

RULES AND REGULATIONS

Bachelor of Technology (B.Tech.) Programme



Academic Affairs

(2013-2014)

With amendments till June 2023

NATIONAL INSTITUTE OF TECHNOLOGY GOA

**B. Tech. ORDINANCES AND REGULATIONS
(Effective from 2013 Admissions)**

ORDINANCES

1. Eligibility for admission, admission policy and procedure shall be decided from time to time by the Board of Governors (BOG) of the Institute, following guidelines issued by MHRD, Government of India.
2. The duration of the B. Tech. programme will normally be for 8 semesters.
3. Award of B. Tech. degree shall be in accordance with the regulations of the Senate of the Institute.
4. Notwithstanding any that are stated in the regulations, the Senate has the right to modify any of those from time to time.

RULES AND REGULATIONS

B1. Admission

- B1.1. Admission to all courses is made in the ODD semester of an academic year at the first year based on relative performance in Joint Entrance Examination (JEE main), and Direct Admission of Students Abroad (DASA) as per the guidelines issued by the Ministry of Human Resources and Development (MHRD), New Delhi from time to time.
- B1.2. The number of seats in each branch of the B.Tech. programme is decided by the Senate of the Institute following the instructions from MoE, Government of India. Reservation of seats to different states, castes, tribes and other categories shall be as per the directives from MoE, Government of India. Some seats are allotted by MoE under DASA (Direct Admission Student Abroad) category, offered to Foreign Nationals and Indians living abroad in accordance with the rules applicable for such admissions issued from time to time by MoE.
- B1.3. At the time of admission the candidates should have passed/appeared and awaiting results of the final examination of the 10+2 system or its equivalent with Mathematics, Physics and Chemistry as main subjects of study.
- B1.4. Candidates have to fulfill the medical standards required for admission as set out in the information brochure of JEE-Main/or by the Central Seat Allocation Board (CSAB).
- B1.5. The selected candidates will be admitted to the B. Tech. programme after he/she fulfills all the admission requirements set by CSAB/Institute after payment of the prescribed fees.
- B1.6. In all matters relating to admission to the B. Tech. programme, the decision of the CSAB and its interpretation given by the Chairperson of the Senate shall be final.
- B1.7. If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by CSAB/Institute, the Institute may revoke the admission of the candidate and report the matter to the Senate.

B2. Structure of the B. Tech. programme

- B2.1. The medium of instruction, examination and project reports are in English.
- B2.2. Undergraduate (B.Tech Degree) programmes are offered in the following disciplines by the respective programme hosting Departments.
 - i) Computer Science and Engineering (CSE)
 - ii) Electrical and Electronics Engineering (EEE)
 - iii) Electronics and Communication Engineering (ECE)
 - iv) Mechanical Engineering (MCE)
 - v) Civil Engineering (CVE)
 - vi) The Department of Applied Sciences (APS) covers areas such as:
 - a. Mathematics (MA)
 - b. Physics (PY)
 - c. Chemistry (CY)
 - d. Environmental Studies (ES)
 - vii) The Department is Humanities and Social Sciences (HSS) covers areas such as:
 - a. Economics (HS)
 - b. English (HS)

B2.3. The programme structure consists of the following:

- i) A general (common) core programme comprising of basic sciences, engineering sciences, humanities and technical arts;
- ii) An engineering core programme introducing the student to the foundations of engineering in the respective branch;
- iii) An elective programme enabling the student to opt and undergo a set of courses of interest;
- iv) Professional practice including project, seminar and industrial training/internship and,
- v) Courses on Environmental Studies (ES), Physical Education (Phy. Ed.), Value Education (VE).

B2.4. Every branch of the B.Tech. programme will have a curriculum and syllabi for the courses approved by the Senate. Every department has a prescribed course structure which in general terms is known as Curriculum or Course of Study. It prescribes courses to be studied in each semester. The courses of study bulletin are available in the Institute's website.

B2.5. The Institute follows a credit based semester system. There are two regular semesters in a year. The semester that begins in July (*July to December*) is known as 'ODD' semester and the semester that begins in January (*January to May*) is known as 'EVEN' semester.

B2.6. The complete programme will consist of 6 classifications (as given in the Table 1), namely- Basic Sciences, Basic Engineering Sciences, Humanities and Languages, Technical Arts, Professional Theory & Practice, and Others, distributed over eight semesters with two semesters per academic year. Professional Core courses will commence from the third semester onwards. The elective courses will normally be offered from the sixth semester onwards.

B2.7. The academic programmes of the Institute follow the credit system. The general pattern is: one credit for each lecture hour per week per semester; two credits for each laboratory/practical of three hours per week per semester. Three credits for Drawing course of one Lecture plus three hours of drawing.

B2.8. The curriculum of any branch of the B. Tech. programme shall have a total of minimum 170 credits.

B2.9. Every course of the B.Tech. programme will be placed in one of the 6 classifications as listed in Table.1. Minimum credits to be earned for the award of B. Tech. Degree are 170 (of which 5 credits of course work done under the Pass/Fail option are not counted towards calculation of Cumulative Grade Point Average (CGPA)).

(Abbreviations used in Table 1)

MA: Mathematics

PH: Physics

CY: Chemistry

EM: Engineering Mechanics

ME: Elements of Mechanical Engineering

EL: Elements of Electrical and Electronics Engineering

PC: Professional Communication

ECO: Economics

ED: Engineering Drawing

WP: Workshop Practices

ES: Environmental Studies

Phy Ed.: Physical Education

VE: Value Education

CPPS: Computer Programming and Problem Solving

MOOCs: Massive Open Online Courses

Table 1: Course classifications

Sl. No.	Classifications	Minimum Credits		Remarks
		For CGPA	For Pass/Fail	
1	Basic Sciences (BS)	27	0	MA→14, PH→8, CY→5
2	Basic Engineering Sciences (ES)	14	0	EM→3, ME→2, EL→5, CPPS→4
3	Humanities & Languages (HL)	9	0	PC→3, ECO→6
4	Technical Arts (TA)	5	0	ED→3, WP→2
5	Professional Theory & Practice (PT) (Core, Electives (including MOOCs or any other Approved by Institute), Project, Seminar)	110	0	PT
6	Others (Environmental Studies, Physical Education, Value Education) (OT)	-	5	ES →3, Phy. Ed → 1 VE→1
Total Credits		165	5	

B2.10. Academically well performing students, with CGPA > 8.0, who never had any backlogs, will only be able to register for additional subjects, within the prescribed 4 years duration. Upto two additional courses may be credited by such students, for whom credit limit per semester as mentioned in B7.1 will be exempted. It is to be noted that in the final CGPA calculation, all the credited subjects will be included. (*Amended in 6th Senate Meeting*)

B3. Faculty Adviser

B3.1. To help the students in planning their courses of study and for getting general advice on the academic programme, the concerned department will assign a certain number of students to a faculty member who will be called as their faculty adviser.

B4. Programme Evaluation Committee

B4.1. Every class of the B. Tech. programme shall have a Class Committee (CC) consisting of faculty and students. For the first/second semester of the B. Tech. programme, there will be a common CC constituted by the HoD, APS & HSS. For every other class of the B.Tech. programme, a semester wise, branch wise CC shall be constituted by the respective HoD.

B4.2. The constitution of the first/second semester CC is as follows:

- One Professor or a senior faculty not associated with teaching the class to be nominated by the Chairperson AAC,
- Course coordinator of each of the courses,
- One student from each batch nominated by the Chairperson of the CC/elected with representation from all streams/batches,
- One of the faculty advisers of first/second semester students.

B4.3. For every third or higher semester class there will be Department Class Committee (DCC). The constitution of DCC is as follows:

- HoD/HoD's nominee to act as Chairperson,
- All the teachers offering courses,
- Faculty adviser of the class,

- iv) Two students of the class nominated by the faculty adviser or elected by students among themselves.
- B4.4. Term of the CC/DCC shall be one semester. The committee shall meet at least twice during the semester. The Director and AAC shall have the right to be present in any meeting of any class committee. The faculty adviser shall record the proceedings of each meeting and communicate a copy of each meeting to the concerned HoD and AAC within three working days after the meeting.
- B4.5. The responsibilities of the CC/DCC include the following:
- i) Review periodically the progress of the classes,
 - ii) Discuss problems concerning curriculum, syllabi and the conduct of the classes,
 - iii) The CC/DCC without the student members is responsible for the finalization of the semester results,
 - iv) The method of assessment for any course will be decided by the respective course coordinators in consultation with the CC/DCC (without the student members) and announced to the students in the beginning of the semester.

B5. Change of Branch

- B5.1. The Institute may permit a student to change from one branch of studies to another after the completion of first two semesters who have –
- i) completed all the common credits required in the first two semesters of their studies, in their first attempt;
 - ii) obtained a CGPA of not less than 8.50 at the end of SECOND semester. Pass/Fail courses will not be considered for change of branch criteria.
- B5.2. Application for branch change must be made by the interested students against a notification made by the Dean (Academics) office.
- B5.3. The applicants may be allowed a change in branch, strictly in order of merit, subject to the mandatory clause that “The actual number of students in the third semester in any particular branch to which the transfer is to be made, should not exceed the sanctioned strength and the actual number of students in any branch from which transfer is being sought does not fall below 75% of the total sanctioned intake. (*Amended in 10th Senate Meeting*)

B6. Course Registration and Enrolment

- B6.1. Except for the first semester, Course registration is mandatory for all other semesters and enrolment will be done in the beginning of the semester as per the schedule announced by the AAC.
- A student will be eligible to enroll for higher semester only if he/she satisfies B8.1, and additionally;
- i) If he/she has cleared all dues in the Institute, Hostel and Library up to the end of the previous semester and
 - ii) If he/she is not debarred from enrolment by a disciplinary action of the Institute.
- B6.2. Students are required to submit Course registration form duly filled in, in consultation with his/her faculty adviser.

B7. Credit requirements for Course Registration

- B7.1. B.Tech. students are allowed to register up to a maximum of 3 credits in addition to the existing semesters' credit distribution. (*Amended in 21st Senate Meeting*)

Table 2: Existing Semester's credit distribution in each department

Sem	CSE	ECE	EEE	MCE	CVE
I	22	22	22	22	22
II	22	22	22	22	22
III	21	22	22	23	22
IV	21	22	21	23	24
V	24	22	22	21	23
VI	21	22	23	24	24
VII	21	20	20	18	19
VIII	18	18	18	18	15
Total	170	170	170	171	171

If a student finds his/her course load heavy in any semester or for any other valid reason, he/she may drop courses within three weeks of the commencement of the semester *or as mentioned in the academic calendar, whichever is earlier*, with the written approval of his/her faculty adviser and HoD. However, the student should ensure that the total number of credits registered for in any semester should enable him/her to earn the minimum number of credits per semester for the completed semesters.

B. 7.2. MOOCs Programme (*Amended in 6th Senate Meeting*)

- MOOCs courses will be offered as an elective course in B.Tech programme (for Semester VI, VII and VIII) for each of the branch.
- A student can register for a maximum of 2 MOOCs courses/8 credits within his/her B.Tech program.
- The courses offered and credits earned will be decided by Heads of the Dept. in consultation with AAC.
- Procedure of evaluation (refer. B14) and attendance requirements (refer. B12) are as per Institute norms.

B8. Minimum requirement to continue the programme (*Amended in 6th Senate Meeting*)

B8.1. A student who has cleared all the academic requirements up to the previous semester will register for all courses of the current semester as per Institute norms (Ref. B7 and B2.10).

B8.2. For students with back log courses: (*Amended in 21st Senate Meeting*)

- Students having only one backlog course in a semester may register for the backlog course being offered in addition to the prescribed credits of the semester.
- Students having 2 to 4 backlog courses, which are being offered (excluding pass/fail courses) and a $CGPA \leq 5$ may be allowed to enroll for a maximum of 3 courses in the following semester. (Rule B7.1 applies).
- Students having more than 4 backlog courses, which are being offered (excluding pass/fail courses) and a $CGPA \leq 5$ may be recommended for an year drop and they will have to repeat the failed courses.
- All backlog courses of the corresponding semester have to be registered first. Subsequently, registration of prescribed semester courses is permissible.

B8.3. The student has to earn all the credit requirements of the 1st year to be promoted to 3rd year, and has to earn all the credit requirements of the 2nd year to be promoted to 4th year, failing which provisions of B26 will be applicable.

B9. Maximum duration of the programme

- B9.1. The normal duration of the programme is eight semesters. However, a student may complete the programme at a slower pace by taking more time, but in any case, not more than 12 semesters excluding the semesters withdrawn on medical grounds, etc. However, the students have to satisfy B8.1, failing which action will be initiated to cancel the registration.

B10. Temporary discontinuation

- B10.1. A student may be permitted by the AAC to discontinue temporarily from the programme for a semester or a longer period for reasons of medical problems or other valid reasons. Normally, a student will be permitted to discontinue from the programme only for a maximum duration of two semesters.
- B10.2. Once the student resumes back to his/her course work, post temporary discontinuity, the creditable courses to be registered will be decided by the faculty adviser in consultation with Head of the Dept. The same shall be communicated to AAC.

B11. Discipline

- B11.1. Every student is expected to observe discipline and decorous behavior both inside and outside the campus and should not indulge in any activity which will tend to bring down the dignity of the Institute.
- B11.2. Any act of indiscipline including any act of ragging by a student reported to the AAC will be referred to Disciplinary Committee (DC) constituted by the Chairperson of the Senate. The Committee will enquire into the charges and decide suitable punishment if the charges are substantiated. The DC will also work with the AAC to implement the decision.
- B11.3. The student may appeal to the Chairperson, Senate whose decision will be final. The AAC will report the action taken at the next meeting of the Senate.

B12. Attendance

- B12.1. Every member of the faculty handling a class shall record attendance on all days of instruction. The teacher of the course is required to finalize the attendance on the last instructional day of the course in the semester.
- B12.2. A student whose attendance is less than 80% for a course is not eligible to appear for the End-term examination for that course.
- B12.3. The details of all students who have attendance less than 80% in a course will be announced by the teacher in the class. These details will be sent to the concerned HoDs and AAC.
- B12.4. Those who have 80% or more attendance for the period other than their medical leave will be considered for condonation of shortage of attendance, provided, the overall attendance in the course including the period of illness does not fall below 75%. Application for condonation, recommended by the Faculty Advisor, concerned faculty and the HoD is to be submitted to the AAC on or before the last instructional day of the semester. The AAC, depending on the merit of the case may permit the student to appear for the end semester exam. *A student will be eligible for this concession at most in two semesters during the entire degree programme.* Application for medical leave, supported by medical certificate with endorsement by the Institute Medical Officer (IMO), should reach the HoD within seven days after returning from leave or, on or before the last instructional day of the semester, whichever is earlier.

B12.5. Students who are involved in extra-curricular activities, and those who represent the Institute in Sports & Games, Cultural Festivals, and Technical Festivals outside the Institute, should take prior approval from the HoD, Faculty Adviser and Teachers of the concerned courses. As an incentive to those, relaxation is provided such that their attendance should not fall below 75%. Additionally, specific to the nature of the activity, a prior approval in writing needs to be taken from the following, citing reasons for absence.

1. Concerned Faculty Adviser and/or Faculty coordinator of the event - Technical Paper presentation/Attending Technical Festival.
2. Sports officer - Sports & Games.

All such applications for the condonation should be recommended by the concerned HoD and forwarded to AAC within seven instructional days after the programme/activity.

B13. Assessment Procedure

B13.1. The CC/DCC will decide from time to time the system of tests and examinations in each subject in consultation with AAC and inform the same to the Senate.

B14. Internal Evaluation

B14.1. For lecture or lecture cum practical courses, two tests will be conducted. The details of weights of marks for the tests and assignments will be decided by the course coordinator in consultation with the DCC. These details will be announced to the students in the beginning of the semester. The AAC should be informed of these details in the beginning of the semester. For laboratory practical, the teacher of the laboratory in consultation with the DCC decides the number of tests.

B14.2. For all Lecture based courses, mid-term exam (25%) and internal evaluation (25%) through class tests/assignments/quizzes, etc, together carry 50% weight and the End-term examination carries 50% weight. For laboratory practical, End-term exam is not mandatory. If End-term exam is planned for a practical course, it should be conducted before the last instructional day *and the weight for it should not exceed 40%*. For lecture cum practical courses assessment procedure is to be a properly weighted combination of those for lecture and those for practical components, and is to be decided in the DCC. For all Pass/Fail courses, the concerned faculty, in consultation with the AAC shall decide the assessment procedure.

B15. Examination

B15.1. There will be one mid-term examination of *one and a half hours* duration for each lecture based or lecture cum practical course. There will be one End-term examination for *three hours duration* on each lecture based or lecture cum practical course.

B16. Make up examination

B16.1. Students who miss the mid-term or the end-term examinations for valid reasons are eligible for a make-up examination.

B16.2. Those who miss mid-term and/or end-term exam should apply to the Head of the concerned course department (in the case of third and higher semesters) or to the HoD, APS & HSS (in the case of first/second semester) through the faculty advisor within five days after the missed exam, giving the reasons for absence. Applications received after this period will not be entertained. All make-up exams for mid-term test should be completed with evaluation within 10 days prior to the end-term exam. All the make-up exams pertaining to the end-term exam should be conducted and evaluated before the commencement of the next semester.

- B16.3. Permission to appear for make-up exam will be given under exceptional circumstances such as admission to a hospital due to illness or grave family calamities, etc.

Students residing in the Hostels should produce a Medical Certificate issued by Institute Medical Officer (IMO), certifying that he/she was admitted to hospital during the period of exam. The application should be routed through and approved by Chief Warden.

Students residing outside the campus must produce a medical certificate from a Registered Medical practitioner and the same should be duly endorsed by parent/guardian and also by IMO, within five days.

- B16.4. A student who misses the make-up exam will normally not be given another make-up exam. However, in exceptional cases of prolonged illness resulting in the student missing a make-up exam, the Chairperson of the Senate may permit the student to appear for a second make-up exam.

B17. Project Evaluation

- B17.1. The B.Tech. project is done in the final year of the undergraduate programme and is divided into two stages.

Normally, the first stage is done in ODD semester and the second stage in subsequent EVEN semester. Through the project work, the student has to exhibit both the analytical and practical skills. On completion of the project, the student will submit a project report that will be evaluated by duly appointed examiners. A panel of examiners should be finalized by HoD in consultation with all faculty members of the concerned department. The project evaluation will be based on combining the reports of internal and external examiners (outside the department). Suitable weights must be given to the qualitative and quantitative results of the project and are evaluated by a viva-voce exam.

B18. Grading

- B18.1. The faculty will return evaluated tests, assignments, tutorials, term papers, etc., within two weeks after their respective test/examination etc.

- B18.2. Only the final grades (after approval by DCC) and attendance of all the students should be communicated by the teachers of the courses. Students may seek clarification regarding grades etc., from the concerned Course coordinator, if required.

- B18.3. The DCC meeting will be convened within ten days after the last day of the end-term examination. The letter grades to be awarded to the students for different subjects will be finalized in the meeting.

- B18.4. Based on the relative performance, each student is awarded a final letter grade for each of the course. The letter grades and the grade points are as follows. *(Amended in 6th Senate Meeting)*

Grade	Grade Points (GP)
S	10
A	9
B	8
C	7
D	6
P	5
F	0 (Failure)
W	0 (Failure due to insufficient attendance)
I	0 (Actual grade to be awarded later)
SA	0 (Satisfactory, only for Pass/Fail Courses)
US	0 (Unsatisfactory, only for Pass/Fail Courses)

- B18.5. A student is considered to have credited a course or earned credits for a course only if he/she secures a grade other than F, W or I for that course.
- B18.6. A 'W' grade is treated as equivalent to 'F' for the purpose of CGPA calculation, and the following criteria, in addition to poor attendance (less than 80%) may be considered for the award of 'W' grade:
- (i) badly incomplete in-semester record (due to non-medical reasons),
 - (ii) misconduct or use of unfair means in the examination, assignments, etc., or a behavior serious enough to call for disciplinary action in the opinion of the Faculty advisor or teacher of a course.

In such cases, award of 'W' grade is taken up as an immediate action. Further, the case may be referred to the DC for consideration of further punishment depending on the seriousness of the offence.

B19. Summer Term Courses

- B19.1. Summer term courses shall be offered for those students who got 'F' and 'W' grade in an earlier attempt provided the last attempt was not in summer term. However, in such courses 1 grade less than what he/she would be getting will be awarded. A student is allowed to register for a maximum of 12 credits in summer term. (*Amended in 12th Senate Meeting*)
- B19.2. Summer term courses will be announced by the AAC after the publication of results of the even semester, if a minimum of 20% of the total registered regular students fail in a course.
- A summer term course may be offered by a department on the recommendation of the CC/DCC and with the approval of the AAC.
- A student will have to register within the time stipulated in the announcement by paying the prescribed fees.
- B19.3. *The total number of contact hours in any summer term course will be the same as in the regular semester course.* The assessment procedure and grading policy in a summer term course will also be similar to that for a regular semester course.
- B19.4. Student drop from a summer term course is not permitted.

B20. Declaration of Results

- B20.1. The course instructor may allow the students to see the evaluated answer scripts at his/her discretion, as long as this is done before finalization of grades. The time limit fixed for such a disclosure is five days before the last date for receiving grades in the Exam Cell.
- B20.2. Two copies of the result sheets for the respective course containing the final grade along with two copies with the absolute marks & grades should be submitted to the concerned DCC.
- After finalization of the grades at the DCC meeting, hard and soft copies of consolidated result with
- a) absolute marks and grades
 - b) only grades, will be forwarded by the HoD to the Exam cell.
- A record of the approved consolidated result should be sent by the Exam cell back to the concerned HoDs.
- B20.3. The Exam cell must announce the results of all the courses.
- B20.4. Once grades are published, changes if any, will be allowed in case of tabulation errors

only. A request for re-tabulation can be made by student to the course teacher within 2 days of result publication. A request for changes in grade due to tabulation errors (if any) can be made by the teacher of the course, by forwarding the request through the DCC to Exam cell.

B21. Repetition of a Course

B21.1. A student who was awarded 'F', 'W' or 'US' grade in a course has to repeat it compulsorily when it is offered next. However, a student if he/she is awarded 'F' or 'W' grade in an elective course can choose a different elective.

B22. Grade Point Averages

B22.1. The academic performance of a student in a semester is indicated by the Semester Grade Point Average (SGPA).

$$SGPA = \frac{\sum(C \times GP)}{\sum C}$$

Where, 'C' is the credit of the registered course and the summation is taken over all the registered courses by the student in the semester, except Pass/Fail courses.

'GP' is the grade point obtained for the creditable course. The performance of a student up to and including a particular semester (and summer term) is indicated by the earned credits and the Cumulative Grade Point Average (CGPA).

$$CGPA = \frac{\sum(C \times GP)}{\sum C}$$

Where, the summation is taken for all the courses registered for by the student except Pass/Fail courses, up to and including the current semester and the summer terms.

Note: SGPA and CGPA should be corrected up to two decimal places.

The conversion formula to obtain percentage from CGPA is as follows. (*Amended in 6th Senate Meeting*)

$$\text{Percentage} = (CGPA - 0.5) \times 10.$$

B23. Grade Card

B23.1. The Grade Card issued at the end of the semester students, will contain the following:

- a) the code, title, credit and category of each course registered in the semester,
- b) the letter grade obtained,
- c) the total number of credits earned by the student up to the end of that semester in each category and grand total, and
- d) SGPA and CGPA.

B23.2. Class/Division

Class/Division classification is based on CGPA calculated on a 10 point scale, and is as follows:

	CGPA of 8.50 and above	: First Class with Distinction
0	CGPA of 6.50 and above, but less than 8.50	: First Class
	CGPA of 5.50 and above, but less than 6.50	: Second Class
	CGPA of 5.00 and above, but less than 5.50	: Pass

Awards: In order to encourage academic excellence, an Institute level award is constituted for the best outgoing student based on recommendations made by the HoD's to Director through the AAC. Additionally, department wise merit certificates will be awarded based on recommendations of Director in consultation with the AAC and department HoDs. The decisions will be reviewed and need to be approved by Chairperson Senate and the Board of Governors (BOG).

B24. Slow pace learning

Courses to be registered normally are specified in the curriculum. However, a student may register for a lesser number of credits than specified in the curriculum, provided it does not extend his/her programme for more than 4 semesters (i.e., 8+4 semesters/6 years).

B25. Contact course

A contact course may be available for students to enable them to complete the programme in the current semester under the following condition.

The student falls short of one course that is not offered in that semester. In case, the student has already registered for the maximum permitted credits in his last semester, he may be allowed to do contact course in the summer.

B26. Permanent disqualification

B26.1. A student who does not satisfy provisions of B8.3 is allowed to register only for lower level courses for a period of one year, called as probation. At the end of one year if the student still does not satisfy provisions of B8.3, he/she may continue the programme in the Institute as his/her second probation. All such candidates who do not complete successfully after two probations stand disqualified for the B. Tech. Degree of the Institute. Such extra period taken up is also counted in the maximum duration of the programme.

B26.2. If a student neither gets permission for temporary discontinuation nor registers for any course during a semester before earning the minimum credit requirements for the award of the degree, then he/ she is deemed to have discontinued the programme permanently and will not be permitted to continue the programme.

B27. Courses under OT category

B27.1. The courses on Environmental Studies, Value Education and Physical Education belongs to Pass/Fail category which will be not included in the computation of SGPA/CGPA.

B28. Eligibility for the award of B. Tech. Degree

B28.1. A student will be declared to be eligible for the award of the B.Tech. degree if he/she has-

- i) Registered and successfully credited all the core courses with a minimum CGPA of 5.5 for the entire programme,
- ii) Successfully acquired the credits in the different categories as specified in the curriculum corresponding to the discipline (branch) of his/her study within the stipulated time,
- iii) Has no dues with any sections of the Institute including hostels,
- iv) Completed all the required course as specified in Table 1 with minimum credits of 170,
- v) Has no pending disciplinary action against him/her.

The award of the degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

B29. Withdrawal of Admission

As per the Institute policy updated from time to time.

B30. Unfair means during examinations

Based on the nature of unfair means carried out by the student in the Theory/Practical/Dissertation/Project examinations, action will be taken as per the Institute policy updated from time to time (Ref: ANNEXURE-I). (*Amended in 22nd Senate Meeting*)

B30. Power to modify

B30.1. Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time and it will be ratified in the sub-sequent senate meeting.

Rule No.	Mal Practice	Found Copying	Action taken
1	If a student is caught having a mobile phone <i>or</i> Digital/Smart Watch/gadgets <i>or</i> High-End Calculators in which information can be stored; for the first time , even after announcement.	No	<ul style="list-style-type: none">• The mobile will be ceased by the exam cell for that day.• The candidate is to be warned against carrying mobiles.• He/She <u>can</u> continue to write the exam.• His/Her Roll No. will be noted down by exam cell.• Parents will be informed and may be asked to report to Dean (Academics)
2	If a student is caught having a mobile phone <i>or</i> Digital/Smart Watch/gadgets <i>or</i> High-End Calculators in which information can be stored; for the second time , even after announcement.	No	<ul style="list-style-type: none">• The specific paper will be cancelled.• Mobile will be ceased by the exam cell for that day.• He/She <u>can</u> continue to write subsequent exams.• His/Her Roll No. will be noted down by exam cell.• Parents will be informed to report to Dean (Academics)
3	If a student is caught having a mobile phone <i>or</i> Digital/Smart Watch/gadgets <i>or</i> High-End Calculators in which information can be stored; for more than two times , even after announcement.	No	<ul style="list-style-type: none">• The specific paper and <u>all</u> the subsequent paper's will be <u>cancelled</u>.• Mobile will be ceased by the exam cell for that day.• His/Her Roll No. will be noted down by exam cell• Parents will be informed to report to Dean (Academics)
4	If a student is caught having a mobile phone <i>or</i> Digital/Smart Watch/gadgets <i>or</i> High-End Calculators in which information can be stored; for the first time .	Yes	<ul style="list-style-type: none">• The specific paper will be cancelled.• The mobile will be ceased by the exam cell for that day.• The candidate is to be warned against carrying mobile and cheating.• He/She <u>can</u> continue to write subsequent exams• His/Her Roll No. will be noted down by exam cell.• Parents will be informed to report to Dean (Academics)
5	If a student is caught having a mobile phone <i>or</i> Digital/Smart Watch/gadgets <i>or</i> High-End Calculators in which information can be stored; for the second time , even after warnings.	Yes	<ul style="list-style-type: none">• The specific paper will be cancelled.• Mobile will be ceased by the exam cell for that day.• He/She <u>cannot</u> continue to write subsequent exams.• His/Her Roll No. will be noted down by exam cell.• Parents will be informed to report to Dean (Academics)

6	If a student is caught having a mobile phone <i>or</i> Digital/Smart Watch/gadgets <i>or</i> High-End Calculators in which information can be stored for more than two times , even after warnings.	Yes	<ul style="list-style-type: none">• The specific paper and all the subsequent paper's will be cancelled.• Mobile will be ceased by the exam cell for that day.• His/Her Roll No. will be noted down by exam cell.• Parents will be informed to report to Dean (Academics)
7	For any other methods of cheating for first time .	Yes	<ul style="list-style-type: none">• The specific paper will be cancelled.• The candidate is to be warned against cheating.• His/Her Roll No. will be noted down by exam cell.• Parents will be informed to report to Dean (Academics)
8	For any other methods of cheating for second time .	Yes	<ul style="list-style-type: none">• The specific paper and subsequent papers will be cancelled.• The candidate is to be warned against cheating.• His/Her Roll No. will be noted down by exam cell.• Parents will be informed to report to Dean (Academics)
9	For any other methods of cheating for more than two times .	Yes	<ul style="list-style-type: none">• The specific paper and subsequent papers will be cancelled.• Case referred to Disciplinary Committee (DC)• The DC may recommend Year Back• Parents will be informed to report to Dean (Academics)
10	Communicating with any student or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination	Yes	<ul style="list-style-type: none">• The specific paper will be cancelled.• Case referred to Disciplinary Committee (DC)• The DC will enquire and submit a report for further actions on the persons involved.• Parents will be informed to report to Dean (Academics)
11	The cases of Suspected Mal Practice (SMP) observed while valuing the answer scripts or other material: such as insertion of answer sheets, revealing of identity or enclosure, common mistakes in different answer scripts possibly by SMP	Yes	<ul style="list-style-type: none">• The specific paper of the concerned students will be cancelled.• If the act is repeated for more than once, all the papers in the concerned semester will be cancelled.• Parents will be informed to report to Dean (Academics)
12	cases of destroying any evidence of malpractice, like tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination hall or premises	Yes	<ul style="list-style-type: none">• The specific paper and all the subsequent paper's will be cancelled.• His/Her Roll No. will be noted down by exam cell.• Parents will be informed to report to Dean (Academics)

13	Exchange of question papers by writing some hints/formulas/answers etc.	Yes	<ul style="list-style-type: none">• The specific paper will be cancelled.• His/Her Roll No. will be noted down by exam cell.• Parents will be informed to report to Dean (Academics)
14	Identified with SMP material and misbehaved with officials/ any kind of rude behavior in and around Examination Hall/ using obscene or abusing language/ uses resistance or violence against the invigilator/ consistently refuses to obey the instructions.	Yes	<ul style="list-style-type: none">• The specific paper will be cancelled.• Case referred to Disciplinary Committee (DC)• The DC may recommend for cancellation of subsequent papers based on the severity of the issue.• Parents will be informed to report to Dean (Academics)
15	<ol style="list-style-type: none">1) Before any punishment is levied on the student, he/she will be given a chance to appeal to the Exam Cell/Disciplinary Committee as the case be.2) Any cases not covered in the above Guidelines, the disciplinary committee shall investigate and recommend the quantum of punishment based on the severity of the case.3) Malpractice and punishments imposed on the students shall invariably be intimated to the concerned parents in writing by the concerned authority.4) The punishment shall be uniform and commensurate with the offence for all students committing similar offences.5) A report on all the actions taken by the Exam Cell, with regard to conduction of Mid and End Sem Examinations is to be submitted to Disciplinary Committee (DC) forwarded through Head of the Department and Dean (Academics).6) The DC recommendations will be submitted to the office of the Director. Upon approval, the concerned authorities to implement the same and notify the punishments for circulation.		