

Regulations

for

Bachelor of Technology (B.Tech.)

5 year Dual Degree B.Tech. & M.Tech.

Bachelor of Architecture (B.Arch.) &

5 year Integrated M.Sc. Programmes

(Summarised Version as approved vide resolution Senate-87[2019]-02
dated Nov 15, 2019 for information only)

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1. Introduction

1.1 The provisions contained in these regulations govern the conditions for imparting courses of instruction, conducting examinations and evaluation of students' performance leading to the Degree of Bachelor of Technology (B.Tech.).

1.2 Disciplines: The disciplines in which courses of study available and degrees offered are:

A. Bachelor of Technology:

1. Biomedical Engineering (BM)
2. Biotechnology (BT)
3. Civil Engineering (CE)
4. Chemical Engineering (CH)
5. Ceramic Engineering (CR)
6. Computer Science & Engineering (CS)
7. Electronics & Communication Engineering (EC)
8. Electrical Engineering (EE)
9. Electronics & Instrumentation Engineering (EI)
10. Food Process Engineering (FP)
11. Industrial Design (ID)
12. Mechanical Engineering (ME)
13. Metallurgical & Material Engineering (MM)
14. Mining Engineering (MN)

B. 5 year Dual degree B.Tech. and M.Tech.:

- 1 B.Tech. (Ceramic Engg.) & M.Tech. (Industrial Ceramics)
2. B.Tech. (Chemical Engg.) & M.Tech. (Chemical Engg)
- 3 B.Tech. (Metallurgical & Material Engg.) & M.Tech. (Metallurgical & Material Engg)
4. B.Tech. (Mining Engg) & M.Tech. (Mining Engg)

C. Bachelor of Architecture (B.Arch.)

D. 5 year Integrated M.Sc.

1. Chemistry
2. Life Science
3. Mathematics
4. Physics

2. Admission

2.1 Admission to all disciplines will be made in the Autumn Semester of each session at the First Year level through JEE(Main) or similar test approved by NIT Council, the counseling for which is done by **Joint Seat Allocation Authority (JoSAA) and Central Seat Allocation Board (CSAB)** or its equivalent approved by the NIT Council and/or Central Government.

If a student fails to join the Institute and attend classes within a week of starting of classes, he will be deemed to have abandoned the programme. In case of serious illness or a family calamity, he may be granted leave according to the appropriate provisions. In serious cases, a student may, with approval of the Senate, take break for a year and join the Institute along with the next batch of students.

2.2 Besides the successful JEE candidates, a specified number of foreign nationals selected under the policy laid down by the Government of India may be admitted directly to the 1st year of any of the programmes covered by these regulations.

2.3 At the time of admission, the student is required to provide the following documents:

- (a) A certificate for proof of age (Birth certificate or Board certificate).
- (b) Pass certificate and grade card (or mark sheet) of the qualifying examination.
- (c) College / School leaving certificate.
- (d) Migration certificate. (If applicable)
- (e) 3 recent passport size color photographs.
- (f) Application for enrolment
- (g) JEE Rank card (if applicable)
- (h) Reservation Category certificate (if applicable)
- (i) Address slips of parents including both postal and electronic addresses
- (j) Admission fee receipt

2.4 Students desirous of **staying outside hostel** need to apply in Form AC/104, available in Chief Warden's Office, with full justification after the admission process is over.

2.5 Provisional admission due to non-submission of documents: A provisional admission may be given if any of the certificates is not produced. It has to be submitted before **September 30**, or any other date to be fixed by the Senate, failing which admission will be cancelled and all fees deposited will be forfeited.

Students who will fail to submit their result/certificates by 30th September are required to submit a letter from their concerned Universities/affiliated colleges by **15th December** to the effect that all examinations leading to qualifying degree were completed before admission at NIT Rourkela and the result is awaited. With the above letter and presently available result (if published in any form, may be downloaded from the website) students will make an application to the Institute, based on which they may be given extension of time for submission of result/certificates till **31st March** of the same academic year.

2.6 Students who are appearing at qualifying examinations mentioned in Clause 2.3(b) (regular or supplementary) after originally scheduled date of examination by the University/Institute are not eligible under Clause 2.5. The studentship of such students will be terminated and all dues paid (except mess dues) will be forfeited.

2.7 Faculty advisor: Each department will assign one (or more) faculty member(s) to each batch of students to serve as 'Faculty Adviser', who will continue to act till all students admitted in a batch graduate or leave the Institute. He will serve as a mentor to the students and shall proactively monitor their academic progress. He will approve selection of elective courses, liaison with course teachers in matters of attendance and performance, recommend leave of the students to higher authorities, and communicate with their parents. His role is critical in case of

academically weak or de-motivated students, who need to be guided out of their academic or social situations.

- 3 Academic Session:** The academic session is divided into two semesters each of approximately 17 weeks duration: An Autumn/Odd semester (July – November) and a Spring/Even semester (January – May). In addition, a Summer session (May – July) may be offered in specific subjects at the discretion of the Senate under special circumstances.

4. Course Structure

- 4.1** The duration of the course leading to B.Tech. Degree will ordinarily be four years. Duration of B.Arch, Dual Degree B.Tech and M.Tech and Int. M.Sc shall ordinarily be five years. A student may, however, opt for the slow pace programme if he does not feel comfortable with the work load. Under certain cases, e.g., poor grades, he is required to proceed in slow pace to minimize the time required to complete the programme.
- 4.2** The curricula for the different degree programmes offered by the respective departments have been evaluated by Curriculum Development Committee (CDC) and approved by the Senate.
- 4.3** All courses will have Lecture-Tutorial-Laboratory / Design components (L-T-P) to indicate the contact hours. Theory courses will have 3-0-0 (3 credits) or 3-1-0 (4 credits) structure. Design or laboratory courses will be offered as distinct 0-0-2 (1 credit), 0-0-3 (2 credits), 0-1-3 (3 credits), 0-0-6 (4 credits) and 0-0-12 (8 credits) courses without being mixed with lecture components.
- 4.4.** Normally, courses based on engineering or scientific principles or on thought - provoking information, where it is possible to conduct a closed book examination, will be taught as theory courses, whereas those based on applications and practice (conceptual, computational or experimental) will be covered under Design or Practical courses..
- 4.5 Academic load per semester:** In a semester there shall be maximum 5 theory courses each comprising 2, 3 or 4 credits aggregating to total 15 credits. Similarly, there shall be 3 lab courses with 1 or 2 credits each. Total credits in semester shall be within 18-20 credits.

4.6 Minor degree

The Institute has also the provision of awarding minor degree for B. Tech students in Engineering, Science or Humanities discipline. For ex: a student of Chemical Engineering can graduate with a major in Chemical Engineering and a minor in Physics and Astronomy. The minor degree can be awarded under the following conditions:

- (i) A student will be eligible to receive minor degree when they take at least 6 additional courses (4 Theory and 2 Lab courses) constituting 16 credits between 3rd to 8th semesters.
- (ii) The minor degree courses will be over and above the minimum B. Tech. credit requirements.
- (iii) Every department will prepare a list of courses to be offered for minor degree. The department will also provide the number of students the department can accept for minor degree.
- (iv) Minor degree will be allocated on merit basis on completion of 2nd semester. At present, the minimum CGPA 8.0 with no backlog courses may be considered for minor degree eligibility. This is proposed considering that minor degree credit requirement is over and above the minimum B. Tech. requirements. It is mandatory for all departments (including Science and Humanities) to offer courses for minor degree. The CGPA of minor degree will be

reflected separately in the same grade sheet.

4.7 Extra academic activity: In each of the first two semesters, there shall be **01 credit for** Extra Academic Activity (EAA) consisting of at least 3 hours activity per week. The EAA may be N.S.S., N.C.C., physical education, sports, self defence training, music and drama or any other physical or cultural activity approved by the Senate. The detailed instructions will be imparted and practice supervised by the concerned faculty and/or officers. EAA course shall have syllabi, instruction and examination like any other course. The class timing of the EAA courses will be chosen differently from timing of academic courses, depending on weather conditions.

4.8 Extra course load per semester: A student is allowed to take additional course load of maximum 4 credits over and above his/her normal semester load (as prescribed in the curriculum book) if his/her CGPA is 8.00 or above. A student with CGPA less than 8.00 can be permitted to take additional theory courses or laboratory (maximum 4 credits per semester) in lieu of final year Research Projects which he/she may carry out during Summer vacation and beyond, e.g. till mid-semester examination of the semester after the final semester. Courses with EAA tag can be taken over and above the normal load since there will be no time table clashing with this course.

4.9 Short-term industrial or research experience (SIRE): The curricula of B.Tech., B.Arch., Dual degree and Integrated M.Sc. programmes will include a programme of "Short-term Industrial or Research Experience (SIRE)" of 8 weeks duration after the 6th semester. The experience may be obtained in any reputed industry, research laboratory, IIT, NIT and any other organization of comparable repute. On completion of the programme, the student shall submit a report to the department, which will earn 01 credit in the 7th semester.

4.10 Research project

4.10.1 B.Tech., M.Sc., B.Arch. students: In addition to regular course work and SIRE, every B. Tech, B.Arch or M.Sc student must carry out a major project in final year under the guidance of one or two supervisors. The project work will carry four credits each in pre- final and final semesters. In addition, there shall be a 2 credit course on "Research Practice" under the same supervisor in the 6th semester B.Tech and 8th semester B.Arch./ Dual Degree/ Integrated M.Sc. programmes covering identification of research topic, literature review, planning of research scheme and systematic documentation. While it is expected that the final year project will be in the same area, it can be different if the research advisor so directs.

4.10.2 Dual degree students: Dual degree students will carry out a major project during the final year which will be comparable in its content and standard with that carried out under the two year M.Tech. programme. In addition, they will carry out a Summer Research Project of 10 credits during the Summer vacation after 8th semester which may form a part of their major project, the evaluation of the same will be done during 9th semester. This summer research can be carried out in the institute under the same or a different supervisor or in an R & D or superior research organization by taking a co-supervisor there.

4.10.3 Every programme shall provide a "Seminar and Technical Writing" course [2 credits] during the final and pre-final semesters where the students shall learn and practise technical writing and presentation skills.

4.11 Online courses: The Ministry of Human Resource Development (MHRD), GOI has started programmes like Global Initiative of Academic Networks (GIAN), Study Webs of Active learning for Young Aspiring Minds (SWAYAM) etc. where the students can register for the online courses, attend, and get evaluated. The credit obtained in these online courses can be transferred to the student's account as per the following guidelines:

- a) Maximum up to 20% of the total credits per student in the career will be permitted under this scheme.
- b) The MOOC course(s) registered under **GIAN/ SWAYAM** will be considered within the Institute credit requirement.
- c) None of the core course of the department can be substituted with any online course.
- d) Departmental Academic Committee will identify the list of online courses which can substitute the non-core courses of the respective departments.
- e) The student after completing the online course is required to produce the course completion certificate before DAC to claim exemption for the regular non-core course offered by the department during semester registration. DAC will also finalize the equivalent grade of such course and submit to Academic office.
- f) The course(s) and credits completed under GIAN/ SWAYAM will be included in the grade card and CGPA calculation.

4.12 Summer courses

4.12.1. If the number of F grade holders in a subject taught in autumn or spring semester is large (typically 10 or more), a department may re-offer the course during the summer vacation. When a summer course is offered, it will be compulsory for all students who have secured 'F' grade in that subject. However, the Institute also permits students with CGPA less than 6.0 (i.e. "P" or "D" grades) to register for the Summer Course to improve their grades. The higher of the two grades will be retained. There will be no alternative mid-semester or supplementary examination in that course. Students who need to sit for supplementary or alternative mid semester exams on medical, family calamity or any other reason **except poor academic performance, shortage of attendance or disciplinary action** may sit in the corresponding exams of the summer course, without attending classes if they satisfy the attendance requirement in the main semester. The Summer Course will be offered **only for 1st year and 2nd year courses.**

4.12.2. Attendance requirement in summer courses

The summer courses will be identical in scope and manner of execution to the corresponding courses of regular semesters, except that the number of class hours per week shall be higher and total number of classes is somewhat less than that in the normal semester. Attendance requirement will be counted on the basis of 15% and 30% class attendance limit; i.e. absence beyond 15% of total classes held leads to reduction of grade by one step and absence beyond 30% of total classes held leads to 'X' grade in the particular course. The permissible absence in summer course shall be as per table shown in **Appendix-I.**

4.12.3 The examinations for summer courses will be conducted by the Academic section in the usual centralized manner.

4.12.4 Who are eligible for registering in summer course: Only those students who have

- i. taken the course in a regular semester,
- ii. satisfactory attendance record, and
- iii. appeared both in mid-sem and end sem examinations but failed.

4.12.5 Who are NOT eligible for registering in summer course: The students having

- i. courses with UR grade

ii. 'X' grade [due to any reason including not passed in courses studied two years earlier, except those given attendance concession by Dean (AA)]

iii. F/UR grade due to examination malpractice.

4.12.6 Registration for the Summer courses will be done towards the end of the spring semester.

4.12.7 It is the student's responsibility to enquire about grades of courses in which he has performed poorly. No separate examination will be arranged for students who miss the summer course.

4.12.8 The rules on Summer Courses are also available in detail in **Appendix-I**.

4.13 Supplementary courses

4.13.1 Supplementary exams will normally be offered at the discretion of the Institute only in subjects where the number of **failure** is 3 or above, if a summer course is not offered in that subject. Supplementary exams may also be made available to students who have otherwise completed their academic programmes and are forced to extend their study beyond 8 semesters, (10 semesters for B.Arch, Dual Degree & Integrated M.Sc.) provided their attendance record is above 95%; i.e., 2 or less class absent in the concerned subject. In special cases, the Senate, or Chairman Senate on its behalf, may at their discretion approve supplementary exams in other subjects, during mid-semester examination of the following semester.

4.13.2 The privilege of supplementary examination in subjects where a summer course is being offered is available only to students who are granted leave during End-Semester examinations, but not to those who have scored an F, X or UR grade due to failure, shortage of attendance, Examination Malpractice, disciplinary action or comparable reasons. In this case the End-semester examination of the summer course will serve as supplementary examination.

4.13.3. A student will ordinarily not be allowed to register for more than 12 credits (courses covering all previous semesters) in summer including Supplementary, Summer Course, Guided Self Study Course, Project and SIRE, the only exception being those who missed the end semester exams on ground of approved medical leave, family calamity or deputation by the institute. This will include maximum three courses as Summer.

5. Institute dues payment and semester registration

5.1 Every student in any undergraduate programme is required to be present and register at the commencement of each semester on the date fixed and notified in the Academic Calendar. A student must pay full semester fees till he clears all courses even if he is registered for no course or one course only in a particular semester, or the number of semesters he has registered exceeds 8 (10 for Dual degree, B.Arch and Integrated M.Sc. programmes). [A situation of "**zero course registration**" shall arise when a student has cleared all courses except one core course that is offered after a gap of one semester.]

The registration process has the following 4 components:

- (a) Pre-Registration for the said semester, to be done during the previous semester.
- (b) Physical presence of the student in campus on the first day of the semester unless otherwise exempted by the competent authority (Dean (AA)/Director) for academic travel/training to officially to remain out of the Institute on the Registration day. Their cases will be dealt separately on case to case basis depending on the nature of permission granted.
- (c) Payment of semester fees including hostel dues, any other unpaid dues of past semester(s), and

- (d) Selection of courses to be studied during the semester.

For selection of courses, a “**Pre-Registration**” process shall be organized during the previous semester.

Semester fees including hostel dues are to be paid during the period as decided by the institute. In deserving cases, particularly students receiving an external scholarship or a bank loan, the Institute may permit deferment of payment of fees beyond the date notified with a late fee. If a student fails to pay the fees, his result for the semester will remain withheld and he will not be in a position of registering for the next semester, unless specifically approved by the competent authority.

- 5.2** The registration will be done online in respective departments, the subject details being verified by the Faculty Adviser of the batch. Once registered, a student may request to faculty adviser to amend the registration within 10 working days of original registration date.

5.3 Students who does not register on the scheduled registration date

A student who does not register on the day announced for the purpose can register within next 10 working days on payment of late fine as prescribed by the Institute. Normally no late registration shall be permitted after the tenth working day from the scheduled date, except in special cases like those directed by MHRD or MHRD approved authorities in 1st semester, a serious medical problem, a family calamity or participation in a national event, if approved by the Director on recommendation of Dean (AA).

5.4 Registration after 30 calendar days

Under no circumstances, even with approved leave, late registration after **30** calendar days from the scheduled date of registration is allowed. A student must repeat the semester in the following year. In case of late registration, all classes between the expected date of registration and the actual date will be considered as absence. The student may, however, apply for leave to Dean (AA), if admissible under leave rules. No special allowance may be claimed in the matter of assessment / evaluation or grading.

- 5.5** Registration of only those students will be approved who have:

- (i) Completed their pre-registration
- (ii) Cleared all Institute and Hall dues of the previous semester(s)
- (iii) Paid all prescribed fees for the current semester during the period notified (unless otherwise permitted)
- (iv) Not been debarred from registering for a specified period on disciplinary or any other grounds
- (v) Satisfied the academic requirements
- (vi) Not been struck off the rolls of the Institute.

5.6 Academic requirement for promotion to 3rd semester

To be able to register in the 2nd year (3rd semester) and continue his/her study in the Institute at the end of 1st year, a student must

- (i) satisfactorily complete at least 40 credits of courses prescribed for the two semesters, i.e., secure ‘P’ or higher grade in at least 40 credits of prescribed courses, and
- (ii) obtain a Cumulative Grade Point Average (CGPA) of not lower than 5.70 (considering all courses including those in which the student has secured an F grade).

If the CGPA is less than 5.70 at the end of First Year, the student is advised to leave the institute for admission in a course better suited to him. He may, however, be permitted to take a fresh admission in First Year if so requested by the parents. If a student still has CGPA below 6.00 at the end of the repeat 1st year (including Summer and Supplementary examinations), he must leave the institute. The programme must be completed within 6 years for B.Tech and 7 years for Dual Degree, B.Arch and Integrated M.Sc. programmes of the new admission.

5.7 Additional course load that can be taken by students

If time table permits, a student can take additional course load (maximum 4 credits) over and above the normal semester load (as prescribed in the curriculum book) if the CGPA of the student is 8.00 or above.

5.8 Slow pace students

5.8.1. It is necessary for a student to maintain a CGPA equal to or above 6.00 at all times. If the CGPA in a semester falls below 6.00 he should enter a slow pace programme in his own interest. The following procedure will be used to make “**slow pace**” mandatory for a student with poor performance.

5.8.2 When a student of 1st semester gets an SGPA score below 6.0 or a student of any other semester scores CGPA below 6.0 for two consecutive semesters, Parents/guardians must visit the institute and promise to monitor and counsel their child. Students of 3rd or higher semesters will be permitted to register in the next higher semester only in slow pace, and in a manner to maximize the possibility of improving CGPA above 6.0. If at the end of 3rd consecutive semester of poor performance, a student still fails to improve CGPA above 6.0, he may still be permitted to register with following restrictions: (only if the CGPA has improved over the previous semester)

Parents/guardians will visit the Institute in person on or before the date of registration and give an undertaking that they will do everything possible including professional psychological counselling (or treatment if necessary) to improve motivation of the student. The student will enroll only in the Backlog, X, Y or UR courses and courses with ‘P’ grade with no new course of current semester. There should be a reasonable chance of improving his score, beyond 6.00 before permission is accorded.

If a student gets CGPA below 6.0 in the 4th consecutive semester, he must leave the Institute to pursue other avenues of study instead of ruining his career at NIT, Rourkela.

In truly exceptional circumstances, if the arithmetic of the grade card at the end of 3rd unsuccessful semester dictates that the required improvement can only be achieved in at least 2 semesters, the Senate, at its discretion may sanction 2 semesters instead of one to improve CGPA above 6.0. A maximum of 3 new courses may be taken spanning over two semesters. The reasons for such exception should be recorded. Such a decision needs to be made at the beginning of the 4th semester of failure and not after a student fails to raise his CGPA in the 4th semester itself.

5.8.3 A student will be compulsorily put in slow pace if he secures CGPA <6.00 in any two consecutive semesters. He will not be permitted to go in a regular pace with 5 theory and 4 labs till he is out of this scenario.

5.8.4 He will be allowed to take maximum 3 theory and all lab courses in a semester if time table permits.

5.8.5 He may change PE and OE courses from approved lists if time table permits.

5.8.6 He has to secure SGPA \geq 6.50 or CGPA \geq 6.00 at the close of a semester to qualify for normal course load.

5.8.7 Expulsion from the institute at the end of 4 semesters of CGPA <6.00 or repeat-courses-only status at the end of 3 semesters of CGPA <6.00 will be based on the current status “at any particular time, even if there was no prior incidents of CGPA <6.00.

5.8.8 The academic software will calculate a possible worst case scenario by replacing F grades by X and recalculating them. This possibility will be communicated to the student. If there is a failure in such communication, it will not be cited as a reason for additional semesters.

5.8.9 Students in repeats-only semesters will not be allowed backlog courses. They will attend classes in all courses registered and get full credit.

5.8.10 Minimum CGPA required to continue in the academic programme (as tabulated below)

Grade	For students at the end of first year	For higher year students
$5.70 \leq \text{CGPA} < 6.00$	Should change to slow pace; but may register for full suite of courses, if faculty adviser feels confident.	Should change to slow pace; may register in higher semester with full suite of courses, if faculty advisor feels confident.
$5.70 \leq \text{CGPA} < 6.00$	To register in 3rd semester in slow pace.	To register in higher semester in slow pace, the number of courses being decided by Faculty Advisor subject to satisfying Clause 5.8.2
$5.00 \leq \text{CGPA} \leq 5.69$	May be permitted to repeat first year and to register afresh for the first semester courses on the written request of parents	
$\text{CGPA} < 5.00$	To leave the Institute	

5.9 Ordinarily a student is not permitted to re-register in a course when he has secured a “P” or higher grade. But it is allowed for students who have secured a CGPA below 6.00 and need to improve their score. It is not possible to improve the score in a course by writing examinations only. This clause can help a student to avoid the possibility of leaving the Institute under provisions of Clause 5.8.2.

There shall be no reduction of grade when a student registers for a course and attends classes, even if it is a repeat course. The student, however, becomes ineligible for medals and prizes, which are based on academic performance.

5.10 The classes of all semesters will start from the day following the registration, or any other date decided by the Senate.

5.11 Those who have been awarded grade ‘X’ (“debarred”) because of very poor attendance, examination malpractice or disciplinary measure or for any other reason need to register for the course and attend classes as per rules. Those awarded F grade in some courses for the same reasons (but lesser offences) are permitted to register for the courses as “backlog papers” in the following semester.

5.12 De-registration: A student can de-register one or more courses of his choice if he feels that the total credit load is too high for him or his performance in the class as well as mid-semester examination is not satisfactory. This de-registration of course(s) can be done before two weeks prior to the start of end semester examination or any other date fixed by the Senate.

5.13 For the purpose of computing CGPA towards satisfying provisions of this section, summer courses will be counted with the previous spring semester. Supplementary examinations, if any, will also be taken into account before the provisions of this section are implemented.

6. Attendance and Leave

6.1 (a) Unlike many examining universities, NIT Rourkela’s academic programme is based primarily on the teaching-learning process. Attendance in classes, participating in

classroom discussions and participating in the continuous evaluation process are the most essential components of the academic programme. All teachers and students must appreciate that the number of classes scheduled for a course under the approved academic calendar and time table must be held during the semester.

- (b) If because of personal leave or official duty, or on student request, a teacher is unable to hold a class on the scheduled hour, he will hold the compensating classes at a mutually convenient hour. A teacher must communicate with his class in advance with information to the HOD.
- (c) A teacher, at his discretion, may hold additional classes beyond what is originally scheduled, particularly when several classes are lost due to holidays or suspension of classes. Attendance in these classes are also mandatory for the students.

6.2 Attendance in classes and relaxation thereof

6.2.1 Attendance in all classes (Lectures, Tutorials, Laboratories, and Seminars etc.) is compulsory. If the attendance of a student is below the prescribed limit, or ***if in the opinion of the course teacher the student has not participated effectively in the class in terms of home assignments, class tests etc., the student shall be debarred from appearing at an examination*** or, if he has already written the examination, the grades will be rejected on ground of unsatisfactory attendance. In such a case a student shall be given X grade and the student will need to register for the course once again and attend classes with seriousness.

6.2.2 Considering that attendance in classes, participating in the teaching-learning process is the basic foundation of our academic programme, a student is expected to attend all classes conducted as per Institute calendar and time table.

However, to provide for exigencies, absence to the extent of 15% (approx.) of scheduled number of classes in every course will be condoned as a matter of routine.

6.2.3 In deserving cases, a further relaxation of 15% (approx.) (i.e., 30% of scheduled number of classes) may be made by Dean (AA); but the student's grade will be reduced by one step. A 'P' grade will be reduced to 'F', and the student will be permitted to write supplementary examination if offered or register as a backlog paper in the following year.

6.2.4 For the students who have grade back due to shortage of attendance and writing Supplementary/backlog examination, original grade will be reduced by two steps, one for shortage of attendance first and the next due to backlog examination. However, an original grade of D will translate to P. **Maximum grade will be fixed at B for students appearing supplementary and summer.**

6.2.5 The following table gives up to a number of classes that a student may miss with and without penalty in grade.

<u>Tolerable absences per semester irrespective of number of classes actually conducted</u> <u>(w.e.f. from Spring, 2014-15)</u>	
1.	A = Number of unauthorized absences
2.	B = Number of absences due to hospitalization and medical rest
3.	C = Leave on ground of family calamity
4.	D = SAC Deputation
5.	E = T & P Leave
6.	F = Entrepreneurship Leave
Total absence, TA = A + B + C + D + E + F	

S = Sittings per week (1 hr. for lecture and tutorial as well as 3 hr. lab classes) for a subject in a normal semester and define separately for summer quarter Table 1.

Algorithm for computation of Grade Back and X Grade

If (A ≤ 2 * S)	then no penalty
If (A > 2 * S and A ≤ 4 * S)	then Grade back by one step
If (A > 4 * S)	then X grade
If (TA > 6 * S)	then X grade

Table 1: Values of S w.r.t credits in regular semester and summer quarter

L-T-P	Credit	S (Regular Sem)	S (Summer Quarter)
3-1-0	4	4	3
3-0-0	3	3	2.5
0-0-3	2	1	1
0-1-3	3	1+1	1+1

The following table gives the number of classes that a student may miss with and without penalty

Semester	L-T-P	Without Penalty	Reduction of one grade	X grade For A	X grade for TA
Regular Semester	3-1-0	≤ 8	9 - 16	> 16	> 24
	3-0-0	≤ 6	7 - 12	> 12	> 18
	0-0-3	≤ 2	3 - 4	> 4	> 6
	0-1-3*	≤ 2+2	3+3 - 4+4	> 4+4	> 6+6
Summer quarter	3-1-0	≤ 6	7 - 12	> 12	> 18
	3-0-0	≤ 5	6 - 10	> 10	> 15
	0-0-3	≤ 2	3 - 4	> 4	> 6
	0-1-3*	≤ 2+2	3+3 - 4+4	> 4+	> 6

Note: *- Both Components (T, P) must be independently satisfied. The weaker of the two will be taken. Good attendance in one part shall not compensate for the weakness of other.

It may be noted that missed classes are of one hour duration in theory courses and of 3 hour sessions in lab (0-0-3) or (0-1-3) courses.

- 6.2.6 If a student has attendance lower than that prescribed under item (c), he will get a X-grade. He/she may register for those course in a subsequent semester when offered and attend classes. In this case he/she may not be able to complete the programme in four (or five for B.Arch, Dual Degree and Integrated M.Sc.) years.
- 6.2.7 The institute will fix a cutoff date before every examination to compute the missed classes.
- 6.2.8 In case there are truly exceptional circumstances, the Senate or the Director as Chairman Senate, may relax attendance requirements (with reduction of grade) as they think fit.
- 6.2.9 If a student is engaged officially outside the classroom, e.g. in a placement programme, an

institute level meeting or in a specially approved SAC activity, he needs to apply for leave to Dean (AA) in Form AC/110 attaching the office order or the copy of the permission letter for sanction of leave. Academic Section will update the attendance record after approval by Dean (AA).

6.3 Courses for planning and architecture department

6.3.1 Most of the practical/ laboratory courses of the Department of Planning and Architecture are of more than 2 credits and accordingly have a proportionate amount of contact hours. For such courses the students will have grade back with more (1*credit) lab hours absent and will be debarred with more than (2*credit) lab hours absent.

6.3.2 There are some new practical courses introduced into the system for Planning & Architecture Department students which are having L-T-P of 1-0-3 and 0-0-2 and credits of 3 and 1, respectively. These two L-T-P patterns being new, changes are required to be made in the system for maximum absence permissible. The grade back and debar will be decided as per the following guidelines:

- (a) The 1-0-3 courses being 4 hour weekly contact period, attendance relaxation may be allowed up to 2 lecture and 2 practical classes, i.e. total 4 classes and the debar limit may be allowed up to total 8 classes. Beyond 8 classes there will be debar (X Grade).
- (b) The 0-0-2 courses being 2 hour weekly contact period, attendance relaxation may be allowed up to 2 practical classes and the debar limit may be allowed up to 4 classes. Beyond 8 classes there will be debar (X Grade).

L-T-P	Credits	Weekly contact hours	If no. of absences exceeds	
			Grade back	Debar
1-0-3	3	4	4	8
0-0-2	1	2	2	4

6.4 Leaves

6.4.1 An undergraduate student is eligible for following leaves per academic year if his/her application is forwarded by the HOD on recommendation of the faculty advisor and then approved by Dean (AA):

- a) Medical leave: Details regarding Medical leave is described in **Appendix-II** (Policy on sanction of Medical leave).

Penalty can be imposed on the students producing false medical documents; the minimum penalty being deduction of one month scholarship and extension of minimum thesis submission period by 3 months and repeat cases being referred to ISDC.

- b) Family calamity: Dean (AA) may approve leave upto 20 working days in a semester on ground of a family calamity, death of a parent or sibling, a serious illness (involving a serious heart, brain or kidney disease, any kind of cancer, or a major operation of a parent) will normally satisfy requirement for sanction of leave.

6.4.2 Family functions (social or religious), illness of family members, participation in student activities such as organizing functions or raising money, preparing for other examinations or searching of jobs are **NOT** adequate grounds for leave of absence from classes including project work.

6.4.3 Ordinarily leave must be sanctioned before the student leaves the campus. In case of emergency a student may leave campus without prior approval, but must inform his/her thesis supervisor / faculty advisor over telephone/email at the first available opportunity.

6.4.4 The **total leave** to be sanctioned shall not exceed 30 working days in a semester.

7. Assessment of Performance

7.1 There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the Subject Teacher / Coordination Committee formed for this purpose. The constitution of the Coordination Committee in multi-section subjects is given in **Appendix–III**.

7.2 In general, there is no strict marks-to-grade linkage. The following should be taken as a guideline to ensure uniformity of grading among all courses.

- (a) For arriving at a grade obtained by a student for a particular subject, initially a numeric marks obtained by the student out of 100 (hundred) is to be determined and then, the same is to be converted to letter grade following the guidelines given in **Appendices–IV & V**.
- (b) For theory subjects, the subcomponents and the respective weights assigned to these are given below.

<u>Subcomponent</u>	<u>Weight</u>
Teacher's Assessment (T.A.)	20%
Mid-Semester Examination	30%
End-Semester Examination	50%

- (c) For assigning marks in Teacher's Assessment (T.A.), performance in home assignments, class tests, tutorials, viva-voce or quiz are to be considered. It is recommended that at least two class tests for 4 credit theory courses and 1 test for 3 credit theory courses are to be conducted for a subject, in addition to take home assignments and in class quizzes. The weights of different subcomponents of T.A. may be announced to the students by the teacher at the beginning of the Semester.
- (d) For assignment of marks in design/laboratory component (P – component) the relevant subcomponents that are to be considered are: regularity, day-to-day work, pre-class study, practical skill, quality of observation and quality of lab records etc. Percentage weights of the different subcomponents in deciding the final marks are to be announced at the beginning of the Semester. The evaluation process must be completed before the beginning of end semester examination.

7.3 The eight-week programme on Short-term Industrial or Research experience (SIRE) undergone by the students in the summer vacation will be assessed in the 7th semester. The students are required to submit written reports on the programme and give a seminar, on the basis of which a grade will be awarded. The students are also required to submit to the Head of the Department or to the faculty member in-charge, a completion certificate in the prescribed form from the competent authority of the organization where the work was done, without which he/she will not be assessed. The procedure for administration of SIRE is given in **Appendix-VI**.

SIRE shall also include credit for industrial tours organized by the institute during the first seven semesters (nine semesters for B.Arch and Integrated M.Sc.) of a student's career. The marks will be distributed in the ratio 75% for summer work and 25% for industrial tours.

8. Examinations

- 8.1 (a) The Examination Unit of the Academic Section will centrally conduct the Mid-semester and End-semester Examinations in respect of theory subjects unless otherwise arranged. The Institute shall provide sick room facility within the Institute or in a nearby hospital as deemed convenient by the Institute to assist students who may fall sick during the examinations.

The examinations will normally be “closed book type”, where the students are not permitted to bring any material from home or hostel. All necessary charts & tables will be provided by the Institute. While normal scientific calculators are permitted, other electronic devices such as programmable calculators, calculators containing communication devices and mobile phones are forbidden. Any exception to these provisions must be specially approved by the Senate.

All question papers submitted by the teachers will be treated as “confidential documents” till the end of the examination of the subject concerned. It is an open document after the examination is over. The institute will archive question papers in physical and electronic form, and make them available to future students.

- (b) In order to provide an additional opportunity to the students who failed (obtained an ‘F’ grade) in one or more subjects in the Autumn and/or the Spring Semester in a year, Supplementary Examinations equivalent to the End-Semester Examination arranged centrally by the Examination Unit, will be conducted before commencement of the next session every year. Supplementary examination will be offered only if there are at least 3 students have failed or if there is some other compelling reason.
- 8.2 (a) A student will be permitted to appear in an examination, only if he/she has:
- (i) Formally registered for the subjects at the beginning of the semester.
 - (ii) Attendance record as per Section 6 of these regulations in theory and laboratory classes and has completed the assignment works given.
 - (iii) Paid all Institute and Hall dues of the semester.
 - (iv) Not been debarred from appearing in the examination as a result of disciplinary proceedings or on recommendation of the subject teacher or Chairman Coordination committee.
- (b) A student may be debarred from appearing at the Mid-Semester or End-Semester Examination in the subject on the report of Subject Teacher / Chairman, Coordination Committee, if his/her
- (i) Attendance at lecture/tutorial/laboratory classes in that subject has not been satisfactory during the period, and/or,
 - (ii) Performance in the assignment works in that subject during the semester has not been satisfactory.
- 8.3 A student will be permitted to appear in the examinations in only those subjects for which he/she has registered at the beginning of the semester and has not been debarred.
- 8.4 (i) Class tests, assignments, tutorials, 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 participation in national / international events

with due approval of the institute, 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 may take such steps (including conduction of compensatory tests/examinations) as are deemed fit.

- (ii) (a) Appearing both at the Mid-Semester and End-Semester Examinations of theory courses is compulsory. Normally, if a student fails to appear in the Mid-Semester Examination without any valid reason he/she should get zero for that component. If his case is examined and cleared as per Clause 8.4 (ii)(b), the student will be permitted to sit for Alternative Mid-Semester examination in the same year. In such cases, the grade will be reduced by one step, but not below the grade P. In deserving cases, the student may be given full credit only if he has a 95% attendance in the course.
- (b) If a student misses the End-Semester Examination due to compelling reason like participation in a national / international event with due approval of the Institute, serious illness of himself or a calamity in the family, he may appeal to the Dean (AA), through his faculty advisor and Head of the Department for permitting him to appear at the Supplementary Examination(s) if offered, subject to fulfilling of attendance requirement. [See **Appendix-I** for rules on Supplementary exams].
- (iii) In case of prolonged illness of a student, if he/she misses both the End-Semester Examination and its Supplementary, if any, the student must register for the courses as a backlog paper. The student has to produce sufficient documents in support of his claim.

8.5 For the benefit of and as a process of learning by the students, the scripts after correction of all class tests, Mid-semester Examinations, assignments etc. will be shown to the students within 3 weeks from the dates of Tests / Examinations. The evaluated scripts of the End-Semester Examinations are to be shown to the students at the beginning of the next semester, but not later than 2 weeks from the starting of classes. There is no limit on how early a teacher can show the evaluated scripts to the students.

8.6 Any change of grade of a student in a subject [Form AC/120], consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, must be recommended by the Departmental Academic Committee and forwarded by the Head of the concerned Department to the Academic Office within three weeks from the dates of commencement of the next semester. Every Department will send one comprehensive report for each semester in a standard format.

8.7 If a student is dissatisfied with his/her grade, he/she may bring it to the attention of the teacher within two weeks from the first day of commencement of classes in the next semester. The teacher may change the grades if he finds an error in evaluation or reporting of grade. The teacher will report the change of grade to the Departmental Academic Committee in Form AC/120 along with all relevant papers (answer scripts, attendance register, grade calculation sheet etc.) before a specified date. The DAC along with the HOD will examine the records in detail, and if convinced, will submit a consolidated report as per standard form to the Academic office for correction of records. The records will be presented by the HOD before the grade change committee chaired by the Director, whose decision will be final. If a teacher does not accept request of a student for grade change, the student may file a formal complaint with Dean (AA) through his/her faculty advisor and HOD with a copy to the teacher (evaluator). If no complaint is filed within one month from the first day of classes in the next semester, the student is deemed to have accepted the results and no further change of grade is permitted.

8.8 An Institute Counselling Service unit is constituted under the headship of a nominated Professor

to look into psychological cases. Such counseling service may be provided to psychologically depressed, demotivated and academically weak students to bring them into the main stream, albeit slowly and methodically. If identified by the counseling cell, and if situation demands, the parents of the student will be informed and advised to seek professional counselling help and treatment (if so required). In case of prolonged psychological treatment, the studentship may be converted to “Dies Non” status and parents should approach the Institute only when (as per treating professional counsellor opinion), the psychological condition has improved for restarting the academic programme.

9. Graduation Requirement

- 9.1** In order to qualify for a degree of the Institute covered under these Regulations, a student must:
- (a) Complete all the credit requirements for the degree, as laid down in the prescribed curriculum of the discipline, with a minimum grade ‘P’ scored in every subject.
 - (b) Obtain a CGPA of 6.00 or higher at the end of the semester in which he/she completes all the requirements for the degree.
 - (c) Have cleared all dues of the Institute, the Hall of Residence, the Library, the Department, NCC, NSS and Student Activity Centre.
- 9.2** The minimum total credit requirements that has to be satisfactorily completed for the award of B.Tech. degree will vary between 160 – 170 depending on the course structure of various departments or as decided by the Senate from time to time, and that for Integrated M.Sc. and Dual degree between 190 - 210.
- 9.3** Normally, a student should complete all the requirements consecutively in eight semesters for B.Tech. degree and ten semesters for B.Arch, Dual degree and Integrated M.Sc.. Academically weaker students may, however, be granted additional time of 2 years to complete all the requirements for the degree. However, in special cases the Senate may further extend this limit for completion of all requirements for the degree by one more year, depending upon the merit of the case, particularly for students with superior attendance record and/or record of contributing to the Institute’s academic or cultural life only if the arithmetic of the grade card at the end of 6th year (7th year for B.Arch, Dual degree and Integrated M.Sc.) dictates that the remaining courses can be completed in two semesters.
- 9.4** All graduating students are required to submit their suggestion for improvement of courses to the Director in Form AC/123. The suggestions will be summarized on Form AC/124 and presented before the Senate.

10 Award of Degree

- 10.1** A student who satisfies graduation requirement (Clause 9.1) and hence qualifies for the B.Tech, B.Arch, Dual Degree B.Tech. & M.Tech. or Integrated M.Sc. degree, is awarded the division as per the following norms :

CGPA \geq 8.00	- Honours
6.50 \leq CGPA < 8.00	- 1st Class
6.00 \leq CGPA < 6.50	- 2nd Class

- 10.2** The year in which a student clears all papers of the degree will be mentioned in the degree Certificate and Grade sheet as the year of passing irrespective of the year in which he has cleared the final Semester courses.
- 10.3** Students passing in Autumn and Spring semesters and in the Supplementary examinations, if any, will be getting their degrees in the next convocation and will be deemed to have graduated in the academic session ending in the month of April of the same academic year.

11. Change of Branch

11.1 Meritorious B.Tech, Int. MSc and BTech- MTech dual degree students who have secured CGPA of 8.5 or more (without any backlog) at the end of first year are eligible to opt for change of branch, of their choice, subject to following conditions:

- i. Change of branch is subject to availability of vacant seats and subject to the condition that the consequent vacancy created in the parent department, due to branch change, should not be more than 5% of actual existing strength.
- ii. 5% of vacancy is to be calculated based on existing strength. Decimal figures to be rounded up to the nearest integer (E.g. 1.5 = 2 and 1.49 = 1).
- iii. There is no option to revert the change of branch once allotted.
- iv. The branch change will be strictly based on CGPA only and no other criterion will be adopted.
- v. In case of a tie in CGPA for allotting Branch Change, the JEE Main rank (CRL) will be considered.

11.2 The students have to exercise their choice in the NITRIS portal on receipt of the notice for the same.

RULES REGARDING ALTERNATIVE MID-SEMESTER AND SUPPLEMENTARY EXAMINATIONS, SUMMER COURSES AND BACKLOG PAPERS

Supplementary and Alternative Mid-Semester Examinations

1. Supplementary exams will normally be offered at the discretion of the Institute only in subjects where the number of **failure** is 3 or above, if a summer course is not offered in that subject. Supplementary exams may also be made available to students who have otherwise completed their academic programmes and are forced to extend their study beyond 8 semesters, (10 semesters for B.Arch, Dual Degree & Integrated M.Sc.) provided their attendance record is above 95%; i.e., 2 or less class absent in the concerned subject. In special cases, the Senate, or Chairman Senate on its behalf, may at their discretion approve supplementary exams in other subjects, during mid-semester examination of the following semester.
2. The privilege of supplementary examination in subjects where a summer course is being offered is available only to students who are granted leave during End-Semester examinations, but not to those who have scored an F, X or UR grade due to failure, shortage of attendance, Examination Malpractice, disciplinary action or comparable reasons. In this case the End-semester examination of the summer course will serve as supplementary examination.
3. A student will ordinarily not be allowed to register for more than 12 credits (courses covering all previous semesters) in summer including Supplementary, Summer Course, Guided Self Study Course, Project and SIRE, the only exceptions being those who missed the end semester exams on ground of approved medical leave, family calamity or deputation by the institute. This will include maximum three courses as Summer course and guided self-study.
4. Students intending to appear supplementary examination must submit their application in the proforma given in this book through their faculty advisors and Heads of the Departments, along with the necessary fees to the Academic office by the date as announced by the office.
5. The supplementary examination shall be held on such dates as laid down in the Academic Calendar for the year or as notified separately.
6. The grade in the subject scored by the student appearing in the supplementary examination will be recomputed by substituting the marks scored in the last end-semester examination by that score in the supplementary examination. The final grade awarded to the students must be sent to the Examination Office within 5 days of receipt of answer scripts.
7. Students who miss a mid-semester examination due to serious illness, family calamity or some other reason may be permitted to appear in an alternative mid semester examination, if there exists sufficient reason to miss the examination.
8. When a student writes supplementary or alternative mid-Sem. examination, the grade awarded will be lowered by one step. However, if a student has class attendance exceeding 95% (overall, approximate) at the end of the semester, he may be given full credit as given in Section 8.4 [ii (a)]. Thus, to be eligible for full credit, a student's absence from classes in any course must not exceed 2 hours in a theory course and one laboratory session in a practical course. Students permitted to avail full credit are eligible for medals and prizes.
9. Unless exempted as per regulation in Clause 8.4 (ii) (a & b), a student writing Alternative Mid-Semester/Supplementary/backlog examination is entitled only to one grade lower than the actual grade thus scored, except that the performance grade 'P' remains unaltered, as elucidated in the table below.

Original Grade	With proper attendance	With attendance penalty
FF		F
P	P	F
D	P	P
C	D	P
B	C	D
A	B	C
Ex	A	B

For the students who have grade back due to shortage of attendance, original grade will be reduced by two steps, one for shortage of attendance first and the next due to Alternative Mid-Semester/ supplementary/backlog examination. However, an original grade of D will translate to P. The conversion of grade will be done by the Academic office.

Summer Courses

10. When the situation so demands, e.g. large number of students (typically more than 10) failing in a subject, the Institute may decide to offer summer courses to students with an F grade in Autumn or Spring semester. Attendance in such a course shall be compulsory and no separate supplementary examination shall be offered in the subject. There will be summer courses only for 1st year and 2nd year students.
11. Students securing an X or UR grade due to shortage of attendance, examination malpractice, disciplinary action or comparable reasons are not permitted for Summer Course. For students awarded X grades due to shortage of attendance Dean(AA) may condone upto 4 classes of absence per course but 8 classes in total and permit registration in summer course.
12. A student can register for a maximum of three summer courses concurrently.
13. There will be no Supplementary Examination for final year students irrespective of the numbers of failures in the subject. For such students department will offer Summer Course if viable depending on number of failures in the subject. If regular Summer Course will not be possible, students may be permitted to register for the course under "Guided Self Study" mode, where a teacher will be assigned by the department for every course and evaluation will be afresh under 3 components T.A., mid- Semester, and End Semester examinations. There will be regular contact between the students and teacher; the teacher will be giving assignments and evaluating the scripts. Mid-Semester & End- Semester Examinations will be conducted separately by the Academic Office. Students are required to give biometric attendance by registering their biometric impression in the Computer Centre. Minimum number of biometric attendance should be 20 working days in each Course. This is also applicable to the students failing in Spring End Semester Examinations.
14. Attendance requirement will be counted on the basis of the usual 15% and 30% (Approximately) criteria i.e. absence beyond 15% of total classes held leads to reduction of grade by one step and absence beyond 30% of total classes held leads to 'X' grade in the particular course. Permissible absence in summer courses are enumerated in the table below:

L-T-P	In Regular Semester		In Summer Course	
	without penalty	with reduction of one step in grade	Without penalty	With reduction of one step in grade
3-0-0	6	12	5	9
3-1-0	8	16	6	12
0-0-3	2	4	2	3

15. Students who have missed the mid or end semester examination due to serious illness or family calamity may appear in the corresponding semester examination of the summer course without attending classes if permitted to do so.
16. If a student secures at least P grade in a course and has CGPA higher than 6.00, he will not be permitted to upgrade his grade in that particular course. However, for enhancement of knowledge he/she can audit that course during summer courses with the consent of the course teacher and by paying the fees.
17. If a student's CGPA falls below 6.00, he may attend summer courses or repeat the course by registering afresh in the subsequent semester when offered to improve grade in the courses with P grade. The higher of the two grades will be recorded. A student is not permitted to improve the grade only by writing Supplementary examination.
18. If a student does not clear a course during a semester including supplementary exams (or summer course), he may register for the course in the following semester (when offered) as a "BACKLOG PAPER". In case of 'backlog papers' the student is not required to attend classes, but must write both mid- and end- semester examinations. The TA marks will be carried forward from the previous semester.
19. If a student fails in a backlog paper, he may write supplementary examination in summer (if offered) or attend summer courses once again. If he still does not clear the paper, he must register for the course and attend classes, thus automatically joining the slow pace programme. The status in the grade sheet will appear as "X".
20. If a student completes all 8 semesters (10 semesters for B.Arch, Dual Degree and Integrated M.Sc.) with some uncleared F grades, or CGPA less than 6.00, he must continue to live in the hostel and attend classes. He must register for as many courses as time table permits, the balance (the more recent courses) being taken as backlog papers.
21. If a student does not clear all courses in 6 years (7 years for B.Arch, Dual Degree and Integrated M.Sc) or has CGPA less than 6.00 at the end of the 6th year (7th year for B.Arch, Dual Degree and Integrated M.Sc.) including supplementary exams (if offered), he must leave the Institute without being awarded a degree, unless granted additional time by the Senate. Such time extension shall not exceed one year.



POLICY ON SANCTION OF MEDICAL LEAVE TO STUDENTS

1. Ordinarily a student is expected to attend all classes and participate in the teaching - learning process. Research and postgraduate students in the project duration are expected to spend their full time in their assigned laboratories. But human beings do fall ill, and a student should not be academically penalised if he falls ill and is unable to attend classes or to work in his laboratory. Concurrently, a student must not get a degree without sufficient participation in the learning process. The following rules reflect a pragmatic compromise between the two opposing requirements.
2. Every student is given some default discount in attending classes or project work: approximately 15% of classes in a semester and 20 working days of project work per year. This period covers all minor illnesses for which a student is sometimes forced to miss his classes. They also cover post-hospital convalescence periods, if any. When a student loses too much time in sickness and participates too little in the teaching - learning process, he may need to repeat a semester to justify his grades.
3. In addition to the standard discount, UG and PG students attending class or laboratory based courses can be sanctioned leave against medical prescription of “rest from classes” or on ground of hospitalisation (with referral). The total medical leave thus sanctioned shall not exceed 15 working days in a semester. In special cases, involving at least 10 working days of hospitalisation (with referral), Dean (SW) may approve up to five additional working days of medical leave in a semester. Prescription of “rest” must be given by an Institute Medical Officer on the first day of the rest period. Students recommended “rest” by outside specialists or hospitals on referral by the institute need to get it confirmed by an institute medical officer. The institute doctor will consider these outside prescriptions of “rest” on merit. Prescription of “rest” by outside doctors without a referral by Institute Health Centre, shall not qualify for sanction of medical leave either against outdoor treatment or against post-hospitalisation convalescence.
4. Research students and full time project students (M. Tech. 2nd year) are permitted 20 working days of absence in a year (2 semesters + summer) that covers minor illness and prescription of rest by institute doctors. They may, however, be granted additional medical leave on ground of hospitalisation on prior referral (only by an institute medical officer excluding convalescence) up to 20 working days per year.
5. “Home stay” on explicit direction of Institute Medical Officer or a hospital referred by him (e. g for chicken pox, viral hepatitis) will be counted as “hospitalisation” for the purpose of medical leave.
6. Under very special circumstances, hospitalisation only (excluding outdoor treatment and convalescence) in a reputed Government or highly reputed private hospital without referral may be accepted for medical leave with approval of director. In such cases, the student must convince the director that he had a valid reason for being present in the place where he fell ill, and that he either had approval of his HOD/faculty advisor or Warden before leaving hostel or continuously kept in touch with them during the illness.
7. In all cases, an application for medical leave must be accompanied by all relevant medical papers – prescriptions, admission and discharge reports, diagnostic reports, medicine purchase slips etc that will convince the institute authorities about the genuineness of the request. Medical certificates issued by treating physicians, which

do not constitute a part of the treatment process, will not be considered in decision making.

8. Medical leave applications must be filed within 2 weeks of joining the classes. Delayed applications may be considered on merit with approval of Director only. But in no case, a medical leave application will be considered after the student has registered for the next semester.
9. In all cases of medical leave, the student shall need to make a formal application. However, the institute shall strive to create a process whereby students whose prescription of rest is made on-line by the institute Medical officer can be exempted from making a paper application.
10. Except for hospital treatment without referral, or a delayed application Dean (SW) shall be the authority for sanction of all Medical leaves, on recommendation of an Institute Medical Officer.
11. Notwithstanding anything contained in the regulations above, if the conditions are sufficiently unique, the Senate in a formal meeting may approve medical leave to deserving students. The HOD of the concerned department shall present the case to the Senate.



COMPOSITION OF CO-ORDINATION COMMITTEE FOR U.G. COURSES

Composition

A Co-ordination Committee will be constituted for each subject taught by more than one teacher of one or more Departments. The committee will consist of all the teachers who are involved with the teaching of the subject during the semester.

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

Tenure

The 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) Organise preparation of question paper.
- (v) To moderate the question papers on the subject and ensure that the syllabus is well covered by the question papers.
- (vi) To forward the results of the examinations and the final grades obtained by each student taking the subject, to the Academic Section through concerned Head of the Department.

Frequency of Meetings

Each Coordination Committee shall meet at least four times during the semester.



GUIDELINES FOR AWARD OF LETTER GRADES

1. In general there shall be no rigid marks-to-grade linkage. Difficulty levels of the examinations, tests, assignments, viva-voce and other factors that contributed to the final marks are to be considered by the teacher / coordination committee of a subject while converting marks into letter grades. Still adherence by teachers to these guidelines will help in evolving a common standard that is easy to implement and easy to understand.
2.
 - (a) The grades 'F' and 'Ex' are to be considered as bench mark grades.
 - (b) Ordinarily the cut-off marks below which a student would be assigned and 'F' grade is 35/100 in theory courses and 40/100 in for the laboratory courses. These cut off marks may be lowered to the extent of 5 marks at the discretion of the course teacher.
 - (c) The exceptionally brilliant performance is to be assigned an 'Ex' grade. Even the best student of any class needs to be judged against best students of previous batches to be awarded the 'Ex' grade. Normally a score of 90 out of 100 shall give an Ex grade; but this threshold may be lowered to the extent of 10 points at the discretion of the course teacher.
3. In case of a relatively large class and/or classes where the performance level depicts more or less a normal distribution:
 - (a) Teachers should strive to set up standards so that the average performance (around mean value of marks) yields a 'C' grade. However, if by the teacher's/coordination committee's perception the general level of the class is considered to be appreciably higher than that of other batches, the average performance may be assigned 'B' grade.
 - (b) All other marks for grade conversion are to be done relatively with respect to the average performance in between (but excluding) the 'F' and 'Ex' grades, which have already been assigned, by choosing appropriate boundary marks between grades.
 - (c) Normally, in a reasonably large class of students distribution of grades is expected to be as follows:

Ex	:	≤ 10%
A	:	10 – 20 %
B,C,D	:	20 – 35% each
P	:	10 – 25%
F	:	0 - 5 %

In extreme cases, teachers may present the results to DAC and seek its advice before final submission.

4. For classes where there is a reasonably uniform or normal distribution of marks, conversion from marks to grade may be done using the table given below. However, the teacher may, on his/her perception of the difficulty level of assessment process undertaken, lower the boundary (cut-off) marks of Ex grade to the extent of 10 marks and that of the P grade to the extent of 5 marks.

Range of Marks	Grade
(90 – 100)	Ex
(80 – 89)	A
(70 – 79)	B
(60 – 69)	C
(50 – 59)	D

(35 – 49)	P for Theory Courses
(40 – 49)	P for Laboratory Courses
< 35	F for Theory Courses
< 40	F for Laboratory/Design Courses

Once the threshold marks for Ex and P grades are defined by the teacher, the threshold marks for other grades may be worked out proportionately.

While the above scheme is prescribed for large classes, it is not binding on the teacher of any course, who is at liberty of fixing his own grade scheme. It is, however, necessary for the teacher to record the grade scheme, if different from the table given under this clause.

5. The Coordination Committee will moderate the results of the different sections of a class if wide disparity in performance across sections is observed.
6. In the case where a student appears in an alternative mid semester or a supplementary examination, the conversion from marks to grade would be done applying the same norm as was framed for the original class.

Ordinarily a student appearing in an alternative mid semester or supplementary examination in a theory course or repeating experiments in a laboratory / design course will get one grade less than what he/she deserves otherwise (to account for the additional time the students get for preparation), but not less than P grade. Award of full credit in a supplementary examination or in a backlog paper will require at least 95% attendance in the class, in addition to providing a justified cause for missing the examinations.

The teachers will send the basic grade to the Deputy/Assistant Registrar (Academic) who will adjust the grade as per rules before posting in the Institute records.

7. All the requirements for the laboratory courses are to be satisfied by a student within deadline set-up by the teacher/coordination committee before the start of the end-semester examination. If a student, due to a reason like participation in national / international event or illness of himself/herself or calamity in the family, cannot complete a particular course, the teacher/coordination committee may allocate him/her additional time with permission of Dean (Academic). In this case, an I-grade may temporarily be allocated to the student in the subject. However, the requirement has to be fulfilled within 3 weeks after the end of the end-semester examination and the grade finalized.
8. There is no provision for formal examination in laboratory courses. If a student cannot clear a particular laboratory course, he/she will be assigned the grade 'F' in that subject. In extraordinary circumstances, to be decided by the Senate or the Chairman, Senate on its behalf in consultation with subject teacher and concerned Head of the Department, a student may be given a chance to complete the laboratory requirement in the summer or winter vacation. If a student cannot satisfactorily complete the laboratory work and again gets 'F' Grade in the laboratory, he/she has to repeat the subject in the next academic year, or carry it forward to the project semesters where he may complete the courses deferring the project courses to summer vacation and beyond.



GRADING SYSTEM

1. As a measure of students' performance, a 7-scale grading system using the following letter grades and corresponding grade points per credit, shall be followed:

Performance	Letter grade	Grade point per credit
Excellent	Ex	10
Very Good	A	9
Good	B	8
Fair	C	7
Average	D	6
Pass	P	5
Fail	F	2

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

I - for "Incomplete Assessment" because of institutional constraints, not students' deficiency.

X - for "Debarred" (*due to poor attendance, examination malpractice, disciplinary action, not clearing a paper due two years earlier or any other reason*)

UR - for "Unregistered or De-registered" (*a student needs to register for the course afresh and attend classes.*)

The grade I be converted to the normal letter grade when the assessment process is over or when the student completes the examination. Normally, he does not have to attend classes for the conversion.

A student gets grade X in a paper for one of the following reasons: Very poor attendance in class (<70%), examination malpractice, disciplinary action or for failing to clear a course in 2 years (once in the normal semester and once as backlog) including supplementary and summer courses if offered. **Grade X yields no credit points; but it is counted as a course taken, albeit unsuccessfully and counted in CGPA calculation.** A student is required to register afresh for a course with X grade and to attend classes in the normal semester. These courses are not eligible for Summer courses.

When a student is required to register afresh for a course and to attend classes without one of the above reasons, he is given the status "UR" in that course. Such a situation shall arise when a student proceeds in slow pace without registering in an expected course or voluntarily deregisters during the semester.

2. Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

Where 'n' is the number of subjects registered for in a semester, 'c_i' is the number of Credits

allotted to a particular subject, and 'g_i' is the grade points carried by the letter corresponding to the grade awarded to the student on the subject. SPGA will be rounded off to the second place of decimal and recorded as such. The SPGA would indicate the performance of the student in the semester to which it refers.

- Starting from the second semester, at the end of each semester S, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:

$$\text{CGPA} = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

Where 'm' is the total number of subjects the student has registered for from the first semester onwards up to and including the semester S, 'c_i' is the number of Credits allotted to a particular subject s_i and 'g_i' is the grade point carried by the letter corresponding to the grade awarded to the student for the subject s_i. CGPA and SGPA will be rounded off to the second place of decimal and recorded as such. All courses registered including EAA will count towards calculation of SGPA and CGPA. In addition to registered courses, a student may 'audit' additional courses with the consent of the teacher. Those courses will not appear in official records and will not count towards calculation of SGPA and CGPA.

The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers. The SGPA, CGPA and the grades obtained in all the subjects in a semester will be communicated to each student at the end of every semester. For determining the inter se merit ranking of a group of students, only the rounded off values (to 2 decimal places) of the CGPAs will be used.

- When a student gets the grade 'I' for any subject(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) subjects. After the 'I' grade(s) has (have) been converted to appropriate grades, the SGPA and CGPA for that semester will finally be recalculated after taking into account this (these) grade(s).
- When a student gets the grade 'F' in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only '2' points for each such 'F' grade. After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.
- Courses with status "UR" and "I" will not be counted in calculation of grade point averages; i.e. the corresponding figures will appear neither in the numerator nor in the denominator. In contrast, courses bearing F, X grades will be counted in SGPA and CGPA calculation, adding 2 and Zero points per credit for F, and X grades respectively to the numerator and full points in the denominator.



PROCEDURE FOR ADMINISTRATION OF SHORT TERM INDUSTRIAL OR RESEARCH EXPERIENCE (SIRE PROGRAMME)

1. The SIRE programme shall be of at least 8 weeks duration after 6th semester of B.Tech, Dual Degree, B.Arch and Integrated M.Sc. programmes. The experience should preferably be earned in an industry of repute, major R & D laboratory, an IIT, NIT or IISc. The key word is “repute”.
2. While summer work as mentioned in (1) is compulsory, a student may, at his discretion, acquire experience at the end of Spring semester of any previous or later year. Heads of Departments and T&P Centre will issue studentship certificate and will help students secure such assignment to the extent possible.
3. The Training and Placement department shall arrange places of work for all students of 3rd year B.Tech, Dual Degree, B.Arch and Integrated M.Sc. programmes. It may also assist students of second year B.Tech, Dual Degree (B.Tech. & M.Tech) B.Arch, and students of 4th year B. Arch. And Int. M. Sc., to find work opportunities at mutual convenience.
4. The work may be carried out either in India or abroad. The Institute shall not bear the cost of travel or accommodation in any place. Some organizations offer work experience to engineering students against a fee. The Institute will examine such programmes for their content and spirit and approve deserving cases. The student shall bear the expenses.
5. Students are encouraged to receive financial support from the organizations where they are placed or from other sources. Such financial offers will not count as alternative scholarships.
6. Students will not be permitted to enroll in regular, periodic or aperiodic courses (e.g. CAD/CAM course, Oracle course) offered by companies, even if the subject is of interest to the academic programme. If a subject is of relevance to the Institute’s academic programme, it should be included in the curriculum instead of requiring the students to study it outside the Institute by paying additional fees.
7. Considering difficulties of accommodation and travel, the Institute shall work out places of work taking into account the convenience of students. For this to happen, the T & P Centre shall put up a notice seeking suggestions from students for possible work sites. When the seats are made available to the Institute, the students who made the suggestion shall get the first preference in allotment.
8. Sometime around February-March of the year, the T & P department shall finalize the list of work sites for the students and announce it on the notice boards. The students will then make railway reservation and take other steps necessary. Railway concession will be made available by the Institute.
9. Students will have no freedom to choose their own places of work beyond giving suggestions to the T & P Centre. In case a student faces difficulty with the assigned

place, he should bring it to the attention of the Professor T & P so that he can be given a fresh allotment. Any change of place of work after starting of the summer vacation must be approved by the Professor T & P on the merit of the case. Any work at a place not approved in advance will not count towards credit requirement.

- 10 The T & P Centre shall have the responsibility to inspect the places of work to ensure that the students are sincere in their assigned responsibility. If it is found that a student is not attending his work place on full time basis, the student shall get 'F' grade and the SIRE programme is to be repeated during next summer with consequent delay in completion of the student's academic programme.
- 11 The SIRE report will be evaluated by the department at the beginning of the 7th semester of B.Tech, Dual Degree (B.Tech. & M.Tech), B.Arch and Integrated M.Sc, preferably within one month of the starting of the semester. The department will assign one or two faculty members to coordinate presentation by the students and evaluation of the reports. The grades must be sent to the examination office before the mid semester examination of the autumn semester.
- 12 The T & P Centre shall be the nodal agency for arranging places of industrial experience. But departments also need to play a strong role. Many faculty members are well known in industry and the industry honours the requests of faculty members and Heads of Departments.
- 13 There will be a Training & Placement Advisory Committee headed by the Professor of Training & placement. Every department shall nominate one faculty member having strong connection with industry and a strong perception of all aspects of the department's academic programmes.
- 14 SIRE will also include credit for the industrial tours and visits arranged by the Institute during the 5th – 7th (9th for B.Arch and Integrated M.Sc.) semesters of a student's career. The relative assignment of marks between the two components shall be : 70% for summer work and 30% for the industrial tours.

