

# ORDINANCES GOVERNING UNDERGRADUATE PROGRAMMES

(B.Tech. (UG) MANUAL)

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## भारतीय सूचना प्रौद्योगिकी संस्थान राँची

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RANCHI**

(An Institution of National importance under an act of Parliament)

**Ranchi, Jharkhand, India**

## Contents

|           |  |           |
|-----------|--|-----------|
|           | <b>Preamble</b>  | <b>3</b>  |
|           | <b>About the Institute</b>                             | <b>4</b>  |
|           | <b>Institute Objective:</b>                            | <b>4</b>  |
|           | <b>Institute Mission:</b>                              | <b>5</b>  |
|           | <b>Institute Vision:</b>                               | <b>5</b>  |
| <b>1</b>  | <b>Introduction</b>                                    | <b>5</b>  |
|           | <b>1.1 Objectives</b>                                  | <b>5</b>  |
|           | <b>1.2 Senate Under - Graduate Committee (SUGC)</b>    | <b>6</b>  |
|           | <b>1.3 Department Undergraduate Committee (DUGC)</b>   | <b>7</b>  |
|           | <b>1.4 Office of the Dean of Academic Affairs</b>      | <b>8</b>  |
| <b>2</b>  | <b>Academic Calendar</b>                               | <b>8</b>  |
| <b>3</b>  | <b>Admission</b>                                       | <b>8</b>  |
| <b>4</b>  | <b>Residence</b>                                       | <b>9</b>  |
| <b>5</b>  | <b>Attendance</b>                                      | <b>9</b>  |
| <b>6</b>  | <b>Conduct and Discipline</b>                          | <b>9</b>  |
| <b>7</b>  | <b>Holidays, Vacation and Semester Leave</b>           | <b>9</b>  |
|           | <b>7.1 Holidays</b>                                    | <b>9</b>  |
|           | <b>7.2 Mid-Semester Vacation</b>                       | <b>9</b>  |
|           | <b>7.3 Semester Leave</b>                              | <b>10</b> |
| <b>8</b>  | <b>Change of Branch</b>                                | <b>10</b> |
| <b>9</b>  | <b>Course Structure</b>                                | <b>11</b> |
| <b>10</b> | <b>Registration</b>                                    | <b>12</b> |
| <b>11</b> | <b>Evaluation and Grading System</b>                   | <b>13</b> |
|           | <b>11.1 Evaluation</b>                                 | <b>13</b> |
|           | <b>11.2 Grading System</b>                             | <b>14</b> |
|           | <b>11.3 Cumulative Grade Point Average (CGPA)</b>      | <b>15</b> |
|           | <b>11.4 Withholding of grades</b>                      | <b>15</b> |
|           | <b>11.5 Evaluation for SWAYAM/NPTEL (MOOC) Courses</b> | <b>15</b> |
| <b>12</b> | <b>Assessment of Performance</b>                       | <b>16</b> |
| <b>13</b> | <b>Examination</b>                                     | <b>18</b> |

|           |   |           |
|-----------|---|-----------|
| <b>14</b> | <b>Graduation Requirement</b>   | <b>20</b> |
| <b>15</b> | <b>Withdrawal from the Institute</b>                                  | <b>20</b> |
| <b>16</b> | <b>Inadequate academic performance</b>                                | <b>21</b> |
|           | <b>16.1</b>   <b>Appeals against Termination</b>                      | <b>21</b> |
| <b>17</b> | <b>National Education Policy (NEP) 2020</b>                           | <b>21</b> |
|           | <b>17.1</b>   <b>Multiple Entry and Multiple Exit</b>                 | <b>21</b> |
| <b>18</b> | <b>Cancellation of admission/registration</b>                         | <b>23</b> |
| <b>19</b> | <b>Refund of fees in case of admission withdraw</b>                   | <b>23</b> |
| <b>20</b> | <b>Institute Medals and Prizes</b>                                    | <b>24</b> |
| <b>21</b> | <b>Relaxation</b>   | <b>24</b> |
|           | <b>Appendix I</b>   <b>Rules Relating to Residence Requirements</b>   | <b>25</b> |
|           | <b>Appendix II</b>   <b>Rules Regarding Attendance</b>                | <b>26</b> |
|           | <b>Appendix III</b>   <b>Rules Regarding Conduct and Discipline</b>   | <b>27</b> |
|           | <b>Appendix IV</b>   <b>Co-Ordination Committees for Ug Students</b>  | <b>29</b> |
|           | <b>Appendix V</b>   <b>Rules Relating to Summer Quarters</b>          | <b>30</b> |
|           | <b>Appendix VI</b>   <b>Rules Regarding Supplementary Examination</b> | <b>32</b> |

# Indian Institute of Information Technology Ranchi

## Ordinance of B.Tech. Programme

### Preamble

Engineering and Technology is the backbone of the development of the society. Living, health and economic standards of the people of the society depend on the availability of advanced materials, devices and support service systems. These are made available by manufacturing and service industries. Unlike other UG degree holders, UG degree holders in engineering and technology are directly employed by these Industries. A fraction of them go for higher studies in engineering and technology or management. Engineering education requires expert knowledge and skills in respective branches of engineering, whereas Technology education requires broad based fundamental knowledge of both science and engineering with analytical and innovative skills. Quality Engineering education should inculcate broad foundation, depth of knowledge and expertise in subject of specialization, including skills (Communication, technical, analytical and managerial etc.), humanism, social responsibility and business aptitude in students.

The goal of undergraduate engineering and technology education is that the student; (i) learn the concepts and develop skills related to his/her discipline, (ii) have a broad base of humanities and science and (iii) builds character. Objectives and methodologies of education system run by organizations like IIT's are diverse. To serve the objective of diversified class of students with different capabilities (mental, emotional and physical), the educational programmes should have sufficient flexibility both in terms of structure and duration. An attempt can be made by redefining the undergraduate programmes in terms of its academic units "course" and session unit "semester". Course is unique in terms of its **specific subject** referred by its **Title and Content**. Semester is a unit of educational programme for different class room, curricular, co-curricular and other activities.

In educational program **Learning** is multifaceted process of building **knowledge, intellect and skills** through **teachings** from learned and knowledgeable persons (Teachers) and through **self-efforts** and **practices**. Learning cannot be assessed in the absolute scale. It can be assessed by defining the **Teaching and Learning Objectives** and by comparison. To categorize the levels of learning a suitable **grading system** is adopted. **Grading** is a process that identifies **learning in a course**. It guides and motivates students towards learning and determines the abilities (memory, analytic, mathematical, practical etc.) and effort of the students. **Grade** is a symbol that represents the degree to which students have met a set of well-defined teaching and learning objectives.

A set of compulsory and elective courses constitute a programme. Course, Semester and Programme are quantified in terms of credits. Credits are supposed to be earned by the candidate/students by perusing/ studying different courses in a semester and obtaining a Pass Grade. The courses are linked together so as to they form a unified body or structure of the programme. Implementation of educational programme depends on the structure and organization of semesters and their sequencing. Thus candidate/student accumulates the credits and is supposed to qualify for the award of a degree in respective programme whenever his/her accumulated credits and performance cross the minimum credit requirement and standard of respective Programme.

The programme has some **objective** i.e. the pursuance of the programme by a candidate will enhance his/her academic proficiency and skills in specified field of knowledge. **The people pursuing a programme become professionals.**

The provisions of these regulations shall also be applicable to any new discipline that will be introduced from time to time and added to the list of Academic Programme. Notwithstanding all that has been stated in the Regulations, Senate has the right to review and change the Regulations from time to time. Any doubt or dispute arising about the interpretation of the Regulations shall be referred to the Chairperson Senate whose decision shall be the final decision.

## **About the Institute**

Indian Institute of Information Technology (IIIT) Ranchi is an autonomous institute setup by the MoE, Government of India, and Government of Jharkhand along with the industry partners TTL, TCS and CCL on a Public Private Partnership. The IIIT Ranchi is funded by Government of India (50%), Government of Jharkhand (35%) and Industry Partners (15%). The institute is expected to meet operating expenses from tuition fees, grants, sponsorships, consultancy, donations etc. Additionally, the Government of Jharkhand has lent support to the institute by granting land for setting up the Campus at Digital Valley campus (Kanke Block), Ranchi, Jharkhand. IIIT Ranchi is autonomous, not-for-profit, self-sustaining, teaching and research-led education Institution. The institute is managed by professionals from the area of academics and research, under the guidance of a Board of Governors of the Institute that has representatives of participating Industry partners, eminent academicians & researchers and representatives from Government. Currently, IIIT Ranchi is focusing on applied teaching, research and consultancy in IT and selected domain areas.

### **Institute Objective:**

- The Institute is dedicated to creating, sharing, and preserving knowledge as well as cooperating with others to apply this knowledge to the major problems facing the world today. IIIT Ranchi is committed to giving its students a well-rounded education that blends demanding academic work with the thrill of exploration as well as the encouragement and intellectual stimulation of a varied campus community.

**Institute Mission:**

- To follow an education pedagogy which trains students through rigorous coursework and thus its implementation in understanding the needs of society and industry as a whole.
- To foster an environment where innovative thinking, research, and scholarship may flourish and the future leaders and inventors can emerge.
- To use the talent we foster and the research we conduct to address issues that the country and the world are facing.
- To collaborate with other academic and research institutes around the world to strengthen the education and research ecosystem.

**Institute Vision:**

- Developing worldwide reach through effective engagement with academia, industry, government, and other pertinent stakeholders, to be recognized as India's best-in-class institute in emerging knowledge domains of Information Technology.
- To provide IIIT Ranchi community members with skills and motivation necessary to work wisely, imaginatively, and successfully for the advancement of humanity and society as a whole in the field of information technology.

## **1. Introduction**

### **1.1 Objectives**

The objectives of the Undergraduate Programme at the Indian Institute of Information Technology Ranchi (IIIT Ranchi) are:

- To provide the highest level of education in technology and science and to produce competent, creative and imaginative engineers and scientists,
- To make a significant contribution towards the development of skilled technical manpower, and
- To create an intellectual reservoir to meet the growing demands of the nation.

The undergraduate programmes are designed to achieve these objectives and to inculcate in the student concepts and intellectual skills, courage and integrity, awareness of and sensitivity to the needs and aspirations of the society.

The provision contained in these Manual will govern the conditions for imparting courses instructions, conducting examinations and evaluation of student's performance leading the 4-years courses in Engineering/Technology leading to the award of B.Tech degree.

1.1.1 All B. Tech programmes offered by the Institute shall be governed by these B.Tech Ordinances.

1.1.2 The B. Tech Ordinances shall be applicable to any new discipline(s) under these programmes that may be introduced in future.

1.1.3 A student becomes eligible for the award of the B.Tech degree after fulfilling all the academic requirements as prescribed by these Ordinances.

1.1.4 Bachelor degree is classified into B.Tech and B.Tech (Hons.)

Condition for B.Tech (Hons.)= CGPA  $\geq$  8.0 (at the end of fourth semester)

Total credits for ECE and CSE is equal.

B.Tech = 162-170 credits

B.Tech (Hons.)=174-182 credits

1.1.5 The Institute shall have the following B. Tech branches:

- Computer Science and Engineering (CSE)
- Computer Science and Engineering with specialization in Data Science and Artificial Intelligence (CSE- DS & AI)
- Electronics and Communication Engineering (ECE)
- Electronics and Communication Engineering with specialization in Embedded System and IoT (ECE- ES & IoT)

The provisions of this Regulation shall also be applicable to any new disciplines that are introduced from time to time and added to the list in section 1.1.5.

The Board of Governors may, on the recommendation of the Senate, change any or all parts of this Regulation at any time considered appropriate by the Senate.

1.2 Senate Under - Graduate Committee (SUGC)

The Senate Undergraduate Committee, established according to the bye-laws of the Senate, consists of one representative (Convener CUGC) from each of the academic departments and interdisciplinary programmes and four additional members of whom two are Senate representatives and two undergraduate students (from third and fourth year), nominated for the purpose from the class seniors. The Chairperson of the SUGC, shall be amongst the conveners of SUGC and approved by the Senate, and shall convene and preside over the meetings.

The SUGC has jurisdiction in the following matters concerning the undergraduate programmes of the institute:

- Formal approval of new courses of instruction,
- Desirable modifications of courses already approved,
- Credit valuation of courses,
- Formal approval of advance standing to the students readmitted to first year,
- Granting of degrees,
- Evaluation of academic performance and
- Such other related matters as may be referred to it by the Senate

Functions of the SUGC consist primarily of general policy determination, coordination and review, but, the Senate retains the power of final review and decides such matters as may be brought in appeal before it. In discharging its responsibilities, the SUGC shall make full use of the appraisals and recommendations of the various academic departments concerned. The SUGC has two standing sub-committees, namely Curriculum Committee (CC) and Academic Performance Evaluation Committee (APEC), and is assisted by the Departmental Undergraduate Committees (DUGCs).

The Chairperson of SUGC nominates the Conveners of both CCC and APEC. These Conveners, in consultation with the SUGC Chairperson, form their respective committees consisting of five faculty members drawn from amongst the SUGC members. The CCC oversees the core curriculum, coordinates its various facets and performs all other relevant functions. The APEC evaluates the academic performance of the undergraduate students to make recommendations regarding (i) their further programme of studies and (ii) action to be taken in the case of deficient students. *Both these committees make their recommendations to the SUGC.*

### 1.3 Department Undergraduate Committee (DUGC)

The Department Undergraduate Committee (DUGC) is constituted by the Head of the Department in consultation with the faculty members of the department. It consists of a convener, the Head of the Department, the convener of the DPGC, a minimum of two and maximum of four faculty members, two student representatives and one faculty member from the other department/programme. The convener of the DUGC is nominated by the Head of the department for a period of two years. Student's representative and external faculty members will be nominated by the Dean/ Associate Dean (Academic Affairs). The students shall be nominated from the third and fourth year class seniors. The tenure of the faculty members shall be of two years, half of them retiring each year.

The DUGC is responsible for the following

- i) Supervision and conduct of lecture, tutorial and practical classes.
- ii) Supervision and conduct of class tests, quizzes, practical tests, end semester examination, seminar and project presentation.
- iii) Monitoring of quality of instructions to students
- iv) Proposing and implementing new courses and program
- v) Attending to the problems of students and advising them in academic matters.
- vi) To obtain feedback of the performance appraisal of the course instructors from the students.
- vii) The DUGC is expected to have its meeting regularly and to keep record of its decisions



#### 1.4 Office of the Dean of Academic Affairs

The office of the Dean/Associate Dean (Academics), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the Senate and the SUGC. It (i) receives, processes and maintains all records relating to the undergraduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes, (ii) disseminates information pertaining to all academic matters, (iii) issues necessary memoranda/orders, (iv) acts as a channel of communication between the students, instructors, departments/ interdisciplinary programmes and SUGC. The under-graduate (UG) office of the Academic Section assists the SUGC and its subcommittees in their tasks.

## **2. Academic Calendar**

2.1 The academic session is divided into two semesters each of approximately 20 weeks duration: an Autumn Semester (July - December) and a Spring Semester (December - May).

2.2 The schedule of academic activities for a year/semester, inclusive of dates for registration, mid semester and end semester examinations, inter-semester breaks etc. shall be laid down in the Academic Calendar for the year/semester with the approval of Senate. The Academic Calendar shall strive to provide for a total of about 90 working days in each semester.

2.3 In addition, there may be a semester during the summer break, called a summer quarter.

## **3. Admission**

3.1 The number of seats in each branch of the undergraduate programme for which admission is to be made in the IIIT Ranchi will be decided by the Senate of IIIT Ranchi. Seats are reserved for candidates belonging to Other Backward Classes, Scheduled Castes, Scheduled Tribes, physically challenged candidates as per the decisions of Government of India from time to time.

3.2 Admission to the B.Tech programme in any year will be based as per orders from the Government of India. Currently there are based on performance in the Joint Entrance Examination (JEE) Main and HSC examinations as per Central Board of Secondary Education (CBSE) guidelines through a counselling conducted by the CSAB for the respective year.

3.3 Every student, admitted provisionally or otherwise to any Programme of the Institute, shall submit copies of the qualifying degree/provisional certificate and such other documents as prescribed by the Senate. These documents must be submitted by the prescribed date.

The admission, provisional or otherwise, of any student who either does not submit the required documents by the stipulated date or fails to meet any other stipulated requirement for admission can be cancelled by the Senate.

3.4 The admission of any student may also be cancelled by the Senate, at any later time, if it is found that the student had supplied some false information or suppressed some relevant information while seeking admission.

3.5 The Institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/ her studies at any stage of his/her career on the grounds of unsatisfactory academic performance or on disciplinary grounds.

#### **4. Residence**

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

4.2 The terms and conditions that a student must fulfill during his/her stay in a Hall of Residence are mentioned in Appendix I.

#### **5. Attendance**

5.1 Attendance in all classes (lectures, tutorials, laboratories, workshops etc.) for which they have been registered. A student may be debarred from appearing at an examination on ground of unsatisfactory attendance.

5.2 Absence from without prior permission will be considered as an act of indiscipline. Such classes will be dealt with in accordance with clause 3.5.

5.3 Detailed rules regarding attendance in classes etc. are given in Appendix II

#### **6. Conduct and Discipline**

6.1 Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance.

6.2 Detailed rules regarding conduct and discipline are given in Appendix III

#### **7 Holidays, Vacation and Semester Leave**

##### **7.1 Holidays**

Students shall be entitled for Institute Holidays as notified from time to time.

##### **7.2 Mid-Semester Vacation**

Undergraduate students are entitled to avail of mid-semester recess and vacation as specified in the Academic Calendar.

### 7.3 Semester Leave

A student shall not be allowed to withdraw from the Academic Programme temporarily and shall complete his/her studies without any break. However, for bona fide reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily for a Semester with prior approval of Senate on the recommendations of the SUGC. Such Semester leave of Absence(s) shall not exceed two semesters with or without break during the entire period of the Academic Programme including Semester Leave. In no case, the total duration of the Programme, shall exceed the maximum permissible duration of seven (7) years.

The students shall submit application to the Head of the Department and then it shall be routed.

## **8 Change of Branch**

8.1 Normally a student admitted to a particular branch of the undergraduate programme will continue studying in that branch till completion.

8.2 However, in special cases the Institute may permit a student admitted through CSAB to change from one branch of studies to another after the first two semesters. Such changes will be permitted, in accordance with the provisions laid down hereinafter.

8.3 Only those students will be considered eligible for change of branch/programme after the second semester, who have completed and passed all the common credits required in the first two semesters of their studies in their first attempt.

8.4 Applications for a change of branch/programme must be made by intending eligible students in the prescribed form. The academic section will call for applications at the end of second semester of each academic year and the completed forms must be submitted by the last date specified in the notification.

8.5 Students may enlist their choices of branch/programme, in order of preference, to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.

8.6 Change of branch/programme shall be made strictly in order of merit of the applicants. For this purpose the CPI obtained at the end of the second semester shall be considered. In case of a tie, the JEE rank of the applicants will be considered.

8.7 The applicants may be allowed a change in branch/programme, strictly in order of inter se merit, subject to the limitation that the strength of a branch should not fall below the existing strength by more than ten percent and should not go above the sanctioned strength by more than ten percent.

8.8 Students having CGPA more than 8.5 after second semester will only be eligible to apply for a branch change.

8.9 The branch change will only be limited to 10% of the total sanctioned seats in each branch/programme.

8.10 All changes of branch/programme made in accordance with the above rules will be effective from the third semester of the applicants concerned. No change of branch/programme shall be permitted after this.

8.11 All changes of branch/programme will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch/programme offered.

## **9 Course Structure**

9.1 Teaching of the courses shall be reckoned in credits; Credits are assigned to the courses based on the following general pattern:

- i. One credits for each lecture period
- ii. One credits for each tutorial period
- iii. One credit per hour for each Laboratory or Practical or Project session.

9.2 In order to qualify for a B. Tech degree of the Institute, a student is required to complete the credit requirement as prescribed in the curriculum for a particular programme.

9.3 No semester will normally have more than six lecture based courses and four laboratory courses.

However, in special cases, students may be permitted to take seven lecture-based courses.

9.4 The course work requirements may be broadly divided into following four main groups of courses:

- i. Humanities and Social Sciences
- ii. Science and Mathematics
- iii. Common Engineering courses
- iv. Professional courses

9.5 The total course package for a department will consist of the following components :

- i. Common Engineering courses
- ii. Departmental Core courses
- iii. Departmental Elective courses
- iv. Institutional Elective courses (including HSS electives)
- v. Foreign/Linguistics Language:  
HS405 French

HS407 German  
HS409 Japanese  
HS411 Sanskrit

9.6 Every B. Tech Programme will have a curriculum and syllabi for the courses approved by the Senate.

9.7 Medium of instruction, examination and project reports will be in English.

9.8 Faculty Advisor: The institute runs a system of faculty advisors where a faculty member is assigned at the time of joining to look after the general welfare of a set of students. The faculty advisors offer all the necessary guidance and help in academic matters, and, if need be, in personal matters. Students are expected to consult the Faculty Advisor on any matter relating to their academic performance and the courses they may take in various semesters. Faculty Advisor guides the students to complete their courses of study for the required degree in a smooth and satisfactory manner.

## **10 Registration**

10.1 Every student of the B.Tech courses is required to be present and register at the commencement of each semester on the day fixed for and notified in the Academic Calendar.

10.2 Registration of students for First (Autumn) Semester will be centrally organized by the Academic Section of the Institute For all other semester the registration will be organized departmentally/ online under the supervision of the Head of the Department.

10.3 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 the next three working days on payment of a prevalent additional late fee as prescribed by the Institute. Normally no late registration shall be permitted after the schedule date.

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

- a) Cleared all Institute and Hall dues of the previous semesters.
- b) Paid all required prescribed fees for the current semester, and
- c) Not been debarred from registering for a specified period on disciplinary or any other ground.

10.5 To be able to register in the second year and continue his/her study in the Institute at the end of the first year a student must

- (i) Complete satisfactorily at least 20 credits and
- (ii) Obtain a Grade Point Average (GPA) of not lower than 5.00 calculated on the basis of some combination of the best grade obtained by his/her to attain the minimum 20 credits.

A student failing to complete satisfactorily both the above conditions, even after going through Supplementary Examinations and/or Summer Quarter, is required to discontinue his/her studies after the first year and leave the Institute.

Note: The GPA for a set of p subjects will be calculated as follows:

$$GPA = \frac{\sum_{i=1}^P c_i g_i}{\sum_{i=1}^P c_i}$$

where 'c<sub>i</sub>' is the number of credits allotted to a particular subject i in the set, and 'g<sub>i</sub>' is the grade — point carried by the letter grade awarded to the student in that subject i.

10.6 From the third (Autumn) Semester onwards in any Autumn (Spring) Semester:

a) Students who have passed in all the subjects of previous Autumn (Spring) semesters shall register for subjects as specified in the curricula of the concerned discipline. Otherwise, follow the criteria of APPENDIX V and/or VI.

10.7 A student who has been debarred from appearing at an examination either i) as per recommendation of the subject teacher for unsatisfactory attendance or ii) by the Institute as a measure of disciplinary action or iii) for adopting malpractice at an examination, and consequently awarded a grade 'F', may re-register for the subject(s) after the term of the debarment expires, provided that other provisions of this regulations do not prevent him.

10.8 With the concurrence of the Faculty Advisor a student may be allowed to change his/her registration of subjects within one week from the day of registration.

10.9 A pre - registration of the students in all the subjects including Breadth and Additional subjects for the ensuing semester would be conducted in the current semester during a time slot to be fixed in the academic calendar. All pre-registration would be confirmed during the normal registration time.

## 11 Evaluation and Grading System

### 11.1 Evaluation

Student enrolled in various Programs of the Institute shall be awarded Letter Grades (i.e. O, A, B, C, D, P, F, I, ABS) in each of his/her courses by the concerned instructor at the end of each semester, based on their continuous assessment process. This shall include appropriate weightage for all evaluative exercises undertaken by the respective instructor during that semester, viz.

Terminal -1, Terminal-2, Mid Semester Examination, Quizzes, Assignments, Tutorials, Internal Assessment, Attendance in the courses and End Semester Examination etc.

### 11.2 Grading System

IIITR follows a relative grading system:

- (i) O Grade for OUTSTANDING students. Maximum up to 15% of the students may be awarded this Grade.
- (ii) A Grade for VERY GOOD students. Maximum up to 25% of the students should be awarded this Grade.
- (iii) B Grade for GOOD Performance. Maximum up to 30% of the students may be awarded this Grade.
- (iv) C Grade for AVERAGE performance. 20% of the students may be awarded this Grade.
- (v) D Grade for SATISFACTORY students. Maximum up to 10% of the students may be awarded these Grades.
- (vi) P Grade for PASS performance. Students with poor performance may be awarded this grade.
- (vii) F stands for FAIL. May be awarded if the performance of the student is below all the above categories.
- (viii) I stand for INCOMPLETE on grounds related to Medical/Natural calamities. The students may be given another chance to appear in the examination without degradation.
- (ix) ABS stand for ABSENT in the examination.

The above eight letter grades, their descriptions, and the numerical grade points on a 10 point scale (known as Grade Points) are given in the following table:

| Grade | Description  | Weight ( <i>g</i> ) |
|-------|--------------|---------------------|
| O     | Outstanding  | 10                  |
| A     | Very Good    | 9                   |
| B     | Good         | 8                   |
| C     | Average      | 7                   |
| D     | Satisfactory | 6                   |
| P     | Pass         | 5                   |
| F     | Fail         | 0                   |
| I     | Incomplete   | 0                   |
| ABS   | Absent       | 0                   |

| Grade | Marks Description (Out of 100) |
|-------|--------------------------------|
| O     | 90 - 100                       |
| A     | 80 - 89                        |

|   |          |
|---|----------|
| B | 70 - 79  |
| C | 60 - 69  |
| D | 50 - 59  |
| P | 35 - 49  |
| F | below 35 |

**Semester Grade Point Average (SGPA)**

The semester grade point average is the weighted average of the grade points earned by a student in all the courses credited and describes his/her performance in a semester. If the grade points associated with the letter grades awarded to a student are  $g_1, g_2, g_3, g_4, \dots, g_n$  in all courses and the corresponding credits are  $c_1, c_2, c_3, c_4, \dots, c_n$  the SGPA is given by:

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

Also, whenever a student is permitted to appear in a back paper, the new letter grade replaces the old letter grade in the computation of the SGPA.

**Cumulative Grade Point Average (CGPA)**

The cumulative grade point average indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as the CGPA considering all the courses say k, over all the previous semesters, and is given by:

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

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

**11.3 Cumulative Grade Point Average (CGPA)**

The graduating CGPA is called the Cumulative Grade Point Average.  $CGPA \times 10$  will give the graduation marks in percentage.

**11.4 Withholding of grades**

The grades of a student may be withheld, if she/he has not paid the dues, or if there is a case of misconduct/ unfair means/ non-submission of semester feedback/ disciplinary action pending against her/ him, or for any other appropriate reason as per the directives of the Senate Chairperson.

**11.5 Evaluation for SWAYAM/NPTEL (MOOC) Courses**

The courses will be decided by the Head of Department after discussion with faculty members of the department and be communicated to Dean/Associate Dean (Academics) for Approval. A



maximum of 02 course per semester (Other than the compulsory/core courses) can be opted in MOOC mode. MOOC courses can only be opted in the 5<sup>th</sup> and 6<sup>th</sup> semesters. No first and final year students can opt for MOOC courses. The HoD will assign one faculty advisor for MOOC courses. A representative from institute will be present at each exam center to monitor the students appearing the exams. Marks given by MOOC courses will be translated into letter grades according to the institute grading system given in clause 11.2. If students fail, then institute will conduct the supplementary exam as per APPENDIX VI.

## **12 Assessment of Performance:**

12.1 There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the subject teacher/co-ordination committee -formed for this purpose. This constitution of the co-ordination committee is given in Appendix IV.

12.2 a) For arriving at a grade obtained by a student for a particular subject, initially a numeric marks obtained by the student out of 100 (hundred) is to be determined. For subjects where the laboratory component (p-component) is non-zero, separate marks, each out of 100 (hundred), in the theory component (I- & t-components) and the laboratory component are to be ascertained first. Next the failure cases (that is, the cases of student obtaining `F" grade) are to be determined as explained in Appendix V.

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

c) For subject in which the theory component is greater than I (one) the subcomponents and the respective weights assigned to these are given below.

### Sub-component Weight

Teacher's Assessment (T.A.) 20% (5% attendance + 15% class tests & assignments)

Mid-Semester Examination 30%

End-Semester Examination 50%

d) For assigning marks in Teacher's Assessment (T.A.) performance in home assignments, class-tests, tutorials, viva-voce, attendance etc. are to be considered. At least two class tests are to be conducted for a subject. The weights of different subcomponents of T.A. are to be announced by the teacher at the beginning of the Semester.

e) For subject in which the theory component 1 credit (one), there would be no Mid-Semester or End-Examinations. The marks of the theory component would be decided by performance in class-tests, home assignments, tutorials (if any); viva-voce, attendance etc. at least two class tests are to be conducted for the theory components of such a subject. The weights of different subcomponent are to be announced by the teacher at the beginning of the semester.

f) For assigning marks in the laboratory component (p-component) the relevant subcomponents that are to be considered are: day-to-day work, regularity, tests (at least two must be conducted), assignments, viva-voce etc. Percentage weight of the different subcomponents in deciding the final marks are to be announced at the beginning of the Semester.

12.3 The eight-week industrial training undergone by the students in the summer vacation after the sixth semester would be assessed within five weeks after the commencement of the seventh 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 Head of the Department a completion certificate in the prescribed form the Competent authority of the organization where the training was received, without which he/she would not be assessed.

#### 12.4 Assessment of project work

a) Performance in the various activities involved in the project would be assessed individually at the end of each semester in which it is being carried out as per the curriculum. The students are required to submit a written report at the end of the semester. The Head of the Department would appoint a project evaluation board for the purpose of assessment. The different components of evaluation and the weights assigned to these components are depicted below:

|      |  |   |     |
|------|--|---|-----|
| i)   | Supervisor's assessment                                | : | 40% |
| ii)  | Project Report/Thesis<br>(to be assessed by the board) | : | 20% |
| iii) | Evaluation Board's assessment                          | : | 40% |

The student is required to give a seminar on the project work done. The evaluation board would conduct the viva-voce. Dates for conducting the seminar and the viva voce, to be held within ten days after the end-semester examination, would be announced in the academic calendar.

b) If a student due to non-completion of the project work cannot submit the final project report at the end of eighth semester for B.Tech and does not appear before the evaluation board for the viva-voce on the date fixed by the department in conformity with the academic calendar, may be granted extension of time not exceeding two months on the following conditions:

- i) He/she would be awarded one grade lower than the grade obtained by him/her and
- ii) He/she would be deemed to have completed the requirements for the degree if applicable in the succeeding session.

12.5 The Head of the Department would constitute the Viva-Voce Board(s) for conducting the comprehensive viva-voce examination as per the requirement of the curriculum. The board would decide the relative weight of the different aspect of the viva-voce and decide the grade to be awarded to the students. The dates of the viva-voce, to be conducted within ten days after the previous end-semester examination, would be announced in the academic calendar.

### **13 Examination**

13.1 The Academic Section of the Institute will centrally conduct the Mid-Semester and the End-Semester Examinations in respect of the theory component of the subjects unless otherwise permitted.

13.2 i) A student will be issued an Admit Card/Identity Card for appearing in an examination, only if he/she has:

- a) Attendance record to the satisfaction of the teachers in the theory and laboratory classes and has completed the assignment works given.
- b) Paid all Institute and Hall dues of the semester.
- c) Not been debarred from appearing in the examination as a result of disciplinary proceedings.
- ii) A student may be debarred from appearing at the Mid-Semester or End-Semester Examination on the report of a teacher/chairman, co-ordination committee, if his/her
  - a) attendance at lecture/tutorial/laboratory classes has not been satisfactory during the period, and/or,
  - b) Performance in the assignment works during the semester has not been satisfactory.

13.3 i) Class tests, mid-semester examination, assignment, 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/co-ordination committee of the subject. If due to any compelling reason (such as his/her illness, calamity in the family, etc.) a student fails to meet any of the requirements within/on the schedule date and time, the teacher/co-ordination committee in consultation with the concerned Head of the Department may take such steps (including conduction of compensatory tests/supplementary examinations) as are deemed fit.

ii) a) Appearing in the end-semester examination in the theory component of a subject is compulsory for a student. If a student fails to appear in the end - semester examination, he/she will be assigned an 'F' grade in the subject and will be permitted to register in the summer quarter or appear at the supplementary examination for the subject as stipulated.

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/ Associate Dean, Students' Affairs, through his/her Head of the Department for permitting himself/herself to register in the summer quarter or appear at the supplementary examination(s), as the case may be apply. A sub-committee of the Undergraduate Program & Evaluation Committee consisting of the following members may, after examining the

documents and being convinced about the merit of the case, recommend permitting him/her to register in the summer quarter and/or appearing in the supplementary examination(s) with full credit condoning his/her absence:

- i) The Dean/ Associate Dean of Students Affairs – Chairman
- ii) The Dean/ Associate Dean of Academic Affairs
- iii) Head of the Departments
- iii) The Institute Doctor or a Doctor recognized for the purpose by the Institute
- iv) The Assistant/Deputy Registrar (Academic)/Examination In charge - Secretary

13.4 Students will be permitted to appear in the examination in only those subjects for which they have register at the beginning of the semester and have not been debarred.

13.5 The final grades awarded to the students in a subject must be submitted by the teacher/chairman, co-ordination committee, within seven days from the date of holding the examination to the concerned Head of the Department for onward transmission to the Assistant/Deputy Registrar (Academic)/Examination In charge.

13.6 The evaluation of performance in the Extra Academic Activities (EAA) will be done by the authorities conducting these. The grades will be communicated to the Assistant/Deputy Registrar (Academic)/Examination In charge by the following authorities through the co-ordinator of EAA : NSS/NSO : Head NSS / Dean/ Associate Dean (Student Affairs).

13.7 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 UC Committee and must be forwarded by the teacher/chairman, co-ordination committee, through the Head of the concerned Department within 20 (twenty) days from the date of commencement of the next Semester.

13.8 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. would be shown to the students within 4 weeks from the date of tests/examinations. The scripts of the end-semester examinations are to be shown within 15 days from the date commencement of the next semester.

13.9 With a view to assist the students, who failed in one or more subjects in the autumn and/or spring semester in a year, a Summer Quarter will be conducted during the immediately following summer vacation for making up their deficiency and improve the performance. The regulations for running the Summer Quarter are given in Appendix V.

13.10 Summer Quarter will be conducted only if 5 or more students will register in the particular course. Otherwise, supplementary examination will be conducted.

13.11 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 Academic Section, will be conducted in the month of July (before commencement of the next session) every year. Regulations relating to the Supplementary Examination are given in Appendix VI.

13.12 A student in any degree programme must complete the prescribed course work of-the first four semesters within a maximum period of 3 years and those of the last four or six semester, as the case may be depending upon the duration of the course, within a further period of 3 or 4 years, respectively. In special cases the Senate may, on the recommendation of the Department and the Under Graduate Program Evaluation Committee (UGPEC), further extend the total time limit for completion of all the requirements up to 7 years for the B.Tech degree.

## **14 Graduation Requirement**

14.1 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 5.0 or higher at the end of the semester in which he/she completes all the requirements for the degree.
- c) Have cleared all dues to the Institute, the Hall of Residence, the Library and the Department.

14.2 The minimum total credit requirements that have to be satisfactorily completed for the award of a degree will be decided by the senate when the new curriculum is framed.

14.3 Normally a student should complete all the requirements consecutively in eight semesters for B.Tech degree.

Academically weaker students may be granted time up to 12 semesters to complete all the requirements for degree.

14.4 A student, whose academic records at the end of any semester clearly indicate that he/she will not be able to qualify for the degree for which he or she had been admitted within the limits of time specified in clause 13.3 above shall have to discontinue studies and leave the Institute when asked to do so.

## **15 Withdrawal from the Institute**

15.1 A student who has been admitted to a degree course of the Institute may be permitted to withdraw temporarily for a period of one semester or more from the Institute on grounds of prolonged illness or acute problem in the family which compelled him to stay at home, provided:

- a) He/She applies to the Institute within 15 days of the commencement of the semester or from the date he or she last attended his/her classes whichever is later, stating fully the reason for such withdrawal together with supporting documents and endorsement of the father/guardian.
- b) The Institute is satisfied that, inclusive of the period of withdrawal, the student is likely to complete his requirements for the degree within the time limits specified in clause 13.3.
- c) There are no outstanding dues or demands from him/her by the Institute/Hall/Department/Library/Gymkhana/NSS.

15.2 A student who has been granted temporary withdrawal from the institute under the provision of clause 14.1 will be required to pay the tuition fee and other essential fees/charges for the intervening period till such time as his/her name is borne on the Roll List.

15.3 A student will be granted only One such temporary withdrawal during his/her tenure as a student of the Institute.

15.4 A student who has completed/attended the First and 'the Second semesters of studies in this Institute may, on grounds of health, be permitted to apply for transfer to any other IIIT. If the Director approves such an application may be forwarded by the Dean/ Associate Dean of Academic Affairs to the other IIIT concerned for their consideration. The decision of the competent authority of the other IIIT in the matter shall be final.

## **16 Inadequate academic performance**

The academic performance of each undergraduate student is reviewed by Department Undergraduate (DUGC) Committee at the end of a semester/ term and is considered inadequate if his/her performance is as under:

If, a student fails to clear 40% of the required cumulative credit at the end of the given academic year, he/she will be termed as 'academically deficient'. A deficient student is one who either has not taken or has taken but failed in course(s) of previous semester(s). The deficiency may be due to poor grades and/or not registering course(s) for health or other reason(s), etc.

His/her performance will be monitored on semester to semester basis. Depending on the degree of inadequacy, a deficient student may be placed on Warning or Academic Probation, or his/her academic programme may be terminated.

### **16.1 Appeals against Termination**

A student, whose programme is terminated on account of inadequate academic performance or otherwise, has the right to appeal for reconsideration, While making the appeal against termination, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. An appeal committee appointed by the chairperson senate to take a final decision after considering all the available inputs. However, no further appeal for review will be entertained unless substantial additional information is brought to its notice.

## **17 National Education Policy (NEP) 2020**

### **17.1 Multiple Entry and Multiple Exit**

Flexible learning is important to choose one's academic pathway leading to the award of certificate, diploma, and degree.

- Under the NEP 2020, Institute is offering an early exit option to students unable to complete the 4-years B.Tech programme with the approval of Senate and BoG. The different conditions are given as follows with following degree:

- (a) If they complete 1 years of B.Tech and completes the minimum required credits as per UG Curriculum, then those students will get Certificate Course in Engineering.
- (b) If they complete 2 years of B.Tech and completes the minimum required credits as per UG Curriculum, then those students will get Diploma in Engineering.
- (c) If they complete 3 years B.Tech and completes the minimum required credits as per UG Curriculum, then those students will get 03 years B.Sc. in Engineering.
- (d) If they complete 4 years of B.Tech and completes the minimum required credits as per UG Curriculum, then those students will get B.Tech degree.
- Semester withdrawal and absence for a semester under different conditions, viz. (i) medical and personal grounds (ii) industrial internship (iii) exchange /deputation to another academic institution in India or abroad, and (iv) disciplinary condition can be granted on application. The condition as per the following should be clearly specified in the application. (a) Semester Withdrawal (SW) reflects the condition, in which a student is forced to withdraw from all courses in the semester for medical conditions, or for a part-time student when he/she is sent for an outstation assignment. A student can apply for semester withdrawal if he/she has missed 20 or more teaching days on these grounds. Under no circumstances will an application for semester withdrawal be accepted after the commencement of major tests. A student is not permitted to request for semester withdrawal with retrospective effect.
  - Semester Leave (SL) indicates the situation in which a student is permitted to take one or more semesters off for industrial internship or any other assignment with prior approval and planning. The application is to be routed through his /her advisor/programme coordinator and Head of the concerned Department. Dean, Academics is the final approving authority for such requests. All such applications must be processed before the beginning of the semester in which the leave will be taken with the approval of competent authority. At present, UG students are allowed one extra semester for completion of the programme for every semester leave for industrial internship. Such students are permitted a maximum of two semesters of leave.
  - When a student registers at another academic institution in India or abroad with the expectation of credit transfer or research work through a pre-approved arrangement including an MoU, the student should be considered as being on a Semester Exchange (SE). The SE period will be counted towards the total period permitted for the degree.
  - When a student is suspended for one or more semesters on disciplinary grounds, the student status should be called Disciplinary Withdrawal period (DW).
  - UG student may go for a long Internship or spend a semester on a **Technical Start-up** with the prior approval of the Senate Chairperson.
  - The date and month of passing would be the approval of exit degree by the Senate.
  - In case of lapsed registration, students may apply to regularize their semester registrations through Senate Chairperson and complete pending credits required for the exit degree.
  - The students are required to pay the continuation fees for the dropped semester(s), if any and clear all pending fees/ dues punishments (as applicable).

- Exit Degree option for Undergraduates Eligibility Criteria can be designed by the institute with the approval of Senate Chairperson.
- NEP 2020 will be implemented time to time as per regulations formulated by Senate and approval of Board of Governors.

## 18 Cancellation of admission/registration

All students admitted provisionally or otherwise to any programme shall submit copies of their mark sheets, provisional certificates, etc. of the qualifying examination and other documents by the last date specified for the purpose in the Academic Calendar. If any student fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s) his/her admission shall be cancelled. The admission will also be cancelled at any later time if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

Absence without sanctioned leave or leave longer than the prescribed leave rules during a semester shall result in automatic cancellation of the registration of a student from all the courses in that semester.

## 19 Refund of fees in case of admission withdraw

If a student chooses to withdraw from the programme of the study in which the student is enrolled, the refund of fees applicable to the student should be as follows:

| Sl. No. | Percentage of Refund of fees* | Point of time when notice of withdraw of admission is received in the institute                  |
|---------|-------------------------------|--|
| (1)     | 100 %                         | 15 days or more before the formally-notified last date of admission                              |
| (2)     | 90 %                          | Less than 15 days before the formally-notified last date of admission                            |
| (3)     | 80 %                          | 15 days or less after the formally-notified last date of admission                               |
| (4)     | 50 %                          | 30 days or less after, but more than 15 days, after the formally-notified last date of admission |
| (5)     | 0 %                           | More than 30 days after the formally-notified last date of admission                             |

\*: Inclusive of tuition fees but exclusive of caution money and security deposit. Caution money and Security deposit should be refunded in full.

### Notes:

(i) In case of (1) in the table above, the institute should deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount.



- (ii) Fee should be refunded by the institute to an eligible student within fifteen days from the date of receiving a written application from the student in this regard.
  - (iii) Candidate has to write an application for the refund of to The Director, IIIT Ranchi, with photocopy of admission letter/resignation letter and bank draft/e-receipt.
  - (iv) Date of receipts of application should be the date for calculation of refund.
  - (v) If candidate is admitted in the institute, the student should enclose a No dues certificate also with the application.
  - (vi) Separate application will be required for refund of hostel fee/mess fee. Hostel rules should also be taken into cognizance.
  - (vii) In case of natural accidental death and major casualties of the student, the refund rules/clauses should be applicable to the extent as given in (i) to (vi).
  - (viii) Refund rules in respect to UG should be as per the guidelines of the CSAB/CCMT/CCMN before their registration at IIIT Ranchi.
  - (ix) The above rules should be applicable for entry level admission at IIIT Ranchi.
  - (x) The above rules should also be applicable for the cancellation of admission in higher semesters (02 to 08) also. The date of admission should be interpreted as the date of course registration of the respective semester.
- The terms and conditions for the refund will be changed time to time as per regulations formulated by the Senate.

## **20 Institute Medals and Prizes**

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate awards a number of prizes and medals during convocation, established by the Institute on its own or through endowments/ grants made by donors, with the approval of the Board of Governors. The list of medals and prizes approved by Board of Governors are as follows:

|    |                         |   |
|----|-------------------------|---|
| 1. | Gold Medal              | Rank I Holder in CSE Branch                       |
| 2. | Gold Medal              | Rank I Holder in ECE Branch                       |
| 3. | Silver Medal            | Rank II Holder in CSE Branch                      |
| 4. | Silver Medal            | Rank II Holder in ECE Branch                      |
| 5. | Best Girl Student Medal | Institute Rank I Holder amongst the girl students |
| 6. | Institute Medal         | Institute Rank I Holder amongst all students      |
| 7. | Best Student Shield     | For overall best performance of the students      |

The terms and conditions for the award of a new prizes and medals in the Institute shall be formulated by the Senate. On approval by the Senate and Board of Governors new prizes and medals may be awarded time to time.

## **21 Relaxation**

The Senate may, under exceptional circumstances, consider any case of student having a minor deficiency in respect of any of the requirements stated in these Regulations and relax the relevant provision of these Regulations based on the merit of the case. The grounds on which such relaxation is granted shall invariably be recorded and cannot be cited as precedence.

**APPENDIX I**

**RULES RELATING TO RESIDENCE REQUIREMENTS**

Following are the detailed rules governing residence requirements of students:

- a. 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.
- b. Under special circumstances, the Director/Dean/ Associate Dean of Students' Affairs may permit a student to reside with his 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 (HMC) 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.
- c. No married accommodation shall be provided to any student of the undergraduate courses.
- d. No student shall come into or give up the assigned accommodation in any Hall of residence without the prior permission of the Chairman, HMC.
- e. A student shall reside in a room allotted to him/her and nay shift to any other room only under the direction/permission of the Warden.
- f. 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.
- g. Students shall be responsible for the proper care of the furniture; fan and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use. Care and security of those provided in the Halls of common use of all students.
- h. 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.
- i. Engaging personal attendance, keeping pets and use of appliances like electric heater, refrigerators etc. by a student in the Hall of Residence are prohibited.
- j. All students must abide by the rules and regulations of the Hall of Residence as may be framed from time to time.

**APPENDIX – II**  
**RULES REGARDING ATTENDANCE**

Following are the rules relating to attendance at classes:

1. Attendance in all classes (lectures, tutorials, laboratories, workshops, EAA including its related camps and other publicized activities etc.) are compulsory. A student may be debarred from appearing at an examination, if the attendance falls below 75% and shall be accordingly awarded F degree.
2. The teacher concerned may condone absence from classes for a very short period due to unavoidable reasons provided he/she is satisfied with the explanation.
3. a) If the period of absence is for a short duration (of not more than two weeks) application for leave shall have to be submitted to the Head of the Department concerned stating fully the reason, for the leave requested for along with supporting document(s). The Head of Department will grant such leave.  
  
b) Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reason for which prior application could not be made may be condoned by the Head of the Department provided he is satisfied with the explanation.
4. If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department to the Dean/ Associate Dean, Academic Affairs, with the supporting documents. The decision to grant or condone such leave shall be taken by the Dean/ Associate Dean (Academics) only after joining his / her Institute and producing fitness certificate within a week with proper recommendation of the Head of the Department.
5. It will be the responsibility of the student to get his absence from classes condoned by the appropriate authority.
6. A student must intimate his/her absence to the Warden of the Hall in which he/she is residing before availing of any leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions in Appendix III.

## APPENDIX III

**RULES REGARDING CONDUCT AND DISCIPLINE****Code of Conduct**

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she is expected not to indulge in any activity which is likely to bring down the prestige of the Institute. He/She should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighborly behaviour to fellow students. Due attention and courtesy are to be paid to visitors to the Institute and residents of the Campus. Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), willful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and is considered a serious cognizable offence.

**Disciplinary Actions and Related Matter**

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, debarring from examinations, debarring from prizes and medals, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

The convener of a course shall have the power to debar a student from the examination in which he/she is detected to be using unfair means. The teacher/tutor shall have the power to take appropriate action against a student who misbehaves in his/ her class. All such cases be also be reported to the appropriate committees. The Warden-in-Charge of a hostel has the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or rules and regulations pertaining to the hostels. Involvement of a student in ragging may lead to his/her expulsion from the Institute.

The Senate Student Affairs Committee (S-SAC)/Disciplinary Committee investigates alleged misdemeanors, complaints, etc. and recommends a suitable course of action. Violation of the Code of Conduct by an individual or of a group of students can be referred to this committee by a student, teacher or other functionary of the Institute. The Committee shall recommend appropriate measures in each case to the Chairperson of the Senate for awarding the punishment. Further, in very exceptional circumstances, the Chairperson, Senate may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Senate for its final decision. A student who feels aggrieved with the punishment awarded may, however, appeal to the Chairperson, Senate stating clearly the case and explaining his/her position, and seeking reconsideration of the decision.

**Malpractice/ Unfair Means**

Cases of adoption of unfair means in an examination shall be dealt with by the committee on Examination Malpractice consisting of the following members

1. Professor -in -Charge of Examination- Chairperson
2. Head of the Department to which the reported student belongs - Member
3. The invigilator reporting the case and another invigilator/s -Member
5. The Paper-setter concerned -Member
6. Members of Undergraduate Program & Evaluation Committee

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

Note: In case of entering in the Examination Hall with mobile phone or any other electronic gadgets or keeping it surrounding the area of Examination Hall (even in Washroom) it will be seized and as a fine an amount of Rs.5000/- will be charged. The mobile phone and the electronic gadget will be returned to the student/scholar only after depositing the fine.

The Senate may or may not recommend a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree/diploma/certificate even if he/she has satisfactorily completed all the academic requirements.

**CO-ORDINATION COMMITTEES FOR UG STUDENTS**

**Composition:**

One Co-ordination Committee would be constituted each subject taught more than one teacher of one or more Department Centers. Each Committee would consist of all the teachers who are involved with the teaching of the subject during the semester.

One of its members would be nominated by the Head of that 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 co-ordinate instructions and progress of teaching 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) To forward the results of the examinations and the final grades obtained by each student taking the subject to the concerned Head of the Department.
- v) To moderate the question papers on the subject and ensure that the syllabus is well covered by the question papers.

**Frequency of Meetings:**

Each Co-ordination Committee shall meet at least four times during the semester

**RULES RELATING TO SUMMER QUARTERS****1. Introduction**

- 1.1 To enable the undergraduate students to make up deficiencies a Summer Quarter will be organized every year during the summer vacation. Summer Quarter shall, however, be offered only in the theory components of subjects.
- 1.2 The students of 4-year B.Tech courses eligible to register for the Summer Quarter, if any is offered

**2. Duration**

- 2.1 The duration of the Summer Quarter shall be seven weeks from around the middle of May till around the end of June. The exact dates for holding the Summer Quarter for a particular session shall be decided by the Senate every year while finalizing the Academic Calendar.
- 2.2 The attendance requirement for the Summer Quarter shall be the same as for a regular semester. A student who does not satisfy the norms will not be allowed to appear at the examination.

**3. Eligibility**

- 3.1 Only those students will be permitted to register themselves for a subject offered in the Summer Quarter who has cleared all Institute and Hall dues till date and have paid the necessary fees and Mess Advances for the Summer Quarter for which they are registering.
- 3.2 A student will be eligible to register in a subject if he/she actually appeared at the last end-semester examination in that subject and obtained the grade 'F'.
- 3.3 A student, who could not appear at the end semester examination due to self—illness or calamity in the family, will also be eligible to register for the subjects concerned in the Summer Quarter as per clause 13.3 if his/her attendance was satisfactory in the judgement of the teacher.
- 3.4 No Supplementary Examination shall be held in a subject that is being offered in the Summer Quarter of the session unless extraordinary circumstances justify it.

**4. Registration**

- 4.1 All students intending to join a Summer Quarter must register themselves for the subjects concerned on the day fixed for the purpose. No late registration shall be permitted on any ground.
- 4.2 A prevalent Summer Quarter registration fee, as decided by the Institute from time to time shall have to be paid along with the application in a prescribed form.
- 4.3 Registration of students for the Summer Quarter in a subject shall be done by the Faculty Adviser in the Department concerned under the supervision of the Head of the Department.
- 4.4 The weekly lectures and tutorials of a subject taught in the Summer Quarter shall be twice the corresponding loading it carries during the normal semester. The credits allotted to it shall, however, remain the same.
- 4.5 A student shall not be allowed to register for more than two subjects during a Summer Quarter.
- 4.6 Summer Quarter in a subject shall be offered only if at least 5 students register for that subject.

**5. Assessment**

The teacher offering a particular subject during the Summer Quarter shall

- 5.1 Take care of all aspects of the theory component of the subject, viz, lectures, tutorials, assignments etc.
- 5.2 Conduct all class tests, mid - semester examination, end-semester examination viva-voce etc. the end - semester examinations may, however, be centrally arranged.
- 5.3 Compute the grade as per rules laid down in Clauses 11, 13.3 (i) and (ii) and Appendix VI. The contribution of the laboratory component, if there is any in the subject, ascertained in the original semester has to be used for computing the numeric marks out of 100.
- 5.4 The grades awarded to the registered students must be sent to the Assistant/Deputy Registrar (Academic)/Examination In charge within 10 days from the date the examination was held.



**APPENDIX VI**

**RULES REGARDING SUPPLEMENTARY EXAMINATION**

1. Except as specified in Clause 13.3(ii) (b), A student will be eligible to appear in the supplementary examination in a subject if he/she had actually appeared/absent 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 5 (five) subjects in the supplementary examinations.
3. Intending students must submit their application, countersigned by the teacher(s) of the subject(s) or the Head of the Department concerned, along with the necessary fees to the Assistant Registrar (Academic) by the date as announced by a notification.
4. The supplementary examinations shall be held on such dates as laid down in the Academic Calendar for the year or as notified separately.
5. The grade in subject scored by the student appearing in the supplementary examination will be recomputed by substituting the marks of the end-semester in the total marks scored by that student in the supplementary examination. Unless exempted as per regulation in clause 13.3 ii) b). A student is entitled only one grade lower than the actual grade thus scored, except that performance grade 'P' remains unaltered, as elucidated in the table below:

| Grade obtained | Grade to be awarded |
|----------------|---------------------|
| O              | A                   |
| A              | B                   |
| B              | C                   |
| C              | D                   |
| D              | P                   |
| P              | P                   |
| F              | F                   |

6. The final grades awarded to the students must be sent to the Assistant Registrar (Academic)/ Examination In-Charge within 10 days from the date the supplementary examination was held.