

REGULATIONS

FOR

UNDERGRADUATE PROGRAMME – B.TECH. DEGREE

(EFFECTIVE FROM THE SESSION 2003-2004)

NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR

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NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR**REGULATIONS FOR UNDERGRADUATE PROGRAMME -B.TECH. DEGREE**

(EFFECTIVE FOR THE BATCHES ADMITTED FROM THE SESSION 2003-2004)

1.Introduction:

- 1.1 The provisions contained in these Regulations govern the conditions for imparting course of instructions, conducting Examinations and evaluation of Students' performance leading to B.Tech. Degree to be offered by the Institute. These regulations are effective for the batches of Students admitted in the Academic Session 2003-2004, onwards.
- 1.2 Definitions: In this Regulations of Undergraduate Programme (B.Tech Degree) unless the context otherwise requires-
- a) "Institute" means National Institute of Technology, Durgapur, under NIT Act, MHRD Govt of India
 - b) "Board" in relation to the Institute, means the Board of Governors.
 - c) "Senate" means Senate of the Institute
 - d) "Regulations" means, Regulations of the UG Programme (B.Tech Degree)
 - e) "MHRD" means the Ministry of Human Resources Development, Govt. of India
 - f) "Director" means the Director of the Institution.
 - g) "Dean (AA) " means the Dean of Academic Affairs of the Institute.
 - h) "HOD" means Head of the Department.
 - i) "DAC" means Departmental Academic Committee
 - j) "UGAC" means Undergraduate Academic Committee
 - k) "Course Co-ordinator" means the Course Coordinator of the Teaching Department
 - l) "COE" means Controller of Examination
- 1.3 Disciplines: The disciplines in which the courses of study are available and degrees will be offered are:
1. Biotechnology
 2. Chemical Engineering
 3. Civil Engineering
 4. Computer Science & Engineering
 5. Electrical Engineering
 6. Electronics and communication Engineering
 7. Information Technology
 8. Mechanical Engineering
 9. Metallurgical and Materials Engineering
- 1.4.1. The provisions of this regulation shall also be applicable to any new discipline that are introduced from time to time and added to the list in Section 1.2.
- 1.4.2. The Board of Governors of the Institute may, on the recommendation of the Senate change any or all parts of this Regulation at any time considered by the Senate

2. Admission:

- 2.1 Admission to NIT, Durgapur for all the courses will be made in accordance with the instructions received from the Ministry of Human Resources Development (MHRD), Government of India from time to time. Seats are reserved for candidates belonging to OBC, Schedule caste, schedule tribes and physically handicapped candidates as per the guidelines issued by MHRD.
- 2.2. Admission to all courses will be made in the odd/autumn Semester of each session at the first year level through a Entrance Examination as decided by MHRD. All the candidates having rank in AIEEE and must pass 10+2 Examination or equivalent, with pass marks in Physics, Chemistry, Mathematics and English separately. The age Criterion will be as per the directive issued by MHRD from time to time.
- 2.3.. Besides the allotted seats to be filled up by AIEEE of MHRD, a specified no of foreign nationals or NRI (Non resident Indian), and Indians living abroad selected with the policy laid down by Govt. of India may be admitted directly to the 1st year of any of the courses covered by this regulation.
- 2.4 All the students admitted to any of the courses above shall be required to pay, at the time of joining , and also in subsequent semesters prevalent tuition and other compulsory fees as prescribed by the Institution till they are on roll.
- 2.5 The Institution reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her career on the grounds of unsatisfactory academic performance, irregular attendance in the classes or indiscipline.
- 2.6 The Institution may admit students to a programme on transfer from other NITs. Under specific instruction from MHRD, Govt. of India such admission may be made at any level considered appropriate. However, no student will be permitted transfer during first semester.
- 2.7 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Dean of Academic Affairs may revoke the admission of the candidate and report the matter to the Senate.
- 2.8 Decision of the Director of the Institute regarding the admission of student is final and binding.

3. Academic Calendar

- 3.1. Each academic session is divided into two semesters of approximately 180 days duration each: Autumn/ an odd semester (July-December) and Spring/an even semester (January-June).
- 3.2. Except the first semester, all odd semesters will commence from 1st/2nd week of July and all even semesters will commence in the 1st week of January. The 1st semester depending on admission through AIEEE of MHRD will start in the last week of July/1st week of August.
- 3.3 The Senate will approve the comprehensive academic calendar consisting of schedules of activities for a session inclusive of dates for registration, mid-semester end-semester ,& supplementary examination, inter-semester breaks, vacation, annual sports etc, well in advance of start of semester. The academic calendar shall usually provide for a total of about 90 working days in each semester.

3. Course Structure

- 4.1. The duration of course leading to B.Tech Degree will be four years.

- 4.2. The curricula for the different degree programmes as proposed by the respective department and recommended by the Undergraduate Academic Committee (UGAC) shall have the approval of the Senate. The Departments would also prepare the syllabus of each subject containing the scope of studies and detailed instructions to be imparted which must have the approval of UGAC
- 4.3. All subjects would have a lecture-tutorial-laboratory/sessional component (L-T-P) to indicate the contact hours. 'P' components of a subject may be a void. Separate pure laboratory/sessional subject(0+0+P) may exist in certain cases as decided by Senate.
- 4.4. The curricula to be followed in the first and second semester by the students of all disciplines are common.
- 4.5. **Industrial Training:**
The Curricula for B.Tech. course would include compulsory industrial training for 6 weeks. The industrial training would carry 2 credit.

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 Academic Calendar
- 5.2. Registration of students in each semester will be centrally organized by the Academic Section. Before registration, the subject details will be verified by the Course Co-ordinator /Head of the respective department and payment of dues etc will be verified by the Academic Section.
- 5.3. A student who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within next 6 working days on payment of an additional late fee as prescribed by the Institute. Normally no late registration shall be permitted after the sixth working day from the schedule date, unless otherwise a very special case arises as decided by Dean(Academic)
- 5.4. Only those students will be permitted to register who have:
- i) Cleared all Institute and Hall dues of the previous semester.
 - ii) Paid all required prescribed fees for the current semester.
 - iii) Not been debarred from registering for a specified period on disciplinary or any other ground.
 - iv) Has registered in the previous semester and appeared in the previous semester Examination.
 - v) Cleared the minimum academic requirement.
- 5.5. A student is eligible for registration for higher semester provided he/she clears the previous semester by regular/supplementary examination.
- 5.6. The classes for all semester will start from the day following the registration.
- 5.7. A student who has been debarred from appearing at an examination either a) as per recommendation of the subject teacher for unsatisfactory attendance or b) by the Institute as a measure of disciplinary action or c) for adopting malpractice at an examination and consequently awarded a grade X may register for the subjects(s) after the term of the debarment expires, provided that other provisions of the regulation do not prevent him/her.

6. Attendance:

- 6.1. Attendance in all the classes (lectures, tutorials, laboratories, sessionals etc) is mandatory. The minimum attendance of a student in a theoretical/sessional subject will be 75% of the total classes held. A student may be debarred from appearing at an examination on ground of unsatisfactory attendance.
- 6.2. Absence from classes without prior permission will be considered as an act of indiscipline and will be dealt as per Cl.2.5.
- 6.3. If the period of leave is for a short duration (less than two weeks), prior application for the leave shall have to be submitted to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting document(s), and such leave may be granted by the Head of the Department.
- 6.4. Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the Head of the Department provided he/she is satisfied with the explanation.
- 6.5. If the period of absence is likely to exceed two weeks, a prior application or grant of leave will have to be submitted through Head of the Department to the Dean of Academic Affairs with supporting documents. In each case the decision to grant leave shall be taken by the Dean of Academic Affairs on the recommendation of the Head of the Department.
- 6.6. If the period of absence is more than 30% of the total classes, the student will be debarred from appearing in the examination of the semester.
- 6.7. All such students who are debarred have to repeat the entire semester.
- 6.8. It will be the responsibility of the student to get his/her absence from classes condoned by the appropriate authority.

7. Conduct and Discipline:

- 7.1 Students shall conduct themselves within and outside the campus of the institute in a manner befitting the students of an Institution of National importance.
- 7.2 As per order of the Hon'ble Supreme Court of India, ragging in any form is banned. Acts of ragging will be considered as gross indiscipline and will be severely dealt with.
- 7.3 Detailed rules regarding conduct and discipline are given in Appendix-I

8. Change of Branch:

- 8.1. The student admitted to a course leading to B.Tech. degree in a particular branch will ordinarily be required to continue in that branch of studies.
- 8.2. However the institute may permit a few students, subject to their fulfilling the prescribed conditions to change over from one branch to another after second semester. Detailed rules governing the change of branch are given in Appendix-II.

9. Residence:.

- 9.1. Institute is wholly residential one and all students shall be required to reside in and be member of the hostels to which they are assigned at the time of admission/registration. Only in exceptional circumstances a student may be permitted to change from one hostel to another.
- 9.2. The terms and conditions that a student must fulfill during his/her stay in a Hall of residence are mentioned in Appendix-.III

10. Assessment of Performance and Grading System

10.1. There will be continuous assessment of a student's performance throughout the semester and the grade will be awarded by the subject teacher.

10.2. (a) For arriving at a grade obtained by a student for a particular subject, initially a numeric marks obtained by the student out of hundred is to be determined. Next the failure cases (that is, the cases of student obtained 'F' grade) are to be determined as explained in Appendix-VI .

10.2 (b) Once the numeric mark is obtained, the same is to be converted to letter grade following the guidelines given in Appendix- VI.

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

10.2 (d) Starting from the second Semester at the end of each Semester, a Cumulative Grade Point Average(CGPA)will be computed for each student following the guidelines as in Appendix-VIII.

10.2 (e). For assessment of a student in a particular subject the components with respective weights, assigned to these will be as under.

Components	Weights
Teacher's Assessment (T.A.)	30%
End-Semester Examination	70%

10.2 (f).For assigning marks in Teacher's Assessment (T.A) performance in home assignment, class-tests, tutorials, viva-voce, attendance etc. are to be considered. The weights of different components of T.A. are to be announced by the teacher at the beginning of the Semester.

10.2 (g) For assigning marks in the sessional subjects the relevant components that are to be considered are : day-to-day work, regularity, tests (at least one), assignments, viva-voce etc. percentage weights of the different components in deciding the final marks are to be announced at the beginning of the semester.

10.3. The six-week industrial training undergone by the students in the Summer vacation would be assessed in the 8th semester. The students are required to submit a written report on the training received and give a seminar, on the basis of which a grade would be awarded. The students are also required to submit to the Head of Department a completion certificate in the prescribed form from the competent authority of the organization where the training was received, without which he/she would not be assessed. A copy of the letter would be sent to the Head Training & Placement.

10.4. Assessment of Project Work:

The Head of the Department would constitute a project Evaluation Board which will assess the individual project work. An external expert from any Research/Technical Institution offering B.Tech Degree would one of the members of Project Evaluation Board. The weightage for evaluation will as under:

Supervisor's assessment	40%
Project Report to be assessed by Board	30%
Seminar & Viva to be assessed by Board	30%

- 10.5 . Similarly a separate Viva-Voce Board may be set up by the Head of the Department for assessment taking into various aspects of Viva Voce.
- 10.6. Based on the CGPA, Student shall be awarded 1st Class Distinction if CGPA is 8.00 and above; and 1st Class if the CGPA is equal to or more than 6.50 but less than 8.00 ; and IInd Class if equal to or more than 5.00 but less than 6.50.
- 10.7. The Grade Report shall contain the letter Grade for each course, SGPA and CGPA information

11. Examination.

- 11.1. For each theory paper of any academic semester there will be a “End semester Examination”, conducted by the office of Dean Academic Affairs. The end semester answer scripts will be dispatched to the subject teacher (examiner) on the same day or the immediate next working day of Examination. If the concerned examiner is not available on that date, the copies will be handed over to respective Head of the Department who will pass on the copies to the concerned Examiner at the earliest.
- 11.2. i) A student will be issued an Admit Card for appearing in an examination only if he/she has :
- a). Attendance record to the satisfaction of the teachers in the theory and sessional classes and has completed the assignment works given or satisfy the clause 6.3; 6.4 & 6.5.
 - b) paid all Institute and Hall dues of the semester.
 - c) not been debarred from appearing in the examination as a result of any disciplinary proceeding.
- 11.3. A student may be debarred from appearing at the End-semester Examination in the subject on the report of the subject teacher / Head of the Department if his/her a) attendance at lecture/tutorial/laboratory classes in that subject has not been satisfactory during the period and b) performance in the assignment works in the subject during the semester has not been satisfactory.
- 11.4. a). Appearing at the end-semester examinations in theory paper of a subject is compulsory for a student. If a student fails to appears at the end-semester examinations, he/she will be assigned an ‘F’ grade in the subject and will not be permitted to appear at the supplementary for the subject as stipulated in clause.
- b). However, if a student misses the end-semester examination due to a compelling reason like serious illness of himself/herself or a calamity in the family, he/she may appeal to the Dean, students’ affair, through his/her Head of the Department for permitting himself/herself to appear at the supplementary examination(s) subject to fulfilling of attendance requirement. He/she should make an application to the Dean(Academic) through the HOD within seven days from the date of Examination missed explaining the reason of absence. A subcommittee consisting of the following members may, after examining the documents and being convinced about the merit of

the case, recommend permitting him/her to appear in the supplementary examination(s) with full credit condoning his/her absence:

- i). The Dean of Students Affairs - Chairman
- ii). The Dean of Academic Affairs - Member
- iii). Concerned Head of the Dept. - Invitee
- iv). One Medical Officer - Member
- v). The Controller of Examination - Member
- vi). Deputy Registrar - Secretary

- 11.5. Students will be permitted to appear in the examinations in only those subjects for which they have registered at the semester and have not been debarred.
- 11.6. For the subject having 2 or more Lecture and tutorial contact hours per week, the end-semester examination will be of 2 hours and 3 hours respectively. A separate mark sheet indicating the performance of the student in each semester will be issued to each student.
- 11.7. The Marks obtained and the letter grades awarded to the students in a subject must be submitted by the teachers within **fifteen days from the date of holding the examination** to the concerned Head of the Department through course coordinator for onward transmission to the COE
- 11.8. Any change of grade of a student in a subject, consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, must be approved by the Departmental Academic Committee and must be forwarded by the course co-ordination through the Head of the concerned Department within 20-25 days from the date of commencement of the next Semester, to the COE.
- 11.9. 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. may be shown to the students within 4 weeks from the date of tests/examinations.
- 11.10 In order to provide an additional opportunity to the students who failed (obtained an 'F' grade) in one or more subjects due to not being able to score higher than the cut-off marks in the theory components in either the autumn and/or the spring semester in a year, Supplementary Examinations equivalent to the end-semester examination arranged centrally by the Controller's office, will be conducted at the end of June (before commencement of next session) every year. Regulations relating to the Supplementary Examination are given in Appendix-VII.

12. Graduation requirement:-

- 12.1 In order to qualify for a B.Tech. degree of the Institute covered under these Regulations a student must:
 - a). Complete all the credit requirements for the degree, as laid down in the prescribed curriculum of the discipline, with a minimum grade 'P' scored in every subject.
 - b). Obtain a CGPA of 5.00 or higher at the end of semester in which he/she completes all the requirements for the degree

c). Have cleared all dues of the Institute, the Hall of Residence, the Library and the Department.

- 12.2. The minimum total credit requirements that has to be satisfactorily completed for the award of B.Tech. degree will be same for all branches and will be fixed up by the Senate.
- 12.3 Normally a student should complete all the requirements consecutively in eight semester of B.Tech. degree. Academically weaker student may be granted upto 12 semester for 4 years course to complete all the requirements for the degree.
- 12.4 The award of B.Tech. Degree must be recommended by the Senate.
- 12.5 Convocation: the Annual Convocation shall be conducted usually between July and September or after the publication of results. Degree will be awarded in person for the students who have graduated during the current academic year. Degree will be awarded in absentia to such students who are unable to attend the Convocation. Students are required to apply separately for the Convocation along with the prescribe fee.

Appendix -I

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 of the Athletics and the Officers of the National Cadet Corps; proper courtesy and consideration should be extended to the employees of the Institute and of the Halls of 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. Any act of ragging will be considered as gross indiscipline and will be severely dealt with.
3. The following acts of omission and/or commission 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 etc.

- ❖ Displaying lack of courtesy and decorum; resorting to indecent behaviour anywhere within or outside the campus.
- ❖ Willfully damaging or stealthily removing any property/belongings of the Institute, Hall or fellow students.
- ❖ Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
- ❖ Adoption of unfair means in the examinations.
- ❖ Organizing or participating in any group activity in company with others in or outside the campus without prior permission of the Dean of Students' Affairs.
- ❖ Mutilation or unauthorized possession of library books.
- ❖ Restoring to noisy and unseemly behaviour, disturbing studies of fellow students.
- ❖ Not intimating his/her absence to the warden of the hall before availing any leave.

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

4. For an offence committed (a) in a Hall of Residence, (b) in the Department or a classroom and (c) elsewhere, the Warden, the Head of the Department and the Dean of Students' Affairs, respectively, shall have the authority to reprimand or impose fine or take any other suitable measures.

All cases involving punishment other than reprimand shall be reported to the Chairman of the Standing Disciplinary Committee.

5. (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 Standing Institute Disciplinary Committee appointed by Senate. The Standing Disciplinary Committee consists of the following ex-officio and other members:

- | | | | |
|----|---|---|-------------------|
| 1) | Dean of Students' Affairs | - | Chairman |
| 2) | Warden of respective Hall | - | Member |
| 3) | One member of faculty nominated
by the Senate, by rotation for two years | - | Member |
| 4) | Two Cultural Secretaries | - | Members |
| 5) | Secretary, Warden Council | - | Members Secretary |

(b) 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.

6) 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 Examination | - | Chairman |
| 2. Head of the Department to which the student belongs | - | Member |
| 3. The invigilator(s) reporting the case | - | Member |
| 4. The Paper-setter(s) and concerned Examiner | - | Member |
| 5. Two members of faculty nominated by the UG AC | | Members |
| 6. Deputy Registrar (Academic)/Assistant Registrar (Academic) | | Secretary |

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

Appendix- II

RULES FOR CHANGE OF BRANCH

- 1 A student admitted to a particular branch of the B.Tech..Course will normally continue studying in that branch till completion.
- 2 However, in special cases the Institute may permit a student, admitted through AIEEE, to change from one branch of studies to the another after the second Semester, **provided vacancies exist in such branches.**
- 3 Only those student will be eligible for consideration for a change of branch after second semester, who have:
 - a) Completed all the credits prescribed in the First & Second semester of their studies, in the first attempt, without having had to pass any course required in the supplementary examination.
 - b) Must have secured a CGPA not less than 8.0 (1st & 2nd semester taken together).
4. Application for change of branch must be made by intending eligible students in the form prescribed for this purpose. The Deputy Registrar will call for application sometime before start of summer vacation and the completed forms must be submitted to his office by the last date specified in his notification.

5. **Students may enlist up to seven choices of branch**, in order of preference, to which they wish to change over. It will not be permissible to alter the choice after the application has been submitted.
6. Change of branch shall be made strictly on the basis of inter se merit of the applicants. For this purpose the CGPA obtained at the end of the Second Semester shall be considered. Ties will be broken by overall percentage of marks secured in 1st & 2nd semester taken together.
7. All changes of branch made in accordance with the above rules will be effective from the Third Semester. No change of branch shall be permitted thereafter.
8. All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch offered.
9. Notwithstanding the provisions of foregoing paragraphs the Senate may, under very special circumstances, permit the transfer of a student from one branch to another, in deviation of the above mentioned rules In each such case the special reasons for which the transfer is permitted must be recorded in the Senate resolution. Such transfer, if any, will be over and above the regular transfers, and their number will not be counted in the computation of Actual Number of Students in a given branch
10. The number of students in any discipline must not fall below 2/3 rd of the sanctioned number of seats as a result of change of branch.

APPENDIX- III

RULES RELATING TO RESIDENCE IN HALLS

Following are the detailed rules governing residence requirements of students:

1. The mess of each Hall of Residence shall function as a single integrated unit and shall not, under any circumstances be divided into any kind of groups or sub-group.
2. Under special circumstances, the Director/ Dean of Students' Affairs 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 seat rent according to rules, and Hall establishment charges fixed by the Hall Management Committee/Warden Council and the warden of the Hall. However, this permission may be withdrawn at the discretion of the Institute, at any time considered appropriate without assigning any reason.

3. No married accommodation shall be provided to any student of the undergraduate courses.
4. No student shall come into or give up the assigned accommodation in any Hall of residence without the prior permission of the Wardens of the concerned Hall.
5. 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 warden of the respective Hall with an intimation to Estate Department through warden.
6. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting.
7. Students shall be responsible for the proper care of the furniture, fan and other fittings in the rooms allotted to them and shall generally assist the wardens in ensuring proper use, care and security of those provided in the Halls of common use of all students.
8. Loss or damage of furniture, fans, or other fitting in the room will be dealt with severe punishment as will be suggested by the Warden Council.
9. 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.
10. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator etc. by a student in the Hall of residence are prohibited.
11. All students must abide by the rules and regulations of the Hall of Residence as may be framed from time to time.

APPENDIX-IV

DEPARTMENTAL ACADEMIC COMMITTEE

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

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

One of the Senior Faculty Members, nominated by Chairman, will act as convenor/secretary, the tenure of whom will be two academic years. The duty of the convenor/Secretary will be: 1) to conduct at least two meetings each semester in consultation with Chairman as and when needed, and 2) to note down and ventilate the proceedings of the meeting to Dean(AA)/Registrar, and 3) to maintain separate register to record the minutes of all the meetings .

POWER AND DUTIES OF DAC

1. To decide and approve the course structure including the syllabi, distribution of papers and the textbook and reference material for the subjects offered by the department.
2. To consider the satisfactory/unsatisfactory attendance and performance of students reported by subject teachers and recommend for appropriate action.
3. To approve the names of paper-setter, moderator, Head examiner, and examiner(s) in the relevant subject and to send the list to academic section for necessary action.
4. To consider the cases of students who failed to appear in the mid-semester examination and suggest appropriate action.
5. To moderate the question papers.
6. To review the cases of weak students and decide appropriate actions.
7. To consider the marginal cases of failure and recommend.
8. To consider any change of grade of a student in a particular subject due to any omission/commission and recommend
9. To recommend the panel of experts.
- 10 Load distribution among the faculty of the Department
10. Any other academic affair as referred by the Senate
11. To note and approve the action taken by Course coordinator of the Department, the duties of whom will be as stated in Appendix-IX

For interdepartmental subject taught by more than one teacher of two or more than two departments all the academic matter related to that subject will be dealt by the DAC of the Department from where the subject is being offer.

The DAC will meet often as necessary.”

APPENDIX - V

U G A C

COMPOSITION:

1. Dean, Academic Affairs	-	Chairman
2. Dean(Administration)		Member
3. Dean (Planning & Development)		Member
4. Dean, Students' Affairs(Students' Advisor)	-	Member
5. Professor, I/C, UG Examination	-	Member
6. Professor, I/C, Time Table	-	Member
7. H.O.D. of each teaching Departments	-	Member
8. BOG member representing the faculty		Member
9. Two Representatives from IITs/NITs	-	Member
10. Registrar	-	Secretary

Note: There shall be only one UGAC for the entire Institute.

Tenure: The tenure of UGAC will be for a period of three years.

Power and duties of UGAC

- i. To consider the recommendations of the Departmental Academic Committee on matters relating to undergraduate programme and to make suitable recommendation to the Senate for its approval.
- ii. To frame and revise curricula for the undergraduate course of study.
- iii. To ensure that all norms and regulations pertaining to undergraduate programme are strictly followed.
- iv. To make periodic review of ordinances, regulation and instructions pertaining to the undergraduate programme and to recommend to the Senate any modification thereof.
- v. To make arrangement for the conduct of examination for undergraduate courses.

- vi. To review the academic performances and make suitable recommendation to the Senate regarding declaration of results, award of degrees etc.
- vii. To recommend to the Senate award of free-studentship, stipends, Scholarships, medal & prizes etc to the students.
- viii. To prepare and approve the general time table (including academic activities, sports activities etc) for the undergraduate courses and finalise the UG academic calendar to be put up to the Senate for its ratification.
- ix. To conduct at least one meeting each semester and send the proceedings to the Senate Secretary.
- x. The quorum for each meeting will be ten.
- xi. To maintain separate register to record the minutes of all the meeting.

APPENDIX-VI

GUIDELINE FOR AWARDING OF LETTER GRADE

1. In general there shall be no rigid marks-to-grade linkage. Difficulty levels of the examination. Tests, assignments, viva-voce and other factors that contributed to the final marks are to be considered by the teacher(s) of the respective subject while converting marks into letter grade.
2.
 - a) The grade F and Ex are to be considered as bench mark grade.
 - b) The cut-off marks below which a student would be assigned an 'F' grade is 40 for a theory paper and 50 for a sessional paper.
 - c) The exceptionally brilliant performance is to be assigned an 'Ex' grade. Even the best student of any class needs to be good enough to be awarded the 'Ex' grade.
 - d) Conversion from marks to grade may be done using the table given below, where 'm' stands for the marks obtained. However, the teacher may, on his/her perception of the difficulty level of assessment process undertaken, alter the boundary (cutoff) marks by +/- 5 marks.

Range of marks obtained	Grade
$M > 90$ (90-100)	Ex
$80 \leq m < 90$ (80-89)	A
$70 < m < 80$ (70-79)	B

$60 \leq m < 70$ (60-69)	C
$50 \leq m < 60$ (50-59)	D
$40 \leq m < 50$ (40-49)	P for Theory paper
$m < 40$	F for Theory Paper
$m < 50$	F for Sessional Paper

3. DAC would moderate the results of the different section of the class if wide disparity in performance across sections were observed.
4. All the requirements for the sessional classes are to be satisfied by a student within deadline set up by the teacher/DAC before the start of the end-semester examination. If a student, due to a genuine reason like illness of himself/herself or calamity in the family, cannot complete a particular component, the teacher/DAC may allot to complete that particular component within a stipulated date failing which he/she will be allocated temporarily I-grade. However, the requirement in any case has to be fulfilled within 15 days after the end of the end-semester examination and the grade finalized.
5. There is no provision for supplementary examination in the sessional papers. If the student cannot clear the sessional paper, he/she will be assigned the grade 'F' for that sessional paper only.
6. In some extraordinary circumstances to be decided by the Institute authority in consultation with subject teacher and concerned Head of the Department, such a student may be given a chance to complete the laboratory requirement in the Summer Vacation. If the student cannot perform satisfactorily and get 'F' grade in the laboratory, he/she has to repeat the sessional paper in the next academic year after clearing which he/she will be allowed to register in the higher Semester.

APPENDIX-VII

RULES REGARDING SUPPLEMENTARY EXAMINATION

1. **Except as specified in Clause** a student will be eligible to appear in a supplementary examination in a subject if he/she had actually appeared at the last end-semester examination in that subject and obtained the grade 'F'.
2. A student will not be allowed to appear in more than total 5 (five) subjects in the supplementary examinations for a year comprising of two semesters.

3. Intending students must submit their application form duly filled up and countersigned by the teacher(s) in the subject(s) or by the Head of the Department concerned , along with the necessary fees to the COE by the date as announced by a notification.
4. As per schedule of the Academic Calendar for the year the supplementary examination shall be held.
5. The grade in the subject scored by the student appearing in the supplementary examination will be recomputed by substituting the marks scored in the end-semester by that scored in the supplementary examination. unless exempted as per Clause 11.4(b) , A student is entitled to one grade lower than the actual grade thus scored, except that the performance grade ‘P’ remains unaltered, as elucidated in the table:

Grade obtained	Grade to be awarded
F	F
P	P
D	P
C	D
B	C
A	B
Ex	A

6. The final grade awarded to the students must be sent to the COE within 3 days from the date of the supplementary examination by course coordinator /HOD of the concerned Department.

APPENDIX-VIII

GRADING SYSTEM

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

Performance	Letter Grade	Grade Point per per credit
Excellent	Ex	10
Very good	A	9
Good	B	8

Fair	C	7	
Average	D	6	
Pass	P	5	-
Fail	F	0	

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

I	-	for 'Incomplete assessment'
X	-	for 'Debarred'

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 no of subjects registered for the semester, 'C_i'– is the number of credits allotted to a particular subject, and 'g_i' is the grade-points carried by the letter corresponding to the grade awarded to the student for the subject . SPGA will be rounded off to the second place of decimal and recorded as such. This will be the performance of the student in the semester to which it refers.

3. Starting from the second semester at the end of each semester , a Cumulative Grade Point Average (CGPA) will be computed for each 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 from the first semester onwards up to and including the semester S, 'c_i'is the number of credits allotted to a particular subject s_i and 'g_i' is the grade point carried by the letter corresponding to the grade awarded to the student for the subject s_i. CGPA will be rounded to the second place of decimal and recorded as such.

The CGPA will indicate the cumulative performance of the student from first semester up to the end of the semester to which it refers.

The CGPA and SPGA obtained in a semester will be intimated to each student at the end of every semester.

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 this (these) grade(s).
5. When a student gets the grade 'F' in any subject during a semester, the SGPA and CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such 'F' grade. After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and CGPA of all the semesters, starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account

APPENDIX-IX

Course coordinator/Faculty Advisor

The Course Coordinator(s) will be appointed by the HOD on rotation basis, who will be in charge of all the courses offered by the Department. The tenure of Course Coordinator(s) will be the Semester in which the subject is being offered.

POWER AND DUTIES

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