

**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)



*UG (B. Tech) Courses Rules and Regulations  
For Admission, Monitoring and Award  
of*

*Bachelor of Technology Degree  
(B. Tech)  
(Choice Based Credit System)  
under the  
Faculty of Engineering and Technology*

<http://www.dbatuonline.com>

Dr. Babasaheb Ambedkar Technological University will offer full-time Under Graduate, B. Tech Programs in the academic disciplines of Chemical Engineering, Petrochemical Engineering, Mechanical Engineering, Electrical Engineering, Electronics and Telecommunication Engineering, Civil Engineering, Computer Engineering and Information Technology. These rules and regulations shall also be applicable for any new B. Tech Programs 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 B. Tech Programmes of the University.

## **1. Academic Calendar**

The academic year is divided into two semesters. The Academic Council 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 (lecturers/tutorials, laboratories, workshops etc.) is mandatory. A student may be debarred from appearing at an examination on the grounds of unsatisfactory attendance. Rules regarding attendance are given in **Appendix – III.**

## **5. Registration**

- 5.1 Every student of the B. Tech Programme 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 for first two semesters is automatic when a student is admitted to first year.
- 5.3 From 3<sup>rd</sup> semester onwards, the registration will be organized departmentally under the supervision of the Head of the Department. The Heads of the Departments will forward a copy of registered students to the Student Section.
- 5.4 A student who does not register on the day(s) 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 University. 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 University 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 University at the end of the first year a student must complete satisfactorily at least 60 credits. A student failing to complete satisfactorily the above condition, will not be promoted to the second year.
- 5.7 To be able to register in the third year and continue his/her study in the University at the end of second year a student must have passed the First Year and must complete satisfactorily at least 60 credits of second year. A student failing to complete satisfactorily the above condition, will not be promoted to the third year.
- 5.8 To be able to register in the Final year of B.Tech and continue his/her study in the University at the end of third year a student must have passed the Second Year and must complete satisfactorily at least 60 credits of third year. A student failing to complete satisfactorily the above condition, will not be promoted to the final year of B. Tech programme.

## **6. Curriculum of Study**

### **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 effected from the date of approval of the Academic Council and Executive Council of the University.

### **6.2 Semesters**

The University will follow a choice based credit 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 Course Credit System**

In general a certain quantum of work measured in terms of credits will be laid down as the requirement for a particular degree. The student will acquire credits by passing in certain courses every semester, the amount of credits associated with a course will be dependent upon the number of hours of instruction per week in that course.

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 course which has 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 be non-credit requirements (unless the credits are offered by the respective departments).

#### 6.4 Programme Structure

- a) In the first two semesters (considered together) students of all the B. Tech programmes will have the same curricula except for branch specific subjects.
- b) Every student admitted in the first year will be required to register in one of the following *NCC/ NSS/ Games & Sports* Extra-Curricular Activities (ECA) during the first two semesters.
- c) Foreign students and physically challenged will not be eligible to register for NCC.
- d) From 2<sup>nd</sup> year onwards the curricula will be different for each discipline.

#### 6.5 Seminar

Seminar will be the requirement of every degree programme wherein under the guidance of a faculty member a student will be 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. While preparing a seminar topic, 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 and present it in the form of seminar report. It is mandatory to give a seminar presentation before a panel constituted for the purpose. The grading is 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. Seminar carries 4 credits.

#### 6.6 Project

Project is a course requirement, wherein under the guidance of a faculty member a final year student/small group of students is expected to do literature survey and carryout development and/or experimentation. Through the project work the student will have to 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/group concerned. Project will carry 16 credits. The allotment of guide(s) to the students will be done at the beginning of the 7<sup>th</sup> semester (preferably within 15 days from the date of commencement of academic year) by the Head of the concerned Department.

## 7. Examination

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

- 7.1 There will be two 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 held. Each periodic test will be conducted for 15 marks. End semester examination of three hours duration will be conducted for 70 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 remaining syllabus specified in 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 is compulsory for all students for securing a pass grade (“DD” and above).** The marks obtained in periodic test examinations shall be displayed on the notice board and uploaded on-line by the respective teacher within 10 days time from the date of completion of examinations. The evaluation of Answer Books of the End Semester Examination will be carried out under Central Assessment Programme (CAP) as per the schedule declared by the Controller of Examinations. The final grades will be displayed on the website within thirty days from the date of completion of the end semester examination.

- 7.2 Appearing in the end-semester examination in the theory/ practical course is compulsory for a student for securing a minimum pass grade (DD or above).
- 7.3 All the examinations will be conducted by the Examination Section of the University.
- 7.4 A student will be issued a Hall Ticket (an Admit Card) for appearing in the end semester examination only if he/she has:
- Attendance record of minimum 75% in the theory and laboratory courses.
  - The students having attendance between 60 to 75 %, recommended by the Heads of the Departments in genuine cases with documentary evidence of hospitalization (in cases of accident, major ailments) only.
  - Paid all University and Hostel dues of the semester.
  - Not been debarred from appearing in the examination as a result of disciplinary proceedings.
- 7.5 Periodic tests, objective test, semester exam, assignments, viva-voce, laboratory assignments etc. are 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 other than written test and semester paper within/on the scheduled date and time, the teacher/coordination committee in consultation with the concerned Head of the Department may take such steps as are deemed fit.
- 7.6 A supplementary examination will be conducted for odd semester subjects/practicals in even semester and for even semester subjects/ practicals in odd semester as per the schedule notified in the academic calendar, in order to provide an additional opportunity to the students who fails ( obtained an FF/FR grade ) in one or more courses.

## 8. Assessment

- 8.1 There will be continuous assessment of a students’ performance throughout the semester. The marks for the test examinations and continuous assessment of practicals marks shall be awarded and uploaded on-line by the course teacher/ co-ordination committee formed for this purpose. The constitution of Co-ordination Committee is given in Appendix – IV.
- 8.2 However, the Industrial Training, Seminar, TPCS, and Project Work shall be evaluated by the co-ordination committee formed for this purpose and the letter grades shall be submitted to the Controller of Examinations through respective Heads of the Departments.

- 8.3** Each theory course in a semester will be evaluated for 100 marks with following scheme.

<u>Sub-component</u>	<u>Scheme</u>
Periodic Tests (2)	30 marks (15 marks for each)
End-semester Examination	70 marks
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Total	100 marks

- 8.4** The assessment in a laboratory course will be based on supervision of the student's attendance, 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 will be evaluated as follows:

<u>Sub-component</u>	<u>Scheme</u>
Turn to turn Attendance (1 x10)	10 Marks
Turn to turn Evaluation (2 x10)	20 Marks
Quiz/Viva-Voce	10 Marks
Teachers Assessment/Evaluation	10 Marks
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Total	50 Marks

The marks shall be awarded in continuous assessment mode as per the above scheme and shall also be uploaded on-line by the respective teacher. The marks awarded will be converted in to letter grades. The relative grading method adopted for theory subjects cannot be used for Practicals as the formal on-line continuous assessment system is introduced. The students obtaining less than 40% marks (possible in case extremely low attendance) will be awarded FF grade. For all the students obtaining more than 40% marks, the grades will be distributed in five bands between maximum and minimum total marks obtained by the students in the respective practical. Accordingly, the grades AA, AB, BB, BC and CC will be awarded.

- 8.5** Final examination in the form of Quiz/Viva-Voce for laboratory classes will normally be held a week before the final theory examinations. The marks obtained in the practical subjects shall be uploaded on-line within three days from the date of completion of such examinations.
- 8.6** The evaluation of performance in Extra-Curricular Activities (ECA) will be done by the authorities conducting these activities.
- 8.7** For the benefit and as a process of learning by students, the answer books after evaluation of periodic tests, objective type test, will be shown to the students within a weeks' time from the date of conduct of such tests/examinations. The answer books of end semester examination will be made available to the student only if he/she applies for obtaining the photo copies after paying the requisite fees laid down by the University in a prescribed format.
- 8.8** A student of the B. Tech degree program must complete the prescribed course work of the entire programme within a maximum period of 8 years. In exceptional cases the Vice-Chancellor may on the recommendation of the Department and the Academic Council further extend the total time limit for completion of all the requirements by one more year (i.e. 9 years for the completion of B. Tech



Programme of 4 year duration). Those students who do not fulfill the above condition will be terminated from the programme.

## 9. Grading Systems

**9.1** For every course a student will be assigned a letter grade based on his overall performance in that course over the semester by adopting statistical methods based on “mean” of marks obtained by all the students in a particular subject. The minimum marks required for passing a particular subject may vary depending on the overall performance of all the students appeared in that subject. The band of ranges for the award of letter grades will also be calculated by adopting statistical methods.

Different letter grades and the equivalent corresponding grade points are given below.

Grade	Grade Points	Description
AA	10	For an <b>Excellent</b> performance displaying a high level of command of aspects of the relevant material, with no or only a few minor weaknesses.
AB	9	For a <b>Very Good</b> performance displaying a high level of command of most aspects of the relevant material, no or only minor weaknesses.
BB	8	For a <b>Good</b> performance displaying good command of relevant material but also some weaknesses.
BC	7	For a <b>Fair</b> performance displaying some command of relevant material but also some major weaknesses.
CC	6	For an <b>Average</b> performance
CD	5	For a <b>Below Average</b> performance
DD	4	For a <b>Satisfactory</b> performance meeting only the bare minimum requirements
FF/FR	-	For a performance which does not meet the bare minimum requirements

Students opting for audit courses (extra courses over and above the compulsory courses mentioned in the curriculum) need not be required to give examination for the audit courses. Upon attending a minimum 75% of the theory classes “AU” grade will be awarded for the audit courses and the same will be entered in the grade report.

Students failing to meet the minimum requirements for passing a course at the end of semester examination will be awarded ‘FF’ grade in that course. Such students can appear for supplementary examination to clear their backlog in this course. A student who is unable to clear his/her course in supplementary examination will be awarded “FR” grade. The periodic test marks of such students appearing for supplementary and for every next attempt will be calculated and awarded in proportion to the marks he/she has secured in the supplementary semester examinations.

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

**II – for “Incomplete Assessment”:** Awarded in case of incomplete Laboratory Journals

**XX – for “Debarred for Examination”:** Our present on-line system has provision for the students to check their attendance of all the subjects from the portal. With these actions, information and enough warnings given to the students the Heads of the Departments should make the students aware of these actions and warn the students that from the ensuing semester the students having attendance less than 75% will not be allowed to appear for the examination. The student will be awarded FF grade and will only be eligible to appear for the next supplementary examination. The subjects, for which his/her attendance is less than 75%, will not appear on his/her Hall Tickets. The Heads of the Departments will monitor the attendance record and ensure that the teachers keep the attendance uploading up to date. The letter grades will be awarded as per the guidelines given in **Appendix-V**.

**9.2** Any student who satisfactorily completes courses like Industrial Training, plant visits, etc. will be awarded ‘PP’ grade (unless and until credits has been offered by respective department). 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 course and this grade will be awarded in advance of the end semester examination with prior warnings after periodic tests. The students who get XX grade will not be eligible for end semester examination in such course. Those who get XX grade will have to appear in the supplementary examination conducted for the failure students.

**9.4** A semester Grade Point Average will be computed for each semester. The SGPA will be calculated as follows:

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

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.

**9.5** Starting from II semester a Cumulative Grade Point Average (CGPA) will be computed for every student at the end of every semester.

**9.6** The CGPA would give the cumulative performance of the student from the first semester up to the end of the semester to which it refers and calculated as follows.

$$CGPA = \frac{\sum_{k=1}^m S_k \times C_k}{\sum_{k=1}^m C_k}$$

Where ‘ $m$ ’ is the total number of semesters under consideration.  $C_k$  is the total number of credits registered for during a particular semester.  $S_k$  is the SGPA of that semester.



- 9.8** The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester.
- 9.9** Both SGPA and CGPA 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** The conversion of CGPA to % of marks may be done by the formula:

$$\% \text{ of marks} = (\text{CGPA} - 0.5) \times 10$$

- 9.11** When a student gets the grade 'II' for incomplete assessment for any course(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) courses(s). After the 'II' grade(s) has (have) been converted to appropriate grades, the SGPA and CGPA for the semester will finally be recalculated after taking into account these grades. When a student gets the 'FF' grade in any course during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such 'FF' grade. After the 'FF' grade has been substituted by better grades during a subsequent semester, the SGPA and CGPA of all the semesters starting from the earliest semester in which the 'FF' grade has been updated will be recomputed and recorded to take this change of grade into account.
- 9.12** To become eligible for degree a student should complete all requirements of theory and Laboratory courses including non-credit courses and should have obtained pass grades in all such courses. A student who has successfully completed B. Tech Programme securing CGPA of below 5.50 will be awarded 'Pass Class'. A student securing CGPA of 5.50 and above but below 6.50 will be awarded 'Second Class'. A student securing CGPA of 6.50 and above but below 8.00 will be awarded 'First Class' and a student securing CGPA of 8.00 and above will be awarded 'First Class with Distinction'. No class will be awarded at any stage without completing all the requirements for the award of B. Tech degree.
- 9.13** Moderation of Grades, if found necessary, may be carried out at the Department level. The Controller of Examinations will communicate the results of theory examinations (as soon as it is ready) to the respective Heads of the Departments. The Heads of the Departments, with consultation and help of the faculty, will review the results and moderate the results, if found necessary. The Heads of the Departments should forward the same to the Controller of Examinations stating the reason and methodology used for the moderation (in case the moderation is done) in case of a particular subject within 72 hours from the receipt of results from the Controller of Examinations. In case, no moderation is done, the same should be returned to the Controller of Examinations with the remarks of the Heads of the Departments. The Controller of Examinations will place all such moderated results before the Vice-Chancellor for his perusal and obtain the permission for the declaration of the moderated results. The Controller of Examinations will declare the results for which no moderation is recommended by the Heads of the Departments, immediately on receipt of the same.

## **10. Temporary withdrawal from the University**

- 10.1** A student who has been admitted to an undergraduate degree course of the University may be permitted to withdraw temporarily for a period of one semester or more from the University on grounds of prolonged illness or acute problem in the family, which compelled him/her to stay at home, provided.
- 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.
  - The University 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.
  - There are no outstanding dues or demands from him/her in the University/ Hostel/Department/Library/NCC etc.
- 10.2** A student, who has been granted temporary withdrawal from the University 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 University.

## 11. Promotion Rules

- 11.1** There is no restriction for promotion from odd semester to even semester. However, at the end of the first year, for promotion to III semester, a student should have completed satisfactorily at least **60** credits in I and II semesters put together.
- 11.2** However, at the end of the second year, for promotion to V semester, a student should have completed satisfactorily at least **60** credits in III and IV semesters put together, should have cleared all the course work requirements of the first year.
- 11.3** For promotion from the third year to final year a student should have completed satisfactorily at least **60** credits in V and VI semesters put together (even after re-examination), should have cleared all the course work requirements of the second year.

## 12. Change of branch

As the branch specific courses are taught and hence the branches are separated in the first year itself, the change of branch is discouraged by the University and the students are advised to continue their studies in the branch in which they have been admitted. However, a student admitted to B. Tech programme may be permitted to change his/her branch at the end of the first year as per the guidelines given in Appendix – VI. In addition to this the guidelines given by Government of Maharashtra from time to time will be followed.

## 13. Improvement of Class

An opportunity will be given to the students who have been awarded Second Class to improve their class.

1. The students will be permitted to re-register for any of the theory courses of Final Year only (Seventh and Eighth Semester), by paying prescribed fees. While re-registering the courses they will have to sign an undertaking that their result of the courses of concerned semester for which they are re-registering will stand null and void and the result of the latest examination for which they are going to appear will be final.
2. Re-registration for improvement of class will be allowed only during the immediate next academic year of their passing the Programme.

## **14. Relaxation**

- 14.1** The Academic Council may under exceptional circumstances consider a 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.
- 14.2** 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. The students shall show due respect to the teachers of the University/ Institute, the Rector of the hall of Residence, the Sports Officers of the Gymkhana and the Officers of the National Cadet Corps; 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. No married accommodation shall be provided to any student. The following acts of omission and / or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
  - 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 Registrar.
  - 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.

4. For an offence committed in a Hall of Residence, in the Department or a classroom and elsewhere, the Chief Warden or the Head of the Department, and the Registrar 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 all UG (B. Tech) Programme appointed by the Vice-Chancellor.

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

- Registrar – Chairman
- Chief Rector
- Rector of the Hall of Residence 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 Vice-Chancellor for one year.
- The Asst. Registrar/ Superintendent (Student Section) – Member Secretary

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) One Legal Expert (if required for a particular case) – member (by Invitation)
  - e) 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**

Following are the detailed rules governing residence requirements of students:

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 Hall of residence without prior permission of the Chief 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; fan and other fitting in the rooms allotted to them and shall generally assist the Rector in ensuring proper use, 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 Hall of Residence is prohibited.
9. All students must abide by the rules and regulations of the Hall of Residence 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**

Following are the rules relating to attendance at classes:

1. Attendance in all classes (lectures, tutorials, laboratories, workshops, EAA 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 Registrar with the supporting documents. The decision to grant or condone such leave shall be taken by the Registrar/ 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 Registrar. 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 UG 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  
(RELATIVE GRADING SYSTEM)**

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.

Total number of passing Grades will be SEVEN. The description of which is as shown in Table 1.

**Table 1. Number of passing grades and their description**

Grade	Grade Points	Description
AA	10	For an <b>Excellent</b> performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses
AB	9	For a <b>Very Good</b> performance displaying a high level of command of most aspects of the relevant material no or only minor weaknesses
BB	8	For a <b>Good</b> performance displaying good command of a relevant material but also some weaknesses
BC	7	For a <b>Fair</b> performance displaying some command of a relevant material but also some major weaknesses
CC	6	For a <b>Average</b> performance
CD	5	For a <b>Below Average</b> performance
DD	4	For a <b>Satisfactory</b> performance meeting only the minimum requirements for acceptance
FF/FR	--	For a performance which does not meet the requirements for acceptance

The grades will be awarded based on the mean of the marks obtained by the students in a particular subject and the distribution of grades will be as per the following chart. The students who have obtained the marks below 10 will not be considered for the calculation of the mean for a particular subject. Moderation of Grades, if found necessary, may be carried out at the Department level. The Controller of Examinations will communicate the results of theory examinations (as soon as it is ready) to the respective Heads of the Departments. The Heads of the Departments, with consultation and help of the faculty, will review the results and moderate the results, if found necessary. The Heads of the Departments should forward the same to the Controller of Examinations stating the reason and methodology used for the moderation (in case the moderation is done) in case of a particular subject within 72 hours from the receipt of results from the Controller of Examinations. In case, no moderation is done, the same should be returned to the Controller of Examinations with the remarks of the Heads of the Departments. The Controller of Examinations will place all such moderated results before the Vice-Chancellor for his perusal and obtain the permission for the declaration of the moderated results.

### Relative Grading Chart

Mean	FF		DD		CD		CC		BC		BB		AB		AA	
0 to 30	0	29	30	33	34	36	37	40	41	44	45	47	48	51	52	100
31	0	30	31	33	34	37	38	41	42	45	46	48	49	52	53	100
32	0	30	31	34	35	38	39	42	43	46	47	50	51	54	55	100
33	0	31	32	35	36	39	40	43	44	47	48	51	52	55	56	100
34	0	31	32	35	36	40	41	44	45	48	49	52	53	57	58	100
35	0	32	33	36	37	40	41	45	46	49	50	54	55	58	59	100
36	0	32	33	37	38	41	42	46	47	50	51	55	56	60	61	100
37	0	32	33	37	38	42	43	47	48	51	52	56	57	61	62	100
38	0	33	34	38	39	43	44	48	49	53	54	57	58	62	63	100
39	0	33	34	38	39	43	44	48	49	54	55	59	60	64	65	100
40	0	33	34	39	40	44	45	49	50	55	56	60	61	65	66	100
41	0	34	35	39	40	45	46	50	51	56	57	61	62	67	68	100
42	0	34	35	40	41	45	46	51	52	57	58	62	63	68	69	100
43	0	34	35	40	41	46	47	52	53	58	59	64	65	70	71	100
44	0	34	35	40	41	46	47	53	54	59	60	65	66	71	72	100
45	0	34	35	41	42	47	48	53	54	60	61	66	67	72	73	100
46	0	34	35	41	42	47	48	53	54	60	61	66	67	73	74	100
47	0	35	36	42	43	48	49	55	56	61	62	68	69	74	75	100
48	0	36	37	43	44	49	50	56	57	62	63	69	70	75	76	100
49	0	37	38	43	44	50	51	57	58	64	65	70	71	77	78	100
50	0	37	38	44	45	51	52	58	59	65	66	72	73	78	79	100
51	0	38	39	45	46	52	53	59	60	66	67	73	74	80	81	100
52	0	39	40	46	47	53	54	60	61	67	68	74	75	81	82	100
53	0	40	41	47	48	53	54	60	61	67	68	74	75	81	82	100
54	0	41	42	47	48	54	55	61	62	68	69	75	76	82	83	100
55	0	41	42	48	49	55	56	62	63	69	70	77	78	84	85	100
56	0	42	43	49	50	56	57	64	65	71	72	78	79	85	86	100
57	0	43	44	50	51	57	58	65	66	72	73	79	80	86	87	100
58	0	44	45	51	52	58	59	66	67	73	74	80	81	88	89	100

59 to 100	0	44	45	52	53	59	60	67	68	74	75	82	83	89	90	100
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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.

If a student cannot clear the laboratory work 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 semester (with the permission of Head of the Department and concerned faculty taking the lab) or following semester in which it is offered with.

General:

1. The Examination Section of the University will centrally conduct two Mid –Semester Test Examinations as per the Academic Schedule (Test 1 and Test 2) and an End Semester Examination in respect of theory subjects unless otherwise arranged.
2. Each Mid-Semester/Test examination will be of 15 Marks and an End Semester Examination will be of 70 marks.
3. There WILL NOT be any Make-up or Supplementary Examination for Mid-Semester/Test Examination i.e for Test 1 and Test.
4. Supplementary examination for failed candidates (obtained ‘FF’ or ‘XX’ grade) will be conducted in the next adjoining (next) semester. Students registering for Supplementary Examination at the end of any semester should register for all the arrear subjects accumulated till the previous semester.
5. All necessary charts and tables will be provided by the Institute. It is the course teacher’s responsibility to recommend the material to be provided, and check with the examination section that the arrangement has indeed been done.
6. While normal scientific calculators are permitted, other electronics devices such as programmable calculators and calculators containing communication devices are forbidden.
7. Mobile Phones are strictly prohibited in the Examination Hall.
8. All question papers submitted by the teachers will be treated as “confidential documents” till the end of the examinations of the subject concerned. It is an open document once the examination is over.
9. The answer scripts for the Mid-Semester examinations will be collected by the Subject Teacher (Examiner) from the Examination Section within 2-3 days of the examination. If the concerned examiner is not available for those numbers of days, the respective Head of the Department will arrange for the collection of answer copies and will pass the copies to the concerned examiners at the earliest. It is the joint responsibility of the subject teacher (examiner) and the HOD to ensure that the scripts are examined, returned back to the examination section and the marks submitted before the due date.
10. The answer script for end semester examinations will be evaluated through Central Assessment.

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**APPENDIX – VI**

## RULES FOR CHANGE OF BRANCH

1. Student admitted to a particular branch of the B. Tech programme will normally continue studying in that branch till completion.
2. However, in exceptional cases the University may permit a student to change from one branch of studies to another after the first two semesters provided there are some vacancies due to cancellations or failures of students in different branches at the end of 2<sup>nd</sup> semester. Such changes will be permitted, strictly in accordance with the provisions laid down as under.
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 a CGPA at the end of the Second (spring) Semester more than 8.0.
4. Application for a change of branch must be made by intending eligible students in the form prescribed for this purpose. The Registrar 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 the CGPA obtained at the end of the Second (spring) semester shall be considered. Ties will be broken by the CET rank 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.

### Important Note

*As the branch specific courses are taught and hence the branches are separated in the first year itself, the change of branch is not encouraged by the University and the students are advised to continue their studies in the branch in which they have been admitted.*

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