

**Regulations for**  
**Bachelor of Technology (B. Tech.)**  
**5 year Dual Degree B.Tech. & M.Tech.**  
**Bachelor of Architecture (B. Arch.) &**  
**5 year Integrated M.Sc. Programmes**  
**(EFFECTIVE FROM ACADEMIC SESSION 2007-08)**  
**Revised version(1) from the Academic Session 2014-15**



**NATIONAL INSTITUTE OF TECHNOLOGY**  
**ROURKELA**

Every faculty, staff and student of NIT Rourkela is passionately committed to the mission of making India a world leader in technology and science, and nurtures this commitment with honesty, hard work and team spirit.

## **National Institute of Technology**

Rourkela

### **Message from the Director**

An NIT undergraduate is a gifted child. From over a billion people in India, only a few thousand make it to elite institutions like AIIMS, IITs or NITs. And from among those, a chosen few make it to NIT Rourkela, the jewel of the NIT family. This coveted position brings with it a responsibility, which is far greater than that of your batch mates in lesser institutions. You must give yourself an education commensurate with the superior social position that you command. Our Institute has a dream, the dream of being a part of the mission to make India a world leader in technology and science. We can do it through hard work, honesty, perseverance and mutual cooperation.

The faculty and staff of our Institute are carefully selected to guide these gifted individuals and to create an atmosphere that is conducive to scholastic thinking. That makes all of us a special class of professionals in the society. It is my honour and pride to hand over to you – the students, staff and faculty of NIT Rourkela this booklet containing the complete regulations of the Undergraduate (B.Tech, B.Arch, Dual Degree B.Tech and M.Tech, 5 year Integrated M.Sc) programme in engineering, Science and Architecture. I hope, with a copy in the hand of every student and every teacher, there will be little chance of error or conflict.

There are universities and institutions that lay their primary emphasis on evaluation rather than on instruction. An open university or a professional society is essentially an examining entity that limits itself to checking a student's knowledge of the field before awarding a degree or certificate. In contrast, at NIT Rourkela, we exist for imparting instruction and for creating an environment that is conducive to learning by self-study or discussion with peers. Therefore, attendance in all classes is far more important for us than for many of your friends in other institutions. Whether you are a student or a teacher, never miss a class. That is the fundamental recipe for success. These regulations are very harsh with those who do not honour this basic foundation of our academic programme.

Continuous evaluation is another hallmark of our academic system. Your learning will be proper and your academic experience will be complete, only if you take the home assignments and class tests seriously. Needless to say, you will be fully prepared for the semester examinations without struggling during those last few days.

There is no society on earth where all men and women have equal abilities and identical aptitudes. We also have bright students and not-so-bright students. To help the student who is either not so bright or has an aptitude different from engineering, the regulations provide a variety of routes for evaluation. There are alternative mid semesters, supplementary examinations, backlog papers, repeat courses and summer courses. The regulations minimize the hardship to a weak student without compromising on the quality of learning. I request all students and teachers to please go through the provisions carefully so that you follow the path optimally suited to your circumstances.

Then there are those few students whose strengths and aptitudes lie in totally different fields – literature, music, philosophy or painting. They do not enjoy engineering and perform poorly, consistently. It is better for them to leave the B.Tech. programme early rather than graduate with an ultra-poor grade and suffer during the rest of their invaluable lives. The regulations make it clear that if you are not cut out for engineering you should leave NITR early and start a career in an alternative discipline where you will excel.

NIT Rourkela is an institute with a difference. Learning of professional subjects is the basic foundation of any engineering programme. We do that; but we also go far beyond, far in terms of the quality of our project work, in terms of entrepreneurship and in terms of our breadth of knowledge. Our regulations provide credits for extra academic activities, open electives and project work that stimulate the mind. We are correctly poised for creating technology rather than assimilating it, for creating intellectual property rather than simply using someone else's invention. Our Institute has adopted one of the best intellectual property policies of the country. Let us take advantage of it. Let each one of us try to work towards realization of a patentable technology; I am sure, some day soon we shall make an indelible mark in the technological history of mankind.

With my very best wishes,

Sunil Kr Sarangi

**Mission**

To advance and spread knowledge in the area of Science & Technology, leading to creation of wealth and welfare of humanity.

### ***Vision***

To become an internationally acclaimed institution of higher learning that will serve as a source of knowledge and expertise for the society and be a preferred destination for undergraduate and graduate studies.

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## 1. Introduction

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

The original regulations were effective for the batch of students admitted in the Academic Session starting AY 2007 – 08. They were also applicable to the earlier batches with some necessary modifications to be decided by the Senate from time to time. The revised version is applicable to all students studying in the Institute on the date of its approval and those to be admitted in future. While the first version of the undergraduate regulations were intended only for the B.Tech. programme, the second version shall also cover the 5 year dual degree (B.Tech. & M.Tech.), the five 5 year Bachelor of Architecture (B.Arch) degree and the 5 year integrated M.Sc. programmes.

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

A. Bachelor of Technology in

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

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

- 1 B.Tech. (Ceramic Engg.) & M.Tech. (Industrial Ceramics).
2. B.Tech. (Chemical Engg.) & M.Tech. (Chemical Engg.)
3. B.Tech. (Civil Engg.) & M.Tech. (Transportation Engg.)
4. B.Tech. (Civil Engg.) & M.Tech. (Water Resource Engg.)
5. B.Tech. (Computer Science & Engg.) & M.Tech. (Computer Science)
6. B.Tech. (Computer Science & Engg.) & M.Tech. (Information Security)
7. B.Tech. (Electronics & Communication Engg.) & M.Tech. (Communication & Networks)
8. B.Tech. (Electronics & Instrumentation Engg.) & M.Tech. (VLSI Design & Embedded Systems)
9. B.Tech. (Electrical Engg.) & M.Tech. (Electronic Systems & Communication)
10. B.Tech. (Electrical Engg.) & M.Tech. (Power Electronics & Drives)
11. B.Tech. (Electrical Engg.) & M.Tech. (Control & Automation)
12. B.Tech. (Mechanical Engg.) & M.Tech. (Mechatronics & Automation)
- 13 B.Tech. (Metallurgical & Material Engg.) & M.Tech. (Metallurgical & Material Engg.)
14. B.Tech. (Mining Engg.) & M.Tech. (Mining Engg)

C. Bachelor of Architecture (B.Arch.)

D. 5 year Integrated M.Sc.

1. Chemistry
2. Life Science
3. Mathematics
4. Physics
5. Applied Geology
6. Atmospheric Sciences

New disciplines may be added in future with approval of the BOG.

- 1.3 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 1.2.
- 1.4 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.
- 1.5 Other regulations including those for supplementary/Summer courses, whenever necessary, may be framed and implemented by the Senate.

## **2. Admission**

- 2.1 Admission to all disciplines will be made in the Autumn Semester of each session at the First Year level through JEE (Main) or similar test approved by NIT Council, the counseling for which is done by Central Seat Allocation Board (CSAB) or its equivalent approved by the NIT Council and/or Central Government [The acronym JEE in this document shall mean JEE(Main) or any other equivalent examination relevant to the context]. There shall be no opportunity of a change of branch mid-way during the programme.

If a student fails to join the Institute and attend classes within a week of starting of classes, he will be deemed to have abandoned the programme. In case of serious illness or a family calamity, he may be granted leave according to provisions of Section 6. In serious cases, a student may, with approval of the Senate, take break for a year and join the Institute along with the next batch of students.

- 2.2 Besides the successful JEE candidates, a specified number of foreign nationals selected under the policy laid down by the Government of India may be admitted directly to the 1st year of any of the programmes covered by these regulations.
- 2.3 There is no provision of transfer of students from other NITs/Engineering colleges. However, in exceptional cases, on specific approval of the Board of Governors, the Institute may admit students to a programme on transfer from other NITs and IITs. Such admission may be made at any level considered appropriate **except at 1<sup>st</sup> year level** by a procedure to be defined by the Senate on case to case basis. In such cases a Subject Equivalence Committee will be formed by the Senate to recommend the courses to be taken by the student so admitted.
- 2.4 The Institute reserves the right to cancel the admission of any student and ask him to discontinue his studies at any stage of his career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.
- 2.5 At the time of admission, the student is required to provide the following documents:
  - (a) A certificate for proof of age (Birth certificate or Board certificate).
  - (b) Pass certificate and grade card (or mark sheet) of the qualifying examination.
  - (c) College / School leaving certificate.
  - (d) Migration certificate. (If applicable)
  - (e) 3 recent passport size colour photographs.

- (f) Application for enrolment on Form AC/101
- (g) JEE Rank card (if applicable)
- (h) Reservation Category certificate (if applicable)

The student is also required to fill up forms, Form AC/103 (Address slips of parents including both postal and electronic addresses) and Form AC/106 (Dual money receipt). Students desirous of staying outside hostel need to apply in Form AC/104 with full justification after the admission process is over

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

- 2.6 students who will fail to submit their result/certificates by 30<sup>th</sup> September are required to submit a letter from their concerned Universities/affiliated colleges by 15<sup>th</sup> December to the effect that all examinations leading to qualifying degree were completed before admission at NIT Rourkela and the result is awaited. With the above letter and presently available result (if published in any form, may be downloaded from the website) students will make an application to the Institute, based on which they may be given extension of time for submission of result/certificates till 31<sup>st</sup> March of the same academic year.
- 2.7 Students appearing examinations (regular or supplementary) after originally scheduled date of examination by the University/Institute are not covered under clause 2.4. The studentship of such students will be terminated and all dues paid (except mess dues) will be forfeited.
- 2.8 The department will assign a faculty member to each batch of students to serve as 'Faculty Adviser', who will continue to act till all students admitted in a batch graduate or leave the Institute. He will serve as a mentor to the students and shall proactively monitor their academic progress. He will approve selection of elective courses, liaison with course teachers in matters of attendance and performance, recommend leave of the students to higher authorities, and communicate with their parents. His role is critical in case of academically weak or de-motivated students, who need to be guided out of their academic or social situations.

### **3. Academic Calendar**

- 3.1 The academic session is divided into two semesters each of approximately 17 weeks duration: An Autumn / Odd semester (July – November) and a Spring / Even semester (January – May). In addition, a summer session (May – July) may be offered in specific subjects at the discretion of the Senate under special circumstances.
- 3.2 The JEE selected candidates have to take admission to the institute on the dates as per Academic Calendar approved by the Senate or prescribed by the Central Seat Allocation Board. Under special circumstances, e.g. foreign students nominated by the Government of India or a serious medical illness, the Director may condone delay up to one month from the starting of classes. Senate may condone delay beyond one month if satisfied with the situation.
- 3.3 The Senate will approve the academic calendar consisting of schedule of activities for a session inclusive of dates for registration, Mid-semester and End-semester examinations; inter-semester breaks etc. well in advance of start of a semester. The academic calendar shall usually provide for at least 80 working days (including examination dates) in each semester, excluding holidays and days when classes are suspended.
- 3.4 The academic calendar will also reflect the scheduled holidays. Classes lost in holidays need not be compensated. In addition to holidays, the Director, in capacity of Chairman Senate, may announce suspension of classes when the situation so demands. Such suspended classes may or may not be compensated on a weekend/holiday as per decision of the Director.
- 3.5 Unlike many traditional universities in India, NIT Rourkela's academic programme 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 class (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.

## 4. Course Structure

- 4.1 The duration of the course leading to B.Tech. degree will ordinarily be four years. Duration of B.Arch, Dual Degree B.Tech and M.Tech and Int. M.Sc shall ordinarily be five years. A student may, however, opt for the slow pace programme if he does not feel comfortable with the work load. Under certain cases, e.g., poor grades, he is required to proceed in slow pace to minimize the time required to complete the programme.
- 4.2 The curricula for the different degree programmes as proposed by the respective departments and recommended by the Undergraduate Programme Evaluation Committee (UGPEC) (Appendix - VIII) shall need the approval of the Senate before being implemented. The departments will also prepare the syllabus of each course containing the scope of studies, instructions to be imparted and recommended text books for approval of the Senate.
- 4.3
- (a) All courses will have Lecture – Tutorial – Laboratory / Design components (L–T–P) to indicate the contact hours. Theory courses will have 3-0-0 (3 credits) or 3-1-0 (4 credits) structure. Design or laboratory courses will be offered as distinct 0–0–3 (2 credits) and 0-1-3 (3 credits) courses without being mixed with lecture components. There may be a few special courses of structure 0-0-2 (1 credit); but such courses are discouraged. Some courses may have pre– and co-requisites. Co-requisite courses may be taken in the same or different semesters.
  - (b) Normally, courses based on engineering or scientific principles or on thought - provoking information, where it is possible to conduct a closed book examination, will be taught as theory courses, whereas those based on applications and practice (conceptual, computational or experimental) will be covered under Design or Practical courses. The dividing line between the two, however, is fuzzy and will be decided by Departmental Academic Committees.
  - (c) All courses will have a credit count 'C'. Teaching of courses will be reckoned in terms of credits.
  - (d) Every course, identified by a single course identifier, shall be taught by a single teacher, who may be assisted by adjunct faculty, teaching assistants, postgraduate and research students, and by other faculty members. The administrative responsibility including decision on contents of instruction and examination as well as submission of grades shall rest solely on the course teacher. The academic office will recognize only one teacher per course, who will be a regular member of the Institute faculty unless otherwise arranged with approval of Director.
  - (e) Large classes, e.g., those of first year courses, will be divided into several sections, each section being taught by one teacher. [A single teacher may handle more than one section of the same course.] Teachers of all sections of a subject will form the coordination committee (see Appendix – X) for the course which will collectively take all decisions on the course. The Head of the Department will choose one of the members as the Chairman of the Committee.
  - (f) Student feedback on courses [Forms AC/118 and AC/119] assists a teacher to improve the contents and delivery. It is the duty of every student to give his thoughtful response to the questions in Form AC/118.
- 4.4 The prescribed coursework shall be grouped under 3 heads – core courses, professional electives and open electives. The core courses, not to exceed 50% of the course load will cover all essential skills associated with a given department. Professional 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. Open electives shall cover courses from any department of the Institute. They will generally be, but not limited to, broad based courses that will widen the knowledge base of the students. Time Table permitting, any subject being offered within the Institute, including those offered as core courses or professional electives in other departments, may be taken as an open elective, subject to approval of the faculty advisor and the course teacher. Starting from 3<sup>rd</sup> semester a B.Tech, B. Arch, Dual Degree and Int. M.Sc. student will study 6, 6, 4 and 8 open electives respectively in their career.
- 4.5 In each of the first two semesters, there shall be two credits for Extra Academic Activity (EAA) / Physical Education consisting of at least 3 hours activity per week. The EAA may be N.S.S., N.C.C., Sports, music and drama or any other physical or cultural activity approved by the Senate. The detailed instructions will be



imparted and practice supervised by the concerned faculty and/or officers. EAA course shall have syllabi, instruction and examination like any other course. The class timing of the EAA courses will be chosen differently from timing of academic courses, depending on weather conditions.

The Senate may, at its discretion, recommend EAA courses as electives in higher semesters. Higher semester EAA activities may be NSS, NCC, sports or cultural activity of superior standard. Only those students who have shown special aptitude or leadership in a particular extra academic activity will be permitted by Dean (Academic) / Director to register in an EAA course in a higher semester.

- 4.6 The curricula to be followed in the first two semesters by the students of all disciplines shall generally be common among all branches. However, the Senate in the event of some special case, may alter the contents of 1<sup>st</sup> year curriculum for any branch keeping the total academic (credit) load unchanged. The senate may also provide options to students to choose subjects of different standard or contents from among limited sets of course, which will be considered equivalent for computing credits.
- 4.7 Core course with 'X' or 'UR' status cannot normally be replaced by another course. However, when a near equivalence exists in the same or another department including PG courses, the department may propose an equivalence, which shall need approval of the Senate, after scrutiny by DACs of both departments, Curriculum Development Committee and the UGPEC/PGPEC. The Curriculum Development Committee will prepare from time to time a consolidated list of near equivalence of core courses for all departments which will be put up to the Senate for its approval. Often it is necessary for students to take additional course load to make up time lost under some special circumstances. Professional Electives can be replaced by prescribed Departmental Professional Electives when necessary. Open Electives can be replaced by any course offered by other departments subject to certification by the course teacher to the effect that the course does not have any prerequisite or the student fulfills the prerequisites, if any.
- 4.8 In addition to the courses prescribed in the curriculum, a student, by his/her choice can register for extra courses. The number of such extra courses, both theory and practical combined, should not exceed 4 in career. The credits earned will be over and above the credit limit prescribed in the curriculum and will be counted in CGPA calculation.
- 4.9 A student is allowed to take additional course load of maximum 4 credits over and above his/her normal semester load (as prescribed in the curriculum book) if his/her CGPA is 8.00 or above. A student with CGPA less than 8.00 can be permitted to take additional theory courses or laboratory (maximum 4 credits per semester) in lieu of final year Research Projects which he/she may carry out during Summer vacation and beyond, e.g. till mid-semester examination of the semester after the final semester. Courses with EA tag can be taken over and above the normal load since there will be no time table clashing with this course.
- 4.10 There shall be no batch-wise segregation of students in any course. All courses will be open to students of all years if they satisfy the pre- and co- requisites. In particular, open electives and professional electives shall have students from many batches. A given course may be a core course for one department and an elective for another. Final and pre-final year UG students may take PG (M.Tech and M.Sc.) courses as electives where the departmental curriculum so permits. A course, including a core course may be offered in alternative years to conserve faculty time, thus requiring compulsory mixing of batches.
- 4.11 The curricula of B.Tech, B.Arch, Dual degree and Integrated M.Sc. programmes will include a programme of "Short term Industrial or Research Experience (SIRE)" of 8 weeks duration after the 6<sup>th</sup> semester. The experience may be obtained in any reputed industry, research laboratory, IIT, NIT and any other organization of comparable repute. The place of work has to get prior approval of the Department. On completion of the programme, the student shall submit a report to the department, which will earn 2 credits in the 7<sup>th</sup> semester. For certain branches of study, the Senate may prescribe additional practical work and study tours. Detailed procedure for administration of SIRE is given in Appendix – XII.

In special circumstances (e.g., a 6<sup>th</sup> semester student who needs to write a supplementary examination or attend a summer course), the total period of 8 weeks may be split into 2 parts to be completed during the same or different vacation (including summer vacation after 8<sup>th</sup> or 10<sup>th</sup> semester) periods.

- 4.12 Under special circumstances, a student may be permitted by the Senate, or by the Chairman Senate on behalf of the Senate, to carry out a mini-project of 8 weeks duration at NIT Rourkela in lieu of the external experience. Such a project should preferably be based on a real life industrial or social problem, or development of a new or innovative product, under the supervision of a faculty member.
- 4.13 In addition to regular course work and SIRE, a B. Tech, B.Arch or M.Sc. student must carry out a major project in final year under the guidance of one or two supervisors. The Project work will carry four credits each in pre final and final semesters. In addition, there shall be a 2 credits course on “ Research Practice” under the same supervisor in the 6<sup>th</sup> semester B.Tech and 8<sup>th</sup> semester B.Arch, Dual Degree and Integrated M.Sc programmes covering identification of research topic, literature review, planning of research scheme and systematic documentation. While it is expected that the final year project will be in the same area, it can be different if the research advisor so directs.

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

- 4.14 Every programme shall provide a “Seminar and Technical Writing” course [2 credits] during the final and pre-final semesters where the students shall learn and practice technical writing and presentation skills, patent search and attend seminars by reputed engineers and scientists organized by the Departments. Evaluation will be based on attendance in major departmental and Institute seminars prescribed by the teacher, patent search, term paper and preparation of poster presentations supervised by the course teacher.
- 4.15 When circumstances so permit, it will be possible for a student to spend a semester or more in another NIT, IIT or another reputed institute of comparable standing and transfer the credits to NIT Rourkela. The core (compulsory) courses normally need to have a one-to-one correspondence between the participating institutions; but this requirement may be compromised without visible dilution of total credit requirement with approval of the Departmental Academic Committee and the Senate. The Senate shall constitute a course equivalence committee to establish the adequacy of the education received in another institution.
- 4.16 **Summer Course:** If the number of F grade holders in a subject taught in autumn or spring semester is large (typically 10 or more), a department may re-offer the course during the summer vacation. When a summer course is offered, it will be compulsory for all students who have secured an ‘F’ grade in that subject. There will be no alternative mid-semester or supplementary examination in that course. Students who need to sit for supplementary or alternative mid semester exams on medical, family calamity or any other reason except poor academic performance, shortage of attendance or disciplinary action may sit in the corresponding exams of the summer course, without attending classes if they satisfy the attendance requirement in the main semester.

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

4 credit courses: 0 - 6 classes; [Absence of 7 - 12 classes with reduction of 1 step in allotted grade]

3 credit courses: 0 - 5 classes: [Absence of 6 – 9 classes with reduction of 1 step in allotted grade].

The examinations will be conducted by the Academic section in the usual manner. [See Appendix XI for rules on Summer Courses].

To be eligible for registering in a summer course, a student must have taken the course in a regular semester and have satisfactory attendance record. The courses with UR grade (not registered at all or deregistered) or ‘X’ grade (due to any reason including not passed in courses studied two years earlier, except those given attendance concession by Dean (Ac)) are not eligible to be registered during Summer.

Summer courses will be announced around the middle of the spring semester. Registration for the courses will be done towards the end of the spring semester. Students securing F grades in Spring semester courses may be permitted to register within one week of starting of classes.

Teachers of spring semester courses in which summer courses have been announced will make an effort to publish the grades early, particularly for students who have secured less than 25 out of the 50 points already examined (Mid semester + Teacher's assessment). For the benefit of the students, the grades may be displayed on doors of teacher's rooms and announced on Institute's web site or communicated to students by any other means by the course teacher.

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

- 4.17 All instructions, practices, examinations and thesis work will use the SI system of units or any unit system recognized by the Government of India, Bureau of Indian Standards or the International Standards Organization.

## **5. Registration**

- 5.1 Every student in undergraduate programme is required to be present and register at the commencement of each semester on the date fixed and notified in the Academic Calendar.

The registration process has 4 components:

- (a) Pre-Registration for the said semester, to be done during the previous semester.
- (b) Physical presence of the student in campus on the first day of the semester. This may not be applicable to students permitted officially to go out. Their cases will be dealt with on case to case basis depending on the nature of permission granted.
- (c) Payment of semester fees including any unpaid dues of past semester(s), and
- (d) Selection of courses to be studied during the semester.

For selection of courses, a "Pre-Registration" process shall be organized during the previous semester. Based on pre-registration data, low demand courses may be dropped, student strength in high-demand courses may be limited and sections may be formed. If courses of a student's choice are not available, he may be given alternative courses with the consent of his Faculty Advisor.

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

- 5.2 Registration of students in each semester will be organized by the Academic Section. The registration will be done in respective departments; the subject details being verified by the Faculty Adviser of the batch. Payment of dues etc. will be verified by the Academic Section. An appropriate semester registration form (Form AC/109) will be used for the purpose.

Once registered, a student may amend the registration within 10 working days of original registration date. The same Form (AC/109) shall be used for the purpose with "Amended Registration" marked on the top.

- 5.3 A student who does not register on the day announced for the purpose can register within next 10 working days on payment of an additional fee as prescribed by the Institute. Normally no late registration shall be permitted after the tenth working day from the scheduled date, except in special cases like those directed by MHRD or MHRD approved authorities in 1<sup>st</sup> semester, a serious medical problem, a family calamity or participation in a national event, to be approved by the Director on recommendation of Dean (Academic). However, under no circumstances, even with approved leave, late registration after 45 calendar days from the scheduled date of registration is allowed. A student must repeat the semester in the following year. In case of late registration, all classes between the expected date of registration and the actual date will be considered as absence. The student may, however, apply for leave to Dean (Academic), if admissible under leave rules". No special allowance may be claimed in the matter of assessment / evaluation or grading.

- 5.4 In the rare case of transfer from other NITs (See clause 2.3) after the semester commences, such a student must produce his/her attendance statement from the concerned Institution in each subject at the time of admission.
- 5.5 Registration of only those students will be approved who have:
- (i) Completed their pre-registration
  - (ii) cleared all Institute and Hall dues of the previous semester(s)
  - (iii) paid all prescribed fees for the current semester during the period notified (unless otherwise permitted)
  - (iv) not been debarred from registering for a specified period on disciplinary or any other ground
  - (v) satisfied the academic requirements
  - (vi) not been struck off the rolls of the Institute.
- 5.6 To be able to register in the 2<sup>nd</sup> year (3<sup>rd</sup> semester) and continue his/her study in the Institute at the end of 1<sup>st</sup> year, a student must
- (i) complete satisfactorily at least 40 credits of courses prescribed for the two semesters, i.e., secure 'P' or higher grade in at least 40 credits of prescribed courses, and
  - (ii) obtain a Cumulative Grade Point Average (CGPA) of not lower than 5.70 (considering all courses including those in which the student has secured an F grade).

The method for calculating SGPA and CGPA is illustrated in Appendix–II.

If the CGPA is less than 5.70 at the end of First Year, the student is advised to leave the institute for admission in a course better suited to him. He may, however, be permitted to take a fresh admission in First Year if so requested by the parents. In such a case he must score SGPA of 6.00 in the 1<sup>st</sup> semester of the repeat First Year, failing which he must leave the institute. Dean(Ac) may, on parental request, permit him to continue in the second semester. If a student still has CGPA below 6.00 at the end of the repeat 1<sup>st</sup> year (including Summer and Supplementary examinations), he must leave the institute. The programme must be completed within 6 years for B.Tech and 7 years for Dual Degree, B.Arch and Integrated M.Sc. programmes of the new admission.

It should be appreciated that students who fail to score CGPA above 5.00 in the first year or above 6.00 at the end of repeat first year probably have no aptitude for technical education or are otherwise strongly demotivated. It is in their interest that National Institute of Technology Rourkela forces them to seek an alternative career where they can achieve their potential.

- 5.7 While registering for 3<sup>rd</sup>, 5<sup>th</sup> or 7<sup>th</sup> semester, [and 9<sup>th</sup> semester for Integrated M.Sc., B.Arch and Dual degree students] a student may register for backlog papers of 1<sup>st</sup>, 3<sup>rd</sup> or 5<sup>th</sup> [or 7<sup>th</sup>] semester respectively and while registering for 4<sup>th</sup>, 6<sup>th</sup> or 8<sup>th</sup> [or 10<sup>th</sup>] semester, he/she may register for backlog papers of 2<sup>nd</sup>, 4<sup>th</sup> or 6<sup>th</sup> [or 8<sup>th</sup>] semester respectively. A student need not attend classes in papers registered as "backlog papers". He has to sit for both mid-semester and end-semester examinations and the grade will be awarded based on the scores of the latest examinations. The Teacher's assessment component will be same as that given by the instructor in the original semester, when he attended classes. The registration for backlog papers must be done at the time of semester registration. In all such cases of "backlog paper", the grade awarded will be one step lower than what the student actually obtained, except for the grade 'P' which remains unchanged.

Alternatively, a student may opt to repeat a course afresh, in which case he will attend classes, and there will be no reduction of grade awarded. He will, however, be ineligible for awards of medals and prizes which are based on academic performance. If regulations and examination schedule otherwise permit, a student may register for an even semester elective in odd semester and vice-versa. A student may change an elective course if he satisfies the pre-requisites and if the timetable permits.

If a student has completed 8 semesters (10 semester for Dual degree B.Tech and M.Tech, B.Arch and Integrated M.Sc.) of study but has a few F grades still left, he must register for them as full time courses in subsequent semester(s) and attend classes if time table permits, instead of only writing exams as backlog papers. The entire programme must be completed within 6 years for B.Tech. and within 7 years for Dual degree B.Tech and M.Tech, B.Arch and Integrated M.Sc. students.

- 5.8 A student can register for a full suite of courses of the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> (for Dual degree B.Tech and M.Tech, B.Arch and Integrated M.Sc. students) semester provided he/she has obtained at least Pass (P) Grade in all subjects of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> semester respectively; i.e., for registering in the full list of courses of any semester beyond 4th semester, a student must have cleared ALL courses studied two years earlier. If he still does not clear papers due 2 years earlier and does not deregister in time, the grades of such courses will be converted to X and he has to formally register for the courses and attend classes. In such a case he gets full credits for the course as per his performance without the penalty of 1 step in grade as applicable to supplementary exams and backlog papers. He will, however, be ineligible for medals and prizes, which are based on academic performance. In case of elective courses, he may change the courses if he so desires. The Faculty adviser will help him in selecting courses for registration considering the students' academic ability and possible timetable conflicts. Normally starting with the lowest level courses (due two or more years earlier) he may take courses up to the current semester, the total credit load being lower than that of a normal student. The student and his faculty advisor must work out a long term plan and check the time table before deciding the courses.

If time table permits, a student can take additional course load (maximum 4 credits) over and above the normal semester load(as prescribed in the curriculum book) if the CGPA of the student is 8.00 or above. Final year students can be permitted to take additional course load (maximum 4 credits) per semester by dropping Research Project which they may carry out during Summer vacation and beyond. If a B.Tech or M.Sc student defers his research project to summer, he may work full time to complete the project during the vacation for one semester and till end of mid-semester examination of Autumn Semester for the second. Courses with EA tag can be taken over and above the normal load since there is no chance of time table conflict with other courses.

It should be noted that the department time table cannot be changed to accommodate the need of one or more students. The students must adjust their choice of courses and duration of study within the constraints set by the existing time table.

If a student gets a CGPA less than 6.00 in two consecutive semesters that may lead to the termination of his studentship with continued poor academic performance. Therefore, it is in a student's interest to estimate his own capability and register under a slow pace mode from third semester onwards, or even from the First semester. Faculty Advisors will help students in choosing the course load that is just right for each student separately.

- 5.9 (i) It is necessary for a student to maintain a CGPA equal to or above 6.00 at all times. If the CGPA in a semester falls below 6.00 he should enter a slow pace programme in his own interest. The following procedure will be used to make "slow pace" mandatory for a student with poor performance.
- (ii) When a student of 1<sup>st</sup> semester gets an SGPA score below 6.0 or a student of any other semester scores CGPA below 6.0 for two consecutive semesters, Parents/guardians must visit the institute and promise to monitor and counsel their child. Students of 3<sup>rd</sup> or higher semesters will be permitted to register in the next higher semester only in slow pace, and in a manner to maximize the possibility of improving CGPA above 6.0. If at the end of 3<sup>rd</sup> consecutive semester of poor performance, a student still fails to improve CGPA above 6.0, he may still be permitted to register with following restrictions: (only if the CGPA has improved over the previous semester)
- Parents/guardians will visit the Institute in person on or before the date of registration and give an undertaking that they will do everything possible including professional psychological counseling (or treatment if necessary) to improve motivation of the student.
  - Such students are not permitted to register any new courses (Theory/Lab) of the current semester.
  - They can be permitted to register any course with any grade (except Ex grade) of previous semester(s) if offered.
  - They should first register for the courses with 'X', 'UR', 'F', 'P' and higher grades, in that order.
  - They cannot register for more than five theory and four Lab courses.

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

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

- (iii) In case of a First Year student, if CGPA is less than 5.00 at the end of second semester including summer courses/Supplementary examination, he must leave the Institute.

Grade	At the end of First Year	For Higher Year Students
5.70 ≤ CGPA < 6.00	Should change to slow pace; but may register for full suite of courses, if faculty adviser feels confident.	Should change to slow pace; may register in higher semester with full suite of courses, if faculty advisor feels confident.
5.70 ≤ CGPA < 6.00	To register in 3rd semester in slow pace.	To register in higher semester in slow pace, the number of courses being decided by Faculty Advisor subject to satisfying clause 5.9 (ii).
5.00 ≤ CGPA ≤ 5.69	May be permitted to repeat first year and to register afresh for the first semester courses on the written request of parents	
CGPA < 5.00	To leave the Institute	

- 5.10 Normally a student is required to register for courses of approximately 25 credits in every semester during 3<sup>rd</sup> to 8<sup>th</sup> semesters of B.Tech. or 3<sup>rd</sup> to 10<sup>th</sup> semesters of Dual degree, B.Arch and Integrated M.Sc. programmes. However, if it helps to avoid registering an extra semester, a student may register for one extra theory or laboratory subject in each of the two final semesters.

In such a case the credit loads of the two courses: Research project I & II may be split between the regular semester and the summer, in units of 2 credits. For example a B.Tech, student may register for 2 or 4 credits in a regular semester against a 6 credit project course and do the balance work in summer. Two months of full time summer work will earn up to 6 credits under Research Project. For more credits, the summer may be stretched by another 2 months. No “proportionate time” algorithm is admissible.

The above is subject to time table constraints and capability of the student as perceived by the Faculty Advisor. This concession cannot be claimed as a matter of right by the student.

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

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

- 5.12 The provisions of sections 5.7 and 5.9 will continue to be valid even after a student has attended classes for 8 semesters (10 semesters for Dual degree, B.Arch and Integrated M.Sc. programmes).

- 5.13 A student must pay full semester fees till he clears all courses even if he is registered for no course or one course only in a particular semester, or the number of semesters he has registered exceeds 8 (10 for Dual degree, B.Arch and Integrated M.Sc. programmes). [A situation of “zero course registration” shall arise when a student has cleared all courses except one core course that is offered after a gap of one semester.]

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

- 5.15 Those who have been awarded grade 'X' ("debarred") because of very poor attendance, examination malpractice or disciplinary measure or for any other reason need to register for the course and attend classes as per rules. Those awarded F grade in some courses for the same reasons (but lesser offences) are permitted to register for the courses as "backlog papers" in the following semester.
- 5.16 **De-registration:** A student can de-register one or more courses of his choice if he feels that the total credit load is too high for him or his performance in the class as well as mid-semester examination is not satisfactory. This de-registration of course(s) can be done before two weeks prior to the start of end semester examination or any other date fixed by the Senate.
- 5.17 For the purpose of computing CGPA towards satisfying provisions of this section, summer courses will be counted with the previous spring semester. Supplementary examinations, if any, will also be taken into account before the provisions of this section are implemented.
- 5.18 Except for students with CGPA>8.00 and studying in 7<sup>th</sup> and 8<sup>th</sup> semester B.Tech or 9<sup>th</sup> and 10<sup>th</sup> semester MSc who can take one extra theory and one extra Laboratory course, semester load of all other students of the Institute will be limited to five theory plus four Lab courses. This limit will remain same for 3 or 4 credit courses.

## 6. Attendance and Leave

- 6.1 (a) Unlike many examining universities, NIT Rourkela's academic programme is based primarily on the teaching-learning process. Attendance in classes, participating in classroom discussions and participating in the continuous evaluation process are the most essential components of the academic programme. All teachers and students must appreciate that the number of classes scheduled for a course under the approved academic calendar and time table must be held during the semester. Form AC/117 gives the format of a monthly attendance sheet.
- (b) If because of personal leave or official duty, or on student request, a teacher is unable to hold a class on the scheduled hour, he will hold the compensating classes at a mutually convenient hour. A teacher 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.
- (c) Under special situations, when a teacher is unable to communicate with the students in advance about his/her absence from a scheduled class, the students present may mark their attendance in the Academic Section. If the class is compensated by the teacher on a later date, this attendance sheet will be replaced by the attendance record provided by the teacher.
- (d) A teacher, at his discretion, may hold additional classes beyond what is originally scheduled, particularly when several classes are lost due to holidays or suspension of classes. Attendance in these classes are also mandatory for the students.
- 6.2 Attendance in all classes (Lectures, Tutorials, Laboratories, Seminars etc.) is compulsory. A student shall be debarred from appearing at an examination or, if he has already written the examination, the grades will be rejected on ground of unsatisfactory attendance, if the attendance is below what is prescribed in clause 6.3, or if in the opinion of the course teacher the student has not participated effectively in the class in terms of home assignments, class tests etc.

In such a case a student shall be given X grade as per Appendix-II (1), and the student will need to register for the course once again and attend classes with seriousness.

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

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

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

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

(c) The following table gives upto a number of classes that a student may miss with and without penalty in grade.

**Tolerable absences per semester irrespective of number of classes actually conducted**  
**(w.e.f. from Spring, 2014-15)**

1. A = Number of unauthorized absences
2. B = Number of absences due to hospitalization and medical rest
3. C = Leave on ground of family calamity
4. D = SAC Deputation
5. E = T & P Leave

Total absence, TA = A + B + C + D + E

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

**Algorithm for computation of Grade Back and X Grade**

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

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

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

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

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

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



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

- (d) If a student has attendance lower than that prescribed under item (c), he will get a X grade. He/she may register for those course in a subsequent semester when offered and attend classes. In this case he/she may not be able to complete the programme in four (or five for B.Arch, Dual Degree and Integrated M.Sc.)) years.
- (e) The institute will fix a cutoff date before every examination to compute the missed classes.
- (f) In case there are truly exceptional circumstances, the Senate or the Director as Chairman Senate, may relax attendance requirements (with reduction of grade) as they think fit.
- (g) If a student is engaged officially outside the classroom, e.g, in a placement programme, an institute level meeting or in a specially approved SAC activity, he needs to apply for leave to Dean (Academic) in the form AC/110 attaching the office order or the copy of the permission letter for sanction of leave. Academic Section will update the attendance record after approval by Dean (Academic).

6.4 An undergraduate student is eligible for following leaves per academic year to be permitted by the Head of the Dept. [Dean (SW) for (a) & (b)] on recommendation of the faculty advisor:

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

Penalty can be imposed on the students producing false medical documents; the minimum penalty being deduction of one month scholarship and extension of minimum thesis submission period by 3 months, repeat cases being referred to ISDC. In case of unauthorized absence, fellowship will be deducted proportionately and further academic penalties may be imposed.

- b) Family calamity: Dean (SW) may sanction leave upto 20 working days in a semester on ground of a family calamity. Death of a parent or sibling, a serious illness (involving a serious heart, brain or kidney disease, any kind of cancer, or a major operation of a parent) will normally satisfy requirement for sanction of leave.
- c) Family functions (social or religious), illness of family members, participation in student activities such as organizing functions or raising money, preparing for other examinations or searching of jobs are not adequate grounds for leave of absence from classes including project work.
- d) Ordinarily leave must be sanctioned before the student leaves the campus. In case of emergency a student may leave campus without prior approval, but must inform his/her thesis supervisor / faculty advisor over telephone/email at the first available opportunity.
- e) The total leave sanction under sub-clauses (b) and (c) combined shall not exceed 30 working days in a semester.

6.5 A student may be given mess rebate (in units of one day) by the Warden of the hall for the period of approved leave and permission to leave station. For this purpose he must produce the approval by the competent authority and submit a photocopy if the Warden so desires. Medical 'rest' while in Rourkela will not qualify for mess rebate, nor will absence from hostel without proper approval to leave station. Minimum duration of absence should be 5 days to qualify for mess rebate.

6.6 No sanction of leave is necessary if a student wants to leave station over weekend or holidays except when there is a scheduled compensatory class. No mess rebate is admissible for such absence. The student, however, is required to inform the Warden of his hall of residence and his faculty or thesis advisor before leaving Rourkela. Such permission is essential (though not sufficient) for sanction of any hospitalization leave, if such a situation arises.

6.7 Form AC/111 will be used by students seeking permission [upto 10 working days total in a semester (except summer session)] with or without financial support to travel for academic, extra-curricular or T&P work. Such absence from classes shall NOT be counted as leave.

## 7. Assessment of Performance

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

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

(a) For arriving at a grade obtained by a student for a particular subject, initially a numeric marks obtained by the student out of 100 (hundred) is to be determined and then, the same is to be converted to letter grade following the guidelines given in Appendix–I.

(b) For theory subjects, the subcomponents and the respective weights assigned to these are given below.

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

(c) For assigning marks in Teacher's Assessment (T.A.), performance in home assignments, class tests, tutorials, viva-voce, attendance etc. are to be considered. It is recommended that at least two class tests for 4 credit theory courses and 1 test for 3 credit theory courses are to be conducted for a subject, in addition to take home assignments and in class quizzes. The weights of different subcomponents of T.A. may be announced to the students by the teacher at the beginning of the Semester.

(d) For assignment of marks in design/laboratory component (P – component) the relevant subcomponents that are to be considered are: regularity, day-to-day work, pre-class study, practical skill, quality of observation and quality of lab records etc. Percentage weights of the different subcomponents in deciding the final marks are to be announced at the beginning of the Semester. The evaluation process must be completed before the beginning of end semester examination.

Unlike purely examining universities, design and laboratory courses at NIT Rourkela will put greater emphasis on day to day work than on end semester examinations. To the extent possible, design and laboratory work should be completed and evaluated every class thus ensuring continuous evaluation. No external examiner shall be associated with evaluation of design/laboratory or theory courses.

7.3 The eight-week programme on industrial or R&D experience (SIRE) undergone by the students in the summer vacation will be assessed in the 7<sup>th</sup> semester. The students are required to submit written reports on the programme and give a seminar, on the basis of which a grade will be awarded. The students are also required to submit to the Head of the Department or to the faculty member in-charge, a completion certificate in the prescribed form from the competent authority of the organization where the work was done, without which he/she will not be assessed.

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

## 8. Examinations

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

The examinations will normally be "closed book type", where the students are not permitted to bring any material from home or hostel. All necessary charts & tables will be provided by the Institute. It is the course teacher's responsibility to recommend the material to be provided, and to check with the Examination unit that the arrangement has indeed been done. While normal scientific calculators are permitted, other

electronic devices such as programmable calculators, calculators containing communication devices and mobile phones are forbidden. Any exception to these provisions must be specially approved by the Senate.

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

- (b) The answer scripts will be dispatched by the examination unit to the Subject Teacher (Examiner) on the same day or on the immediate next working day of the examination. If the concerned examiner is not available on that day, the copies will be handed over to the respective Heads of the Department (or Department office) who will pass on the copies to the concerned examiners at the earliest. It is the joint responsibility of the subject teacher (examiner) and the HOD to ensure that the scripts are examined and the grades are submitted before the due date.
- (c) In order to provide an additional opportunity to the students who failed (obtained an ‘F’ grade) in one or more subjects in the Autumn and/or the Spring Semester in a year, Supplementary Examinations equivalent to the End-Semester Examination arranged centrally by the Examination Unit, will be conducted before commencement of the next session every year. Regulations relating to the Supplementary Examination and Summer Course are given in Appendix–XI. Supplementary examination will be offered only if there are at least 3 students have failed or if there is some other compelling reason.

8.2 (a) A student will be permitted to appear in an examination, only if he/she has:

- (i) Attendance record as per section 6 of these regulations in theory and laboratory classes and has completed the assignment works given.
- (ii) Paid all Institute and Hall dues of the semester.
- (iii) Not been debarred from appearing in the examination as a result of disciplinary proceedings or on recommendation of the subject teacher or Chairman Coordination committee.
- (iv) Formally registered for the subjects at the beginning of the semester.

(b) A student may be debarred from appearing at the Mid-Semester or End-Semester Examination in the subject on the report of Subject Teacher / Chairman, Coordination Committee, if his/her

- (i) Attendance at lecture/tutorial/laboratory classes in that subject has not been satisfactory during the period, and/or,
- (ii) Performance in the assignment works in that subject during the semester has not been satisfactory.

8.3 A student will be permitted to appear in the examinations in only those subjects for which he/she has registered at the beginning of the semester and has not been debarred.

8.4 (i) Class tests, assignments, tutorials, viva-voce, laboratory assignments, etc., are the constituent components of continuous assessment process, and a student must fulfill all these requirements as prescribed by the teacher / coordination committee of the subject. If due to any compelling reason (such as participation in national / international events with due approval of the institute, his/her illness, calamity in the family, etc.) a student fails to meet any of the requirements within/on the scheduled date and time, the teacher/coordination committee may take such steps (including conduction of compensatory tests/examinations) as are deemed fit.

- (ii) (a) Appearing both at the Mid-Semester and End-Semester Examination of theory courses is compulsory. Normally, if a student fails to appear in the Mid-Semester Examination without any valid reason he/she should get zero for that component. If his case is examined and cleared as per Clause 8.4 (ii)(b), the student will be permitted to sit for Alternative Mid-Semester examination in the same year. In such cases, the grade will be reduced by one step, but not below the grade P. In deserving cases, the student may be given full credit only if he has a 95% attendance in the course.
- (b) If a student misses the End-Semester Examination due to compelling reason like participation in a national / international event with due approval of the Institute, serious illness of himself or a calamity in the family, he may appeal to the Dean (Academic), through his faculty advisor and Head of the

Department for permitting him to appear at the Supplementary Examination(s) if offered, subject to fulfilling of attendance requirement. [See Appendix XI for rules on Supplementary exams]

- (c) A student must apply in Form AC/113 to appear in an alternative mid semester or supplementary end semester examination.

A Sub-committee of the Under-graduate Programme & Evaluation Committee (UGPEC) consisting of the following members shall examine all applications for alternative mid-semester and supplementary examinations. The committee will recommend those cases for a repeat examination where student has missed the original examination for sufficiently valid reasons.

UGPEC Sub-Committee for examinations

- |       |   |             |
|-------|---|-------------|
| (i)   | The Dean (Academic)                     | - Chairman  |
| (ii)  | The Dean of Student Welfare             | - Member    |
| (iii) | The Professor-In-Charge of Examinations | - Member    |
| (iv)  | Deputy/Assistant Registrar (Academic)   | - Secretary |
| (v)   | Faculty Advisor of the student          | - Invitee   |

The student will be given an 'I' grade (Incomplete) till the alternative mid semester and supplementary examinations are conducted. On availability of the grades from the teacher, the Examination unit will reduce the grades by 1 step, except for those students who have a 95% attendance record. Full credit is admissible only in case of students having 95% attendance (not more than 2 lost classes in theory courses and 1 session in laboratory courses) in the subject and writing alternative mid semester/supplementary examination after missing the mid/end semester examination.

In case of prolonged illness of a student, if he/she misses both the End-Semester Examination and its Supplementary, if any, the student must register for the courses as a backlog paper. In that case the student shall be awarded an I grade till he clears the paper.

- 8.5 The final grades awarded to the students in a subject must be submitted by the Teacher / Chairman, Coordination Committee, within ten days from the date of holding the Examination to the concerned Head of the Department for onward transmission to the Examination unit, which has to be done by the Head on the same or next working day. The teacher will submit a separate report on all students obtaining F or I grades on Forms AC/121 and AC/122. A teacher, at his discretion, may display the grades (including partial lists) on his door or on any electronic forum. Display of grades by a teacher is for benefit of students and cannot be cited for legal purposes.
- 8.6 The Examination Unit will place the results and statistical reports of all examinations before the UGPEC, which will examine them and recommend to the Senate for approval. In case the Senate meeting is delayed, the recommended results can be published with approval of the Chairman, Senate. The same may be ratified by the Senate at its next meeting. The Senate has the authority to correct any mistake in the results, even if they are already approved by the Chairman.
- 8.7 For the benefit of and as a process of learning by the students, the scripts after correction of all class tests, Mid-semester Examinations, assignments etc. will be shown to the students within 3 weeks from the date of Tests / Examinations. The evaluated scripts of the End-Semester Examinations are to be shown to the students at the beginning of the next semester, but not later than 2 weeks from the starting of classes. There is no limit on how early a teacher can show the evaluated scripts to the students.
- 8.8 Any change of grade of a student in a subject [Form AC/120], consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, must be recommended by the Departmental Academic Committee and forwarded by the Head of the concerned Department to the Academic Office within three weeks from the date of commencement of the next semester. Every Department will send one comprehensive report for each semester in a standard format.

- 8.9 If a student is dissatisfied with his/her grade, he/she may bring it to the attention of the teacher within two weeks from the first day of commencement of classes in the next semester. The teacher may change the grades if he finds an error in evaluation or reporting of grade. The teacher will report the change of grade to the Departmental Academic Committee [Form AC/120] along with all relevant papers (answer scripts, attendance register, grade calculation sheet etc.) before a specified date. The DAC along with the Head of the Department will examine the records in detail, and if convinced, will submit a consolidated report as per standard form to the Academic office for correction of records. The records will be presented by the HOD before the grade change committee chaired by the Director, whose decision will be final. If a teacher does not accept request of a student for grade change, the student may file a formal complaint with Dean (Academic) through his/her faculty advisor and HOD with a copy to the teacher (evaluator). If no complaint is filed within one month from the first day of classes in the next semester, the student is deemed to have accepted the results and no further change of grade is permitted.
- 8.10 Teachers are expected to retain all answer scripts, assignments and laboratory records for a period of two months from the starting of classes in the next semester. After that the material may be disposed off, except for the students who have filed a complaint. In case of complaint filed before the expiry of two months, the material need to be saved till all disputes are settled and final grade awarded. The relevant material will be handed over by the teacher to the Head of the Department for safe keeping. The teacher, at his discretion, may keep photocopy in his records.
- 8.11 The Institute shall strive to create, within its resources, a service for psychological counseling of students who need them subject to availability of faculty at the discretion of the Institute. Such counseling shall be mandatory for students who get involved in disciplinary or examination malpractice cases, get debarred in one or more subjects due to poor attendance or get a grade back in four or more papers in career. In isolated cases preferential therapeutic investigation may be necessary and such services will be arranged by the student's family. In appropriate cases, a medical clearance may be made mandatory before a student is cleared for registration, examinations or any other event.

## **9. Project Work**

- 9.1 The project is an important component of the Institute's undergraduate programmes. It gives an opportunity to the student to express his/her creative talents and prepare for his future career.
- 9.2 The Departmental Academic Committee (Appendix - VII) will invite research topics for U.G. projects from its own faculty (including adjunct faculty) and from other departments across the Institute at the beginning of the 6th semester (for B.Tech. students) or 8<sup>th</sup> semester (for Dual degree and Integrated M.Sc. students) One member of the faculty may be designated to coordinate this activity. Faculty members may propose project topics, singly or in collaboration with a colleague from the same or another department. A co-supervisor from other departments, industry or other institutions may also be accepted.
- 9.3 The Departmental Academic Committee will assign research topics to students before the end of the 5<sup>th</sup> (7<sup>th</sup> semester for dual degree students) mandatorily before end of winter vacation, after taking into consideration the requirements of the projects and choice of the students. There is no prescribed methodology for assigning research topics and supervisors to students of a class. In matter of allotting supervisors to students the recommendation of the DAC will be binding on all concerned. If the DAC fails to assign supervisors to students in a satisfactory manner, the HOD will examine the issue and complete the process. HOD's decision will be final and binding on all faculty and student. While the DAC will assign supervisors to every student, the supervisor may define or even alter the research topic, any time before the beginning of the 6<sup>th</sup> (for B.Tech.) (or 8<sup>th</sup> for Dual Degree, B.Arch and Integrated M.Sc.) semester, under intimation to the DAC.
- 9.4 Each topic will be taken by a single student. Teachers pursuing larger research problems will suitably divide the assignment among the students so that each student is accountable for his portion of the work, the members of the team continuously interacting with each other. Such team based approach to problem solving is encouraged; but academic accountability needs to be defined clearly by the supervisor.
- 9.5 Projects may be analytical, computational, experimental or developmental or combinations thereof. The department will make the necessary resources available to the students, including access to laboratory and computing facilities outside normal working hours. It will be the moral and legal responsibility of the supervisor

(s) to arrange the facilities. Students are encouraged to discuss such matters with their supervisors, and if not satisfied, with HODs and higher authorities.

- 9.6 Each student will be given an official "Project Record Book" by the Institute. Guidelines for use of Project Record Book are given in Appendix-III. All concepts, drawings, formulae, derivations, experimental observations, graphs, charts, photographs, computer flow charts and pseudo codes must be recorded by the student on this note book, which must be produced before all evaluation boards. There shall be no blank pages in between the writings.
- 9.7 The student is required to submit formal project reports separately at the end of the pre-final and the final semesters, that submitted at the end of the final semester being in the form of a thesis. The Departmental Academic Committee will constitute one or more evaluation boards, for continuous monitoring of the projects. The Boards will examine summary reports and day to day records at least twice in each semester. The departments, at their discretion, may conduct viva-voce or oral presentation by the students and may invite external members to the Boards.
- 9.8 For the purpose of assignment of a grade, the following will be weightage of the different components in each semester.

Mid Semester assessment by Supervisors ( <i>Based on day to day work as recorded in official record book</i> )	=	20%
Mid Semester assessment by Evaluation Boards ( <i>Based on record of work presented in summary report and official record book and oral presentation</i> )	=	20%
End Semester assessment by Supervisors ( <i>Based on day to day work as recorded in official record book</i> )	=	20%
End Semester Assessment by Evaluation Board ( <i>Based on work presented in summary report, official record book, publication preprints, experimental demonstrations</i> )	=	20%
Project Report ( <i>assessed by Evaluation Board through oral or poster presentation</i> )	=	20%

Irrespective of the score in the first 3 segments, a student needs to perform satisfactorily in the last 2 segments in the end of semester evaluation. Dean (Academic) or the Academic Oversight Committee may, at their discretion, depute an observer from another department to the evaluation boards for monitoring the evaluation process. If the monitor puts up an adverse report, the evaluation may be repeated by a new Board appointed by the Senate or the Chairman Senate on its behalf.

- 9.9 On completion of evaluation, the Departmental Academic Committee or its subcommittee constituted for the purpose shall decide the grade awarded. If the performance of a student is unsatisfactory, the Committee may recommend one of the following:
- (i) rewriting of report and submission for evaluation, (I grade)
  - (ii) extension of time for completion of the work (the time duration is to be specified), (I grade)
  - (iii) complete repetition of the project in the following year. (F grade)

The resubmitted thesis, if any, will be evaluated by the Committee and the grades will be sent to the examination unit. In every case of I, F or Ex grade, the HOD will record the strength and weakness of the project work and send to Dean (Academic) for record and review.

- 9.10 On completion of the examination process a student shall submit three sets of loose copies of the thesis (plus one for each additional student doing the same project or additional supervisors) to the Head of the Department who will forward the same to the Academic office for hard binding (one for the student, one for the Central Library and one for the Departmental Library). The student is also required to submit two electronic copies of the thesis in prescribed format (PDF) to the HOD after uploading in the e-thesis. The paper and electronic copies of the thesis will be archived in Institute and Departmental libraries and will be distributed by the Institute through Internet and other means.
- 9.11 Students are encouraged to work on research topics with a potential for creation of new technologies and issue of patents. Forms IP/3 and IP/4 may be filled up by the students.

Rights to all intellectual property generated in project shall be distributed equally among the students,

technicians and the supervisors, except where the concerned workers mutually settle on a distribution formula. If a project is supported by a sponsor, the sponsoring organization will be given IPR as per the contract, and the balance divided among the faculty, students and technicians.

## 10. Graduation Requirement

- 10.1 In order to qualify for a degree of the Institute covered under these Regulations, a student must:
- Complete all the credit requirements for the degree, as laid down in the prescribed curriculum of the discipline, with a minimum grade 'P' scored in every subject.
  - Obtain a CGPA of 6.00 or higher at the end of the semester in which he/she completes all the requirements for the degree.
  - Have cleared all dues of the Institute, the Hall of Residence, the Library, the Department, NCC, NSS and Student Activity Centre.
- 10.2 The minimum total credit requirements that has to be satisfactorily completed for the award of B.Tech. degree will vary between 210 – 220 depending on the course structure of various departments or as decided by the Senate from time to time, and that for Integrated M.Sc. and Dual degree between 260 - 270.
- 10.3 Normally a student should complete all the requirements consecutively in eight semesters for B.Tech. degree and ten semesters for B.Arch, Dual degree and Integrated M.Sc.. Academically weaker students may, however, be granted additional time of 2 years to complete all the requirements for the degree. However, in special cases the Senate may further extend this limit for completion of all requirements for the degree by one more year, depending upon the merit of the case, particularly for students with superior attendance record and/or record of contributing to the Institute's academic or cultural life, only if the arithmetic of the grade card at the end of 6<sup>th</sup> year (7<sup>th</sup> year for B.Arch, Dual degree and Integrated M.Sc.) dictates that the remaining courses can be completed in two semesters.
- 10.4 All graduating students are required to submit their suggestion for improvement of courses to the Director in Form AC/123. The suggestions will be summarized on Form AC/124 and presented before the Senate.

## 11. Award of Degree

- 11.1 A student who satisfies graduation requirement (clause 10.1) and hence qualifies for the B.Tech, B.Arch, Dual Degree B.Tech. & M.Tech. or Integrated M.Sc. degree, is awarded the division as per the following norms :
- |                         |             |
|-------------------------|-------------|
| CGPA $\geq$ 8.00        | - Honours   |
| $6.50 \leq$ CGPA < 8.00 | - 1st Class |
| $6.00 \leq$ CGPA < 6.50 | - 2nd Class |
- 11.2 The year in which a student clears all papers of the degree will be mentioned in the degree Certificate and Grade sheet as the year of passing irrespective of the year in which he has cleared the final Semester courses.
- 11.3 Students passing in Autumn and Spring semesters and in the Supplementary examinations, if any, will be getting their degrees in the next convocation and will be deemed to have graduated in the academic session ending in the month of April of the same academic year.

## 12. Medals and Awards

Medals and Awards shall be given to the deserving students every year in the convocation of the Institute. A student recommended for award of a medal or award should have ordinarily cleared all papers in single chance, (or through alternative/supplementary examination with loss of grade and should not have been awarded a major punishment) and should not have been awarded any punishment during his career by the Institute's Disciplinary Committee. Students, who have obtained credit in Supplementary without reduction of a P grade, have taken summer courses or have repeated a course to improve grades, have taken more than 8 semesters to complete a programme will not be eligible for medals & prizes based on academic performance. They are however, eligible for all other awards, e.g., those based on performance in sports or cultural activities.

Students who have been penalized in terms of reduction of grade by 1 step because of supplementary, backlog paper or alternative mid semester examination will be eligible for medals & awards, if they are still able to stand at the top in spite of these penalties.

Students who have been permitted full credit in alternative examinations on grounds of excellent attendance

record will also be eligible for medals & prizes. All gold medals should be of at least 10 grams of 22 carat gold.

The medals and awards awarded by the Institute basing on academic performance are the following:

1. **Institute Gold Medal for Best Graduate(B.Tech and B.Arch)**  
This is a Gold Medal awarded to the student securing highest CGPA among all recipients of B.Tech. and B.Arch degrees of the passing out batch of the Institute.
2. **Institute Gold Medal for the Best Postgraduate with Integrated M.Sc Degree**  
This is a Gold Medal awarded to the student securing highest CGPA among all recipients of Integrated M.Sc Degree considering all disciplines of the passing out batch of the Institute.
3. **Institute Gold Medal for the Best Postgraduate with Dual Degree B.Tech and M.Tech.**  
This is a Gold Medal awarded to the student securing highest CGPA among all recipients of Dual Degree B.Tech and M.Tech. considering all disciplines of the passing out batch of the Institute.
4. **Institute Gold Medal for the Best Postgraduate (M.Tech.)**  
This is a Gold Medal awarded to the student securing highest CGPA among all recipients of M.Tech. degree considering all specializations of the passing out batch of the Institute.
5. **Institute Gold Medal for the Best Postgraduate (2 Yr M.Sc. and MA)**  
This is a Gold Medal awarded to the student securing highest CGPA among all recipients of 2 year M.Sc. and MA degrees considering all disciplines of the passing out batch of the Institute.
6. **Institute Gold Medal for the Best Postgraduate (MBA)**  
This is a Gold Medal awarded to the student securing highest CGPA among all recipients of MBA degree of the passing out batch of the Institute.
7. **Prof. B.Behera Gold Medal for Best undergraduate All-rounder**  
This is an Institute Gold Medal awarded to the best all-rounder of the outgoing batch of B.Tech., B.Arch Dual Degree B.Tech. & M.Tech. and Integrated M.Sc. students. The jury for selection of the best all-rounder shall consist of the following:
  1. Dean (SW) - Chairman
  2. Dean (Academic) - Member
  3. President, SAC - Member
  - 4&5. Two faculty members nominated by Director - Members
  6. Dy. Registrar/Asst. Registrar (Acad) - Non-Member SecretaryThe faculty members nominated by Director should preferably (not mandatory) have served as Vice-Presidents of the SAC at the time of award or in the past.

The norms for selection of the best all-rounder are outlined below:

- |   |   |            |
|---|---|------------|
| A. Academic Performance   | : | 400 points |
| [Points = (CGPA x 40)]  |   |            |
| B. Extra curricular & Co-curricular activities  | : | 600 points |
| (i) Excellence in Technical activities<br>(based on prizes and certificates received through SAC)   | : | 100        |
| (ii) Excellence in Cultural activities<br>(based on prizes and certificates received through SAC)   | : | 100        |
| (iii) Excellence in Games & Sports activities<br>(based on prizes and certificates received through SAC)                                  | : | 100        |
| (iv) Excellence in Music & Films<br>(based on prizes and certificates received through SAC)   | : | 100        |
| (v) Entrepreneurship, creation of intellectual<br>property, Hall activities (Technical, Cultural<br>and Sports activities) NSS, NCC Value | : | 100        |



Education or similar activity.

- (vi) Organizational leadership in different Societies of Institute : 100  
(SAC Societies including elected and nominated positions, Satellite Societies, T & P, Department, Halls, Professional bodies etc.)

-----  
Total : 1000

**In order to qualify for the Best All-rounder prize, a student must score CGPA 8.00 or above and minimum 50 points in at least three of the six items under heading B. If In a particular graduating batch no student satisfies these criteria, the gold medal for the Best All-rounder may be suspended for that batch**

The following procedure will be employed to compute the points scored against items B(i) to B(vi):

Medals & Awards [Items B (i) to B (iv)]

Event	Score			
	Participation	Third	Second	First
Intra-NIT competitions	NIL	2	5	10
Recognized Inter-Institutional competitions	NIL	5	10	20

v) Entrepreneurship or Creation of Intellectual Property (Maximum 50 points) [Item B(v)]

Patent Application filed to patent office	20-50
Patent Application accepted by the Institute for filling	10-25
Patentable work done in the Institute	5– 20
Registration and successful activity of student business under TIIR or similar body	20-50
Intra Hall Competition (Sports, music etc.)	Third -1 Second -2 First - 5
NSS, NCC, Value Education	10-25
Excellence in Technical projects, editing of magazine etc.	10-25
Award in Business plan competition or other Entrepreneurial activity	5– 20
Product Oriented projects carried out in the Institute outside prescribed course work or project work.	5– 20

(vi) Organization of a SAC Society

General Convener of SAC (per year) (to be given by society in which the student is an elected convener)	50
Elected Convener of a Society	25
Nominated member of Executive Council	25
Elected or nominated member of a society	10

President / Secretary of a Satellite Society supported by SAC	25
Winner of Certificate of Appreciation by SAC (if not covered above)	10
Departmental T & P Representative	5
Departmental Society	10-25
Hall General Secretary	25
Hall other Secretaries	5

**Note :**

- (1) For a group/team event in cultural/sports competition, a student will be given 75% credit in comparison to individual events.
- (2) Any adverse report in Hall, Institute or outside the campus is an act of indiscipline and will disqualify an applicant. A critical assessment in this regard is to be made by the jury.
- (3) In case of poor performance record of an elected or nominated member of SAC or HAC, the assessment committee may suitably reduce the points score by a student.

**8. Gold Medal for the Best Undergraduate Project (B.Tech and B.Arch)**

This is an Institute Gold Medal awarded to the student who has made the most significant contribution in his/her project work among students of B.Tech and B.Arch programmes.

**9. Gold Medal for the Best Postgraduate Project (M.Tech and Dual Degree)**

This is an Institute Gold Medal awarded to the student who has made the most significant contribution in his/her project work among students of M.Tech and Dual Degree programmes.

**10. Gold Medal for the Best Postgraduate Project (M.Sc. (2 yr & 5 yr), MA, MBA)**

This is an Institute Gold Medal awarded to the student who has made the most significant contribution in his/her project work among students of M.Sc. (2 yr & 5 yr), MA, MBA programmes [Integrated M.Sc. and Dual Degree students are excluded from this list].

The selection of the Best Project (for (8), (9) and (10) above) awardee is made by a Committee consisting of the following members:

1. Dean (Academic) - Chairman
2. Dean (SR) - Member
3. Prof-in-Charge, IP - Member
- 4-6 Three faculty members nominated by Director – Members

The faculty members nominated by the Director should preferably have made significant contribution in R&D through research and consultancy projects, guidance of Ph.D. and M.Tech. students, publication in scholastic journals or made an impact in the Institute's technical life through guiding technical activities under SAC.

The following procedure will be followed:

- (a) Students who carry out projects individually or as a member of a larger team are eligible for award of the medal.
- (b) The student should have completed the project in a single stretch spanning two semesters only.
- (c) Preliminary scrutiny of projects shall be made at the end of March each year by the respective departments and the names of two students for each branch will be forwarded by the H.O.D. to the scrutiny committee along with a report of length 3 to 6 pages by each student, duly forwarded by the supervisor(s).
- (d) If any of the six Committee members happens to be the supervisor of one of the ten short listed students,

he will request the Director to be excused and the Director will nominate an alternative member in his place.

- (e) The members of the scrutiny committee shall evaluate the reports and official record books and choose the students for making oral presentation before an open audience. Students presenting a weak work or a poorly maintained record book will be disqualified.
- (f) The Scrutiny Committee shall organize an open presentation and display of any physical device or software by the selected students two weeks prior to the start of the Spring End Semester examinations.
- (g) It will also receive the completed theses of the potential awardees within the dates to be announced by the Committee, but not later than 10 days after completion of End Semester Examination.
- (h) The scrutiny committee will examine the final theses and record books before arriving at a recommendation.
- (i) The Scrutiny committee shall consider the following aspects of the projects before making the final recommendations:

1.	Originality of concept, scientific approach, experimental or analytical skills learnt relation with other projects in current or earlier years.	20
2	Quality of physical Device, experimental or analytical innovation, prospect of patent or publication, direct relevance to industry, health care or public utility	20
3.	Volume of work performed as presented through official record book and associated documents	20
4.	Quality of record of day-to-day work as given in Project Record Book and documents referred therein.	20
5.	Organization and quality of presentation including audiovisual material.	10
6.	Quality of thesis: content, organization and aesthetics	10

#### 11. **Institute Silver Medals**

These medals are awarded to the students securing the highest CGPA in each branch/specialization of B.Tech, B.Arch, Dual degree, Integrated M.Sc., M.Tech, M.Sc. or MA programme (MBA is excluded). If two branches/ specializations of B. Tech or M.Tech run in one department, there will be two silver medals. A procedure similar to award of Institute gold medals will be followed in selection of the awardees.

#### 12. **Endowment Medals and Cash Awards**

These medals and awards are awarded by donors to NIT students in appreciation of their academic performance. The rules and procedures are to be approved by the Senate in case-to-case basis. Some medals are awarded during a student's stay in NIT, while some are intended for graduating students. Medals awarded to continuing students will be given on Institute Day, while those awarded to graduating students will be given in the evening function (if any) associated with the Annual Convocation. Medals of high value, typically exceeding 10 grams of gold, will be awarded during the convocation function. Such awards may be presented in the convocation only if the time permits. The Senate will announce the list of such medals from time to time.

Endowment medals and cash awards will be reviewed after every 5 years for viability. At that point of time if it is found that the interest on the deposit is not sufficient to give the award or medal, the donor will be requested to donate more funds. If sufficient funds are not available the medal or cash award will be discontinued. Detailed rules on the subject are given in Appendix – IX.

#### 13. **Academic Prizes**

These prizes are awarded to the students securing 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> position in each branch/specialization of

Undergraduate and Postgraduate programmes every year. These positions are calculated considering the academic performance of students in Autumn and Spring semesters of a particular academic year.

The eligibility and the no. of prizes to be awarded in a branch/specialization are governed by the following rule:

- a) CGPA or SGPA (as the case may be)  $\geq 8.0$
- b) For  $n$  is the sanctioned strength in a branch/specialization/programme
  - i) One prize (1<sup>st</sup> only) will be awarded if  $n < 30$ ,
  - ii) Two prizes (1<sup>st</sup> & 2<sup>nd</sup>) will be awarded if  $30 \leq n < 60$ , and
  - iii) Three prizes (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>) will be awarded if  $n \geq 60$

In all cases when there is a tie, consideration of score/rank of the entrance examination (JEE/GATE/JAM/CAT etc.) will be used for breaking the tie and the student with higher score will be eligible for the medal/prize. In case of a tie between a student with entrance score and a student without entrance score, the student with entrance score will be eligible for the medal/prize. Programmes where admission is done with the Institute's admission procedure (without any standard national entrance), score of the qualifying examination will be the deciding factor.

### **13. Conduct and Discipline**

- 13.1 Students shall conduct themselves within and outside the campus of the Institute in a manner befitting the students of an Institution of National standing.
- 13.2 Detailed rules regarding conduct and discipline are given in Appendix–IV.

### **14. Change of Branch**

Change of branch after first year B. Tech is practiced in many Institutes. Seen on the surface, it is a good idea because it provides an avenue to a student to pursue the subject of his choice. But in reality, the choices hardly ever reflect academic interest of students. It is always towards higher level of market perception, unrelated to academic aptitude of students.

The harm inflicted by the practice are:

- a) Near-complete drainage of talent from specific departments, thus defaming the branch even further.
- b) Demotivation of the faculty to make the programmes of those departments more challenging,
- c) Harm to national manpower plans by draining away talent from important areas of growth.

Therefore, the Institute has abolished the practice of Branch change in 1<sup>st</sup> or 2<sup>nd</sup> year with effect from the Academic year 2010-11. A branch of study once allotted through JEE cannot be changed during the programme.

### **15. Residential Requirement**

- 15.1 The Institute is essentially a residential one and unless otherwise permitted, every student shall be required to reside in and be a boarder of Hall of Residence to which he/she is assigned.
- 15.2 A student permitted to stay outside the Halls, will be attached to one of the Halls. He is permitted to participate in all the Hall activities. All female students permitted to stay outside the Hall will be attached to one of the Ladies Hall.
- 15.3 The terms and conditions that a student must fulfill during his stay in a Hall of Residence are mentioned in Appendix–VI.

### **16. Fees and Refunds**

- 16.1 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 duration of the degree. There is no discount in fees for reduced academic load. Normally the fee structure will not change during the programme; but if the Institute revises the fee structure in the middle of a programme, a student is obliged to comply. The fee structure is given in Appendix – V.

The fees will be collected under the broad heads: Admission fee, Tuition fee, Students' Activity fee, Caution money and other Miscellaneous fees. Boarders will also pay all Hall dues in time. Students permitted to stay outside have to pay part of the Hall fees such as Hall Admission, Hall seat rent and Hall Establishment fees

and any other fee fixed by the Senate from time to time. 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.

When a student leaves the Institute on successful completion of the course, caution money deposit is refundable after deduction of dues and charges, if any.

- 16.2 If a student is removed or he/she withdraws/leaves the Institute in the mid-session without completing the entire course, all fees paid including the caution deposit will be forfeited by the institute. Mess advance may be refunded after deduction of dues, if any.
- 16.3 Forms AC/107 and AC/108 should be used by the students to seek permission for paying tuition and other dues (except normal semester registration fees) to the Institute or halls of residence.
- 16.4 If a student does not pay fees and register in two consecutive semesters his name will be struck off the rolls.

## **17. Transition issues**

These revised regulations shall come into effect from AY 2014-15 Autumn Semester. Students enrolled prior to this date shall also be covered under these regulations, except when the implementation of these regulations leads to obvious anomalies and serious hardship to the students. The final decision on each specific issue will be taken by the Senate (or Chairman Senate on its behalf) on case-to-case basis.

## **18. Dissemination of information and Issue of Certificates**

- 18.1 A copy of this document shall ordinarily be given in print or electronic form to every student of B. Tech., B.Arch Dual Degree and Integrated M.Sc. on admission. It will also be made available on the Institute's web site. Not possessing a copy, however, shall not exempt a student from complying with these regulations.
- 18.2 The Deputy/ Assistant Registrar (Academic) is authorized by the Institute to issue formal certificates of studentship [Form AC/115] and Expenditure Certificate [Form AC/116]. Dean (Academic) will sign all certificates of studentship on behalf of the Director when external agencies seek such certificates from Head of Institution.
- 18.3 On publication of final results a student will be issued a provisional certificate on Form AC/127 and an Institute leaving-cum-migration-cum-conduct certificate on Form AC/126. Form AC/127 will be signed by Dean (Academic) on behalf of the Director, while Form AC/126 will be signed by Deputy/Asst. Registrar (Academic) and Dean (Academic). The final degree certificate will be signed by Registrar and Director.

## **19. Exceptions**

- 19.1 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.
- 19.2 In emergency situations, the Director in capacity of the Chairman Senate, can exercise powers of the Senate and discharge the functions of the Senate. Such decisions must be reported to the Senate in its next meeting.



## ***Guiding Principles***

Build an environment that is conducive to academic pursuit, nurturing creative thoughts and inculcating a spirit of inquiry.

Promote free exchange of knowledge and experience with others, while respecting each other's right to intellectual property.

Ensure quality, speed, economy and transparency in all spheres of our activities.

Create a truly multicultural community and promote cultural bonding and teamwork among all.

Provide opportunity to every member of the Institute for achieving academic excellence, developing all round personality and realizing his or her full potential.

Adopt state-of-the-art technology in all endeavors.

Serve the society around, using the knowledge and expertise of the Institute.

***Quality Policy***

Every student and employee of NIT Rourkela as well as all external agencies providing service to the Institute shall strive to achieve quality, speed and economy (in that order of importance) in all their endeavors. They will employ and create TECHNOLOGY to enhance productivity, protect the environment and uphold human dignity.

# **A P P E N D I C E S**

## **GUIDELINES FOR AWARD OF LETTER GRADES**

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

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

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

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

<b>Range of Marks</b>	<b>Grade</b>
(90 – 100)	Ex
(80 – 89)	A
(70 – 79)	B
(60 – 69)	C
(50 – 59)	D
(35 – 49)	P for Theory Courses
(40 – 49)	P for Laboratory Courses
< 35	F for Theory Courses
< 40	F for Laboratory/Design Courses

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



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

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

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

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

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



## APPENDIX – II

### **GRADING SYSTEM**

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

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

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

- I - for "Incomplete Assessment" because of institutional constraints, not students' deficiency.
- X - for "Debarred" (*due to poor attendance, examination malpractice, disciplinary action, not clearing a paper due two years earlier or any other reason*)
- UR - for "Unregistered or De-registered" (*a student needs to register for the course afresh and attend classes.*)

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

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

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

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

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

Where 'n' is the number of subjects registered for in a semester, 'c<sub>i</sub>' is the number of Credits allotted to a particular subject, and 'g<sub>i</sub>' is the grade points carried by the letter corresponding to the grade awarded to the student on the subject. SPGA will be rounded off to the second place of decimal and recorded as such. The SPGA would indicate the performance of the student in the semester to which it refers.

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

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

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

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

4. When a student gets the grade 'I' for any subject(s) during a semester the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) subjects. After the 'I' grade(s) has (have) been converted to appropriate grades, the SGPA and CGPA for that semester will finally be recalculated after taking into account this (these) grade(s).
5. When a student gets the grade 'F' in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only '2' points for each such 'F' grade. After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA

of all the semesters, starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.

6. Courses with status "UR" and "I" will not be counted in calculation of grade point averages; i.e. the corresponding figures will appear neither in the numerator nor in the denominator. In contrast, courses bearing F, X grades will be counted in SGPA and CGPA calculation, adding 2 and Zero points per credit for F, and X grades respectively to the numerator and full points in the denominator.



### **APPENDIX – III**

#### **GUIDELINES FOR USE OF PROJECT RECORD BOOK**

1. The Project Record Book constitutes the bonafide record of project work carried out by undergraduate, postgraduate and research students of NIT Rourkela.
2. The book contains day to day record of all conceptual, analytical, laboratory and computational activities carried out by a student as a part of his project.
3. It is a permanent record of academic activity and contains intellectual property created by the student and his supervisor.
4. The book should be treated with respect and maintained with care. Pages must not be torn or used for rough work.
5. The student should record all his thoughts, observations, flow charts, computational steps etc., directly on this notebook. Use of second rough book and final copying to this record book is discouraged. No cognizance of those extra books will be taken for evaluation.
6. All information recorded here must start with a date on the left margin. The work of the day must be organized into sections such as objective, experimental or computational methods, observations, program flow charts, pseudo-codes, conclusion, discussion etc., as relevant to the problem at hand. Short computer prints, photographs, charts and graphs may be pasted neatly wherever necessary.
7. The supervisor should examine the progress of the student and record his observations, comments and suggestions in a regular manner, typically once every week.
8. The student must produce this record book before all Examination Boards for evaluation and grading of his day to day performance, and for award of medals and prizes. The first evaluation of the project by the supervisor will be made basing on the record book only.
9. On completion of the project, the student must surrender this book to his supervisor for archiving. If the same problem is continued by a student of the following batch, the supervisor may choose to give it to those students for the sake of continuity. Projects with supervisor intellectual material may be sent to Departmental Library for permanent archival.
10. The students who do work worth publishing and/or patenting are advised to proceed with those activities. The IPR Cell of the Institute will organize the patenting process.
11. All undergraduate students shall be provided with Project Record Books as per need with no limit on the number of books used. Blank books will be provided by the Department office or by the Academic Section.



## APPENDIX – IV

### **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 Sports Officers and the Officers of the National Cadet Corps; proper courtesy should also be extended to the employees of the Institute and of the Halls of Residence. 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. Law bans ragging in any form to anybody. Any act of physical or 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.

Any incident of ragging inside or outside the campus must be reported to a warden, the chief warden or a faculty member designated to look after ragging issues by any student, senior or fresher, who has witnessed an incident. Failure to report a ragging incident will be considered a serious offence, even if one is not personally involved in it.

If a junior student yields to any form of ragging by senior students and does not inform the Institute or hall 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. Willful withholding of complaint by a junior student does not automatically exempt a senior from punishment.

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

Furnishing false statement of any kind in the form of application for admission or for award of scholarship or prizes etc.

- Furnishing false statement to the Disciplinary Committee, or willfully withholding information relevant to an enquiry.
- Organizing or participating in any activity that has potential for driving fellow students along lines of religion, caste, home state, batch of admission, hall of residence or any other unhealthy criterion.
- Physical or mental harassment of freshers through physical contact or oral abuse.
- Getting involved in a brawl or fight with persons inside/outside the Institute, either alone or in a group, irrespective of who initiated the conflict.
- Willfully damaging or stealthily removing any property belongings of the Institute, Hall or fellow students.
- Adoption of unfair means in the examinations.
- Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
- Organizing or participating in any group activity except purely academic and scientific programmes in company with others in or outside the campus without prior permission of the Dean of Student Welfare.
- Mutilation or unauthorized possession of library books.
- Not cooperating with faculty, officers or security personnel investigating a potential disciplinary issue.
- Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
- Disturbing in drunken state or otherwise an incident in academic or student function or any other public event.

- Not obeying traffic rules on campus, not following safety practices or causing potential danger to oneself or other persons in any way.
- Displaying lack of courtesy and decorum, resorting to indecent behavior anywhere within or outside the campus.
- Not intimating his/her absence to the Warden of the hall before leaving campus.
- Getting involved in an activity that violates state or national laws.

Commensurate with the gravity of the offence, the punishment may be

1. Reprimand,
2. Additional work in the institute,
3. Debarment from student activities and elections and captaincy of sports teams,
4. Debarment from medals and prizes,
5. Partial (one month or one semester) or complete debarment from campus placement,
6. Reduction in grade in one or more courses,
7. Award of F, X or UR grade in one or more courses with or without forcing to study in slow pace,
8. Expulsion from the Hall of Residence,
9. Rustication for a specified period, or
10. Outright expulsion from the Institute.

Punishments under items (5) to (9) will constitute "Major Punishments" and will debar a student from all academic medals and prizes, as well as important non-academic awards.

In addition, for economic offences (either misappropriation of money or damage to Institute property), the cost to the Institute will be recovered along with a penalty which may be up to ten times of the cost recovered.

5. For a minor offence committed (a) in a hall of residence, (b) in the department or a class room and (c) elsewhere, the warden, the head of the department and the dean of student welfare, respectively, shall have the authority to reprimand, impose fine or take any other suitable measure. All cases involving punishment other than reprimand or fine shall be reported to the chairman of the standing disciplinary committee in a formal manner.
6. (a) All major acts of indiscipline, 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 Institute Standing Disciplinary Committee appointed by Senate. The Institute Standing Disciplinary Committee consists of the following ex-officio and other members:

Dean of Student Welfare	- Chairman
Chief Warden of Halls of Residence	-Member
Two members of faculty nominated by the Senate, for a period of two years	-Members
Three students (one from UG, one from PG or Research and one female student either from UG or from (PG or Research) nominated by the Director for a period of one year	-Members
Deputy / Assistant Registrar (Academic)	Member Secretary
Wardens of the Halls of Residence of the concerned students, Vice Presidents of SAC and other faculty members may be invited to the proceedings of the ISDC at the discretion of the chairman as per need	

- (b) The Institute Standing Disciplinary Committee shall investigate complaints, examine available evidence and recommend punishment.
  - (c) Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Chairman, Senate for necessary action.
  - (d) 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.
  - (e) The Director, at his discretion may take additional measures keeping in mind long term issues and impact on other aspects of Institute management. The Director in capacity of Chairman, Senate may make minor changes in the nature of punishment awarded or reduce the level (as per item 4 above) and/or quantum of punishment if he feels appropriate. But he shall not increase the quantum of punishment recommended by the ISDC.
  - (f) On approval of Director, the Deputy / Assistant Registrar (Academic) will bring out appropriate orders with copies to the parents / guardians of the student.
  - (g) If the Director feels that the nature and/or quantum of punishment is not commensurate with the offence and may create long term problems, he may refer the matter to the full Senate. The Senate's decision in the matter will be final.
7. Acts which may be classed as 'crimes' rather than acts of indiscipline will be reported to the state authorities; they include such acts 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.
8. Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee consisting of the following members:
- |         |  |   |                  |
|---------|--|---|------------------|
| (1)     | Professor in charge of Examinations                                    | - | Chairman         |
| (2)     | The concerned examiner(s) & the faculty reporting the incident         | - | Members          |
| (3 & 4) | Two members of faculty nominated by the Senate for a term of two years | - | Members          |
| (5)     | Deputy/Asst. Registrar (Academic)                                      | - | Member Secretary |

If adoption of unfair means is proved, the punishment may be, depending on the quantum of the offence and prior record, reduction of grade, de-registration of a course, expulsion for one or more semesters or outright expulsion from the Institute.

The Committee shall recommend appropriate measures in each case to the Chairman of the Senate for awarding the punishment.

In case of minor offences in the examination hall, the invigilator can enter a punitive deduction of marks on the answer script which will be implemented by the course teacher at the time of evaluation of the script.

9. Any act of indiscipline in a hall will be investigated by a Hall Disciplinary Committee which will recommend the action to the warden of concerned Hall of Residence, who will decide the course of action to be taken and implement it. However, in case the matter is in serious nature, the warden will forward it to the Dean (SW) through Chief Warden, Halls of residence. The Dean (SW) who is the Chairman of the Institute Standing Disciplinary Committee shall take necessary action. The Hall Disciplinary Committee shall consist of the following members:
- |       |  |   |          |
|-------|--|---|----------|
| (i)   | Assistant Warden   | - | Chairman |
| (ii)  | General Secretary  | - | Member   |
| (iii) | One boarder of the hall to be nominated by the Chief Warden of Halls in consultation with the Warden | - | Member   |

10. Cases of indiscipline in a class room or laboratory can be handled by the class teacher by expelling from the class, marking the student absent for a few classes or penalizing on marks under teacher's assessment.
11. An invigilator in an examination hall may recommend deduction of marks (up to 10 marks) on the answer script for indiscipline in the examination hall, disobeying advice of the invigilator or other minor offences. In case of adoption of unfair means in examination or creation of serious disturbance in the examination hall, the invigilator shall report a student to the Examination Disciplinary Committee.
12. Any act of the indiscipline and steps taken by the Director will be reported to the Senate in its next meeting. If opportunity still exists, the Senate may deliberate and alter the nature and/or quantum of punishment awarded.
13. A punishment, once awarded and notified cannot be changed by the Director, the Institute Standing Disciplinary Committee, or any administrative authority. However, when new facts come to light, the Senate can amend the punishment and take any other corrective measures that it feels appropriate.
14. Ordinarily minor disciplinary offences and punishments will not be reflected in a students' Conduct Certificate. But in serious cases, Disciplinary Committee, the Director or the Senate may decide to make an appropriate entry in the students' Conduct Certificate.



#### Appendix-V

#### **FEE STRUCTURE FOR B.Tech/ B. Arch/Dual Degree/M.Tech/MBA/MA/M.Sc./Int. M.Sc./Ph.D./ M.Tech.(Res.) Programs**

Sl.No.	Fee Head	Amount				
		B.Tech./B. Arch Dual Degree	M.Tech	M.Sc./ Int. M.Sc./MA	MBA	Ph.D/ M.Tech©
1.	Admission fee including hostel admission (one time fee)	Rs.1500/-	Rs.1500/-	Rs.1500/-	Rs.1500/-	Rs.1500/-
2.	Tuition fee (per annum)	Rs.70000/-	Rs.70000/-	Rs.15000/-	Rs.200000/-	Rs.15000/-
3.	Other fees (Exam., Library, Electricity etc.) (per annum)	Rs.10,000/-	Rs.6000/-	Rs.6000/-	Rs.6000/-	Rs.6000/-
4.	Institute Development Contribution. (One time fee – to be directly deposited into corpus fund at the time of admission)	Rs.10000/-	Rs.5000/-	Rs.5000/- (Rs.10000/- for Int. M.Sc.)	Rs.5000/-	Nil
5.	Student Activity fee (per annum)	Rs.4000/-	Rs.4000/-	Rs.4000/-	Rs.4000/-	Rs.4000/-
6.	Medical fee (per annum)	Rs.2000/-	Rs.2000/-	Rs.2000/-	Rs.2000/-	Rs.2000/-
	<b>Hostel seat rent (per annum)</b>					
7(a)	Single seated	Rs.5000/-	Rs.5000/-	Rs.5000/-	Rs.5000/-	Rs.5000/-

	Double seated	Rs.4000/-	Rs.4000/-	Rs.4000/-	Rs.4000/-	Rs.4000/-
	Family Accommodation	-	-	-	-	Rs. 6000/- or 8000/-
7(b)	Permitted to stay outside	Lower fees appropriate to the hall to which attached				
7©	Hostel establishment fee (per annum)	Rs.5000/-	Rs.5000/-	Rs.5000/-	Rs.5000/-	Rs.5000/-
8.	Souvenir fee in pre final semester	Rs.500/-	Rs.500/-	Rs.500/-	Rs.500/-	Nil
9	Convocation fee(for pre final semester)	Rs. 500/-	Rs. 500/-	Rs. 500/-	Rs. 500/-	
10.	Caution Money (one time fee, refundable)	Rs.5000/-	Rs.5000/-	Rs.5000/-	Rs.5000/-	Rs.5000/-
11.	Book Fee (Per Annum) for purchase of text books)	Rs.2000/-	Rs.2000/-	Rs.2000/-	Rs.2000/-	Nil

### MISCELLANEOUS FEES

Grade Cards and Certificates (Original)	NIL
Grade Cards and Certificates except degree certificate (Duplicate)	Rs. 500/-
Duplicate Certificate to correct errors	NIL
Degree Certificate (Duplicate) with Police FIR and Affidavit	Rs. 2000/-
Duplicate Identity Card	Rs. 500/-
Duplicate Health Card	Rs. 100/-
Delayed Registration	Rs 500
Delayed Payment	Rs. 1000/-
Official transcripts for students (one time payment)	Rs. 500/-
Official transcripts for Alumni (per institution) (Subject to a minimum fee of Rs.500/-)	Rs. 200/-
Summer course fee (per course)	Rs. 2000/-
Alternative Mid-sem or supplementary exam (per course), if permitted	Rs. 500/-
Mid-term TC fee	Rs. 1000/-



Thesis processing fee [for Ph.D. and M.Tech.(Res) students]	Rs. 4000/-
Degree verification fee	Rs. 200/-
Miscellaneous services (each service)	Rs. 500/-

**Note:**

- 1) Tuition fee and all other Fees except the one time fees will be collected in two equal installments during semester registration. In case of mid-semester admission full semester fees are payable.
- 2) SC/ST students taking admission in all postgraduate and research Programmes (Except MBA) are exempted from paying tuition fee.
- 3) The semester fees shall normally be payable at the time of admission for 1<sup>st</sup> semester and on or before semester registration for every subsequent semester unless otherwise permitted by the competent authority. Delayed payment and/or registration will attract a late fee, which cannot be waived.
- 4) Late registration fee is distinct from late fee charged for delay in fee payment.
- 5) Mess fees and fines will be collected along with the Institute fees.
- 6) There shall be no system of partial payment. The Institute will raise demand note for full amount.
- 7) Students provided with family accommodation in institute quarters (if any) will be attached to a hall for married students. They will pay seat rent at higher rate of S.S. Bhattanagar Hall of Residence.
- 8) Married students given accommodation in the SSB Hall will pay seat rent appropriate to their room type plus establishment fee. In case of married research students, where both spouses are students of this Institute, one of them (against whom room is allotted) will pay seat rent applicable to SSB Hall, while the other will pay at a rate applicable to single room of other Hall. The later student will be exempted from paying establishment fee.
- 9) Hostel seat rent (except that for family accommodation) includes electricity charges up to 50 units per student per month, average. Excess consumption will be billed extra, uniformly for all the students of the hall.
- 10) Tuition fee, Development fee and all other fees can be borne by research projects on recommendation of P.I. for students of all categories, if the student's research activity has a bearing on the project.
- 11) Medical fee will entitle the student to free treatment and medicines at the Institute Health Centre, plus limited insurance cover against hospitalization if such a scheme is adopted by the Institute.
- 12) Students are required to pay fees during all the semesters (or part thereof). They are in the roll of the Institute, from admission till graduation/thesis submission (for research students).
- 13) Institute employees enrolled in M.Tech.(Res.) or Ph.D. programme are exempted from all fees except Admission fee and Thesis processing fee.
- 14) Foreign students coming under different schemes will pay tuition fee at a rate fixed under the scheme, instead of the rate given above.
- 15) Ph. D., M.Tech.(Res) and M.Tech. students who are granted withdrawal are exempted from paying fee under Medical fee, Book fee and hostel establishment fee.
- 16) Locally Sponsored research students are exempted from paying Hall establishment fee. However, they are required to pay seat rent.
- 17) At own request students' permitted to stay outside the halls shall pay full seat rent and establishment fee for the hall he is attached to.
- 18) The seat rent chargeable to students who have taken withdrawal during short term visit to the institute shall be 10 % of annual rent for each month (30 days) or part thereof.

- 19) When persons other than students are given hostel accommodation, they will pay seat rent at the same rate as for students, but on 6 monthly basis, payable at entry, in January and in July, irrespective of their date of entry. Every payment amount shall be 50% of annual seat rent.
- 20) Students applying for D.Sc. degree will pay thesis evaluation fee equal to that for Ph.D. students.
- 21) If a student fails to submit thesis within one month of acceptance of synopsis by the Academic Office, the thesis processing fee needs to be paid again.
- 22) There is no provision of waiver/condoning of any of the fees, including late fees even if the student had genuine reason to be late. However, under truly exceptional circumstances, where delays take place due to lapses by the Institute (e.g., failure of computer system), the senate can approve refund of the late fees collected.



## **APPENDIX – VI**

### **CONDUCT RULES FOR RESIDENTS OF HALLS OF RESIDENCE**

Following are the detailed rules governing residence requirements of students:

1. The NIT, Rourkela is a totally residential institution and all students are required to stay in one of the Halls of Residence.
2. Under special circumstances, the Director or Dean (Academic) may permit a student to reside with his/her Parent/Guardian in the Institute Campus or within a reasonable distance from the Institute. Such a student shall, however, be attached to a Hall of Residence and will be required to pay full seat rent and certain other as decided by the Institute from time to time. However, this permission may be withdrawn at the discretion of the Institute, at any time without assigning any reason.
3. The mess of each Hall of Residence shall function as a single integrated unit and shall not, under any circumstances be sub-divided into any kind of groups or sub-groups.
4. The allotment of rooms in a Hall should be directed towards integration of students of different courses, batches, residential districts and communities. Wardens may reshuffle allotment in the middle of a year if this objective is not met adequately.
5. Married student accommodation may be available only to married students of Ph.D. and M.Tech(R) programmes, if the spouse of the student lives continuously with the student. It will, ordinarily, not be provided whose spouses live elsewhere and visit the student intermittently. Other dependents such as parents, sibling or relatives are not permitted to stay in married student accommodation provided by the institute.
6. No student shall come into or give up the assigned accommodation in any Hall of Residence without prior permission of Dean (Academic).
7. A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/permission of the respective Warden of the Hall. Mutual interchange of room without consent of the Warden is forbidden.
8. 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 vacations/holidays.
9. Students shall be responsible for the proper care of the doors, windows, 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 of common use of all students.
10. 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.
11. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator etc. by a student in the Hall of Residence is prohibited.

12. Consumption of tobacco, alcoholic drinks and hallucinogenic substances is strictly forbidden.
13. Students must honour the timing of the hostels in matters of moving in or out of halls.
14. The Halls have an autonomous management system based on student participation. Every student must make an effort to participate in hall management and other welfare activity within the hall.
15. Riding or keeping of motorcycles, mopeds or automobiles inside or outside the Institute by the boarders is strictly forbidden. Students permitted to stay outside the campus may come to the institute riding their own vehicles but are not permitted to ride or park them in the hall area. Any exception, particularly on medical grounds, shall need the explicit approval of the Director. Non-compliance with the rules shall attract financial penalty and other disciplinary measures as decided by the Institute from time to time.
16. All students are required to honour "dining hall etiquette" published by the Chief Warden. The etiquette shall cover honouring published meal timings, placing soiled plates on "used tray" counter, not taking food or utensils out of the dining hall and being polite to the staff and fellow students. Non compliance of dining hall etiquette will lead to financial penalty and disciplinary action.



## **APPENDIX – VII**

### **COMPOSITION OF DEPARTMENTAL ACADEMIC COMMITTEE (UG+PG)**

There shall be one Departmental Academic Committee in each Department, which will be responsible for smooth functioning and monitoring of all academic activities relating to the Department.

#### **Composition**

- |   |   |          |
|---|---|----------|
| 1. Head of the department                       | - | Chairman |
| 2. Four to six faculty members nominated by HOD | - | Members  |

Members to the DAC (UG+PG) will be co-opted covering each specialization of the department.

In very small departments one or more faculty members of other departments may be co-opted by the HOD with approval of Dean (Academic).

One or more external members may be co-opted by the Chairman, DAC on specific occasions such as syllabus making for new courses, revamping of present syllabus etc. The tenure of the Departmental Academic Committee shall be two years.

The composition of the DAC shall need approval of the Director.

#### **Functions**

- 1) To decide the course structure and detailed syllabus of the subjects offered by the Department.
- 2) To assign teaching duties to the teachers and to make the facilities available for teaching.
- 3) To allot faculty advisors to the new batches of students admitted.
- 4) To consider any change of grade of a student in a particular subject / subjects due to any omission / commission and recommend (Clauses 8.8 & 8.9 of regulation).
- 5) To review the cases of weak students and decide appropriate action in advance in coordination with faculty advisors.
- 6) To assign under-graduate Projects to the teachers of the Department.
- 7) To constitute evaluation boards for projects, viva voce, training reports etc.
- 8) To guide teachers towards ensuing continuous evaluation by conducting class tests, giving assignments etc.
- 9) Moderate question papers if so necessary.
- 10) To decide award of medals and prizes wherever available based on departmental merit or activities.
- 11) Any other duties to be assigned by the Senate.

The DAC will meet as often as necessary. Faculty advisors and other members of the faculty may be invited to meetings when necessary. The DAC will seek and review the reports of all course teachers and faculty advisors, and submit its reports to HOD for remedial action if so warranted. The DAC's recommendations may, if situation so demands, be discussed and amended by a meeting of the Full faculty of a Department.



## Appendix – VIII

### **COMPOSITION OF UNDERGRADUATE PROGRAMME EVALUATION COMMITTEE (UGPEC)**

#### **Composition**

1.	Dean (Academic)	-	Chairman
2.	Dean (Student Welfare)	-	Member
3.	Heads of all Departments	-	Members
4.	Head, Central Workshop	-	Member
5.	Librarian/PIC (Library)	-	Member
6.	Professor in charge, EAA	-	Member
7.	Professor in charge, Examinations	-	Member
8.	Professor In-charge, Time Table	-	Member
9.	Deputy / Assistant Registrar (Academic)(UG & PG)	-	Secretary

#### **Functions**

- i. To consider the recommendations of the Departmental Academic Committee on matters relating to under-graduate programme and to make suitable recommendation to the Senate.
- ii. To frame and revise curricula for the under-graduate courses of study.
- iii. To ensure that all norms and regulations pertaining to under-graduate programme are strictly followed.
- iv. To make periodic review of ordinances, regulations and instructions pertaining to under-graduate programme and to recommend to the Senate any modification thereof.
- v. To recommend to the Senate the results of all U.G. examinations and award of degrees.
- vi. To review the academic performances of students in general and make suitable recommendations to the Senate.
- vii. To recommend to the Senate, the award of stipends, scholarships, medals & prizes etc.
- viii. To draw off general time table for the under-graduate course and finalize the UG academic calendar to be put up to the Senate.
- ix. To consider and recommend to the Senate any special cases related to attendance, examination, registration etc.
- x. Any other job assigned by the Senate.

Frequency of Meetings: At least twice every semester.



## **RULES REGARDING ENDOWMENT MEDALS & AWARDS**

The Institute awards medals and cash awards to the eligible continuing and graduating students for excellence in academic or extra academic activities. Some of the medals are funded by the Institute, while some are given by donors such as parents of deceased students, Government, Organizations and individuals. These medals and awards are awarded to graduating students in the Annual Convocation and to continuing students on Institute day. It is decided that the medals and cash awards will be given according to the following rules: -

### **1. Gold Medals :**

A Gold Medal awarded by the Institute will be of 10 gm standard weight at current rate, will cost around Rs.30,000/-. Minimum capital to be given by the donor as principal will be of Rs.6.00 lakhs. Existing donations of lower capital will be converted to cash awards. The minimum value of cash prize shall be Rs. 5000/-, except for those awards which are given in memory of deceased students.

### **2. Memory of Past students:**

Some awards are given by parents, spouse or friends in memory of deceased students of the Institute. The criteria for giving such endowments is as follows: -

- a) *Gold Medal* : as per clause 1.
- b) *Cash Award* : 5% of endowment or Rs.1000/- whichever is higher.

These awards will be continued even if the interest from the principal falls below the cost. In case of deficiency, donors will be requested to increase the amount of endowment but if they either do not exist or one not in a position to contribute more funds, the Institute will bear the difference in expenditure in memory of its old students.

### **3. Government/Institution of Engineers/Organization donors/Individual donors:**

- a) *Gold Medal* : as per clause 1.
- b) *Cash Award* : 5% of endowment or Rs.5000/- whichever is higher. In case of deficiency of capital, the donors will be contacted for increasing the amount of endowment. If they are not in a position to contribute the funds required, these endowments will be discontinued after funds are exhausted. In the closing year, if Rs.5,000/- is not available, the amount will be absorbed by the endowment fund and used for covering deficiencies in the endowment given in the memory of deceased students.

### **4. In all the above cases, the figures will be reviewed in July of every 5th year i.e. in July of year 2010, 2015, 2020 etc.**

### **5. For awarding the above awards, an Institute Endowment Committee appointed by the Senate will decide winners a month before the Convocation or the Institute day whichever is earlier. The composition of the Endowment Committee shall be as follows :**

<i>Dean (AR)</i>	...	<i>Chairman</i>
<i>PIC (IPR)</i>	...	<i>Member (Ex-officio)</i>
<i>HOD (TIIR)</i>	...	<i>Member (Ex-officio)</i>
<i>HOD (WS)</i>	...	<i>Member (Ex-officio)</i>
<i>HOD (CC)</i>	...	<i>Member (Ex-officio)</i>
<i>HOD (BM)</i>	...	<i>Member (Ex-officio)</i>
<i>Dy. Registrar, (Academic)</i>	...	<i>Member Secretary</i>

### **6. For awards based on attributes other than academic performance or SAC activity, a special committee may be constituted by Director in consultation with donors. Donors who choose to pay annually are required to pay minimum Rs.5000/- towards the endowment. They must send the cheque before September 30 of each year to sustain the endowment. If payment is not received in time, the award will be dropped for the year. Late payment will go to next year.**

### **7. List of awards, method of selection and names of winners will be posted on the Institute website.**

## APPENDIX - X

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

#### **Composition**

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

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

#### **Tenure**

The semester in which the subject is being offered.

#### **Functions**

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

#### **Frequency of Meetings**

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



## APPENDIX – XI

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

#### **Supplementary and Alternative Mid-Semester Examinations**

1. Supplementary exams will normally be offered at the discretion of the Institute only in subjects where the number of **failure** is 3 or above, if a summer course is not offered in that subject. Supplementary exams may also be made available to students who have otherwise completed their academic programmes and are forced to extend their study beyond 8 semesters, (10 semesters for B.Arch, Dual Degree & Integrated M.Sc.) provided their attendance record is above 95%; i.e., 2 or less class absent in the concerned subject. In special cases, the Senate, or Chairman Senate on its behalf, may at their discretion approve supplementary exams in other subjects, during mid-semester examination of the following semester.
2. The privilege of supplementary examination in subjects where a summer course is being offered is available only to students who are granted leave during End-Semester examinations, but not to those who have scored an F, X or UR grade due to failure, shortage of attendance, Examination Malpractice, disciplinary action or comparable reasons. In this case the End-semester examination of the summer course will serve as supplementary examination.

3. A student will ordinarily not be allowed to register for more than 12 credits (courses covering all previous semesters) in summer including Supplementary, Summer Course, Guided Self Study Course, Project and SIRE, the only exceptions being those who missed the end semester exams on ground of approved medical leave, family calamity or deputation by the institute. This will include maximum three courses as Summer course and guided self study.
4. Students intending to appear supplementary examination must submit their application in the proforma given in this book through their faculty advisors and Heads of the Departments, along with the necessary fees to the Academic office by the date as announced by the office.
5. The supplementary examination shall be held on such dates as laid down in the Academic Calendar for the year or as notified separately.
6. The grade in the subject scored by the student appearing in the supplementary examination will be recomputed by substituting the marks scored in the last end-semester examination by that score in the supplementary examination. The final grade awarded to the students must be sent to the Examination Office within 5 days of receipt of answer scripts.
7. Students who miss a mid-semester examination due to serious illness, family calamity or some other reason may be permitted to appear in an alternative mid semester examination, if there exists sufficient reason to miss the examination.
8. When a student writes supplementary or alternative mid-Sem. examination, the grade awarded will be lowered by one step. However, if a student has class attendance exceeding 95% (overall, approximate) at the end of the semester, he may be given full credit as given in Section 8.4 [ ii (a) ]. Thus, to be eligible for full credit, a student's absence from classes in any course must not exceed 2 hours in a theory course and one laboratory session in a practical course. Students permitted to avail full credit are eligible for medals and prizes.
9. Unless exempted as per regulation in Clause 8.4 (ii)(a & b), a student writing Alternative Mid-Semester/Supplementary/backlog examination is entitled only to one grade lower than the actual grade thus scored, except that the performance grade 'P' remains unaltered, as elucidated in the table below.

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

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

### **Summer Courses:**

10. When the situation so demands, e.g. large number of students (typically more than 10) failing in a subject, the Institute may decide to offer summer courses to students with an F grade in Autumn or Spring semester. Attendance in such a course shall be compulsory and no separate supplementary examination shall be offered in the subject.
11. Students securing an X or UR grade due to shortage of attendance, examination malpractice, disciplinary action or comparable reasons are not permitted for Summer Course. For students awarded X grades due to shortage of attendance Dean(Ac) may condone upto 4 classes of absence per course but 8 classes in total and permit registration in summer course.

12. A student can register for a maximum of three summer courses concurrently.
13. There will be no Supplementary Examination for final year students irrespective of the numbers of failures in the subject. For such students department will offer Summer Course if viable depending on number of failures in the subject. If regular Summer Course will not be possible, students may be permitted to register for the course under "Guided Self Study" mode, where a teacher will be assigned by the department for every course and evaluation will be afresh under 3 components T.A., mid- Semester, and End Semester examinations. There will be regular contact between the students and teacher; the teacher will be giving assignments and evaluating the scripts. Mid-Semester & End- Semester Examinations will be conducted separately by the Academic Office. Students are required to give biometric attendance by registering their biometric impression in the Computer Centre. Minimum number of biometric attendance should be 20 working days in each Course. This is also applicable to the students failing in Spring End Semester Examinations.
14. Attendance requirement will be counted on the basis of the usual 15% and 30% (Approximately) criteria i.e. absence beyond 15% of total classes held leads to reduction of grade by one step and absence beyond 30% of total classes held leads to 'X' grade in the particular course. Permissible absence in summer courses are enumerated in the table below:

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

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



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

1. The SIRE programme shall be of at least 8 weeks duration after 6th semester of B.Tech, Dual Degree, B.Arch and Integrated M.Sc. programmes. The experience should preferably be earned in an industry of repute, major R & D laboratory, an IIT, NIT or IISc. The key word is “repute”.
2. While summer work as mentioned in (1) is compulsory, a student may, at his discretion, acquire experience at the end of Spring semester of any previous or later year. Heads of Departments and T&P Centre will issue studentship certificate and will help students secure such assignment to the extent possible.
3. The Training and Placement department shall arrange places of work for all students of 3rd year B.Tech, Dual Degree, B.Arch and Integrated M.Sc. programmes. It may also assist students of second year B.Tech, Dual Degree (B.Tech. & M.Tech) B.Arch, and students of 4<sup>th</sup> year B. Arch. And Int. M. Sc., to find work opportunities at mutual convenience.
4. The work may be carried out either in India or abroad. The Institute shall not bear the cost of travel or accommodation in any place. Some organizations offer work experience to engineering students against a fee. The Institute will examine such programmes for their content and spirit and approve deserving cases. The student shall bear the expenses.
5. Students are encouraged to receive financial support from the organizations where they are placed or from other sources. Such financial offers will not count as alternative scholarships.
6. Students will not be permitted to enroll in regular, periodic or aperiodic courses (e.g. CAD/CAM course, Oracle course) offered by companies, even if the subject is of interest to the academic programme. If a subject is of relevance to the Institute's academic programme, it should be included in the curriculum instead of requiring the students to study it outside the Institute by paying additional fees.
7. Considering difficulties of accommodation and travel, the Institute shall work out places of work taking into account the convenience of students. For this to happen, the T & P Centre shall put up a notice seeking suggestions from students for possible work sites. When the seats are made available to the Institute, the students who made the suggestion shall get the first preference in allotment.
8. Sometime around February-March of the year, the T & P department shall finalize the list of work sites for the students and announce it on the notice boards. The students will then make railway reservation and take other steps necessary. Railway concession will be made available by the Institute.
9. Students will have no freedom to choose their own places of work beyond giving suggestions to the T & P Centre. In case a student faces difficulty with the assigned place, he should bring it to the attention of the Professor T & P so that he can be given a fresh allotment. Any change of place of work after starting of the summer vacation must be approved by the Professor T & P on the merit of the case. Any work at a place not approved in advance will not count towards credit requirement.
10. The T & P Centre shall have the responsibility to inspect the places of work to ensure that the students are sincere in their assigned responsibility. If it is found that a student is not attending his work place on full time basis, the student shall get 'F' grade and the SIRE programme is to be repeated during next summer with consequent delay in completion of the student's academic programme.
11. The SIRE report will be evaluated by the department at the beginning of the 7th semester of B.Tech, Dual Degree (B.Tech. & M.Tech), B.Arch and Integrated M.Sc, preferably within one month of the starting of the semester. The department will assign one or two faculty members to coordinate presentation by the students and evaluation of the reports. The grades must be sent to the examination office before the mid semester examination of the autumn semester.
12. The T & P Centre shall be the nodal agency for arranging places of industrial experience. But departments also need to play a strong role. Many faculty members are well known in industry and the industry honours the requests of faculty members and Heads of Departments.

- 13 There will be a Training & Placement Advisory Committee headed by the Professor of Training & placement. Every department shall nominate one faculty member having strong connection with industry and a strong perception of all aspects of the department's academic programmes.
- 14 SIRE will also include credit for the industrial tours and visits arranged by the Institute during the 5<sup>th</sup> – 7<sup>th</sup> (9<sup>th</sup> for B.Arch and Integrated M.Sc.) semesters of a student's career. The relative assignment of marks between the two components shall be : 70% for summer work and 30% for the industrial tours.



## APPENDIX – XIII

### **COMPSITION OF ACADEMIC PROGRAMME OVERSIGHT COMMITTEE**

The Senate shall have 4 major Committees to assist it in administration of the Academic programmes:

UGPEC:	Undergraduate Programme Evaluation Committee
PGPEC:	Postgraduate Programme Evaluation Committee
RPEC:	Research Programme Evaluation Committee
APOC:	Academic Programme Oversight Committee.

#### **Composition of Academic Programme Oversight Committee:**

1. One Senior member of the Senate : Chairman
2. 4 members of faculty nominated by Senate : Member

#### **Functions:**

- To monitor holding of classes (theory, laboratories and design) regularly in all courses across the Institute and ensuing compliance.
- To ensure that lost classes are compensated.
- To ensure that teaching assistants assist the teachers in preparation of assignment and collection and evaluation of answers.
- To examine question papers for proper academic standard, coverage of syllabi, time required to answer, format or printing and proper units, after examinations are over.
- To ensure proper implementation of Seminar and Technical Writing course
- To ensure that such students as well as UG/PG students in project semester use project record books effectively and that marks awarded relate to the record books.
- The APOC will be assisted by Departmental Academic Programme Oversight Committee (DAPOC) who will normally report their observations to respective HODs, but will be guided by the APOC in implementation of their departmental responsibilities.

## **Composition of DAPOC (Departmental Academic Programme Oversight Committee)**

1. Senior member of the faculty nominated by HOD : Chairman
2. Two other senior members of faculty nominated by HOD : Members

The composition of the DAPOC shall need approval of the Director.

### **Functions:**

- To monitor holding of classes (theory, laboratories and design) regularly in all courses across the Institute and ensuing compliance.
- To ensure that lost classes are compensated.
- To ensure that teaching assistants assist the teachers in preparation of assignment and collection and evaluation of answers.
- To examine question papers for proper academic standard, coverage of syllabi, time required to answer, format or printing and proper units, before and after examinations are over.
- To ensure proper implementation of Seminar and Technical Writing course
- To ensure that such students as well as UG/PG students in project semester use project record books effectively and that marks awarded relate to the record books.



## **APPENDIX – XIV**

### **POLICY ON SANCTION OF MEDICAL LEAVE TO STUDENTS**

1. Ordinarily a student is expected to attend all classes and participate in the teaching - learning process. Research and postgraduate students in the project duration are expected to spend their full time in their assigned laboratories. But human beings do fall ill, and a student should not be academically penalised if he falls ill and is unable to attend classes or to work in his laboratory. Concurrently, a student must not get a degree without sufficient participation in the learning process. The following rules reflect a pragmatic compromise between the two opposing requirements.
2. Every student is given some default discount in attending classes or project work: approximately 15% of classes in a semester and 20 working days of project work per year. This period covers all minor illnesses for which a student is sometimes forced to miss his classes. They also cover post-hospital convalescence periods, if any. When a student loses too much time in sickness and participates too little in the teaching - learning process, he may need to repeat a semester to justify his grades.
3. In addition to the standard discount, UG and PG students attending class or laboratory based courses can be sanctioned leave against medical prescription of “rest from classes” or on ground of hospitalisation (with referral). The total medical leave thus sanctioned shall not exceed 15 working days in a semester. In special cases, involving at least 10 working days of hospitalisation (with referral), Dean (SW) may approve up to five additional working days of medical leave in a semester.

Prescription of “rest” must be given by an Institute Medical Officer on the first day of the rest period. Students recommended “rest” by outside specialists or hospitals on referral by the institute need to get it confirmed by an institute medical officer. The institute doctor will consider these outside prescriptions of “rest” on merit. Prescription of “rest” by outside doctors without a referral by Institute Health Centre, shall not qualify for sanction of medical leave either against outdoor treatment or against post-hospitalisation convalescence.

4. Research students and full time project students (M. Tech. 2<sup>nd</sup> year) are permitted 20 working days of absence in a year (2 semesters + summer) that covers minor illness and prescription of rest by institute doctors. They may, however, be granted additional medical leave on ground of hospitalisation on prior referral (only by an institute medical officer excluding convalescence) up to 20 working days per year.
5. “Home stay” on explicit direction of Institute Medical Officer or a hospital referred by him (e. g for chicken pox, viral hepatitis) will be counted as “hospitalisation” for the purpose of medical leave.
6. Under very special circumstances, hospitalisation only (excluding outdoor treatment and convalescence) in a reputed Government or highly reputed private hospital without referral may be accepted for medical leave with approval of director. In such cases, the student must convince the director that he had a valid reason for being present in the place where he fell ill, and that he either had approval of his HOD/faculty advisor or Warden before leaving hostel or continuously kept in touch with them during the illness.
7. In all cases, an application for medical leave must be accompanied by all relevant medical papers – prescriptions, admission and discharge reports, diagnostic reports, medicine purchase slips etc that will convince the institute authorities about the genuineness of the request. Medical certificates issued by treating physicians, which do not constitute a part of the treatment process, will not be considered in decision making.
8. Medical leave applications must be filed within 2 weeks of joining the classes. Delayed applications may be considered on merit with approval of Director only. But in no case, a medical leave application will be considered after the student has registered for the next semester.
9. In all cases of medical leave, the student shall need to make a formal application. However, the institute shall strive to create a process whereby students whose prescription of rest is made on-line by the institute Medical officer can be exempted from making a paper application.
10. Except for hospital treatment without referral, or a delayed application Dean (SW) shall be the authority for sanction of all Medical leaves, on recommendation of an Institute Medical Officer.
11. Notwithstanding anything contained in the regulations above, if the conditions are sufficiently unique, the Senate in a formal meeting may approve medical leave to deserving students. The HOD of the concerned department shall present the case to the Senate.



## APPENDIX – XV

### CENTRAL TIME TABLE

For all Semesters, all Branches, all Programmes and all Courses

#### GENERAL SLOT INFORMATION (T-P Sequence)

Period	1	2	3	4	L U N C H	5	6	7	8	9
DAY	8-9 AM	9-10 AM	10-11 AM	11-12 NOON		1.15- 2.15PM	2.15- 3.15PM	3.15- 4.15PM	4.15- 5.15PM	5.15pm- 6.15pm
MON	TA1	TB1	TC1	TE1		PA			TF1	ZA1
TUE	TB2	TC2	TD1	TE2		PB			TF2	ZB1
WED	PX					TG1	SA1	SB1	SC1	ZA2
	SM1	SJ1	SK1	SL1		PY				
THUR	TC3	TD2	TA2	TG2		PC			TF3	ZC1
FRI	TD3	TA3	TB3	TE3		PD			TG3	ZA3

#### GENERAL SLOT INFORMATION (P-T Sequence)

Period	1	2	3	4	L U N C H	5	6	7	8	9
DAY	8-9 AM	9-10 AM	10-11 AM	11-12 NOON		1.15- 2.15PM	2.15- 3.15PM	3.15- 4.15PM	4.15- 5.15PM	5.15pm- 6.15pm
MON	PE			TE1		TJ1	TK1	TL1	TF1	ZA1
TUE	PF			TE2		TK2	TL2	TM1	TF2	ZB1
WED	PX					TG1	SA1	SB1	SC1	ZA2
	SM1	SJ1	SK1	SL1		PY				
THUR	PG			TG2		TL3	TM2	TJ2	TF3	ZC1
FRI	PH			TE3		TM3	TJ3	TK3	TG3	ZA3

#### SAMPLE NOTATIONS

T-P Sequence = Practical in afternoon [Slots available: TA, TB, TC, TD, TE, TF, TG, PA, PB, PC, PD, and PX]

P-T Sequence = Practical in forenoon [Slots available: TJ, TK, TL, TM, TE, TF, TG, PE, PF, PG, PH, and PY]

TA1 = 1<sup>st</sup> Lecture of A slot for Theory courses

PA = A slot of Practical courses

#### Course Allocation

- TA, TB / TJ, TK slots are for Core courses.
- TC and TL slots are for Core courses or PEs as per need.
- TD, TF, TM slots are for PEs only.
- TG slot is to be used for 3-credit courses or Tutorials only.
- SA1,SB1,SC1,SM1,SJ1,SK1,and SL1 slots will be used for **tutorials** only (No theory)
- If a department fulfills its tutorial requirements by tutorial slots in point 5, (i.e at least three 4-credit courses), it can offer theory in TG slot.
- Students may choose any course as OPEN ELECTIVE **IF TIMETABLE AND COURSE TEACHER** permit. In addition, there will be 40 SPECIAL OPEN ELECTIVES which will be offered in TE slot only. TE slot is for SPECIAL Open **Electives (OEs) only**.
- TG slot can be used for PE if available.
- M.Tech courses can use all slots except TE and tutorial slots.
- If a sessional falls in PX or PY slot, then the tutorials may be suitably allocated in the afternoon/morning session respectively.
- ZA is a THEORY SLOT and ZB1 AND ZC1 are its associated tutorial slots. This slot will be allotted by any department **only if all other options have been found unsuitable for a particular subject.**

**Association of Tutorial slots with Theory slots:**

<b>Theory Slot</b>	TA	TB	TC	TD	TE	TF	TJ	TK	TL	TM
<b>Associated Tutorial Slot</b>	SA1	SB1	SC1	TG1	TG2	TG3	SJ1	SK1	SL1	SM1

■■■

# Forms



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

**APPLICATION FORM FOR ENROLMENT FOR THE SESSION \_\_\_\_\_**

- Programme : ☐ B.Tech  
☐ B.Arch  
☐ Dual Degree B.Tech & M.Tech  
☐ Integrated M.Sc.  
(Please tick whichever is applicable)

Paste here your recent  
colour passport size  
photograph

Department : \_\_\_\_\_

Branch/Specialisation : \_\_\_\_\_

- Name of the student in full : \_\_\_\_\_  
(as on HSC or equivalent certificate)
- Date of Birth in Christian era : \_\_\_\_\_
- Blood Group & RH : \_\_\_\_\_
- Address for Communication(Parents) : \_\_\_\_\_

Communication Address	Permanent Address
Telephone/Mobile No.	Telephone/Mobile No.
Email:	Email:

- Full name of Father/Guardian : \_\_\_\_\_
  - Mother's Name : \_\_\_\_\_
  - Relationship of Guardian with Applicant: \_\_\_\_\_  
(if other than Father)
  - Occupation of Father/Guardian : \_\_\_\_\_  
(State exact Designation, if employed whether in Private/Government/Semi Govt. service with details)
  - Office Address of Father/Guardian : \_\_\_\_\_
  - Telephone of Father/Guardian: \_\_\_\_\_ Mobile: \_\_\_\_\_
  - Email of Father/Guardian: \_\_\_\_\_
- Nationality : \_\_\_\_\_ b) Religion : \_\_\_\_\_ c) Mother Tongue : \_\_\_\_\_
  - State to which you belong: \_\_\_\_\_ e) Sex: \_\_\_\_\_
  - Original Category of Student (SC/ST/OBC/GEN/PH) \_\_\_\_\_
  - Seat allotment Category (SC/ST/OBC/GEN/PH): \_\_\_\_\_

**7. Academic Career : (Examination Passed)**

Sl. No.	Level	Name of Exam. Passed	Name & Address of Institution	Name of the Board & University	Class in which Passed	Year of Passing	%age of Marks
1	10 <sup>th</sup> Std.						
2	12 <sup>th</sup> Std/+2 or Equivalent						

**P.T.O.**



8. a) Name of the School/ Institution last attended : \_\_\_\_\_  
b) Name of the State in which the School/Institution is situated: \_\_\_\_\_  
c) Name of the Board/Council/University: \_\_\_\_\_
9. Contact person in Rourkela or nearby who can be contacted in case of emergency:  
a) Name : \_\_\_\_\_  
b) Address : \_\_\_\_\_  
\_\_\_\_\_ Tel. No. \_\_\_\_\_
10. Known Allergies and medical condition: \_\_\_\_\_  
(If any)

**Declaration by the applicant**

I do hereby declare that the information furnished in this application is true to the best of my knowledge and belief and if admitted I shall abide by the rules and regulations of the Institute and Halls attached to it. If any information furnished in this application is found to be false, I am liable to forfeit the seat allotted to me and legal action may be taken against me.

I agree to stay in Hall of Residence and room allotted to me by the authorities and shall abide by the rules of the Hall.

I shall not participate in any move to create group / class feeling amongst the various students. I am aware of the rules regarding ragging / harassment of juniors as well as the punishments thereof. I undertake that if found guilty of the above I will be liable for punishment as deemed fit by the authorities. **I also understand that I shall cooperate with the authorities in curbing ragging (including reporting incidents of ragging to authorities), failing which disciplinary action as per rules will be taken against me.**

I clearly understand that under the continuous learning cum evaluation system of the Institute, attendance in all classes is compulsory and that I shall be deregistered from courses on ground of unsatisfactory attendance record. I also understand that I must leave the Institute unless I secure the minimum grade as per regulations.

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

\_\_\_\_\_  
**Full signature of the Applicant**

**Declaration by the Parent / Guardian**

I agree to meet the expenses as fixed by the Institute which may be enhanced from time to time during the period of study of my son / daughter / ward Sri / Ms. \_\_\_\_\_ for the entire course and during his/her stay in the halls of residence.

I undertake to ensure that my son/daughter/ward conducts himself/herself in accordance with the rules of NIT Rourkela and its halls of residence, and in a manner commensurate with an institution of repute. I will also ensure that he attends all classes (which is mandatory) and appears in all tests and examinations. If his attendance record is unsatisfactory as per norms fixed by the Institute or his academic performance is below the prescribed minimum, I shall withdraw him from the Institute.

I shall continuously monitor his progress and keep contact with his Faculty Advisor.

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

\_\_\_\_\_  
**Full signature of the Parent / Guardian**

**FOR OFFICE USE**

Year of Admission: \_\_\_\_\_ Branch : \_\_\_\_\_  
Roll No: \_\_\_\_\_ Hall : \_\_\_\_\_

**ASST. REGISTRAR (ACADEMIC)**



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

**FORM FOR CHOICE OF BRANCHES WITHIN ALLOTTED INSTITUTE**

Performa for choice of Branches

PERSONAL DETAILS (To be filled by Candidate)

STREAM : <input type="checkbox"/> Engg.-Technology <input type="checkbox"/> Architecture/Planning		
ROLL NO. :	STATE OF ELIGIBILITY :	
Name :		
CATEGORY :	SUB-CATEGORY :	AIR :
GENDER		
ADMITTED BRANCH		
MOBILE NO.		
LAND LINE NO.		
e-mail ADDRESS		
POSTAL ADDRESS		

I do not wish to participate in the sliding process as per rules and I am retaining my present allotment.

Date:

Signature of the Candidate

**OR**

**Candidates Wishing To Participate in the Sliding Process Need to Note the Following Important Instructions**

1. The presently allotted branch shall not be included in the preference.
2. The choice of branch shall be numbered in the order of preference.
3. The results of sliding will be binding on the candidate & no modifications/alternations are permissible.
4. The sliding will be operated on the basis of quota-wise/category-wise vacant seats available, the merit of candidate i.e. AIR and order of preference of branches submitted by the candidate.

I wish to participate in the sliding process against the vacant seats and my choices for sliding are a mentioned overleaf. I understand that the choices submitted by me are final and no modifications/alternations are permissible and the branch which will be allotted to me through upgradation/sliding will be binding on me.

<b>BRANCH</b>	<b>Preference No.</b>
4 yr. B.Tech. in Biomedical Engineering	
4 yr. B.Tech. in Biotechnology	
4 yr. B.Tech. in Ceramic Engineering	
4 yr. B.Tech. in Chemical Engineering	
4 yr. B.Tech. in Civil Engineering	
4 yr. B.Tech. in Computer Science & Engineering	
4 yr. B.Tech. in Electrical Engineering	
4 yr. B.Tech. in Electronics & Communication Engineering	
4 yr. B.Tech. in Electronics & Instrumentation Engineering	
4 yr. B.Tech. in Industrial Design	
4 yr. B.Tech. in Mechanical Engineering	
4 yr. B.Tech. in Metallurgical & Materials Engineering	
4 yr. B.Tech. Mining Engineering	
5 yr. Dual Degree (B.Tech in Ceramic Engineering & M.Tech. in Industrial Ceramic)	
5 yr. Dual Degree (B.Tech in Chemical Engineering & M.Tech. in Chemical Engineering)	
5 yr. Dual Degree (B.Tech in Civil Engineering & M.Tech. in Transportation Engineering)	
5 yr. Dual Degree (B.Tech in Civil Engineering & M.Tech. in Water Resources Engineering)	
5 yr. Dual Degree (B.Tech in Computer Sc. & Engineering & M.Tech. in Computer Science)	
5 yr. Dual Degree (B.Tech in Computer Sc. & Engineering & M.Tech. in Information Security)	
5 yr. Dual Degree (B.Tech in Electrical Engineering & M.Tech. in Control & Automation)	
5 yr. Dual Degree (B.Tech in Electrical Engineering & M.Tech. in Electronic Systems & Commn.)	
5 yr. Dual Degree (B.Tech in Electrical Engineering & M.Tech. in Power Electronics & Drives)	
5 yr. Dual Degree (B.Tech in Electronics & Commn. Engineering & M.Tech. in Communication & Networks)	
5 yr. Dual Degree (B.Tech in Electronics & Commn. Engineering & M.Tech. in VLSI Design & Embedded System)	
5 yr. Dual Degree (B.Tech in Mechanical Engineering & M.Tech. in Mechatronics & Automation)	
5 yr. Dual Degree (B.Tech in Met.& Mat. Engineering & M.Tech. in Met. & Mat. Engineering)	
5 yr. Dual Degree (B.Tech in Mining Engineering & M.Tech. in Mining Engineering)	
5 yr. Integrated M.Sc. in Chemistry	
5 yr. Integrated M.Sc. in Life Science	
5 yr. Integrated M.Sc. in Mathematics	
5 yr. Integrated M.Sc. in Physics	
5 yr. Integrated M.Sc. in Applied Geology	
5 yr. Integrated M.Sc. in Atmospheric Sciences	

**Date :**

**Signature of the Candidate**

**Signature of the Verifying Officer**



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

### SPECIMEN SIGNATURE

NAME : \_\_\_\_\_  
JEE Roll No. : \_\_\_\_\_

1.	
2.	
3.	

### ADDRESS SLIP

#### FATHER'S / GUARDIAN'S ADDRESS SLIP

To  
Dr. / Shri.....  
.....  
.....  
Pin Code .....State.....  
Mobile Ph:.....

#### FATHER'S / GUARDIAN'S ADDRESS SLIP

To  
Dr. / Shri.....  
.....  
.....  
Pin Code .....State.....  
Mobile Ph:.....

#### FATHER'S / GUARDIAN'S ADDRESS SLIP

To  
Dr. / Shri.....  
.....  
.....  
Pin Code .....State.....  
Mobile Ph:.....

#### FATHER'S / GUARDIAN'S ADDRESS SLIP

To  
Dr. / Shri.....  
.....  
.....  
Pin Code .....State.....  
Mobile Ph:.....



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

**REQUEST FOR PERMISSION TO STAY OUTSIDE HOSTEL**

1. Name : \_\_\_\_\_ 2. Roll No. \_\_\_\_\_
3. Programme: \_\_\_\_\_ 4. Department \_\_\_\_\_ 5. Year \_\_\_\_\_
6. Whether availing fellowship from any source : Yes/No [Applicable only for M.Tech & Research students]
7. Reason for not staying in the Hall of Residence : \_\_\_\_\_

1. Name & address of the person with whom student will stay : \_\_\_\_\_
- \_\_\_\_\_ Phone : \_\_\_\_\_

9. Relationship with the student : \_\_\_\_\_

10. Distance from the Institute : \_\_\_\_\_ km.

11. Proposed mode of travel : \_\_\_\_\_

(If proposed to travel by a motor vehicle, a photo copy of Driving licence to be enclosed. I promise to wear safety helmet or seat belt while driving, and promise not to drive in the hostel area.)

12. We certify that adequate physical facility exists for accommodation of Shri / Ms \_\_\_\_\_ and the place is conducive for studying. The place of stay is close to the Campus and the student shall face no difficulty in attending classes and laboratories both during and outside regular working hours. Adequate safety measures will be taken during travel for female students.

13. Signature :

\_\_\_\_\_

Student

\_\_\_\_\_

Parent / Guardian

\_\_\_\_\_

Guardian with whom student will live

14. Recommendation : \_\_\_\_\_

-----

**Faculty Advisor**

-----

**Head of the Department**

15. ☐ Approved ☐ Not Approved

Recommendation (for students with fellowship) \_\_\_\_\_

☐ Approved ☐ Not Approved

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**Dean (Academic)**

-----

**Director**



## SCRUTINY SHEET

### National Institute of Technology Rourkela

(An Institute of National Importance under Ministry of HRD, Govt. of India)

(Items 1 to 5 to be filled by the candidate)

Admission date : \_\_\_\_\_

1. Name of the candidate : \_\_\_\_\_
2. For Admission to : (B.Tech./B.Arch. /Dual degree B.Tech & M.Tech/Int. M.Sc./M.Tech. / M.Sc./MBA/MA ) : \_\_\_\_\_
3. JEE / GATE /JAM Any other ( Pl. Specify) Rank / Score : \_\_\_\_\_
4. Branch/Specialisation Allotted : \_\_\_\_\_ 5. Department : \_\_\_\_\_
6. Verification of Documents (To be filled up by office)

S.No	Documents	Original	Photo Copy	Remarks of verifying officer
(i)	High School Certificate or equivalent Examination Certificate showing the date of birth (Original to be returned)			
(ii)	a) Pass Certificate or Equivalent Examination (Original to be returned)			
	b) Course completion certificate (for PG students) if result is awaited (Original to be retained)			
(iii)	JEE Rank Card (For UG students : Original to be returned)			
(iv)	GATE/JAM SCORE Card (for PG students ; Original to be retained)			
(v)	Provisional seat allotment letter issued by reporting centre (For UG and M.Tech students; Original to be retained)			
(vi)	Printout of the latest allotment letter from the website, if any (Original to be retained)			
(vii)	Sliding form (Original to be retained)			
(viii)	College / School Leaving Certificate/Transfer certificate issued by the institution last attended (Original to be retained)			
(ix)	Conduct Certificate from the Institution last attended (Original to be retained)			
(x)	SC/ST/OBC/PH Certificate (Original to be returned)			
(xi)	Migration Certificate (Original to be retained)			
(xii)	Enrollment Form			
(xiii)	Passport size coloured photographs (3 nos.)			
(xiv)	Sponsorship Certificate from employer (for sponsored PG students, Original to be retained)			

\_\_\_\_\_  
Signature of the Verifying Officer

I undertake to produce the documents as found waiting and indicated above by (dated): September 30, \_\_\_\_\_, failing which my admission may be cancelled and all fees paid including caution deposit be forfeited. I have accepted the branch/specialization/Department allotted to me.

\_\_\_\_\_  
Signature of the Candidate

Admission fee collected : Vide Receipt No. \_\_\_\_\_ Dated : \_\_\_\_\_

\_\_\_\_\_  
Cashier

☐ Admitted Provisionally

\_\_\_\_\_  
Assistant Registrar (Academic, UG&PG)



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

From: NITR/AC/106

**MONEY RECEIPT**

**(OFFICE COPY)**

Sl.No. \_\_\_\_\_ Date: \_\_\_\_\_

Name : \_\_\_\_\_

JEE Roll No. : \_\_\_\_\_

Branch : \_\_\_\_\_

Specialisation for (Dual Degree)

Admission Fee (including mess dues) (A): \_\_\_\_\_

(`57,000 for B.Tech. /B.Arch / Dual Degree B.Tech & M.Tech)

(`40,500 for Integrated. M.Sc. students)

Less: Amount Deposited (B): \_\_\_\_\_

(`35,000 for Open/OBC students)

(`25,000 for SC/ST students)

Balance amount paid/Kept in PD (A-B) \_\_\_\_\_

Bank Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

Drawn on bank \_\_\_\_\_

**Date:**

**Dealing Assistant**



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

From: NITR/AC/106

**MONEY RECEIPT**

**(STUDENT COPY)**

Sl.No. \_\_\_\_\_ Date: \_\_\_\_\_

Name : \_\_\_\_\_

JEE Roll No. : \_\_\_\_\_

Branch : \_\_\_\_\_

Specialisation for (Dual Degree)

Admission Fee (including mess dues) (A): \_\_\_\_\_

(`57,000 for B.Tech. /B.Arch / Dual Degree B.Tech & M.Tech)

(`40,500 for Integrated. M.Sc. students)

Less: Amount Deposited (B): \_\_\_\_\_

(`35,000 for Open/OBC students)

(`25,000 for SC/ST students)

Balance amount paid/Kept in PD (A-B) \_\_\_\_\_

Bank Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

Drawn on bank \_\_\_\_\_

**Date:**

**Dealing Assistant**



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

From:  
NITR/AC/107

Payment through Draft For Institute dues

OFFICE COPY

Name : \_\_\_\_\_

Roll No.: \_\_\_\_\_ Semester(Autumn/Spring/Summer) : \_\_\_\_\_

Year : 20\_\_\_\_-20\_\_\_\_ Hall : \_\_\_\_\_

Sl. No.	Head of Payment	Amount (in `)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
	<b>Total</b>	

**[Demand Draft Details]**

Draft No. \_\_\_\_\_ Draft Date: \_\_\_\_\_ Draft Amount \_\_\_\_\_

Bank Name: \_\_\_\_\_

Signature of the Student

**FOR OFFICE USE ONLY**

Sl.No. \_\_\_\_\_ Date : \_\_\_\_\_

Received ` \_\_\_\_\_ as stated above.

**Cashier / Asst. Cashier**

N.B. The receipt is valid subject to realization of the amount from Bank. A fine of Rs. 500/- will be imposed in case the draft is dishonored by the bank.



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

From:  
NITR/AC/107

Payment through Draft For Institute dues

STUDENT COPY

Name : \_\_\_\_\_

Roll No.: \_\_\_\_\_ Semester(Autumn/Spring/Summer) : \_\_\_\_\_

Year : 20\_\_\_\_-20\_\_\_\_ Hall : \_\_\_\_\_

Sl. No.	Head of Payment	Amount (in `)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
	<b>Total</b>	

**[Demand Draft Details]**

Draft No. \_\_\_\_\_ Draft Date: \_\_\_\_\_ Draft Amount \_\_\_\_\_

Bank Name: \_\_\_\_\_

Signature of the Student

**FOR OFFICE USE ONLY**

Sl.No. \_\_\_\_\_ Date : \_\_\_\_\_

Received ` \_\_\_\_\_ as stated above.

**Cashier / Asst. Cashier**

N.B. The receipt is valid subject to realization of the amount from Bank. A fine of Rs. 500/- will be imposed in case the draft is dishonored by the bank.





राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

From: NITR/AC/108

**REQUEST FOR PAYMENT OF FEES THROUGH E-BANKING**

(To be submitted on approval of Application)

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

1. Name of the candidate in full : \_\_\_\_\_
2. Roll No. : \_\_\_\_\_ 3. Department \_\_\_\_\_
4. Programme : ☐ B. Tech. ☐ B.Arch. ☐ Dual Degree B.Tech & M.Tech. ☐ M. Sc.  
☐ M.Tech. ☐ Five yr. Int. M.Sc. ☐ M.Tech.(R) ☐ Ph. D. ☐ MBA  
☐ MA
5. Head of account and amount of fees to be paid

Serial No.	Head of Account	Amount
1	Semester Registration fee	₹ _____
2	Thesis submission fee	₹ _____
3	Supplementary/Alternative Examination fee	₹ _____
4	Summer Course Registration fee	₹ _____
5	Fines	₹ _____
6	Transcripts & Certificates	₹ _____
7	Hall dues ( _____ Hall)	₹ _____
8	Miscellaneous	₹ _____

6. I may kindly be permitted to deposit the fees mentioned above in appropriate Institute account through e-banking.
7. Signature of student: \_\_\_\_\_

To

Assistant Registrar (Acad)

Permitted to deposit the fees through e-banking. Appropriate entry has been made on the computer for accepting the fees.

\_\_\_\_\_  
Office Assistant  
(Academic Section)

\_\_\_\_\_  
Assistant Registrar (Acad)



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

**Semester Registration for B.Tech/B.Arch/Dual Degree B.Tech & M.Tech/Int. M.Sc.**

1. Programme of Study : ☐ B.Tech. ☐ B.Arch. ☐ Dual Degree B.Tech. & M.Tech ☐ Int. M.Sc.

2. Date of Registration : \_\_\_\_\_

3. Semester ☐ Autumn ☐ Spring 4. Year 20\_\_\_\_ - 20\_\_\_\_ 5. Roll Number

--	--	--	--	--	--	--	--

6. Full Name of the Student

--

7. Hall of Residence

--

8. Whether permitted to stay outside:

Y	N
---	---

9. Branch of study :

--

10. Branch Code :

--	--

11. Whether paid a) Institute and Hall dues for current semester: ☐ Y ☐ N b) Institute and Hall dues of previous semester(s) : ☐ Y ☐ N

12. Backlog Papers (Exams only)[Only for courses originally registered last year and awarded F grade]:

Sl No	Subject Code	Name of Subject	Credits	First Registered Autumn / Spring & Year.
1.				
2.				
3.				
4.				
5.				

13. Subjects of Study [Including papers of previous semester(s) with UR or X status or repeat papers for students with CGPA < 6.00]

Sl. No	Subject Code	Name of the subject	L-T-P	Credits	Time Table Slot
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
Total					

14. We certify that courses listed under item 12 (Exams only) were originally taken during last academic year, and that all courses originally taken more than one year ago are listed under item 13. The student will attend classes for all courses listed under item 13. We also confirm that there is no time table conflict.

Signature of the student

Faculty Adviser

Head of Department

Dean (Academic)

P.T.O

## **Instructions on Semester Registration**

1. This form is to be used by every UG, PG or Research student of NIT Rourkela at the beginning of a semester. Through this form, the student requests the courses that he intends to study during the semester or to write exams as backlog papers.
2. All roll sheets for classes and examination schedule will be generated from these registration forms. If you forget to mention a course here, you will not have another opportunity to attend classes or to sit in examination in that paper.
3. Please consult Institute time table before filling up this form. There should be no more than one course during a time slot. Please note that no department or teacher or administrator can change the time table later, except with the consent of every single stake holder. Do not ever give your consent to a change of time table if the change would create a conflict in your own schedule.
4. Please choose your electives in a manner that avoids time table conflict.
5. If you have 'UR' grades X or 'F' grades more than one year old, please register for those courses first. The courses that you took last year for the first time may be taken as backlog papers, where you will write exams (both Mid-Semester and End-Semester) without attending classes. Courses first taken by you earlier than last year must be fully repeated.

Only after registering for the backlog and repeat courses, register for the current semester courses, starting with the core subjects. Your Faculty Advisor will guide you on choice of courses and electives.

6. If your CGPA is low ( $< 6.00$ ), you are advised to enter the slow pace programme. Do not load yourself excessively and get more F grades in future.
7. Please note that if your CGPA is below 6.00 for 2 semesters in a row that may lead to the terminating of your studentship with continued poor academic performance. Hence, it is in your interest to slow down and plan your programme. It is better to be slow than to rush and be thrown out of the Institute without getting a degree.
8. You must complete the full B.Tech. programme in 6 years (7 years for Dual Degree and Integrated M.Sc.).
9. Attendance in class is extremely important. Maximum absence permitted in a theory course is 6 hours in a 3 credit course, and 8 hours in a 4 credit course, while that in a 2 credit practical course is only one session of 3 hours. Absence beyond these limits will mean loss of grade points, and in extreme cases, outright failure. Please do not take the risk.
10. God forbid, but if you ever fall sick during exams, only a 95% attendance record will ensure that you get the grade you deserve. Please attend ALL CLASSES.
11. Your Faculty Advisor is your best friend and your interface with the Institute. Always remain in touch with him. Any application to institute authorities should be through your Faculty Advisor.



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

From: NITR/AC/110

**APPLICATION FOR LEAVE OF ABSENCE FROM CLASSES**

(To be submitted in duplicate to the Department Office. Please do not submit to Academic Section)

(For U.G., M.Sc, MBA and MA Students)

**(Please do not use this form for visiting other institutions / industry for academic work)**

**Type of Leave:** ☐ Personal Leave\* ☐ Medical Leave\*\*

1. Name : \_\_\_\_\_
2. Roll No.: \_\_\_\_\_ 3. Programme : \_\_\_\_\_
4. Department: \_\_\_\_\_
5. Reasons for seeking leave (Give details) : \_\_\_\_\_
6. Period: From \_\_\_\_\_ To \_\_\_\_\_
7. No. of working days of absence : \_\_\_\_\_
8. Leave already availed during the semester: Medical \_\_\_\_\_; Personal \_\_\_\_\_
9. Address during the leave with Tel. No. \_\_\_\_\_
10. I understand that this leave does not entitle me to extra classes, alternative examination, credit for class tests / home assignments or mess rebate.
11. Enclosures: \_\_\_\_\_

\* UG, M.Sc, MBA and MA students can take personal leave only for a serious medical problem in the family or family calamity, but not for other casual reasons.

\*\* Photocopy of medical card with Institute Medical Officer's recommendation enclosed. In case of out station illness, all original medical papers are also enclosed along with endorsement by Institute Medical Officer in the prescribed form NITR/AC/114.

\_\_\_\_\_  
**Signature of Student**

☐ Recommended for approval: ----- ☐ Noted in appropriate Leave Register: -----

\_\_\_\_\_  
**Faculty Adviser**

\_\_\_\_\_  
**Department Office**

☐ Recommended

☐ Approved (Up to 10 days)

☐ Recommended (Beyond 10 working days)

☐ Approved

\_\_\_\_\_  
Head of the Department

\_\_\_\_\_  
Dean (Ac)

\_\_\_\_\_  
Director

**To**

**Assistant Registrar (Academic) for records** [UG, M.Sc., MBA and MA students]

**Copy to : Student concerned** (through HOD & Faculty Advisor)

Note: Heads of Departments are requested to forward both copies of this application to Academic Section. When the approval is received from the Academic Section, please pass it on to the Faculty Advisor for onward transmission to the student.



# राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला National Institute of Technology Rourkela

(An Institute of National Importance under Ministry of HRD, Govt. of India)

Form : NITR/AC/111

## REQUEST FOR PERMISSION TO TRAVEL FOR ACADEMIC WORK, CONFERENCES OR STUDENT ACTIVITY

(This form is for students' travel within India)

1. Name of student : \_\_\_\_\_
2. Roll No : \_\_\_\_\_
3. Programme: \_\_\_\_\_
4. Department : \_\_\_\_\_
5. Hall of Residence : \_\_\_\_\_
6. Purpose of travel : ☐ Academic ☐ Conference ☐ Student activity ☐ Other
7. Details of activity : \_\_\_\_\_  
\_\_\_\_\_
8. Place of visit : Organisation : \_\_\_\_\_ City: \_\_\_\_\_
9. Dates of business : From \_\_\_\_\_ To \_\_\_\_\_
10. Duration of absence including travel : From \_\_\_\_\_ To \_\_\_\_\_
9. Expenses : [See rules in reverse]  
Round trip train fair in appropriate class (with concession if applicable) : \_\_\_\_\_  
Bus / Local Travel : \_\_\_\_\_  
Registration fee : \_\_\_\_\_, Living Expenses : \_\_\_\_\_ Total : \_\_\_\_\_
10. Special Request (if any) : \_\_\_\_\_
13. Enclosures: ☐ Correspondence with Institution to be visited  
☐ Acceptance of paper ☐ Abstract of paper ☐ Conference brochure  
☐ Other \_\_\_\_\_
14. Signature of the student: \_\_\_\_\_
15. Date : \_\_\_\_\_
16. Recommendation of faculty advisor/thesis supervisor (for project related travel only) : \_\_\_\_\_  
\_\_\_\_\_

Thesis Supervisor (if applicable)

Faculty Advisor

<p><u>For Project work without financial support or with financial support from Research projects</u></p> <p>Recommendation of Project PI (if applicable) Travel grant will be provided from _____ project.</p> <p>Signature of P.I. _____</p> <p>Approved. _____</p> <p>Head of the Department</p>	<p><u>For Academic purpose with financial support</u></p> <p>Funds will be provided from Departmental operating grant as per rule towards Registration fee and/or fees charged by host institution.</p> <p>Head of Department _____</p> <p>Travel and expenses approved.</p> <p>Dean (Ac) _____</p>	<p><u>For Student Activity with financial support</u></p> <p>May be permitted.</p> <p>Head of the Department _____</p> <p>Funds may be provided from SAC grant as per rules to the extent of _____</p> <p>V.P. of Concerned Society _____</p> <p>Approved. The student is selected for deputation in accordance with SAC rules.</p> <p>Dean (SW) _____</p>
---	---	--

To

Mr /Ms \_\_\_\_\_, Through HOD \_\_\_\_\_

1. See reverse for relevant rules.
2. Please enclose this form after approval with your claim for reimbursement of expenses.
3. Students may submit a copy to Academic Section if the journey involves absence from classes.

## **Policy Regarding Travel Assistance to Students**

A student may need travel support under three types of activities : (a) for academic work such as using an instrument or library in a different institution, or for collecting data as a part of his/her research work, (b) for presenting a paper in a conference based on his/her project/research work or attending a short term or training programme essential for carrying out the proposed research programme or (c) participating in a student activity such as paper presentation, model competition, poster presentation not based on any mandatory academic assignment.

### **A. Travel for academic work:**

It is limited to once in the career except for Ph.D. and M.Tech.(R) students who may use the facility as needed, subject to availability of funds. There is no limit on such travel from sponsored research and consultancy projects.

All fees for use of equipment or services are to be borne from the operating grant of the Department.

### **B. Travel for presenting papers or attending training programs based on research work carried out by a student :**

It is limited to once in the career except for Ph.D. students who may use the facility as needed, subject to availability of funds. There is no limit on such travel from sponsored research and consultancy projects. Participation in a training programme should be justified by the supervisor for long term benefit to the department.

All fees for registration are to be borne from the operating grant of the Department.

For (A) and (B) the Institute shall pay

- (i) Round trip train/bus fare
- (ii) Living expenses excluding travel time if not included registration fee.
- (iii) Local travel
- (iv) Registration fee is limited to `5000/- maximum.

as per the following table.

Category of Students (Course enrolled in)	Travel with Institute Fund		Travel with Sponsored Fund				Comparable/Entitled Pay Band
	Journey	Food + Accommodation per Day ( ` )	Journey	Accommodation ( ` )	Food ( ` )	LT ( ` )	
B.Tech/M.Sc	II SL	200/day	III AC	300	100	50	PB-1
M.Tech/M.Tech(R)	III AC	200/day	II AC	500	150	100	PB-2
Ph.D	III AC	200/day	II AC	1500	200	100	PB-3

### **C. Travel for participation in student sports competition, model exhibition, paper contest or similar activity:**

The Institute will ordinarily bear the expenses towards round trip sleeper class train fare or bus fare, when an official team is led by a faculty member or sports officer. The Institute will bear expenses towards local travel, living expenses and registration fees as decided by SAC.

This facility is provided only in cases where the student has been nominated to represent the Institute in a national level competition after going through an open competitive process within the Institute. The number of such travel supports and the mode of selection will be decided by SAC.

### **Regulations :**

In cases of (A) and (B), if financial support is requested, the applications should be sent to Dean(Ac) through supervisor and HOD. The following documents need to be enclosed with the application.

1. A formal request in approved form. (this form)
2. Acceptance from the host institute or conference organizers.
3. A brief description of the work to be done or abstract of the paper to be presented.
4. A summary of the research topic being pursued at NIT.

In case of (C), the application should be sent to Dean (SW) through concerned Vice President of SAC.

No advance will be paid to the student by the Institute. Reimbursement will be made against expenses made on production of proper receipts. The student must claim reimbursement using prescribed form within a week of returning from the journey. Mess rebate as per rules will be available if Warden of the concerned hall is informed before leaving the campus.

UG, M.Sc., MBA and MA students must submit a copy of the approved form to Academic Section if absence from classes is involved. All other students must submit a copy to their Department.

**Note :** Approval of travel against this form shall not entitle a student to alternative mid-sem or end-sem examination or class test.



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National Institute of Technology Rourkela

(An Institute of National Importance under Ministry of HRD, Govt. of India)

Form : NITR/AC/112

MEDICAL CERTIFICATE FOR MISSING EXAMINATION

1. Date of issue : \_\_\_\_\_ 2. Semester : ☐ Mid Semester ☐ End Semester
3. Name of Student : \_\_\_\_\_ 4. Roll No : \_\_\_\_\_
5. Rest request for the period : \_\_\_\_\_ to \_\_\_\_\_
6. Description of medical condition *(The text must bring out the features that make a student incapable of appearing in an examination from a sick bed in the Institute)* :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. For how long the student has been suffering ? \_\_\_\_\_
8. Is the student hospitalized or recommended for hospitalization ? (Give details) :  
\_\_\_\_\_  
\_\_\_\_\_
9. Other treatment given : \_\_\_\_\_  
\_\_\_\_\_
10. The student may be exempted from appearing in examination during the period :  
\_\_\_\_\_ to \_\_\_\_\_, because he is incapable of writing the  
examination even from the sick bed.

To  
Assistant Registrar (Ac)

\_\_\_\_\_  
Signature of Medical Officer

Approval of Dean (Ac)

The student is exempted from appearing in examination during the period recommended under item 10.

\_\_\_\_\_  
Dean (Ac)

- \* To be issued by Institute Medical Officer on request by a student or his Faculty Advisor, HOD, Warden or Chief Warden.
- \* Request to be made on the earliest opportunity that a student or a faculty mentor gets to approach a Medical Officer of the Institute.
- \* If exempted by Dean (AC), a student may get an opportunity for an alternative/supplementary examination as per prevailing rules. In that case the grade awarded will be reduced by one step, except when the student has 95% attendance record in the concerned course.



# राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

## National Institute of Technology Rourkela

(An Institute of National Importance under Ministry of HRD, Govt. of India)

### REQUEST FOR APPEARING ALTERNATIVE MID SEMESTER/SUPPLEMENTARY END SEMESTER EXAMINATION (AUTUMN/SPRING) 20\_\_-20\_\_

☐ ALTERNATIVE MID SEMESTER EXAM ☐ SUPPLEMENTARY END SEMESTER EXAM

**Date of Application**

1. Name of the student : \_\_\_\_\_ 2. Roll No. : \_\_\_\_\_  
 3. Department : \_\_\_\_\_ 4. Year of Admission: \_\_\_\_\_  
 5. Course(s) want to appear : \_\_\_\_\_

Sl.No.	Subject Code	Subject Name	L-T-P	Credits	Attendance in class (%)
1.					
2.					
3.					
4.					
5.					

6. Reasons for missing regular examination (*Give complete detail*):  
 (a) Admitted to hospital on recommendation of Institute Medical Officer  
 [Attach photocopies of medical record book, hospital discharge certificate]  
 (b) Granted leave of absence by Dean (Ac) for family calamity.  
 (c) Any other \_\_\_\_\_.
7. Alternative / Supplementary examination fee as per rules may be added to my dues payable during registration for the next semester. [Final semester students are required to pay the fee online.]
8. Enclosure : Relevant documents and copies of prior communications.
9. Recommended with following justification: \_\_\_\_\_

Signature of the student

Faculty Adviser

Head of the Department

To  
Dean (Academic) through Assistant Registrar (Academic) for consideration.

- Note : 1. The grade awarded will be reduced by 1 step, except in cases of students having > 95% attendance record in the course (except the days of sickness / family calamity.)  
 2. A student is not permitted to sit in the supplementary or alternative mid semester exam if attendance in the course is below 60%.

[To be filled by all students seeking an alternative mid semester or supplementary examination on grounds of illness, family calamity, participation in a national/international event or any other reason. Not necessary for students securing 'F' grade in examination.]





राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

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Form : NITR/AC/114

## STUDENTSHIP CERTIFICATE

(To be submitted by the student/employee to an Institute doctor along with relevant medical papers in original prescriptions, hospital registration slip discharge certificate, investigation report, medicine purchase receipts, x-rays etc. the signed certificate may be attached to leave application along with Xerox copies of relevant medical documents. The Doctor, at his discretion, may hand over the certificate to the patient or send it directly to the Head of the Department.)

1. Patient's Name: \_\_\_\_\_ 2. ☐ Employee/☐ Student
3. Employee code/Roll No. : \_\_\_\_\_
4. Place of where the patient fell ill : \_\_\_\_\_
5. Nature of illness : \_\_\_\_\_
6. Duration : From \_\_\_\_\_ To \_\_\_\_\_
7. Reason for which the patient was present at the location where he fell ill: \_\_\_\_\_

8. Permissions(of HOD, Faculty Advisor, Warden, Any other) taken before going out of campus : \_\_\_\_\_

2. Documents presented to Institute doctor:

- |  |                          |                               |                          |
|--|--------------------------|-------------------------------|--------------------------|
| (1) Hospital/Dispensary Registration       | <input type="checkbox"/> | (2) Prescription              | <input type="checkbox"/> |
| (3) Pathological Report                    | <input type="checkbox"/> | (4) Radiological Report       | <input type="checkbox"/> |
| (5) ECG/USG/MRI/CT Scan                    | <input type="checkbox"/> | (6) Medicine Purchase Receipt | <input type="checkbox"/> |
| (7) Hospital Discharge/Fitness Certificate | <input type="checkbox"/> | (8) Any other                 | <input type="checkbox"/> |

10. Reasons for not enclosing other documents (if any) : \_\_\_\_\_

11. Present symptoms : \_\_\_\_\_

11. Signature of Patient : \_\_\_\_\_ 13. Date : \_\_\_\_\_

14. **Certificate** : ☐ Based on the present health condition of the patient and medical records presented to me, I confirm that the student/employee was suffering from \_\_\_\_\_ during the period of \_\_\_\_\_ to \_\_\_\_\_. I am satisfied regarding admissibility of the said period for purpose of sanction of leave from duty/classes.

**OR** ☐ The present state of health and documents presented to me do not confirm that the student/employee was suffering from \_\_\_\_\_ to \_\_\_\_\_ as claimed above by him/her

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Medical Officer



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

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Form : NITR/AC/115

*Certified that Mr / Ms \_\_\_\_\_ is a bonafide student and is continuing his/her study in the <Semester> of <Programme Name>(<Branch Name>) of this Institute holding Roll No. \_\_\_\_\_ during the session 20 \_\_\_\_ - 20 \_\_\_\_.*

*His/Her programme duration is from \_\_\_\_\_ to \_\_\_\_\_ and he/she bears a good moral character.*

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

ASSISTANT REGISTRAR  
(Academic)



STUDENT'S EXPENDITURE CERTIFICATE (B.Tech/B.Arch)

To whomsoever it may concern

S. No	Fee	1 <sup>st</sup> semester (Amount in Rs)	2 <sup>nd</sup> semester (Amount in Rs)
1	Admission fee(one time)	1500	0
2	Tuition fee	35000	35000
3	Other fees(Exam.Library Electricity .etc)	5000	5000
4	Student Activity fee	2000	2000
5	Medical fees	1000	1000
6	Book fee	1000	1000
7	Hostel seat Rent	2000	2000
8	Caution money(one time Refundable on Successful completion of program)	5000	0
9	Institute Emergency Fund (onetime fee)	10000	0
10	Hall Establishment Fee	2500	2500
11	Hall Dues (Approx.)	17500	17500
Total :		82500	66000
S. No	Fee	3 <sup>rd</sup> semester (Amount in Rs)	4 <sup>th</sup> semester (Amount in Rs)
1	Tuition fee	35000	35000
2	Other fees (Exam., Library Electricity .etc)	5000	5000
3	Student Activity fee	2000	2000
4	Medical fees	1000	1000
5	Book fee	1000	1000
6	Hostel seat Rent	2500	2500
7	Hall Establishment Fee	2500	2500
8	Hall Dues (Approx.)	17500	17500
Total :		66500	66500
S. No	Fee	5 <sup>th</sup> semester (Amount in Rs)	6 <sup>th</sup> semester (Amount in Rs)
1	Tuition fee	35000	35000
2	Other fees (Exam., Library Electricity .etc)	5000	5000
3	Student Activity fee	2000	2000
4	Medical fees	1000	1000
5	Book fee	1000	1000
6	Hostel seat Rent	2500	2500
7	Hall Establishment Fee	2500	2500
8	Hall Dues (Approx.)	17500	17500
Total :		66500	66500
S. No	Fee	7 <sup>th</sup> semester (Amount in Rs)	8 <sup>th</sup> semester (Amount in Rs)
1	Tuition fee	35000	35000
2	Other fees (Exam,Library,Electricity etc)	5000	5000
3	Student Activity fee	2000	2000
4	Medical fees	1000	1000
5	Souvenir fee	500	0
6	Book fee	1000	1000
9	Hostel seat Rent	2500	2500
10	Hall Establishment Fee	2500	2500
11	Hall Dues (Approx.)	17500	17500
12	Convocation fee	1500	0
Total :		68500	66500

\*\*\*\*- Amount mentioned against mess dues is on approximate amount.

(Rupees Three Lakhs Twenty-one thousand Five Hundred only)

Purchase of Computer (one time) : Rs.50000/-, Training & Study tour: Rs.20000/-.

Asst. Registrar (Academic)



**राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला**  
**National Institute of Technology Rourkela**  
 (An Institute of National Importance under Ministry of HRD, Govt. of India)

**STUDENT'S EXPENDITURE CERTIFICATE (Dual Degree B.Tech & M.Tech)**

**To whomsoever it may concern**

S. No	Fee	1st semester (Amount in Rs)	2 <sup>nd</sup> semester (Amount in Rs )
1	Admission fee(one time)	1500	0
2	Tuition fee	35000	35000
3	Other fees(Exam.Library Electricity .etc)	5000	5000
4	Student Activity fee	2000	2000
5	Medical fees	1000	1000
6	Book fee	1000	1000
7	Hostel seat Rent	2000	2000
8	Caution money(one time Refundable after successful completion of Program)	5000	0
9	Institute Emergency Fund (onetime fee)	10000	0
10	Hall Establishment Fee	2500	2500
11	Hall Dues (Approx.)	17500	17500
	<b>Total :</b>	82500	66000
S. No	Fee	3 <sup>rd</sup> semester (Amount in Rs)	4 <sup>th</sup> semester (Amount in Rs)
1	Tuition fee	35000	35000
2	Other fees(Exam.Library Electricity .etc)	5000	5000
3	Student Activity fee	2000	2000
4	Medical fees	1000	1000
5	Book fee	1000	1000
6	Hostel seat Rent	2500	2500
7	Hall Establishment Fee	2500	2500
8	Hall Dues (Approx.)	17500	17500
	<b>Total :</b>	66500	66500
S. No	Fee	5 <sup>th</sup> semester (Amount in Rs)	6 <sup>th</sup> semester (Amount in Rs)
1	Tuition fee	35000	35000
2	Other fees(Exam.Library Electricity .etc)	5000	5000
3	Student Activity fee	2000	2000
4	Medical fees	1000	1000
5	Book fee	1000	1000
6	Hostel seat Rent	2500	2500
7	Hall Establishment Fee	2500	2500
8	Hall Dues (Approx.)	17500	17500
	<b>Total :</b>	66500	66500
S. No	Fee	7 <sup>th</sup> semester (Amount in Rs)	8 <sup>th</sup> semester (Amount in Rs)
1	Tuition fee	35000	35000
2	Other fees (Exam., Library Electricity .etc)	5000	5000
3	Student Activity fee	2000	2000
4	Medical fees	1000	1000
5	Book fee	1000	1000
6	Hostel seat Rent	2500	2500
7	Hall Establishment Fee	2500	2500
8	Hall Dues (Approx.)	17500	17500
	<b>Total :</b>	66500	66500
S. No	Fee	9 <sup>th</sup> semester (Amount in Rs)	10 <sup>th</sup> semester (Amount in Rs)
1	Tuition fee	35000	35000
2	Other fees(Exam.Library Electricity .etc)	5000	5000
3	Student Activity fee	2000	2000
4	Medical fees	1000	1000
5	Souvenir fee	500	0
6	Book fee	1000	1000
7	Hostel seat Rent	2500	2500
8	Hall Establishment Fee	2500	2500
9	Hall Dues (Approx.)	17500	17500
10	Convocation fee	1500	0
	<b>Total :</b>	68500	66500

\*\*\*\*- Amount mentioned against mess dues is the approximate amount.

(Rupees Four Lakhs Twenty-two Thousand Five Hundred only)

Purchase of Computer (one time) : Rs.50000/-, Training & Study tour : Rs.20000/-

**Asst. Registrar (Academic)**



**राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला**  
**National Institute of Technology Rourkela**  
 (An Institute of National Importance under Ministry of HRD, Govt. of India)

**STUDENT'S EXPENDITURE CERTIFICATE (Integrated M.Sc.)**

**To whomsoever it may concern**

S. No	Fee	1st semester (Amount in Rs)	2 <sup>nd</sup> semester (Amount in Rs)
1	Admission fee(one time)	1500	0
2	Tuition fee	7500	7500
3	Other fees(Exam.Library Electricity .etc)	3000	3000
4	Student Activity fee	2000	2000
5	Medical fees	1000	1000
6	Book fee	1000	1000
7	Hostel seat Rent	2000	2000
8	Caution money(one time Refundable)	5000	0
9	Institute Emergency Fund (onetime fee- to be directly deposited into corpus fund at the time of	10000	0
10	Hall Establishment Fee	2500	2500
11	Hall Dues	17500	17500
Total :		53000	36500
S. No	Fee	3 <sup>rd</sup> semester (Amount in Rs)	4 <sup>th</sup> semester (Amount in Rs )
1	Tuition fee	7500	7500
2	Other fees(Exam.Library.etc)	3000	3000
3	Student Activity fee	2000	2000
4	Medical fees	1000	1000
5	Book fee	1000	1000
6	Hostel seat Rent	2500	2500
7	Hall Establishment Fee	2500	2500
8	Hall Dues	17500	17500
Total :		37000	37000
S. No	Fee	5 <sup>th</sup> semester (Amount in Rs)	6 <sup>th</sup> semester (Amount in Rs)
1	Tuition fee	7500	7500
2	Other fees(Exam.Library.etc)	3000	3000
3	Student Activity fee	2000	2000
4	Medical fees	1000	1000
5	Book fee	1000	1000
6	Hostel seat Rent	2500	2500
7	Hall Establishment Fee	2500	2500
8	Hall Dues	17500	17500
Total :		37000	37000
S. No	Fee	7 <sup>th</sup> semester (Amount in Rs)	8 <sup>th</sup> semester (Amount in Rs)
1	Tuition fee	7500	7500
2	Other fees(Exam.Library.etc)	3000	3000
3	Student Activity fee	2000	2000
4	Medical fees	1000	1000
5	Book fee	1000	1000
6	Hostel seat Rent	2500	2500
7	Hall Establishment Fee	2500	2500
8	Hall Dues	17500	17500
Total :		37000	37000
S. No	Fee	9 <sup>th</sup> semester (Amount in Rs)	10 <sup>th</sup> semester (Amount in Rs)
1	Tuition fee	7500	7500
2	Other fees(Exam.Library.etc)	3000	3000
3	Student Activity fee	2000	2000
4	Medical fees	1000	1000
5	Souvenir fee in pre final year	500	0
6	Book fee	1000	1000
7	Hostel seat Rent	2500	2500
8	Hall Establishment Fee	2500	2500
9	Hall Dues	17500	17500
10	Convocation Fee	1500	0
Total :		39000	37000

\*\*\*\*- Amount mentioned against mess dues is the approximate amount.

(Rupees Three lakhs Ten thousand only)

Purchase of Computer (one time): Rs.50000/-, Training & Study tour (Upto): Rs.20000/-

**Asst. Registrar (Academic)**



**राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला**  
**National Institute of Technology Rourkela**  
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**STUDENT ATTENDANCE REGISTER**

Subject ID : \_\_\_\_\_

Subject : \_\_\_\_\_

L/T/P : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ = \_\_\_\_\_ Credits

Department : \_\_\_\_\_

Teacher : \_\_\_\_\_

Month : \_\_\_\_\_

Time Table :

Timing \ Days	8.00 am - 9.00 am	9.00 am - 10.00 am	10.00 am - 11.00 am	11.00 am - 12.00 noon		1.15 pm - 2.15 pm	2.15 pm - 3.15 pm	3.15 pm - 4.15 pm	4.15 pm - 5.15 pm
Monday					L				
Tuesday					U				
Wednesday					N				
Thursday					C				
Friday					H				

[Continuous theory classes of 2 or more periods will be marked separately in the Attendance Register & Continuous Laboratory classes of three hours will be treated as one period and will be marked once in the attendance register]

Sl. No	Class No. Absent	Roll No	Name	Class No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
				Date																				
		111BM0001	VARSHA AGARWALLA		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

**Missed & Compensated Classes (Dates)**

Missed on	Compensated on		Missed on	Compensated on		Missed on	Compensated on

Notes : 1. This register is for one month only. It should be returned to Department Office on the first day of the following month or at the end of a semester, and a new register picked up.

2. Teachers are requested to write the date of the class at the appropriate place, and record the dates of lost and compensated classes.

Total hours taken during the month : \_\_\_\_\_

\_\_\_\_\_  
Signature of Teacher





## STUDENT FEEDBACK ON COURSES

Course Code.: ..... Course Name:.....  
Semester : Autumn / Spring Session: 20\_\_ - 20\_\_.  
Nature of Course (Tick one): Theory / Laboratory / Project / EAA ☐ Compulsory / ☐ Elective  
Name of the faculty : Prof..... Department :.....

Dear student,

The Institute is constantly striving towards improvement of the academic programme. The accuracy of your feedback is an important factor in its success. Please spend some time and give your opinion on the points listed below by ticking one of the choices on a scale of 1 to 5. Sections A, B, E and H are for all courses, while sections C, D, F and G are for specific type of courses.

Director , Chairman of the Senate

### A. Contents and Organisation (for all courses)

1. Is the subject relevant to the academic programme?

1	2	3	4	5
Not at all			Highly essential	

2. Do the contents reflect the title of the course?

1	2	3	4	5
Not at all			Yes, fully	

3. Is the coverage adequate for one semester's load?

Grossly inadequate		Proper		
1	2	3	4	5
				5
1	2	3	4	
Excessive			Proper	

4. Do the contents reflect modern and/or classical developments, or do they reflect old and obsolete material?

1	2	3	4	5
Old, obsolete and irrelevant material			Relevant, modern material	

5. Are the contents mathematical or descriptive (in relevance to the subject) ?

Too descriptive		Proper combination		
1	2	3	4	5
				5
1	2	3	4	
Too numerical		Proper combination		

6. Is the course well organized in its sequence?

1	2	3	4	5
Almost random			Properly organized	

7. Are the pre and co-requisites properly selected and linked to this subject?

1	2	3	4	5
Not at all relevant			Properly selected	

8. Will you recommend this course to a junior if (s)he has a choice?

1	2	3	4	5
Not at all			Certainly	

### B. Attendance and Discipline (for all courses)

9. Are students attentive in the class?

1	2	3	4	5
Too much disturbance in class			Perfect attention	

10. Was the syllabus covered in time?

in advance				semester end	
1	2	3	4	5	
					5
1	2	3	4		
Much was left out			Just before semester end		

11. Were the number of classes taken equal to that given in the Time Table?

Too few				Exactly equal	
1	2	3	4	5	
					5
1	2	3	4		
Far in excess			Exactly equal		

12. Were missed classes compensated during off hours or over weekends?

1	2	3	4	5
Never			Always	

**C. Delivery of Lectures and tutorials (Theory courses only)**

13. Are the Lectures stimulating to the mind?

1	2	3	4	5
Too boring			Highly stimulating	

14. Are questions and discussions encouraged in the class?

1	2	3	4	5
Totally forbidden			Highly encouraged	

15. Are tutorials used for clearing individual doubts?

1	2	3	4	5
No; they were like lecture classes			Highly interactive	

16. Are audiovisual aids used in class when they could help?

1	2	3	4	5
Never			Always	

17. Is the progress of the subject in the class fast or slow?

Too slow				Just right	
1	2	3	4	5	
					5
1	2	3	4		
Too fast			Just right		

18. Are real life examples discussed in class in relation to the subject?

1	2	3	4	5
Never			Always	

**D. Laboratories and Workshops (Practical courses only)**

19. Are there adequate number of experiments in the lab for the number of classes assigned?

Too few				Just right	
1	2	3	4	5	
					5
1	2	3	4		
Far in excess			Just right		

20. Are the experiments designed to cover the assigned duration of a class?

Too short; Lot of freetime				Just right	
1	2	3	4	5	
					5
1	2	3	4		
Too long; cannot be completed			Just right		

21. Are the experiments sufficiently stimulating to the mind?

1	2	3	4	5
Not at all			Very challenging	

Much

Just before

22. Did the course teach you enough practical skills?

Nothing A lot

23. Are the instruction manuals well written?

1	2	3	4	5
Manuals do not exist			Very helpful and self explanatory	

24. Are the technicians and/or teaching assistants helpful and knowledgeable?

1	2	3	4	5
No help at all			Very competent & helpful	

25. Is the assigned time well utilised or wasted in standing in queues?

1	2	3	4	5
Too much wastage			Well utilised	

26. Is the laboratory maintained clean and organised?

1	2	3	4	5
Never			Always	

27. Were the measuring tools sufficiently accurate and precise to get meaningful data?

1	2	3	4	5
Grossly Inaccurate			Sufficiently accurate	

28. Were the experimental apparata (including computers) maintained in working condition?

1	2	3	4	5
None of them works			Always	

29. Were the experimental apparata aesthetically pleasing?

1	2	3	4	5
Too ugly			Really decent	

30. Will you recommend this subject to a junior if (s)he has a choice?

1	2	3	4	5
Not at all			Certainly	

**E. Evaluation Process**

**(For all courses)**

31. Did the course have continuous evaluation through class tests and assignments?

1	2	3	4	5
Sporadic			Truly continuous	

32. Were the questions challenging to the mind?

Too easy					Proper
1	2	3	4	5	
Too tough					Proper

33. Were there an adequate number of class tests and assignments?

Too few					Proper
1	2	3	4	5	
Too many					Proper

34. How do you rate the question papers (Mid-sem and class tests)?

Too descriptive					Proper
1	2	3	4	5	
Too Numerical					Proper

35. Were evaluated assignments returned to the students on time?

1	2	3	4	5
Delayed			Promptly	

36. Did the students answer class tests and home assignments by themselves?

1	2	3	4	5
Mostly copied from others			Absolutely no cheating	

1	2	3	4	5
---	---	---	---	---

**F. Projects**

**(For project courses only)**

37. Was freedom exercised in choice of project topics?

1	2	3	4	5
No choice at all			Complete freedom	

38. Are project topics stimulating to the mind?

1	2	3	4	5
Not at all			Certainly	

39. Do the projects relate to useful products or processes?

1	2	3	4	5
None			All Projects	

40. Do the students devote proportionate amount of their time to projects?

Too little				Proper	
1	2	3	4	5	
Excessive			Proper		

41. Are departmental facilities available for project work round the clock?

1	2	3	4	5
Not even in working hours			24 hours everyday	

42. Is competent technical support available?

1	2	3	4	5
None			Plenty	

43. Do students get sufficient time to discuss matters with supervisors?

1	2	3	4	5
Hardly any			Almost daily	

44. Are students encouraged and supported to interact with organization and industry outside NIT?

1	2	3	4	5
Discouraged			Supported adequately	

45. Are official project books used for recording day to day work?

1	2	3	4	5
Hardly ever			Very regularly	

46. Did you learn any new skills through the project work?

1	2	3	4	5
Hardly any			Significant	

47. Is evaluation proper and serious?

1	2	3	4	5
Not at all			Rigorous	

48. Will you recommend project work in lieu of course work to a junior?

1	2	3	4	5
Not at all			Certainly	

**G. Extra Academic Activities**

NCC

NSS

Sports

49. Was the time spent on the EAA course proportional to the credits?

Very little				Proper	
1	2	3	4	5	
Excessive			Proper		

50. Were faculty and staff helpful in organizing programs?

1	2	3	4	5
Not at all helpful			Very helpful	

51. Were the physical facilities adequate?

1	2	3	4	5
No facility			Plenty	

52. Was the evaluation proper?

1	2	3	4	5
Erratic			Rigorous	

53. Did you enjoy the activity?

1	2	3	4	5
Not at all			Certainly	

54. Will you recommend this course to a junior if (s)he has a choice?

1	2	3	4	5
Not at all			Certainly	

<b>H. Additional Comments</b>
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**(For all courses)**

**55.** Specific strengths of the course and suggestions for further improvement.

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**56.** Specific weakness of the course and suggestions for improvement.

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राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

Form : NITR/AC/119

### SUMMARY OF STUDENT FEEDBACK ON COURSES

Course Code.: ..... Course Name:.....  
 Semester : Autumn / Spring Session: 20\_\_ - 20\_\_.  
 Nature of Course (Tick one): Theory / Laboratory / Project / EAA ☐ Compulsory / ☐ Elective  
 Name of the faculty : Prof..... Department :.....  
 Number of students in class :.....

For items marked \*, i.e., with 2 branches, the second branch should be converted to  $S' = 10 - S$  for meaningful average, the value 5.00 being the optimum.

A. Contents and Organisation	(for all courses)	Avg rating (use 2 decimals e.g., d.dd)	Teacher's Remarks (if any)
1. Is the subject relevant to the academic programme?		■	
2. Do the contents reflect the title of the course?		■	
3. Is the coverage adequate for one semester's load? *		■	
4. Do the contents reflect modern and/or classical developments, or do they reflect old and obsolete material?		■	
5. Are the contents mathematical or descriptive? *		■	
6. Is the course well organized in its sequence?		■	
7. Are the pre and co-requisites properly selected and linked to this subject?		■	
8. Will you recommend this course to a junior if (s)he has a choice?		■	
<b>B. Attendance and Discipline</b>	<b>(for all courses)</b>		
9. Are students attentive in the class?		■	
10. Was the syllabus covered in time? *		■	
11. Were the number of classes taken equal to that given in the Time Table? *		■	
12. Were missed classes compensated during off hours or over weekends?		■	
<b>C. Delivery of Lectures and tutorials</b>	<b>(Theory courses only)</b>		
13. Are the Lectures stimulating to the mind?		■	
14. Are questions and discussions encouraged in the class?		■	
15. Are tutorials used for clearing individual doubts?		■	
16. Are audiovisual aids used in class when they could help?		■	
17. Is the progress of the subject in the class fast or slow? *		■	

18. Are real life examples discussed in class in relation to the subject?

▪

**D. Laboratories and Workshops (Practical courses only)**

19. Are there adequate number of experiments in the lab for the number of classes assigned? \*

▪

20. Are the experiments designed to cover the assigned duration of a class? \*

▪

21. Are the experiments sufficiently stimulating to the mind?

▪

22. Did the course teach you enough practical skills?

▪

23. Are the instruction manuals well written?

▪

24. Are the technicians and/or teaching assistants helpful and knowledgeable?

▪

25. Is the assigned time well utilised or wasted in standing in queues?

▪

26. Is the laboratory maintained clean and organised?

▪

27. Were the measuring tools sufficiently accurate and precise to get meaningful data?

▪

28. Were the experimental apparatus (including computers) maintained in working condition?

▪

29. Were the experimental apparatus aesthetically pleasing?

▪

30. Will you recommend this subject to a junior if (s)he has a choice?

▪

**E. Evaluation Process (For all courses)**

31. Did the course have continuous evaluation through class tests and assignments?

▪

32. Were the questions challenging to the mind? \*

▪

33. Were there an adequate number of class tests and assignments? \*

▪

34. How do you rate the question papers (Mid-sem and class tests)? \*

▪

35. Were evaluated assignments returned to the students on time?

▪

36. Did the students answer class tests and home assignments by themselves?

▪

**F. Projects (For project courses only)**

37. Was freedom exercised in choice of project topics?

▪

38. Are project topics stimulating to the mind?

▪

39. Do the projects relate to useful products or processes?

▪

40. Do the students devote proportionate amount of their time to projects? \*

▪

41. Are departmental facilities available for project work round the clock?

▪

42. Is competent technical support available?

■

43. Do students get sufficient time to discuss matters with supervisors?

■

44. Are students encouraged and supported to interact with organizations and industry outside NIT?

■

45. Are official project books used for recording day-to-day work?

■

46. Did you learn any new skills through the project work?

■

47. Is evaluation proper and serious?

■

48. Will you recommend project work in lieu of course work to a junior?

■

**G. Extra Academic Activities**

NCC

NSS

Sports

49. Was the time spent on the EAA course proportional to the credits? \*

■

50. Were faculty and staff helpful in organizing programs?

■

51. Were the physical facilities adequate?

■

52. Was the evaluation proper?

■

53. Did you enjoy the activity?

■

54. Will you recommend this course to a junior if (s)he has a choice?

■

**H. Additional Comments**

**(For all courses)**

57. Specific strength of the course and suggestions for further improvement.

.....

.....

.....

.....

58. Specific weakness of the course and suggestions for improvement.

.....

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.....  
Signature of the Faculty

To,  
Head of Department of .....





राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

Form : NITR/AC/120

**REQUEST FOR CHANGE OF GRADE**

*(To be sent to Examination office within 3 weeks of starting of the next semester)*

<b>Department:</b>	<b>Programme :</b> Undergraduate / Postgraduate	<b>Semester :</b> Autumn/Spring/Summer	<b>Session:</b> 20__ - 20__
--------------------	---	--	-----------------------------

Sl.No.	Course ID & Name	Student (Roll No & Name)	Grades		Teacher		Justifications (See note on reverse)	Documents Enclosed
			Old	New	Name	Signature		
1.					Prof.			
2.					Prof.			
3.					Prof.			
4.					Prof.			
5.					Prof.			
6.					Prof.			
7.					Prof.			
8.					Prof.			
9.					Prof.			
10.					Prof.			

Certified that the Departmental Academic Committee has examined the requests of the teacher(s) to revise the grades, and is satisfied that the new grades proposed are justified. Revision of grades is recommended.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Members, Departmental Academic Committee

\_\_\_\_\_  
Chairman, DAC

\_\_\_\_\_  
Head of the Department

**To: Dean(Ac)**

Copy to : (1) Assistant Registrar (Academic) Attn : Examination unit (2) Departmental Record.

**Note : Reasons of change may be one of the following :**

- a. Missing of one or more answers in answer script.
- b. Error in the evaluation of question.
- c. Error in addition of marks in End-semester exam.
- d. Error in TA marks.
- e. Missing one of the components (End-Sem / Mid-Sem / TA) while adding final marks.
- f. Error in addition of the 3 components (End-Sem / Mid-Sem / TA).
- g. Error in translation of marks to grade.
- h. Missing some component of Laboratory work.
- i. Any other (please specify).

**Documents to be submitted**

- Answer script & question paper of End-semester examination.
- Original work sheet based on which old grade was computed (one full page) with revisions made in ink.
- Any additional information or explanations to help in decision making.

**Procedure for Revision of Grade**

1. Teachers requesting revision of grade must put a proposal to the Departmental Academic Committee enclosing the documents listed above.
2. The Departmental Academic Committee along with the HOD and teacher concerned will examine the documents and, if convinced, recommend the grade change.
3. The HOD, with complete understanding of the situation, will retain all documents with him, and on the appointed day, present them before the Dean (Ac) and Director.
4. The Director's decision will be final and binding.
5. Correcting any number of grades will never count against a teacher, nor against a department, but failure to correct a wrong grade will.



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rour**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

Form : NITR/AC/121

**REPORT ON FAILURE (F GRADE) IN COURSES**

**Report on Failure (F grade) in courses**

*[Use additional sheets if necessary]*

Semester : .....Autumn / Spring

Session:.....20\_\_ - 20\_\_.

Course Code.: .....

Course Name : .....

Instructor : Prof.....

Department : .....

Type of Course (Tick one): Theory / Laboratory / Project / EAA

SL No	Roll No	Name of student	Theory Courses				Lab Project EAA (100)
			TA (20)	Mid Sem (30)	End Sem (50)	Total (100)	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

Total number of sheets \_\_\_\_\_

Total number of Failures : \_\_\_\_\_

Prof. ....

Teacher of the course

.....

Head of the Department

To

(1) Assistant Registrar (Academic)

Attn : Examination office

(2) Departmental record.

*[The HOD will make a copy of this report available to the teachers for calculation of grade if the students appear in supplementary or backlog papers.]*

Sheet No. \_\_/\_\_



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला  
National Institute of Technology

(An Institute of National Importance under Ministry of HRD, Govt. of India)

Form : NITR/AC/122

REPORT ON INCOMPLETE ASSESSMENT (I GRADE) IN COURSES

Department of .....

**Report on Incomplete Assessment (I grade) in courses**

[Use additional sheets if necessary]

Semester :.....Autumn / Spring

Session:.....20\_\_ - 20\_\_.

Course Code: .....Course Name :.....

Instructor : Prof..... Department :.....

Type of Course (Tick one): Theory / Laboratory / Project / EAA

SL No	Roll No	Name of student	Theory Courses				Lab/ Proj/ EAA (100)	Reason for Incomplete Grade	Expected Date of submis- sion
			TA (20)	Mid Sem (30)	End Sem (50)	Total (100)			
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

Total number of sheets .....

Total number of I Grades : .....

Prof. ....

Teacher of the course

Head of the Department

To

(1) Assistant Registrar (Academic)

Attn : Examination office

(2) Departmental record.

[The HOD will make a copy of this report available to the teachers for calculation of grade if the students appear in supplementary or backlog papers.]

Sheet No. \_\_/\_\_



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

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**GRADUATING STUDENT'S FEEDBACK ON ACADEMIC PROGRAMMES**

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राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

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**SUMMARY OF FEEDBACK BY GRADUATING STUDENTS**

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राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

**UNDERTAKING BY THE STUDENT**

1. I, \_\_\_\_\_ son/daughter/ward of Mr./Mrs. \_\_\_\_\_ have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard.
2. I have received a copy of the Regulations on Curbing the Menace of Ragging at NIT Rourkela and have carefully gone through it.
3. I hereby undertake that, during my studies at NIT Rourkela
  - I will not indulge in any behavior or act may come under the definition of ragging,
  - I will not participate in or abet or propagate ragging in any form,
  - I will not hurt anyone physically or psychologically or cause any other harm.
4. If I come across any act akin to ragging being done to any student of NIT(including myself) I shall bring it to the attention of Institution authorities.
5. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.
6. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ Year.

Name :

Signature of the student

Address :



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

Form : NITR/AC/126

### UNDERTAKING BY PARENT/GUARDIAN

1. I, \_\_\_\_\_ Father/Mother/Guardian of Mr./Ms. \_\_\_\_\_ have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard as well as the NIT Regulations on Curbing the Menace of Ragging.
2. I assure you that my son/daughter/ward will not indulge in any act of ragging.
3. I also assure you that if my son or daughter comes across any student (including himself) being ragged, he will summarily bring the incident to the attention of Institute authorities.
4. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the Regulations mentioned above and/or as per the law in force.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ Year.

Name :

Signature of Parent/Guardian

Address :





राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

National Institute of Technology Rourkela

(An Institute of National Importance under Ministry of HRD, Govt. of India)

Form : NITR/AC/127

## RANK CERTIFICATE

*Certified that Mr / Ms \_\_\_\_\_ is a  
bonafide student and is continuing his/her study in the <Semester> of  
<Programme Name> (<Branch Name>) of this Institute holding Roll No.  
\_\_\_\_\_ during the session 20 \_\_\_\_ - 20 \_\_\_\_ . His/Her  
programme duration is from \_\_\_\_\_ to \_\_\_\_\_ .*

*He/She secured \_\_\_\_\_ position in his/her class and \_\_\_\_\_ position in his/her  
batch till previous semester.*

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

ASSISTANT REGISTRAR  
(Academic)



### 3.2.2. Organisation of Cultural Society

Nominated/Elected as	Year(s)			
General Convener of SAC (to be given by Society in which the student us as elected convener)				
Elected Convener / Leader of a house				
Nominated member of Executive Council				
Elected member				
Nominated member				
President/Secretary of a Satellite Society supported by SAC				
Winner of Certificate of Appreciation by SAC ( if not covered above)				

### 3.3 Excellence in Games & Sports activities

#### 3.3.1. Medals & Prizes awarded by Games and Sports Society

Year									
Function									
Event									
Position									

#### 3.3.2 Organisation of Games & Sports Society

Nominated/Elected as	Year(s)			
General Convener of SAC (to be given by Society in which the student us as elected convener)				
Elected Convener / Leader of a house				
Nominated member of Executive Council				
Elected member				
Nominated member				
President/Secretary of a Satellite Society supported by SAC				
Winner of Certificate of Appreciation by SAC ( if not covered above)				

### 3.4. Excellence in Music & Films

#### 3.4.1. Medal & Prizes awarded by Music & Film Society

Year									
Function									
Event									
Position									

#### 3.4.2 Organisation of Music & Films Society

Nominated/Elected as	Year(s)			
General Convener of SAC (to be given by Society in which the student us as elected convener)				
Elected Convener / Leader of a house				
Nominated member of Executive Council				
Elected member				
Nominated member				
President/Secretary of a Satellite Society supported by SAC				
Winner of Certificate of Appreciation by SAC ( if not covered above)				

**3.5. Leadership in entrepreneurship or creation of intellectual property Excellence in Music & Films**

Event	Title	Year
Patent Application filed to patent office		
Patent Application accepted by the Institute for filing		
Patentable work done in the Institute		
Award in Business plan competition or other Entrepreneurial activity		
Technical projects carried out in the Institute outside prescribed course work or project work		

**3.6 Leadership Activity outside SAC**

Event	Description	Year(s)			
General Secretary of Hall Administration Committee (each year)					
Any other elected post in hall					
Under Officer in NCC/NSS					
Sergeant in NCC/NSS					
Convener of Value Education Society					
Significant leadership role in other activity (Specify)_____					

I hereby declare that all the particulars given above are true to be best of my knowledge

Signature of the applicant with date.

Verification:

Item No.(s)	Remarks	To be verified by	Signature of verifier
2.	Verified and found correct/incorrect	Assistant Registrar(Academic)	
3.1.1, 3.1.2., 3.2.1, 3.2.2., 3.3.1, 3.3.2., 3.4.1, & 3.4.2.,	Verified and found correct/incorrect	President (SAC)	
3.5	Verified & found correct/incorrect	Professor In charge, Institute Intellectual Property	
3.6	Verified and found correct/incorrect	Professor, Incharge, EAA	



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला  
**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

Form : NITR/AC/129

**FORMAT FOR SUPPLYING INFORMATION FOR SELECTION OF BEST B.TECH. PROJECT 20\_\_ - \_\_**

1. Name of the student: \_\_\_\_\_ 2. Roll No.: \_\_\_\_\_ 3. Department \_\_\_\_\_  
4. Name of the Project: \_\_\_\_\_  
5. Name of the Supervisor \_\_\_\_\_ 6. No. of students carrying out the same project: \_\_\_\_\_

Subject	Comment of the student	Remarks of the Supervisor (s)
Originality of concept	(Max 30 words)	(Max 30 words)
Industrials Applications/ Possibility of commercialisation of the project output	(Max 20 words)	(Max 20 words)
Three important papers referred for literature survey (copy to be enclosed)	i. ii. iii.	
Three patents relevant to the project searched (copy to be enclosed)	i. ii. iii.	
New experimental skills learnt during the project work.	i. ii. iii.	
Project output (Product, Hardware, Software) developed (to be presented during presentation)		
Volume of work done in terms of hours the student has put in		

**Enclosers:** 1. An Abstract of 5/6 pages of the project, 2. Project Record Book, 3. Any other(Please Specify): \_\_\_\_\_

**Signature of the student with date**

To

**Dean (Academic)**

**Signature of the supervisor with date**

**Head of the Department with date**



**राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला**  
**NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA**  
**GRADE CARD**

**BACHELOR OF TECHNOLOGY**

Name :

Branch :

Roll No. :

Joined :

**AY**Graduated : **AY**

1st Semester				
Subject Code	Subject Name	L-T-P	Credits	Grade
CE 100	Engineering Mechanics	3-1-0	4	B
CY 101	Chemistry	3-1-0	4	B
EE 100	Basic Electrical Engineering	3-1-0	4	Ex
MA 101	Mathematics - I	3-1-0	4	A
PH 101	Physics I	3-1-0	4	A
CE 171	Engineering Drawing	0-0-3	2	Ex
CS 171	Computing Laboratory - I	0-0-3	2	A
PH 170	Physics Laboratory	0-0-3	2	A
WS 171	Workshop Practice I	0-0-3	2	Ex
EA 175	Physical Education-I	0-0-3	2	A
Semester Credits : 30		Semester Grade Point Average (SGPA) :		9.00
Total Credits : 30		Cumulative Grade Point Average (CGPA) :		9.00

2nd Semester				
Subject Code	Subject Name	L-T-P	Credits	Grade
CE 130	Environment and Safety Engineering	3-1-0	4	A
CS 102	Data Structures and Algorithm	3-1-0	4	A
EC 100	Basic Electronics Engineering	3-1-0	4	A
MA 102	Mathematics - II	3-1-0	4	C
PH 102	Physics II	3-1-0	4	B
CS 172	Computing Laboratory - II	0-0-3	2	Ex
CY 170	Chemistry Laboratory	0-0-3	2	B
ME 170	Machine Drawing and Solid Modeling	0-0-3	2	Ex
WS 172	Workshop Practice II	0-0-3	2	A
EA 176	Physical Education-II	0-0-3	2	Ex
Semester Credits : 30		Semester Grade Point Average (SGPA) :		8.73
Total Credits : 60		Cumulative Grade Point Average (CGPA) :		8.87

3rd Semester				
Subject Code	Subject Name	L-T-P	Credits	Grade
BM 201	Anatomy and Physiology	3-1-0	4	A
BM 251	Medical Biochemistry	3-1-0	4	A
EE 243	Analog Electronics	3-1-0	4	P
MA 201	Mathematics - III	3-1-0	4	C
CR 418	Nanomaterials	3-0-0	3	B
BM 271	Anatomy and Physiology Laboratory	0-0-3	2	A
BM 281	Biochemistry Laboratory	0-0-3	2	A
EC 270	Basic Electronics Laboratory	0-0-3	2	Ex
MA 270	Numerical Methods Laboratory	0-0-3	2	A
Semester Credits : 27		Semester Grade Point Average (SGPA) :		8.07
Total Credits : 87		Cumulative Grade Point Average (CGPA) :		8.62

4th Semester				
Subject Code	Subject Name	L-T-P	Credits	Grade
BM 202	Basic Clinical Science	3-1-0	4	Ex
BM 322	Biomechanics	3-1-0	4	A
MA 202	Mathematics - IV	3-1-0	4	C
EC 202	Digital Electronics	3-0-0	3	A
HS 341	Managerial Economics	3-0-0	3	C
BM 274	Clinical Science Laboratory	0-0-3	2	Ex
EE 270	Electrical Engineering Laboratory-I	0-0-3	2	B
HS 270	Language Laboratory	0-0-3	2	A
Semester Credits : 24		Semester Grade Point Average (SGPA) :		8.58
Total Credits : 111		Cumulative Grade Point Average (CGPA) :		8.61

Name :

Branch :

Roll No. :

Joined :

**AY**Graduated : **AY**

5th Semester					
Subject Code	Subject Name	L-T-P	Credits	Grade	
BM 365	Heat and Mass Transfer Operations	3-1-0	4	A	
BM 622	Nanotechnology in Medical Application	3-1-0	4	Ex	
BM 313	Medical Signal and Signal Processing	3-0-0	3	Ex	
BM 321	Biomaterials	3-0-0	3	Ex	
ME 231	Total Quality Management	3-0-0	3	A	
BM 371	Biomaterial Laboratory	0-0-3	2	A	
BM 373	Biomedical Signal Processing Laboratory	0-0-3	2	Ex	
BM 381	Industrial Microbiology Laboratory	0-0-3	2	Ex	
Semester Credits :		23	Semester Grade Point Average (SGPA) :		9.61
Total Credits :		134	Cummulative Grade Point Average (CGPA) :		8.78

6th Semester					
Subject Code	Subject Name	L-T-P	Credits	Grade	
BM 312	Biomedical Instrumentation	3-1-0	4	B	
BM 314	Biomedical Image Processing	3-1-0	4	Ex	
BM 316	Biosensors and Biotransducers	3-0-0	3	Ex	
BM 368	Bioinformatics	3-0-0	3	B	
CR 339	Ceramics in Electronic Applications	3-0-0	3	B	
BM 372	Biomedical Image Processing Laboratory	0-0-3	2	Ex	
BM 374	Biomedical Instrumentation Laboratory	0-0-3	2	A	
BM 376	Bioinformatics and Drug Design Laboratory	0-0-3	2	A	
Semester Credits :		23	Semester Grade Point Average (SGPA) :		8.96
Total Credits :		157	Cummulative Grade Point Average (CGPA) :		8.81

7th Semester					
Subject Code	Subject Name	L-T-P	Credits	Grade	
BM 423	Tissue engineering	3-1-0	4	A	
BM 619	Computational Methods in Biomedical Engineering	3-1-0	4	B	
BM 653	Protein Engineering	3-1-0	4	B	
MM 317	Materials Technology	3-0-0	3	Ex	
BM 471	Tissue Engineering Laboratory	0-0-3	2	B	
BM 491	Research Project I	0-0-6	4	B	
BM 495	Short term Industrial/Research Experience	0-0-3	2	Ex	
BM 493	Seminar and Technical Writing - I	0-0-3	2	Ex	
Semester Credits :		25	Semester Grade Point Average (SGPA) :		8.72
Total Credits :		182	Cummulative Grade Point Average (CGPA) :		8.80

8th Semester					
Subject Code	Subject Name	L-T-P	Credits	Grade	
BM 462	Structural Biology	3-1-0	4	B	
BM 632	Artificial organ and Rehabilitative Engineering	3-1-0	4	A	
BM 658	Computational Fluid Dynamics in Bio Engineering	3-1-0	4	B	
BM 326	Surface Engineering of biomaterials	3-0-0	3	A	
HS 311	Communicative English.	3-0-0	3	B	
BM 492	Research Project - II	0-0-9	6	B	
BM 494	Seminar and Technical Writing - II	0-0-3	2	B	
BM 496	Comprehensive Viva-Voce	0-0-0	2	B	
Semester Credits :		28	Semester Grade Point Average (SGPA) :		8.25
Total Credits :		210	Cummulative Grade Point Average (CGPA) :		8.72

REMARKS :	Performance	Grade	Grade Point	Performance	Grade	Grade Point	Performance	Grade	Grade Point
	Excellent	Ex	10	Fair	C	7	Fail	F	2
	Very Good	A	9	Average	D	6	Incomplete Assesment	I	-
	Good	B	8	Pass	P	5	Debarred	X	-

Date :

COMPARED BY

ASSISTANT REGISTRAR (ACADEMIC)

National Institute of Technology, Rourkela-769008 (Orissa), Phone: 0661-2462031, Fax: 0661-2462033 Website : www.nitrkl.ac.in



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला  
**NATIONAL INSTITUTE OF TECHNOLOGY  
 ROURKELA**

**Institute Leaving-cum-Migration-cum-Conduct Certificate**

1. Name of the student (In full) : \_\_\_\_\_
2. Roll Number : \_\_\_\_\_
3. Date of birth as per Institute record : \_\_\_\_\_
4. Department : \_\_\_\_\_
5. Medium of Instruction : ENGLISH
6. Date of Admission : \_\_\_\_\_
7. Date of Leaving : \_\_\_\_\_
8. Reason for Leaving : Completion of the Course
9. Conduct : Good
10. Degree awarded or to be awarded : **BACHELOR OF TECHNOLOGY**

*The Institute has no objection to the candidate's prosecuting his/her further studies in any University / Institute or taking examination in any University, or pursuing any job or professional practice. He/She has paid all Institute fees.*

Date of issue :

\_\_\_\_\_  
 Deputy / Asst. Registrar (AC)

\_\_\_\_\_  
 Dean (Academic)



Roll No.

PROVISIONAL

राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला  
**NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA**

*This is to certify that \_\_\_\_\_  
has successfully completed the course of studies as prescribed  
under the regulations and passed the final examination for the  
degree of*

**BACHELOR OF TECHNOLOGY**

*in*

**BIOMEDICAL ENGINEERING**

*in*

**1st Class**

*in the session ending April, 20\_\_.*

Rourkela  
Date :

**Dean(Academic)**



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

Form : NITR/IP/3

**INITIATING WORK ON PATENTABLE TECHNOLOGIES**

*Declaration by the Student(s) engaged in Project / Dissertation works*

I/We, Mr./Ms./Dr. \_\_\_\_\_ Roll No.: \_\_\_\_\_ and Mr./Ms./Dr. \_\_\_\_\_ Roll No.: \_\_\_\_\_ registered as research scholar or student of programs such as B.Tech./M.Tech./ M.Tech.(Res) / M.Sc. / Ph.D / D.Sc. in the Department of \_\_\_\_\_, National Institute of Technology, Rourkela (hereinafter referred to as the "Institute") do hereby declare that I/we shall start working on a project entitled \_\_\_\_\_ : \_\_\_\_\_.

I/We declare that :

1. I/We shall respect the intellectual property of others. I/We shall not knowingly or unknowingly use any protected inventions / designs / materials / integrated circuits held by others for our purpose without paying the license fee.
2. I/We shall not use any unlicensed modeling / drafting / word processing / programming software for my/our purpose.
3. I/We shall not use any material protected under copyright law except beyond the scope of fair use for our purpose.
4. I/We shall request IPC for helping us for patent search for our work, the cost if any being borne by the Institute.
5. In the course of project work, if any IP is generated I/we shall proceed as the IP policy of the Institute for possible protection and subsequent commercialization.

**Name of the Student**

**Name of the Student**

**Signature of student  
with date**

**Signature of student  
with date**

**Name of the Supervisor**

**Signature of the Supervisor with date**

**Signature of the Head of the Department with date**



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

**National Institute of Technology Rourkela**

(An Institute of National Importance under Ministry of HRD, Govt. of India)

Form : NITR/IP/4

**INITIATING WORK ON PATENTABLE TECHNOLOGIES**

**Handling and Archiving of Theses and Dissertations submitted to the  
National Institute of Technology, Rourkela**

**Declaration by the Author of the Thesis or Dissertation**

I, Mr./Mrs./Miss/Dr. \_\_\_\_\_ Roll no. \_\_\_\_\_  
registered as a research Scholar or a student of programs such as  
B.Tech./M.Tech./M.Tech(Res)/M.Sc./Ph.D/D.Sc in the Department of  
\_\_\_\_\_ National Institute of Technology, Rourkela  
(hereinafter referred to as the 'Institute') do hereby submit my thesis, entitled:

\_\_\_\_\_ (here  
in referred to as 'my thesis') in printed as well as in electronic forms for holding in  
the library of records of the Institute.

I hereby declare that:

1. The electronic version of my thesis submitted herewith on CDROM is in PDF format.
2. My thesis is my original work of which the copyright vests in me and my thesis does not infringe or violate the rights of anyone else.
3. The contents of the electronic version of my thesis submitted herewith are the same as those submitted as final hard copy of my thesis after my viva voce and adjudication of my thesis on \_\_\_\_\_ (date).
4. I agree to abide by the terms and conditions of the Institute Policy on Intellectual Property (hereinafter Policy) currently in effect, as approved by the competent authority of the Institute.
5. I agree to allow the Institute to make available the abstract of my thesis to any user in both hard copy (printed) and electronic forms.
6. For the Institute's own, non-commercial, academic use I grant to the Institute the non-exclusive license to make limited copies of my thesis in whole or in part and to loan such copies at the Institute's discretion to academic persons and bodies approved from time to time by the Institute for non-commercial academic use. All usage under this clause will be governed by the relevant fair use provisions in the Policy and by the Indian Copyright Act in force at the time of submission of the thesis.
7. I agree to allow the Institute to place such copies of the electronic version of my thesis on the private intranet maintained by the Institute for its own academic community.

8. I agree to allow the Institute to publish such copies of the electronic version of my thesis on a public access website of the internet.
9. If in the opinion of the Institute my thesis contains patentable or copyrightable material and if the Institute decides to proceed with the process of securing copyrights and/or patents, I expressly authorize the Institute to do so. I also undertake not to disclose any of the patentable intellectual properties before being permitted by the Institute to do so, or for a period of one year from the date of final thesis examination, whichever is earlier.
10. In accordance with the Intellectual Property Policy of the Institute, I accept that any commercialisable intellectual property contained in my thesis is the joint property of myself, my coworkers, my supervisors and the Institute. I authorize the Institute to proceed with protection of the intellectual property rights in accordance with prevailing laws. I agree to abide by the provisions of the Institute Intellectual Property Right Policy to facilitate protection of the intellectual property contained in my thesis.
11. If I intend to file a patent based on my thesis when the Institute does not wish so, I shall notify my intention to the Institute. In such case, my thesis should be marked as patentable intellectual property and access to my thesis is restricted. No part of my thesis should be disclosed by the Institute to any person(s) without my written authorization for one year after my informing to the Institute to protect the IP on my own, within 2 years after the date of submission of the thesis or the period necessary for sealing the patent, whichever is earliest.

**Name of student:**

**Name of supervisor(s):**

**Signature of student:**

**Signature of supervisor(s):**

**Signature of the Head of the Department**

**NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA**

**P L E D G E**

*We, the students of the National Institute of Technology,  
Rourkela, graduating in the year 2007, hereby pledge -*

*“That we will discharge our duties as Engineers, Scientists,  
and Technologists with utmost sincerity and dedication,*

*That we will strive under all circumstances to maintain individual  
dignity and professional integrity,*

*and*

*That we will utilise our knowledge in the field of Science and  
Technology to serve the humanity and to uphold the  
dignity of our Almamater”*



# राष्ट्रीय प्रौद्योगिकी संस्थानम् राउरकेला

## दीक्षांत - प्रतिज्ञा

सर्वे वयं राष्ट्रीय प्रौद्योगिकी संस्थानस्य स्नातकाः अस्मिन् महार्घे  
महोत्सवे समवेताः शपथमिदं पठामः यत् :-

विविध वैषयिक स्नातकाभियांत्रिकभावेन परमनिष्ठया  
त्यागेन च सह सदैवं स्व-स्व कर्तव्यं सुचारुः  
संपादयिष्यामः ।

येन केन परिस्थित्यागतेनापि व्यक्तिगतस्वतंत्रतायाः  
वृत्तिगत मुल्यबोधस्य च संरक्षणाय सततं चेष्टिष्यामहे ।

पुनश्च अत्रोपार्जितं सूचना - प्रयुक्ति यंत्रविज्ञान ज्ञानरार्शि च  
विश्व मानवसेवायां नियतं विनियोज्य अस्य अस्मद्  
महागुरुकुलस्य सुचिरं सम्मानमक्षुण्णं रक्षिष्यामरिति शम् ।

***Some useful tips for the NITR undergraduate,***

1. Do not miss a class, except when it is absolutely necessary.
2. Do not miss the date of semester registration. Registration must be done in person.
3. Never indulge in ragging, even remotely; it is below the dignity of an NITian.
4. Keep your campus and hostels clean and green.
5. Never feel afraid of sitting with students of a higher class; never feel insulted if a student of lower class sits with you.
6. Do not allow yourself to harbour a narrow regional mentality; it does not suit a student of a National Institute.
7. Treat every person with respect. Always address your teacher as Professor < >  
instead of Mr. < >, Mrs. < >, or Dr. < >.
8. You can get a study loan from SBI without collateral. Do not suffer or delay payment of institute or hostel dues simply because your parents cannot afford the expenses.
9. In case of illness, go to the Institute doctor. If you need to consult a specialist outside the Institute, inform the Institute Doctor and your faculty adviser.
10. Let the name of your hall inspire you; do not reduce it to a mere serial number.
11. Enjoy your democratic rights; participate in hall and SAC elections.
12. Never call your Institute a "College"; you are a student of an "Institute of national importance" created under an Act of Parliament.
13. Use your Research Project courses to innovate and create, to build and study something that will make you proud for ever. .
14. Always remain in touch with your faculty advisor: His name is printed on your I-Card.  
Prof: \_\_\_\_\_  
Qr. No. \_\_\_\_\_ Phone (0) \_\_\_\_\_ (R) \_\_\_\_\_  
Phone (Mobile) \_\_\_\_\_
15. Always walk with your head high; you are a student of NIT Rourkela