

ACADEMIC RULES AND REGULATIONS

(for students admitted in July 2017 onwards)

Ordinance Governing B.Tech. Degree programmes



**INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, SURAT - 395007
GUJARAT, INDIA**

PREFACE

Indian Institute of Information Technology is one of the institutes of national importance set up by MHRD, Government of India in Public Private Partnership (PPP) mode with the objective of providing facilities for higher education, research and training in various fields of Science and Technology. This ordinance is framed as per the clauses (a), (b), (c), (d), (e), (f), (g) of section 33 of Indian Institute of Information Technology (Public-Private Partnership) Act, 2017 (23 of 2017).

This booklet gives the rules and regulations governing the conditions for imparting courses of instructions, conduction of examinations and evaluation of performance of students leading to B. Tech. degree in any branch of Engineering.

The departments can tailor their academic programmes as per their specific needs, within the framework of the Rules and Regulations approved by the Senate from time to time, keeping in view, the ever-growing challenges and new developments in the fields of Science and Technology. These regulations provide opportunities and flexibilities for students to optimize their learning experience. This needs continuous and meticulous planning of the academic outline on the part of each student to fully utilize the opportunities. The students, and parents/guardians, are advised to get fully familiar with the academic system of the institute. Students attention is brought particularly to the assessment procedures and the specific rules governing the grading system, academic performance requirements, etc. Notwithstanding all that has been stated in these Regulations, Senate has the right to review and change the regulations from time to time.

IIIT-Surat is a student-oriented institute committed for overall growth of students and it is our endeavour to ensure that students are offered the best facilities needed for creating outstanding scientists and engineers.

Director

INTRODUCTION

All B.Tech. programmes offered by the institute will be governed by these rules and regulations. The curriculum provides broad based knowledge and simultaneously builds a temperament for the lifelong process of learning and exploring new ideas and techniques. At undergraduate level, a student needs to do compulsory foundation courses in the areas of basic sciences, humanities and engineering apart from departmental requirements. Further, students undergo instructions in open electives to develop broad inter-disciplinary knowledge base. The medium of instruction is English. The institute shall have following B.Tech. branches:

Computer Science Engineering (CSE)

Electronics and Communication Engineering (ECE)

ACADEMIC ADMINISTRATION

The academic programmes of the Institute are governed by Rules and Regulations approved by the Senate from time to time. The Senate is a statutory and supreme body that governs all academic matters of the Institute, and the rulings of Chairman of Senate (Director of the Institute) are final regarding all academic issues. A definite time schedule is set by the Senate for various academic activities, through an Academic Calendar issued in the beginning of each academic year. The Senate continuously assesses the academic programmes and makes appropriate revisions/ modifications/improvements as and when required. Administrative back-up for all academic matters is provided by the Academic office of the Institute.

ACADEMIC CALENDAR

1.1 The Institute follows the semester system. An academic year runs from July through June next year and is comprised of two semesters. Typically, the first semester (Odd Semester) starts in the last week of July and ends in the last week of December; the 2nd semester (Even Semester) starts in last week of January and ends in the last week of June. Before the starting of any academic year, Senate will decide and declare complete academic calendar for the year, such as the date of registration for odd and even semesters, mid-semester and end-semester examinations, inter-semester breaks, etc. Detailed schedule is given in the Academic Calendar, which is made available before the start of the academic year. The academic calendar shall provide a total of 85 (eighty-five) working days in each semester. Notwithstanding any clause that are stated in the regulations, the Senate has the right to modify any of these from time to time.

ADMISSION

2.1 The number of seats in each branch of the undergraduate programme for which admission is to be made will be decided by Senate. Seats are reserved for candidates belonging to other backward classes, scheduled caste, scheduled tribe, physically challenged, economically weaker section (EWS) as prescribed by the Ministry of Human Resource Development (MHRD), Government of India (GOI) from time to time.

2.2 Admission to the B.Tech. programme in any year will be as per orders from the Government of India. Currently admissions are based on performance in the Joint Entrance Examination (JEE) Main and HSC examinations as per Central Board of Secondary Education (CBSE) guidelines through a counselling conducted by the CSAB for the respective year.

- 2.3 Admission to all the Programmes will be made in the beginning of each academic year at the first-year level as per the guidelines. Under special circumstances, students may be admitted to a programme on transfer from other IIITs as per the guidelines issued by the MHRD, GOI. Such admission may be made at any level considered appropriate, except at the first-year level, following procedure to be defined by the Senate on recommendation of a Committee formed by the Senate.
- 2.4 Every student, admitted provisionally or otherwise to any Programme of the Institute, shall submit copies of the qualifying degree/provisional certificate and such other documents as prescribed by the Senate. These documents must be submitted by the prescribed date.
- 2.5 The admission, provisional or otherwise, of any student who either does not submit the required documents by the stipulated date or fails to meet any other stipulated requirement for admission can be cancelled by the Senate.
- 2.6 All students, on admission, shall be required to pay prevalent tuition fee and other fees as prescribed from time to time for every semester till they are on the roll of the Institute.
- 2.7 The Institute reserves the right to cancel the admission of any student, and ask the student to discontinue studies at any stage on the grounds of unsatisfactory academic performance, irregular attendance in the classes or indiscipline.
- 2.8 The admission work shall be handled by Admission Committee consisting of the Chairman (nominated by Director), one faculty from each department and the Deputy Registrar (Admin). The Chairman shall coordinate the admission process through the JOSAA and CSAB.
- 2.9 Each student upon completion of admission shall be issued with unique alphanumeric registration number by the academic section.

COURSE STRUCTURE

- 3.1 The normal duration of the course leading to B. Tech. degree will be eight semesters spread over four years. Medium of instruction and examination will be English. Teaching scheme of a subject in general may have Lecture(L), Tutorial(T) and Laboratory/Design/Drawing/Workshop (P) components. However, some of these components may not be present in some subjects.
- 3.2 Any revision of syllabi and changes in courses, and curricula proposed by the Departmental Academic Advisory Committee (DAAC) be placed before the Senate for its approval. Each course has a certain number of credits, which reflect its weightage. One Lecture/Tutorial (L/T) hour per week will be assigned one credit. Two Laboratory/Design/Drawing/Workshop hours per week will be assigned one credit. For Seminar and Project, one hours per week per semester will be assigned half credit. Earned credit requirements for the 4-year B. Tech. programmes shall be in the range 180-186. Exact requirements for individual programmes shall be based on the teaching scheme of the Programmes.
- 3.3 The curriculum of individual programmes may include industrial training for 4-6 weeks. Industrial training and/or fieldwork shall be satisfactorily completed before a student is declared eligible for the degree. Normally industrial training may be arranged during the summer vacation following the fourth/sixth semester of studies.

ATTENDANCE REQUIREMENT

- 4.1 All students must attend every lecture, tutorial and practical classes. However, to account for late registration, sickness or other such contingencies, the attendance requirement will be a minimum of 75% of the scheduled classes.
- 4.2 The attendance requirement of minimum 75% shall be adhered to and the student obtaining attendance less than 75% and more than 60% in a subject shall be awarded one grade lower than the actual grade obtained by the student. This clause is also applicable to the students on medical grounds.
- 4.3 A student with less than 60% attendance in a course during a semester, in lectures, tutorials and practical (as applicable) taken together will be awarded an 'XX' grade in that course irrespective of his/her performance in the tests. This clause is also applicable to the students on medical grounds. The course coordinator, while awarding the grades, will consider the consolidated attendance record for the whole semester. Students who are deficient in attendance shall be awarded 'XX' grade.
- 4.4 In order to maintain the attendance record of a course, a rollcall will be taken in every scheduled lecture, tutorial and practical class. For the purposes of attendance, every scheduled practical class will count as one unit irrespective of the number of contact hours.
- 4.5 The course teacher/coordinator will consolidate the attendance record for the course (lecture, tutorial and practical together, as applicable). He/she will indicate with an asterisk the names of students with less than 75% attendance and send the list to the D.R. (Academic) through the Head of Department. This information will be notified to the concerned students.

REGISTRATION

- 5.1 Every student in undergraduate programme is required to be present and register at the commencement of each semester on the date fixed and notified in academic calendar. Registration of students in each semester will be centrally organised by the academic section.
- 5.2 Every student is required to register for approved courses through the assigned Faculty Advisor at the commencement of each semester on the day notified in the Academic Calendar. The registration of one or more courses may be cancelled if they are found to violate some rules or if there are restrictions imposed due to disciplinary reasons.
- 5.3 The registration of all students will be totally done by the academic section. The registration of students from 3rd semester onwards will be done in respective departments, for which the subject details will be verified by the course teachers of the department and payment of dues, etc. will be verified by the academic section. An appropriate semester registration form devised shall be used.
- 5.4 A student who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within two weeks on payment of an additional late fee as prescribed by the Institute. Normally no late registration shall be permitted after two weeks from the first day of the scheduled date. Only those students will be permitted to register in the next semester who have
 - (a) Cleared all the institute, hostel and library dues and fines (if any) of the previous semesters.
 - (b) Paid all required payments of institute and hostel for the current semester.
 - (c) Satisfies the minimum academic requirements, and
 - (d) Not been debarred from registering on any specific ground.

5.5 Students obtaining 'FF' grade in a subject or a laboratory course must appear in the supplementary examination of the concerned subject or laboratory course whenever conducted.

5.6 Students obtaining 'XX' grade in a course must repeat the concerned course by re-registering in the next appropriate semester whenever the course is offered. 20% of tuition fees per course for a maximum of 3 courses is to be paid instead of paying the full tuition fees of the semester for the subjects in which the student has obtained the 'XX' grade. However, if he/she has 'XX' grade in more than 3 courses then he/she must pay the full tuition fees and repeat those courses in the regular semester in which the courses are offered, and he/she will not be allowed to go the next year without clearing the XX grades in the courses. The course can be a theory subject, practical, workshop, seminar, project, etc.

5.7 In case of failure in any non-credit course the student will have to re-register for it in the appropriate semester of the next academic session. Students may add and drop subject(s) with the concurrence of the Academic Performance Review Committee (APRC) under intimation to the concerned course instructors and the academic section provided, this is done within the date mentioned in the academic calendar.

5.8 A student who has been debarred from appearing at any examination because of the following reasons:

- (a) Recommendation of the subject coordinator for unsatisfactory attendance
- (b) As a measure of disciplinary action by the Institute
- (c) For adopting malpractice in examination.

He/she may register for the subject after the term of the debarment expires, provided that other provisions of the regulation do not prevent him/her.

ABSENCE DURING THE SEMESTER

6.1 A student must inform the Dean (Academics) immediately of any instance of continuous absence from classes. Student who has been absent from a mid-semester examination due to illness should approach the course teacher/coordinator immediately on return to class for a make-up test. This request should be supported with a medical certificate from the Institute Medical Officer.

6.2 A certificate issued by a registered medical practitioner will also be acceptable in those cases where a student is normally residing off-campus; in such cases the registration number of medical practitioner should explicitly appear in the medical certificate and the Institute Medical Officer must verify the same and give appropriate comments about the student's illness and his/her current physical and mental fitness.

6.3 Prior to approaching the course coordinator, the student must file a copy of the medical certificate with the Academic section. The Academic Section may ask the student to give the copy of the medical certificate to the concerned course coordinator. The make-up test will be conducted in the last week of the semester and the question paper will cover the complete syllabus of the subject.

6.4 In case of absence on medical grounds, before or during the end semester examinations, the student can apply for 'II' grade. An application requesting 'II' grade should be made at the

earliest, but not later than the last day of the examination. This application should be made to the Head of Department of the student's programme who, depending on the merit of the case, will grant approval and inform all the concerned course coordinators and Academic Section. The student should subsequently complete all course requirements within fifteen days from the date of the last end-semester examination except in theory courses. The 'II' grade will then be converted to a proper grade (AA to FF). The student who remains absent in the end semester examination or supplementary examinations (not on medical grounds) will be awarded 'NA' grade instead of 'II' grade.

- 6.5 In special situations arising due to the student's inability to be present at the Institute during the stipulated period, the period for conversion of 'II' grade can be extended to the first week of the next semester. Approval for the extension is granted by Dean (Academics) on the recommendations of the Head of the Department of the student's programme and the course coordinator. A request to this effect may be included in the application for 'II' grade. In such cases, the student should complete all course requirements (except the theory courses) within a week from the grant of period of extension and the result of the student is to be forwarded immediately to the examination section for the conversion of 'II' grade to a proper grade (AA to FF).
- 6.6 In case the period of absence on medical grounds is more than four weeks (20 working days) during the semester, a student may apply for withdrawal from the semester, i.e. withdrawal from all courses registered in that semester. Such an application must be made as early as possible and latest before the start of the end semester examinations.
- 6.7 No application for semester withdrawal will be considered after the end semester examinations have commenced. Each application for semester withdrawal will be examined by the Dean (Academics) and depending on the merit of the case, an appropriate recommendation will be made. Partial withdrawal from courses registered in a semester shall not be permitted.
- 6.8 If a student is continuously absent from the Institute for more than six weeks without notifying the Dean (Academics) his/her name will be removed from the Institute rolls. However, such students may appeal to the Director to reconsider their cases on merit.

EVALUATION AND GRADING

- 7.1 The prominent features of the credit system are the process of continuous evaluation of a student's performance, the absence of pass or fail on an annual basis and the flexibility to allow the students to progress at a pace suited to individual ability and convenience, subject to the regulations of credit requirements.
- 7.2 Each course, except a few special courses, has a certain number of credits assigned to it depending upon its lecture, tutorial and laboratory contact hours in a week. Each course is coordinated by a member of faculty called the course coordinator. He/she has the full responsibility for coordinating the course, coordinating the work of other members of the faculty involved in that course, holding the tests and awarding the grades. In case of any difficulty, the student is expected to approach the course coordinator for advice and clarification.

7.3 A letter grade, corresponding to specified number of grade points, is awarded in each course for which a student is registered. On obtaining a pass grade, the student accumulates the course credits as earned credits.

7.4 A student's performance is measured by the number of credits that he/she has earned and by the weighted grade point average. A minimum number of credits should be acquired in order to qualify for a degree and continuation on semester basis.

7.5 Number of Credits in a Course:

Lecture/Tutorial: One lecture/tutorial hour per week is assigned one credit.

Practical: Two laboratory hour per week is assigned one credit.

An elective course will normally be offered only if there is a minimum registration of 30 students. Few courses like Practical Training do not have credits, and are referred to as non-credit (NC) courses.

7.6 Degree Requirements

(a) Earned Credit Requirement:

Earned credit requirements for B. Tech. programme are completion of 180-186 earned credits based on the teaching scheme of individual programmes.

(b) CGPA Requirement:

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

(c) Practical Training Requirement:

This course is a non-credit course and every student who undergoes practical training will be registering it in the semester following the training. The Department of the student's programme will scrutinize the training and will award 'SS' grade if the training is satisfactory. In case the training is considered to be unsatisfactory, a 'ZZ' grade will be awarded and the student may have to undergo fresh practical training for a part or the full duration.

7.7 Award of Grades

The grades to be awarded, corresponding grade points and the description of performance are listed below:

Grade	Grade Points	Description of Performance
AA	10	Outstanding
AB	9	Excellent
BB	8	Very Good
BC	7	Good
CC	6	Average
CD	5	Below Average
DD	4	Marginal
FF	0	Fail
II	-	Incomplete
NA	-	Not Appeared

WW	-	Withdrawal
XX	-	Unsatisfactory attendance in a course
SS	-	Satisfactory Completion
ZZ	-	Non-completion

The 'AA' grade stands for outstanding achievement. The 'DD' grade stands for marginal performance, i.e. it is the minimum passing grade in any course. The minimum percentage of marks for award of the 'DD' grade is 36%. However, the student must secure at least 30% marks in the end semester examination, otherwise he will be awarded the FF grade.

7.8 'FF' Grade

The 'FF' grade denotes failing in a course. A student has to repeat all compulsory (core) courses in which he/she obtains 'FF' grade, until a passing grade is obtained. For the other (elective) courses in which 'FF' grade has been obtained, the student may take the same course or any other course from the same category.

In the event of a student getting more than a certain number of 'FF' grades in a given semester, his/her earned credits during the semester may fall short of the required number and he/she may be asked to leave the Institute. 'FF' grade may result in increased period of stay for completing degree requirements. Further, 'FF' grade secured in any course stays permanently on the grade card.

7.9 'II' and 'NA' Grades

An 'II' grade denotes incomplete performance in any course (theory, lab) due to absence at the end of semester on medical grounds. In case of absence on medical grounds, before or during the end-semester examinations, the student can apply for 'II' grade. An application requesting 'II' grade should be made at the earliest, but not later than the last day of the examination. This application should be made to the Head of Department of the student's Programme who, depending on the merit of the case, will grant approval and inform all the concerned course coordinators and D.R. (Academic). The student should subsequently complete all course requirements within fifteen days from the date of the last end semester examination except in theory courses. The 'II' grade will then be converted to a proper grade (AA to FF). The 'II' grade can be awarded for incomplete project work, at the end of a semester. Subsequently, it is converted into a regular grade upon completion of the project work and its evaluation. The 'II' grade may also be awarded for Project Part I. The student who remains absent in the end semester examination or supplementary examinations (not on medical grounds) will be awarded 'NA' grade instead of 'II' grade. II grade will be awarded only to those on medical grounds.

7.10 'WW' Grade

A 'WW' grade is awarded in a course where the student has opted to withdraw from the course. Withdrawal from a course is permitted until one week before the mid-semester examination.

7.11 'XX' Grade

The 'XX' grade is awarded for unsatisfactory attendance and student has to repeat the course during the next year whenever it is offered or later as advised by the APRC.

7.12 'SS' and 'ZZ' Grades

The 'SS' grade denotes satisfactory performance and completion of a non-credit course. The 'ZZ' grade is awarded for non-completion of the course requirements, and the student will have to register for the course until he/she obtains 'SS' grade. The specific course in which SS/ZZ grades are awarded is Practical or Industrial Training.

7.13 Earned Credits (EC)

The credits for the courses in which a student has 'DD' (minimum passing grade for a course) or a higher grade will be counted as credits earned by him/her. Any course in which a student has obtained FF or WW grade will not be counted towards his/her earned credits.

7.14 Evaluation of Performance

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

The **SGPA** is calculated based on grades obtained in all courses registered for the semester.

$$SGPA = \frac{\sum_{\text{Sem}} \text{Course credit} \times \text{Grade point}}{\sum_{\text{sem}} \text{Course Credit}}$$

The **CGPA** is calculated based on all pass grades obtained in all completed semesters

$$CGPA = \frac{\sum_{\text{Sem}} (\text{Course credit} \times \text{Grade point}) \text{ in passed courses}}{\sum_{\text{Sem}} (\text{Course Credit}) \text{ in passed courses}}$$

Both SGPA and CGPA will be rounded off to second place of decimal and recorded as such.

Conversion of CGPA into Equivalent percentage of marks:

$$\text{Average percentage of marks} = \text{CGPA} \times 10$$

MAXIMUM DURATION FOR COMPLETION OF PROGRAMME

8.1 Normally a student will complete all the requirements for B.Tech. degree in eight semesters (four years). Academically weak students who are unable to pass in some courses and must repeat them in subsequent semesters or register for lesser number of courses in a semester of

their own or as per the advice of the Academic Performance Review Committee (APRC), shall be permitted to complete all the requirements of the degree in 12 consecutive semesters (six years).

8.2 If a student is granted withdrawal for one or more semesters on medical ground, he/she shall be permitted to complete the programme in a maximum period of seven years.

MONITORING OF ACADEMIC PERFORMANCE OF WEAK STUDENTS

At the end of each semester, academically poor students will be identified by the following criteria of academic performance:

9.1 Earned credits in a semester falling below 50% of the total credits or

9.2 CGPA falling to 4.5 or less.

9.3 All students identified by the above criteria at the end of each semester will have their academic records monitored by the Academic Performance Review Committee (APRC). These students will have to meet the APRC, which would try to assess the causes for unsatisfactory performance and advise him/her accordingly so that the performance improves. The APRC may also recommend an upper limit on the number of courses or total number of credits to be registered by the student in the subsequent semesters. This advice is binding, and no relaxation will be made. In addition, the student's department and the course teachers will be requested to monitor the student's performance.

9.4 The APRC while reviewing the academic performance of weak students would also recommend termination of registration if a student fails to satisfy the minimum academic criteria laid down for continuation as a student at the end of each year (i.e. even semester). Details of the criteria for continuation of registration (i.e. continuation as a student) are given under Section 10.

TERMINATION FROM THE PROGRAMME

10.1 If a student remains continuously absent for more than six weeks in a semester without sanction of leave, his/her name shall be struck off from the rolls of the Institute. However, such students may appeal to the Director to reconsider their cases on merit.

10.2 A student may be required to leave the Institute on disciplinary grounds on recommendation of the Disciplinary Committee.

10.3 A student shall have to leave the Institute if he/she fails to satisfy the minimum academic criteria prescribed for continuation as a student at the end of each academic year as stated below:

- (a) A student must complete 23.5 earned credits (EC) at the end of 2nd semester failing which his/her registration shall be terminated.
- (b) A student must complete a minimum of 55 earned credits at the end of the 4th semester of his admission to the Institute, failing which; his/her registration shall be terminated.
- (c) A student must complete a minimum of 90, 125 and 165 earned credits at the end of the 3rd, 4th and 5th year of his admission respectively; at the end of 6th year he/she must complete all the earned credit requirements for the programme.
- (d) In case a student has withdrawn for one or more semesters, the earned credit requirements would be reduced by 12 credits for each semester of withdrawal in the 1st year, and by 16 credits for each semester of withdrawal in the consecutive

years. The maximum duration for completion of the programme is as given under Section 8.

- (e) No appeal shall be entertained for those students whose registration has been terminated for noncompletion of minimum academic requirements during the first two years.
- (f) From 3rd year onwards, the student may be given an opportunity to appeal against the termination within a time period of seven days, which will be duly considered by the APRC.

ASSESSMENT OF PERFORMANCE

11.1 Each course is to be taught by a teacher who is ultimately responsible for maintaining the expected standard of the course and for assessment and evaluation of the students' performance. The course instructor should be associated preferably with one of the tutorial groups in case there is a provision of tutorial in the scheme of teaching of the course. Similarly, the course teacher should preferably be associated with one of the groups of students in the laboratory course.

11.2 For a course strength necessitating two or more classes, there will be one course teacher for each class. One of these course teachers is to be appointed by the Head of the Department as the course coordinator for coordinating the instruction and for assessment and evaluation of the students for the courses. He/she is required to ensure uniformity of assessment and is responsible for evaluating the performance of the course.

11.3 Assessment of Lecture Courses

The evaluation pattern for the theory courses at UG level shall be as under:

Mid semester exam	:30 marks
Assignment/Quiz	:20 marks
Tutorials (if applicable)	:25 marks
End semester exam	:50 marks

11.4 The mid- and end- semester examinations are of 1 hour and 3 hours, respectively. The question paper for the end semester examination in all subjects be prepared for 100 marks. However, the marks obtained by the student in the end semester examination shall be scaled down to half and the marks shall be awarded out of 50. Minimum 30% marks is required in End semester examination for qualifying. The duration of the end semester examination is of 3 hours and the question paper shall be set for 100 marks. For practical examination, the mark distribution is 50% percent for continuous evaluation and 50% for external evaluation as end semester examination.

11.5 Review of question papers shall be done by the committee appointed at the department level. Result analysis shall be done at the Departmental Academic Advisory Committee (DAAC) meeting and the same shall be reported to the Institute Academic Advisory Committee (IAAC).

11.6 Assessment of Laboratory Courses

- (a) The laboratory courses are of various types: experiment-based conventional laboratory courses, design and calculation courses and workshop practice courses.

- (b) The practice of conventional laboratory journal writing should be discontinued. The students should be provided with a printed instruction sheet or soft copy of the same outlining the aim of the experiment together with the relevant principles, procedures and methods of observation, which should form a part of his/her journal record. The student is required to report his results and observations, show sample calculations, plot graphs if required and write conclusions. Reports may also be submitted in electronic form wherever permissible.
- (c) The continuous assessment in a laboratory course shall be based on the following modes of assessment:
- Turn to turn supervision and viva shall be given 40 percent weightage.
 - Laboratory journal/drawing sheets/workshop jobs/calculations/reports shall be given 20 percent weightage.
 - Semester-end examination shall be given 40 percent weightage

11.7 The mid-semester, end-semester and supplementary examinations will be conducted by the Departments as per the schedule and guidelines provided by the Examination/Academic Section of the institute.

11.8 The weightage assigned to various components of assessment shall be announced by the concerned class teachers in the beginning of the semester.

11.9 The course teacher/coordinator is required to maintain a detailed record of the performance of the students in each assessment. When all the assessments in the course are complete, total marks obtained are converted into a grade. The evaluated answer books shall be shown to the students before finalizing the grades. The disposal of Answer Books should be done a year after the declaration of exam results.

SEMINAR/PROJECT SEMINAR

12.1 Head of each Department shall appoint one or two seminar coordinators depending on the class strength who in consultation with the other faculty members will prepare a list of seminars topics to be given to the students at the beginning of 7th or 8th semester.

12.2 The topics should be so selected as to require the students to refer to journals or advanced text books for preparation of the seminar. The faculty member proposing a seminar topic will normally be the supervisor for the seminar.

12.3 On completion of the studies, the student shall submit two copies of the report, to the coordinator (one for the supervisor and one for the department) by the prescribed date and make oral presentation of his/her seminar topic in 15 to 20 minutes on scheduled date. The presentation shall be followed by discussions in which faculty members and the students will participate and seek response from the student.

12.4 The seminar assessment will be initially made in terms of marks with 40 % weightage on the seminar report evaluated by the supervisor; the oral presentation and the response of the student in the discussion will be given 60 % weightage, which will be individually awarded by a panel of three faculty members and the average taken. On compilation of the marks given on the report and the presentation, the coordinator(s) will convert the marks into grades and forward the same to the Academic Section.

PROJECT

- 13.1 Head of each Department shall appoint one or two project coordinators depending on the class strength who in consultation with the other faculty members will prepare a list of projects topics to be given to the students at the beginning of 7th or 8th semester.
- 13.2 The Project is a core course spread over two semesters and comprises of Part I and Part II and is carried out during the 7th and 8th semesters. The allocation of projects, faculty guides and tentative plan of work are to be done before the last day of class of the 6th semester. Part II is normally expected to be a continuation of Part I, except under those exceptional circumstances in which the supervisor is changed at the end of Part I.
- 13.3 A mid-semester assessment and end-semester assessment will be carried out for each Part. Part I and Part II will be graded separately. An 'II' grade will not be awarded for Part I. Incomplete work will be given 'II' grade on request. Number of students assigned a project work should, in general, be restricted to four.
- 13.4 A committee of three examiners shall be appointed to evaluate the projects in addition to the concerned guides. The students are to be assessed on their initiative, interest, effort and regularity shown during the project work and in the preparation of the project report. This assessment will be made by the guide and given 40 % weightage. The remaining 60 % weightage will be given on the average mark awarded by the three examiners based on the quality of the report, presentation of the project work and the performance in the oral examination.
- 13.5 On compilation of the marks awarded by the guide and the board of examiners, the Chairman of the committee will send the same to the Project coordinator(s) who will convert the marks into grades and forward to the Academic Section.

MODERATION OF RESULTS

The answer books of mid semester and end semester examinations after evaluation shall be shown to the students by the concerned teachers within a week after the conduct of exams. 'Student consultation period' of 2 or 3 days may be intimated to the students before finalizing the marks. The purpose of student consultation period is twofold:

- i. To answer any query that a student may raise about the marks awarded to him, and
- ii. To correct any factual errors those might have occurred, e.g., in totalling, etc. The marks should in no case be changed based on student's reaction. The final grades shall be forwarded to the Academic Section by the concerned Course Coordinators as per the last date specified in the academic Calendar. The final grades awarded to students shall be moderated every semester as per the academic calendar by a committee constituted by the institute.

EXAMINATIONS

- 14.1 The mid- and end- semester examinations shall be conducted during the time schedule decided at the Institute Level.
- 14.2 Students who have satisfactory attendance record and paid institute and hostel dues of the Semester will be eligible for appearing in the examination. A student may be debarred from appearing in the examination as the result of disciplinary action.

- 14.3 Students who are unable to appear in the semester-end examination due to some compelling reason such as serious illness or other special circumstances will be given II grade (on medical grounds) and NA grade (on non-medical grounds) and will be permitted to appear in a supplementary examination to be conducted as scheduled by the institute.
- 14.4 Students who have failed in one or more courses in the end semester examination of a semester, will be permitted to appear only in the supplementary examinations as scheduled by the institute and to be conducted preferably before the commencement of the next semester. The original grade will be modified to a new grade (AA to FF) based on the performance in the supplementary examination.
- 14.5 The student will be allowed to continue his/her study from odd semester to even semester even he/she fails in any number of courses. But the student will not be allowed to register in the next year (i.e. in the new courses of odd semester) if he/she fails in more than total three courses at previous odd plus even semesters, and student(s) has to re-register in the next year and repeat all the courses in which he/she failed. The course can be a theory subject, practical, workshop, seminar, project, etc.
The student will not be allowed to register in the 5th semester unless he clears all the first-year courses (including theory, practical, workshop, seminar, project, etc.). Similarly, the student will not be allowed to register in the 7th semester unless he clears all the second-year courses (including theory, practical, workshop, seminar, project, etc.). Registration in a semester shall be done sequentially and the student shall not be allowed to register for the next semester without registering for the previous semester.
- 14.6 The course coordinator shall make MIS entries and submit the results of his/her course. However, the grade sheet generated through the MIS must be submitted by the course coordinator to the Examination/Academic section within 2 days of online submission.
- 14.7 Any change of grade of a student in a subject, consequent upon detection of any genuine error on the part of the concerned teacher, must be approved by the DAAC and forwarded to the Academic / Examination Section by the concerned coordinator through the Head of the Department.
- 14.8 All the examinations shall be conducted by following the code and conduct of examination approved by the Senate.

REQUIREMENTS FOR AWARD OF DEGREE

A student will be awarded B. Tech. degree in the relevant programme if he/she has fulfilled the following requirements:

- 15.1 Completed earned credit requirements for the programme as specified in the scheme of teaching and examination.
- 15.2 Obtained a CGPA of 4.5 or more on completion of earned credit requirements.
- 15.3 Satisfactorily completed all the non-credit courses (Practical or Industrial Training) required for the programme.
- 15.4 Paid all the dues to the Institute and Hostel.
- 15.5 No disciplinary action is pending against him/her.

CHANGE OF BRANCH

- 16.1 A student admitted to a branch of the B.Tech. programmes will normally continue studying in that branch till completion of degree.

- 16.2 However, the Institute may permit a student admitted as per guidelines of MHRD, GOI to change branch at the end of the first two semesters, provided vacancies exist in such branches.
- 16.3 Only those students will be eligible for consideration for a change of branch after the second semester, who have completed all the credits prescribed in the first two semesters of their studies in their first attempt, without appearing in any supplementary examination.
- 16.4 Application for a change of branch must be made in the form prescribed for this purpose. The Deputy Registrar (Academics) will call for application in the second semester of each academic year and the completed forms must be submitted within the period specified in the notification.
- 16.5 Students may indicate branch to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.
- 16.6 Change of branch shall be made strictly based on merit of the applicants. For this purpose, the CGPA obtained at the end of the second semester shall be considered. In case of a tie, the total marks obtained by the students will be taken into consideration.
- 16.7 Change of branch shall be permitted subject to the constraint that the number of students transferred from any branch shall not be more than 10% of the sanctioned strength and the number of students in any branch shall not go above the sanctioned strength as a result of the change of branch. Also due to such change, the strength in any branch should not fall below 90% of the sanctioned strength.
- 16.8 All change of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch offered.

COURSE EVALUATION BY STUDENTS

Every course run in a semester is evaluated based on feedback received from the students registered in that course. During the last week of a semester, the students shall give their feedback on the courses studied by them during the semester. The compiled feedback reports shall be forwarded to the concerned Head of the Department who will scrutinize the same and may take appropriate steps to enhance the quality of teaching of the courses. If the feedback belongs to a subject handled by the Head of the Department, then the same shall be scrutinized by the Dean (Academics).

CONDUCT AND DISCIPLINE

Following acts shall constitute gross violation of the code of conduct and are liable to invoke disciplinary action.

- (a) Involvement in ragging in any form inside or outside the Institute premises.
- (b) Furnishing false statement of any kind in the form of application for admission or for award of scholarship, etc.
- (c) Displaying lack of courtesy and decorum and resorting to indecent behaviour anywhere within or outside the campus.
- (d) Wilfully damaging, removing or stealing any property/belongings of the Institute, Hostel or fellow students.
- (e) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.

- (f) Adoption of unfair means in the examinations.
- (g) Organizing or participating in any group activity in company with others inside or outside the campus without prior permission of concerned authorities.
- (h) Mutilation or unauthorized possession of library books.
- (i) Not intimating his/her absence to the Warden of the Hostel of residence.
- (j) Disturbing the academic atmosphere by playing games/sports in the academic area during the working hours.
- (k) Hacking the computer systems (such as entering other person's area without prior permission, manipulation and/or damage of computer hardware and software or any other cybercrime, etc.)

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

For an offence committed (a) in a Hostel of residence, (b) in the Department or a classroom and (c) elsewhere, the Warden, the Head of the Department and the Dean (Academics), respectively, shall have the authority to reprimand or impose fine or take any other suitable action with information given to the office of the Director.

Institute Disciplinary Committee

All major acts of indiscipline, which may have serious repercussion on the students in general and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Institute Disciplinary Committee appointed by Senate. The Disciplinary Committee shall consist of the following members:

- a) Dean (Academics) : Chairman
- b) Two members of faculty nominated
by the Director for a term of two years : Members
- c) Deputy Registrar (Admin) : Secretary

Recommendation of the committee, which will include the suggested punishment in cases where guilt is proven, will be forwarded to the Director for necessary action.

Examination Disciplinary Committee

Cases of adoption of unfair means in an examination shall be dealt with by Examination Disciplinary Committee consisting of the following members:

- Dean (Academics) : Chairman
- Head of the Department of concerned branch : Member
- One member of faculty nominated by the Director for a term of two years
- Deputy Registrar (Admin)

The committee shall recommend appropriate measures in each case to the Director for awarding the punishment. The composition of the DAAC as detailed below:

Sl.No.	The composition of Departmental Academic Advisory Committee (DAAC)	
(1)	Head of Department	: Chairman
(2)	All Faculty of the concerned Department	: Members
(3)	Dean (Academic)	: Invitee- Member

The Departmental Academic Advisory Committee (DAAC) shall perform the following functions and have the following powers:

- (a) The DAAC shall discuss the academic matters including introducing the new courses, review/revision of existing syllabus and shall recommend to the Institute Academic Advisory Committee (IAAC) for consideration and recommendation to the Senate for approval.
- (b) The DAAC shall meet as often as necessary, but ordinarily not less than four times a year.
- (c) One half of the members shall form a quorum for a meeting of DAAC.
- (d) A copy of recommendations / minutes of every meeting of the DAAC shall be placed before the IAAC.
- (e) The composition of Institute Academic Advisory Committee (IAAC):

(1)	Director	Chairman
(2)	Registrar	Member
(3)	All Deans	Members
(4)	All Heads of the Departments	Members
(5)	Dean (Academics)	Member-Secretary

The IAAC shall perform the following functions and have the following powers:

- (a) The IAAC shall discuss all academic and allied matters including conduct of examination, appointment of examiners.
- (b) The IAAC shall review the working of the Departments.
- (c) The IAAC will make suitable recommendations for introducing new course(s), review/revision of existing syllabus and shall recommend to the Senate for approval.
- (d) The IAAC will plan co-curricular activities of the students of the Institute. The IAAC will promote research and development activities with periodical review of the activities of the departments of the Institute.
- (e) The IAAC will review and consider the recommendations/minutes of every meeting of the DAACs and accordingly, will make suitable recommendations to the Senate.
- (f) The IAAC shall meet as often as necessary, but ordinarily not less than four times a year.
- (g) One half of the members shall form a quorum for a meeting of IAAC.
- (h) A copy of recommendations/minutes of every meeting of the IAAC shall be placed before the Senate.

ACADEMIC PERFORMANCE REVIEW COMMITTEE

The constitution and functions of the Academic Performance Review Committee (APRC) shall be as under:

Composition of committee		Designation
(a)	Dean (Academics)	Chairman
(b)	Heads of Departments	Members
(c)	Deputy Registrar (Academics)	Secretary

19.1 Functions

- (a) To review the academic performances of weak students and assess the causes of unsatisfactory performance.
- (b) To advise weak students in order to improve their performance and to recommend an upper limit on the number of courses to be registered by such students in subsequent semesters.
- (c) To recommend termination of registration in case a student fails to satisfy the minimum academic criteria laid down for continuation as a student at the end of each year.
- (d) To perform any other function as may be entrusted to the committee by the Senate.

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