



# बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(पि अनु ३० अधिनियम १९५६ की घास ३ के तहत मान्त्रिक विश्वकालय। A Deemed to be University u/s 3 of UGC Act, 1956)  
मेसरा, राँची - ८३५२१५ (भारत) | MESRA, RANCHI - 835 215 (INDIA)



स्नातक एवं स्नातकोत्तर कार्यक्रमों के लिए अध्यादेश

## **ORDINANCE FOR UNDER-GRADUATE AND POST-GRADUATE PROGRAMMES**

(Approved by the Academic Council in its 108<sup>th</sup> Meeting held on 25<sup>th</sup> November 2021)

(शैक्षणिक सत्र एम०ओ०- 2021)  
(EFFECTIVE FROM ACADEMIC SESSION MO-2021)

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## **1. ACADEMIC SCHEDULE**

The Institute runs a diverse mix of Under-Graduate (UG) and Post-Graduate (PG) programmes leading to different degrees awarded on completion of the set of courses prescribed for that degree.

The academic year commences from July and ends in June every year. The semester starting from July and ending in December is termed as Monsoon Semester (MO) and the semester starting from January and ending in May is termed as Spring Semester (SP). The Institute also has a provision for Summer Short Semester (SS) to facilitate the clearance of backlogs if required.

## **2. CREDIT REQUIREMENT**

The normal academic load in a semester shall be around 20 credits. Students are expected to devote an average of three hours per credit per week towards required academic activities. These academic activities may consist of a direct teaching-learning process in the classroom, self-study, quiz(es), assignments, projects, preparation for exams and class tests etc.

Based on the departmental assessment, some students may be permitted to register for more credits (around 20% more than the normal) and some may also be permitted to register for less credit (around 20% less than the normal).

## **3. CREDIT STRUCTURE**

The credit assigned to a course is based on the number of hours of the direct teaching-learning process (Lecture-L, Tutorial-T) per week for that course. However, in case of practical (P) involving laboratory/workshop instruction, the credit for the course is taken as half of the number of hours of direct teaching-learning process per week for that course i.e.,  $\text{Credit} = L + T + 0.5 P$

## **4. GRADE PATTERN**

The students will be awarded a suitable letter grade after the completion of the teaching-learning process and all assessments including the Semester End-Examination. The marks obtained out of a total of 100 marks by a student in any course through the Continuous Internal Assessment and Semester End-Examination will be converted into letter grades as per the tables given below:

### **4.1 UG PROGRAMMES**

<b>Sl. No.</b>	<b>Marks</b>	<b>Grade</b>	<b>Grade Point</b>	<b>Remarks</b>
1	90 and above	A+	10	Superlative
2	80 to 89	A	9	Outstanding
3	70 to 79	B	8	Excellent
4	60 to 69	C	7	Very Good
5	50 to 59	D	6	Good
6	40 to 49	E	5	Pass
7	Less than 40	F	0	Fail



## **4.2 PG PROGRAMMES**

<u>Sl. No.</u>	<u>Marks</u>	<u>Grade</u>	<u>Grade Point</u>	<u>Remarks</u>
1	90 and above	A+	10	Superlative
2	80 to 89	A	9	Outstanding
3	70 to 79	B	8	Excellent
4	60 to 69	C	7	Very Good
5	50 to 59	D	6	Good
6	Less than 50	F	0	Fail

## **4.3 REGISTRATION TO CLEAR BACKLOG COURSES**

- a) Students who do not have mandatory attendance of 75% in a semester shall be considered as shortage of attendance (F\*).
- b) Students getting 'F' grade in a theory course may clear in the Make-up Examinations, Summer Short Semester or Additional Semester.
- c) Students getting 'F'/F\*' grades in laboratory/sessional courses or 'F\*' in theory courses may clear by registering in the Summer Short Semester or Additional Semester.
- d) All Students registering in the Summer Short Semester will have to attend classes mandatorily.
- e) The maximum credit a student can register is as follows:
  - i) Make-up Examination : Equal to the total credits of theory courses of that semester.
  - ii) Summer Short Semester : 12 credits
  - iii) Additional Semester : Equal to the total credits of any semester.

## **5. SEMESTER REGISTRATION**

The Institute has adopted the Choice Based Credit System (CBCS) providing flexible options to select courses from Programme-Electives and Open-Electives from Engineering, Sciences, Humanities and Social Sciences as per the course structure prescribed for each programme in addition to the core courses for that programme.

Every student must register at the beginning of each semester on the specified dates as mentioned in the Academic Schedule for that year. The students are required to pay the Institute Fee for that semester and deposit a suitable Hostel Mess Advance (applicable only to residential programmes) as per norms applicable to their hostel.

Students registering for Summer Short Semester shall pay 30% of the Institute Tuition Fee applicable during the previous normal semester. Students unable to clear their backlogs through Summer Short Semester may also clear their backlogs by registering for Additional Semester(s) but must pay the normal Institute Fee. The Additional Semester shall, however, be counted towards the total number of permissible semesters for the programme.



## **6. ASSESSMENT DURING A SEMESTER**

The assessment of student learning outcomes will be as per the details mentioned in the course curriculum. The Continuous Internal Assessment will carry 50% of the marks and the Semester End Examination shall carry the remaining 50% of the marks for that course.

The breakup of Continuous Internal Assessment and the types of assessment tools to be used are detailed in the course curriculum. The Continuous Internal Assessment shall be spread over the whole semester employing appropriate assessment tools for that course by the teacher concerned as per the guidelines provided by the Course Coordinator/Programme Coordinator/Head of the Department/Dean (UGS)/ Dean (PGS).

The students will be required to fill up the Admit Form for Semester End-Examination. Every student will be required to clear all Institute Dues and the Hostel Mess Dues (applicable only to residential programmes) failing which the student shall become ineligible for appearing in the Semester End-Examination.

Normally, the Semester End-Examination for courses having 'L' and/or 'T' components will be conducted centrally, for all campuses. However, if required, the Semester End-Examination for courses with small number of students may be conducted at only one campus by the Programme Coordinator/Head of the Department with the concurrence of the Institute Examination Committee.

The Semester End-Examination for courses having 'P' component only and in some cases, courses having relatively small weightage of 'L' and/or 'T' components and primarily having 'P' component will be conducted by the Course Coordinator in consultation with the Programme Coordinator/Head of the Department.

While successful completion of any course shall depend on the pass marks set for that course, since the Semester End-Examinations cover the whole curriculum for that course, appearance in Semester End-Examination shall be mandatory.

## **7. MENTORING AND COURSE COORDINATOR FOR MOOC**

A Faculty/Academic Advisor from the parent Department to which the student/programme belongs shall be appointed for students, as required for their overall guidance and mentoring. The guidance and mentoring of students by the Faculty Advisor may be in various areas related to the student life cycle like registration, academic activities, academic performance, professional development, projects, student activities, residential stay in the campus, communication with the parents, etc. The Faculty Advisor shall also help in selecting MOOC in coordination with the MOOC coordinator of the department.

## **8. WITHDRAWAL FROM A SEMESTER**

### **8.1 Temporary Withdrawal from Semester**

A student may be permitted to withdraw temporarily from a semester due to severe sickness or similar exigencies. The semester from which, the student has withdrawn temporarily will not be counted in the total semesters for him/ her. Such students after re-joining in the subsequent semester will have to register for the courses according to the advice of the Faculty Advisor/Programme



Coordinator/Head of the Department.

The registered student who opts for temporary withdrawal before the commencement of a semester may be reimbursed 50% of the Institute Tuition Fee for that semester. The student will have to vacate the hostel at the time of opting for temporary withdrawal and shall be eligible for waiver from the Hostel Seat Rent for that semester as determined by the Dean of Student Affairs (DoSA).

However, if the registered student opts for temporary withdrawal after the commencement of a semester, then he/she will be required to pay a proportionate Institute Tuition Fee till the effective date of the temporary withdrawal, subject to a minimum of 50% of the Institute Tuition Fee for that semester. Similar provision will also apply to the Hostel Seat Rent.

A student may opt for temporary withdrawal for more than one semester also but under no circumstances, the student will be allowed to opt for temporary withdrawal if the duration of the programme, including the duration of temporary withdrawal exceeds one and half times the normal duration of the programme.

A student who decides to withdraw temporarily before registering for that semester may be allowed to do so with the permission of the Dean (UGS)/Dean (PGS) and payment of a temporary withdrawal fee of Rs. 10,000/-.

## **8.2 Permanent Withdrawal from the Programme**

A student may be allowed to withdraw permanently from the Institute for any pressing personal reason or due to severe sickness. Such students who opt for permanent withdrawal will have to undergo the process of getting 'No Dues' from the Institute. After completing the entire process, the student may be allowed to withdraw permanently from the Institute. The student's name will be deleted from the Institute Roll and shall become ineligible to re-join the same programme in future.

The student will, however, be at the liberty of taking admission in the Institute as a fresh candidate in the same programme or any other programme through the normal admission process. The student will be assigned a new Roll Number along with other students following the normal admission process for that batch.

Students who opt for permanent withdrawal from the Institute will not be refunded the Institute Fee. The Institute will also not demand any additional amount which would have been paid by the student in the subsequent semesters, had the student continued with the Institute.

The Hostel Mess is run by the Student's Mess Committee (SMC) and the Monthly Mess Bill is calculated based on the actual expenditure in the mess of that hostel. The issue of refund of Hostel Mess Deposit, in case of all withdrawals, will therefore be decided by the Students Mess Committee of that hostel.

## **9. CORRECTIVE ACTION**

If some disciplinary action against any student becomes necessary, the student's registration shall be modified as per provisions of the Office Order issued for this purpose. No refund of any fee would be applicable in case of cancellation of registration of course(s) or suspension for the remaining part of the semester.

However, if a student has been suspended for a duration which is more than one semester, the student will not be required to pay the Institute Fee for the



subsequent semester(s) of the suspension period.

The same norm will also be applicable when a student has been expelled permanently from the Institute as part of disciplinary action.

## **10. ATTENDANCE REQUIREMENT**

Students are expected to attend all classes of all courses in which they are enrolled. It is mandatory for a student to have a minimum of 75% attendance in all registered courses. Students, who are found irregular and/or short of 75% attendance may be allowed to de-register and shall have to register again in the course where a minimum of 75% attendance has not been attained by the student.

If a student has been de-registered from any course in a semester due to a shortage of attendance, he/she will not be allowed to appear in the Semester End-Examination. Students de-registered from all courses in a semester will also be required to vacate the hostel. The student may be permitted to re-join in the next semester with an undertaking from the student and parents that the student would attend all classes and would satisfy the mandatory attendance requirement. No refund of the Institute Fee will be applicable in this case.

## **11. AWARD OF DEGREE**

The credit requirement for the award of degrees for various programmes offered by the Institute is provided in the course curriculum of respective programmes.

However, the credit requirements may be modified in case, there is any specific directive of the Statutory Councils (like AICTE, PCI, or COA) in this regard.

A student who completes the credit requirements for that programme, secures letter grade 'E' or higher for UG programmes and letter grade 'D' or higher for PG programmes in all registered courses, and attains a minimum CGPA of 5.00 for UG programmes and a minimum CGPA of 6.00 for PG programmes will be considered to have completed all requirements for the award of degree.

Students who earlier got letter grade 'F' in a course or in few courses, but later secured letter grade 'E' or higher for UG programmes and letter grade 'D' or higher for PG programmes during Make-up, Summer Short Semester or Additional Semester(s) will also be considered to have fulfilled the requirement of successfully completing the course(s).

Students pursuing B.Tech. programme will have an option to select a prescribed basket of additional courses of 18-20 credits range to get a minor from another department or specialization within the parent department.

First Class will be awarded to UG and PG students with CGPA of 6.00 or above. For UG students, First Class with Distinction will be awarded to those successfully completing all their courses in only one attempt with final CGPA of 7.5 or above. UG students with CGPA in the range 5.00 to 5.99, will be awarded Second Class.

### **11.1 AWARD OF MINOR PROGRAMME / IN-DEPTH SPECIALIZATION**

The Institute offers a minor program from 5th semester onwards for the undergraduate engineering students who will have an option to select from a prescribed basket of additional courses of 18-20 credit range to get a Minor from another department, or In-Depth Specialization within the parent department, provided they fulfil the following criteria:



- a) CGPA at the end of the 4th Semester is 7.5.
- b) Have cleared all the courses in one attempt.

In Grade Card, Minor and In-Depth Specialization courses shall be recorded as additional courses. The degree in Minor or the In-Depth Specialization will be awarded only on the successful accumulation of 18–20 credits range. In-Depth Specialization will be reflected in the Degree Certificate as "B.Tech. in 'ABC' with specialization in 'XYZ'. Similarly, Minor as "B.Tech. in 'ABC' with Minor in 'XYZ'.

## **12. MAXIMUM DURATION FOR PROGRAMME COMPLETION**

The students are expected to complete the programme within the specified time. The duration of the programme may be extended beyond the specified duration with the concurrence of the Head of the Department and Dean (UGS)/Dean (PGS). However, under no circumstances, the total duration taken to complete all requirements of a programme will be more than one and half times the normal duration of the programme.

The time during which, temporary withdrawal was taken by the student will also be counted in calculating the maximum duration of the programme for this purpose.

## **13. COMMENCEMENT OF NEW PROGRAMME(S)**

The Institute may offer any new programme as recommended by the Academic Council and duly approved by the Board of Governors.

## **14. DISCONTINUATION OF EXISTING PROGRAMME(S)**

The Institute will be at the liberty to discontinue or modify any existing programme provided such changes are recommended by the Academic Council and are duly approved by the Board of Governors. However, the existing students will be allowed to complete their programme if that programme has been discontinued.

## **15. CREDIT TRANSFER**

A student interested to register for a few courses at other reputed universities or in Massive Open Online Courses (MOOCs) of reputed Universities/Bodies should normally apply in advance to Dean (UGS)/Dean (PGS) with the recommendation of their Programme Coordinator/Head of Department. The Equivalence Committee of the Institute will inform the student about its decision on granting permission and equivalence at the earliest possible.

A student who registers for few courses at other reputed Universities (those in the top 40 of Engineering Ranking of NIRF or top 500 of QS World Ranking) or registers in Massive Open Online Courses (MOOCs) and similar courses offered by similarly reputed Universities/Bodies will be allowed to do so and his/her credit may be transferred to the Institute after appropriate verification by the department. Such transferred credits will be eligible for the fulfilment of the credit requirements for the award of degree in the Institute.

MOOCs shall be optional depending on the necessity of a particular department/Campus.

The credits assigned would depend on the number of weeks (8 or 12: 8-week course may be assigned 2 credits while 12 weeks may be assigned as 3 credits).



**16. POLICY FOR BRANCH SLIDE/CHANGE OF DISCIPLINE OF THE 2<sup>ND</sup> YEAR UG ENGINEERING STUDENTS ON COMPLETION OF 1<sup>ST</sup> YEAR**

Policy for Branch Slide/Change of Discipline of the 2<sup>nd</sup> Year UG Engineering Students, on completion of 1<sup>st</sup> Year, as follows:

- a) In the order of merit of the applicants and based on the availability of sanctioned seats in a particular Discipline / Branch, the Branch slide/change at the end of the 1<sup>st</sup> Year (i.e., at the end of the 2nd Semester) will be allowed as per the following policy:
  - i) A student should have completed all the credits prescribed in the first two semesters of the course in the first attempt.
  - ii) Overall CGPA should be:
    - I. 8.00 or above for General category / OBC / EWS
    - II. 7.00 for SC / ST category
- b) Change of Discipline / Branch will be:
  - i) permitted through an application by the student along with Grade Card, Category Certificate and CRL Score;
  - ii) strictly as per the order of the merit of the applicants, which will be determined from the CGPA of the student applicant at the end of the 1<sup>st</sup> Year. If the CGPA of the first two semesters of two or more applicants is same, then CRL in JEE – Main will be considered for determining the order of merit;
  - iii) subjected to the limitation that the actual number of students in the 3<sup>rd</sup> Semester, in the Discipline to which the transfer is to be made, should not exceed the sanctioned strength.
- c) Only 10% of the existing students of any Discipline/Branch can be allowed to slide/change to other Discipline/Branch. However, branch sliding shall be permitted subject to having minimum strength in a particular Discipline/Branch.
- d) Students admitted under NRI/GOI/SFFS category are not eligible to apply.
- e) Students having received any 'F' (Fail) grade in any subject will not be eligible for branch change.
- f) The Final Report of the Branch Slide/Change of Discipline shall be tabled before the Advisory Committee for Academic Programme (ACAP) for recommendations and approval by the Vice-Chancellor.

**17. STUDENT DISCIPLINE**

Students are expected to observe discipline behaviour/manners inside the Institute/Centre so as to enhance the image of the Institute/Centre. Any act which may be derogatory shall not be acceptable. The Institute reserves the right to suspend/ debar/expel a student temporarily or permanently on violation of the prescribed rules.



**18. EXTRAORDINARY CIRCUMSTANCES**

For extraordinary circumstances not foreseen in these ordinances, the Dean (UGS)/ Dean (PGS), with the concurrence of the Advisory Committee for Academic Programs (ACAP) and approval of the Vice-Chancellor, may augment or modify any provision of these ordinances as required.

**19. LEGAL JURISDICTION**

All disputes related to the Ordinances will be subject to the legal jurisdiction of the Hon'ble High Court of Jharkhand at Ranchi.

A handwritten signature in purple ink, appearing to be "YK".

Registrar

Place: Mesra, Ranchi  
Date : 23.06.2022

**REGISTRAR**  
Birla Institute of Technology  
Mesra, Ranchi-835215