state the period for which the student was advised treatment and rest. Such application shall be addressed to the DSW who may grant leave for those days of absence and inform the heads of the departments.
- c. **Death of a close relative:** If a student fails to attend classes due to death of parents/guardian, brothers, sisters, spouse or children, he/she shall intimate the DSW and HoD within 3(three)days.

Under no circumstance the condonation is extended for attendance falling below 60 percent.

6.3 Notification Regarding Class Attendance: The display of low attendance for the semester should be done at least 7 days before the commencement of the End-Term Exam. R10(b)/SENATEXX/19

7. Release of a Student from the Institute: A student who wants to leave the Institute during or after a semester or on completion of his/her Programme shall be officially released by the Assistant Registrar(Academic) on production of clearance certificates in a prescribed form and return of the Identity Card by issuing a release order. The Institute reserves the right to cancel the admission of any student and ask him to discontinue studies at any stage of his career on grounds of false documents submitted, unsatisfactory academic performance, unsatisfactory attendance or undisciplined behavior.

8. Readmission/ Temporary Discontinuation of Course: The maximum duration for temporary discontinuation of course under any Programme is two semesters that may be allowed only with prior approval of the Competent Authority. The student should register and pay for all the semesters even during temporary discontinuation of the Programme for continuation of studentship. However, upon re-joining the student should complete the Programme within the maximum period allowed for the Programme as per the Academic Ordinance. R11/SENATE-XVII/19. He/she must also produce a Gap Certificate from the District Police Authorities or an Affidavit specifying his/ her occupation during the gap period. If allowed readmission, the credits earned by the student earlier shall be credited to him/her. In case of change in the curriculum structure of the Programme during the break period, the relevance of the earlier completed courses and the equivalent credit for the courses shall be worked out by a committee constituted by the Dean (AA).

9. Refund of Caution Deposit:

- i. Refund of caution money shall be made to a student only after completion of his/ her Programme and upon submission of prescribed forms. Refund of caution money shall be made against application in the prescribed form and on production of the Release Order.
- ii. The claim for refund of caution money shall be entertained only after the Convocation but within 06 (six) months from the date of the Convocation, failing which, the caution deposit amount will be forfeited.
- iii. The caution money shall not be refunded if a student leaves the Programme prematurely or did not join or attend any class after admission. R7a(i)/SENATE-XXVI/21

- 10. Branch Change Criteria:** The Institute has been allowing branch change to 1st Year students based on the following criteria:
- (i) Minimum 8.00 CGPA upto 2nd Semester without any backlog.
 - (ii) No branch will have lesser than 80% of the sanctioned strength after branch change.
 - (iii) No branch will exceed the 10% of the sanctioned strength of students in a branch. R6/SENATE-XV/18.

11. Long Term UG Internship:

Six months of internship may be allowed to the B.Tech students during their 7th or 8th Semester, upon fulfillment of the following conditions:

- a) The internship is superior in nature and is in continuation or relevant with the topics/research undertaken by the student during the 7th or 8th semesters.
- b) It has a scope for job placement after completion.
- c) The Supervisor and the HoD highly recommends for the same.
- d) The appeal should be approved by the Chairman, Senate.
- e) A co-supervisor should be allotted from the Organization where the student will be doing the internship.
- f) The student should be physically present for the Class Tests, Midterm Exams and End Term Exam.

Process for Applying:

- a) Before applying for the internship, the student through his Supervisor and HoD should apply for an NOC through Academic Office with reference to the above mentioned points (a to d), which should be clearly stated in the recommendations.
- b) Upon selection, an application along with an undertaking to fulfill the above mentioned points (e & f) or with details of the Co-Supervisor, if allotted already, should be submitted to the Academic Office for approval of Chairman Senate.
- c) Upon approval, attendance will be considered for the selected students. However, equivalent courses, which will be recommended by the DAC, should be covered through online learning (Swayam, NPTEL, etc). The credits earned through the equivalent online courses will be mapped as per the Institute's curriculum by the Grade Equivalence Committee. The students must also be in constant touch with the respective Supervisors and the HoDs.
- d) Eligible students shall be allowed to choose any Professional Elective offered by the department. They will be allowed to register for the course even if the minimum number of students registering for the course is lesser than 10 students, as the students will be covering the course(s) online, under the guidance of the Supervisor. R4(b)/SENATE-XXXI/22

E. Evaluation and Grading

1. Lesson Plan & Evaluation Plan

The faculty member(s) who is (are) assigned to teach a course in a semester shall prepare a lesson plan and an evaluation plan for the course which shall be presented before the DAC or a Sub Committee constituted by it before the commencement of the semester. The lesson plan shall consist of the class wise list of the topics to be covered, the books to be followed and the list of experiments to be carried out. The evaluation plan for a course shall specify the evaluation components for the course during the semester with their weights. The lesson plan and the evaluation plan for each course shall be made available to students by the concerned faculty within the first week of commencement of the semester. The evaluations plans of each of the courses offered shall also be notified by the concerned Head of the Department.

2. Evaluation Procedure

The evaluation process shall be of continuous nature and done as follows:

- i. Complete evaluation and award of grades shall normally be done by the faculty members teaching the course.
- ii. Under special circumstances, the Director will have the discretion to appoint any other faculty or external examiner for setting question papers and/or evaluating the answer scripts.
- iii. The evaluation shall always have the two components:
 - one end-term examination and
 - one mid-term examination.

The evaluation scheme is as under: **R10(a)/SENATEXX/19**

Total Marks: 200

1) Internal Assessments*	a) Class Tests (Min 2)	30 Marks
	b) Assignments/Surprise Tests	20 Marks
2) Mid Term Exam		50 Marks
3) End Term Exam		100 Marks

iv) Minimum Marks Required to Pass a Course: A student must secure minimum 70 marks (35%) out of the total 200 marks and minimum 30 marks out of 100 marks in the End Term Exam (w.e.f Spring 2023) in order to be eligible for further grading. Relative grading system to be followed. R3(f)/SENATE-XXX/22

3. Conduct of Examinations

- a. End-term, Mid-term examinations and the Class Tests shall be conducted as per the Academic Calendar.
- b. The duration of the theory examinations shall not exceed as below:
 - Mid-term : 2 hours :: 6 consecutive working days for a set
 - End-term : 3 hours :: 6 consecutive working days for a set

4. Practical Examinations: As per the continuous evaluation for various lab courses, each course will be evaluated out of total 100 marks. The different components like quiz test, viva voce, demonstration, mini project, etc may be decided by the Course Instructor at the beginning of the semester. The weightage of each component may be informed or notified to the students. R14 (3)/SENATE-XVIII/19

Lab Courses need continuous evaluation which should be proposed by the concerned instructor based on the number of experiments. However, one final lab exam shall be conducted at the end of the semester. The evaluation scheme is as under: R10(a)/SENATEXX/19.

Lab Courses	Total Marks: 100
Continuous Evaluation	(Marks may be distributed based on the number of experiments and remaining 30 marks on other components)

5. Suspension of Classes During Examinations: The classes shall remain suspended during the period of class-tests and mid-term and end-term examinations. Classes shall ordinarily be suspended 3(three) days prior to the date of commencement of the end-term theory examinations.

6. Absence from Examination: A student's grade in a course shall be marked *I* if he/ she is absent from an end-term examination of that course under any of the following circumstances:

- i. Death of a parent/spouse/child/brother/sister/first cousin.
- ii. His/ her serious ailment requiring bed rest as certified by District Medical Officer.
- iii. He/ She is representing the Institute on official directives of the Institute authority.
- iv. The student is away and cannot return to the place of study due to circumstances beyond his/her control. A certificate to this effect from an Executive Magistrate must be produced on return to the place of study.

The "I" grade shall be converted to a normal grade as specified in Clause E.8 below.

7. Grading: Relative grading shall be followed for the grading of the students based on the performance as per the evaluation scheme and Letter Grades shall be awarded. The faculty shall decide on the highest & lowest grades to be awarded to a batch based on the overall performance of the batch in the course.

8. Letter Grades & Grade Point: A Letter Grade signifies the level of standard of qualitative/quantitative academic achievement, which a student attains in a particular course/research work. Each of the letter grades shall represent a Grade Point as tabulated below. The letter grades AA to DD shall be considered as Pass grades and FF shall be considered as Fail grade.

Letter Grade	Grade Point	Description
AA	10	Outstanding
AB	9	Excellent
BB	8	Commendable
BC	7	Very Good
CC	6	Good
CD	5	Average
DD	4	Marginal
FF	0	Poor

In addition, there shall be other grades as stated below:

Letter Grade	Status	Remarks/ Context
I	Incomplete	Assigned in case any evaluation component remains to be completed due to an extraordinary situation faced by the student. The students awarded I grade should register for the same courses in the corresponding odd/even semester and if the same is not offered, the student can opt for equivalent courses upon recommendation from the Departmental Academic Committee (DAC) and subsequent approval of Chairman, Senate. R4(1b)/SENATE-XXII/20
X	Extended Project	Assigned in case Project Work remains incomplete and the work is extended to the following semester.
S	Satisfactory	Assigned against satisfactory performance in case of Non-Credit courses.
U	Unsatisfactory	Assigned against unsatisfactory performance in case of Non-Credit courses.
W	Withdraw	Assigned to a student failing to attain the minimum attendance. The student shall not be allowed to appear in the end-term examination and shall be awarded "W" grade in that course.

9. Semester Grade Point Average (SGPA): It is the weighted average of grade points secured by the student in the credit courses taken by him and is given by the expression:

$$SGPA = \frac{1}{C_t} \sum_{i=1}^n C_i GP_i$$

where, n is the number of credit courses registered and passed by the student during the semester, GP_i is the grade point secured by him/ her in the i^{th} course with a credit value of C_i and C_t is the total credits earned in the semester.

10. Cumulative Grade Point Average (CGPA): It is the accumulated weighted average grade point of a student over the semesters starting from his/ her joining the Programme taking into account all the credit courses registered and passed by him/her.

$$CGPA = \frac{1}{C_t} \sum_{i=1}^N C_i GP_i$$

where, N is the total number of credit courses registered and completed by the student with pass grade over the semesters starting from his/ her joining the Programme, GP_i is the grade point secured by him/her in the i^{th} course with a credit value of C_i and C_t is total credits earned till the semester.

11. Submission of Grades: The faculty concerned shall submit the final grades of the students for a course to the office of the Controller of Examinations through the Head of the Department within one week of completion of the end term examination of the course.

12. Transparency in Grading: Prior to submission of the grades, within 5(five) days of completion of the end term examination of the course, the course instructor shall display the grades on the departmental notice boards for viewing by the students. In case of any discrepancy found or clarification desired in the grading, the students must approach the concerned faculty member within 24 hours of display of the grades. The faculty shall make available the details of the grading along with the evaluated answer scripts and shall clarify the queries raised by a student.

The faculty shall make the evaluated answer scripts of the mid-term examination, class test and quizzes conducted and evaluated assignments available to the student concerned for his/ her perusal. The student shall return these with a signature on each after going through them.

13. Appeal for Grade Change: In case a student is not satisfied with the grade awarded to him/her in a course, he/ she may apply to Dean (AA) with his/ her grievance within 15 days from the date of starting of immediate next semester after publication of result. Based on the merit of the case, Dean (AA) shall ask the concerned HoD for re-evaluation or justification/explanation by the concerned faculty member of his/her Department. The report of the faculty along with the comments from the HoD will be placed before the concerned PEC. PEC's recommendation will be forwarded to the Senate Chairman for approval. R7/SENATE-XV/18

14. Custody of Answer Scripts: The evaluated answer scripts bearing the signatures of the students shall be kept in the custody of the faculty member concerned till the end of the next semester.

15. Academic Probation: A student shall be placed on Academic Probation under the following situations:

- a. The CGPA of the student falls below the critical limit of 5.0.
- b. The student secures an *FF* grade in any of the Courses.
- c. The student fails to complete the Programme in the minimum number of semesters prescribed for that Programme.

16. Clearing of Probation: Following points are for clearing of probation and extra course registration:

- a) Max Credits allowed to register in a semester including backlog courses cannot exceed 25 credits. However, in addition, lab courses and project works may be allowed beyond 25 Credits on approval of the Chairman, Senate. R4(IV-b)/SENATEXIX/19
- b) If a student has backlog courses of 18 credits or more, he/she shall first register the backlog courses and then only the student can register for the current semester courses provided the total credits does not exceed 25 credits.
- c) The student can register for backlog courses which are floated in the current semester. For these courses, continuous evaluation will be done during the semester. In such cases, contact hours may be relaxed on recommendation of the course instructor. If the student has already acquired internal assessment and midterm marks, the Faculty Advisor may guide him/her to appear only for the end-term exam. Otherwise he/she has to go for continuous evaluation depending on the marks obtained.
- d) A student may register for prerequisite backlog course in parallel to the semester courses. However, only on clearing the pre-requisite course, the result of the semester course will be considered into account. R14 (4)/SENATE-XVIII/19
- e) **Minimum requirement for allowing the student to register the courses of a subsequent semester**
 - (i) To register for the 5th semester, the student has to earn all the credit requirements of the 1st semester along with minimum 40 credits over 1st to 4th semesters
 - (ii) To register for the 6th semester, the student has to earn all the credit requirements of the 2nd semester along with minimum 50 credits over 1st to 5th semesters.
 - (iii) Similarly, the student has to earn all the credit requirements of the 3rd and 4th semesters along with minimum 60 credits over 1st to 6th semester and minimum 70 credits over 1st to 7th semesters in order to register for the corresponding 7th and 8th semesters. R4(IV-a)/SENATEXIX/19
- f) The student on probation will get a chance to improve his/ her DD grade(s) by registering the course(s) in the summer term or may register the course(s) as a remedial course in the subsequent semester if the Faculty Advisor recommends (Max credits allowed to register in a semester will still imply). Continuous evaluation will be done for that course during that semester. R4 (a)/SENATE-XXIV/21

(A) Backlog Courses (which the student had registered in the past):

The student can register for backlog courses which are floated in the current semester under the following cases:

- i) If the student has acquired mid-term and internal assessment marks for a backlog course(s) in the previous semesters but failed or could not appear the end term exam, he/she may register for the course and appear for end term exam only. The internal marks should be verified by the Course Instructor and Faculty Advisor and entered in the Course Registration Form. The student can register for such courses beyond the maximum limit of 25 credits per semester, upon approval of the Competent Authority.
- ii) If the student has only internal assessment marks and does not have mid-term marks then this may be treated as extra course registration and point (B) below to be followed.

(B) Extra Courses (for which the student had never registered in the past):

If the student is registering for an extra course which he/she had not registered previously due to pre-requisite not cleared or any other reason, then he/she must register for continuous evaluation and attend all the classes.

In the above cases, the Faculty Advisor may allow the student to register for the courses only if the Time Table permits. Preference may be given to clear extra courses. R12/SENATE-XX/19

- g) A student may register for prerequisite backlog course in parallel to the semester courses. However, only on clearing the prerequisite course, the result of the semester course will be considered into account. R14 (4)/SENATE-XVIII/19
- h) **Special Exam for B. Tech Pass Out Batch with Backlogs:**

- (i) Special Exam will be only for B. Tech students of pass-out batches having backlog courses. Normally, one can do the registration of maximum 5 (Five) backlog courses excluding 7th & 8th Semester courses.
- (ii) Under this provision, supplementary exam may not be conducted for final year B. Tech students. Rather, special exam will be conducted for those having backlog courses in various semesters including 7th & 8th Semesters.
- (iii) Students may register provided he/she had acquired mid-term and internal assessment marks for the backlog courses.
- (iv) If any student is having prerequisite as backlog, he/she may be allowed to register for the courses simultaneously. However, the course clearance will be considered only if prerequisite course is cleared. Under this kind of registration, students have to submit an undertaking in the Academic Section.
- (v) For registration of backlog courses under special exam, students have to pay Rs. 5,000/- (General / OBC) and Rs. 3,000/- (SC / ST) for each course. R3 (a)/SENATE-XIX/19

17. Programme Restart: If a student is unable to earn at least 60% of the credits stipulated for the first two semesters of the Programme he/ she will have to restart the Programme at the first semester. In such a case the student shall be given the credits for courses already cleared with grades higher than DD. Restart shall be permitted to a student only once.

18. Unsuccessful Exit from an Academic Programme: A student shall leave the Programme without completing under any of the following conditions:

- i. The student fails to earn at least 75% of the credits stipulated for the first two semesters even after a restart.
- ii. The student fails to satisfy the conditions for eligibility for award of degree/ diploma/ certificate within the maximum prescribed duration (no. of semesters) for the Programme, he/she shall leave the Programme.
- iii. The Programme becomes unviable for the student in the sense that the remaining credits required for making himself/herself eligible for award of the degree cannot be earned in the remaining period (maximum no. of semesters) without exceeding the maximum credits allowed per semester.

19. Classification: After successful completion of the Programme, degrees will be awarded as per the following classifications based on the CGPA.

a) Major Degree:

- i. Candidates who successfully complete the Programme within the minimum stipulated period for the Programme getting a CGPA of 8.5 and above, passing all the courses in the first appearance will be declared to have **passed the degree in first class with honors..** For this purpose, authorized break of study will not be counted. R4(a)/SENATE-XXXI/22
- ii. Candidates who get a CGPA of 6.5 and above, but below 8.5 will be declared to have passed in *first class*.
- iii. Candidates who get a CGPA of below 6.5 and complete the course within the maximum prescribed period after joining the Institute will be declared to have passed in *second class*.

b) Minor Degree (w.e.f. UG Batch, 2021): R4(c)/SENATE-XXXI/22

A student may be allowed to register for a minor degree in a particular specialization offered by another department from 3rd semester onwards, provided he/she has a CGPA of 7.5 and above at the end of 2nd semester.

The credit structure to get a minor degree shall be 20 credits as mentioned below:

- i) Specialized Theory Courses: Total 14 Credits.
- ii) Mini Project in the 7th or 8th Semester: 6 Credits (0-0-12:6)

The Course distribution over the semesters will be decided by the DAC offering the minor degree.

Eligibility for Award of B.Tech Minor Degrees:

- To be eligible for the minor degree award, the students must complete the specialization course(s) offered by the other department while maintaining minimum CGPA of 7.5 till the 8th Semester, without any “F” Grade / backlog course, gap period and with no disciplinary action.

- If a student does not become eligible for the minor degree, then the courses (of the other department) completed by the student shall be mentioned in the Grade Card, but not included for CGPA calculation.

- Courses for Minor Degree start from 3rd Semester onwards and students should plan registration for courses from the beginning in order to complete all the extra credits by the end of eighth semester.

- Students should be prepared to write more than one exam in a day.

- To discontinue from Minor Degree, the student must submit “Minor Degree Discontinuing Form” before the last date of course registration.

Courses/curriculum for Minor Degree Programme shall be finalized in the forthcoming Curriculum Development Programme.

20. Conversion of CGPA to Percentage. The new method for conversion of CGPA to percentage from 2019 admission onwards is,

$$\% \text{ Secured} = (\text{CGPA} * 10) - 5$$

The students who were admitted before 2019 may follow the old method,

$$\% \text{ Secured} = (\text{CGPA} * 10)$$

A certificate mentioning the same has been uploaded in the Institute website for the benefit of students who require a certificate on the conversion of CGPA to percentage while seeking admission at other Institutes. R14 (5)/SENATE-XVIII/19

21. Grade Card and Consolidated Statement of Grades

a. After the declaration of results of a semester the Controller of Examinations shall issue a Grade Card to each of the students. The Grade Card shall contain the grades obtained in the different courses registered by him/ her, the SGPA, CGPA and the total credits earned till that semester.

b. At the successful completion of the Programme, all candidates will be provided with a consolidated statement of grades containing the following particulars:

1. List of all the courses successfully completed by the student during the entire Programme along with the credit structure of each course and the grade secured in each,
2. Total credits earned,
3. The CGPA awarded,
4. Classification (First class with Distinction / First class/ Second class) (vide regulation E.21)

22. Eligibility for Award of Degree: For a student to be eligible for award of the relevant degree/ diploma/ certificate for the Programme he/ she undergoes he/ she must satisfy the following:

- a. Must obtain a pass grade in each of the Core Courses of the Programme.
- b. Must earn the minimum credits under the various categories of courses as specified in the curriculum structure of the Programme concerned.
- c. Must secure a minimum CGPA of 5.0.

F. POWER TO MODIFY

Notwithstanding all that has been stated above, the Senate has the right to modify any of the above rules and regulations from time to time.