RULES, REGULATIONS AND PROCEDURES RELATING TO THE UG & PG ACADEMIC PROGRAMMES AT "RAJIV GANDHI INSTITUTE OF PETORLEUM TECHNOLOGY"

5.0 Normal and Maximum Duration

6.0 Amendments

7.0 Acknowledgements

The rules, regulations and procedures given in this document will be applicable to all the academic programmes at RGIPT.

1   CREDIT SYSTEM

1.1   Introduction

The prominent features of the credit system involve:

(a) The process of continuous evaluation of a student's performance,

(b) Flexibility to allow the students to progress at a pace suited to individual ability and convenience,

(c) Subject to the regulations of credit requirements and pre-requisite of courses.

Each course has a certain number of credits assigned. This depends on lecture, tutorial and laboratory contact hours in a week, plus the time expected to be spent by the student outside the formal contact hours in a week. Each course is coordinated by a faculty member, called the 'Course Instructor' (also called 'Instructor-in-charge'). He / She has the full responsibility for conducting of the course, coordinating the work of the other members of the faculty involved in that course, holding the test and awarding the grades. In case of any difficulty the student is expected to approach the course instructor for advice and clarification. Sometimes, more than one faculty member can be jointly responsible for the course, in this case they are jointly the 'Course Instructors'.

A letter grade, with a specified number of grade points, is awarded in each course for which a student is registered.

1.2   Number of Credits in a Course

For each course **L-T-P-C** are shown as follows:
L (Lectures): Number of lecture hours per week.
T (Tutorials): Number of tutorial hours per week.

P (Practical / Laboratory): Number of laboratory hours per week.
C (Credits): Credits for the course.

Credits reflect the number of hours a student has to work per week, inclusive of contact hours.

Each course is assigned a certain number of Credits as follows:

The Academic Load, **AL**, of a given course is calculated using the number of contact hours per week as:

$$\textbf{AL} = 3.0 \times L + 1.0 \times T + 1.5 \times P$$

Depending on the academic load of a course, its credits, C, are assigned as follows:

Academic Load **AL** =	5-6	7-8	9-12	13-15
Credits **C** =	2	3	4	5

The majority of courses have 4 credits, i.e. C = 4. For a course with 4 credits, generally a student would have to put in approximately 12 to 14 hours of work per week. Of course it would vary with the individual's ability.

For M. Tech/ PhD, each course will have 4 credits. For MBA, each course will have 3 credits since MBA has 3 terms in a year.

1.3 Degree Requirements

The degree requirements for undergraduates are specified in terms of:

(i) Minimum total credits to be earned. These will be fixed by each department and will generally be between 165 and 175.
(ii) Minimum credits to be earned in different areas (Engineering, HSS, Sciences, others).

Details of these will be given later, and will be important while giving options for electives. These requirements make the programme flexible, as the students can choose courses depending on their different interests, as long as they satisfy the minimum requirement.

The degree requirement for M. Tech. is 72 credits while that for MBA is 122 credits. These include 8 credits for the summer internship.

1.4 Practical Training Requirement:
This will be carried out during the summer vacations. Details will be provided in due course.

1.5 Physical Education Requirement for UG:
In the first two semesters, there will be one compulsory courses of Physical Education (one in each semester) carrying one credit each. Pass/Fail grade will be awarded in these.

1.6 Audit Courses
An audit course is one in which the student attends classes, does the necessary assignments, takes exams. However, the arrangement is between the instructor and the student. Such a course does not appear in his/her grade sheet and hence does not count towards credits required for the degree.

1.7   **Pass Credit Option**

A student may declare at registration time that a course, for which he/she is registering, is under the Pass Credit Option (PCO) scheme. In such a case, he/she is only given a pass or a fail grade (P/F grade). He / She earn credits towards graduation for earning a P grade; however, the grade does not affect his/her Semester Performance Index (SPI) and Cumulative Performance Index (CPI). For MBA courses, the SPI will be replaced by TPI (Term Performance Index) and 'semester' by 'term' even if these are not explicitly mentioned in the rest of this document.

If he/she passes the course, the pass grade 'P' appears on his/her grade sheet and the course counts towards earned credits. A student gets grade 'P' when the student has performance equal to 'C' grade and above in the normal grading policy (details follow). Then the course will count towards earned credits.

In case a student fails in a course under PCO option the 'F' grade will appear in his/her grade sheet and the course would not count towards credits nor will it affect his/her SPI. He/She might have to take extra courses to earn the minimum credits. The 'F' grade will be retained on the grade sheet.

The maximum number of courses that a UG student can take as PCO in his/her degree programme is 2 (two) regardless of the results of that course, whether he/she gets a 'P' or an 'F'. In any one semester, only one course can be taken as PCO. In the PG programme only one course is allowed as a PCO.

2   **GRADING SYSTEM**

2.1   **Award of Grades**

The grade awarded to a student in a course, for which he/she is registered, will be based on his/her performance in final semester/term examination, two mid-semester exams, quizzes, tutorials, laboratory work, projects, term papers, case studies and home assignments, attendance and attentiveness in class, etc. as applicable (one mid-semester exam for MBA). Typical weightages might be 30% to 40% for the final exam, 20% to 30% for the mid-semester exam, and suitable weightages for quizzes, home assignments, laboratories, case studies, projects and tutorials. However, the instructor is free to assign the weightages in the manner he/she deems fit. The distribution of weightages would be decided and announced by the course instructor in the beginning of the course, so that the students are aware of the evaluation mechanism to be followed in the course. The grades that can be awarded, and their equivalent numerical points, are listed below.

2.2   Grades and Their Equivalent Numerical Points

There are eight grades that reflect performance and carry points that are used in the computation of SPI/ CPI.

Letter Grade	Grade Point	Description
A+	10	Excellent
A	9	Very good
B+	8	Good
B	7	Fair
C+	6	Pass
C	5	Deficient
D	4	Poor
F	2	Fail

The other grades that do not carry points and are not used in computation of SPI/CPI are:

P -- Pass (for pass/ credit option)
S -- Satisfactory (for thesis research)
X -- Unsatisfactory (for thesis/project work)
I -- Incomplete (grade to be assigned within the stipulated time)
V -- Transfer of course credit from an approved
programme in another institution undertaken with RGIPT
Approval
W -- Withdrawal

2.3   Earned Credits (EC)

The credits for the courses in which a student has obtained a 'D' or a higher grade will be counted as credits earned by him/her. In addition, PCO courses with 'P' grade, transfer courses with 'V' grade and thesis research 'S' grade will also count towards EC but not for evaluation of SPI/CPI.

2.4   Description of Grades

The evaluation is generally 'Norm Referenced'; however, the instructor may modify it for very good or very bad overall performance by the class as a whole.

A student is required to repeat all the courses in which he/she obtains an **F** grade. No substitution is allowed. While repeating a course, he/she can also take courses of the next semester/term provided the prerequisite conditions are satisfied and the timetable permits this to happen. Further, the **F** grades secured in any course will stay permanently on the grade

sheet. However, when such a course is repeated, only the new grades will count towards the calculation of the SPI/CPI. Thus, **F** grades may result in an increased period of stay for completing the degree requirements (4 years for B tech, 2 years for M. Tech/MBA). The maximum time allowed for completing the degree including any semester/ term drop is 6 years for B. Tech, and 3 years for MBA. However, a student must continue to satisfy the minimum requirements (see below) all through, else his/her programme may be terminated any time.

The minimum CPI required to get a UG degree is 5.0 out of 10.0, and a P.G. degree is 6.5 out of 10.0, and a PhD degree is 7.0 out of 10.0. However, in case of the following the B. Tech. programme of the student will be terminated:

- ➢ The SPI ≤ 3.5 at any semester
- ➢ The CPI ≤ 5.0 for 2 consecutive semesters and the backlog of courses exceeds 15 credits

If a PG student gets SPI 5.0 or less anytime during his/her stay, he/she will be asked to leave the programme. If the CPI is below 6.5 for 2 consecutive semesters, he/she will be asked to leave the programme.

In all cases where a student's programme is terminated, he/she may appeal within 7 (seven) days of being notified of the termination the first time termination occurs and site reasons for poor academic performance with proof thereof. The appeal will be reviewed by competent authority and a final decision conveyed. No appeal will be accepted if the student, once reinstated, is subsequently terminated for not fulfilling the condition(s) of reinstatement.

(Later sections inform about the possibility of dropping a course if one is not faring well or of dropping a semester if one is seriously ill. These provisions should be well understood and utilized if felt necessary so that the SPI/CPI does not fall too low. Of course the time for graduation would increase if a course or semester is dropped.)

---- I Grade

This refers to an "incomplete" grade which is required to be converted to a regular grade as described later. This grade is awarded to a student if he/she has not fulfilled all the requirements for the course on account of extraordinary circumstances, as accepted by the Academic Coordinator, subject to having fulfilled attendance requirements. Student must complete the requirements within stipulated time to convert '**I**' to a regular grade.

---- P/F Grade

These grades are awarded in a PCO course, defined as one in which a student may register on a pass (**P**)/fail (**F**) basis; these are not considered in the calculation of **SPI** or **CPI**.

---- S Grade

'S' grade is awarded on the satisfactory completion of the requirements of courses like the thesis work. This will also apply to R&D-apprenticeship courses. (Project work will have normal letter grades. However, a project can be taken under PCO subject to the prescribed maximum).

---- V Grade

This grade is given when courses are satisfactorily completed at another institution (with which RGIPT has an MOU on this matter and the specific arrangement for each student has prior approval from RGIPT) are transferred to RGIPT.

---- W Grade

This grade is given when a student withdraws from a course.

---- X Grade

This grade is awarded for unsatisfactory thesis/R&D Apprentice courses work. This entails taking extra courses in later semesters to get an '**S**' grade. The '**X**' grade earned continues on the grade sheet.

2.5 Evaluation of Performance

In the interest of transparency, the teachers will show the final exam answer sheets to the students before finalizing the grades. The answer sheets should be preserved by the teacher (or by the Academic Section, in case of external faculty or guest faculty) for at least six months after the exam is over.

The performance of a student will be evaluated in terms of two indices, viz. Semester Performance Index (SPI) and Cumulative Performance Index (CPI).

Semester Performance Index (SPI): The SPI of a student is a numerical indicator of his/her academic performance during a semester. The SPI of a student is the weighted average of the numerical equivalents of the grades earned by the student in a semester, the weights being the approved credits of the respective courses. Thus, if a student obtains a grade whose numerical equivalent is G_i in a course, with C_i credits, then the SPI of the student is given by:

$$SPI = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

where the summation is taken over all the courses taken by the student in that semester.

Cumulative Performance Index (CPI): The CPI of a student is a numerical indicator of his/her academic performance, in all the courses that he/she has registered till then and including the last completed semester. The computation of CPI is similar to that of SPI, and is given as:

$$CPI = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

where the summation, now, is taken over all the courses that the student has registered till the completion of the last semester.

Whenever a student is permitted to repeat or substitute a course, only the new grade is used in the computation of CPI, even if it is lower than the earlier grade. However, the earlier grade also stays on the grade sheet

2.6. Review of Academic Performance

The academic performance of every student of the Institute is reviewed by the Academic Council (AC) at the end of each semester. The primary purpose of this review is to help the students in their academic pursuits. This review results in categorizing the U.G. students, at the end of each regular semester, as follows:

(a)   Students with CPI $\geq$ 5.0 and SPI $\geq$ 8.0, and no backlog;

(b)   Students with CPI $\geq$ 5.0 and 5.5 $\leq$ SPI < 8.0 , and no backlog;

(c)   Students with CPI $\geq$ 5.0 and SPI $\geq$ 5.0 , with backlog;

(d)   Students with CPI $\geq$ 5.0 and SPI < 5.0, with or without backlog;

(e)   Students with CPI < 5.0 and SPI $\geq$ 5.0 , with or without backlog;

(f)   Students with CPI < 5.0 and SPI < 5.0, with or without backlog.

At the end of each semester, a student is expected to earn a certain number of credits, as shown in the structure of the curriculum of each B. Tech. Programme (under review). At the end of each semester, the backlog of a student refers to the shortfall in these credits due to 'F' grades obtained by the student in all semesters thus far and the reduced load taken by the student in some semester(s).

The performance of students in category (a) is considered '**exceptional**'. A letter, of congratulations is issued by the Chairman AC to the student and a copy sent to parent/guardian.

The performance of students in category (b) is considered 'satisfactory'. The students, in categories (a) and (b), are called students with '**good academic standing**'.

The performance of students in categories (c), (d), (e) and (f) is considered 'inadequate'. All such students are called '**academically deficient students**'. The norms, prescribed by the AC, which take into consideration the level of deficiency, are used to advise all deficient students for the purpose of continuation in the Institute or termination of the programme. Any such advice is given in writing, along with the conditions for continuation, if continuation is permitted. The Institute may terminate the programme of a student who fails to meet the stipulated requirements for continuation.

2.6.1 Reduced Academic Load

Academically deficient students, if allowed to continue in the programme, are generally asked to register for one or two courses less than the normal academic load, in the subsequent semester. This decision depends upon the level of deficiency of the student. The deficient students with reduced academic load are expected to perform better in the subsequent semester. However, reduced academic load also implies that such students will take longer time to complete the programme.

2.7 Declaration of Results

After the end of each semester and before the beginning of the next semester, a copy of the '**Grade Sheet**' is issued to each student. The Grade Sheet incorporates the list of all the courses taken up to the last completed semester, along with the grades obtained in each course. The SPI/CPI calculations are also shown in the Grade Sheet. A duplicate copy of the Grade Sheet can be obtained on payment of the prescribed fee.

Whenever a student repeats or substitutes another course for some course, both the grades (original grade and the new grade after repetition/substitution) appear on the Grade Sheet. However, only the grade obtained on repetition/substitution of the course is considered for the calculation of the CPI.

Withholding of Grades: The Grade Sheet of a student may be withheld for various reasons, some such reasons are: case of indiscipline pending against a student or the student fails to clear the dues pending against him/her. Reasons for withholding the grades will be conveyed in writing.

2. 8. Graduation Requirements

A student is deemed to have completed the graduation requirements if he/she:

(a)   Has registered in the Institute for at least eight semesters for B. Tech; ten semesters for an integrated Master's degree after 10+2, four semesters for Master's after his/her B. Tech degree, 6 terms for MBA, and 6 semesters after B. Tech degree and 4 semesters after M. Tech. Degree for Ph.D. (For MBA, there are three terms in one academic year.)

(b)   Has obtained grade 'D' or better in each of the courses prescribed in his/her programmes.

(c)   Has a CPI ≥ 5.0 (6.5 for PG)

(d)   Has paid all the dues to the Institute and the Hall of Residence; and

(e)   Has no case of indiscipline pending against him/her.

2.8.1 Award of Degrees

A student, who has completed all the graduation requirements, is recommended by the AC to the Board of Governors (BOG) of the Institute, for the award of the degree in the ensuing Convocation. The degree is awarded only after the BOG accords its approval.

2.8.2 Withdrawal of the Degree

In extremely exceptional cases, when a gross violation of the graduation requirements is detected at a later stage or the graduate's Professional/ Societal conduct leaves a lot to be desired and brings ill-repute to the Institute, the AC may recommend withdrawal of a degree already awarded, to the BOG.

2.9 Permission to Study in other Institutions

This is an effort to broaden the horizon of students. Some bright students may be permitted to pursue courses in other academic institutions of repute in India or even abroad, as non-degree students. The following guidelines and procedures are used for this purpose:

Eligibility: The student who has scored grade 'B-' or better in the first attempt in all the courses taken thus far, does not have any backlog and his/her *CPI* ≥ 8.0. A U.G. student would be eligible to go to another institution between 5th and 7th semester. For a PG student, the timing will be decided on a case to case basis.

Procedure: An eligible student himself identifies the Institution and the semester in which he/she wants to avail this facility. Only those Institutions should be considered which admit such non-degree students. It must be ensured that there are adequate relevant courses being

run in that semester in the chosen Institution. After finalizing the Institution and the courses intended to be taken there during a semester, a request should be made to the Dean Academic, in the form of a complete proposal. The expected gains should be specified in the application. The application should be filed with the Academic Coordinator at least a semester in advance.

Transfer of Credits: The AC shall consider all such proposals, and approve the deserving ones. The credits can be transferred only after the concerned student submits the grades that he/she has obtained duly certified by the other institute. It must be a satisfactory grade as per the norms of the other institute.

Against each course for which a waiver is granted, a "**V**" appears on the Grade Sheet. All such courses carry zero weightage for SPI/CPI calculations, but, otherwise, count towards the academic load requirements of the Institute. An explanatory note will be added to the Grade Sheet, explaining this procedure.

Institutional Exchange Programme: In order to broaden the horizon of students, the Institute may also have an Institutional Exchange Programme. Under such a programme, some students are selected by the Institute to pursue a few courses in other Institutions, as non-degree students. Such students are also governed by the rules given above.

Financial Aspects: Any student, availing of this facility, has to bear all the expenses incurred. Further, he/she shall continue to pay the tuition fees to RGIPT for the period he/she is away to the other institute.

2.10 Code of Conduct of Students (CCS)

Each student is expected to behave according to the following CCS:

➢ Conduct yourself, at all times, in a manner befitting your association with an Institute of national importance,
➢ Show due respect and courtesy to the teachers, administrators, officers and employees of the Institute,
➢ Pay due attention and courtesy to the visitors of the Institute and residents of the campus,
➢ Show good neighborly behavior to fellow students,
➢ Be logical and lucid in expressing your own opinions,
➢ Show due respect to the opinion of others even if it differs from your own opinion,
➢ Do not make any attempt to breach the rules and regulations of the Institute,
➢ Do not use unfair means during examinations [If any student caught first time in practicing UFM, then he/she will have to repeat all the courses of that particular semester and if any student caught second time in practicing UFM, then he/she will be terminate from RGIPT and no mercy appeal in this regard will be accepted],
➢ Do not pinch or damage the Institute property, or belongings of fellow students,
➢ Do not disturb other fellow students while they are studying,
➢ Do not exhibit noisy and unseemly behavior,

- ➢ Do not indulge in ragging in any form, whatsoever,
- ➢ Do not indulge in any activity which can possibly tarnish the image of the Institute,
- ➢ Any other similar undesirable activity must be avoided.

Any violation of the CCS shall invite disciplinary action, which includes even expulsion from the Institute.

The Instructor/Tutor is authorized take appropriate action against a student who misbehaves in his/her class. The details of the incident will immediately be communicated to the Academic Coordinator by the instructor concerned.

The Chief Warden has the authority to reprimand, impose fine or take any other suitable measure against a resident who violates either the CCS or rules and regulations pertaining to the Halls of Residences.

Involvement of a student in ragging, in any form, may lead to his/her expulsion from the Institute. The orders of the Hon'ble Supreme Court of India in this regard will be duly followed.

The Disciplinary Committee (DC)/Students' Affairs Committee (SAC) of the AC will examine the case(s) of students who violate or attempt to violate the CCS. After establishing that the CCS has been violated, DC/SAC will recommend the punishment, consistent with the degree of violation of the CCS to the Chairperson AC. The following is a sample of the kinds of punishments:

- ➢ Reprimanding a student,
- ➢ Putting the student on Disciplinary Probation,
- ➢ Imposing a fine (monetary or otherwise) on the student,
- ➢ Debarring the student from appearing in the examination of some course/s,
- ➢ Canceling the registration of the student in the semester in which the CCS is violated,
- ➢ Debarring the student from using the placement services of the Institute,
- ➢ Withholding of the grades of the student for a specified duration,
- ➢ Suspending the student from attending the Institute for a specified period,
- ➢ Withholding the Degree of the student for a specified duration, even though the student has successfully completed all the stipulated graduation requirements,
- ➢ Terminating the academic programme of the student on disciplinary grounds.

Any action that amounts to terminating the academic programme of a student on disciplinary grounds requires approval of the AC.

The AC may not recommend a student, who is found guilty of some major offence, to the Board of Governors of the Institute, for the award of a Degree even though the student has successfully completed all the academic requirements.

3 REGISTRATION PROCEDURE

3.1 Pre-registration

Pre-registration for courses to be taken by the students in a particular semester will be done as per a specified schedule, given before the end of the previous semester. All students are required to complete the pre-registration formalities in consultation with their Faculty Advisers/ Academic coordinator, failing which a significant fine will have to be paid before registration in the next semester. Further, a student who fails to pre-register for the course might not be able to get the courses which have a limit on registration.

3.2 Dates and Venue of Registration

The academic record of a student is maintained in terms of the courses for which he/she registers in any semester, and the grades he/she obtains in those courses. Final registration for courses is done in the beginning of each semester. The date, time and venue of registration are announced in advance. Since registration is a very important procedural part of the credit system, it is absolutely essential that all students present themselves at the registration desk on the specified day. In case of illness or emergent circumstances of a student on the registration day, he/she must intimate the Academic Coordinator, of the same with documentary proof. Late registration in such cases will be allowed for up to 03 days after the start of the semester.

3.3 Clearance of Dues

At the time of admission, the student must pay the fees and make other specified payments before he/she can be registered for courses. In subsequent semesters, the student should obtain two "No Dues Certificate", before he/she can be registered for the courses of a semester, one from the "Hostel Warden" and the other from the "Institute Accounts Officer". These should be produced at the time of registration. The Warden gives the "No Dues Certificate" when the student has no mess arrears in the previous semester and has paid the mess advance for the current semester.

The second clearance is for Institute dues that should be paid at the 'Accounts Desk' in the registration hall, by online mode or by bank drafts (bank cheques are not accepted). The Institute dues will include the current semester's tuition fees, other dues as well as the previous semester's arrears, if any. The drafts should be drawn in the name of Rajiv Gandhi Institute of Petroleum Technology payable at Rae Bareli.

3.4 Advice on Courses

All students have to consult their Faculty Advisers/ Academic Coordinators and get their registration slips signed by them. One Faculty Adviser is normally appointed for a batch of students in a particular discipline, who will chalk out the complete programme of study of each student, and advice on the courses to be taken by a student.

3.5   Lower and Upper Limits for Credits Registered

A U.G. student should register for a minimum of 16 credits in a semester, if he/she has at least that many credits to be completed for the degree he/she is in. No U.G. student should register for more than 26 credits in a semester. For M. Tech./PhD the lower and upper limits are 12 and 20, while those for MBA are 18 and 24.

3.6   Minimum Student Registration in a Course

UG: A course will normally run only if there is a minimum registration of 10 students.

PG: A course will normally run only if there is a minimum registration of 04 students.

3.7   Late Registration

For reasons beyond his/her control, if a student is not able to appear at the registration desk or unable to send an authorized representative with medical certificate, he/she may apply to the Academic Coordinator for late registration. The Academic Coordinator will consider and may approve late registration in genuine cases on payment of an extra fee:

i)   Registration within 03 days will have to pay a late registration fee of ₹ 2000/-

ii) Registration within a week will have to pay a late registration fee of ₹ 5000/-

iii) If a student fails to register even after one week as above then he/she will be considered to have dropped that particular term.

iv) In case of medical emergency, the matter will be considered on a case to case basis and full or part of the late fee may be refunded.

This extra fee will not be waived, whatever be the reason for the late registration. Late registration would end three days after the start of the semester.

3.8(A) Addition, Deletion of Courses:

A student would have the option to add or delete courses from his/her registration list in the first one-week of the semester. The Academic Section will then issue a final registration sheet, which becomes the official record.

3.8(B) Withdrawal from Courses

A student can withdraw from a course after the first week and up to 4 weeks before the final exams are due to begin in case he/she feels that his/her performance is not good enough. The student should discuss this with the course instructor/counselor. He / She should apply on the prescribed form within the time as prescribed above. A withdrawal grade (W) will be awarded in such cases. This will not count towards the credit or towards the SPI/CPI. This may however affect registration in other courses in subsequent semesters, where the dropped

course is a pre-requisite. This option is available only when the number of remaining credits for which a student is registered satisfies Section 3.5.

4   MISCELLANEOUS REGULATIONS AND PROCEDURES

4.1   Attendance Requirement:

Attendance is compulsory in all courses. For any absence, a hand written application listing the reason should be given to the instructor beforehand or apply for leave in the prescribed form available at academic office. In case of an emergency, the student may send a message to the instructor through a friend or e-mail and subsequently apply in writing. The instructor will pass this to the Academic Coordinator/Dean Academic Affairs/Director for decision. No more than 03 such abstentions will be permitted in a semester/ term.

4.2   Minimum 75% attendance is necessary to appear in Mid Semester and End Semester Examinations. If attendance falls below 75%, the candidate will be debarred from Exams (Mid Semester / End Semester). Only in case of sever medical emergency or other unforeseen circumstances, a possible relaxation to the above rule may be considered with prior approval from the Chairman, Senate. Punctuality is highly appreciated and latecomers will not be given attendance for the day on which they arrive late in the class. Absence without prior permission of the Academic Coordinator and the course faculty will be considered a serious breach of discipline.

The institute encourages students to participate in events organized by prestigious institutions like IITs, IIMs etc. Total absence for participation in the events shouldn't exceed 4 working days per academic year. In the institute's events attendance of students is compulsory. The Academic Coordinator may waive attendance for participation in such events.

4.3   Semester Withdrawal

In case, the valid period of absence (on medical grounds) is more than 02 weeks during the semester, the student may apply for withdrawal from the entire semester. The Academic Coordinator will examine each application for semester withdrawal and depending on the merit of the case an appropriate recommendation will be made to the Chairman Academic Council. No partial withdrawal from courses registered in a semester will be considered. The Grade Sheet will carry "**Semester Drop**" on it for the specific semester.

4.4   Absence during the Semester

A student who has been absent due to illness for a short period, up to a maximum of two weeks, should approach the Instructor or the Course Coordinator for make-up test or assignment immediately on returning to the class. A medical certificate from the Institute approved Medical Officer should support this request. The certificate issued

by some other registered medical practitioner (with the registration number shown explicitly on the certificate) will also be acceptable in those cases where the student has valid reasons for absence from the Institute hostel. The certificate should mention the illness, the treatment and the fitness to undertake the studies.

4.5 Absence during the Semester Tests and Final Examination

In case of absence on medical ground or other extraordinary reasons during the Major Test period (typically the final or end- semester exam), an application for '**I**' grade may be made by the student on the prescribed form to the Coordinator Academics. The case will be processed based on medical reasons and attendance record in the course.

4.6 Makeup Examination for the Absentees in Final Examination on Medical Grounds

Students who are absent on medical ground have to submit a certificate from the panel doctor of the Institute. On verification with the doctor, a makeup exam shall be conducted on a pre-announced date; which will be within one week of the end of the end-semester exams. If a student is ill while he/she is out of station, the student has to submit a medical certificate from an appropriate doctor/hospital. The conduct of makeup exam will be decided case by case, after verifying the genuineness of the certificate. In case make up examination (s) is allowed then the applicant will have to deposit make-up examination fee of ₹1000/- per course. After due submission of necessary make-up examination fee, schedule for make-up examination(s) will be notified and same will be communicated to the concerned student at the earliest.

4.7 Submission for Make-up Examination

If the application by the student for taking a make-up exam in lieu of the end-semester examination is accepted, this would be informed to the course instructor. In such a case, the instructor will conduct a makeup examination on the date announced by the Academic Coordinator. The instructor will send the results to the Academic Section.

(For a missed mid-semester exam. the instructor is free to give a make-up exam / test or to pro-rate the student based on his/her performance in other exams. The discretion rests with the instructor.)

4.8 Provision for Improvement of CPI

Those students opting for a possible improvement in CPI may submit the request during their 8th Semester. The candidate will be offered a maximum of 4 additional courses in the subsequent (9th) semester.

The candidate will have to register for the semester and spend one additional semester at the institute. The degree will be awarded at the end of 9th Semester.

4.9 Branch Change Option

The students possessing CPI of 8.0 or above without backlog are allowed to apply for a possible change of branch at the end of 3rd Semester. However, the change of branch application is only considered, if a seat is vacant in the desired branch for that particular category.

5.0   Normal and Maximum Duration of Stay at the Institute and Applicable Tuition Fee, Hostel Availability, etc.

For B.Tech:

The normal duration for the completion of the requirements is 4 years, and the maximum is 6 years.

For M. Tech. / MBA:

The normal duration for the completion of the requirements is 2 years, and the maximum is 3 years.

For Ph. D:

The normal duration for the completion of the requirements is 2 years and the maximum is 4 years when one joins after a Master's degree. The normal duration for the completion of the requirements is 3 years, and the maximum is 5 years, if permitted to join the PhD programme after a Bachelor's degree in an academically exceptional case.

In any programme, if a student is granted withdrawal for one or more semesters on medical grounds, this will count towards the maximum duration of stay at the Institute. The maximum duration will not be increased. However, a student must continue to satisfy the minimum SPI/ CPI requirements stated earlier all through else his/her programme may be terminated any time. The maximum duration of stay is not to be taken as a right.

For period beyond 4 years for B Tech and beyond 2 years for M. Tech/ MBA, the tuition fees charged would be doubled. For SC/ST candidates, it would equal the normal fees paid by the general category students. Further, the hostel space is not assured for the extended period. No Financial Assistance will be provided during the extended period. For Ph.D. students, the above rule will come into force after 3 years for those who enter the PhD programme after M. Tech, and after 4 years for those who enter the PhD programme after B. Tech. For PhD students, an exception of one semester may be made in case unforeseen difficulties were encountered in the conduct of experiments.

6.0 Amendments

Notwithstanding anything contained in this manual, the RGIPT Academic Council reserves its right to add/cancel/modify without notice, the curricula, procedures, requirements, and rules pertaining to its programmes.

SPECIAL LEAVE

In case of severe medical emergencies if a student is declared medically unfit by a government/CGHS recognized hospital to undergo high quality academic rigor of the programme the concerned student may be granted a special leave maximum up to a year. But such special cases need careful examination by the institute doctor/panel of doctors/doctors from institute recommended hospitals. In case it is found that there is merit for a special leave the Academic Coordinator/Den/Director may grant a special leave up to a year from the date of application. The concerned student must have to seek permission from the above mentioned competent authority to resume study within a year. In such cases the concerned student needs to produce medical fitness certificate from a government/CGHS recognized hospital and he/she should make himself / herself available for thorough medical examination by the institute doctor/panel of doctors. If the concerned student is found medically fit to join the programme he/she may be allowed to register at the beginning of the term for which leave was granted. In case a student granted special leave doesn't return to complete academic requirement within the stipulated time period as granted, then the registration of the concerned student will be automatically cancelled without further communication.

DRESS CODE

In order to maintain decorum of the academic premises and enhance brand image of RGIPT students are required to come to the institute in formal attire (with shoes) only. Violation of dress code will be considered as a gross violation of discipline and may attract severe penalties.

EXAMINATION RULES

A student who violate any of the Examination Regulations will be liable to disciplinary action:
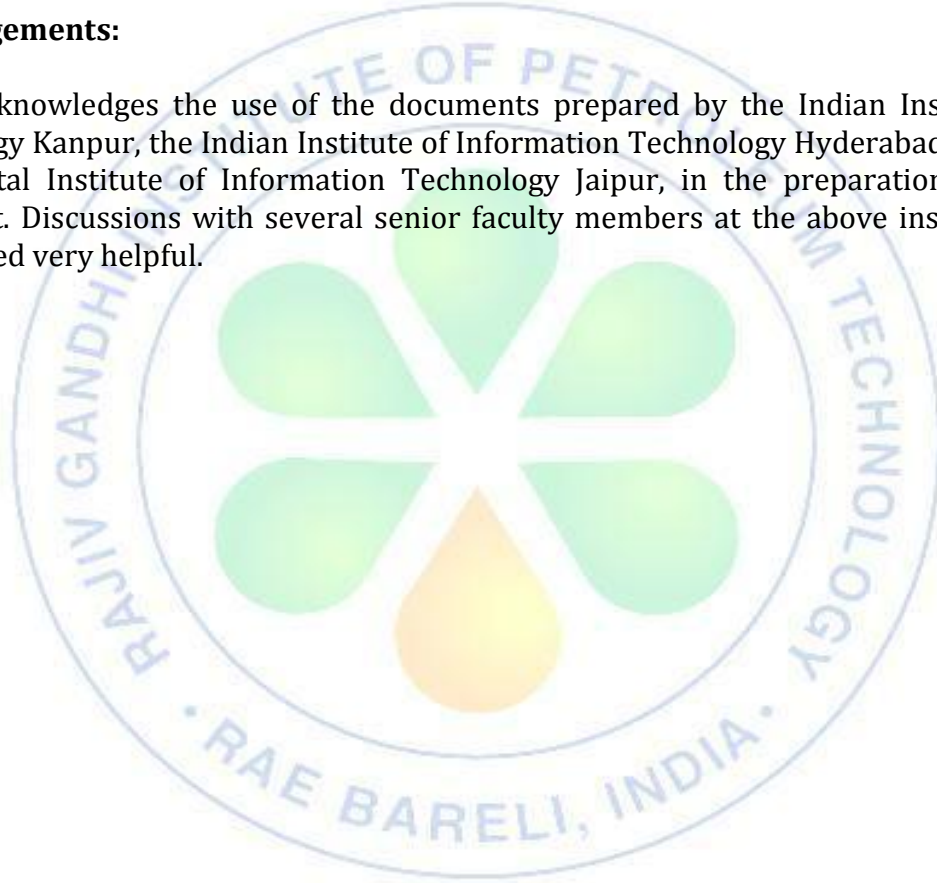- ➢ Check the exam timetable carefully. Make sure you know the time and locations of your exams.
- ➢ Examinations will be conducted during the allocated times shown in the examination timetable.
- ➢ Identify the seat number from the seating arrangement notice displayed outside the examination hall.
- ➢ Before entering into the examination hall, check yourself to ensure you do not possess mobile phones, programmable calculators, electronic gadgets, any material notes pertaining to the examination etc.

- Do not bring any unauthorized material (e.g. written notes, notes in dictionaries, paper, and sticky tape eraser, electronic devices).
- Hand phones brought into the examination hall must be switched off at **ALL** times. If your hand phone is found to be switched on in the examination hall, the hand phone will be confiscated and retained for investigations of possible violation of regulations.
- Arrive at examination venue at least 15 minutes before the start of the examination.
- You will not be admitted for the examination after 05 minutes of the commencement of the examination.
- Listen carefully to instructions. Students are required to comply with the instructions of invigilators at all times. For example, if you are asked to sit in a designated place then you must do so and you must not move.
- Ensure that you use the washroom before arriving for your exam as you will not be permitted to leave during the exam.
- Normally, you are required to answer questions using blue or black ink. Make sure you bring some spare pens with you.
- You are not permitted to share any materials during the examination. Keep your eyes on your own paper.
- Stop writing immediately when the invigilator says it is the end of the exam.
- You are NOT allowed to leave the examination hall during the last 10 minutes of the examination and during the collection of the answer scripts. All students must remain seated throughout this period for invigilators to properly account for all answer scripts to be collected.
- You are to stay in the examination hall until the invigilator has given the permission to leave. Do NOT talk until you are outside of the examination hall.
- Before submitting the answer script all examinees need to ensure that the script carries their Roll Number and Name.
- You are responsible to ensure that your answer scripts are submitted at the end of the examination. If you are present for the examination and do not submit your answer script, you will be deemed to have sat for a failed the examination concerned. Any unauthorized removal of answer script or part of answer script from the examination hall would deem the answer script as null and void.
- Once dismissed, you should leave the examination hall quickly and quietly, and remember to take your personal belongings with you.
- If you have registered for a course but fail to take the examination you shall be deemed to have sat for and failed the examination.
- If you miss an examination because of illness or other unforeseen circumstances, you may be eligible for make-up examination. Application must be received by student no later than 03 working days after your exam in the relevant examination period. Applications received after this deadline must also include supporting documentation justifying why you were unable to submit your application on time. Late application may be rejected purely on the basis that they are late.
- Applications that are not accompanied by relevant supporting documentation (such as medical certificates, police reports etc.) will not be considered.
- Misreading (or not reading) your exam timetable is not grounds for a make-up examination to be approved.

- All students are expected to behave responsibly and honestly with the invigilators or staff. In case any objectionable behavior of any student reported by the invigilator, necessary disciplinary action will be initiated.
- Do not use unfair means during examinations [If any student caught first time in practicing UFM, then he/she will have to repeat all the courses of that particular semester and if any student caught second time in practicing UFM, then he/she will be terminate from RGIPT and no mercy appeal in this regard will be accepted],

7.0 Acknowledgements:

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