



PERIYAR MANIAMMAI INSTITUTE OF SCIENCE & TECHNOLOGY

Periyar Nagar, Vallam, Thanjavur - 613403
Tamil Nadu, India.

Periyar Maniammai Institute of Science & Technology is committed to imparting quality education, emphasizing the integration of proficiency and human values, along with the ongoing enhancement of educational quality.

Vision Statement:

To be a university of global dynamism with excellence in knowledge and innovation, ensuring social responsibility for creating an egalitarian society.

Mission:

- Offering well-balanced programs with scholarly faculty and state-of-the-art facilities to impart a high level of knowledge.
- Providing student-centered education and fostering their growth in critical thinking, creativity, entrepreneurship, problem-solving, and collaborative work.
- Engaging in progressive and meaningful research with a focus on sustainable development.
- Empowering students to acquire the skills necessary for global competencies.
- Instilling universal values, self-respect, gender equality, dignity, and ethics

Quality Policy:

To be a leading institution of excellence in education and research, providing professional competence to meet academic, scholastic, and societal needs.

Objectives:

- To provide value-based education with social responsibility and ethics to both urban and underserved rural students.
- To achieve excellence in education and empower students to attain global competence.
- To promote a culture of research and innovation in young minds, fostering academic excellence, and encouraging lifelong learning.
- To engage in specialized areas with a proven ability to make distinctive contributions to the objectives of the higher education system across diverse disciplines.
- To engage in extramural studies, extension programmes, and field outreach activities to contribute to the development of society.

The Motto:

THINK – INNOVATE – TRANSFORM

PERIYAR MANIAMMAI INSTITUTE OF SCIENCE & TECHNOLOGY

REGULATIONS: R-2024

CHOICE BASED CREDIT SYSTEM (CBCS)

(Common to all B.Tech. Programmes)

Full -Time Programmes

(8 Semesters / 6 Semesters Lateral Entry Scheme)

(with effect from the academic year 2024 - 2025)

R1. DEFINITIONS AND NOMENCLATURE

- i. **“Institute”** means Periyar Maniammai Institute of Science & Technology (Institute Deemed to be University).
- ii. **“Degree”** means that academic award conferred upon a student on successful completion of a programme designed to achieve the defined attributes. It is referred to as an Undergraduate (UG) Degree, that is B.Tech. Degree.
- iii. **“Discipline”** means branch of a B.Tech. Degree Programme, like Civil Engineering, Electrical and Electronics Engineering, etc.
- iv. **“Programme”** means cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to awarding of a degree.
- v. **“Course”** means a theory / practical / theory integrated with practical subject studied in a semester, like Mathematics, Coding Techniques, Data Structures, etc.
- vi. **“Dean (Academic Courses)”** means the authority of the Institution who is responsible for all the academic activities of the departments for implementation of relevant rules and regulations.
- vii. **“Dean (FET)”** means Dean of Faculty of Engineering and Technology.
- viii. **“Controller of Examinations”** means the authority of the Institution who is responsible for all the activities of the examinations.
- ix. **“HoD”** means the Head of the Department concerned.

- x. “**MoU**” means the agreement signed between two parties either in India or Abroad to improve the academic standards.
- xi. “**Chairperson, BoS**” means Chairperson of Board of Studies of each department.
- xii. “**Department Advisory Committee**” means the committee constituted by the Institution for approving academic matters of the department.
- xiii. “**Honours**” degree means award of additional qualification to well performing UG students on earning the specified additional credits and satisfying the relevant degree award conditions.
- xiv. “**Specialization**” means award of additional qualification to the students on earning the specified additional credits from the courses offered in the same department.
- xv. “**Minor**” degree means award of additional qualification to the students on earning the specified additional credits from the courses offered in other departments.
- xvi. “**E-Resources**” means learning materials saved electronically in online storage or cloud platform, which shall be accessed from anywhere and anytime online or shall be accessed offline by downloading the relevant materials.
- xvii. “**MOOCs**” means Massive Open Online Courses available at both introductory and advanced levels accessible from “**E-Resources**”.
- xviii. “**AICTE**” means All India Council for Technical Education established at New Delhi.
- xix. “**UGC**” means University Grants Commission established at New Delhi.
- xx. “**Academic Council**” means the approval granting authority for all academic related activities like framing of academic policies, approval of regulations, courses, syllabus etc.
- xxi. “**Bonafide Student**” means one who has enrolled for at least one course in the curriculum as per regulations and has paid the tuition fee for the same.

R2. ADMISSION PROCEDURE

R2.1 Regular Admission

The students seeking admission to the Bachelor of Technology programme shall require satisfying eligibility criteria as prescribed by the Institution from time to time.

- R2.1.1** Candidates for admission to the first year of the B.Tech. Degree Programmes shall be required to have passed the Higher Secondary Examination (10 + 2 Academic Stream) with Mathematics, Physics and Chemistry as three of the four subjects of study under Part III or any Examination recognized as equivalent.

(OR)

Should have passed the Higher Secondary Examination of Vocational stream (Vocational groups in Engineering / Technology).

R2.2 Lateral Entry Admission

- R2.2.1** The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamil Nadu, or its equivalent are eligible to apply for lateral entry admission to the third semester of B.Tech. Degree Programme as per the norms of the Institution from time to time.

- R2.2.2** The candidates who possess the Degree in Science (10+2+3 stream) with Mathematics as a subject at the B.Sc. level are eligible to apply for lateral entry admission to the third semester of B.Tech. Degree Programme.

However, such candidates shall undergo additional engineering courses in the third and fourth semesters as prescribed by the concerned department.

R2.3 Transfer of Candidates from Other Institutions

A candidate can join from any other University / Institution in the beginning of academic year, subject to the recommendations of Equivalence Committee and approval of Dean (Academic Courses) of the Institution.

R2.3.1 Such candidates should not have any standing arrears at the time of admission and they should undergo additional courses, if necessary, as recommended by the Equivalence Committee. The candidate should submit the Transfer Certificate (TC) obtained from the Institution last studied.

R2.4 The eligibility criteria such as discipline, minimum marks required, number of attempts, the age limit, and physical fitness shall be as described by the Academic Council of the Institution from time to time.

R2.5 If, at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the Institution, the Dean (Academic Courses) may revoke the admission of the candidate and report the matter to the Registrar for further action.

R3. PROGRAMMES OF STUDY

R3.1 A student may be given admission to any one of the programmes of study (as given in the following table) approved by AICTE and offered at the Institution.

Sl. No.	UG Programmes
1.	B.Tech. Aerospace Engineering
2.	B.Tech. Biotechnology
3.	B.Tech. Computer Science and Engineering

Sl. No.	UG Programmes
4.	B.Tech. Computer Science and Engineering (Artificial Intelligence and Machine Learning)
5.	B.Tech. Computer Science and Engineering (Cyber Security)
6.	B.Tech. Electronics and Communication Engineering
7.	B.Tech. Electrical and Electronics Engineering
8.	B.Tech. Mechanical Engineering
9.	B.Tech. Civil Engineering
10.	B.Tech. Artificial Intelligence and Data Science

R3.2 Change of Programme of Study

R3.2.1 Students can transfer from one B.Tech. programme to another programme of study only after successfully completing the first year, which includes the first two semesters.

R3.2.2 Eligibility for transfer to a specific programme is limited to students who meet the admission criteria for the programme of study and depends on the availability of vacant seats.

R3.2.3 Students intending to change their programme must apply to the Dean (Academic Courses) at the beginning of second semester of the first year of study before the specified closing date.

R3.2.4 Students intending to change their programme of study may indicate up to three preferences of programmes in the order of priority for their desired change, as the decision will be based strictly on merit and the availability of vacancies.

R3.2.5 Programme changes will be granted based solely on the merit of eligible applicants. The CGPA of students at the end of the second semester will determine the rank order for applicants requesting a programme change.

The percentage of marks obtained in HSC / Diploma, and PMIST Entrance Examination will also be considered in case of a tie.

R3.2.6 Approved programme changes for intended students, as per the **Clause R3.2** will take effect from the third semester. No further programme changes will be allowed thereafter.

R3.2.7 All programme changes allowed at this stage are final and binding on the applicants. Students cannot refuse the offered programme change under any circumstances.

R4. STRUCTURE OF THE PROGRAMME

R4.1 Categorization of Courses

Every B.Tech. Programme shall have a curriculum with syllabus comprising of Theory, Theory integrated with Practical, Practical integrated with Theory, and Practical courses with well-defined Programme Educational Objectives (PEOs), Programme Specific Outcomes (PSOs), and Programme Outcomes (POs) as per Outcome Based Education (OBE). The content of each course is designed based on the Course Outcomes (COs). The programmes shall cover the following category of courses as per the guidelines of AICTE / UGC.

a. Foundation Courses

Humanities and Social Sciences including Management Courses include Technical English, Engineering Ethics and Human Values, Communications skills and Management courses.

Basic Science Courses include Mathematics, Physics, Chemistry, Biology for Engineers, Environmental Sciences, etc.

Engineering Science Courses include Engineering Practices, Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Civil / Computer Engineering, Instrumentation etc.

- b. Professional Core Courses** include the core courses relevant to the chosen specialization / branch.
- c. Professional Elective Courses** include the elective courses relevant to the chosen specialization / branch.
- d. Open Elective Courses** shall provide an opportunity to study a course from any discipline that includes the courses relevant to the chosen specialization, the courses that enhance soft and managerial skills, the courses a student can choose from the curriculum of other B.Tech. programmes and the courses offered by the other departments such as Indian Knowledge System, Economics for Engineers, Financial Engineering etc.
- e. Employability Enhancement Courses** include Internship, Career Development Skills, Creative and Innovative Projects, Coding Techniques, Seminar, Professional Practices, Value Added Courses, Case Study, and Industrial Training.
- f. Online Courses** allow the students to habituate independent learning through Massive Open Online Courses (MOOCs) restricted to NPTEL / SWAYAM / other online courses offered by premier institutions.
- g. Audit Courses** expose the students to Unnat Bharath Abhiyan, Constitution of India, Essence of Indian Traditional Knowledge, Yoga, English for Research Paper Writing, Pedagogy Studies, Stress Management and Personality Development through Life Enlightenment Skills. This category of courses is mandatory non-credit courses for the students.

There should be enough number of elective courses available for students to choose from. The combination of various courses should be designed in a way that, by the end of the programme, students are not only well-prepared for their specific professional fields but also have developed a sense of social consciousness.

The credit requirements for each category of courses are outlined in **Table 1**.

Table 1: Credit Requirements for each category of Courses

Sl. No.	Category of Courses	Credits
1.	Foundation Courses (Humanities and Social Sciences including Management Courses, Basic Science and Engineering Science Courses)	60
2.	Professional Core Courses	60
3.	Professional Elective Courses	18
4.	Open Elective Courses (Soft and Managerial Skills, Core and Elective Courses offered by other Departments, Indian Knowledge System, Economics and Finance)	9
5.	Employability Enhancement Courses (Professional Practices, Value-added, Skill Development Courses including Community Engagement and Social Responsibility, Internship, and Projects)	27
6.	Online Courses	6
7.	Courses lead to Specialization / Minor / Honours Degree	20
8.	Audit Courses	---

R4.2 Every B.Tech. Degree Programme will have a balanced curriculum as per AICTE / UGC guidelines and syllabus for the courses with required outcomes approved by the Academic Council.

R4.3 The curriculum of the first and second semesters shall be common for all the B.Tech. Degree Programmes.

R4.4 The curriculum of any B.Tech. Degree Programme is designed to include a maximum of 180 credits for the award of the degree. If a student opted for specialization, minor, or honours degree, he / she must complete

additional courses to earn an additional 20 credits for the award of degree.

R4.5 The curriculum of a semester normally shall have a blend of 6 lecture-based courses and upto 3 laboratory courses except for the pre - final and final semesters. In addition, Audit Course(s) may be included. Each course may have credits assigned as per **Clause R4.6**. However, the total number of courses per semester shall not exceed 10, including Audit Courses (11 courses in case of Specialization / Minor / Honours degree). Pre-final semester shall have 6 lecture courses, a Project (Phase 1) and laboratory courses not exceeding 2. The final semester shall have an online course and a Project (Phase 2).

R4.6 Credit Assignment

Each course is assigned a certain number of credits based on the details provided in **Table 2**.

Table 2: Credit Assignment

Contact Period per Week	Credit
One Lecture Period	1
One Tutorial Period	1
Two Practical / Laboratory Periods	1
Every two weeks of Industrial Training / Internship	1

The contact periods per week for laboratory courses can only be in multiples of 2.

R4.7 In special cases such as Specialization / Minor / Honours degree requirement, or doing an additional elective course, students may be permitted to take seven lecture-based and four laboratory-based courses subject to the recommendation of the Mentor and approval of the Head of the Department. However, the maximum number of credits registered in any semester shall not exceed 30.

R4.8 A student shall register for additional courses by paying the prescribed fee.

R4.9 Personality and Character Development

All students shall enroll, on admission, in any one of the personality and character development programmes (NCC / NSS / NSO / YRC / RRC) and undergo training for about 80 hours and attend a camp of about seven days. The training shall include classes on first aid, health and hygiene awareness.

R4.9.1 National Cadet Corps (NCC) will have about 20 parades.

R4.9.2 National Service Scheme (NSS) will have social service activities in and around the Institution. The activities will include practical projects on recycling and reusing of biodegradable and dry / solid waste towards sustainable development.

R4.9.3 National Sports Organization (NSO) will have activities related to sports, games, drills, yoga and any physical exercises.

R4.9.4 Youth Red Cross (YRC) will have activities related to health and hygiene awareness, and social services in and around the Institution

R4.9.5 Red Ribbon Club (RRC) will have activities related to social services such as health awareness, blood donation camps etc., in and around the Institution.

R4.9.6 While the training activities will normally be during weekends, the camp will normally be during the vacation period.

R4.9.7 Every student shall put in a minimum of 75 percent attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Dean (Academic Courses) may permit a student to complete this requirement in the second year.

R4.10 Mandatory Induction Programme

All first year students should undergo three weeks' mandatory induction programme at the beginning of the first semester. The programme comprises physical activity, creative arts, universal human values, proficiency modules, lectures by eminent people, visits to local areas and familiarization to department / branch & innovations.

R4.11 Assigning Course Codes

UG / PG 1 character	Regulation 2 characters	Category of Courses / Programmes 2 characters	Classification 1 character	Course Sequence Number 2 characters
--------------------------------------	------------------------------------------	------------------------------------------------------------------------------------	---------------------------------------------	--------------------------------------------------------------------------

The course code consists of 8 characters, and it is divided into 5 parts.

Part 1: One character (Alphabet) – U or P represents UG or PG programme.

Part 2: Two characters (Numerals) represent Regulations.

Part 3: **Two characters (Alphabets) represent the Category of Courses /** Professional Core Courses, Professional Elective Courses, Open Elective Courses, Online Courses, and Specialization Courses within the Department.

Employability Enhancement Courses (EM): Year and Semester-wise programme specific courses.

General Engineering Courses (GE): Year and Semester-wise foundation courses like Basic Science Courses, and Engineering Science Courses.

Value Added Courses (VA): Courses related to programme specific, domain specific, skill based, and courses related to thrust areas and industrial requirements.

Audit Courses (AU): Non-credit courses - Courses related to general skills, life skills, language skills, visionary skills, understanding historical events, understanding the successful stories of Philanthropists, Indian Constitution, Environmental Science etc.

Part 4: One character (single numeral) – 1 to 9 represents the classification of the courses related to the specific programme.

Classification Code (6th character)	Purpose
1 - 4	Year of Study
6	Courses related to Specialization within the Department
7	Open Elective Courses
8	Online Courses
9	Elective Courses related to the specific programme

Part 5: Two characters (Numerals) represent the sequence number of the courses in each category, further, to represent the courses to be offered in the odd and even semesters.

Sequence 01 to 49 represents courses in the odd semester.

Sequence 51 to 99 represents courses in the even semester.

The codes for the Value Added and Audit courses will be general, applied to all programmes offered at the Institution. Although there are only four segments in the codes assigned to these courses, they consist of eight characters in total. Part 4 and Part 5 are combined to create a sequential number ranging from 001 to 999.

The two alphabetical characters (Part 3) used to represent various programmes and categories of courses offered in all UG degree programmes are listed below in **Table 3**.

Table 3: Two Character Representation of Category of Programme / Courses

Sl. No.	Name of the Programme / Course	Code
1	English	EN
2	Mathematics	MA
3	Physics	PH
4	Chemistry	CH
5	General Engineering / Management Studies	GE
6	B.Tech. Aerospace Engineering	AS
7	B.Tech. Biotechnology	BT
8	B.Tech. Civil Engineering	CE
9	B.Tech. Computer Science and Engineering	CS
10	B.Tech. Computer Science and Engineering (Artificial Intelligence and Machine Learning)	CI
11	B.Tech. Computer Science and Engineering (CyberSecurity)	CC
12	B.Tech. Artificial Intelligence and Data science	AD
13	B.Tech. Electrical and Electronics Engineering	EE
14	B.Tech. Electronics and Communication Engineering	EC
15	B.Tech. Mechanical Engineering	ME
16	Employability Enhancement Courses	EM
17	Value Added Courses	VA
18	Audit Courses	AU

R.4.12 Medium of Instruction

The medium of instruction is English for all courses, seminar presentations and project / thesis / dissertation reports. However, bilingual language policy (English and Tamil) shall be adopted wherever applicable.

R4.13 Industrial Training / Internship

R4.13.1 The students may undergo Industrial training / Internship for a period (a minimum of 6 weeks in one or more slots) as specified in the Curriculum during summer / winter vacation. In this case, the training must be undergone continuously in the same organization for the entire period of each slot (a slot equals 2 weeks). The students may undergo Internship at a Research Organization / University / Industry (after due approval from the Head of the Department / Dean (FET)). The credits are distributed in **Table 4** as follows:

Table 4: Training Period and Assigned Credits

Duration of Industrial Training / Internship	Credits
2 weeks	1
4 weeks	2
≥ 6 weeks	3

R4.13.2 The student is expected to submit a report and it shall be evaluated by a team of faculty members nominated by the Head of the Department. Based on the recommendations, the student will be awarded credits, and the results will be sent to the Controller of Examinations for further processing.

R4.14 Industrial Visit

Every student is expected to undergo one industrial visit every year starting from the second year of the programme with the approval of the Head of the Department / Dean (FET). The Head of the Department shall ensure that necessary arrangements are made in this regard.

R4.15 Semester Long Project Work / Industrial Project / Internship

R4.15.1 In the final semester, students shall undertake a semester long project work in their own discipline to obtain hands-on experience.

R4.15.2 Project work may be assigned to a single student or to a group of students, not exceeding 3 per group with a guide from the same department. However, if the project is of interdisciplinary nature, then students from different programmes are permitted to form a group and the guide can be from other departments also.

R4.15.3 Students are permitted to undertake a semester long industrial project or semester long internship in an industry / research organization in lieu of the final semester project work, provided the domain of such projects or internships come under the same discipline and approved by Department Advisory Committee and the industry has no objection in submitting the work carried out as a report. This industrial project or internship is apart from the summer industrial training or summer internship, if any.

R4.15.4 If the outcome of the project work is the development of a finished product then it may lead to a start-up activity.

R4.15.5 The students have to submit a project report or internship report or start-up report on or before the last working day of the semester and the assessment of the same is detailed in **Clause R13.8**.

R4.16 Value Added Courses

R4.16.1 Students may optionally undergo Value Added Courses and the credits earned through the Value-Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. Courses with two / three credits shall be offered by a Department with the prior approval from the Dean (Academic Courses).

R4.16.2 The details of the syllabus, time table and faculty may be sent to the Office of the Dean (Academic Courses) after approval from the Department Advisory Committee concerned.

R4.16.3 Students shall be allowed to take these courses offered in other Departments also, but with the permission of the Head of the Department of student and Head of the department offering the course.

R4.16.4 Courses once approved shall be made available in the Institution's website with information to Dean (Academic Courses).

R4.16.5 The students shall register for additional value-added courses by paying the prescribed fee.

R4.17 Off Campus Courses and Transfer of Credits

R4.17.1 Students are permitted to optionally enroll and study a maximum of three off-campus courses in physical / online / hybrid mode under each UG programme with the approval of the Head of the Department, Dean (FET) and Dean (Academic Courses) as per the Regulations.

The successful completion of these courses through any of the above modes shall be considered in lieu of professional elective / open elective courses listed in the curriculum as approved by Department Advisory Committee.

R4.17.2 Students are permitted to optionally enroll and study online courses through SWAYAM / NPTEL / online courses offered by premier Institutions. The credit transfer is to be done based on the marks and certificate provided by them. The number of credits and transfer of credits are based on the procedure explained in **Table 5** and the Mapping of the marks with the grades is explained in **Table 6**.

The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of the institutions offering the courses. The credits earned by the candidate shall be added if the same courses offered at different levels and at different times.

Table 5: Duration of the Course and Number of Credits

Sl. No.	No. of Weeks	Credits
1.	4 weeks	1
2.	8 weeks	2
3.	>= 12 weeks	3

Table 6: Mapping of Marks Scored in Online Course and Letter Grades

Sl. No.	Letter Grade	Marks
1.	O	90 - 100
2.	A+	80 - 89
3.	A	70 - 79
4.	B+	60 - 69
5.	B	50 - 59
6.	C	40 - 49

R4.17.3 Students are also permitted to enroll and undergo courses in online mode at Universities in India / Abroad. Further, the students are permitted to study courses of a particular semester in a University / Institution based on MoU. The marks / credits earned by the student shall be transferred based on the decision of the Credit Equivalence Committee constituted by Dean (Academic Courses) and approved by the Institution.

R4.18 B.Tech. (Honours) / B.Tech. Minor Degree Programme

B.Tech. (Honours) and B.Tech. (Minor with Specialization) in another Discipline will be optional for students and the students shall be permitted to select any one of them only.

B.Tech. (Honours) Degree Programme

Honours is a specialized degree that focuses on the area of the students' interest, which encourages advanced levels of study and multidisciplinary learning. Honours qualification enhances professional development and facilitates gaining recognition at the time of graduation

for advanced and distinguished work contributed by the undergraduate students.

R4.18.1 Eligibility Criteria for Registration B.Tech. (Honours)

Every student at the Institution intending to register for the “Honours” qualification shall fulfill the following academic requirements:

- a. Registration to “Honours” qualification shall start from third semester onwards.
- b. Students should have passed all the courses in the first and second semesters in first attempt and have obtained CGPA ≥ 8.0 .
- c. The lateral entry students / B.Sc. graduates shall be permitted to register for the courses from Semester IV onwards provided the students have earned a minimum GPA of 7.50 in Semester III and have cleared all courses in the first attempt. They should undergo two additional courses as recommended by the respective department, one course in the 4th semester and the other course in the 5th semester.

R4.18.2 Registration Procedure

- a. Any student who meets the eligibility criteria specified above and intends to register for the “Honours” qualification shall apply to the Institution through Head of the Department / Dean (FET) in a prescribed form along with the prescribed application fee within 15 days after notification by the Institution.
- b. There will be no limit on the intake of students for registration for “Honours” qualification.
- c. Notification for approved registrants will be intimated by the Dean (Academic Courses) within a week period of time after the closing date.

- d. The selected students shall pay a one-time non-refundable registration fee along with the tuition fee as prescribed by the Institution to confirm the registration.

R4.18.3 Additional Course Works B.Tech. (Honours)

- a. In addition to the courses prescribed by the Institution to be completed successfully in all the semesters for the relevant degree award, each student registered for “Honours” degree qualification shall have to take up additional course works from a specified group of professional electives (vertical) or from any of the verticals of the same programme that lead to an additional 20 credits (maximum) as recommended by AICTE.
- b. All the additional course works should be completed within the minimum prescribed duration for the award of the degree.
- c. Students opting for an Honours degree shall be allowed to learn one or two courses online.
- d. Students should have passed all the additional courses in the first attempt and have obtained CGPA ≥ 8.0 .

R4.18.4 B.Tech. Minor with Specialization in another Discipline

“Minor” Degree shall be awarded to the UG students on earning the specific extra credits after satisfying the relevant degree award conditions.

R4.18.5 The students opting for Minor degree qualification will be permitted to register for the additional courses from Semester III onwards.

R4.18.6 The student should have earned an additional 20 credits in any one of the verticals offered from other Engineering Disciplines / Science and Humanities / Management studies.

R4.18.7 The student must enroll for these additional courses separately and should pay a one-time non-refundable registration fee, a tuition fee for studying these additional courses and an additional examination fee.

R4.18.8 The students can optionally enroll and earn a maximum of 6 credits in online mode from SWAYAM / NPTEL / other Online courses offered by premier institutions as approved by the Head of the Department, Dean FET, and Dean (Academic Courses).

R4.18.9 All the additional course works should be completed within the minimum prescribed duration (**vide Clause R5**) for the award of the degree.

R5. DURATION OF THE PROGRAMME

R5.1 A student is ordinarily expected to complete the B.Tech. Degree Programme in 8 semesters (four academic years) but in any case, not more than 14 Semesters (seven academic years) for HSC (or equivalent) candidates and not more than 12 semesters (six academic years) for lateralentry candidates.

R5.2 Each semester shall normally consist of 90 working days including the days during which the continuous assessments examinations are conducted. The Dean (Academic Courses) shall ensure that every teacher imparts instruction as per the number of periods / hours specified in the syllabus and that the teacher delivers the full content of the specified syllabus for the course being taught.

R5.3 The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in **Clause R5.1** irrespective of the period of Break of Study (**vide Clause R17**) or prevention (**vide Clause R7.7**) in order that he / she may be eligible for the award of the degree (**vide Clause R16.1**).

R6. COURSE ENROLLMENT AND REGISTRATION

The courses that a student registers in a semester includes:

- i. Courses of the current semester (including mandatory non-credit courses).
- ii. Course(s) in which he / she has not been permitted to appear for the end semester examinations for want of the minimum required attendance if such courses are offered in that semester.
- iii. Professional or Open elective course(s) opted by the students in lieu of the same category of courses in which he / she has failed, if the courses are offered in the semester.
- iv. The student shall register for the project work in the VII / VIII semester.
- v. Any other course(s) the student wishes to register as per norms (vide Clauses R4.7, R4.8, R4.15, R4.16, R4.17, and R4.18) with the approval of Head of the Department, Dean (FET), and Dean (Academic Courses).

R6.1 Each student, on admission, shall be assigned to a Mentor (**vide Clause R9**), who shall advice and counsel the student about the details of the academic programme and the choice of courses, considering the student's academic background and career objectives.

R6.2 Each student shall register for all the courses prescribed in the curriculum of the first semester of study.

R6.3 After registering for a course, the student should attend classes, satisfy attendance requirements (**vide Clause R7**), earn continuous assessment marks, and appear for the end semester examinations.

R6.4 Enrollment for all the courses listed in the curriculum from the semesters II to VIII and additional courses for Honours, Specialization and Minor from the semesters III to VII will commence five working days prior to the commencement of the succeeding semester.

The courses for Honours, Specialization, and Minor shall be registered separately under additional courses. The candidate makes the choice of electives in consultation with his / her Mentor.

R6.5 Late registration will be permitted with a fine amount as prescribed by the Institution up to two weeks from the last date specified for registration.

R6.6 The student shall enroll for the courses with the guidance of the Mentor. If the student wishes, the student may drop or add courses (**vide Clause R6.9**) within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Course Instructor / Mentor.

R6.7 The list of students approved by the respective Course Instructor as discussed in the Class Committee (**vide Clause R10**) shall be final and would be considered for attendance, grades, and calculation of CGPA and no changes shall be made thereafter.

R6.8 The candidate will be eligible for enrollment only if he / she has cleared all the dues to the Institution such as Hostel fees, Library due, Laboratory breakages etc., of the previous semester and paid all required prescribed fees for the current semester, provided he / she is not debarred from the Institution on account of disciplinary matters.

R6.9 FLEXIBILITY TO ADD OR DROP COURSES

R6.9.1 A student must earn the total number of credits specified in the curriculum of the chosen programme of study to be eligible to obtain the degree. However, the student is permitted to earn more than the total

number of credits prescribed in the curriculum of the programme. In such cases, the minimum number of credits required for the completion of the programme would be considered for CGPA calculation.

R6.9.2 From third semester onwards, each student has to register all courses in the curriculum of a respective semester (with the facility to drop courses to a maximum of 8 credits). The dropping of courses shall be decided as per prerequisite requirements in consultation with the Mentor.

R6.9.3 The student can also register for courses in which he / she failed in the earlier semesters. In such cases the student shall do reappearance registration for those courses or redo the courses when they are offered.

R6.9.4 In case, the student fails to secure pass in an elective course, he / she shall be allowed to opt for a change in elective and register for the same and do attend the classes to meet the criteria stated in **Clause R7** and the failed elective shall not be listed in the Grade Sheet.

R6.9.5 In any case, adding or dropping or redoing of courses, the total number of credits that a student is allowed to register per semester cannot exceed 30.

R6.9.6 For an elective to be offered, the department shall specify the minimum number of students required.

R6.10 Reappearance Registration

R6.10.1 If a student fails in a theory / practical / theory integrated with practical course, and practical integrated with theory course, the student shall do reappearance registration for that course in the subsequent semester, and appear for the end semester examination. However, the continuous assessment marks obtained by the student will be retained for the subsequent arrear attempts.

R6.10.2 If the course in which the student has failed is a professional elective or an open elective, the student will be permitted to register for the same in the subsequent semesters and shall appear for the end semester examination. If a student registers for the same professional / open elective, then the **Clause R 6.10.1** is applicable. If a student registers for any other professional / open elective, he / she must attend the classes and fulfil the attendance requirements (**vide Clause R7**), earn continuous assessment marks, and appear for the end semester examination.

R6.10.3 The student who fails in project work shall register for the same in the subsequent semester, when offered next, and repeat the course. In this case, the student must satisfy attendance requirements (**vide Clause R7**), earn continuous assessment marks and appear for the end semester examination.

R6.10.4 Students are not eligible to reappear for the courses that they have already passed in a semester for improvement of Grade / Marks.

R6.11 Redoing a Course

Redoing a course means re-registering for a course, attending all classes, fulfilling the attendance requirements as per **Clause R7**, earning fresh continuous assessment marks and appearing for the end semester examination. A student must redo a course in the following conditions:

R6.11.1 If a student is prevented from writing the end semester examination of any core course due to lack of attendance, the student has to register for that course again when offered next and redo the course.

R6.11.2 If a student is prevented from writing the end semester examination of any professional / open elective course due to lack of attendance, the student can opt to register for the same course again when offered next and redo the course, or he / she can opt to register for a different professional / open elective course when it is offered, attend classes,

fulfill the attendance requirements as per **Clause R7**, secure continuous assessment marks and appear for end semester examination.

R6.11.3 If a student fails to secure a pass in any theory / laboratory / theory integrated with laboratory / laboratory integrated with theory course (including elective theory), he / she is given a maximum of three arrear attempts to complete the course as per **Clause R14.3**. If the student still fails to secure a pass, he / she shall register for the same when offered next and redo the course.

R6.11.4 If the course in which the student fails to secure a pass even after three arrear attempts is a professional / open elective course, then the student can opt for a different professional / open elective course, register for the same when it is offered, attend classes, fulfill the attendance requirements as per **Clause R7**, secure continuous assessment marks and appear for end semester examination.

R6.11.5 The student who fails in any Project work (Phase 1 / Phase 2) shall register for the course again, when offered next, and redo the course. In this case, the student shall attend the reviews and fulfill the attendance requirements as per **Clause R7**.

R6.11.6 The student who fails in Seminar / Internship / Case Study and Industrial / Practical Training and Creative and Innovative project shall register for the same in the subsequent semester and redo the course. In this case, the student shall attend the classes and fulfill the attendance requirements as per Clause R7.

R7. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATIONS

A student who has fulfilled the conditions, vide **Clause R7.3** and **Clause R7.4** shall be deemed to have satisfied the attendance requirements for appearing for the end semester examination of a particular course.

- R7.1** All students must attend every lecture, tutorial, and practical classes.
- R7.2** Attendance record will be maintained based upon roll calls (or any equivalent operation) in every scheduled lecture, tutorial, and practical class. The Class Advisor will maintain and consolidate the attendance record for all the courses (lectures, tutorials, and practicals together, as applicable).
- R7.3** Ideally every student is expected to attend all periods and earn 100 percent attendance. However, the student shall secure not less than 75 percent attendance, course wise, considering the number of periods required for that course, as specified in the curriculum.
- R7.4** If a student secures attendance between 65 percent and less than 75 percent in any course in the current semester, due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events, with prior permission from the Head of the Department concerned and Dean (FET), the student shall be given exemption from the prescribed attendancerequirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Mentor.
- R7.5** A student shall normally be permitted to appear for the end semester examination of the course if the student has satisfied the attendance requirements (**Clauses R7.3 and R7.4**) and has registered for the examination in those courses of that semester by paying the prescribed fee.
- R7.6** A student who has an attendance of less than 75 percent will not be permitted to appear for the end semester examination in the course in which the shortage exists. His / her registration for that course will be

treated as cancelled and he / she shall be awarded 'SA' grade (“Shortage of Attendance” i.e., registration is cancelled due to lack of attendance) in that course. This grade shall appear in the Result Sheet. The student should register and repeat the course as and when it is offered next.

R7.7 Students who do not satisfy **Clauses R7.3 and R7.4** or who secure less than 65 percent attendance in a course will not be permitted to write the end semester examination of that course (**vide Clause R7**). The student must register and redo the course when it is offered next as per **Clause R6.11**. If the course in which the student has been prevented is a professional / open elective, the student can opt to redo the same course or opt for different professional / open elective course as per **Clause R6.11.2**.

R7.8 If a student has shortage of attendance in all the registered courses, he / she would not be permitted to move to the higher semester and must repeat the current semester in the subsequent year.

R7.9 In the case of reappearance registration for a course, the attendance requirement as mentioned in **Clauses R7.3 and R7.4** is not applicable. However, the student must register for the examination in that course by paying the prescribed fee.

R7.10 If the student needs leave for a short duration (less than two weeks), prior application for the leave shall have to be submitted to the Head of the Department concerned stating the reasons for the leave requested along with supporting documents and such leave may be granted by the Head of the Department.

R7.11 Absence for the period not exceeding two weeks in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the Head of the Department provided the given explanation is acceptable.

R7.12 If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through Head of the Department / Dean (FET) to the Dean (Academic Courses) with supporting documents. In such case the decision to grant leave shall be taken by the Dean(Academic Courses) on the recommendation of the Head of the Department and Dean (FET).

R7.13 A student who is absent due to illness or any other emergency, up to a maximum of two weeks, should approach the Class Advisor / Course Coordinator / Course Instructor for assignments and laboratory work.

R7.14 In case, the period of absence on medical grounds is more than 20 working days during the semester, the student may apply for withdrawal from the semester, i.e. withdrawal from all courses registered in that semester.

R7.15 If a student is continuously absent from the Institution for more than four weeks without any notification to the Dean (Academic Courses), his / her name will be removed from the Institution rolls and the same should be informed to his / her parents immediately.

R8. CLASS ADVISOR

There shall be a Class Advisor for each class. The Class Advisor will be one among the course instructors of the class. He / She will be appointed by the Head of the department concerned. The Class Advisor is the ex-officio member and the Convener of the class committee.

The responsibilities of the Class Advisor shall be:

- a. To act as the channel of communication between the Head of the Department and the students of the respective class.
- b. To collect and maintain various details such as attendance, assessment marks and long leave particulars.

- c. To help the Chairperson of the class committee in planning and conducting the class committee meetings.
- d. To monitor the academic performance of the students including attendance and to inform the class committee.
- e. To coordinate with each instructor in performing analysis of results of continuous assessments and end semester examinations and in estimating CO – PO attainment.
- f. To attend to the students' welfare activities like awards, medals, scholarships, and industrial visits.

R9. MENTOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a teacher of the Department, who shall function as Mentor for those students throughout their period of study. The Mentor shall advise the students in registering and reappearances, registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Mentor may also discuss with or inform the parents about the progress / performance of the students concerned. The number of students assigned to a Mentor will be decided by the Head of the Department. However, the strength shall not exceed 20 students per Mentor. The responsibilities of the Mentor shall be:

- a. To inform the interpretation of Regulations to the students and their rights and duties.
- b. To inform the code of conduct to be maintained in the campus and disciplinary actions.

- c. To inform the students about the various facilities and activities available to enhance the students' curricular and co-curricular activities.
- d. To guide in the process of enrollment and registration of the courses.
- e. To authorize the final registration of the courses at the beginning of each semester.
- f. To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- g. To collect and maintain the students' academic and co-curricular records.
- h. To facilitate and collect students' feedback about the course and course instructor.
- i. To facilitate and collect the course exit survey and programme exit survey.
- j. To provide all the details of the academic, including feedback, training, scholarship, placement, co-curricular, and extracurricular activities of the students to the Dean (Academic Courses).

R10. CLASS COMMITTEE

A class committee consists of all teachers of the class concerned, student representatives and a chairperson who does not handle any course for the class. It is like the "Quality Circle" (more commonly used in industries), with the overall goal of improving the teaching-learning process. The class committee shall be constituted by the Head of the Department within 7 days from the commencement of classes. The Class Advisor and the Head of the Department will attend the meeting. The Dean

(Academic Courses), Dean (FET), and the Mentor(s) shall be called to attend the meeting as special invitees, if required. The functions of the class committee include:

- a. Solving problems experienced by students in the classroom and in the laboratories in consultation with the Head of the Department, Dean (FET), and Dean (Academic Courses).
- b. Clarifying the Regulations of the degree programme and the details of rules therein.
- c. Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- d. Informing the student representatives, the details of Regulations regarding weightage used for each assessment.
- e. Discussing in the class committee meeting the breakup of marks for each experiment / exercise / module of work, in case of practical courses (laboratory / project work / seminar, etc.) and informing the students.
- f. Analyzing the performance of the students of the class after each assessment and finding ways and means of improving their performance.
- g. Identifying the students who are low achievers or weak in their courses if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.

The class committee is normally constituted by the Head of the Department. However, if the students of different programmes are mixed in each class, the class committee is to be constituted by the Dean

(Academic Courses). At least 4 student representatives from the respective class (usually 2 boys and 2 girls) shall be included in the class committee. The Chairperson of the class committee is required to prepare the minutes of every meeting, submit the same to the Head of the Department within two days of the meeting and arrange to circulate the same among students concerned and teachers. A copy of the minutes shall be displayed in the notice board. If there are some points in the minutes requiring action by the Institution, the same shall be brought to the notice of the Registrar through Dean (FET) and Dean (Academic Courses).

The first meeting of the class committee shall be held within 10 days from the date of commencement of the semester. The enrollment of courses including add and drop of the courses will be finalized. The nature and weightage of continuous assessments shall be decided in the first meeting, within the framework of the Regulations and the same shall be communicated to the students. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings the student members representing the entire class, shall meaningfully interact and express their opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process. In each meeting, the action taken report based on the minutes of the previous meeting is to be presented and discussed by the Chairperson of the class committee. After the completion of the end semester examination and evaluation process, the course instructor shall keep the record of marks and grades earned by the students for the computation of CO and PO attainments.

R11. COMMON COURSE COMMITTEE

A theory course handled by more than one teacher, or each common theory course offered to more than one discipline or group of disciplines, shall have a “Common Course Committee” comprising of all the

instructors teaching that common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Dean (Academic Courses) in consultation with the Dean (FET) and the Heads of the Departments, from among the instructors teaching the common course either from a single department or several departments.

The committee shall be constituted by the Dean (Academic Courses) within 5 days from the commencement of the semester. The first meeting of the Common Course Committee shall be held within 5 days from the date of formation of the committee. The lesson plan, books and references to be followed shall be decided at the first meeting.

The “Common Course Committee” shall meet as often as possible and ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (**vide Clause R13**). Wherever feasible, the common course committee shall prepare a common question paper for the continuous assessment tests, objective type test and end semester examination.

The question paper for the end semester examination shall be set by the Course Coordinator, in consultation with all the teachers.

The common course committee shall meet to decide the multiplication factor for the respective batch of students, if required. The minutes in this regard shall be sent to all the concerned Head of the Department and the Controller of Examinations.

R12. PERFORMANCE ANALYSIS COMMITTEE

The Performance Analysis Committee will consist of the same members as the class committee but including the Dean (Academic Courses), Director (IQAC), Dean (FET), and the Head of the Department and

excluding the student members. An external member from an allied department shall be nominated by the Dean (Academic Courses) in consultation with the Vice Chancellor to the Performance Analysis Committee.

The meeting of the Performance Analysis Committee is to be held within 10 days from the last day of the end semester examinations to analyze the performance of the students in all courses of study by estimating the CO - PO attainment levels and finalize the grade ranges for each course and forward the statement of grades to Dean (Academic Courses) immediately, through the Head of the Department and Dean (FET).

The Performance Analysis Committee, by collective wisdom, should ensure that the clustering / grading / pass–fail decisions have been reasonably balanced. The attendance registers of all the courses with all the continuous assessment marks, end semester marks, Tabulation Register, grades, and grade-ranges entered in the register are also to be sent to Dean (Academic Courses) immediately through the Head of the Department and Dean (FET) for forwarding to the Controller of Examinations.

R13. SYSTEM OF EXAMINATION

The End Semester examinations for theory, theory integrated with practical, practical integrated with theory, and practical courses will be of 3 hours duration. These examinations shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters.

For practical, practical integrated with theory, and project courses, the end semester examination will be conducted with an external examiner appointed by the Controller of Examinations.

R13.1 Assessment Procedures for Awarding Marks

All B.Tech. programmes consist of Theory, Theory integrated with Practical, Practical, Practical integrated with Theory Courses and Employability Enhancement Courses. Employability Enhancement Courses include Project Work, Seminar, Professional Practices, Case Study and Industrial / Practical Training, Skill Development Courses / Value Added Courses. Appearance in End Semester Examination is mandatory for all courses including Theory, Theory integrated with Practical, Practical, Practical integrated with Theory courses, project work, and all lecture-based employability enhancement courses.

Performance in each course of study shall be evaluated based on:

- i) Continuous Assessments throughout the semester and
- ii) End Semester Examination

The evaluation shall be based on Outcome Based Education and the relevant rubrics shall be followed.

R13.2 Each course, Theory, Theory Integrated with Practical, Practical, Practical Integrated with Theory, Project Work, and Value Added Course shall be evaluated for a maximum of 100 marks. The weightage for continuous assessment marks and end semester examination marks are given in **Table 7**.

R13.3 Some domain specific courses included under Employability Enhancement Courses are evaluated by internal assessments only. There is no evaluation for Audit Courses. However, minimum attendance requirements as per **Clause R7** shall be satisfied.

Table 7: Weightage of Marks

Sl. No.	Category of Courses	Marks Weightage (%)	
		Continuous Assessment	End Semester Examination
1	Theory Courses	40	60
2	Laboratory Courses	75	25
3	Theory integrated with Laboratory Courses	Theory - 20 Laboratory - 20	Theory - 60
4	Laboratory integrated with Theory Courses	Theory - 25 Laboratory - 50	Laboratory - 25
5	Project Work	60	40
6	Value Added Courses, Skill Development Courses, Internship and Online Courses (with one credit)	100	---

R13.4 Every teacher is required to maintain an “**ATTENDANCE AND ASSESSMENT RECORD**” for every semester, which consists of attendance marked in each class of Theory / Theory Integrated with Practical / Practical / Practical Integrated with Theory / EEC / Audit Courses, the assessment marks, and the record of class work (topics covered), separately for each course handled by the teacher.

The attendance book completed in all respects should be submitted to the Head of the Department periodically (three times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance. The Head of the Department and Dean (FET) will affix signature and date after due verification. At the end of the semester, the record should be verified by the Dean (Academic Courses) who shall keep this document in safe custody for 5 years. The records of attendance and assessment of both current and previous semesters should be available for auditing.

R13.5 Assessment for Theory Courses

R13.5.1 The End Semester Examinations for theory courses will be 3-hours duration for 100 marks and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. The marks obtained by the student shall be converted to weightage of 60 percent.

R13.5.2 Continuous Assessment Evaluation for Theory Courses

- i. The mode(s) of internal evaluation is / are to be decided for each course in the class committee.
- ii. The handwritten notes taken by students while attending classes are to be regularly monitored by the course teacher. Ten marks shall be awarded for the best handwritten notes, while the other handwritten notes will be evaluated comparatively with marks of 2, 4, 6, and 8.
- iii. There should be objective type assessment to evaluate the students for all courses exactly from 45 days to 60 days after commencement of classes in a semester and the weightage is 20 marks. There shall be 20, 40 or 50 questions based on the course. The duration of the assessment shall be 60 minutes for each course.
- iv. There shall be assignment / tutorial / quiz / case study / seminar / mini-project type of assessment for each course as decided in the class committee and the faculty must evaluate fairly for all the students relatively for 20 marks.
- v. All regular assessment tests are to be conducted for 100 marks and the marks obtained by the students are converted to 40 marks while evaluating continuous assessment marks. Three assessment tests are to be conducted for each course.

- vi. The question paper is to be set considering the appropriate Bloom's Taxonomy levels and to cope with the prescribed course outcomes.
- vii. The regular first assessment test is to be conducted between 30 and 35 days from the commencement of classes for the semester with the portion of syllabus covered up to 4 weeks. The test duration shall be a minimum of 1 hour. The mark obtained in the regular first assessment test (written for 100 marks) is converted to 90 percent to which the marks obtained for handwritten notes (maximum 10) is to be added to make it 100 (Continuous Assessment 1).
- viii. The second assessment test, termed as Mid-term test is to be conducted between 60 and 65 days from the commencement of classes for the semester with the portion of syllabus covered up to 8 weeks. The test duration shall be 2 hours. The question paper should have 5 questions in Part A and 3 questions in Part B. Marks obtained in the Mid-term assessment test (written for 100 marks) is converted to 70 percent to which the marks obtained for handwritten notes (maximum 10 marks) and marks obtained in the objective type of assessment (maximum 20 marks) are to be added to make it 100 (Continuous Assessment 2).
- ix. The third assessment test, termed as Model Examination is to be conducted between 80 and 85 days from the commencement of classes for the semester with the portion of syllabus covered up to 11 weeks. The test duration shall be 3 hours. The pattern of the question paper is as per the end semester regular examination. Marks obtained in the Model Examination (written for 100 marks) is converted to 70 % to which the marks obtained for handwritten notes (maximum 10 marks) and marks obtained in the Quiz / Seminar / Mini-project assessment (maximum 20 marks) are to be added to make it 100 (Continuous Assessment 3).

- x. The continuous assessment mark is calculated either using Method 1 or Method 2 as follows:

Method 1:

(Marks in (Continuous Assessment 1+ Continuous Assessment 2 + Continuous Assessment 3) / 300) X 40

Method 2:

Handwritten notes (10) + Objective Type test (20) + Quiz / Seminar (10) + First assessment test (20) + Mid-term test (20) + Model Examination (20) = 100 marks. Reduce the marks obtained by each candidate to 40 percent and shall be submitted as continuous assessment marks.

The commencement date of assessments and the number of weeks to be considered for syllabus coverage shall be fixed or modified as per the academic schedule prescribed by the Dean (Academic Courses) and Controller of Examinations.

R13.5.3 In case, a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Competitions / NSS / NCC camps / Internships with prior permission from the Head of the Department and Dean (FET), only one re-assessment may be given at the end of the semester after getting approval from the Dean (Academic Courses) by the concerned Head of the Department and Course Instructor.

R13.6 Assessment for Theory Integrated with Practical Courses and Practical Integrated with Theory Courses

Each theory integrated with practical or practical integrated with theory course shall be evaluated for a maximum of 100 marks as shown in **Table 8**.

Table 8: Assessment Weightage

Sl. No.	Category of Course	Marks (in percentage)		
		Assessment for Theory	Assessment for Laboratory	End Semester Examination
1.	Theory integrated with Practical	20 (Two Assessments)	20 (Continuous Evaluation)	60 (Theory Examination)
2.	Practical integrated with Theory	25 (One Assessment)	50 (Continuous Evaluation)	25 (Practical Examination)

For theory integrated with practical courses, the end semester examinations will be conducted as theory examinations. For practical integrated with theory courses, the end semester examinations will be conducted and evaluated with an external examiner appointed by Controller of Examinations. The procedure for conduct of continuous assessments for laboratory component is as per the **Clause R13.7**. The two assessment tests for theory are written tests. The weighted average shall be converted into 40 marks for continuous assessment in case of theory integrated with practical courses and into 75 marks for practical integrated with theory courses.

R13.7 Assessment for Laboratory Courses

R13.7.1 Every laboratory exercise / experiment shall be evaluated based on the student's performance during the laboratory class and the maintenance of laboratory records.

R13.7.2 There shall be at least one assessment test for laboratory courses.

R13.7.3 The criteria for arriving at the continuous assessment marks of 75 will be as per the following scheme: for successful completion of all the prescribed experiments / exercises done in the laboratory including observation and record work, 75 percent of marks shall be awarded, and 25 percent marks shall be awarded for the assessment test.

The total marks earned by the student in continuous assessments shall be converted into a maximum of 75 marks and rounded to the nearest integer.

R13.7.4 The end semester examination for laboratory courses shall be for 25 marks and shall include viva-voce also as a part of it. The viva-voce examination shall be conducted by an external examiner appointed by the Controller of Examinations.

R13.7.5 The end semester examination for laboratory courses will be of 3 hours duration and shall normally be conducted before the start of the theory examinations for that semester.

R13.8 Assessment for Project Work (Phase 1 and Phase 2)

R13.8.1 For Project work out of 100 marks, the maximum mark for continuous assessment is fixed as 60 and the end semester examination (project report evaluation and viva-voce examination) carries 40 marks. Project work may be assigned to a single student or to a group of students, not exceeding 3 per group. Project Phase 2 in the eighth semester must be continuation of Project Phase 1 in the seventh semester with the same team members and supervisor if the students are pursuing their project work within the campus.

R13.8.2 There shall be three assessments (each 100 marks) during the semester by a review committee. The student shall make a presentation on the progress made before the committee. The Head of the Department shall constitute a review committee for each programme. There shall be a minimum of three members in the review committee. The committee shall consist of the supervisor (project guide), project coordinator and domain expert from the concerned / allied department. The total marks obtained in the three reviews shall be converted to a maximum of 60 marks rounded to the nearest integer. The review meetings, if necessary,

may also be arranged in online mode with prior approval from the Dean (Academic Courses) and a suitable record of the meetings shall be maintained.

R13.8.3 The student(s) is (are) expected to submit the project report on or before the last working day of the semester. The end semester examination for the project work shall consist of the evaluation of the final project report submitted by the student or students of the project group by an external examiner, followed by a Viva-voce examination conducted separately for each student by a committee consisting of the external examiner and an internal examiner (other than project guide).

The project coordinator shall be the internal examiner. The Head of the Department with the approval of Controller of Examinations shall appoint the external examiner for the end semester examination of the project work.

R13.8.4 The continuous assessment and viva-voce examination marks for projectwork shall be distributed as indicated below in **Table 9**:

**Table 9: Continuous Assessment and End Semester Examination
Marks for the Project Work**

Continuous Assessment (60 Marks)			End Semester Examinations (40 Marks)			
Review I	Review II	Review III	Project Report		Viva-voce Examination	
			Guide	External	Internal	External
10	20	30	10	10	10	10

R13.8.5 If the project report is not submitted on or before the specified deadline, an extension of time up to a maximum limit of 30 days may be given for the submission of project work with due approval obtained from the Dean (Academic Courses) and the same needs to be communicated to

Controller of Examinations. If the project report is not submitted even beyond the extended time, then the student is deemed to have failed in the Project Work. In the above two cases, double the amount of prescribed Viva-voce examination fee shall be collected from the students.

R13.8.6 A student may, however, in certain cases, be permitted to work on the project in an Industry / Research organization on the recommendation of the Head of the Department and Dean (FET), with the approval of the Dean (Academic Courses). In such cases, the project work shall be jointly supervised by a faculty member (project guide) of the department and an expert from the organization (project coordinator) and the student shall be instructed to report the progress periodically and to attend the project reviews for evaluating the progress. The student will produce a certificate of attendance from the Industry / Research organization where the project is carried out. In case of industrial projects, the marks allotted for the project guide will be shared equally by the guide from the department and the coordinator from the industry.

R13.9 Assessment for Seminar / Professional Practices

The Seminar / Professional Practices / Case study / Mini-Project shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 presentations / demonstration per semester before the evaluation committee and for each presentation / demonstration, marks can be equally apportioned. The three-member committee consisting of one coordinator and two members appointed by the HOD will evaluate the performance of the student in above activities at the end of the semester, the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper / report (40 marks), presentation / demonstration (40 marks) and response to the questions asked during presentation / demonstration (20

marks). The final marks obtained by each student in all the above activities should be consolidated and submitted to the Office of Dean (Academic Courses) which in turn should be submitted to Controller of Examinations at the end of each semester. The consolidated final mark obtained by each student is converted to 20 marks and to be utilized as stated in the **Clause R13.5.2**.

R13.10 Assessment for Industrial / Practical Training / Internship / Summer Project

The Industrial / Practical Training shall carry 100 marks and shall be evaluated through continuous assessment only. At the end of the Industrial / Practical Training / Internship / Summer Project, the student shall submit a certificate from the organization where the student has undergone training and a brief report about the training. The evaluation will be made based on this report (40 marks), presentation (30 marks) and a Viva-Voce Examination (30 marks). The viva- voce examination will be conducted by a three-member committee constituted by the Head of the Department. The committee comprises of one expert from an industry / organization and two members (a coordinator and a member) from the department. Certificates (issued by the Organization) of the student along with his / her mark statement should be submitted by the concerned Head of the Department / Dean (FET) to the Office of Dean (Academic Courses) which in turn should be submitted to Controller of Examinations at the end of each semester.

R13.11 ASSESSMENT OF SEMESTER LONG INDUSTRIAL PROJECT / INTERNSHIP

R13.11.1 The Viva-voce examination for semester long industrial project or internship shall be based on the report submitted by the student regarding the work carried out in the industrial project or internship. The students

must produce an attendance certificate at the time of reviews. The report shall be certified by the coordinator from the industry, supervisor and Head of the Department.

R13.11.2 Projects / internships undertaken externally should have an internal guide and an external guide. Both guides are expected to interact regularly monitoring the progress of the student.

For the reviews, the external guide should be present at least in online mode to assess and award marks to the student. In the beginning of the project, the internal guide should ensure that the work to be carried out is up to the standard as well as not attracting any IPR issues with the external organization so that the work could be published.

R13.11.3 The reviews may be conducted in online mode, if the student cannot travel to the institution to attend the reviews and this shall be approved by Head of the Department, and such reviews must be recorded. However, the end semester examination must be conducted in physical mode with the coordinator from the industry present physically or through online.

R13.11.4 In the final report, the Bonafide certificate shall be mandatorily signed by both the guides. However, if any difficulty is encountered in fulfilling this norm, then the Head of the Department and Dean (FET) can initiate remedial action and complete the evaluation requirement with justification and approval of the Dean (Academic courses) for the same.

R13.11.5 The Bonafide certificate of the project report shall have the date of Viva-voce examination and the signatures of the internal and external guides.

R13.11.6 If the project report or report of industrial project or internship is not submitted on or before the specified deadline, an extension of time up to a maximum limit of 30 days may be given for the submission of report

with due approval obtained from the Head of the Department. If the report is not submitted even beyond the extended time, then the student(s) is deemed to have failed in the Project Work and the student must redo the course again. In the above two cases, double the amount of prescribed Viva-voce examination fee shall be collected from the students.

R13.12 Assessment for Value Added Courses

This one / two credit course shall carry 100 marks and shall be evaluated through continuous assessments only. One or two assessments shall be conducted during the semester by the department concerned.

The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, faculty handling the course (if available), coordinator and a senior faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the students by the above committee based on their relative performance. Certificates issued by the industry if any along with the student's mark / grade statement should be submitted by the concerned Head of the Department through Dean (FET) to the Office of Dean (Academic Courses) which in turn should be submitted to Controller of Examinations at the end of each semester.

R13.13 Assessment for Online Courses

Students may be permitted to credit online courses (NPTEL / SWAYAM / other online platforms) with the approval of the Dean (Academic Courses), subject to a maximum of six credits.

R13.13.1 On successful completion of the online course, the candidate must submit the copy of the certificate and the grade card (if applicable) to the Head of the Department.

R13.13.2 The Head of the Department shall form a team of faculty members to recommend the credit and grade to be awarded to the candidate by mapping the score earned by the student and results shall be submitted to the Office of Dean (Academic Courses) through Dean (FET) which in turn should be submitted to Controller of Examinations for further processing with due approval from Dean (Academic Courses).

R13.13.3 If the grade card is not submitted by the student, the Head of the Department shall recommend the same to the Controller of Examinations through Dean (FET), and Dean (Academic Courses) to conduct end semester examination for the online course.

R13.14 Continuous assessment marks approved by the Dean (Academic Courses) shall be notified to the students by the respective Head of the Departments within 5 days from the last working day.

R14. PASSING REQUIREMENTS

R14.1 A student who secures not less than 50 percent of total marks prescribed for the course [Continuous Assessment + End Semester Examination] with a minimum of 40 percent of the marks prescribed for the end semester examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for all theory, laboratory, theory integrated with laboratory, laboratory integrated with theory courses (including project work).

R14.2 If the student gets less than 50 percent of total marks, then the student will be awarded only RA (Reappearance) grade.

R14.3 If a student fails to secure a pass in a course, the student shall register and appear for the end semester examination in the subsequent semester or appear for the supplementary examination **vide Clause R15.7**. In such a case, the Continuous Assessment marks obtained by the student in the

first appearance shall be retained and considered valid for one subsequent arrear attempt.

However, from the third attempt onwards, to pass the course, the candidate should secure either 50 percent of marks and above considering the sum of 40 percent of marks acquired in continuous assessment and 60 percent of marks earned in end semester examination (satisfying the passing requirement) or 50 percent of marks and above earned in end semester examination alone.

R14.4 The students are allowed to write arrear examination as per **Clause R6.10.1**.

R14.5 If a student has submitted the project report but absent in the end semester examination of project work, the student is deemed to be failed. If a student attends and fails in the End Semester examination of Project work, he / she shall attend the end semester examination again within 60 days from the date of declaration of the results. The subsequent viva-voce examination will be considered as reappearance with payment of examination fee. In case the student fails in the subsequent viva-voce examination also, the student shall redo the course again.

R14.6 The passing requirement for the courses which are assessed only through continuous assessment (employability enhancement courses such as value-added courses, skill development courses, online courses with one credit, and internship except project work), shall be fixed as minimum 50 percent and the rest of the grades are decided.

R15. AWARD OF LETTER GRADES

R15.1 All assessments will be done based on marks. However, for the purpose of reporting the performance of a student, letter grades, each carrying certain number of points will be awarded as per the range of total

marks (out of 100) obtained by the candidate in each course as detailed below in the **Table 10**. The letter grades and the associated grade points are shown in **Table 11**.

Table 10: Grade Distribution with Range of Marks

O	A+	A	B+	B	C	RA
91-100	81-90	71-80	61-70	56-60	50-55	<50

An absolute grading system is followed in assigning grades to students for each course registered.

Table 11: Letter Grades with Grade Points

Letter Grade	Grade Significance	Grade Points
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Average	6
C	Satisfactory	5
RA	Reappearance Registration	0
SA	Shortage of Attendance	0
W	Withdrawal	0

- i. “RA” denotes Reappearance required for the examination in the course and “W” denotes withdrawal from the course.

- ii. The Grade “SA” denotes inadequate attendance (as per **Clause R7**) and hence prevented from writing the end semester examination.
- iii. The Grade “SA” and “W” will figure only in the Result Sheets.
- R15.2** For the Extra-curricular activities such as NCC / NSS / NSO / YRC / RRC / Community Engagement and Social Responsibility, 2 credits are assigned in the curriculum. This shall appear in the grade sheet. In the NCC / NSS, every student shall put in a minimum of 75 percent attendance in the training and attend the camp compulsorily. A satisfactory grade in the above extra-curricular activities is compulsory for the award of a degree.
- R15.3** The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Department may permit a student to complete the requirement in the second year.
- R15.4** The grades obtained for the one / two credit value added courses shall figure in the grade sheet under the title “**Value Added Courses**” / “**Online Courses**”. The other grades SA and W will not figure in the grade sheet.
- R15.5 GRADE SHEETS**
- R15.5.1** After the results are declared, Grade Sheets will be issued to each student, which will contain the following details:
- List of courses enrolled for that semester and the grades obtained by the student.
 - List of courses studied for the award of Honours / Minor / Specialization degree and any other additional courses in which the student has passed with the grades under the title of additional courses.

- The Grade Point Average (GPA) for the semester considering only the courses listed in the curriculum (not the additional courses) and
- The Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards considering only the courses listed in the curriculum (not the additional courses).
- However, for the students who have successfully completed the requirements of B. Tech. (Honours), B.Tech. with Specialization, and B.Tech. with Minor vide Clause R16.2, the grades scored in the additional courses required for Honours / Specialization / Minor degree shall be considered for the computation of CGPA.

R15.5.2 The Grade Point Average (GPA) for each semester will be calculated only for the students who have passed all the courses of that semester. Similarly, Cumulative Grade Point Average (CGPA) up to any semester will be calculated only for the students who have passed all the courses up to that semester. GPA is the ratio of the sum of the products of the number of credits of curricular courses (C_i) registered and the grade points scored in those courses (GP_i), taken for all the courses, to the sum of the number of credits of all the courses successfully cleared (n) during the particular semester.

$$GPA = \frac{\sum_{i=1}^n C_i * GP_i}{\sum_{i=1}^n C_i}$$

On successful completion of the programme, the CGPA will be calculated in a similar manner as follows, considering all the curricular courses (not the additional courses) enrolled from the first semester.

$$CGPA = \frac{\sum_{i=1}^N C_i \times GP_i}{\sum_{i=0}^N C_i}$$

where N is the total number of courses for the entire programme.

R15.5.3 If a student studies a greater number of professional and open electives than required as per the student's programme curriculum (assuming the student decides not to opt for Honours and Minor), the calculation of the final CGPA shall be as per **Clauses R16.2.6** and **R16.2.7**.

R15.5.4 In the consolidated grade sheet, the CGPA earned shall be converted into percentage of marks as follows:

$$\text{Percentage of Marks} = CGPA \times 10$$

R15.5.5 The Grade Point Average (GPA) for each semester will be included in the grade card or sheet, even if a student fails in one or more courses within the semester. In such cases, the GPA will be calculated based on the grades obtained in the courses the student has passed. Similarly, the Cumulative Grade Point Average (CGPA) will also be calculated based on the grades obtained in all the courses the student has passed up to and including the current semester.

R15.6 REVALUATION OF ANSWER SCRIPTS

A candidate can apply for photocopy of his / her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examination through the Head of Department. Students can see the valued answer scripts of the semester examinations and can get it retotalled / revalued by the faculty concerned. Based on the recommendation, the candidate can register for the revaluation through proper application to the Controller of Examination.

The answer sheets will be reevaluated and the results will be intimated to the student concerned through the Head of the Department. Reevaluation is not permitted for practical courses, project phase 1 and phase 2 and Employability Enhancement Courses.

R15.7 SUPPLEMENTARY EXAMINATION

R15.7.1 Only those Students who obtained "RA" grade and have prescribed attendance and above in a course are eligible to apply for Supplementary Examination.

R15.7.2 Registration shall be made for supplementary examination within the stipulated period from the date of notification and the examination fee to be paid is double the amount of fee prescribed for the regular end semester examination.

R15.7.3 A student is eligible for only one Supplementary Examination for any course. No second chance will be given. In case a student fails in the Supplementary Examination, he / she must rewrite the examination along with the regular stream in the subsequent semesters, as and when it is conducted.

R15.7.4 Students who miss the end-semester examination due to valid medical or some other reason may be permitted with the consent of the Dean (Academic Courses) to appear for the supplementary examination(s) subject to fulfilling of attendance requirement (**vide Clause R7**).

R15.7.5 Supplementary Examinations will be conducted during the first two weeks after the commencement of the next semester.

R15.7.6 Supplementary examination will be considered as an alternative to the end-semester examination only. The continuous assessment marks already secured by the students will be considered for finalizing the grade.

R15.7.7 A minimum of 50 percent of marks prescribed for the end semester examination should be scored in the supplementary examination(s) to declare the result as have passed the course and acquired the relevant number of credits.

R16. ELIGIBILITY FOR THE AWARD OF DEGREE

R16.1 A student shall be declared to be eligible for the award of the B.Tech. Degree provided the student has:

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the programme within the stipulated duration.
- ii. Successfully completed the course requirements, appeared for the End Semester Examinations and passed all the courses prescribed in all the 8 semesters within a maximum duration of 7 years reckoned from the commencement of the first semester / 6 years reckoned from the commencement of the third semester in case of lateral entry scheme to which the student was admitted.
- iii. Successfully passed any additional courses prescribed by the Dean (Academic Courses).
- iv. Successfully completed the NCC / NSS / NSO / YRC / RRC requirements.
- v. No disciplinary action is pending against the student.
- vi. The award of Degree must have been approved by the Academic Council of the Institution.

R16.2 Classification of the Degree Awarded

Award of “Honours” Qualification

- R16.2.1** “Honours” Degree shall be awarded to well performing UG students on earning the specific additional credits as prescribed under vide **Clause R4.18.1** and satisfied the requirement (**vide Clause R4.18.2**) and after satisfying the relevant degree award conditions.
- R16.2.2** Students should have obtained a CGPA ≥ 8.0 at the end of the eighth semester and have satisfied additional credits consideration prescribed for “Honours” degree.
- R16.2.3** The Dean (Academic Courses) of the Institution shall submit the list of students who are eligible for the award of the “Honours” degree along with the total credits earned by each student to the Office of the Controller of Examinations. The list shall be validated by the Mentors of the students under consideration and endorsed by the Head of the Department.
- R16.2.4** If the students registered for “Honours” qualification cannot meet the requirement as stated (**vide Clauses R16.2.1 and R16.2.2**), they shall not be considered for the award of “Honours” degree. However, they shall be awarded only a B.Tech. degree or B.Tech. degree with specialization if the students have opted for additional courses in the same domain.
- R16.2.5** Students may continue or deregister from the “Honours” qualification if they do not meet the specified requirement.
- R16.2.6** If a student decides not to opt for Honours, after completing a certain number of additional courses, such additional courses studied shall be considered instead of the Professional Elective Courses which are part of the Curriculum.

- R16.2.7** If the student has studied a greater number of such courses than the number of Professional Elective courses required as per the curriculum, the courses with higher grades shall be considered for the calculation of CGPA. Remaining courses shall be printed in the grade sheet; however, they will not be considered for calculation of CGPA and the same shall be indicated in a foot note appropriately.
- R16.2.8** If the student has failed in the additional courses or faced shortage of attendance, they will not be printed in the grade sheet and will not be considered for CGPA calculation and classification of degree.
- R16.2.9** The “Honours” qualification shall be suffixed to the respective degrees and shown in the degree certificate as a recognition of higher achievement by the student concerned.
- R16.2.10** All the students fulfilling the requirement (**vide Clauses R16.2.1 and R16.2.2**) shall be entitled to receive the transcripts indicating both their achievements.

Award of “Minor” Qualification

- R16.2.11** All the students who successfully complete the additional courses as prescribed i.e., specialization in a specific domain offered by other departments and satisfied the requirement shall be eligible for the award of “Minor” degree.
- R16.2.12** The Dean (Academic Courses) of the Institution shall submit the list of students who are eligible for the award of the “Minor” degree along with the total credits earned by each student to the Office of the Controller of Examinations.

The list shall be validated by the Mentors of the students under consideration and endorsed by the Head of the Department.

R16.2.13 If a student decides not to opt for a Minor degree, after completing a certain number of additional courses, such additional courses studied shall be considered instead of the Open Elective Courses which are part of the Curriculum.

R16.2.14 If the student has studied a greater number of such courses than the number of Open Elective courses required as per the curriculum, the courses with higher grades shall be considered for the calculation of CGPA. Remaining courses shall be printed on the grade sheet; however, they will not be considered for calculation of CGPA and the same shall be indicated in a foot note appropriately.

R16.2.15 If the student has failed in the additional courses or faced shortage of attendance, they will not be printed in the grade sheet and will not be considered for CGPA calculation and classification of degree.

Award of B.Tech. Degree with Specialization

R16.2.16 All the students who successfully complete the additional courses as prescribed, which are in the same programme domain (vertical) and satisfy the requirement shall be eligible for the award of B.Tech. degree with Specialization in that domain.

R16.2.17 The Dean (Academic Courses) of the Institution shall submit the list of students who are eligible for the award of the B.Tech. degree with specialization along with the total credits earned by each student to the Office of the Controller of Examinations. The list shall be validated by the Mentors of the students under consideration and endorsed by the Head of the Department.

R16.2.18 If a student decides not to opt for specialization, after completing a certain number of additional courses, such additional courses studied shall be considered instead of the Professional Elective / Open Elective Courses which are part of the Curriculum.

R16.2.19 If the student has studied a greater number of such courses than the number of Professional Elective / Open Elective courses required as per the curriculum, the courses with higher grades shall be considered for the calculation of CGPA. Remaining courses shall be printed on the grade sheet; however, they will not be considered for calculation of CGPA and the same shall be indicated in a foot note appropriately.

R16.2.20 If the student has failed in the additional courses or faced shortage of attendance, they will not be printed in the grade sheet and will not be considered for CGPA calculation and classification of degree.

First Class with Distinction

R16.2.21 A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- i) Should have passed the examination in all the courses of all the eight semesters in first appearance within five years (four years in case of lateral entry students), which includes authorized break of study of one year. Withdrawal from examination (**vide Clause R18**) will not be construed as an appearance.
- ii) Should have secured a CGPA of not less than 8.00.
- iii) Should not have been prevented from writing end semester examination due to lack of attendance in any of the courses.

The authorized break of study (**vide Clause R17**) and withdrawal from the examination (**vide Clause R18**) will not be construed as an attempt.

First Class

R16.2.22 A student who satisfies the following conditions shall be declared to have passed the examination in First class:

- i) Should have passed the examination in all the courses of all eight semesters within five years (four years in case of lateral entry students), which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- ii) Should have secured a CGPA of not less than 6.50.

The authorized break of study (**vide Clause R17**) and withdrawal from the examination (**vide Clause R18**) will not be construed as an attempt.

Second Class

R16.2.23 All other students (not covered in **Clauses R16.2.21 and R16.2.22**) who qualify for the award of the degree (**vide Clause R16**) shall be awarded Second Class.

R16.2.24 A student who is absent in the end semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per **Clause R18**) for the purpose of classification.

R16.2.25 Student earned additional 20 credits as per **Clause R4.18** but does not satisfy the conditions mentioned in **Clauses R16.2.1 or R16.2.2** shall not be awarded B.Tech. (Honours). In such a case if the student becomes eligible for first class, while computing with the Professional Elective / Open Elective Courses with higher grades, the student shall be awarded B.Tech. in First Class only.

R17. PROVISION FOR AUTHORISED BREAK OF STUDY

- R17.1** Break of Study shall be granted by the Dean (Academic Courses) only once for valid reasons for a period of maximum one year during the entire period of study of the degree programme.
- R17.2** Prescribed fee to the Institution should be paid during the “Break of Study” period.
- R17.3** The student permitted to re-join after the break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of re-joining. If the Regulation is changed, then, those students may have to take up additional courses as prescribed by the Dean (Academic Courses).
- R17.4** Total number of credits to be earned by the student shall be more than or equal to the total number of credits prescribed in the curriculum in force. If the credit assigned for L T P of the courses are not same in two Regulations under consideration, then equivalence shall be arrived as per the credit assignment followed in the Regulations in force.
- R17.5** The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification. (**vide Clause R16.2**).
- R17.6** The total period for completion of the programme reckoned from, the commencement of the first semester (third semester for Lateral Entry Scheme) to which the candidate was admitted shall not exceed the maximum period specified in **Clause R5** irrespective of the period of break of study in order that he / she may be eligible for the award of the degree.
- R17.7** If any student is detained for lack of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered

as permitted “Break of Study” or “Withdrawal” (**Clause R18**) is not applicable for this case.

R17.8 In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Dean (Academic Courses) through the concerned Head of the Department and Dean (FET) before the end of the semester in which the student has taken break of study.

R17.9 If the student has not reported back to the department, after the break of study, his / her name shall be deleted permanently from the Institution enrollment and the same should be informed to his / her parents immediately. Such students are entitled to seek permission from the Executive Council to continue the programme.

R17.10 If a student in Full Time mode wants to take up job / start-up / entrepreneurship during the period of study, he / she shall apply for authorized break of study for one year. The student shall take up the assignment only after getting approval of the same by the Dean (Academic Courses).

R18. PROVISION FOR WITHDRAWAL FROM THE END SEMESTER EXAMINATIONS

R18.1 A student may, for valid reasons (medically unfit / unexpected family situation / Sports approved by the Director (Sports) and Head of the Department) and on prior application, be granted permission to withdraw from appearing for one examination of one course or two or more consecutive examinations of different courses in the end semester examination. Permission cannot be given to withdraw from the examinations in a non-consecutive sequence.

- R18.2** Such withdrawal shall be permitted only once during the entire period of study of the degree programme.
- R18.3** Withdrawal application is valid only if the student is otherwise eligible to write the examination (**vide Clause R7**) and if it is made within 10 days prior to the commencement of the end semester examination and recommended by the Head of the Department and Dean (FET) and approved by the Dean (Academic Courses).
- R18.4** Notwithstanding the requirement of mandatory 10 days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- R18.5** Withdrawal shall not be construed as an appearance for the eligibility of a student for First Class with Distinction. This provision is not applicable to those who seek withdrawal during VIII semester.
- R18.6** Withdrawal from the end semester examination is NOT applicable to arrear courses of previous semesters.
- R18.7** The student shall appear for the end semester examination with respect to the withdrawn courses during the examination conducted in the subsequent semester / supplementary examination in the same semester and need not re-appear for the continuous assessment examination.
- R18.8** Withdrawal from the continuous assessment examination is not permitted.
- R18.9** Withdrawal is not permitted to the student who has not satisfied the conditions prescribed in **Clause R7** as requirements for appearing in the end semester examination.

R19. DISCIPLINE

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

R19.1 Every student is required to observe discipline and decorous behaviour both inside and outside the Institution and not to indulge in any activity which will tend to bring down the prestige of the institution.

R19.2 Any act of indiscipline of a student reported to the Dean (Academic Courses) will be referred to a Discipline and Welfare Committee constituted by the Vice Chancellor. The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated. The Vice Chancellor will consider the recommendation of the Discipline and Welfare Committee for appropriate action.

R19.3 If a student indulges in malpractice in any of the end semester examination / continuous assessment tests, he / she shall be liable for punitive action as prescribed by the institution from time to time.

R19.4 Ragging of any dimension is a criminal and nonbailable offence in our country. The current State and Central legislations provide for stringent punishment, including imprisonment.

Once the involvement of a student is established in ragging, the offending student will be dismissed from the Institution and will not be admitted into any other Institution.

Avenues also exist for collective punishment if individual cannot be identified in this inhuman act. Every student of the Institution, along with the parent, shall give an undertaking every year in this regard.

R20. REVISION OF REGULATIONS AND CURRICULUM

The Academic Council of the Institution reserves the right to revise, amend or change the regulations, the curriculum, syllabus and the scheme of examinations from time to time if found necessary and shall send the recommendations to the Executive Council for approval.

R21. SPECIAL CASES

In the event of any clarification in the interpretation of the above regulations, they shall be referred to the Standing Committee (Internal members of the Academic Council). The Standing Committee will offer suitable interpretation / clarification required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.