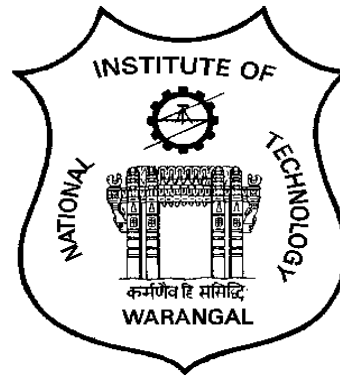


**NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL**



**RULES AND REGULATIONS  
OF B.TECH PROGRAM**

Effective from the batches admitted in 2014-2015 and onwards  
(Approved in the 62<sup>nd</sup> Senate held on 12<sup>th</sup> June, 2014)

# RULES AND REGULATIONS

## 1. B.TECH DEGREE PROGRAMS:

1.1 Under Graduate (B.Tech. Degree) programs are offered in the following disciplines by the respective program hosting departments.

- a) Civil Engineering
- b) Electrical and Electronics Engineering
- c) Mechanical Engineering
- d) Electronics and Communication Engineering
- e) Metallurgical and Materials Engineering
- f) Chemical Engineering
- g) Computer Science and Engineering
- h) Bio-Technology

Other teaching departments are:

- ❖ Mathematics
- ❖ Humanities and Social Sciences
- ❖ Physics
- ❖ Chemistry
- ❖ School of Management

1.2 The provisions of these regulations shall be applicable to any new discipline that may be introduced from time to time.

## 2. ADMISSION:

2.1 Admission to National Institute of Technology Warangal will be made in accordance with the instructions received from the Ministry of Human Resource Development (MHRD), Government of India from time to time. Seats are reserved for candidates belonging to Scheduled Castes, Schedules Tribes, Other Backward Classes, Other Minority Communities, Persons with Disability (PH/PWD) candidates and other categories as per the guidelines issued by MHRD from time to time.

2.2 Admission to all courses will be made in the odd semester of each session at the first year level based on the relative performance in the Joint Entrance Examination (JEE) Mains as per the guidelines issued by the MHRD, New Delhi from time to time. The candidates should have successfully passed the 10+2 examination with the combination of subjects prescribed by the Competent Authority.

2.3 A limited number of admissions are offered to Foreign Nationals and Indians living abroad in accordance with the rules applicable for such admission issued, from time to time, by MHRD.

2.4 If, any time after admission, it is found that a candidate had not in fact fulfilled all the requirements stipulated in the offer of admission, in any form what so ever, including possible misinformation etc., the Dean-Academic shall report the matter to the Senate recommending for cancelling the admission of the candidate.

2.5 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 indiscipline or any misconduct.

2.6 The decision of the Senate regarding sections 2.4 and 2.5 above is final and binding.

2.7 Candidates must fulfil the medical standards required for admission as prescribed in the Institute Information Brochure or the Prospectus.

2.8 Every Under Graduate student of the Institute shall be associated with parent Department offering the degree program that the student undergoes, throughout his/her study period.

## 3. COURSE STRUCTURE:

3.1 The total course package for B.Tech Degree Program will typically consist of the following components.

- |  |              |
|--|--------------|
| a) Basic Science Core Courses (BSC)  | ≥ 20 Credits |
| b) Engineering Science Core Courses (ESC)  | ≥ 31 Credits |
| c) Humanities and Social Science Core Courses (HSC)  | ≥ 7 Credits  |
| d) Program Core Courses (PCC)  | ≥ 82 Credits |
| e) Departmental Elective Courses (DEC)   | ≥ 18 Credits |
| f) Open Elective Courses (OPC)   | ≥ 6 Credits  |
| <i>(Open Elective Courses can be any of the following: Basic Sciences, Engineering Science Courses, Humanities, Social Science and Management)</i> |              |
| g) Departmental/Program Major Project (PRC)  | = 06 Credits |
| h) EAA: Games and Sports (MDC)   | = 00 Credits |

3.2 Each student should have cleared, with P or better grade, at least 190 credits to be eligible for the award of the B. Tech. Degree.

3.3 The Departmental Board of Studies (UG-DAC along with external members) will discuss and finalize the exact credits offered for the program for the above components 'a' to 'h', the semester-wise distribution among them, as well as the syllabi of all undergraduate courses offered by the department from time to time and recommend the same to the Senate for consideration and approval.

3.4 Curriculum in the first two semesters:

3.4.1 In the first two semesters, students of all the B.Tech programs will have the same curriculum.

3.4.2 Every student admitted in the first year is required to register and complete satisfactorily in Extra-Academic Activity (EAA) in the first two semesters, which is mandatory. However, the EAA does not carry any credits.

#### **E.A.A. = Games & Sports**

Interested students can also enroll in NCC / NSS.

3.5 Major Project: The Major Project is a 6-credit course and is offered in the IV Year First and Second semesters. It carries 2 credits in the First semester and 4 credits in the Second semester. The method of evaluation may be as per the guidelines given under B.Tech Project evaluation. (see Appendix-I).

3.6 Minimum number of credits that a student can register in any given semester is 16. Maximum number of credits that can be registered in a semester is 30 inclusive of backlog subjects registered for "Study". It is 34 inclusive of backlog subjects registered for "Study" as well as "Examination" (See Rule 8.9).

#### **4. DEGREE REQUIREMENTS:**

The requirements for a student of B.Tech degree program are as follows:

- Credit Requirements: Minimum Earned Credit Requirements for the award of Degree is 190 with a CGPA of not less than 5.0.
- The minimum duration for a student for complying with the Degree requirement is FOUR academic years from the date of first registration for his/her first semester.
- The maximum duration for a student for complying with the Degree requirement is EIGHT academic years from the date of first registration for his/her first semester.

#### **5. ACADEMIC CALENDAR:**

The *academic year* is divided into two semesters.

The Senate shall approve the schedule of academic activities for an academic year including the dates of registration, Mid semester and End semester examinations. Each semester will normally be of 19 weeks, which includes End semester examination. It may be ensured that the number of **effective teaching days in a semester is 80**.

Academic calendar declared by the Senate in the beginning of each academic year shall also fix *Fest* dates during which the co-curricular and extra-curricular programs like Technical seminars /*Spring Spree/Institute Fest* etc., are to be organized.

## 6. RESIDENTIAL REQUIREMENT:

The Institute is essentially residential and unless otherwise exempted/permited, every student shall be required to reside in and be a boarder of one of the Halls of Residence and mess to which he/she is assigned.

## 7. ATTENDANCE:

Following are the rules relating to attendance requirements:

7.1 Every student is expected to have 100% attendance in each subject in which he/she has registered in the beginning of the semester. However, condonation for shortage of attendance up to 25% (i.e., not lower than 75% aggregate attendance in any subject) may be granted by the concerned Head of the Department.

7.2 Students not having the mandatory requirement of minimum 75% attendance in any subject, shall not be permitted to appear for the end semester examination in that subject and is awarded "R" Grade in that subject. Such student has to register for the subject in which he/she has shortage of attendance, as and when the course is offered next.

7.3 a) If the period of absence is for a short duration (of not more than two weeks), application for leave shall have to be submitted to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting document(s). The Head of the Department will grant such leave.

b) Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reason for which prior application could not be made, may be condoned by the Head of the Department provided he/she is satisfied with the explanation.

7.4 If the period of absence exceeds two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department to the Dean-Academic with supporting documents. The decision to grant or condone such leave shall be taken by the Dean-Academic, after considering the recommendation of the Head of the Department, if the attendance is at least 75%.

7.5 A resident student must take prior permission from the corresponding warden before proceeding on leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions.

7.6 The percentage of attendance is calculated up to the last working day, and the percentage will be indicated by a Letter Code in Grade Sheet for the semester against each subject as follows:

Attendance	Remarks	Code
95% and above	Very Good	VG
85% to 94%	Good	G
75% to 84%	Normal	N
Below 75%	Repeat	R

7.7 A student representing the Institute in approved extra curricular activities such as Sports, Games, Cultural meets, Seminar, Workshop, Conference and Interview arranged through Training & Placement Department, shall be considered as on-duty subject to a maximum of

five days in a semester. Prior permission from competent authority is required for availing on-duty permission. However, **this period of absence shall be counted as present for the purpose of computation of attendance letter grade only.**

7.8 Attendance of each and every class for both theory and laboratory courses shall also be entered before the end of the week by the concerned teacher in the online system provided in the Institute Web Site. Students are advised to monitor the status of their attendance in the online system from time to time.

## **8. REGISTRATION:**

8.1 Every student is required to be present and register at the commencement of each semester on the day(s) fixed for and notified in the Academic Calendar.

8.2 Percentage attendance for all students will be counted from the date of commencement of the semester, irrespective of his/her date of registration. However, in case of I Year I Semester, attendance will be counted from date of admission into the Institute or date of commencement of class work, whichever is later.

8.3 Registration for all courses in the first two semesters is organized centrally.

8.4 From the third semester onwards, the registration will be organized departmentally under the supervision of the Head of the Department.

8.5 A student who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the next week on payment of additional late fee as prescribed by the Institute from time to time. Normally no late registration shall be permitted after one week from the scheduled date.

8.6 After registration in each semester, each student should collect a registration sheet, which indicates the courses registered by him/her in that semester, signed by the faculty advisor. The student should carry this registration sheet for all the examinations in that semester. This sheet serves the purpose of hall ticket for appearing for the examinations in that semester.

8.7 If a student finds his/her load heavy in any semester, or for any other valid reason, he/she can drop some courses within three weeks from the commencement of the class work in the semester with the written approval of his/her Faculty Advisor and Head of the Department, with an intimation to Dean-Academic.

8.8 Only those students will be permitted to register who have

- i. Cleared all the Institute and Hostel dues of the previous semesters.
- ii. Paid all required fees for the current semester, and
- iii. Not been debarred from registering for a specified period on disciplinary or any other ground.

8.9 A Student can register for a backlog subject either for (i) Study or for (ii) Examination. In case of Study, his/her previous marks/grades are cancelled and will have to attend all classes and examinations along with next batch of students. Major changes in the time table shall not be entertained to accommodate backlog students. In case of registration for Examination, he/she need not attend the classes, but will appear only for the end-semester examinations or make-up examinations as and when they are conducted. In such a case, the student shall be awarded only P grade, if he/she gets 30% or more marks in the end semester/makeup examination. Backlog students registering for Study or Examinations have to submit an undertaking that they will not change the status of their registration in the subject during the semester.

## **9. PROMOTION RULES:**

9.1 There are no restrictions for promotion from odd semester to even semester.

### **9.2 From I Year to II Year:**

To be able to register in the Second Year I Semester, a student should have completed, with P or better grade, at least 30 credits at the end of first year (in first and second semesters and make up examinations put together).

### 9.3 From II Year to III Year:

For promotion to Third year, a student should have (i) Cleared all the Course Work requirements of I Year **and** (ii) passed, with P or better Grade, at least 30 credits in II Year I Semester, Second semester and make up examinations put together.

### 9.4 From III Year to IV Year:

For promotion to Fourth year, a student should have (i) Cleared all the Course Work requirements of I Year, II Year **and** (ii) passed, with P or better Grade, at least 30 credits in III Year I Semester, II semester and make up examinations put together.

## 10. EVALUATION - Grading System:

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

<b>Letter Grade</b>	<b>Ex</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>P</b>	<b>F</b>
<b>Grade Point</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>0</b>

The norms for the award of the letter grade are as follows:

- No student can be awarded P or better grade without securing at least **30%** marks in any course.
- It is also mandatory that the student should secure at least 30% marks in the End Semester examination in the subject for award of P or better Grade.
- The Grading shall be relative grading system.
- The class average mark (**after excluding the marks obtained by students with F grade**) should be in mid-range of C grade and other grade (EX, A, B, D and P) ranges are to be fixed appropriately, so that, the distribution of number of students in the pass grades is a "near-normal bell-curve".
- DAC (UG) is authorized to modify the grade ranges for various grades, if it is felt necessary. However, all such modifications are to be recorded and placed before Senate for approval.

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 the subject.

- **I:** for "Incomplete assessment", when the student misses the End-semester examination on Medical grounds (see rule 12.4).
- **R:** for 'Insufficient attendance' in the course (see Rule 7.2).
- **W:** for "Temporary withdrawal" from the Institute (see rule 13).
- **X:** for "Debarred" on grounds of indiscipline/ malpractices in examinations (See rule 14).

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

$$SGPA = \frac{\sum_1^n C_i GP_i}{\sum_1^n C_i}$$

Where  $C_i$  = Credits for the course

$GP_i$  = the grade point obtained for the course

$n$  = Number of subjects registered in the Semester.

10.3 Starting from I Year II Semester a Cumulative Grade Point Average (CGPA) will be computed for every student at the end of every semester. The CGPA would give the

Cumulative performance of the student from the first semester up to the end of the semester to which it refers and calculated as follows.

$$CGPA = \frac{\sum_{i=1}^n S_i C_i}{\sum_{i=1}^n C_i}$$

Where n = the total number of Semesters under consideration

C<sub>i</sub> = Total number of Credits Registered during a particular Semester

S<sub>i</sub> = SGPA of the Semester.

- 10.4 The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester excepting IV year II semester. In its place a consolidated grade sheet (with 190 credits) is issued. This consolidated grade sheet supersedes all the earlier grade sheets.
- 10.5 Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these grade point averages are to be used for the purpose of determining the inter-se merit ranking of a group of students, only the rounded off values will be used.
- 10.6 Transitional Grades:
- (a) Grade I:**  
When a student gets "I" Grade 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 these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the new grades.
- (b) About grades R, W and X:**  
When a student gets any of these transitional grades in any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated by taking 'zero point' for these subject(s). After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the new grades.
- (c) About Grade F:**  
When a student gets the 'F' grade in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such 'F' grade. After the 'F' grade has been substituted by better grades during a subsequent semester, the SGPA and CGPA of all the semesters starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.
- 10.7 Students registering any course for examination shall be awarded only P grade, if they get 30% or more marks in the End-Semester/Makeup examination.

## 11. ASSESSMENT OF ACADEMIC PERFORMANCE:

- 11.1 There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the subject teacher/co-ordination committee formed for this purpose (See Academic Committees)
- 11.2 Each theory subject in a semester is evaluated to 100 marks, with the following weightages:

<u>Sub-component</u>	<u>Weightage</u>
Class tests/Surprise tests/assignments/quizzes	20 marks
Mid-semester Examinations	30 marks
End-semester Examination (Entire syllabus)	50 marks

- 11.3 The mid-semester examination will be conducted after 7 or 8 weeks of instruction.
- 11.4 The mode and nature of the evaluation and the corresponding weightages, for the subcomponent (a) shall be intimated to the students at the beginning of the semester along with the lecture schedule.
- 11.5 Each laboratory course in a semester is evaluated for 100 marks, with the following weightages:
- | <u>Sub-component</u>                           | <u>Weightage</u> |
|--|------------------|
| Continuous evaluation (Lab report, Viva, Quiz) | 25 marks         |
| Skill test                                     | 25 marks         |
| End Semester examination                       | 50 marks         |

## 11. MID-SEMESTER AND END-SEMESTER EXAMINATIONS:

- 12.1 The Mid-Semester and the End-semester examinations in respect of theory courses will be conducted centrally by the examination section as per the schedule.
- 12.2 Head of the Department sends the list of courses registered by each student for the semester along with percentage of attendance.
- 12.3 Class tests, surprise tests, assignments, quizzes, viva-voce, laboratory assignments etc. are the constituent components of continuous assessment process, and a student must undergo the continuous assessment process as prescribed by the teacher/coordination committee of the subject. If due to any compelling reason (such as his/her illness, calamity in the family etc.) a student fails to meet any of the requirements within/on the scheduled date and time, the teacher/coordination committee in consultation with the concerned Head of the Department may take such steps (including the conduct of compensatory tests/examinations) as are deemed fit.
- 12.4 If a student fails to appear for the mid semester examination in any subject(s) due to compelling reason like **serious illness of himself/herself which necessitates hospitalization or a calamity in the family**, he / she shall apply immediately to Dean-Academic, along with relevant certificates and duly recommended by the respective Head of the Department, within one week after completion of the examinations. All such cases will be scrutinized by a committee and approved list of candidates shall be permitted for a re-examination and the period of re-examination and syllabus shall be notified by the Dean-Academic.
- 12.5 Appearing in the end-semester examination in the theory and laboratory subjects is mandatory for a student. Unless exempted as stated below, if a student fails to appear for the end-semester examination, he/she shall be awarded 'F' grade in the subject. He/She can be permitted to appear for the make up examinations to be conducted later, as announced in the academic calendar.
- 12.6 However, if a student misses the end-semester examinations due to a compelling reason like **serious illness of himself/herself which necessitates hospitalization or a calamity in the family**, he/she may appeal to the Dean-Academic before commencement of examination through his/her Head of the Department and Institute Medical Officer for permitting himself/herself to appear in the subsequent examination(s), when conducted next. A committee consisting of the following members may, after examining the documents and being convinced about the merit of the case, recommend permitting him/her to appear in the subsequent re-examination(s), when conducted next, condoning his / her absence. In such cases, transitory grade 'I' is temporarily awarded to the student in the subject.



**Sub-committee:**

- i. Dean-Academic, Chairman.
  - ii. Dean, Students Welfare
  - iii. Concerned Head of the Department
  - iv. The Institute Medical officer
  - v. Associate Dean, Examinations (Convener)
- 12.7 Students will be permitted to appear in the examinations in only those subjects for which they have registered either for study or for Examination at the beginning of the semester.
- 12.8 The final grades awarded to the students in a subject must be submitted by the teacher/Chairman, Coordination committee, within five days from the date of the last examination to the concerned Head of the Department. The Head of the Department shall place the grades of students in all subjects before the DAC-UG for its consideration and recommendation. The grades recommended by the DAC-UG shall be sent to the Dean-Academic.
- 12.9 Any change of grade of a student in a subject consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher must be recommended by the DAC-UG and shall be forwarded by the teacher/Chairman, Coordination Committee, through the Head of the concerned Department within 20 (twenty) days from the commencement of the next semester.
- 12.10 As a process of learning by students and also to ensure transparency, the answer scripts after correction of class tests, mid-semester examinations, assignments etc., shall be shown to the students within one week from the date of test/examination.
- 12.11 In order to ensure transparency in the evaluation of scripts of end-semester examination, those answer scripts also shall be shown to the students up to one day before the finalization of grades in the DAC-UG. Once the Grades are finalized by DAC-UG, the student will no longer have any right to verify his/her answer scripts.
- 12.12 The student can appeal to DAAC for any arbitration within 20 days from the date of official publication of results in the Institute Website.
- 12.13 A student of the B.Tech degree program must complete the prescribed course work with a minimum requirement of 190 credits within a maximum period of eight years.
- 12.14 A student who has passed all the courses without securing R, X, or F Grades during the period of study and with a **CGPA of 8.0 and above** is considered eligible for the award of First Division with Distinction.
- 12.15 A student failing to satisfy Rule 12.14, even if he/she gets a **CGPA of 8.0** or more will be eligible for the award of First Division only.
- 12.16 A student with a **CGPA of 6.5 and above but less than 8.0** is considered eligible for the award of First Division.
- 12.17 A student with a **CGPA of 5.0 and above but less than 6.5** is considered eligible for the award of Second Division.
- 12.18 The valued scripts shall be preserved for a maximum period of 6 months after publication of results. The teachers are required to send the valued answer scripts of both mid semester and end semester examinations to the examination section to preserve for the prescribed period.
- 12.19 Examination record of all students shall be maintained in both soft and hard copy form in the academic section.

**13. MAKEUP EXAMINATION:**

Students appearing in Makeup examination shall be governed by the following rules:

- 13.1 Students with "R" Grade are not eligible for writing the makeup examination.
- 13.2 Students with "F" or "I" Grade only are eligible to write makeup examination.
- 13.3 Makeup examination is offered only once in an academic year.

- 13.4 A student who has obtained 'F' grade in makeup examination may register in the subsequent semester for the course either for "study" or for "Examination" (see rule 8.9).
- 13.5 The schedule for makeup examination is given in the Academic calendar.
- 13.6 A student can register for makeup examinations in any number of courses.
- 13.7 Students who have registered under study mode will be graded as per study mode grading applicable to regular batch of students. In case, they get an 'F' grade, the students who get 30% or more marks in the make-up examination shall be awarded 'P' grade by treating them as registered under 'Examination' Mode.

#### 14. TEMPORARY WITHDRAWAL FROM THE INSTITUTE:

- 14.1 A student who has been admitted to an undergraduate degree course of the institute may be permitted to withdraw temporarily for a period of one semester or more from the Institute on grounds of prolonged illness or acute problem in *the* family, which compelled him/her to stay at home, provided that
- He/she applies to the Institute within 15 days of the commencement of the Semester or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parent/guardian.
  - The Institute is satisfied that, including the period of withdrawal, the student is likely to complete his/her requirements for the degree within the time limits specified in clause 12.13.
  - There are no outstanding dues against him/her or demands from him/her in the Institute/Hostel/Department/Library/NCC etc.
- 14.2 A student, who has been granted temporary withdrawal from the Institute under the above provisions will be awarded '**W**' grade. He will be required to pay the tuition fees and other essential fees/charges for the intervening period till such time as his/her name is borne on the Roll list.
- 14.3 A student will be granted only one such temporary withdrawal during his/her tenure as a student of the Institute.

#### 15. MALPRACTICES:

Students are not allowed to leave the Examination Hall without submitting the answer script. They will not be permitted to enter the examination hall after 30 minutes of commencement of the examination and to leave the examination hall before 30 minutes of the closure of examination.

The nature of malpractice and the minimum punishment are indicated in the following table:

Sl. No	Nature of the Malpractice	Punishment
1	Taking out, used or unused answer booklets outside the examination room.	Fine of Rs. 1000/- per paper. In case of used answer booklets, in addition to the above, the candidate shall be awarded an F Grade in that subject.
2	Verbal or oral communication with neighbouring students after one warning.	Taking away the answer script and asking the student to leave the hall.
3	Possession of any incriminating material inside	In case of Mid/Sessional examination, award zero marks.

	<p>the examination hall (whether used or not) For Example: written or printed materials, bits, writings on scale, calculator, hand kerchief, dress, part of the body and hall ticket etc.,</p> <p>Possession of cell phones, programmable calculator, recording apparatus or any unauthorized electronic equipment.</p> <p>Copying from neighbour.</p> <p>Exchange of question papers and other materials with some answers.</p>	<p>In case of End semester examinations, award F Grade. The candidate may be allowed to write make-up examination.</p>
4	<p>Possession of answer book of another candidate.</p> <p>Giving answer book to another candidate.</p>	<p>The candidate shall be awarded zero marks in that examination and he/she shall be awarded F Grade in that particular subject.</p>
5	<p>Misbehaviour in the examination hall (unruly conduct, threatening the invigilator, or any other examination officials).</p> <p>Repeated involvement in malpractices 2 to 4 above.</p>	<p>Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However such student may be permitted to appear for makeup examinations of the previous semesters.</p>
6	<p>Cases of impersonation</p>	<p>Handing over the impersonator (outsider) to the police with a complaint to take appropriate action.</p> <p>Cancelation of all examinations (all papers registered) for the bonafide student for whom the impersonation was done and further the bonafide student will be debarred from continuing his/her studies and writing all examinations for two years.</p> <p>If a student of this institute is found to impersonate a bonafide student, the impersonating student will be debarred from continuing his/her studies and writing all examinations for two years.</p>

7	Physical assault causing injury to the invigilator or any examination officials.	Rustication from the Institute.
---	--	---------------------------------

For any other type of malpractices reported, The Malpractice and Disciplinary Action Committee (Academic) may recommend appropriate punishment.

**16. Certificate retention Fee: Students will be charged with Certificate retention fees as per the details shown below:**

All students –

- Who have passed in current and previous academic year - No charge.
- Who have passed in the last 2 to 10 academic years - Rs. 1,000
- Who have passed in the last 11 to 20 academic years - Rs. 5,000.
- Who have passed more than 20 academic years back - Rs. 10,000

**17. STUDENT APPRAISAL:**

It is mandatory for every student to submit the feedback on each and every course, he/she has undergone, at the end of every semester. For all students who have not submitted the required feedback, results will be withheld. Students will have to pay the required fine, fill the feedback to be able to see the result.

**18. CHANGE OF REGULATIONS:**

Notwithstanding all that has been stated above, the Senate, has the right to modify any of the above rules and regulations from time to time. All such modifications shall be documented and numbered sequentially and shall be made available in the Institute website.

**ACADEMIC COMMITTEES  
FUNCTIONS AND RESPONSIBILITIES**

**Malpractice and Disciplinary Action Committee (Academic)**

1. Dean-Academic, Chairman
2. Dean, Student Welfare
3. Concerned Head of the Department
4. Invigilator (s)
5. Associate Dean, Examinations - Convener

Function: To recommend appropriate punishment.

**DEPARTMENTAL ACADEMIC COMMITTEE - UG (DAC-UG)**

Head of the Department	Chairman
All Professors of the Department	Members
All Associate Professors of the Department	Members
Two Assistant Professors (By rotation for two years)	Members

**Note:**

1. The Head of the Department will nominate one of the members as secretary.
2. There shall be one DAC-UG for every department that is involved in the teaching for the B.Tech program.
3. There shall be one DAC-UG for each of the basic science and Humanities and Social Science Departments.
4. The Chairman may co-opt and/or invite more members including external experts while framing the curriculum/or revising the curriculum.

**Functions:**

1. To monitor the conduct of all undergraduate courses offered by the Department and course work of undergraduate program.
2. To ensure academic standards and excellence of the courses offered by the department.
3. Review and approval of the grades.
4. To consolidate the registration of the students and communicate to the course instructor and Dean-Academic.
5. To consider any matter related to the undergraduate program(s) of the Department.
6. To take up any responsibility or function assigned by the Senate or the Chairman of the Senate or Chairman of the Board of Studies.
7. To report the cases of malpractices to the Malpractices and Disciplinary Action Committee.

**CLASS REVIEW COMMITTEE (CRC)**

Every Class (group of students registered for a course and taking the course together in a section/class) of the Degree Program shall have a Class Review Committee, consisting of Faculty and Students.

Head of the Department	Chairman
The concerned Faculty advisor	Secretary
Course Instructors	Members
Six students from the Class / Course (to be chosen by the students amongst themselves)	Members

**Tenure:** One semester

**Functions:**

1. The basic responsibilities of the Class Review Committee are to review periodically the progress of the classes, to discuss problems concerning curriculum and syllabi and the conduct of the classes.
2. Each Class Review Committee will communicate its recommendations to the Head of the Department / DAC-UG of the parent teaching department.
3. The Class Review Committee shall meet twice in a semester, once before the Mid Semester examination and once after the Mid-semester examination.
4. The minutes of each Class Review Committee meeting shall be recorded in a separate minutes register maintained in the parent/teaching department.
5. Any appropriate responsibility or function assigned by the DAC-UG or the chairman of the DAC-UG.

**DEPARTMENTAL ACADEMIC APPEALS COMMITTEE (DAAC)**

Head of the Department	Chairman
Three faculty members of the Department (1 Professor, 1 Associate Professor and 1 Assistant Professor)	Members
One Professor from outside the Department (Nominated by Dean-Academic)	Member

**Note:**

1. There shall be one DAAC for every Department.
2. The Chairman may co-opt and / or invite more members. If the concerned instructor is a member of DAAC, he/she shall keep himself out of the Committee during deliberations.
3. The quorum for each meeting shall be a minimum of THREE.

**Functions:**

1. To receive grievances / complaints in writing from the students regarding anomaly in award of grades due to bias, victimization, erratic evaluation etc. and redress the complaints.
2. To interact with the concerned course instructor and the student separately before taking an appropriate decision.
3. The decision of the DAAC will be based on simple majority.
4. The recommendations of the DAAC shall be communicated to the Dean-Academic for further appropriate action as required.

**DEPARTMENTAL BOARD OF STUDIES**

Head of the Department	...	Chairman
All Professors of the Department	...	Members
All Associate Professors of the Department	...	Members
One Professor (Allied Department)	...	Member
Two Experts (One from Industry, one from Academia)	...	Members

**Note:**

The Head of the Department will nominate one of the members as secretary. The Chairman may co-opt and / or invite more members including external experts while framing the curriculum / or revising the curriculum.

**Functions:**

To develop the curriculum for the undergraduate courses offered by the Department and recommend the same to the Senate.

The Board of studies is required to meet at least once in two years.

**INSTITUTE BOARD OF STUDIES**

Director	...	Chairman
Dean-Academic	...	Secretary
Heads of all the Departments	...	Members
One Professor from each Department (on rotation)	...	Members
One Associate Professor from each Department (on rotation)	...	Members
Four Experts (Two from Industry, two from Academia)	...	Members

**Note:**

The Chairman may co-opt and / or invite more members including external experts while framing the curriculum / or revising the curriculum.

**Function:**

To review and recommend suggestions to the Senate with regard to curriculum Development and syllabi of common courses.

**MENTOR (FACULTY ADVISOR)**

Faculty Advisors will be appointed by the Head of the Department and will be assigned a specific number of students of the concerned department that is offering the degree program. The students will have the same faculty advisor throughout their duration of study.

**Functions:**

1. To help the Students in planning their courses and activities during study.
2. To guide, advise and counsel the students on academic program.

**COURSE CO-ORDINATION COMMITTEE****COMPOSITION:**

One co-ordination Committee would be constituted for each subject taught by more than one teacher of one or more Departments/Centres. Each committee would consist of all the teachers who are involved with the teaching of the Subject during the semester. One of the members would be nominated to act as Chairman by the Head of the Department(s).

**Tenure:**

The semester in which the subject is offered.

**Functions:**

- i. To plan the lecture schedule for the subject
- ii. To coordinate instruction and progress of teaching in the subject and to ensure that the full syllabus is covered.
- iii. To set the question papers jointly.
- iv. To review periodically the performance of students who have registered in the subject.
- v. To forward the results of the examinations and the final grades obtained by each student.

**FREQUENCY OF MEETINGS:**

Each co-ordination committee shall meet at least four times during the semester.

**ACADEMIC AUDIT COMMITTEE – DEPARTMENT (AACD)**

Director's nominee	Chairman
Head of the Department	Convener
Department nominee	Member

**Functions:**

- To review the internal audit reports submitted by faculty
- Recommend corrective measures, if any to Director

**ACADEMIC AUDIT COMMITTEE – INSTITUTE (AACI)**

Director	Chairman
Dean – Academic	Member
Two Professors nominated by Director	Members
Associate Dean – Academic Audit	Convener

**Functions:**

- To review the recommendations of AACD of each department
- To counsel the teachers, if necessary



**A P P E N D I X - I**  
**PROJECT WORK EVALUATION**

**Project Work:**

- Project work is divided into two modules:  
Part-A (IV Year I Semester) ...2 Credits  
Part-B (IV Year II Semester) ...4 Credits
- A student has to select a topic for his project work, based on his/her interest and the available facilities, in the IV Year I semester, which, he/she will continue through IV Year II semester also. The guide will evaluate execution of the project periodically.
- The Project work shall be prepared following guidelines given in Appendix-VI.
- For the purpose of assessment, the performance of a student in the project work may be divided into the following sub components.
  - i) At the end of IV Year I semester (or 2 credits)
    - a) Assessment by the supervisor ... 50%
    - b) Assessment by the project assessment committee of the Department ... 50%
  - ii) At the end of IV Year II semester: (for 4 credits)
    - a) Assessment by the supervisor ...50%
    - b) Assessment by the project assessment committee of the Department ...50%

**APPENDIX-II**  
**RULES FOR CHANGE OF BRANCH**

1. Student admitted to a particular branch of the B.Tech course will normally continue studying in that branch till completion.
2. However, in special cases the Institute may permit a student, admitted through JEE (Mains) to change from one branch to another after the first year. Such changes will be permitted, strictly in accordance with the provisions laid down hereafter.
3. Only those students will be eligible for consideration for a change of branch after the I Year II semester, who have —
  - (a) Completed all the credits prescribed in the I Year I semester and I Year II semesters.
  - (b) Obtained a CGPA of not less than 8.5 at the end of the I Year II semester in single attempt only.
4. Students who are repeating I Year are not eligible.
5. Application for a change of branch must be made by intending eligible students in the form prescribed for this purpose. The Associate Dean - Academic will call for applications sometime in the second semester of each academic year and the completed forms must be submitted to him/her within the last date specified in the notification.
6. Students may enlist up to seven choices of branch, in order of preference to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.
7. Change of branch shall be made strictly on the basis of inter se merit of the applicants. For this purpose the CGPA obtained at the end of the I Year II semester shall be considered. Ties will be resolved by the AIEEE rank of the applicants.
8. The applicants may be allowed a change of branch, strictly in the order of merit, subject to the limitation that the present strength of students in any Branch at most can be increased by THREE.
  - a) Subject to the condition that the student strength in a particular branch from which transfer is made, does not fall below 85% of the existing strength.
  - b) For any reason, if a student is denied change of branch, no other student with a lesser CGPA should be permitted for change into that Branch.
9. All changes of branch made in accordance with the above rules will be effective from the II Year I semester of the applicants concerned. No change of branch shall be permitted thereafter.
10. 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.

**APPENDIX-III**  
**RULES RELATING TO RESIDENTIAL REQUIREMENT**

1. All the students are normally expected to stay in the hostels and be a boarder of one of the messes.
2. Under special circumstances, the Director/Dean-Academic may permit a student to reside with his parent(s) within a reasonable distance from the institute. However, this permission may be withdrawn at the discretion of the Institute at any time considered appropriate without assigning any reason.
3. Married accommodation shall not be provided to any student of the undergraduate courses.
4. No student shall come into or give up the assigned accommodation in any Hall of residence without prior permission of the Chief Warden.
5. A student shall reside in a room allotted to him/her and may shift to any other only under the direction/permission of the Chief Warden.
6. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacation/ holidays.
7. Students shall be responsible for the proper care of the furniture; fan and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls for common use of all students.
8. Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause the Institute shall accept no responsibility and shall not be liable for payment of any compensation.
9. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator, etc. by a student in Halls of Residence are prohibited.
10. All students must abide by the rules and regulations of the Halls of Residence as may be framed from time to time.

## **APPENDIX-IV** **STUDENTS' CONDUCT AND DISCIPLINARY CODE**

It is the responsibility and duty of each and every student of the Institute to become acquainted with "Students Conduct and Disciplinary Code". It is presumed that every student from the date of his/her admission to the Institute has knowledge of this code. All students are required to strictly adhere to this code as a condition of their admission to the Institute and these rules would be binding on and enforceable against them or any one among them.

### **Section 1: Responsibilities of the Students**

It shall be the responsibility of the students

- i) To behave and conduct themselves in the Institute campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- ii) To follow decent and formal dressing manners. Students should avoid clothing depicting illegal drugs, alcohol, profane language, racial, sexual and vulgar captions etc.
- iii) To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- iv) To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- v) To report any violation of this Code to the functionaries under this Code.

### **Section 2: Behaviour of the Students**

1. Groupism of any kind that would distort the harmony is not permitted.
2. Students are expected to spend their free time in the library. They shall not loiter along the verandas or crowd in front of the offices or the campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
3. Possession or consumption of narcotic drugs and other intoxicating substances are strictly prohibited in the campus and hostels.
4. Silence shall be maintained in the premises of the Institute.
5. Students are not permitted to use mobile phones in the class room, library, computer centre, examination halls, etc.
6. **Students shall refrain from all activities considered as ragging which is a criminal offence.**
7. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
8. Politically based students' and other organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
9. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to all the public, private or Institute properties.
10. Without specific permission of the authorities, students shall not bring outsiders to the Institute or hostels.
11. **It is mandatory for all ICCR students to stay in the Hostels.**
12. No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc within the campus or hostels. The possession, distribution or exhibition of any item by any means which is *per se* obscene is prohibited within the campus or on any property owned/ managed by the Institute.
13. No student shall collect money either by request or by coercion from others within the campus or hostels.
14. The Institute being a place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, *dharna*,

- gherao*, burning of effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the campus and hostels and even outside.
15. Possession or usage of weapons, explosives or anything that causes injury/ damage to the life and limb or body of any human being or property is prohibited.
  16. **Use of motorized vehicles within the Institute premises is strictly prohibited.**
  17. Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteen and messes.
  18. Any conduct which leads to lowering of the esteem of the Institute is prohibited.
  19. **Any tours / visits by group of students without prior approval from the Institute is strictly not permitted and will be viewed seriously.**

### **Section 3: Disciplinary Sanctions**

Any student exhibiting prohibited behaviour mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.

#### **I. Minor Sanctions**

- i. Warning or Reprimand: This is the least sanction envisaged in this Code. The student engaged in any prohibited behaviour will be issued a warning letter.
- ii. Tendering Apology: The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act and undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future.

#### **II. Major Sanctions**

- i. Debarring from Examinations: A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic program for which he/she/they has/ have joined.
- ii. Suspension: A student may be suspended from the Institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period.
- iii. Restitution: Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the Institute or any property kept in the premises of the Institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the Institute or any property kept in the premises of the Institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.
- iv. Forfeiture: Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.
- v. Expulsion: This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this Institute.

### **Section 4: Functionaries under the Code**

- i) **Heads of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels:** As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibitory behaviour as envisaged under this code. As these functionaries cannot single

handedly manage all the issues, they can assign part of the work to the teachers and the teachers of all the departments/wardens have the responsibility to inform any incident of prohibited behaviour to the Heads of the Departments/Chief Warden so that any serious issue can be settled before the same goes out of control. The Head of the Departments/Chief Warden shall have the power to impose minor sanctions as envisaged under section 3(I) of this Code.

They can also recommend imposition of major sanctions as envisaged under Section 3(II) of this Code to the Director. The Head of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behaviour. Any lapse on the part of a teacher/ Warden to report any instance of violence and misconduct on the part of the students shall be reported to the Director by the respective Head of the Departments/Chief Warden. The Wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Section 2 of this Code.

#### **ii) Deans**

Any authority of the Institute with delegated powers shall have the power to visit/inspect any premises, buildings or any property of the Institute when there is a genuine doubt that any act of prohibited behaviour is taking place and can take any lawful actions to curb such behaviour. The HODs/ Faculty Advisors/Chief Warden/ Wardens of Hostels shall report to the Dean (Students) any instances of prohibited behaviour, who in turn shall bring it to the notice of the Director. The Dean (Students) shall forward the recommendations from the HODs/ Chief Warden to impose a major sanction under Section 3(II) of this Code to the Director after noting his observations. The Dean (Students) can also *suo moto* recommend action against any student/students indulging in prohibited behaviour which is brought to his/ her notice.

#### **iii) Director**

The Director shall be the ultimate authority in imposing major sanctions as envisaged under Section 3(II) against the students for acts of prohibited behaviour. The Director can also entertain any appeal from any student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director and decide the case on merit.

### **Section 5: Right to Appeal**

The student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director can appeal to the Director and any student aggrieved by the action of the Director can appeal to the Senate. The decision of the Senate shall be final and binding on the students.

### **Section 6: Assistance from Law Enforcement Agencies**

The Deans/ HoDs/ Chief Warden shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Deans/ HoDs/ Chief Warden shall in such a case give a detailed report to the Director. The Director/ Deans/ HoDs/ Chief Warden can also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

### **Section 7: Grievance Redressal Committee**

The Institute will also set up "Grievance Redressal Committee" where the students can air their grievances. The Committee shall consist of the Deans/HoDs/Chief Warden and also members

of the Parent-Teacher Association. Till these committees are constituted, *ad-hoc* committees shall be formed by the Director.

**Section 8: Undertaking by the Students**

The students joining any academic program of the Institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and even if it is not given them, will be bound by the provisions of this Code.

**Section 9: Opportunity for Hearing**

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the Student/ Students.

**Section 10: Ultimate Authority**

For all disciplinary matters related to students, the Director shall be the ultimate authority as provided herein.

**Section 11: Amendments to the Code**

The Senate of the Institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and faculty of the Institute through notice put on the Institute web site, notice boards of the Institute or through emails.

## **APPENDIX-V GUIDELINES FOR PREPARATION OF PROJECT WORK REPORT**

### **Preamble**

While utmost attention must be paid to the content of the Project Work, which is being submitted in partial fulfilment of the requirements of the B.Tech degree, it is imperative that a standard format be prescribed. The same format shall also be followed in preparation of the final soft copies to be submitted to the Library in future.

### **1. Organisation of the Project Work**

The Project report shall be presented in a number of chapters, starting with Introduction and ending with Summary and Conclusions. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into *sections, subsections and sub-subsection* so as to present the content discretely and with due emphasis. When the work comprises two or more mutually independent investigations, the report may be divided into two or more parts, each with an appropriate title. However, the numbering of chapters will be continuous right through.

#### **1.1 Introduction**

The title of **Chapter 1** shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the report. It may also highlight the significant contributions from the investigation.

#### **1.2 Review of Literature**

This shall normally form Chapter 2 and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

#### **1.3 Report on the present investigation**

The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles. Due importance shall be given to experimental setups, procedures adopted, techniques developed, methodologies developed and adopted. While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in appropriate chapters. Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages. Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.

#### **1.4 Results and Discussion**

This shall form the penultimate chapter of the report and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

#### **1.5 Summary and Conclusions**

This will be the final chapter of the report. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results



and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter.

### **1.6 Appendix**

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in separate appendices, which shall be numbered in Roman Capitals (e.g. "Appendix IV"). Since reference can be drawn to published/unpublished literature in the appendices these should precede the "Literature Cited" section.

### **1.7 Literature Cited**

This should follow the Appendices, if any, otherwise the Summary and Conclusions chapter. The candidates shall follow the style of citation and style of listing in one of the standard journals in the subject area consistently throughout his/her report, for example, IEEE in the Department of Electrical Engineering, Materials Transactions in Department of Metallurgical Engineering and Materials Science. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given in addition to the journals/publishers, volume, number, pages(s) and year of publication. Citation from websites should include the names(s) of author(s) (including the initials), full title of the article, website reference and when last accessed. Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

### **1.8 Acknowledgements**

The acknowledgments by the candidate shall follow the citation of literature, signed by him/her, with date.

## **2 PROJECT WORK FORMAT**

### **2.1 Paper**

#### **2.1.1 Quality**

The report shall be printed / photo copied on white bond paper, whiteness 95% or above, weight 70 gram or more per square meter.

#### **2.1.2 Size**

The size of the paper shall be standard A4; height 297 mm, width 210 mm.

#### **2.1.3 Type Setting, Text Processing and Printing**

The text shall be printed employing Laserjet or Inkjet printer, the text having been processed using a standard text processor. The standard font shall be Times New Roman of 12 pts with 1.5 line spacing.

#### **2.1.4 Page Format**

The Printed Sheets shall have the following written area and margins:

Top Margin 15 mm  
Head Height 3 mm  
Head Separation 12 mm  
Bottom Margin 22 mm  
Footer 3 mm  
Foot Separation 10 mm  
Text Height 245 mm  
Text Width 160 mm

When header is not used the top margin shall be 30 mm.

### **Left and Right Margins**

Single sided

Left Margin 30mm

Right Margin 20 mm

### **2.1.5 Pagination**

Page numbering in the text of the report shall be Hindu Arabic numerals at the centre of the footer. But when the candidate opts for header style the page number shall appear at the right and left top corner for the odd and even number pages, respectively. Page number “1” for the first page of the Introduction chapter shall not appear in print, only the second page will bear the number “2”. The subsequent chapters shall begin on a fresh page. When header style is chosen the first page of each chapter will not have the header and the page number shall be printed at the centre of the footer. Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., “iv”.

### **2.1.6 Header**

When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even numbered page headers and Chapter title or Section title on the odd numbered page header.

### **2.1.7 Paragraph format**

Vertical space between paragraphs shall be about 2.5 line spacing. The first line of each paragraph should normally be indented by five characters or 12mm. A candidate may, however, choose not to indent if he/she has provided sufficient paragraph separation. A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no windows or orphans should be left). The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

## **2.2 Chapter and Section Format**

### **2.2.1 Chapter**

Each chapter shall begin on a fresh page with an additional top margin of about 75mm. Chapter number (in Hindu-Arabic) and title shall be printed at the centre of the line in 6mm font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25mm shall be left between the Chapter number and Chapter title lines and between chapter title line and the first paragraph.

### **2.2.2 Sections and Subsections**

A chapter can be divided into Sections, Subsections and Sub-sub Sections so as to present different concepts separately. Sections and subsections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Subsection in third Section of Chapter 2. Chapters, Sections and Subsections shall be included in the contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents. The Section and Sub-Section titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centered) with 15 mm space above and below these lines. In further subdivisions character size of 3 and 3.5 with bold face, small caps, all caps and italics may be used for the titles flushed left or centered. These shall not feature in the contents.

### **2.2.3 Table / Figure Format**

As far as possible, tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and figures shall be numbered chapter wise.

For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig 5.4 Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor[12]).

## **3 Auxiliary Format**

### **3.1 Binding**

The evaluation copies of the Project Work report may be spiral bound or soft bound. The final hard bound copies to be submitted after the viva-voce examination will be accepted during the submission of Project report with the following colour specification:

**B.Tech. Project Work**

**Grey**

### **3.2 Front Covers**

The front covers shall contain the following details:

Full title of report in 6 mm 22 point's size font properly centered and positioned at the top. Full name of the candidate in 4.5 mm 15 point's size font properly centered at the middle of the page. A 40 mm dia replica of the Institute emblem followed by the name of department, name of the Institute and the year of submission, each in a separate line and properly centered and located at the bottom of page.

#### **3.2.1 Lettering**

All lettering shall be embossed in gold.

#### **3.2.2 Bound back**

The degree, the name of the candidate and the year of submission shall also be embossed on the bound (side) in gold.

### **3.3 Blank Sheets**

In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the report.

### **3.4 Title Sheet**

This shall be the first printed page of the report and shall contain the submission statement: the Project Work Report submitted in partial fulfilment of the requirements of the B. Tech Degree, the name and Roll No. of the candidate(s), name(s) of the Supervisor and Co-supervisor (s) (if any), Department, Institute and year of submission. Sample copy of the 'Title Sheet' is appended (**Specimen 'A'**).

### **3.5 Dedication Sheet**

If the candidate so desires(s), he/she may dedicate his/her report, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have a page number.

### 3.6 Approval Sheet

In the absence of a dedication sheet this will form the first page and in that case shall not have a page number. Otherwise, this will bear the number two in Roman lower case "ii" at the centre of the footer. The top line shall be:

1. **Project Work Approval** for B.Tech

A sample copy of the Approval Sheet is appended (**Specimen `B'**)

### 3.7 Abstract

The 500 word abstract shall highlight the important features of the Project Work and shall correspond to the electronic version to be submitted to the Library for inclusion in the website. The Abstract, however, shall have two more parts, namely, the layout of the report giving a brief chapter wise description of the work and the key words.

### 3.8 Contents

The contents shall follow the Abstract and shall enlist the titles of the chapters, section and subsection using decimal notation, as in the text, with corresponding page number against them, flushed to the right.

#### 3.8.1 List of Figures and Tables

Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Contents.

### 3.9 Abbreviation Notation and Nomenclature

A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures. As far as possible, generally accepted symbols and notation should be used.

Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu Arabic.

The first pages in the both the cases shall not bear a page number.

### 3.10 A Declaration of Academic Honesty and Integrity

A declaration of Academic honesty and integrity is required to be included along with every Project report after the approval sheet. The format of this declaration is given in **Specimen 'C'** attached.

\*\*\*\*\*

### **Specimen 'A': Title Sheet**

(Title)

Submitted in partial fulfilment of the requirements  
of the degree of  
(Bachelor of Technology)

by

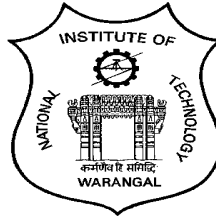
(Name of the Student(s))  
(Roll No. \_\_\_\_\_)

Supervisor (s):

---

---

---



(Name of the Department)  
NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL  
(Year)

**Specimen `B': Approval Sheet**

This Project Work entitled (Title) by (Author Name) is approved for the degree of \_\_\_\_\_ (Degree details).

**Examiners**

---

---

---

**Supervisor (s)**

---

---

---

**Chairman**

---

Date : \_\_\_\_\_

Place : \_\_\_\_\_

### Specimen `C' – Declaration

I declare that this written submission represents my ideas in my own words and where others' ideas or words have been included, I have adequately cited and referenced the original sources. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/ data/ fact/ source in my submission. I understand that any violation of the above will be cause for disciplinary action by the Institute and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of the student)

\_\_\_\_\_  
(Roll No.)

Date: \_\_\_\_\_

### Specimen `D' – Certificate

This is to certify that the project work entitled “ -----” is a bonafide record of work carried out by “Mr/Ms -----(Roll No.)”, submitted to the faculty of “-----Department“, in partial fulfilment of the requirements for the award of the degree of Batchelor of Technology in “*name of the program*” at National Institute of Technology, Warangal during the academic year -----.

Name of the HOD  
Head of the Department  
Department of -----  
NIT Warangal

Name of the Guide  
Designation  
Department of -----  
NIT Warangal