Regulations for UG Programs

(B. TECH. / B. TECH. and M. Tech. (DUAL DEGREE) / INTEGRATED MSc)

(with update and amendments *upto* 70th Senate, dated: 02.08.2023)

(EFFECTIVE FROM THE ACADEMIC YEAR 2017-2018)

National Institute of Technology Durgapur

1.0   Introduction

1.1   The provisions contained in these Regulations govern the conditions for imparting course of instructions, conducting examinations and evaluation of students' performance leading to B.Tech. / B.Tech and M.Tech (Dual Program) / Integrated MSc to be offered by the Institute. These shall come into force for the batches of students admitted in the Academic Session 2017- 2018 onwards. These are also applicable to the earlier batches with some necessary modifications as decide by the Senate from time to time.

1.2   Definitions: In this Regulations of B.Tech/ B.Tech and M.Tech (Dual Degree)/ Integrated MSc Degree Program unless the context otherwise requires -
   a) "Institute" means National Institute of Technology Durgapur, under NIT Act, MoE (Ministry of Education, formerly MHRD) Govt. of India
   b) "Board" in relation to the Institute, means the Board of Governors
   c) "Senate" means Senate of the Institute
   d) "Regulations" means, Regulations of the B.Tech/ B.Tech and M.Tech (Dual Degree)/ Integrated MSc Degree Program
   e) "MoE" means the Ministry of Education, formerly MHRD (Ministry of Human Resources Development), Govt. of India
   f) "Director" means the Director of the Institution
   g) "Dean (Academic)" means the Dean (Academic Courses) of the Institute (see the note below)
   h) "HOD" means Head of the Department
   i) "DAC" means Departmental Academic Committee
   j) "UGAC" means Undergraduate Academic Committee
   k) "Programme Coordinator" means the Programme Coordinator of the Teaching Department.

   Dean (Academic) is now designated as Dean (Academic Courses) *[As per the administrative office order vide NITD/60, dated 24/03/2021. However for brevity Dean (Academic Courses) is being written as Dean (Academic)* throughout this regulation for UG and PG programmes

1.3   Disciplines: The disciplines in which the courses of study are available and degrees will be offered are mentioned as follows:

Sl. No.	Degree offering Department	Degree Name	Duration	Starting Year
1	Biotechnology (BT)	Bachelor of Technology in Biotechnology	4 Years	2005
2		• Bachelor of Technology (under dual degree program) in Biotechnology • Master of Technology (under dual degree program) in Biotechnology	5 Years	2017
3	Chemical Engineering (CH)	Bachelor of Technology in Chemical Engineering	4 Years	1965

4		• Bachelor of Technology (under dual degree program) in Chemical Engineering • Master of Technology (under dual degree program) in Chemical Engineering	5 Years	2017
5	Chemistry (CY)	Integrated Master of Science in Chemistry	5 Years	2017
6	Civil Engineering (CE)	Bachelor of Technology in Civil Engineering	4 Years	1960
7	Computer Science and Engineering (CS)	Bachelor of Technology in Computer Science and Engineering	4 Years	1991
8		Bachelor of Technology in Information Technology *(Admission discontinued from 2018-19)*	4 Years	2000
9	Electronics and Communication Engineering (EC)	Bachelor of Technology in Electronics and Communication Engineering	4 Years	1983
10	Electrical Engineering (EE)	Bachelor of Technology in Electrical Engineering	4 Years	1960
11	Mechanical Engineering (ME)	Bachelor of Technology in Mechanical Engineering	4 Years	1960
12	Metallurgical and Materials Engineering (MM)	Bachelor of Technology in Metallurgical and Materials Engineering (previously Bachelor of Technology in Metallurgical Engineering)	4 Years	1960 (renamed in 2009)

Along with the programs mentioned above, students shall be allowed to undertake one minor programs as mentioned below. Following points shall be relevant in this regard.

(a) Allocation of students in different minor programs will be made centrally based on the choices given by the students before the start of the 4th Semester and once a Minor Program is allotted to a student, he/she may opt out from the program, however, changeover to any other minor programs is not possible.

(b) Students having CGPA of more than or equal to 8.5 at the end of 2nd Semester are only eligible to apply. Result of second semester examination will be considered for allotment of Minor program.

(c) A CGPA in excess of 8.0 has to be maintained in the subsequent semesters without any Backlog in order to keep the Minor registration active. Should CGPA fall below 8.0 at any point after registering for the minor; the Minor registration will cease to be active.

(d) A student may cover the subjects as mentioned in respective Minor Curriculum either as a depth, elective or an open elective subject or as additional credits. He/she can earn up to 8 credits as depth / elective / open elective subjects, rest they will have to take as additional credits to earn a minor.

(e) Students enrolled in Dual Degree, Integrated M.Sc. are permitted to pursue minor in other discipline up to their 10th Semester, while the students of BTech should complete the minor program by 8th semester.

(f) Tie breaking mechanism are formulated and recommended for approval (CGPA of particular semester → SGPA of that semester → CGPA of preceding semester → SGPA of preceding semester).

(g) Minimum number of students required to float a minor program is 5, whereas, individual programs may have different maximum limit as mentioned in the table below.

(h) A student cannot take more than 8 credits in a semester for a Minor program.

(i) Separate SGPA and CGPA calculations will be given for Major programs and Programs including Minor courses. Minor courses will be separately indicated in Grade Card.

(j) Degree Nomenclature will be different from the existing one. In those cases where the student has earned the required credits for a Minor in another discipline within the stipulated time, this will be mentioned in the degree certificate as:

- Bachelor of Technology in Chemical Engineering with Minor in Electrical Engineering
- Bachelor of Technology in Chemical Engineering (under Dual Degree program) with Minor in Electrical Engineering

Degree offering Department.	Minor in	Who are not eligible (Students studying in)	Maximum Permissible Students	Starting Year
Biotechnology	Biotechnology	B. Tech. in Biotechnology and Dual Degree in Biotechnology	10	2022
Civil Engineering	Civil Engineering	B. Tech. in Civil Engineering	15	2022
Computer Science & Engineering	Computer Science & Engineering	B. Tech. in Computer Science and Engineering	10	2022
Chemical Engineering	Chemical Engineering	B. Tech. in Chemical Engineering and Dual Degree in Chemical Engineering	10	2022
Chemistry	Chemistry in Industrial Applications	--	20	2022
Electronics and Communication Engineering	Electronics and Communication Engineering	B. Tech. in Electronics and Communication Engineering, B. Tech. in Electrical Engineering, B. Tech. in Computer Science and Engineering	20	2022
Electrical Engineering	Electrical Engineering	B. Tech. in Electrical Engineering	20	2022
Humanities and Social Sciences	Economics	--	20	2022
Mathematics	Mathematics	--	10	2022
Metallurgical and Materials Engineering	Materials Science & Engineering	B. Tech. in Metallurgical and Materials Engineering	10	2022
Management Studies	Financial Management	--	20	2022
	Marketing Management	--	20	2022
	Systems and Operations Management	--	20	2022
Physics	Physics	--	20	2022

(Introduced in 61st Senate on 21.08.21 and amended in 69th Senate on 23.01.2023)

1.4   The provisions of these regulations shall also be applicable to any new discipline(s) that is (are) introduced from time to time and added to the list in Section 1.3.

1.5   The Board of Governors of the Institute may, on the recommendation of the Senate, change any or all parts of these regulations at any time.

2.0   Admission

2.1   Admission to NIT, Durgapur for all the programmes will be made at the First Semester level in accordance with the instructions received from the MoE, Government of India from time to time. Seats are reserved for candidates belonging to economically weaker sections (EWS), Other Backward Category (OB- NCL), Female, Schedule Caste (SC), Schedule Tribes (ST) and Persons with Disability (PWD) candidates as per the guidelines issued by MoE, Government of India

2.2   Admission to all programmes will be made at the First Semester level through Central Seat Allocation Board (JOSAA/CSAB), based on the rank in JEE (Main). The marks in 10+2 Examination and age criterion etc. will be as per the directive issued by MoE, Government of India from time to time.

2.3   Besides the allotted seats to be filled up through CSAB, a specified number of foreign nationals or NRI (Non-resident Indian), and Indians living abroad selected with the policy laid down by Govt. of India may be admitted directly to the First Semester of any of the programmes covered by these regulations.

2.4   The Institute 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 the grounds of unsatisfactory academic performance, irregular attendance in the classes or indiscipline.

2.5   The Institute may admit students to a programme on transfer from other NITs, under specific instruction from MoE, Government of India. Such admission may be made at any level considered appropriate.

2.6   If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Dean (Academic) may revoke the admission of the candidate and report the matter to the Senate.

2.7   All the students admitted to any of the programmes above shall be required to pay, at the time of joining, and also in subsequent semester's prevalent tuition and other compulsory fees, within the stipulated dates, as prescribed by the Institution till they are on roll.

2.8   Decision of the Director of the Institute regarding the admission of student is final and binding.

2.9   At the time of admission, students are required to produce the originals and a set of photocopy (self-attested) of the following documents:

i)   A certificate for proof of age,

ii)   Pass certificate of the qualifying examination,

iii)   Mark sheet of the qualifying examination,

iv)   JEE (Main) rank certificate,

v)   College/School leaving/Migration certificate,

vi)   Income certificate of parent from the appropriate authority,

vii)   EWS/ OBC-NCL/ SC/ ST/ PwD certificate (if applicable),

viii) Health/ Medical certificate,

ix)   Affidavits for Anti-ragging (by student and parent),

x)   Citizenship certificate (for foreign students only),

xi)   Passport (for foreign students only) and

xii)   Any other certificate(s) (notified before admission).

A provisional admission may be given to a candidate, if s/he is not able to produce the pass certificate of the qualifying examination. However, such candidates should submit the same by 15th September of the admission year or any other date fixed by the Institute/ JoSSA/ CSAB, failing which admission will be cancelled and all fees deposited will be forfeited.

2.10   If a student fails to join the Institute and attend classes within 15 days from the start of classes without any valid reason, s/he will be deemed to have left the programme. Fees deposited including the security money will be forfeited.

(Amended in 53rd Senate on 13.05.19)

3.0   Change of Branch

3.1   The student admitted to a programme leading to B. Tech. /B. Tech and M. Tech (Dual Program) / Integrated MSc degree in a particular branch will ordinarily be required to continue in that branch of studies.

3.2   However, the institute may permit a few students, subject to their fulfilling the prescribed conditions to change over from one branch to another after second semester. Detailed rules governing the change of branch are given in Appendix-I.

4.0   Residential Requirement

4.1   The Institute is essentially a residential one and every student shall be required to reside in and be a boarder of Hall of Residence to which he/she is assigned.

4.2   No married accommodation shall be provided to any student of the undergraduate programmes.

4.3   All students must abide by the rules and regulations of the Hall of Residence as may be framed from time to time.

5.0   Fees and refunds

5.1   A student admitted to any programme shall be required to pay, at the time of joining, and also in subsequent semesters, prevalent tuition and other fees as prescribed by the Institute till he/she is on roll including the period beyond the normal (4-years / 5-years) duration within the stipulated dates as per Academic Calendar.

5.2   Normally, the fee structure will not change during the programme. But, if the Ministry/ Institute revises the structure in the middle of a programme, a student is obliged to comply.

5.3   Caution money collected will be returned at the end of the programme after due adjustment, if any, except for those who leave the Institute prematurely.

5.4   If a student is removed or he/she withdraws/leaves the Institute in the mid-session without completing the entire programme, all fees paid including the caution deposit will be forfeited by the Institute. Mess advance may, however, be refunded after deduction of dues, if any.

5.5   Refund of fees for a newly admitted student shall be as per the CSAB guidelines notified from time to time. If a student leaves after final admission and wherever no admission is taken place against the vacant seat, all fees paid including the caution deposit will be forfeited. Mess advance may, however, be refunded after deduction of dues, if any.

6.0   Conduct and Discipline

6.1   Students shall behave properly within and outside the campus of the institute in a manner befitting the students of an Institution of National importance.

6.2   Students shall show due respect to the teachers of the Institute. Proper courtesy and consideration should also be extended to the employees of the Institute. They shall also pay due attention and courtesy to the visitors.

6.3   Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year.

6.4   As per order of the Hon'ble Supreme Court of India, ragging in any form inside or outside the Institute campus by the student of the Institute is banned. Acts of ragging will be considered as gross indiscipline and will be severely dealt with.

6.5   Detailed rules regarding conduct and discipline are given in Appendix-II.

7.0   Registration

7.1   Every student is required to be physically present and register at the commencement of each semester on the dates fixed and notified in Academic Calendar.

(Amended in 53rd Senate on 13.05.19)

7.2   Registration at the beginning of each semester, including the idle semester (due to illness or other reason), by paying fees within the prescribed dates announced from time to time (without and with late fine), is mandatory for every student till he/she completes his/her programme.

7.3   The Academic Section will centrally organize online registration of students in each semester. During registration, the student shall submit the courses of study in that particular semester. The departments will notify the allotment of departmental / professional electives well in advance before registration. Similarly, the Academic Section will notify the floating of open elective courses well in advance of registration. All teaching departments will submit the name/list of Open Elective(s) to the Academic Section at the previous semester to work out the allotment of the same. Once registered, no changes in the course list shall be permitted.

7.4   From third semester onwards the student must register for all regular courses along with maximum 2 (two) backlog courses (if applicable).   *(Amended in 53rd Senate on 13.05.19)*

7.5   A student who does not register within the scheduled dates as per the Academic Calendar may be permitted, in consideration of any compelling reason, late registration within the dates as specified in the Academic Calendar on payment of an additional late fee as prescribed by the Institute.

7.6   Normally no late registration shall be permitted afterwards, unless otherwise a very special case arises as decided by the Director.

7.7   Only those students will be permitted to register who have:

i)   Registered in the previous semester and appeared examination in the previous semester
ii)   Cleared all Institute dues (including mess dues, fines etc.) of the previous semester
iii)   Paid all prescribed fees for the current semester
iv)   Not been debarred from registering for a specified period on disciplinary/ any other ground
v)   Obtained year back in the previous academic year a) due to failure in sessional course(s) or b) for adopting malpractice at an examination and consequently debarred from appearing at an examination
vi)   Not been struck off from the rolls of the institute
vii)   Obtained permission of the Senate on specific reason.

7.8   A student who has been debarred by the Institute as a measure of disciplinary action may register after the term of the debarment expires, by paying all dues till date including idle semester, if any.

7.9   A student fails to register in a semester within stipulated time will be treated as 'NOT ON ROLL' and he/she will lose his/her studentship of the institute.

7.10   A repeating student shall take course(s) available in the existing curriculum at the time of registration.

8.0   Academic Calendar

8.1   Each academic session is divided into two semesters of approximately 120 days duration each: Autumn /Odd semester (July - December) and Spring /Even semester (January – June of next calendar year).

8.2   Except the first semester, all odd semesters will commence from 3rd week of July and all even semesters will commence in the 1st week of January. The 1st semester classes will commence from the date notified in admission notification at the Institute website.

8.3   The Senate will approve the comprehensive academic calendar consisting of schedules of activities for a session inclusive of dates for registration, mid-semester, end-semester & supplementary examinations, inter-semester breaks, vacation, annual sports, technical & cultural activities etc., well in advance of start of a semester.

8.4   The academic program of NIT Durgapur is based on a direct contact between the teacher and the student. The teacher enjoys considerable freedom in deciding the contents and method of instruction, evaluation and grading. The printed syllabus is a guideline, rather than a legally enforced constraint. It is mandatory for the teacher and students to conduct all scheduled classes. There is no concept of 'finishing a course' because the syllabi are flexible, and permit instruction and practice till the last day of the semester before end-semester examination.

9.0   Course Structure

9.1   The duration of course leading to B.Tech Degree will be four years, B.Tech- M.Tech Dual Degree will be five years and Integrated MSc Degree will be five years.

9.2   The curricula for the different degree programmes as proposed by the respective department and recommended by the Undergraduate Academic Committee (UGAC) shall have the approval of the Senate. The Departments would also prepare the syllabus of each course containing the scope of studies and detailed instructions to be imparted which must have the approval of UGAC.

9.3   All course(s) will have a lecture-tutorial-laboratory/sessional component (L-T-P) to indicate the contact hours per week. 'T'/'P' component of a theory course may be a void. The theory courses without tutorial component as (L-0-0) or with tutorial component (L-T-0). Similarly pure laboratory/ sessional course(s) will be indicated by (0-0-P). Each contact hour per week for L/T will carry 1 credit unit and for P will carry 0.5 or as decided by the Senate while approving any curriculum.

(Amended in 56th Senate on 24.01.20)

9.4   The curricula to be followed in the first and second semesters by the students of all disciplines are common. The Senate may alter the contents of 1st year curriculum keeping the total grade point unchanged.

9.5   Large classes will be divided into several sections. A coordination committee will be constituted for each course taught by more than one teacher of one or more departments. Teachers of all sections will be the members of the committee, while one of the members will act as Course Coordinator.

9.6   The prescribed theory coursework shall be grouped under 3 categories – Core courses, Depth elective and Open electives. The core courses will cover all essential skills associated with a given department. Depth electives will be taken from a list prescribed by the department, covering courses from the same and allied disciplines. These courses shall reflect the different specialized topics in a field including the latest developments taking place around the world. A student can opt for a Depth elective course from other department in respective semesters by mutual consent of the HOD of his/ her department and the respective subject teacher. Open electives shall cover courses from any department of the institute; other than the parent department. They will generally be broad based courses that will widen the knowledge horizon of the students. A given course may be a core course for one department and an elective for another. UG students may take PG courses as electives where the departmental curriculum permits. An elective course shall be offered provided there are at least the five (for BTECH programs) and two (for dual degree and integrated MSc) of students opting the course. The maximum number of students allowed to take a depth elective course will be decided by the concerned department and for an open elective course, it will be decided by the academic section. In case of a high demand of a particular open elective course, it may be offered by the department in both odd and even semesters.

(Amended in 53rd, 54th and 61st Senates held on 13.05.19, 30.07.2019 and 21.08.21)

9.7   A student may opt courses from other department, in addition to the mandatory minimum number of credit courses, to develop expertise in the discipline in which he/ she has interest. The grade(s) awarded against such course(s) shall be recorded in the grade card but will not be considered in the calculation of the SGPA/CGPA.

9.8   Deleted.   *(Deleted in 53rd Senate on 13.05.19)*

9.9   Additional courses (not listed in curriculum) taken by a student from GIAN/NPTEL/other MOOCs shall be recorded in a separate grade card which will not be considered in the calculation of the CGPA / SGPA.

(Amended in 53rd Senate on 13.05.19)

Some of the NPTEL/SWAYAM courses will be included in UG Curriculum as open elective courses. A student can opt such courses for credit transfer upon recommendation of the departmental academic committee (DAC). An equivalent grade conversion mechanism will be applicable for such a case.

(Amended in 60th Senate on 12.06.21)

Following mechanism shall be followed for credit transfer:

- Maximum transfer of credits by any student from the courses of SWAYAM / MOOCS/ NPTEL / E-PATHSHALA / COURSERA, etc. shall be 24.
- Credits earned through those subjects will be used for SGPA / CGPA computations and credits as assigned by the department in a subject will be considered.
- Students with consistent academic performance and CGPA ≥ 8.0 can take courses from of SWAYAM / MOOCS/ NPTEL / E-PATHSHALA / COURSERA, etc. for credit transfer and has to be approved by the concerned Departmental Academic Committee (DAC) during 3rd and 4th year and during summer breaks.
- Credits transfer can be considered only for the courses at same level i.e. UG, PG etc.
- A student must provide all details (original or self-attested authentic copies or downloaded from authentic websites) such as course contents, number of contact hours, and evaluation system for the course for which s/he is requesting a credits transfer. These details will be evaluated by the concerned departmental academic committees (DAC) before giving approval. The DAC will then decide the number of equivalent credits the student will get for such course(s) in NIT Durgapur. The complete details will then be forwarded to Dean (Academic Courses) for approval.
- A students has to get minimum passing grades/ marks for such courses for which the credits transfer are to be made.

(Amended in 61st Senate on 21.08.21)

9.10   Industrial Training / internship: The Curricula for B. Tech. /Integrated MSc course would include compulsory industrial training/ internship programme for a minimum period of 4 weeks. The industrial training / internship would carry 1 credit.

9.11   Six Month Industry Internship: Students studying in final semester may join for a complete one semester industry internship program. Following modalities shall be applicable for them.

- Step 1: Student may get the internship either through in-campus mode arranged by Institute Career Development Centre (CDC) or through off-campus mode managed by student. In every case, student and her/his parents will have to sign a declaration form and submit the same to CDC.
- Step 2: CDC will prepare a consolidated student's list, 10-days before the start of a semester and circulate the same among the Departments and Academic Section.
- Step 3: Concerned department shall allocate alternate courses to the concerned students. A coordinating faculty member shall be assigned by the Departments for submission of marks to the Academic Section for such a case. In this regard, all departments are requested to submit the list of at least two open elective subjects to the Academic Section, which are to be floated for 8th Semester B. Tech. program. These courses will be either run by the department in on-line mode or may be available in NPTEL / SWAYAM platform.
- Step 4: The respective departments shall also assign coordinating faculty member for evaluating final semester / year project (reports of internship) for the students as stated above and submit marks to the academic section.
- Step 5: Students will have to strictly adhere to the academic calendar and will submit performance evaluation reports of the subjects and internship reports to the coordinating

faculty member as per schedule. The students who won't be able to submit the reports on-time, their results will be published as Incomplete.

- A student undergoing internship shall submit an internship report and the evaluation sheet (out of 50) from the competent authority of the company in a sealed envelope. However, the evaluation of internship as a project shall be finalized by the departmental internship evaluation board with the marks submitted by the company being used as an indicator of the performance of the student in the internship.
- Students going for internship shall sign declaration form as present in Appendix X.

Modalities related to vacating the hostel will be dealt by the office of Dean (SW) / Chief Warden.

(included in 61st Senate on 21.08.21 and Amended in 69th Senate on 23.01.23)

10.0   Attendance

10.1   Attendance in all the classes (lectures, tutorials, laboratories, sessional etc.) is mandatory.

10.2   Absence from classes without prior permission will be considered as an act of indiscipline and may be debarred from appearing an examination.

10.3   Prior application for the leave shall have to be submitted through the Course Coordinator to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting document(s). A copy of the leave application duly granted by the concerned Head should be submitted to the teacher(s) concerned.

10.4   If leave extends beyond 30 calendar days on ground of prolonged illness or unusually serious circumstances, the leave application shall be submitted to the Chairman, Senate for approval. Consideration will be given to students who give prior and continuous information either directly or through parents with a recommendation of Head of the Department.

10.5   It is possible for a student to get leave of absence in the following cases:
a) Illness of the student based on prescription of 'Unfit for class' by Institute Medical Officer or on hospitalization and post hospitalization rest approved by attending physician of the Institute recommended hospital / government hospital. It may be noted that such advice of rest is not sufficient for missing examinations, for which a specific recommendation must be obtained.
b) A family calamity demanding absence of the student (documentary proof is to be submitted by the student).
c) Participation in inter-NIT or other national level student competitions inside or outside the Institute. A copy of the appropriate office order must be enclosed with the application.
d) For academic work or presentation of papers related to final year project, if the project involves visit to industry or other institutes or to participate in a conference.
e) For officially arranged placement programmes on recommendation of Head, TPSW.

It should also be appreciated that a single student is unlikely to require all the categories of leave listed above during all the semesters.

10.6   Family functions, illness of family members, participation of student activities, such as, organizing functions, preparing for other examinations (including supplementary examinations of the Institute) or searching of jobs are not adequate grounds for leave of absence from classes.

10.7   Following rules will be applicable for theory courses to a student having attendance below 75%.

        a) For attendance <75% but not <50%   -   reduction of one grade.
        b) For attendance <50% but not <25%   -   reduction of two grades.
        c) For attendance <25%   -   debarred from end semester examination.

(Amended in 53rd Senate on 13.05.19 with immediate effect to all students)

If a student attends less than 25% classes in a course, s/he will have to register for the same as a regular course in the next corresponding semester, when the course is offered as a back-log paper with one grade reduced.

(Amended in 56th Senate on 24.01.20 and effective from the odd semester 2020-21)

10.8   If because of personal leave or official duty, a teacher is unable to hold a class on the scheduled hour, he will hold the compensating class(es) at a mutually convenient hour. A teacher may communicate with his class by announcing in the class, through messages on Institute and hostel notice boards or through e-mail. Attendance in these compensatory classes is mandatory for every student.

10.9   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 is also mandatory for the student.

11.0   Assessment of Performance and Grading System

11.1   Performance of a student shall be assessed throughout the semester and assessment in a course will be made based on his/her performance.

11.2   a) The evaluation system shall be based on relative grading. The concerned teacher shall assign the marks based on statistical distribution (to be decided by the concerned faculty), and upload it in the academic module of Institute automation system. A signed copy of the same shall be submitted to the Academic Section for record.

    a)   Conversion to letter grade, from the submitted marks by the concerned teacher, shall be made following the guidelines given in Appendix- III.

    b)   Next the failure cases (that is, the cases of student obtained 'F' grade) are to be determined as explained in Appendix-IV.

    c)   A Semester Grade Point Average (SGPA) will be computed for each Semester. The SGPA will be calculated following the guidelines given in Appendix-IV.

d) At the end of the completion of the program, a Cumulative Grade Point Average (CGPA) will be computed for each student following the guidelines in Appendix-IV.

(Amended in 53rd Senate on 13.05.19)

e) For assessment of a student in a particular theory course, the components with respective weights assigned to these will be as under:

Components		Weightage
Continuous Assessment (CA)	-	15%
Mid Term Examination	-	25%
End Term Examination	-	60%

(Amended in 53rd Senate on 13.05.19, effective for 2017 onward admission batch)

Following weights will be considered for the courses having both theory and sessional components (e.g., 3-0-2, 2-0-3, 3-0-3 etc.)

i)– "Continuous Assessment – 10%, Midterm Examination – 20%, End-term examination – 40%, Laboratory evaluation – 30%"

(included in 61st Senate on 21.08.21)

f) The CA Component shall be of 15 marks based on Tests/Quiz/Assignments or any other method as deemed fit by the concern faculty member. Evaluation method of this component should be intimated to the students. Initiative should be taken to ensure qualitative improvement of the student on the subject throughout the semester.
(Amended in 53rd Senate on 13.05.19, effective for 2017 onward admission batch)

g) The Mid Term Examination shall be of 1.5 hours (90 minutes) duration and the end term examination shall be of 3 hours (180 minutes) duration.

(Amended in 53rd Senate on 13.05.19, effective for 2017 onward admission batch)

h) For assigning marks in the sessional course(s), the relevant components that may be considered are: day-to-day work, regularity, tests (at least one), assignments, viva-voce etc. Percentage weights of the different components in deciding the final marks are to be announced before the students at the beginning of the semester.

i) The Teacher should upload the marks of each component in the Academic Module of Institute Automation System.   *(Amended in 53rd Senate on 13.05.19)*

11.3   In the second year onwards, non-graded courses under XXS shall be offered to the students and these will include courses of diverse nature. The performance indicated by "Satisfactory/ Unsatisfactory" shall be included in the grade card. In the first two semester, courses under "XXS" will be considered as graded courses and will be coordinated by the Physical Training Centre and shall include physical training / sports and games, NCC and NSS as per the existing practice. The non-graded courses for the remaining four semesters will include activities in NSS/ NCC/ Unnat Bharat/ Sports and games/ different student activity clubs etc. and shall be evaluated by the concerned faculty advisors/ instructor.

(Amended in 53rd Senate on 13.05.19)

11.4   The four-week industrial training (in an industry of repute) or internship program (preferably in major R & D laboratory, an IIT, NIT or IISc.) undergone by the students during the vacations after 6th semester would be assessed in the 7th semester. The Training & Placement department shall forward the applications for such training/internship program. The students are required to submit a written report on the training received and give a seminar, on the basis of which a grade would be awarded. The students are also required to submit, to the Teacher in-charge or HOD, a copy of the completion certificate in the prescribed form from the competent authority of the organization where the training/internship was received, without which he/she would not be assessed. A copy of the certificate would also be submitted to the office of TPSW.

11.5   Project Work:

i)   The Project is an important component of the Institute's undergraduate programme. It gives an opportunity to the student to express his/her creative talents and prepare for his future career.

ii)   The DAC will invite research topics from its own faculty at the middle of 5th/7th semester. Faculty members may propose topics, singly or in collaboration with a colleague from the same or the other department. A co-supervisor from industry or other institutions may also be accepted. The DAC will assign the topics to the students towards the end of 5thsemester, after taking into consideration the requirements of the projects and choice of the students. A single student or a team of 2/3 students may undertake each topic.

iii)   The student is required to submit formal project reports at the end of 6th, 7th and 8th semester being in the form of a well-bound thesis.

iv)   The HOD would constitute a Project Evaluation Board as recommend by DAC, which will assess the individual project work. An External Expert from any research/ industrial organization or Technical Institution offering B. Tech. Degree may be one of the members of Project Evaluation Board in the 8th semester. The weightage for evaluation will be:
        Supervisor's assessment: 60%; Board's assessment 40%.

v)   On completion of evaluation, the DAC shall decide the marks awarded. If the performance of a student is unsatisfactory, the committee may recommend one of the following:
        (a) Rewriting of report and submission for evaluation in the next semester.
        (b) Extension of time for completion of the work (the time duration is to be specified; (not less than a semester)
        (c) Complete repetition of the project in the following year (in this case the student has to repeat the semester).
There submitted thesis will be evaluated by the DAC and the grade will be sent to the Academic Section.

11.6   Similarly, a separate Viva Voce Board shall be set up by the HOD for assessment taking into various aspects of viva voce.

11.7   Based on the CGPA of the final semester, student shall be awarded,

   i)   First Class Distinction- if the CGPA is 8.00 and above, subject to clearing of all course(s) in regular examinations and without any disciplinary conviction.
   ii) First Class- if the CGPA is equal to or more than 6.50.
   iii) Second Class- if the CGPA is equal to or more than 5.00 but less than 6.50.
   iv) Passed with special consideration- if the CGPA is less than 5.00 with clearing all the course(s).

However, if a student misses the end semester examination due to a compelling reason like serious illness of self or a calamity in the family, and has her/his absence condoned by a duly constituted committee as specified in Clause 12.3(c), s/he will be considered for First Class Distinction, in case other conditions have been fulfilled. S/he may also be considered for the award of Gold medal subject to the fulfillment of other conditions.

(Amended in 53rd Senate on 13.05.19)

However, students of all the five year programmes shall be awarded the degrees based on the final CGPA as
i)   Ist Class, if the CGPA is equal to or more than 6.50 and
ii) IInd Class, if the CGPA is equal to or more than 5.00 but less than 6.

Students studying in five year dual degree program shall be receiving two degrees together only after successful completion of 5-Year program. No interim certificates will be issued to the students. Early exit after four years is also not permitted.

(introduced in 61st Senate on 21.08.21)

11.8   The Grade Card shall be issued to the students against each examination. It shall contain the letter grade for each course, SGP and SGPA information. ~~There shall be no SGP and SGPA information for students with supplementary/backlog course(s).~~

(Amended in 61st Senate on 21.08.21)

11.9   A separate Grade Card shall be issued to the students appearing supplementary/backlog examination. It shall contain the revised letter grade of the course(s) marked 'F' in earlier examination of a semester with the letter grade of passed course(s). Information related to SGP and SGPA would be provided only when a student clears all papers in a semester. The grade shall be awarded following the guidelines given in Appendix-V.

11.10   If a student is not able to clear a course in the Supplementary Examination, s/he shall be given opportunity to clear it in the regular and supplementary examinations in subsequent semester(s) as a 'backlog' course and s/he is allowed to register in the subsequent semesters for the regular courses.

11.11   The students having backlog course(s) will have to clear them first and registration in subsequent semesters for the course(s) having pre-requisites will not be allowed until or unless those pre-requisites are cleared.

11.12   *included later in clause 12.18*

12.0   Examination

12.1   For each theory paper of any academic semester there will be a mid-term and an end-term examination, conducted by the Academic Section.   The mid-term/ end-term answer scripts will be dispatched to the examiner on the same day or the immediate next working day of examination. If the concerned examiner is not available on that date, the copies will be handed over to the respective Head of the Department who will pass on the copies to the concerned examiner at the earliest. Each teaching department will send the list of paper setters & examiners by middle of August (for odd semester) and by middle of February (for even semester).

12.2   A student will be allowed for appearing in an end- term examination only if he/she has:
   a)   ~~Passed in the sessional/ laboratory course(s)~~
   b)   Paid all Institute dues of the semester
   c)   Paid all Hall dues of the semester. Warden, Hall of Residences shall forward the list of defaulters at least one week before the commencement of examination.
   d)   Not been debarred from appearing the examination due to the result of any disciplinary proceeding.

Academic Section will prepare a defaulter list based on the received information from the departments and the Warden, Hall of Residences. The registered candidates, whose names do not appear in the defaulter list, are eligible for appearing at the end-semester examination. No separate ADMIT CARD will be issued for such purpose. However, Institute Identity Card has to be carried positively in the examination hall.

(Amended in 70th Senate on 02.08.23)

12.3   a)   Appearing both at the mid-term and end-term examination of theory courses are compulsory.

   b)   If a student fails to appear in the mid-semester examination without any valid reason he/she will be awarded zero for that component. If he/she, however, misses an examination due to compelling reason, concerned Head of the Department may permit the student to sit for alternative mid-semester examination. Concerned teacher(s) shall arrange for alternative mid-semester examination based on the convenience of both the teacher(s) and the student.

   c)   If a student fails to appear in any course at the end-term examinations, he/she will be declared 'Failed' in that course and will be permitted to appear at the corresponding supplementary examination with a penalty clause of reduction of one letter grade but not below 'P'. However, if a student misses the end-term examination due to a compelling reason like, serious illness of himself/herself or a calamity in the family, he/she may appeal to the Dean (Academic), through his/her Head of the Department for permitting himself/herself to appear at the supplementary examinations before the publication of the semester result explaining the reason of absence with proper documents. A subcommittee consisting of the following members may, after examining the documents and being convinced about the merit of the case, recommend for permitting him/her to appear in the supplementary examinations with full credit condoning his/her absence:

i)   Dean (Academic) - Chairman
ii)   Dean (Student Welfare) - Member
iii)   Associate Deans (Academic & Examination) - Members
iv)   Medical Officer (for medical cases) - Member
v)   Concerned Head of the Dept. - Invitee
vi)   Joint/Deputy/Assistant Registrar (Academic & Examination) - Secretary

(Amended in 53rd Senate on 13.05.19)

Students suddenly falling sick during examination, shall be permitted to appear in alternate mid-term / supplementary examinations with full credit after recommendation by the medical board of the Institute.

(Amended in 70th Senate on 02.08.23)

d)   The student will be given an 'I' grade (Incomplete) till the supplementary examinations are conducted.

e)   In case of prolonged illness of a student, if he/she misses both the end-term examination and its supplementary, the student must register for the courses as a backlog paper. In that case the student shall be awarded an 'I' grade till he clears the course(s). He/she should make an application with relevant supporting documents to the Dean (Academic) through the HOD within three days from the date of examination missed explaining the reason of absence. Such cases should be reported to the Senate for consideration.

12.4   Students will be permitted to appear in the examinations for only those course(s) for which they have registered at that semester.

12.5   ~~For the course(s) having 2 Lecture hours per week, the end-term examination will be of 2 hours duration; while course(s) having more than 2 Lecture and Tutorial contact hours per week, the end-term examination will be of 3 hours duration~~. For all the theory course(s), the end-term examination will be of 3 hours duration. A separate grade sheet indicating the performance of the student in each semester will be issued to each student.

(Amended in 56th Senate on 24.01.20 & Amended in 70th Senate on 02.08.23)

12.6   The Marks obtained by the students in a course shall be uploaded in the academic module by the teachers as per academic calendar along with the attendance of the student and a printed copy of the marks submission duly signed be submitted to the Associate Dean (A & E) for the record. The attendance once entered in the module cannot be altered afterward.

(Amended in 56th Senate on 24.01.20)

12.7   If a student is dissatisfied with his/her grade, he/she may bring it to the attention of the teacher within the stipulated date as per academic calendar. The teacher may change the end-term mark only, if s/he finds an error in evaluation. Change of marks in CA, mid-term and sessional / practical component shall not be permitted without the approval of Chairman, Senate.

(Amended in 56th Senate on 24.01.20)

12.8   Any change of grade of a student in a course, consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, should be forwarded through the Head of the concerned Department to the Associate Dean (A&E), within ten days from the date of commencement of the next Semester. There is no limit on how early a teacher can show the evaluated scripts to the students.

(Amended in 56th Senate on 24.01.20)

12.9   For the benefit of and as a process of learning by the students the scripts after correction of all class tests, mid-term evaluations, home assignments and end-term evaluation etc. be shown to the students within 4 weeks from the date of tests/submissions/examination.

12.10   ~~The course teacher/HOD shall prepare a list of students failed in sessional/laboratory course(s) and send the same to the examination section at least a week before the commencement of end-term examination. Such students will be debarred from appearing at the end-term examination. No special examination will be available for laboratory/sessional course(s).~~

(deleted in 61ˢᵗ Senate on 21.08.21)

12.11   ~~A student fail in any of the sessional/laboratory course(s), s/he has to repeat the semester and need to study the courses offered by the department/centre for the next batch of students. In case of any repetition of the course(s), the Head of the Department may prescribe a suitably relevant alternate course for the student.~~

A student fail in multiple sessional/laboratory course(s), s/he has to repeat the semester and need to study the courses offered by the department/center for the next batch of students. In case of any repetition of the course(s), the Head of the Department may prescribe a suitably relevant alternate course for the student. However, if a student fail in only one sessional / laboratory course in a semester, s/he may be promoted to the next semester and shall be given an opportunity to complete the course in subsequent semesters as a Backlog sessional subject.

(amended in 61ˢᵗ Senate on 21.08.21)

12.12   In order to provide an additional opportunity to the students who failed (obtained an 'F' grade) in one or more course(s) due to not being able to score higher than the cut-off marks in the theory components in either of the odd or the even semester, supplementary examinations equivalent to the end-term examination shall be arranged. The examination will be conducted by the respective departments based on the examination schedule prepared by the Academic Section as per Academic Calendar (normally within 3-4 weeks after commencement of next semester, except the final semester).

12.13   The teachers shall upload the marks obtained by the students in a course in the supplementary examination in the academic module within seven days from the date of holding the examination. A signed copy of the marks shall also be submitted to the Associate Dean (A& E). Change of Grade after publication of Supplementary Examination result is not permissible. A Teacher shall show the evaluated scripts to the students before submission of marks.
(Regulations relating to the supplementary/backlog examination are given in Appendix-V)

12.14   The teachers are expected to retain all answer scripts, assignments and laboratory records for a period of three months from the starting of classes in the next semester. After that the material may be disposed of, except for the students who have filed a complaint. In case of complaint filed before the expiry of three months, the material need to be saved till all disputes are settled and final grade is awarded. The concerned teacher may handover the relevant material to his/her HOD for safekeeping. The teacher, at his discretion, may keep photocopy of the same.

12.15   The examination section will place the consolidated results of all examinations before the UGAC, which will examine them and recommend to the Senate for approval. In case of

Senate meeting is delayed, the recommended result can be published with the approval of the Chairperson, Senate. The Senate may ratify the same in its next meeting. The Senate has the authority to rectify any mistake in the results, even if the Chairperson, Senate already approves those.

12.16 When the situation so demands, e.g. large number of students failing in a course, the Institute may decide to offer remedial classes to students with an F grade. The courses will be offered when a minimum number of students registered by paying requisite fees are 10 (ten) per course. The course will start immediately after reopening of new semester, generally beyond the schedule class hours of the Institute and weekends. A maximum of 20 class hours shall be conducted in a course before the start of supplementary examinations. Students who missed the end-term examination due to serious illness or family calamity may also attend in the course.

12.17   Intending students for the remedial classes must submit their application along with the payment of necessary fees through his/her Head of the Department to the Academic Section.

12.18 The UGAC shall have the power to quash or rectify the result of a candidate (even after it has been published) if
   i)   it is found that he/she was not eligible to appear at the examination
   ii)   he/she used unfair means in the examination
   iii)   mistake is found in his/her result.

13.0   Graduation Requirement

13.1   In order to qualify for a B.Tech./ B.Tech and M.Tech (Dual degree)/ Integrated M.Sc. 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 course.
   b)   Obtain a CGPA of 5.00 or higher at the end of a 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 and the Department.

13.2   The minimum total credit requirement that has to be satisfactorily completed for the award of B.Tech./ B.Tech and M.Tech (Dual degree)/ Integrated M.Sc. will be same for all branches of the respective program and will be fixed up by the Senate.

13.3   The maximum period within which a student can complete all the requirements will be SIX years for 4 years programmes and SEVEN years for 5 years programmes, respectively. Under some special circumstances, one more year may be permitted to the students with the approval of Senate.

13.4   In case, a student does not complete all academic requirements in stipulated time, shall not be awarded the degree but be given a consolidated certificate for the courses s/he has passed.

13.5   The Senate must recommend the award of B. Tech. degree.

13.6   Convocation: The Convocation shall be conducted usually between September to November. Degree will be awarded in person for the students who have graduated during the last academic year. Degree will be awarded in absentia to such students who are unable to attend the Convocation. Students are required to apply separately for the Convocation along with the prescribe fee.

13.7   Medals and awards: Medals and awards shall be given to the deserving students every year in the convocation of the Institute. A student is recommended for award of a medal should have ordinarily cleared all papers in single chance and should not have been awarded any punishment by the Institute's Disciplinary Committee during his career. The medals awarded by the Institute based on academic performance are the following:

1)   Institute Gold Medals: These medals are awarded to the students securing the highest CGPA in each branch of B. Tech and Integrated MSc programme. If more than one student secured highest final CGPA for a particular program, that is, if there is a tie, SGPA of previous semesters will be considered till the tie is broken.

2)   Endowment Gold Medals: Donors award these medals to students in appreciation of their academic performance. If more than one student secured highest CGPA for a particular program, that is, if there is a tie, SGPA of previous semesters will be considered till the tie is broken.

The rules and procedures are to be approved by the Senate in case-to-case basis.

In case the highest CGPA student, in a particular branch, could not clear all papers in single chance or been awarded punishment by the Institute's Disciplinary Committee, no other student will be awarded with Institute Gold Medal for that branch. Similarly, Endowment Gold Medals will not be awarded to others on above ground.

However, if a student misses the end semester examination due to a compelling reason like serious illness of self or a calamity in the family, and has her/his absence condoned by a duly constituted committee as specified in Clause 12.3(c), s/he may also be considered for the award of medals subject to the fulfillment of other conditions.   *(in line clause 11.7)*

13.8   On publication of final results a student will be issued a provisional certificate signed by Dean (Academic) on behalf of the Chairman, Senate. The Registrar, Chairperson, Senate and Chairperson, Board of Governors will sign the final degree.

(Amended in 58th Senate on 02.03.21)

14.0 Scholarship of Dual Degree Students

14.1   Dual Degree students admitted through central counselling (JoSAA) are entitled to get scholarship in their 5th year of study governed by the rules of MHRD time to time subject to the fulfillment of following criteria:

(a) Qualified GATE or secured a CGPA of at least 8.0 at the end of 8th semester.

(b) No fee-waiver shall be given.

(c) The stipend shall commence from the date of registration of the 9th semester till the publication of results of 10th semester (maximum of 12 months).

14.2   All students receiving scholarship will be required to assist the Department in teaching activity (sessional, laboratory etc.) and other academic activity; the quantum of such contribution being decided by the administration from time to time. However, HOD shall ensure that due to such assignment the students do not miss their classes.

14.3   The scholarship will be withheld if a student has to appear for a supplementary examination, and the scholarship will be resumed with arrears on his/her successful passing of the supplementary examination. In case s/he is not able to clear the supplementary examination and gets a backlog, his/her scholarship will be terminated though s/he will continue his/her studentship without scholarship as per the norms in the UG regulation.

14.4   If a student abandons his study prematurely he will be required to surrender the scholarship received, without interest. In case of being terminated due to poor performance, normally there shall be no recovery. But, if the DAC is convinced that the student consciously performed poorly only to avoid paying back the fellowship received, it can still recommend recovery of the fellowship paid. In both cases, the institute will normally not pursue the recovery, e.g. through a law court, but will deny certificates and other privileges if requested by the student.

14.5   A student remained absent without sanctioned leave will entail loss of scholarship for the period of absence and may result in the termination of the students' academic program.
         (included in 60th Senate on 12.06.21 and amended in 61st Senate on 21.08.21)

15.0   EXCEPTIONS & DISPUTE RESOLUTION

15.1   Notwithstanding anything stated in the rules, the Senate can make special provisions and exceptions depending on the merit of a case. Such cases shall not be cited as precedence in future occasions of similar nature.

15.2   In emergency situations, the Director in capacity of the Chairperson of the Senate, can exercise powers of the Senate and discharge the functions of the Senate. Such decisions must be reported to the Senate at its next meeting.

15.3   Whenever a dispute arises regarding interpretation of one or more provisions of these rules, the matter shall be referred to the Board of Governors and the interpretation given by the Board shall be considered correct and final. For any matter pertaining these rules if the Board is of the opinion that there is inadequate coverage in these rules, the Board shall have the power to take all such matters as it deems necessary or expedient for the purpose of maintaining and/or improving the standard and quality of the programs run by the Institute. The Board also may, in the exercise of its powers and functions under the rules, issue directions to any student, teacher or officer and such student, teacher or officer shall be bound to comply with such directions.

16.0   Appendices

Appendix-I
RULES FOR CHANGE OF BRANCH

1.   A student admitted to a particular branch of the B. Tech./ B.Tech. and M.Tech. dual degree / Integrated MSc program will normally continue studying in that branch till completion.

2.   However, in special cases the Institute may permit a student, admitted through JEE (Main), to change from one branch of studies to another after the Second Semester, **provided vacancies exist in such branches based on JoSAA/CSAB seat matrix category wise**.

3.   Only those student will be eligible for consideration for a change of branch after second semester, who have:
   a) completed all the course(s) prescribed in the First & Second semester in the first attempt.
   b) ~~have secured a SGPA not less than 8.75 (in both 1st and 2nd semester separately).~~
   c) have secured a SGPA not less than 9.00 (in both 1st and 2nd semester separately) for General / OBC / EWS and have secured a SGPA not less than 8.50 (in both 1st and 2nd semester separately) for SC / ST.

(Amended in 61st Senate on 21.08.21)

4.   Eligible students shall apply for change of branch to Dean (Academic). The Deputy/ Assistant Registrar (A&E) will call for application sometime after publication of Second Semester (Regular) Examination result and the completed application must be submitted to the Academic Section by the last date specified in the notification.

5.   Students may opt for choices of branch, in order of preference, to which they wish to change over. It will not be permissible to alter the choice or withdrawn the application after it has been submitted.

6.   Change of branch shall be made strictly on the basis of merit of the applicants. For this purpose the CGPA obtained at the end of the Second Semester and JEE (Main) rank (with equal weightage) shall be considered. Ties will be broken by JEE (Main) rank of the applicants concerned.
   Cumulative Grade Point Average (CGPA) computation method is given in Appendix IV.

7.   All changes of branch made in accordance with the above rules will be effective from the third semester. No change of branch shall be permitted thereafter.

8.   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.

9.   ~~The number of students in any discipline must not fall below 90% of the number of registered students at 3rd Semester as a result of change of branch.~~
   The number of students in any discipline must not fall below 80% of the number of registered students at 3rd Semester as a result of change of branch.

(Amended in 61st Senate on 21.08.21)

10. Branch change is possible between similar programs, for example:
   a) 4-Year B.Tech. program of one branch to another branch of 4-Year B. Tech. Program
   b) 5-Year Integrated M.Sc. program of one branch to another 5-Year Integrated M.Sc. program
   c) 5-Year Dual Degree program of one branch to another branch of 5-Year Dual Degree program

(included in 61st Senate on 21.08.2021)

Appendix-II

RULES REGARDING CONDUCT AND DISCIPLINE

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

1. Students shall show due respect to the teachers of the Institute, the Wardens of the Halls of Residence, the Officers of the Games & Sports and the Officers of the National Cadet Corps; proper courtesy and consideration should be extended to the employees of the Institute and of the Halls of Residences. They shall also pay due attention and courtesy to visitors.

2. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year.

3. Law bans ragging in any form. Any act of physical and mental pressurization of junior students, individually or in group, will be considered as an act of ragging. Ragging also includes forcing junior students to meet seniors outside institute premises, or in places where a student has no valid reason to be present, asking irrelevant questions or using abusive language. Ragging will be considered as gross indiscipline and will be severely dealt with, which may include expulsion from the institute. If a student yields to any form of ragging by senior students and does not inform the hall or institute authorities, or willfully withholds the information in an enquiry of ragging incident, the matter will be treated as indiscipline on the part of the junior student and invite punishment comparable to those against ragging itself.

4. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
   i)   Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
   ii)   Displaying lack of courtesy and decorum; resorting to indecent behavior anywhere within or outside the campus.
   iii) Willfully damaging or stealing or moving any property/belongings of the Institute, Hall or fellow students.
   iv)   Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
   v)   Adoption of unfair means in the examinations.
   vi)   Organizing or participating in any group activity in company with others in or outside the campus without prior permission of the Dean of Students' Affairs.
   vii) Mutilation or unauthorized possession of library books. Restoring to noisy and unseemly behavior, disturbing studies of fellow students.
   viii) Not intimating his/her absence to the warden of the hall before availing any leave.

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

5.   For an offence committed (a) in the Department or a classroom, (b) in a Hall of Residence and (c) elsewhere, the class teacher / Head of the Department, the Warden and the Dean of Students' Welfare, 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, Standing Disciplinary Committee.

6.   Cases of indiscipline in a classroom or laboratory can be handled by the class teacher by expelling from the class, marking absent for a few classes or penalizing on marks under Teacher's Assessment.

7.   Any act of indiscipline in a Hall of Residence will be investigated by a Hall Disciplinary Committee consists of the following members:
i)   Chief Warden - Chairman
ii)   Wardens of the respective Hall of Residence - Member
iii)   Faculty Adviser(s) of Students' Gymkhana - Member(s)
iv)   General Secretary of Students' Gymkhana - Member

The committee shall recommend appropriate measures in each case to the Dean (SW)/ Chairman of the Senate for imposing the punishment.

8.   (a)   All major acts of indiscipline (other than act of ragging), which may have serious repercussion on the students in general and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Disciplinary Committee appointed by Senate. The Standing Disciplinary Committee consists of the following ex-officio and other members:
i)   Dean (SW) - Chairman
ii)   Chief Warden - Member
iii)   Head of concerned department - Member
iv)   Warden(s) of respective Hall – Member(s)
v)   One member of faculty nominated by the Senate, by rotation for two years – Member
vi)   Two representatives of Students Gymkhana - Member(s)
vii)   Faculty Adviser, Students' Gymkhana – Member Secretary

(b)   The Standing Disciplinary Committee shall investigate complaints, examine available evidence and award punishment.

(c)   Proof of guilt need not necessarily be at the same level as necessary in a court of law. The committee, in order to protect the academic rights of a greater body of students, may award disciplinary measures if it is reasonably satisfied that such measures are in the greater interest of the students. Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Chairman of the Senate for necessary action.

9. Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee consisting of the following members:
    i)   Dean (Academic) - Chairman
    ii)   Head of the Department to which the student belongs - Member
    iii) Associate Dean (A&E) - Member
    iv)   The invigilator(s) reporting the case - Member
    v)   The Paper-setter(s) and concerned Examiner(s) - Members
    vi)   Deputy /Assistant Registrar (Academic) - Secretary
    The committee shall recommend appropriate measures in each case as per Appendix –VI to the Chairman of the Senate for awarding the punishment.

10. (a) As per Clause 6.3 of the UGC's Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009 the reported cases of ragging shall be handled by the following Anti -Ragging Committee:
    1.   Director - Chairperson
    2.   Nominee of Commissioner of Police, Asansol-Durgapur Commissionerate - Member
    3.   Nominee of Sub-Divisional Officer, Durgapur - Member
    4.   NGO (Nominated by the Senate) - Member
    5.   Member of Press (Nominated by the Senate) - Member
    6.   Representative of Parents (Nominated by the Senate) - Member
    7.   Deans - Members
    8.   Medical Officer of the Institute - Member
    9.   Chief Warden - Member
    10. Representative of Students of Fresher's category - Member
    11. Representative of Senior Students- Members
         (one each from 4th year, 3rd year B. Tech and PG)
    12. Registrar - Member Secretary

    (b) Monitoring Cell on Ragging:
    1.   Dean (SW) – Chairman
    2.   Associate Deans (SW) – Members
    3.   Chief Warden – Member
    4.   Wardens, Hall of Residences – Members
    5.   Faculty Advisor(s) (Students' Gymkhana) – Member(s)
    6.   Physical Training Instructor – Members
    7.   Representatives of Students' Gymkhana—Members
    8.   Security Officer – Member Secretary

    (c) Activities after Ragging is noticed by an individual

Sl. No.	Action	Time for First Information within	By
1.	Inform Dean (SW) / Chief Warden	One (01) hour	Concerned Individual
2.	On the spot preliminary enquiry by Monitoring Cell and submission of Preliminary report to the Director	Twelve (12) hours	Monitoring Cell
3.	Decision regarding filing of FIR	Twenty four (24)	Director
4.	Detailed enquiry & submission of report	Six (06) days	Anti- Ragging Committee
5.	Imposition of Penalty	Seven (07) days	Anti- Ragging Committee

11. Acts which may be classified as 'crimes' rather than acts of indiscipline will be reported to the state authorities; they include such as causing serious injury to fellow students or others, causing major damage to Institute property, being involved in activities prejudicial to national security or to that maintaining communal harmony etc.

12. Ordinarily minor disciplinary offences and punishments will not be reflected in a students' Conduct Certificate. But in a serious case, Disciplinary Committee, the Director or the Senate may decide to enter an appropriate entry in the Students' Conduct Certificate.

Appendix-III

GUIDELINE FOR AWARDING OF LETTER GRADE

1. In general there shall be no rigid marks-to-grade linkage. Difficulty level of the examinations, Tests, assignments, viva-voce and other factors that contributed to the final marks are to be considered by the teacher(s) of the respective course while converting marks into letter grade.

2. a) The grade F and Ex are to be considered as bench mark grade. The cut off marks below which a student would be assigned as F grade is 35 for theory papers and 50 for Sessional papers.
    (Amended in 53rd Senate on 13.05.19)

    Pass marks for the courses having theory and sessional components (e.g., 3-0-2, 2-0-3, 3-0-3 etc.) shall be as follows -

    i) Pass marks for the sessional part will be 15 and pass marks for the theory part (summation of CA, Mid-term and end-term examination) will be 25. A student failing in any part (either theory / sessional) will be awarded "F" grade, however, they will have to clear only the corresponding part in subsequent supplementary / back-log examinations.
    (included in 61st Senate on 21.08.21)

    b) The exceptionally brilliant performance is to be assigned as 'Ex' grade. Even the best student of any class needs to be good enough to be awarded the 'Ex' grade.

    c) Conversion from marks to grade shall be done using the table given below. ~~However, the teacher may on his / her perception of difficulty level of assessment process undertaken, alter the boundary / cut off marks by ± 2 marks.~~
    (Amended in 70th Senate on 02.08.23)

7-SCALE GRADE SYSTEM
(Full Marks of Theory / Sessional / Laboratory Course = 100)

Range of marks scored	Performance	Grade awarded	Grade Point Per credit Unit
90 and above	Excellent	Ex	10
Between 80 & 89	Very good	A	9
Between 70 & 79	Good	B	8
Between 60 & 69	Fair	C	7
Between 50 & 59	Average	D	6
Between 35 & 49	Pass	P	5
Below 35	Fail	F	0

(Amended in 53rd Senate on 13.05.19)

3. DAC would moderate the results of the different section of the class, if wide disparity in performance across sections were observed.

4. Actual grade obtained by a student shall be following Cl. 10.7.

5. All the requirements for the sessional courses are to be satisfied by a student within deadline set up by the teacher / HOD before the start of the end-term examination. If a student, due to a genuine reason, like, illness of himself/herself or calamity in the family, cannot complete a particular component, the teacher / HOD may allow to complete that particular component within a stipulated date failing which he/she will be allocated temporarily I-grade. However, the requirement in any case has to be fulfilled within one week after the end of the end-term examination and the grade be finalized.

6. There is no provision for supplementary examination/backlog in the sessional courses. ~~If the student cannot clear the sessional courses, he/she will be declared 'Failed' and has to repeat the~~

~~semester.~~ If the student cannot clear one sessional course in a semester, s/he will be awarded 'Failed' grade in that subject and has to re-register the subject as a backlog sessional subject with the next batch of students. However, if s/he cannot clear more than one sessional subject, s/he will be declared "Failed" and has to repeat the semester taking re-admission with the next batch of students.

(Amended in 70th Senate on 02.08.23)

Appendix-IV

GRADING SYSTEM

1. As a measure of performance the grading system given in Appendix III and the corresponding grade points per credit shall be followed. In addition, there are four transitional grading symbols, which are to be used to indicate special position of the student in a course.

   I - Incomplete assessment
   X - Absent
   RA - Reported Against
   W - Withheld

   (Amended in 53rd Senate on 13.05.19)

2. Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) are the index of the performance of a student in a particular semester and overall up to the end of the last completed semester respectively. Those will be computed for each semester as follows:

   Grade point per course = Credit unit of the course $\times$ Corresponding Grade point per credit unit.
   SGPA= (Summation of Grade Points earned in all courses / Total credit unit) of the semester.
   CGPA= (Cumulative Grade Point / Cumulative credit unit) of all the courses up to the current semester.

   MAXIMUM POSSIBLE 'SGPA' AND 'CGPA' IS 10.00

   A detailed example is given below

   For example, if a student passes five courses (Theory/labs./Projects/ Seminar etc.) in a semester with credits C1, C2, C3, C4 and C5 and her/his grade points in these courses are g1, g2, g3, g4 and g5 respectively, then her/his SGPA is equal to:

   $$SGPA = \frac{C1 \times g1 + C2 \times g2 + C3 \times g3 + C4 \times g4 + C5 \times g5}{C1 + C2 + C3 + C4 + C5}$$

   The SGPA for any semester will take into consideration the "F" grades awarded in that semester. For example if a student has failed in course 4, the SPI will then be computed as:

   $$SGPA = \frac{C1 \times g1 + C2 \times g2 + C3 \times g3 + C4 \times Zero + C5 \times g5}{C1 + C2 + C3 + C4 + C5}$$

   The courses (Audit Courses) which do not form the minimum requirement of the degrees will not be considered for calculation of the SGPA. Such additional courses undertaken and the grades earned by the student will be shown separately.

   The CGPA is calculated at the end of every semester in a manner similar to the calculation of SGPA. Both the SGPA and CGPA are calculated up to two decimal places. The CGPA therefore considers all the courses registered by the student, since s/he entered the Institute.

The CGPA will reflect the failed status in case of "F" grade(s), till the course(s) is/are cleared. When the course(s) is/are cleared by obtaining a pass grade on subsequent registration(s) the CGPA will only reflect the new grade and not the fail grades earned earlier. Example: Up to semester r a student has registered for n courses, among which s/he has an "F" grade in course 'i'. The semester grade card at the end of semester 'r' therefore will contain a CGPA calculated as:

$$CGPA_r = \frac{C1 \times g1 + C2 \times g2 + C3 \times g3 + \cdots + Ci \times Zero + \cdots + Cn \times gn}{C1 + C2 + C3 + \cdots + Ci + \cdots + Cn}$$

Even if a student has failed in a course more than once, the course will figure only once in the numerator as well as the denominator. At the end of semester r+1 s/he has registered for few more courses including the backlog course 'i', resulting in registration of "m" courses and has cleared all the courses including the backlog course, the CGPA at the end of this semester is calculated as

$$CGPA_{r+1} = \frac{C1 \times g1 + C2 \times g2 + C3 \times g3 + \cdots + Ci \times gi + \cdots + Cn \times gn + \cdots + Cm \times gm}{C1 + C2 + C3 + \cdots + Ci + \cdots + Cn + \cdots + Cm}$$

(included in 61st Senate on 21.08.2021)

3. At the end of the program, the computed CGPA is the final CGPA.

4. CGPA to percentage marks Conversion (whenever required) will be calculated using the formula: **% of Marks = (CGPA - 0.5) × 10.00.** Same formula may be used for SGPA to percentage marks conversion for the semester result**.** This formula will be valid for all past and future results.

(included in 56th Senate on 24.01.2020)

5. For Dual Degree students two CGPA will be given

- CGPA for the first degree will be calculated in a cumulative manner considering all the courses registered by the student up to the 8th semester as mentioned in the curriculum as a mandatory requirement, since s/he entered the Institute.
- CGPA for the second degree will be calculated in a cumulative manner considering all the courses registered by the student till the completion of the course, since s/he entered the Institute.

(included in 61st Senate on 21.08.2021)

Appendix-V

RULES REGARDING SUPPLEMENTARY / BACKLOG EXAMINATION

1. The student eligible to appear a supplementary examination in a course if he/she had actually appeared at the last end-term regular examination in that course and obtained the grade 'F' or could nor appeared at the last end-term regular examination and awarded 'X'.

2. The student eligible to appear a backlog examination in a course if he/she had actually appeared at the last end-term supplementary examination in that course and obtained the grade 'F' or could not appear at the last supplementary examination and awarded 'X'.

3. Intending students to appear in the supplementary/backlog examination must submit their application form duly filled in and countersigned by the HOD concerned, along with the necessary fees (if any) to the Academic Section on or before the date as announced by a notification.

4. The supplementary/ backlog examination shall be held as per schedule of the Academic Calendar and be conducted by the department.

5. The grade in a course scored by the student appearing in the supplementary/ backlog examination will be computed, unless exempted as per Clause 12.3(c), with one letter grade lower than the actual grade he/she scored, but not below the grade 'P' remains unaltered, as elucidated in the table. The examiner will upload the actual marks in the academic module and the module will take care of the grading.

Grade obtained on entering the marks	Grade to be awarded by the academic module
Ex	A
A	B
B	C
C	D
D	P
P	P
F	F

6. While considering grade of a student, the attendance issue as per Clause 10.7 shall also be considered with no exceptions as per Clause 12.3(c).

7. The MARKS awarded to the students be uploaded in the academic module by the examiner within the stipulated time as per the Academic Calendar. The computation of grade as explained above will be done by the module itself.

8. The SGPA and the CGPA of the semester on clearing the supplementary/ backlog course(s) will be computed in conjunction of the course(s) cleared in the regular examination.

Appendix-VI

RULES REGARDING PUNISHMENT FOR ADOPTION OF UNFAIR MEANS IN EXAMINATION

1. All incidences of unfair means must be reported in writing with relevant documents, wherever possible, by the Invigilator to the Dean (Academic) for further action.

2. The Examination Disciplinary Committee (clause 15.II.9) will meet to consider the disciplinary action to be taken according to the following broad guidelines:
   The punishment for adopting unfair means in examinations may range from cancellation of the examination paper to back paper with a decrease of two letter grades but not below 'P' in the successful attempt to clear the course. The academic disciplinary committee was empowered to take a decision based on their discretion.

(Amended in 50th Senate on 18.05.2018)

APPENDIX-VII

DEPARTMENTAL ACADEMIC COMMITTEE

There shall be one Departmental Academic Committee (DAC) in each Department, which will be responsible for smooth functioning and monitoring of all Under graduate academic activities relating to the Department. The composition of the committee is as under:

1. Head of the Department - Chairman
2. All regular faculty members of the Department - Members
3. One external expert in the subject/ subjects concerned from the Faculty Members of nearby IIT/ University/ Industry - Member

Provided that such a DAC shall not been deemed to have been constituted until the co-options of external expert is completed.

Programme Coordinator will act as Convener, the tenure of whom will be two academic years. The duty of the Convener will be to:

i) conduct at least two meetings each semester in consultation with Chairman as and when needed,
ii) note down and ventilate the proceedings of the meeting to Dean(Academic) and
iii) maintain separate register to record the minutes of all the meetings.

Power and duties of DAC

1. To decide and approve the course structure including the syllabi, distribution of courses and the textbook and reference material for the subjects offered by the department/centre.
2. To consider the satisfactory/unsatisfactory attendance and performance of students reported by course teachers and recommend for appropriate action.
3. To approve the names of paper-setter, Head examiner, and examiner(s) in the relevant course and to send the list to Academic Section for necessary action.
4. To consider the cases of students who failed to appear in the mid-term examination and suggest appropriate action.
5. To review the cases of weak students and decide appropriate actions.
6. To consider the marginal cases of failure and recommend.
7. To consider any change of grade of a student in a particular course due to any omission/ commission and recommend
8. To constitute evaluation boards for projects, viva-voce etc.
9. To assign undergraduate projects to the teachers of the department.
10. To allot faculty advisors to the new batches of students admitted.
11. To distribute teaching load among the faculty members of the Department.
12. To ensure that all the classes are held as per regulation.
13. To ensure awareness among internal and external stakeholders about Vision, Mission and Program Educational Objectives (PEOs). Periodical meetings may be called and record the attainments of Course Outcomes (COs) to Program Outcomes (POs).
14. Any other academic affair as referred by the Senate.
15. To note and approve the action taken by Programme Coordinator of the Department, the duties of whom will be as stated in Appendix-IX.

For interdepartmental course taught by more than one teacher of two or more than two departments all the academic matter related to that course will be dealt by the DAC of the Department from where the course is being offered. The DAC will meet as often as necessary.

APPENDIX-VIII

Undergraduate Academic Committee (UGAC)

UGAC is the apex committee under the Senate to look after all the undergraduate academic activities.

Composition:

1.   Dean (Academic) - Chairman
2.   Dean (SW) - Member
3.   Dean (FW) - Member
4.   Associate Dean (A&E) - Member
5.   H.O.D. of each Teaching Departments - Members
6.   One Representative from IITs/NITs - Member
7.   One Representative from Industry - Member
8.   Deputy Registrar (A&E) – Secretary

Invited Member:

1. One representative faculty from Dumka Engineering College, TEQIP-III Mentee Institution
2. One representative faculty from NIT Nagaland, TEQIP-III Mentee Institution

(Amended in 54th Senate on 30.07.2019)

Power and duties of UGAC:

1.   To consider the recommendations of the Departmental Academic Committee on matters relating to undergraduate programme and to make suitable recommendation to the Senate for its approval.
2.   To frame and revise curricula for the undergraduate programme of study.
3.   To ensure that all norms and regulations pertaining to undergraduate programme are strictly followed.
4.   To make periodic review of ordinances, regulation and instructions pertaining to the undergraduate progrmme and to recommend to the Senate any modification thereof.
5.   To make arrangement for the conduct of examination for undergraduate programmes.
6.   To review the academic performances and make suitable recommendation to the Senate regarding declaration of results, award of degrees, medals etc.
7.   To prepare and approve the general timetable (including academic activities, sports activities etc) for the undergraduate programmes and finalise the UG academic calendar to be put up to the Senate for its ratification.
8.   To conduct at least one meeting each semester and send the proceedings to the Secretary of the Senate.
9.   The quorum for each meeting will be nine.

APPENDIX-IX

PROGRAMME COORDINATOR/FACULTY ADVISOR

The Programme Coordinator(s) will be appointed by the HOD on rotation basis, who will be in charge of all the courses offered by the Department/centre.

Power and duties of Programme Coordinator(s):

1. To verify the course details of each students offered by the Department/centre before registration for each semester except first and second semester
2. To send the list of students to be registered for each course (semester wise) to HOD of the respective Department for onward transmission the same to Academic Section for necessary action.
3. At the end of the course, the marks and the grades awarded to the students by the teachers/faculties will be consolidated and the consolidated copy will be sent through HOD to Examination Cell within specified days from the date of holding the Examination.

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE
DURGAPUR 713 209, WEST BENGAL, INDIA
Website: www.nitdgp.ac.in

Declaration form for students going for the internship in final year UG courses

Name:	
Roll No.:	
Registration No.:	
Department:	
Specialization:	
Name of the organization & Address : (where the student is joining)	
Date of leaving the campus:	

Declaration

I, ………………………………………, am/will be joining …………………………….……………..for my final year internship. For this, I am/will be out of campus from …………………..to………………………

However, for end-term examination and/or project evaluation, I will be on campus from _____ to _____ .

I also understand that my industry internship shall be treated as final semester project and evaluated upon submission of an internship report duly certified by competent authority of the organization, where I am presently pursuing the internship. Failing so, I shall be fully responsible for all consequences arising from this.

Date: **Signature of the student**

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
ACADEMIC SECTION
Mahatma Gandhi Avenue, Durgapur – 713209
West Bengal, India

Cancellation of Admission (UG)

Name:			
Roll No.:		Registration No.:	
Date of Admission:		Date of leaving:	
Department:		Specialization, if any:	
Start of the class			
Reason for cancellation:			

Bank Account Details

Account Holder's Name:	
Account Number:	
IFS Code:	

Declaration: I have gone through academic rules & regulations of NIT Durgapur and have decided to cancel my admission as per the details furnished above.

Date: **Signature of the Student**

Declaration: We have our consent for cancellation of the admission of our ward as stated above.

Date: **Signature of the Parents**

Endorsements for No-Dues:

_____

Chief Warden   Librarian / FIC, Central Library

Recommended / Not Recommended:

_____

UG Coordinator   Head of the Department

Recommended / Not Recommended in UGAC dated: _____

                                                                           Dean (Academic Courses)

Encl:
1. Original admission letter (Enrolment Form)

Copy to: Dean (Students' Welfare)

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
ACADEMIC SECTION
Mahatma Gandhi Avenue, Durgapur – 713209
West Bengal, India

Form for Refund of Admission Fees / Caution Money (UG)

Name:	
Roll No.:	
Date of admission:	
Registration No.:	
Department:	
Specialization, if any:	
Phone no. of parents:	
Bank Account Details	
Name of account holder:	
Name of the Bank:	
Bank branch:	
IFSC:	

Date: **Signature of the Student**   **Signature of Parent**

Endorsements:

_____

Chief Warden   Librarian / FIC, Central Library   Head of the Department

Recommended / Not Recommended in UGAC dated: _____

Dean (Academic Courses)

Encl:
1. Approval of cancellation of admission

Copy to: Dean (Students' Welfare)

SOME IMPORTANT AND USEFUL GUIDANCE FOR THE STUDENTS

1. Do not miss the dates for registration.
2. You can get a study loan from any bank. Do not suffer or delay payment of Institute or Hall dues simply because your parents can afford the expenses.
3. Do not miss a class, be a theory class or a sessional/laboratory class, unless it is absolutely necessary.
4. Never indulge in ragging or encourage ragging.
5. Treat every person, inside or outside the campus, with due respect. Always address your teachers as Professor, instead of Mr/ Mrs.
6. In case of illness, go to the Institute medical unit (MU).
7. Keep your campus and hostels clean and green.
8. Be a responsible citizen. Avoid wastage of water and electricity in hostel and also in the Institute.
9. Do not allow yourself to harbor a narrow regional mentality. Fellow feeling is the essence of hostel life. Do not miss it.
10. Never feel afraid of sitting with your seniors and never feel insulted if a student of lower class sits with you.
11. Always walk with your head high; you are a student of NIT Durgapur, an institute of national repute.
12. Be disciplined and punctual. Do not encourage any unauthorized person in campus or hostel.