

**Dr. Babasaheb Ambedkar Technological University,
Lonere - Raigad**

(Established by Government of Maharashtra and Governed by Dr. Babasaheb Ambedkar Technological University Act No. XXII of 1989)



*Diploma Rules and Regulations
For Admission, Monitoring and Award
of*

*Diploma in Engineering
(Credit System)
under the
Faculty of Engineering and Technology*

<http://www.dbatuonline.com>

Dr. Babasaheb Ambedkar Technological University will offer full-time Diploma Programmes in the academic disciplines of Chemical Engineering, Petrochemical Engineering, Polymer and Plastics Engineering, Electrical Engineering, Electronics and Telecommunication Engineering, Instrumentation Engineering, Computer Engineering and Information Technology. These rules and regulations shall also be applicable for any new Diploma Programmes introduced by the University from time-to-time. The provisions contained in these Rules and Regulations will govern the conditions for imparting courses of study/instructions, conducting examinations and evaluation of students' performance leading to all Diploma Programmes of the University.

1. Academic Calendar

The academic year will be divided into two semesters. The Academic Council of the University shall approve the schedule of academic activities for an academic year including the dates of registration, Periodic Tests and End Semester Examinations, Inter Semester Break etc. and shall be referred to as the Academic Calendar for the year.

2. Admission Process

- 2.1. Admissions to B. Tech Programme will be made through a Centralized Admission Process (CAP) as prescribed by the Government of Maharashtra from time to time.
- 2.2. All students admitted shall be required to pay at the time of joining and also in the subsequent semesters prevalent tuition and other fees prescribed by the University (as per Government of Maharashtra directives) till they are on roll.
- 2.3. The University reserves the right to cancel the admission of any student, and ask him/her to discontinue his/her studies at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline. Rules regarding conduct and discipline are given in **Appendix – I**.

3. Residence

Since the availability of accommodation is limited, the accommodation will be provided as per the criteria fixed by the University purely on merit basis. The reservation criteria will be followed as per the norms of Government of Maharashtra. Every student residing in the hostel shall follow the rules relating to stay in the hostel. Rules relating to residence requirements in the hostel are given in **Appendix – II**.

4. Attendance

Attendance in all classes (lectures/tutorials, laboratories, workshops etc.) will be mandatory. A student may be debarred from appearing at an examination on grounds of unsatisfactory attendance. Rules regarding attendance are given in **Appendix – III**.

5. Registration

- 5.1 Every student of the Diploma Courses is required to be present and register at the commencement of each semester on the day fixed for and notified in the Academic Calendar.

- 5.2 Registration will be effected as and when a student is admitted in every year.
- 5.3 From 3rd semester onwards the registration will be organized departmentally under the supervision of the Head of the Department.
- 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 the next three working days on payment of a prevalent additional late fee as prescribed by the Institute. Normally no late registration shall be permitted after the third working day from the scheduled date.
- 5.5 Only those students will be permitted to register who have:
 - a) Cleared all Institute and Hostel dues of the previous semesters
 - b) Paid all required prescribed fees for the current semester, and
 - c) Not been debarred from registering for a specified period on disciplinary or any other ground.
- 5.6 To be able to register in the second year and continue his/her study in the Institute at the end of the first year a student must complete satisfactorily at least 60 credits. A student failing to complete satisfactorily the above conditions, even after going through Re-examinations will not be admitted to the second year.
- 5.7 To be able to register in the third year and continue his/her study in the Institute at the end of the second year a student must complete satisfactorily at least 60 credits of the second year. He should not have any backlog of the first year. A student failing to complete satisfactorily both the above conditions, even after going through Re-examinations will not be admitted to the third year.

6. Definitions

- 6.1 **Curriculum:** Every Department will have a prescribed course structure, which in general terms known as curriculum of study. It will prescribe different subjects to be studied in each semester. The curriculum of study will be updated by respective Board of Studies as and when need arises and the same shall be approved by the Academic Council and Executive Council of the University.
- 6.2 **Semesters:** The Institute will follow a credit based semester system. There will be two semesters in a year. The semester that begins in July will be known as autumn semester (or odd semester) and the semester that begins in January will be known as spring semester (or even semester).
- 6.3 **Subject Credit System:** In general a certain quantum of work measured in terms of credits will be laid down as the requirement for a particular diploma. The student will acquire credits by passing courses every semester, the amount of credit associated with a course being dependent upon the number of hours of instruction per week in that subject. A course may consist of lecture, tutorial and practical/drawing hours. One hour of lecture/tutorial will be equivalent to two credits and one hour practical/drawing hour will be equivalent to one credit. For example, a subject having 3 lectures, 1 tutorial and 2 practical contact hours in a week will bear 10 credits ($3 \times 2 + 1 \times 2 + 2 \times 1 = 10$). Credits will also be assigned to seminar and project. Practical Training and Plant visits will have no credits.
- 6.4 **Course Structure:** In the first two semesters students of the entire Diploma Programmes will have the same curricula. Every student admitted in 1st year should register in one of the following *NCC/ NSS/ Games & Sports* Extra-Curricular Activities (ECA) during first two semesters. Foreign students and physically challenged will not be eligible to register for NCC. From 2nd year 1st term onwards the curricula will be different for different disciplines.

- 6.5 Seminar:** Seminar will be a requirement of every Diploma Programme wherein under the guidance of a faculty member a student is expected to do an in-depth study in a specialized area by doing literature survey, understanding different aspects of the problem and arriving at a status report in that area. In a seminar, a student is expected to learn investigation methodologies, study relevant research papers, correlate work of various authors/researchers critically, study concepts, techniques, prevailing results etc., analyze it and present a seminar report. It will be mandatory to give a seminar presentation before a panel constituted for the purpose. The grading will be done by the panel of examiners on the basis of the depth of the work done, understanding of the problem, report and presentation given by the student concerned.
- 6.6 Project:** Project will be a course requirement, wherein under the guidance of a faculty member small group(s) of final year students are expected to do literature survey and carryout development and/or experimentation. Through the project work the student will exhibit both the analytical and practical skills. The grading will be done on the basis of depth of work done, report and presentation by the student concerned.

7. Examination

Students' performance in a course will be assessed through various modes listed below:

- 7.1** There will be two midterm Periodic Tests of one-hour duration each to be conducted as per the schedule fixed in the Academic Calendar and during such examination period, there will be no classes conducted. Each test will be conducted for 25 marks. End semester examination will be conducted for 50 marks. The syllabus of each course will be divided in to six units. Normally, the first periodic test will be conducted based on the syllabus specified in first three units (Unit Nos. 1,2 and 3) and the second periodic test will be conducted based on the syllabus specified in the last three units (Unit Nos. 4,5 and 6). However, there may be some flexibility in deciding exact syllabus for these periodic tests as per the schedules declared in the academic calendar. The individual subject teacher may decide and declare the exact syllabus for the periodic tests based on his lesson plan. The end semester examination will cover the full syllabus of the course. The end semester examination will be compulsory for all students for securing a pass grade ("E" and above). The marks obtained in examination will be displayed on the notice board within five days from the date of completion of examinations. After the end semester examination the grades will be displayed on the notice boards within eight days from the date of completion of such examinations.
- 7.2** Appearing in the end-semester examination in the theory/ practical course will be compulsory for a student for securing a minimum pass grade ("E" or above). However, if a student misses the end-semester examination due to a compelling reason like serious illness of himself/herself or a calamity in the family, he/she may appeal to the Principal-IoPE through his/her Head of the Department, for permitting himself/herself to appear at the Re-examination(s). A sub-committee of the Diploma Program and Evaluation Committee (*DPEC*) consisting of the following members may, after examining the documents and being convinced about the merit of the case, recommend permitting him/her to appear in the re-examination(s) with full credit, condoning his/her absence.
- 1.** The Principal-IoPE

2. Head of the Concerned Department
 3. The Controller of Examinations
- 7.3 All the examinations will be conducted at University Level as per Academic Calendar.
- 7.4 A student will be allowed to appear in the end semester examination only if he/she has:
- a) Attendance record to the satisfaction of the teacher in the theory and laboratory classes
 - b) Paid all University and Hostel dues of the semester
 - c) Not been debarred from appearing in the examination as a result of disciplinary proceedings
- 7.5 Periodic tests, semester exam, assignments, viva-voce, laboratory assignments etc. will be the constituent components of continuous assessment process and a student must fulfill all these requirements as prescribed by the teacher/coordination committee of the subject. If due to any compelling reason (such as his/her illness, calamity in the family etc.) a student fails to meet any of the requirements within/on the scheduled date and time, the teacher/coordination committee in consultation with the concerned Head of the Department may take such steps (including conduction of compensatory tests/examinations) as are deemed fit.
- 7.6 The Re-examinations of both the odd and even semesters will be conducted as per the schedule notified in the academic calendar, in order to provide an additional opportunity to the students who failed (obtained an FF grade) in one or more subjects

8. Assessment

- 8.1 There will be continuous assessment of a students' performance throughout the semester and grades will be awarded by the course teacher/ coordination committee formed for this purpose (constitution of Coordination Committee given in Appendix – IV).
- 8.2 Each theory course in a semester is evaluated for 100 marks with the following weightages.

<u>Sub-component</u>	<u>Weightage</u>
Periodic Tests (2)	50% (25% for each)
End-semester Examination	50%

- 8.3 The assessment in a laboratory course will be based on turn-to turn supervision of the student's work, their performance in viva-voce and quality of their work as prescribed through laboratory journals and a test that contains an experiment or a viva-voce. It is obligatory to maintain laboratory journal as prescribed by the course coordinator. Each laboratory course may be evaluated as follows:

Laboratory Report	05 Marks
Turn to turn Laboratory Work	25 Marks
Practical Exam/Viva	20 Marks

Total		50 Marks

The numeric marks obtained in each course will be converted to letter grades.

- 8.4 Final examination for laboratory classes will normally be held a week before the final theory examinations. The grades obtained in the practical subjects will be

displayed on the notice boards within three days from the date of completion of such examinations.

- 8.5 The final grades awarded to the students in a course must be submitted by the teacher/Chairman, coordination committee within ten days from the date of holding the examination to the concerned Head of the Department for onward submission to the Controller of Examinations.
- 8.6 The evaluation of performance in Extra-Curricular Activities (ECA) will be done by the authorities conducting these activities.
- 8.7 Any change of grade of a student in a course consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher or examination section, must be approved by the Departmental Committee and must be forwarded by the teacher/chairman, coordination committee, through the Head of the concerned Department to the Controller of Examinations within 10 (Ten) days from the commencement of the next semester.
- 8.8 For the benefit and as a process of learning by students, the answer books after evaluation of periodic tests, end-semester examinations, etc. would be shown to the students within a weeks' time from the last date of conduct of tests/examinations. The schedule may be announced by the concerned Heads of the Departments.
- 8.9 A student of the Diploma program must complete the prescribed course work of the entire Diploma within a maximum period of 6 years. In special cases the Vice-Chancellor may on the recommendation of the Department and the *DPEC* further extend the total time limit for completion of all the requirements up to 7 years for the Diploma program of 3 year duration. The students who do not fulfill the above requirements will be terminated from the programme.

9. Grading System

- 9.1 For every course a student is assigned a grade based on his/her overall performance in that course over the semester. Different grades and the equivalent corresponding grade points are given below.

<u>% of Marks obtained</u>	<u>Letter Grade</u>	<u>Grade Point</u>
> 95	EX.	10.0
91-95	AA	9.5
86-90	AB	9.0
81-85	AC	8.5
76-80	BB	8.0
71-75	BC	7.5
66-70	BD	7.0
61-65	CC	6.5
56-60	CD	6.0
51-55	CE	5.5
46-50	DD	5.0
41-45	DE	4.5
35-40	EE	4.0
	PP (non-credit courses)	0.0

< 35	FF Fail	0.0
	NP (non-credit courses)	0.0

In addition there shall be two transitional grading symbols that can be used by the examiners to indicate the special position of a student in a course.

II – for “Incomplete assessment”

XX – for “Debarred for Examination”.

The guidelines for the award of letter grades are given in **Appendix-V**.

9.2 Any student who satisfactorily completes courses like Industrial Training, plant visits, etc. will be awarded ‘PP’ grade. Satisfactory completion of such courses is mandatory failing which the student will be awarded ‘NP’ grade. Then the student is required to repeat such course till he gets ‘PP’ grade in such courses. The award of the degree is subject to obtaining a ‘PP’ grade in all such courses, prescribed in the curriculum.

9.3 Students failing to maintain prescribed attendance in a course with no genuine reasons will be awarded XX grade for that subject and this grade will be awarded in advance of the end semester examination with prior warnings after periodic tests. These students will not be eligible for end semester examination. Those who get XX grade will have to repeat that course.

9.4 Only students with a satisfactory and complete in-semester record, but who miss the end semester exam due to personal illness or accident will be given II grade. The applications of such students for re-exam must be supported by proper medical certificate duly approved by the sub-committee of *DPEC*. In the event of death or serious illness of parent or guardian, the application should be supported by adequate evidence of the same. Any student who fails to appear for re-exam in the prescribed manner will be deemed to have failed in that course and will be awarded ‘FF’ grade.

9.5 The Semester Grade Point Average will be computed for each semester.

The SGPA will be calculated as follows:

$$\text{SGPA} = \frac{\sum_{i=1}^n C_i \times G_i}{\sum_{i=1}^n C_i}$$

Where C_i = Credit for the course, G_i = the Grade Point obtained for the course and the summation is over all the courses taken in that semester and n is the number of courses registered for the semester.

9.6 At the end of each year a yearly Grade Point Average (GPA) is calculated.

9.7 The yearly GPA would give the cumulative performance of the student from the first and second semester for First year, from third and fourth semester for Second Year and from fifth and sixth semester for Third Year.

$$\text{Yearly GPA} = \frac{\sum_{k=m}^n S_k \times C_k}{\sum_{k=m}^n C_k}$$

Where, ‘ m ’ is the odd (winter) semester and ‘ n ’ is even semester (spring) of respective year (1 and 2 for First Year, 3 and 4 for Second Year and 5 and 6 for Third Year) under consideration. C_k is the total number of credits registered during a particular semester. S_k is the SGPA of that semester.

- 9.8** The yearly GPA, SGPA and the grades obtained in all the courses in a semester will be communicated to every student at the end of every semester.
- 9.9** Both SGPA and yearly GPA will be rounded off to the second place of decimal and recorded as such. Whenever these grade point averages are to be used for the purpose of determining the inter-se merit ranking of a group of students, only the rounded off values will be used.
- 9.10** When a student gets the grade 'II' for incomplete assessment for any subject(s) during a semester, the SGPA of that semester and the yearly GPA at the end of that semester will not be calculated till the student complete that course. After the 'II' grade(s) has (have) been converted to appropriate grades, the SGPA and yearly GPA will finally be recalculated after taking into account these grades.
- 9.11** When a student gets the grade 'FF' for any course during a semester, the SGPA of that semester and the yearly GPA at the end of that semester will not be calculated till the student complete that course. After the 'FF' grade(s) has (have) been converted to appropriate grades, the SGPA and yearly GPA will finally be recalculated after taking into account these grades.
- 9.12** Rules regarding the conduct of re-examination and award of grade with re-examination are given in Appendix – VI.
- 9.13** A student securing in Final year a yearly GPA of 4.00 and above but below 5.00 during 5th and 6th semesters of Diploma will be awarded 'Pass Class'. A student securing yearly GPA of 5.00 and above but below 6.00 during 5th and 6th semesters of Diploma will be awarded "Second Division". A student securing average GPA of 6.00 and above but below 7.00 during 5th and 6th semesters of Diploma will be awarded 'First Class' and a student securing CGPA of above 7.00 during 5th and 6th semesters of Diploma will be awarded 'First Class with Distinction'. No class will be awarded at any stage without completing all the requirements for the award of Diploma.

10. Temporary Withdrawal from the University

- 10.1** A student who has been admitted to the Diploma course of the Institute may be permitted to withdraw temporarily for a period of one semester or more from the Institute on grounds of prolonged illness or acute problem in the family, which compelled him/her to stay at home, provided.
- a) He/she applies to the Institute within 15 days of the commencement of the semester or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the father/guardian.
 - b) The Institute is satisfied that, including the period of withdrawal, the student is likely to complete his/her requirements for the degree within the time limits to be specified.
 - c) There are no outstanding dues or demands from him/her in the Institute /University/ Hostel/Department/Library/NCC etc.
- 10.2** A student, who has been granted temporary withdrawal from the Institute under the above provisions, will be required to pay the tuition fee and other essential fees/charges for the intervening period till such time as his/her name is borne on the Roll list.
- 10.3** A student will be granted only one such temporary withdrawal during his/her tenure as a student of the Institute.

11. Promotion Rules

- 11.1** There is no restriction for promotion from odd semester to even semester. However, at the end of first year for promotion to second year (III semester), a student should have completed satisfactorily at least 60 credits of First Year, for promotion to third year (V semester), a student should have completed satisfactorily at least 60 credits in III and IV semester put together (after re-examinations) and should have cleared all the course work requirements of first year.
- 11.2** The entire course has to be completed by the student in a stipulated time period of six years. In exceptional circumstances only with prior permission of Vice-Chancellor with the recommendation of respective department the student will be able to complete the course in seven years.

12. Change of Branch after First Year

A student admitted to Diploma programme may be permitted to change his/her branch at the end of the first year as per the guidelines given in **Appendix – VII**.

13. Relaxation

- 13.1** The academic Council may under exceptional circumstances consider any case of a student having a minor deficiency in respect of any of the requirements stated in these Regulations and based on the merit of the case, relax the relevant provision of these Regulations. The grounds on which such relaxation is granted shall invariably be recorded and cannot be cited as precedence.
- 13.2** The Executive Council may on the recommendation of the Academic Council change any or all parts of this regulation at any time considered appropriate by the Academic Council.

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APPENDIX – I

RULES REGARDING CONDUCT AND DISCIPLINE

Following rules shall be in force to govern the conduct and discipline of all students.

- 1.** Students shall show due respect to the teachers of the University/ Institute, the Rector of the Hostel, the Sports Officers of the Gymkhana and the Officers of the National Cadet Corps and NSS; proper courtesy and consideration should be extended to the employees of the University and the Hostels. They shall also pay due attention and courtesy to visitors.
- 2.** Students are required to develop a friendly relationship with fellow students. In particular they are expected to show kindness and consideration to the new students admitted to the University/ Institute every year. Law bans ragging in any form to anybody – acts of ragging will be considered as gross indiscipline and will be severely dealt with. The act of ragging is a crime by law.

3. The following acts of omission and / or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

- Any kind of involvement in the Act Ragging.
- Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
- Displaying lack of courtesy and decorum: resorting to indecent behavior anywhere within or outside the campus.
- Willfully damaging or stealthily removing any property/belonging of the University/ Institute / Hostel or fellow students.
- Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
- Adoption of unfair means in the examinations.
- Organizing or participating in any group activity in company with others in or outside the campus without prior permission of Principal-IoPE.
- Mutilation or Unauthorized possession of library books.
- Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
- Not intimating his/her absence to the Rector of the Hostel before availing any leave.

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

4. For an offence committed in a Hostel, in the Department or a classroom and elsewhere, the Chief Warden or the Head of the Department, and the Principal-IoPE respectively shall have the authority to reprimand or impose fine or take any other suitable measures. All cases involving punishment other than reprimand shall be reported to the Chairman of the Standing Disciplinary Committee.

5. All major acts of indiscipline, which may have serious repercussion on the general body of students and /or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Disciplinary Committee for Diploma Programme appointed by the Vice-Chancellor.

The Standing Disciplinary Committee consists of the following ex-officio and other members:

- Principal-IoPE – Chairman
- Chief Rector
- Rector of the Hostel of which the student concerned is a resident.
- One member of faculty nominated by the Vice-Chancellor, by rotation for two years.
- One of the student representatives to be nominated by the Principal-IoPE for one year.

In addition, the Chairman may invite any other person(s) to be associated with the proceedings of a particular case, if his/her participation is considered necessary in disposing of the matter. Recommendation of the Committee,

which will include the suggested punishment in cases of guilt proven, will be forwarded to the Vice-Chancellor for necessary action.

6. Cases of adoption of unfair means in an examination shall be dealt with by the Committee on Examination Malpractice consisting of the following members:
 - a) One senior faculty member nominated by the Vice-chancellor will be the Chairman
 - b) Three Heads of the Department nominated by the Vice-chancellor – Member
 - c) Principal – IoPE - Member
 - d) Three members of faculty nominated by the UG Programme & Evaluation Committee for a term of two years – Member
 - e) One Legal Expert (if required for a particular case) – member (by Invitation)
 - f) Controller of Examinations - Member- Secretary

The committee shall recommend appropriate measures in each case to the Vice-Chancellor for awarding the punishment.

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APPENDIX – II

RULES RELATING TO RESIDENCE REQUIREMENTS

The residence requirements of students will be governed by the following rules:

1. The students staying in the hostels will be deemed to be the boarders of the mess.
2. No married accommodation shall be provided to any student.
3. No student shall come into or give up the assigned accommodation in any Hostel without prior permission of the Rector.
4. A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/permission of the Rector.
5. Students shall be required to make their rooms available whenever required for inspection, repairs, and maintenance or disinfecting and shall vacate the rooms when leaving for the vacation/holidays.
6. Students shall be responsible for the proper care of the furniture; fans and other fittings in the rooms allotted to them and shall generally assist the Rector in ensuring proper care and security of those provided in the Halls of common use of all students.
7. Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause the University shall accept no responsibility and shall not be liable for payment of any compensation.

8. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator etc., by a student in the Hostel is prohibited.
9. All students must abide by the rules and regulations of the Hostel as may be framed from time to time.
10. Students should not take any undue risk, which may cause heavy loss to somebody's life or his/her own life. They are warranted from uncalled for acts like picnic programmes to the nearby beaches or any other holiday spots without the permission of Rector concerned. They are strongly warned not to go for swimming in beaches or open water tanks. University will not be responsible for the loss of life due to such prevented acts.
11. Motorcycle driving in the campus with more than one pillion is prohibited. Faculty members are empowered to impose fine to the students who are found violating this prohibition.

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APPENDIX – III

RULES REGARDING ATTENDANCE

The attendance of the students in theory classes and laboratory sessions will be governed by the following rules.

1. Attendance in all classes (lectures, tutorials, laboratories, workshops, ECA including its related camps and other publicized activities etc.) is compulsory. A student may be debarred from appearing at an examination on the ground of unsatisfactory attendance.
2. The teacher concerned may condone absence from classes for a very short period due to unavoidable reasons provided he/she is satisfied with the explanation.
3. If the period of absence is for a short duration (of not more than two weeks) application for leave shall have to be submitted to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting document (s). The Head of the Department will grant such leave.
4. Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reason for which prior application could not be made may be condoned by the Head of the Department provided he is satisfied with the explanation.
5. If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department to the Principal-IoPE with the supporting documents. The decision to grant or condone such leave shall be taken by the Principal-IoPE after considering the recommendation of the Head of the Department, if the attendance is above 75%. However, if the attendance is less than 75% but above 60% due to prolonged illness or a calamity in the family, condonation may be granted by Principal-IoPE. In any case if the attendance is less than 60% he/she will not be permitted to appear for the

semester examination for that subject and he/she has to re-register for that course when offered.

6. It will be the responsibility of the student to get his absence from classes condoned by the appropriate authority.
7. A student must intimate his/her absence to the Warden of the Hostel in which he/she is residing, before availing of any leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions.

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APPENDIX – IV

COORDINATION COMMITTEES FOR DIPLOMA STUDENTS

Composition:

One coordination Committee would be constituted for each subject taught by more than one teacher of one or more Departments/Centers. Each committee would consist of all the teachers who are involved with the teaching of the subject during the semester.

One of its members would be nominated by the Head of the Department under whose name the subject is being offered, to act as its Chairman.

Tenure:

One semester, in which the subject is being offered.

Functions:

- (i) To lay down the course plan for the subject.
- (ii) To coordinate instructions and progress of teaching in the subject and to ensure that the full syllabus is covered.
- (iii) To review periodically the performance of students who have registered in the subject.
- (iv) To forward the results of the examinations and the final grades obtained by each student taking the subject to the concerned Head of the Department.
- (v) To moderate the question papers on the subject and ensure that the syllabus is well covered by the question papers.

Frequency of Meetings:

Each co-ordination Committee shall meet at least three times during the semester.

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APPENDIX – V

GUIDELINES FOR AWARD OF LETTER GRADES

1. In general there shall be no rigid marks-to-grade linkage. Difficulty levels of the examinations, test, viva-voce and other factors that contributed to the final marks are to be considered by the teacher/co-ordination committee of a subject while converting marks into letter grades.
2. The grades FF and EX are to be considered as benchmark grades.
3. The cut-off marks below which a student would be assigned an ‘FF’ grade will be 35% for the theory and 40% for the laboratory.
4. The exceptionally brilliant performance will be assigned an ‘EX’ grade even the best student of any class needs to be good enough to be awarded the ‘EX’ grade.
5. In case where a student appears in the re-examination, the conversion from marks to grade would be done applying the same norm as was framed for the original class.
6. Co-ordination Committee would moderate the results of the different sections of a class if wide disparity in performance across sections were observed.
7. All the requirements for the laboratory component are to be satisfied by a student within deadline set-up by the teacher/co-ordination committee before the start of the end-semester examination, if a student due to a genuine reason like illness of himself/herself or calamity in the family cannot complete a particular sub-component the teacher/co-ordination committee may allocate him/her additional time. In this case an II-grade if needed may temporarily be allocated to the student in the subject. However, the requirement in any case has to be fulfilled within 15 days after the end of the end-semester examination and the grade finalized.
8. There is no provision for re-examination in the laboratory, if a student cannot clear the laboratory of a particular subject, he/she will be assigned the grade “FF” in that subject and has to re-register in the subject, if permitted in the immediately following semester in which it is offered.

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APPENDIX - VI

RULES REGARDING RE-EXAMINATIONS

In order to provide an additional chance to students who fail in one or more theoretical subjects in a semester, there will be a re-examination equivalent to the end-semester examination. The following are the conditions under which the re-examination will be arranged.

1. Students who, after having registered for a subject have obtained grade ‘FF’ in the proceeding autumn and spring semester will be eligible to appear in the re-examination.

2. Intending students must submit their applications counter signed by the teachers of the subject(s) or the Head of the Department concerned along with the necessary fees to the Controller of Examinations by the date as announced by a notification.
3. The re-examination shall be held on such dates as laid down in the academic calendar for the year or as notified separately.
4. On appearing at the re-examination in a subject a student will be entitled to the award of one grade lower than the actual grade scored unless exempted as per the clause 9.4 of the regulations due to illness, accident or calamity.
5. However the performance grade 'EE' will remain unaltered as elucidated in the table below:

<u>Actual grade obtained</u>	<u>Grade to be awarded</u>
EX	AA
AA	AB
AB	AC
AC	BB
BB	BC
BC	BD
BD	CC
CC	CD
CD	CE
CE	DD
DD	DE
DE	EE
EE	EE
FF	FR

The final grades awarded to the students must be sent to the Controller of Examinations within 3 days from the date the re-examination was held.

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APPENDIX – VII

RULES FOR CHANGE OF BRANCH

1. Student admitted to a particular branch of the Diploma course will normally continue studying in that branch till completion.
2. However, in special cases the Institute may permit a student to change from one branch of studies to another after the first two semesters. Such changes will be permitted, strictly in accordance with the provisions laid down hereafter.
3. Only those students will be eligible for consideration for a change of branch after the second (spring) semester, who have completed all the credits prescribed in the first two semesters of their studies, in their first attempt, without having had to pass any

course requirement in the supplementary examination and obtained an average GPA during 1st and 2nd semesters of Diploma not lower than 7.50.

4. Application for a change of branch must be made by intending eligible students in the form prescribed for this purpose. The Principal-IoPE will call for application sometime in the month of July of each academic year and the completed forms must be submitted to him by the last date specified in his notification.
5. Students may enlist up to five choices of branch, in order of preference to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.
6. Change of branch shall be made strictly on the basis of inter se merit of the applicants. For this purpose an average GPA obtained during 1st and 2nd semesters of Diploma shall be considered. Ties will be broken by the SSC merit of the applicants.
7. The applicants may be allowed a change of branch, strictly in order of inter se merit, subject to the limitation that the actual number of students in the third (autumn) semester, in the branch to which the transfer is to be made does not exceed 100% of the sanctioned yearly intake for that branch.
8. All changes of branch made in accordance with the above rules will be effective from the third (autumn) Semester of the applicants concerned. No changes of branch shall be permitted hereafter. All changes 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.

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