

नियम और विनियम  
**Rules and Regulations**  
बी. टेक. डिग्री कार्यक्रम  
**B.Tech. Degree Programme**

2015 बैच से  
**2015 Batch Onwards**



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

**NATIONAL INSTITUTE OF TECHNOLOGY DELHI**

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An autonomous Institute under the aegis of Ministry of HRD, Govt. of India)

सेक्टर ए , ७-इन्स्टिटूशनल एरिया, नरेला ,दिल्ली ११००४०-, भारत

Sector A-7, Institutional Area Narela, Delhi-110040, INDIA

**CONTENTS**

1.	Introduction	04
2.	Departments	04
3.	B. Tech Programmes Offered	04
4.	Academic Session	05
5.	Admission Procedure for UG Students	05
6.	Registration	06
6.1.	Advice on Courses	06
6.2.	Registration Validation	07
6.3.	Late Registration	07
6.4.	Registration and Fees Payment	07
6.5.	Registration Record	07
6.6.	Provision for Re-Registration of Student who did not Register in a Semester	08
6.7.	Change of Branch	08
7.	Attendance Rules	09
7.1.	Absence during the Semester	10
8.	Degree Requirement	11
8.1.	Course Structure	11
8.1.1.	Mandatory Courses	12
8.2.	Definition of Credit System	12
8.3.	Major Project	12
8.4.	Minimum and Maximum Credit in a Semester	13
8.5.	Audit Course	13
8.6.	Summer Internship	13
8.7.	Self Study Course	13
8.8.	Adding and Dropping/Withdrawal of Course(s)	14
8.9.	Temporary and Permanent Withdrawal from Institute	14
9.	Promotion Rules	16
9.1.	From I Year to II Year	16
9.2.	From II Year to III Year	16
9.3.	From III Year to IV Year	16
10.	Grading System and Evaluation	16
10.1.	Description of Grades	17



10.2.	SGPA & CGPA	19
11.	Assessment of Academic Performance	19
12.	Mid Semester and End Semester Examination	21
12.1.	Re-Mid Semester Examination	22
13.	Make Up Examination	23
14.	Malpractices and Punishments during Examination(s)	24
15.	Student's Feedback	25
16.	Change of Regulations	25
17.	Refund Policy	26
18.	Minimum and Maximum Duration for Completion of Degree Requirements	26
19.	Measure of Inadequate Academic Performance for Degree requirements by Students	27
20.	Academic Advising for Undergraduate Students	28
21.	Discipline Manual for Students	32
22.	Rules for Selection of Academic Excellence Awards	35
	APPENDIX I	36
	APPENDIX II	37
	APPENDIX III	41
	APPENDIX IV	42
	APPENDIX V	46
	B. Tech Project Work	50



## 1. Introduction

National Institute of Technology Delhi (NITD) is one of the thirty NIT (s) established in the year 2010 by an act of parliament and has been declared as an Institute of National importance. NIT Delhi is an autonomous Institute which functions under the aegis of Ministry of Human Resource Development, Government of India. It aims to provide education and research facilities in various disciplines of Engineering, Science and Technology, Management, Social Sciences and Humanities for advance learning and dissemination of knowledge. The mission of NIT Delhi is to produce human resource those who are creative, competitive and innovative with high intellect and ethical values. The Institute is imparting holistic education, along with inculcating high moral values in its students. NIT Delhi has started its academic session in 2010 with three undergraduate B. Tech. degree programmes in Computer Science and Engineering, Electronics and Communication Engineering and Electrical and Electronics Engineering. The academic activities of NIT Delhi were initiated at NIT Warangal in year 2010 which later moved to a temporary campus at Dwarka, New Delhi in June 2012 and now currently running at Narela (February 2014). Possession of fifty-one-acre land has been allotted for permanent campus of NIT Delhi on NH-1, Narela sub city, New Delhi. The process of developing the permanent campus has been initiated.

## 2. Departments

The various Departments at NIT Delhi and their two-letter codes are given below.

S. No.	Name of the Department/ Branch	Sub-Branches	Code
1.	Applied Sciences		AS
		Chemistry	CY
		Mathematics	MA
		Physics	PH
2.	Computer Science and Engineering		CS
3.	Electrical and Electronics Engineering		EE
4.	Electronics and Communication Engineering		EC
5.	Mechanical Engineering		ME
6.	Humanities and Management		HM

## 3. B. Tech. Programmes Offered

Undergraduate (B. Tech. Degree) programs are offered in the following disciplines:

- i) B. Tech. in Computer Science and Engineering.
- ii) B. Tech. in Electrical & Electronics Engineering.
- iii) B. Tech. in Electronics and Communication Engineering.



#### 4. Academic Session

**Academic Calendar:** The academic year is divided into two semesters: Autumn (July to December) and Spring (January to June). Each semester will normally be of 18 weeks, which includes end semester examination. It may be ensured that the number of effective teaching days in a semester is 72.

#### 5. Admission Procedure for UG Students

- i. Admission at National Institute of Technology Delhi will be made in accordance with the instructions received from the Ministry of Human Resource Development (MHRD) Government of India and based on the nation wise counseling through CSAB. Reservation policy is maintained as per the guidelines issued by MHRD, Government of India.
- ii. Admission to all Undergraduate (UG) courses will be made in the autumn semester of each academic session at the first-year level based on the relative performance in the Joint Entrance Examination (JEE) as per the guidelines issued by the MHRD, Government of India. The candidates should have passed the 10+2 examination.
- iii. A limited number of admissions are offered to Foreign Nationals and Indians living abroad in accordance with the rules applicable for such admission issued by MHRD, Government of India under the scheme of Direct Admission of Students Abroad (DASA).
- iv. If any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, in any form what so ever, the office of Dean Academics shall report the matter to the Senate recommending for canceling the admission of the candidate.
- v. The institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her career on the grounds of indiscipline or any misconduct.
- vi. The decision of the Senate regarding the sections (iv) & (v) above is final and binding. Candidates must fulfill the medical standards required for admission as prescribed in the Institute Information Brochure or the Prospectus.
- vii. Every Undergraduate (UG) student of the Institute shall be associated with parent department offering the degree programme that the student undergoes, throughout his/her study period.
- viii. All relevant details and admission procedure is available at Institute's website: [www.nitdelhi.ac.in](http://www.nitdelhi.ac.in).



## 6. Registration

Registration is an important and semester wise mandatory procedure of the academic system. The registration procedure ensures that the student's name is on the roll list of each course that he/she wants to study. No credit is given if the student attends a course for which he/she has not registered.

- i. Every student must be present in person and register at the commencement of each semester on the day(s) fixed for and notified in the Academic calendar as well as through proper circulations.
- ii. Registration for all courses is online/offline and organized centrally by the academics office/ERP office in coordination with respective academic departments.
- iii. After registration in each semester, each student should submit a copy of the registration form (self attested) along with a copy of fee receipt (duly verified by Accounts section) to the concerned office of Head of the Departments, which indicates the courses registered by him/her in that semester. Otherwise, registration will not be considered complete.
- iv. Registration by a student confirms his/her status as a student at the Institute. Failure to register before the last date for registration (as indicated in the Academic Calendar) will imply that the student has discontinued studies and his/her name will be struck-off the rolls for that semester.
- v. Every registered student is considered as a full-time student of the institute. They are expected to be present at the Institute and devote full time to academics.
- vi. A student must register a fresh course in study mode only. In case of backlog course with F or I grade, the student has the option to register either in study or examination mode.
- vii. In case, a student registers a course in study mode, he/she must fulfill all the attendance requirements and he/she will be evaluated for continuous evaluation, mid semester examination and end semester examination (as per assessment of academic performance given in **Section 11**).
- viii. In case, a student registers a course in examination mode, there will be no attendance requirement and the student is eligible for end semester examination only. In such cases, student securing 30% or more marks in end semester examination shall be awarded only 'D' grade otherwise 'F' grade will be awarded.

### 6.1 Advice on Courses

At the time of registration, each student must consult his/her Academic Counselor/ Head of the Department, to finalize the academic programme, keeping in view factors, such as, minimum/maximum numbers of total and lecture credits, past performance, backlog of courses, CGPA, pre-requisite, work load and student's interests, amongst others.



## 6.2 Registration Validation

Before the first day of classes, every student is required to be present on campus and validate his/her registration. The updated registration record will be available with the department and the copy will be available with the programme coordinator. After registration in each semester, each student should submit a copy of the registration form (self attested) along with a copy of fee receipt (duly verified by Accounts section) to the concerned office of Head of the Departments, which indicates the courses registered by him/her in that semester. Otherwise, registration will not be considered complete

## 6.3 Late Registration

Late registration is permitted under special circumstances only, up to the deadline (Registration with Late Fees) mentioned as per the academic calendar with the permission of Dean (Academic) on the recommendation of respective Head of the Departments (HOD) with payment of late registration fees. No request for registration will be entertained after the last date of registration (with late fee) mentioned in academic calendar / or notified by the academic office, under any circumstances.

## 6.4 Registration and Fees Payment

Every registered student must pay the stipulated fees in full before the specified deadlines. The student must pay the fee prescribed for each course registered in study mode and examination mode. In the event that a student does not make these payments, he/she will be de-registered from all courses and his/her name will be struck-off from the roll list. Kindly note, within the deadline of registration, student's has to submit the online generated registration form (Self attested) along with the fee receipt (verified by Accounts section in support of his/her fee submission) to the office of concerned Head of the Departments, otherwise registration will not be considered completed.

The detailed fee structure based on the year of first registration/ admission is provided in the Institute website ([www.nitdelhi.ac.in](http://www.nitdelhi.ac.in)) (Academics --> Fee Structure).

## 6.5 Registration Record

In addition to web-based entries related to registration, the student should ensure that the same are entered on the Registration Record. Queries related to registration will be considered only accompanied by the original Registration Record. This record must be preserved until the semester grade card is received by the student.



### 6.6 Provision for Re-Registration of Student who did not Register in a Semester

If a student fails to register in a semester within the stipulated time mentioned in the academic calendar and subsequently, he/ she is intended to register in any of the coming semester, his/ her request for registration may be considered by the competent authority subject to following conditions:

- i. He/ she will have to pay the registration fee, tuition fee etc. in all the previous semesters for which he/she remained absent without any valid permission.
- ii. In addition to above, he/ she will have to pay a penalty of Rs. 10, 000 per semester in all the previous semesters for which he/she remained absent without any valid permission.
- iii. No registration in between the semester will be allowed and will only be followed according to the dates mentioned for registration in Academic calendar.
- iv. In case of such absence without prior approval, the rule for minimum period required (according to regulations) time to confront student's degree, shall not be violated.
- v. No request by the student in such cases for special examinations/ any alternations etc. will be entertained, under any circumstances.

### 6.7 Change of Branch

Student admitted to a particular branch of the B. Tech course will normally continue studying in that branch till completion. However, under special circumstances, the Institute may permit a student, admitted through AIEEE to change from one branch to another after the first year only. Such changes will be permitted strictly in accordance with the previous laid down hereafter.

The details are provided in the Institute website ([www.nitdelhi.ac.in](http://www.nitdelhi.ac.in)) (Academics --> Request Forms --> Branch Change Form).

- 6.6.1 Only those students will be eligible for consideration for a change of branch after the First Year Second semester, who have:
  - (a) Completed all the credits prescribed in the First Year (including both Semester I and II).
  - (b) Obtained a CGPA of not less than 8.5 at the end of First Year in single attempt only.
- 6.6.2 Students who have a year back are not eligible to apply.
- 6.6.3 Application for the change of branch shall be made through proper application (available in the website under Academics section --> Request Forms) only in continuation with notice from Academics section.
- 6.6.4 After last date of application, no applications will be entertained and once application is submitted, choices cannot be modified.





- 6.6.5 Applicants are allowed to opt for a single choice only.
- 6.6.6 Change of branch shall be made on the basis of merit of the applicants, for which the CGPA obtained at the end of first year will only be considered. Ties will be resolved by the AIEEE rank of the applicant.
- 6.6.7 The applicants may be allowed a change of branch, strictly in the order of merit subject to the limitation that the present strength of students in any branch at most can be increased by three.
- (a) Subject to the condition that the student strength in a particular branch from which transfer is made, does not fall below 85 % of the existing strength.
- (b) For any reason, if a student denied changing of branch, no other student with a lesser CGPA should be permitted for change into that branch.
- 6.6.8 All changes of branch will be final and binding on the applicants. No student will be permitted under any circumstances to refuse the change of branch offered.
- 6.6.9 Change of branch will be notified by the office of Academics within 7 working days of the last date of application.

## 7. Attendance Rules

Following are the mandatory rules relating to attendance requirements:

- i. Every student is expected to have 100% attendance in each course in which he/she is registered for study mode
- ii. All students must attend every lecture, tutorial and practical classes. However, to account for late registration or medical/health reasons or other such contingencies, the attendance requirement will be **a minimum of 75%** from the commencement of classes till last teaching day.
- iii. If a student has less than 75% attendance in a course during the semester, the student will not be allowed for end-semester examination and 'R' grade will be given in that course.
- iv. To promote extra-academic/ extra-curricular activities, attendance of maximum 5 working days will be relaxed for those students who are officially representing NIT Delhi in cultural/sports/academic events, organized at National and International levels with prior approval of the Institute only.



- v. For such above, students have to take prior approval from concerned section/ competent authority and subsequently submit the approval to the office of concerned HoDs/ course instructors to receive such attendance immediately after joining the Institute after availing such leave.
- vi. Attendance record will be maintained by each course instructor in every scheduled lecture, tutorial and practical classes. The programme coordinator will maintain and consolidate attendance record for the course in hard copy and through online (ERP) system as well.
- vii. Attendance of students in every course will be visible through student's IMS (ERP) account and students are advised to observe the status of their attendance record in every course on regular basis.
- viii. Before the end semester examination, office of Academics will release the list of students having less than 75 % attendance, based on the data received from all the departments in various courses, who will not be allowed to appear in the end semester examination.
- ix. Marks will be awarded in subsequent slabs of having attendance (details provided in point 11).

### 7.1 Absence during Semester

- i. A student must inform to the HOD office immediately of any instance of continuous absence from classes.
- ii. A student who has been absent from mid semester examination due to illness should approach the programme coordinator for a make-up examination, immediately on return to class. The request (in a proper format) should be supported with all valid medical documents certified by institute's medical officer
- iii. In case of absence on medical grounds or other special circumstances, before or during the end semester examination period, the student can apply for I-grade. 75% attendance in a course is necessary for being eligible for an I-grade in that course. An application requesting, I-grade should be made at the earliest but not later than one week before the commencement of end semester examinations. The application should be written to the Head of the Department of the student's programme who will grant approval depending on the merit of the case and inform the programme coordinator and Dean Academics office.
- iv. If any student is absent for 1 to 15 days without obtaining any prior and proper approval/ sanction of leave from the Head of the Department, then it will be treated as an act of indiscipline.



- v. If any student is absent for 16 or more than 16 days without obtaining any prior and proper approval/ sanction of leave from the Head of the Department, then a warning letter (through email and hard copy to be sent to student's permanent address mentioned in his/ her registration form) shall be issued by the concerned department and if he/ she will not respond in written against that warning letter within five (5) working days then the process of cancellation of registration of that student shall be initiated by the office of Academics based on the subsequent recommendations from office DAC-UG and office of Head of that concerned department.
- vi. In case the period of absence on medical grounds is more than 20 working days during the semester, a student may apply for withdrawal from the semester, i.e., withdrawal from all courses registered in that semester. Such application must be made as early as possible and latest before the last teaching day. No applications for semester withdrawal will be considered after the last teaching day. The Dean (Academics) depending on the merit of the case will approve such applications. Partial withdrawal from courses registered in a semester is not allowed
- vii. If a student is continuously absent from the institute for more than 20 working days without notifying the Dean (Academics) through concerned Head of the Departments, his/her registration will be automatically cancelled for that semester.

## 8. Degree Requirement

- i. Credit requirements: Minimum earned credit requirements for the award of degree is **175** with a CGPA of not less than 5.0.
- ii. The minimum duration for a student for complying with the degree requirement is four academic years from the date of first registration for his/her first semester.
- iii. The maximum duration for a student for complying with the degree requirement is eight academic years from the date of first registration for his/her first semester.

### 8.1 Course Structure

S. No.	Courses	Credits
1.	Basic Science Courses	≥ 24
2.	Departmental Core Courses	≥ 60
3.	Other Engineering Core Courses	≥ 30
4.	Humanities and Social Science Courses	≥ 10
5.	Departmental Elective Courses	≥ 15
6.	Open Elective Courses	≥ 03
7.	Mandatory Courses (Detail in point 8.1.1)	≥ 09
8.	Projects	= 14



**8.1.1 Mandatory Courses**

S. No.	Courses	Credits
1.	Seminar/ Colloquium/ Industrial Lecture	02
2.	Environmental Studies	03
3.	Summer Internship	02
4.	Extra Academic Activity	02

**8.2 Definition of Credit System**

The Departmental Board of Studies/ Senate will discuss and finalize the exact credits offered for the program, the semester-wise distribution of the courses and credits, as well as the syllabi of all B. Tech. Programs offered.

Course Code	L (Lecture)	T (Tutorial)	P (Practical)	C (Total Credit)	Tentative No. of class hours/week
XXL (Lecture Course)	3	0	0	3	Theory Class: 3 hours/ Week
					Tutorial Class: 0 hours/ week
					Practical Class: 0 hours/ week
XXL (Lecture Course)	3	1	0	4	Theory Class: 3 hours/ Week
					Tutorial Class: 1 hour/ week
					Practical Class: 0 hours/ week
XXB (Both Lecture and Practical Course)	3	0	2	4	Theory Class: 3 hours/ Week
					Tutorial Class: 0 hour/ week
					Practical Class: 2 hours/ week
XXB (Both Lecture and Practical Course)	3	1	2	4	Theory Class: 3 hours/ Week
					Tutorial Class: 1 hour/ week
					Practical Class: 2 hours/ week
XXP (Practical Course)	0	0	3	2	Theory Class: 0 hour/ Week
					Tutorial Class: 0 hour/ week
					Practical Class: 3 hours/ week

**8.3 Major Project**

The major project is a **14** credits course

It carries **04** credits in seventh semester and **10** credits in eighth semester.



### 8.4 Minimum and Maximum Credit in a Semester

Credits to be Registered	Condition	No. of Credits
Minimum Credits	--	<b>16</b>
Maximum Credits	Inclusive of backlog courses registered in study mode.	<b>32</b>
Maximum Credits	Inclusive backlog subject registered in study mode as well as examination mode.	<b>35</b>

### 8.5 Audit Course

Student may take audit course during his degree with the permission of instructor. A student may apply for changing a credit course to an audit one within one week of the end of the mid semester examination, based on the circulation/notification from the office of Dean Academics. Audit is not allowed in any first-year course and also for any core course. The credit of the courses which are audited will not be counted in the final degree requirements.

### 8.6 Summer Internship

There will be two summer internship courses of 01 credits each during B. Tech. course. Internship I can be carried out during the summer after the completion of fourth semester and Internship II will be during the summer after the completion of sixth semester. Credits of these courses will be added in fifth and seventh semester respectively, after proper evaluation in the departmental level. The students can do above summer internships in Industries/ Academia only during the summer period mentioned in the academic calendar, after proper recommendation/ approval through the concerned department.

### 8.7 Self Study Course

Maximum two courses can be taken as self-study course, depending on the notification based from concerned department. The self-study course will be only in study mode and student has to go through continuous assessment, mid semester examination and end semester examination of that course. There will be no attendance requirement for self-study course. The fee for the self-study course will be as per the fee structure defined from time to time.

- (a) A self-study course will be from the regular UG courses listed in the concerned UG curriculum
- (b) A student may be given a self-study course not exceeding 6 credits in the final semester if he / she is short by a maximum of 6 earned credits required for graduation provided that the course is not running in that semester as a regular course.
- (c) A student is permitted to do above, provided he/she has failed in it earlier.
- (d) Students should apply for a self-study course with appropriate recommendation of a course Coordinator and the Head of the Department of the student's programme. The final sanction of a self-study course to a student is made by the Dean Academics, on recommendation of Head of the Department.
- (e) Normally, no formal classes will be held for a self-study course, but student may contact concerned course coordinators time to time.
- (f) The Course Coordinator will hold mid and end semester examinations besides other



tests/quizzes for giving his/her assessment and it will be mandatory for students to attend all these examinations/ assignments.

(g) Self study courses will only be applicable for elective and open elective courses.

(g) Fundamental core courses must be cleared by the students to ensure basic engineering degree.

### **8.8 Adding and Dropping/Withdrawal of Course(s)**

The addition and dropping/ withdrawal of courses may be accomplished subject to following conditions:

- i. The choice of elective/ open elective courses will be based on the pre-registration basis, which has to be completed well in advance before the semester registration.
- ii. There may be a provision for adding/ dropping/ switching of elective/ open elective courses within 2 weeks of commencement of semester only, with the concerned from department. After that no such above modification will be entertained.
- iii. There may be a minimum 20% of the total strength of the students in the class required to conduct any elective courses. However, Head of the Department may be empowered to take the final call based on the need and situation.
- iv. There may be a minimum 20% of the total strength of the students(from other department) required to conduct any open elective course. However, Head of the Department may be empowered to take the final call based on the need and situation.
- v. The 'W' grade is awarded in a course where the student has opted to withdraw from the course.
- vi. In case of switching of courses, the attendance shall be transferred among the faculty members.

### **8.9 Temporary and Permanent Withdrawal from Institute**

#### **Temporary Withdrawal:**

Provision of 'temporary withdrawal' from the Institute for the student(s) will be under following guidelines:

- i. A student who has been admitted to a degree program of the Institute may be permitted to withdraw temporarily for a period of one semester or more, from the Institute on grounds of prolonged illness or acute medical problem in person which compelled him/her to stay at home.
- ii. He/she applies to the Institute within 3 weeks of the commencement of the semester or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the father/guardian mandatorily.



- iii. The Institute is satisfied that, inclusive of the period of withdrawal, the student is likely to complete his/her requirements for the degree within the time limits as mentioned in the regulations, then only the applications may be considered. There are no outstanding dues or demands from him/her by the Institute/Hall/Department/ Library/Gymkhana/NCC etc.
- iv. A student who has been granted temporary withdrawal from the Institute, will be required to pay the tuition fee and other essential fees/charges for the intervening period till such time as his/her name is borne on the Roll List.
- v. In such a case student will be fully withdrawn from all courses of the semester, no part time basis withdrawal will be allowed.
- vi. A student will be granted only one such temporary withdrawal during his/her tenure as a student of the Institute.
- vii. Under no circumstances, will an application for semester withdrawal be accepted after the Commencement of major tests. A student is not permitted to request for semester withdrawal with retrospective effect.
- viii. A student who has been granted a temporary withdrawal on medical grounds will be allowed to rejoin and resume his/her studies only after being declared medically fit by the Institute Medical Officer along with submission of proper medical documents duly verified by Doctor (With proper registration number and seal of the organization) from Government Medical Organization only.
- ix. A student will be allowed to join in Autumn/ Spring semester only, if he/she has been withdrawn in any previous Autumn/ Spring semester i.e. if a student has been withdrawn in third semester, then he/ she will be allowed to join back in the next or subsequent third semester only, when it will appear next. This way he/ she will be in a loss of one academic year at least.

### **Permanent Withdrawal:**

Once the admission for the year is closed, the following conditions govern for permanent withdrawal of admissions:

- i. A student, who wants to leave the Institute for good, will be permitted to do so, only after clearing all the dues, if any. Also, all the fees and charges already paid will not be refunded on any account.
- ii. Those students who have received any scholarship, stipend or other forms of assistance from the Institute shall repay all such amounts.
- iii. The decision of the Director of the institute regarding all aspects of withdrawal of a student shall be final and binding.



## 9. Promotion Rules

There are no restrictions for promotion from odd semester to even semester, however restrictions are imposed for promotion from even to odd semester. These restrictions are as follows:

### 9.1 From I Year to II Year

To be able to register in the third Semester, a student should have completed, with D or better grade, at least 30 credits at the end of first year (in first and second semesters and make up examinations put together).

### 9.2 From II Year to III Year

For promotion to Third year, a student should have (i) Cleared all the Course Work requirements of First Year and (ii) passed, with D or better Grade, at least 30 credits at the end of second year (third Semester, fourth semester and make up examinations put together).

### 9.3 From III Year to IV Year

For promotion to Fourth year, a student should have (i) Cleared all the Course Work requirements of first year, second year and (ii) passed, with D or better Grade, at least 30 credits at the end of third year (fifth semester, sixth semester and make up examinations put together).

## 10. Grading System and Evaluation

The grades and their description, along with equivalent numerical points wherever applicable are listed below:

Grade	Grade Points	Description
A+	10	Outstanding
A	9	Very Good
B+	8	Good
B	7	Average
C	6	Below Average
D	5	Marginal
F	0	Fail
R	0	Insufficient Attendance
NP	-	Audit Pass
NF	-	Audit Fail
I	-	Incomplete
W	-	Withdrawal
S	-	Satisfactory Completion
U	-	Unsatisfactory





The norms for the award of the letter grade are as follows:

- No student can be awarded D or better grade without securing at least 30% marks in any course.
- It is also mandatory that the student should secure at least 30% marks in the End Semester examination in the subject for award of D or better Grade.
- The Grading shall be relative grading system.

### 10.1 Description of Grades

#### 'A+' Grade

- The 'A+' grade stands for outstanding achievement. The minimum percentage for the award of an 'A+' grade is 80% at least. However, individual course coordinators may set a higher performance requirement. 'A+' grade may be given to a maximum of 5% students registered in a course.

#### 'A, B+, B, C, D' Grades

- The class average marks (after excluding the marks obtained by students with A+ and F grade) should be in the mid – range of B grade and other grade (A, B+, C and D) ranges are to be fixed appropriately, so that, the distribution of number of students in the pass grades is a “near normal bell curve”.

#### 'F' Grade

- The 'F' grade denotes poor performance and indicates failing a course.
- A student has an option to take the course with F grade either in study mode or examination mode when offered next.
- A student with F grade is also eligible to take Make-up Examination (see rule for Make-up examination: point no. 13).
- In case of the elective courses in which F grade has been obtained the student may take the same course or any other course from the same category.
- When a student gets F grade in any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated by taking 'zero point' for these subject(s). After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the new grades.

#### 'R' Grade

- Students not having the mandatory requirement of minimum 75% attendance in any subject(s), shall not be permitted to appear for the end semester examination in that particular subject(s) and is awarded 'R' Grade in that subject(s). Such student has to register/repeat in study mode for the subject in which he/she has shortage of attendance, as and when the course will be offered next.
- When a student gets 'R' grade in any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated by taking 'zero point' for these subject(s). After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated



after taking into account the new grades.

### **'NP and NF' grades**

- The NP Grade denotes completion of the Audit course. The NF grade denotes Audit fail. These grades are awarded in a course that the student opts to audit. Only an elective course can be audited until one week after the mid semester examination. The Audit Pass (NP) is awarded if the student's attendance is above 75% in the class and he/she has obtained at least a D grade. The Course Coordinator can specify a higher criterion for audit pass at the beginning of the semester. If either of these requirements is not fulfilled, an audit fail (NF) is awarded. The grades obtained in an audit course are not considered for the calculation of SGPA or CGPA.

### **'I' grade**

- If a student misses the end-semester examinations due to a compelling reason like serious illness of himself/ herself which necessitates hospitalization or a calamity in the family, he/she may appeal to the Dean Academics before commencement of examination through his/her Head of the Department and Institute Medical Officer for permitting himself/ herself to appear in the subsequent examination(s), when conducted next. A committee consisting of the following members may, after examining the documents and being convinced about the merit of the case, recommend permitting him/her to appear in the subsequent re- examination(s), when conducted next, condoning his/ her absence. In such cases transitory grade 'I' is temporarily awarded to the student in the subject.

### **Sub - committee:**

- i. Dean-Academic, Chairman.
- ii. Dean- Student welfare, Member.
- iii. Concerned Head of the Department, Member.
- iv. The Institute Medical officer, Member.

The Assistant Registrar (Academic) - will assist the committee.

When a student gets, I Grade for any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) subjects. After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the new grades.

- **'W' Grade**

The 'W' grade is awarded in a course where the student has opted to withdraw from the course.

- **S and U grades**

The S grade denotes satisfactory performance and completion of a course. The U grade denotes unsatisfactory performance of a course and if it is a mandatory course, the student will have to register for the course until he/she obtains the S grade. The specific courses in which S/U grades are awarded are NCC/NSO/NSS, Extra Curricular Activity.



## 10.2 SGPA & CGPA

Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

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

where  $C_i$ =credit for the course.

$GP_i$ =the grade point obtained for the course.

$n$ =number of subject registers for the semester.

Starting from second semester a Cumulative Grade Point Average (CGPA) will be computed for every student at the end of every semester. The CGPA would give the Cumulative performance of the student from the first semester up to the end of the semester to which it refers and calculated as follows:

$$CGPA = \frac{\sum_{i=1}^n S_i C_i}{\sum_{i=1}^n C_i}$$

where  $S_i$ =SGPA of the semester.

$C_i$ =total number of credits register for during a particular semester.

$n$ =number of semester under consideration.

**10.2.1** The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester except eighth semester. In its place a consolidated grade sheet is issued. This consolidated grade sheet supersedes all the earlier grade sheets.

**10.2.2** Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these grade point averages are to be used for the purpose of determining the inter se merit ranking of a group of students, only the rounded off values will be used.

## 11. Assessment of Academic Performance

(a) **Theory Course:** 100 marks with the following weightages:

<b>Continuous Evaluation</b>	<b>20 Marks</b>
<b>Mid Semester Examination</b>	<b>25 Marks</b>
<b>Marks due to Course Attendance</b>	<b>5 Marks (Maximum)</b>
<b>End Semester Evaluation</b>	<b>50 Marks</b>



- Continuous evaluation comprises of class tests/surprise tests/assignments/quizzes, which will be decided by course coordinators.
- Maximum 5 marks for course attendance is distributed as follows:

Attendance to be rounded off to nearest integer.

Attendance (in %)	Marks
75% Above	3
80% and Above	4
90% and Above	5

**(b) Laboratory Course:** 100 marks with the following weightages:

<b>Continuous Evaluation</b>	<b>50 Marks</b>
<b>End Semester Examination</b>	<b>50 Marks</b>

The components of continuous evaluation, may be taken as following example for evaluation:

- For Every laboratory course there will be 5 marks. Suppose number of labs conducted is 14 in that semester then 70 marks will be scaled down to 50 for continuous evaluation and if number of labs conducted is 8 then the 40 marks will be scaled up to 50.
- 5 marks of each laboratory will be given on following breakups by scaling down of total 50 marks.
  1. Laboratory Report of Previous Experiment - 10 marks
  2. Viva Voce of Present experiment - 20 marks
  3. Performance in Present experiment - 20 marks

The mode and nature of the evaluation and the corresponding weightages, for the subcomponent shall be intimated to the students at the beginning of the semester along with the lecture schedule.

### **(c) Theory Course with Laboratory**

A course having theory as well as laboratory component, will be evaluated with 60% weightages to theory and 40 % weightages to laboratory for overall grading, with independent marking system given above for theory and laboratory courses.

- Details of project work evaluation is provided in Appendix -I.
- Guidelines for preparation of project report is provided in Appendix VI.



**12. Mid Semester and End Semester Examinations:**

The mid-semester examination will be conducted usually after 7 or 8 weeks of commencement of the course, as notified in the academic calendar. The mid semester and end semester examinations will be conducted centrally by the examination section.

- i. For students registered in a course in study mode, it is mandatory to appear in mid semester and end semester (depending upon the fulfillment of minimum attendance requirement as pointed in section 7) examinations. For students registered in a course in examination mode, it is only required to appear at the end semester examination (without attending any classes or without having minimum attendance requirement, even if attending classes).
- ii. Students are not allowed to leave the examination hall without submitting the answers script. They will not be permitted to enter the examination hall after 30 minutes of commencement of examination and to leave the examination hall half time of the closure of examination.
- iii. Students will be permitted to appear in the examinations in only those subjects for which they have registered either for study or for examination mode at the beginning of the semester.
- iv. The final grades awarded to the students in a subject must be submitted by the course instructor/coordinator, within the dates mentioned in Academic Calendar or according to the notification by the office of Academics. The DAC-UG will compile all the grades submitted by the faculties of the respective departments and submit the final grades after moderation to the office of Controller of Examination.
- v. Any change of grade of a student in a subject consequent upon the detection of any genuine error of omission and/or commission on part of the concerned instructor must be recommended by the DAC-UG/ DPGC and shall be forwarded by the instructor/coordinator through the Head of concerned Department to the office of Controller of Examination within 10 (Ten) days from the publish of provisional end semester result of the present semester.
- vi. As a process of learning by students and also to ensure transparency the answer scripts after correction of class tests, mid semester examination etc. will be shown to the students within one week from the date of test /examination.
- vii. In order to ensure transparency in the evaluation of the scripts of end semester examination, those answer scripts also will be shown to the students upto the dates mentioned in the Academic Calendar before finalization of grades in DAC-UG/ DPGC. Once the grades are finalized by DAC-UG/ DPGC, the students will no longer have any right to verify his/her answer scripts.



- viii. The student can appeal to DAAC for any arbitration within 10 (Ten) days from the date of official publication of the provisional result in the institute website. Students may appeal through proper channel only (DAAC ---> Head of the Department --> Controller of Examination --> Dean Academic) within due date.
- ix. Evaluation of common courses taking by multiple faculty members have to be done by Table corrections method only.
- x. Within 10 days from the last examination, the evaluation and grading should be finalized by faculty members after showing answer scripts to the students.
- xi. After 10 days of publication of provisional result (if no query arises) the grades will be considered final and the same will be treated as final semester result.
- xii. A student of B. Tech. degree programme must complete the prescribed course work with a minimum requirement of 175 credits within a maximum period of eight years.
- xiii. A student who has passed all the courses without securing R, X, or F grades during the period of study and with a CGPA of 8.0 and above is considered eligible for the award of First division with distinction.  

A student failing to satisfy above rule even if he / she gets a CGPA of 8.0 or more will be eligible for the award of First division only.

A student with the CGPA of 6.5 and above but less than 8.0 is considered eligible for the award of First division.

A student with a CGPA of 5.0 and above but less than 6.5 is considered eligible for the award of second division.

The valued scripts shall be preserved for a maximum period of 6 months after publication of results.
- xiv. Examination record of all students shall be maintained in both soft copy and hard copy form in the Examination section.

### 12.1 Re- Mid Semester Examination:

If a student fails to appear for the mid semester examination in any subject(s), under very special circumstances only, due to compelling reason like serious illness of himself/herself which necessitates hospitalization, he/she shall apply to the Dean (Academic) along with relevant certificates/ documents and duly recommended by the respective Head of the departments, within due date as mentioned in the Institute's Academic Calendar. All such cases will be refereed by institute medical officer and scrutinized by a committee. On the recommendation of committee, the approved list of candidates shall be permitted for a re-mid examination. The re-mid examination of such candidates will cover the course content upto one class day before the date of such re-exam.



### **13. Make Up Examination:**

Students appearing in Make-Up Examination shall be governed by the following rules:

- i. Students with 'R' grade are not eligible for writing the Make-Up examination.
- ii. Students with 'F' or 'I' grade are only eligible to write Make-Up examination.
- iii. Make-Up examination is offered only once in an academic year, during summer.
- iv. Make-Up examination will be in examination mode only.
- v. A student who has obtained 'F' grade in makeup examination may freshly register in that course in the subsequent semester (when it will be offered) either in study or examination mode.
- vi. The schedule for makeup examination and registration for makeup examination are published in the academic calendar.
- vii. A student can register for makeup examination in any number of courses.
- viii. A student securing 30% or more marks in a course in the Make-Up examination shall be awarded only 'D' grade, otherwise 'F' grade will be awarded.



**14. Malpractices and Punishment during Examination(s)**

<b>S. No.</b>	<b>Nature of the Malpractice</b>	<b>Punishment</b>
1.	<b>Taking out, used or unused answer booklets outside the examination room.</b>	Fine of Rs. 2000/- per paper. In case of used answer booklets, in addition to the above, the candidate shall be awarded an F Grade in that subject.
2.	<b>Verbal or oral communication with neighbouring students after one warning.</b>	Taking away the answer script and asking the student to leave the hall.
3.	<b>Possession of any incriminating material inside the examination hall (whether used or not) For Example: written or printed materials, bits, writings on scale, calculator, hand kerchief, dress, part of the body and hall ticket etc.</b>  <b>Possession of cell phones, programmable calculator, recording apparatus or any unauthorized electronic equipment. Copying from neighbour.</b>  <b>Exchange of question papers and other materials with some answers.</b>	In case of Mid/ Sessional examination, award zero marks. In case of End semester examinations, award F Grade. The candidate may be allowed to write make-up examination.
4.	<b>Possession of answer book of another candidate. Giving answer book to another candidate.</b>	The candidate shall be awarded zero marks in that examination and he/she shall be awarded F Grade in that particular subject.
5.	<b>Misbehaviour in the examination hall (unruly conduct, threatening the invigilator, or any other examination officials). Repeated involvement in malpractices 2 to 5 above.</b>	Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However, such student may be permitted  to appear for makeup examinations of the previous semesters.





6.	<b>Cases of Impersonation</b>	<p>Handing over the impersonator (outsider) to the police with a complaint to take appropriate action.</p> <p>Cancellation of all examinations (all papers registered) for the bonafide student for whom the impersonation was done and further the bonafide student will be debarred from continuing his/her studies and writing all examinations for two years or expulsion from the institute.</p> <p>If a student of this institute is found to impersonate a bonafide student, the impersonating student will be debarred from continuing his/her studies and writing all examinations for two years or expulsion from the institute.</p>
7.	<b>Physical assault to the invigilator or any examination officials.</b>	Rustication from the Institute.

Any other type of malpractices reported; the enquiry committee may recommend appropriate punishment.

The Malpractice and Disciplinary action committee (Academic) shall award the appropriate punishment. The constitution of the committee is as follows:

- |                                     |          |
|-------------------------------------|----------|
| 1. Dean (Academics)                 | Chairman |
| 2. Dean (Student Welfare)           | Member   |
| 3. Concerned Head of the Department | Member   |
| 4. Invigilator (s)                  | Member   |
| 5. Controller of Examination (COE)  | Convener |

### 15. Students Feedback

Students may submit the feedback regarding each and every course, he/she has undergone, at the end of every semester, based on the notification from the concerned Head of the Departments through the office of Dean Academics.

### 16. Change of Regulations

Notwithstanding all that has been stated above, the Senate, has the right to modify any of the above rules and regulations from time to time. All such modifications shall be documented and numbered sequentially and shall be made available in the Institute website.



### 17. Refund Policy

If a student chooses to withdraw from the program of study in which he/she is enrolled, the Institute (NIT Delhi) will follow the following steps for the refund of fees paid by the student.

1. If a student withdraws from the Institute before the Registration/Reporting at Admitted Institute [According to CSAB/CCMT/DASA time schedule available in respective website], the entire fee will be refunded after deduction of Rs 1,000/- towards the Processing Fee.
2. If a student withdraw from Institute after the Registration/Reporting at Admitted Institute [According to CSAB/ CCMT/ DASA time schedule available in respective website], he/she needs to submit a withdrawal request through a completely filled-in Application form as prescribed by the Institute (i.e. Annexure I) along with the 'No-Dues' form (available at Institute's website), verified from all the concerned Office/Dept./Section. Only after the Approval of the same, the following deposits may be refunded after deduction of dues, if any:
  - a) Institute Caution Money
  - b) Hostel Security and Mess Security (if applicable).

**Note:**

- The Refund will be made after the completion of the entire admission process and after the receipt of the Admission Fees from the CSAB/CCMT/DASA respectively (i.e. Fees submitted directly to the CSAB/CCMT/DASA by the student).
- Also, the Institute will follow the Refund rules for Fees as per the MHRD guidelines notified from time to time.
- In case of natural or accidental death and major casualties of the student, the refund rules/clauses shall be applicable to the extent as given above.
- The above rules are applicable for entry level admissions in UG/PG.
- 

### 18. Minimum and Maximum Duration for Completion of Degree Requirements

Programme Name	Minimum Number of Registered Semesters	Maximum Number of Registered Semesters Permitted for Completing Degree Requirements
B. Tech	8	16



### 19. Measure of Inadequate Academic Performance for Degree Requirements by Students

A student is expected to maintain at least a minimum level of performance at all times. The Office of Dean Academics will review the academic performance of each UG student at the end of each regular semester. A deficient student may be placed on Warning or Academic Probation or his/her academic programme may be terminated as per following rules applicable for that particular batch.

All such students falling under all such categories will be treated as Academically Weak Students. A student on Warning or Academic Probation will be under following conditions:

- She/he shall register with higher priority for those courses (or their substitute) in which grade F/R/I is obtained.
- She/he shall not hold any office in the Hall of Residence, Students Gymkhana or any other organization/body of the Institute.
- Any other special terms and conditions laid down by the Senate time to time.
- The criteria for placing students on Warning, Academic Probation, and Programme Termination are described in the following sections.

#### Warning:

The following table shows the criteria for being placed on Warning, if all following criteria are fulfilled:

Batch	Undergraduate
2019-2020 onwards	1. He/she fails to secure at least 15 credits. 2. His/her SGPA is less than 6.0 3. His/her CGPA is less than 6.0

A warning letter will be issued to student(s) as well as to the guardian/local guardian of those student(s) by the office of Dean Academics.

#### Academic Probation:

The following table shows the criteria for being placed on Academic Probation, if all following criteria are fulfilled:

Batch	Undergraduate
2019-2020 onwards	1. He/she fails to secure at least 12 credits. 2. His/her SGPA is less than 5.0 3. His/her CGPA is less than 5.0

A student on academic probation may be allowed by the DAC-UG to register for the minimum credits as per the Institute's Rules and Regulations in the subsequent semester to promote slow pace programme to opt for the student. No student's programme may be terminated who is not already on academic probation (or in Warning).



**Programme Termination:**

The following table shows the criteria for programme termination:

Batch	Undergraduate
2019-2020 onwards	1. He/she fails to secure at least 10 credits. 2. His/her SGPA is less than 4.0 3. His/her CGPA is less than 4.0

**Appeal against Termination:**

A student whose programme is terminated may appeal to the Chairman, Senate, for re-instatement in the programme through proper channel (Head of the Department → Dean Academics → Chairman Senate) only. In cases of termination due to inadequate academic performance, the student should clearly explain causes for the poor performance, including how those causes will not adversely affect her/his performance in the future. The Senate shall take a final decision after considering all available inputs. A student will not re-appeal after previous appeal has been rejected.

**20. Academic Advising for Undergraduate Students****Academic Advising Scheme for Regular Students:**

(a) There may be a class committee for each entry year of all programmes. The class committee is responsible for providing consistent and uniform academic advice to the entire batch of students.

(b) Class committee shall consist of a Chairman, at least two faculty members of the department (one of them will function as convenor of the class committee) and elected student representative as a student coordinator. The faculty members in the class committee would be referred to as Faculty Mentors for the batch.

(c) The Coordinator of a class committee will be appointed in a year-specific fashion, as per the election of student council of the Institute according to Institute's Rules and Regulations.

(d) Other Students can approach any class committee member for academic advice before registration or any time during his/ her study. In other words, all the four members of the class committee will have the functional role of mentoring for all the students of respective batch within the jurisdiction of the Institute's rules and regulations.

(e) The faculty members of the committee in consultation with the elected representative/ coordinator of the class will provide academic advice applicable to all the students in general. The class committee is also expected to discharge following responsibilities:

(I) Helping to Choose electives for the subsequent semester during pre-registration session for electives.



(ii) Addressing issues related to scheduling and categorization of courses.

(iii) Organizing Student – Teacher interaction events for the batch apart of CRC meetings scheduled in Academic Calendar.

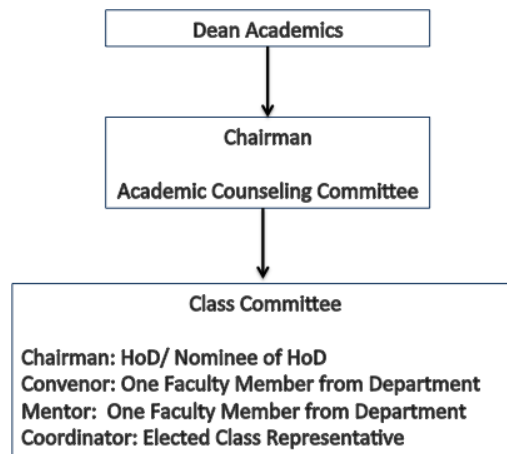
(iv) Responsible for organizing CRC meetings as per the Academic Calendar of the Institute.

(v) Constructively helping students in every possible manner for academic under the jurisdiction of the Institute's rules and regulations.

(f) The Chairman, Convenor and the other faculty members of 1st year/ other years class committee would be identified by the Chairman, Academic Counseling Committee in consultation with Head of the Department prior to the orientation of new students/ registration of regular students. During orientation, students and their parents will be introduced to these class committee members for first year students.

(g) The class committee will be directly under the jurisdiction of Chairman of the Academic Counseling Committee of the Institute.

Working flow for the advising scheme for regular students:



**Advising Scheme for Academically Weak Students:**

(a) The students on probation or academically weak in each batch (if applicable) will be put under a special advisor, identified by the Chairman Academic Counseling Committee in consultation with Head of the Department, who is expected to monitor the students in a personalized manner. Normally, not more than 5-8 students may be assigned to a special advisor. Chairman, Academic Counseling Committee, in consultation with Heads of Departments will appoint special advisors at the beginning of an academic session. The Special Advisor, may be appointed from outside, from any professional organization.

(b) A meeting of the special advisors with Chairman, Academic Counseling Committee and Dean



Academics would be held at the beginning of each semester for coordination of the advising process.

(c) A student on probation/ academically weak, is expected to be in close contact with the advisor by meeting him/her at least once every 2 weeks for the entire period during which the student continues to remain in probation/ weak situation. Special advisors will be invitees to the class committee meetings as well.

(d) Special advisor in consultation with the parents and student counsellor, if required, will make a student-specific plan. The special advisor is expected to:

- Closely interact with the weak student and his/her parents.
- Manage and track counselling process of the student, if any, in coordination with the Chairman, Academic Counselling Committee.
- Helping their registration by choosing the courses properly.
- Manage the recommendation/appeal for termination/continuation process in consultation with Head of the Department and Dean Academics.

(e) At the time of registration for a semester, the student meets his / her advisor if possible, with parents, to:

- Identify specific problems and ways to mitigate the same.
- Helping their registration by choosing the courses properly.
- Help Head of the Department in the processing of the student's appeal against termination, if applicable.

(f) The student being placed under probation for the 1st time may also meet the special advisor during this period, if needed. The advisor can provide professional help in identifying to resolving problems. Advisor's' input will be available to the Chairman, Academic Counselling Committee. During the add-drop period, the student, preferably along with his/her parents, should come and meet the special advisor.

(g) While considering any appeal from an academically weak student for continuation of his registration, the Dean Academics would consider the following:

(i) whether he/she has met his/her Advisor and Counsellor at the scheduled times on a regular basis.

(ii) whether he/she is regular in help sessions. Registration of a student under probation will not be approved for the next semester if he/she does not comply with the process of meeting the advisor/counsellor.

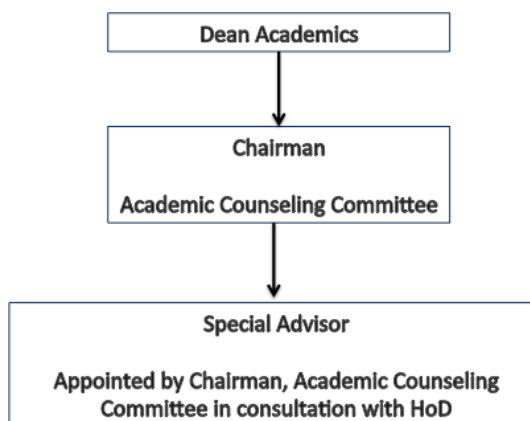
An Institute level committee, Academic Counselling Committee, would monitor the entire operation of academic advising for weak students. Functions of the committee include monitoring the performance of weak students and making the recommendations regarding termination/continuation. This committee would also evaluate the weak students based on the feed-back regarding



- . (i) Regularity in meeting the advisor and /or counsellor.
- . (ii) Student's attendance in help sessions.
- . (iii) Academic performance.

A summary of the weak student's performance would be made available to the special advisor, Head of the Department, Chairman Academic Counselling Committee as well as Course Coordinators of the courses in which the student is currently registered.

Working flow for the advising scheme for academically weak students:



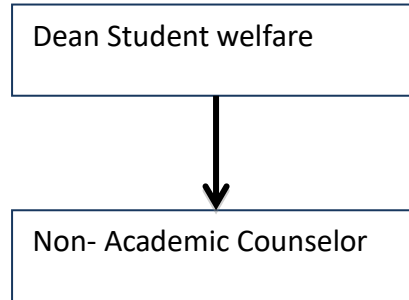
### **Student Mentors:**

Each student may be assigned a student mentor from the preceding senior batch and preferably from the same discipline to mentor students on academic and extra-curricular activities and provide feed-back to the special advisor/ class committee/ Chairman, Academic counselling committee, in case of weak students or even regular students. The student mentor will be decided by the Academic Counselling Committee under the jurisdiction of Chairman of the Committee in consultation with the respective HoD. Under a single student mentor, maximum 5 junior students may be assigned, however depending on the number of students registered/ admitted in a particular academic year. Final year students may not be placed under any student mentorship and will may be directly under the mentorship of Academic Counselling Committee.

### **Advising Scheme for Students under Non- Academic Grounds:**

- (a) The students on mental depression or facing other non-academic social/ personal problems will be put under a professional, non-academic counselor appointed by the Institute.
- (b) Such counselor may be visiting fixed twice or thrice in a week, where special interaction with students may be held.
- (c) Appointed Non-Academic Counselor will work under the jurisdiction of Office of Dean Student Welfare of the Institute.





## 21. Discipline Manual for Students

### Grounds of Disciplinary Proceedings:

#### . **Sexual Harassment/Misconduct:**

Offensive or derogatory comments or conducts reflecting gender-bias which create intimidating work or living environments and which represent substantial violations of the rights or opportunities of the victim(s). Such conducts include but are not limited to:

- a) Conducts that violate the institute's policies prohibiting sexual harassment, such as unwelcome sexual advances, requests for sexual favours, and other unwelcome verbal or written communications of a sexual nature.
- b) The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature that are unwanted by the recipient.

#### . **Accused/ Arrested on Criminal Grounds:**

(a) The matter to be immediately reported to the Office of Dean Student Welfare by the student/ department/ guardian or any concerned of student.

(b) The matter will be then placed (after receiving information from student or Police or any concerned authority, if not reported by student) at the Institute's Academic Discipline Committee, where committee may instruct the student to appear personally in front of the committee for a personal hearing or in writing to provide adequate justification of the matter to the committee, if not able to appear for personal hearing.

(c) Based on the gravity of the situation, in situ Academic record and behaviour of the student within the Institute and based on the available records from the Police, the committee is provisionally empowered to provide temporary or permanent expulsion/ rustication/ probation/ warning to the student.

(d) The decision of the committee will be dully submitted to the Senate for its final decision under the jurisdiction of the Senate Chairman.





**Other General Disciplinary Grounds:**

All students are responsible for conducting themselves in a manner that helps enhance the environment of learning, wherein the rights, dignity, worth and freedom of each member of the campus are respected.

A student found responsible for the violation of any clause outlined in this section is subject to disciplinary sanctions. Dean Student welfare or designee may initiate disciplinary proceedings against student(s) suspected of violating the Code of Conduct of the Institute outlined herein and/or elsewhere within the jurisdiction of the Rules and Regulations of the Institute.

- Any violation of any sort pertinent to the Indian Penal Code.
- Violation of any published NIT Delhi policies, rules and regulations. It is the responsibility of the student to be familiar with all NIT Delhi policies that refer to appropriate behaviour on campus.
- Failing to comply with orders or directives of NIT Delhi officials, Institute hearing bodies, Institute Security Personnel, or any other law enforcement officers acting in the performance of their duties.
- Furnishing false or misleading information to a member of the faculty, staff, student, or law enforcement official acting in an official capacity.
- Violation of NIT Delhi policies causing threat to academic integrity.
- Forgery, alteration, destruction, misuse, or possession of NIT Delhi documents, including but not limited to Institute identification cards or records without authorization. Violations include, but are not limited to, forgery of applications for financial aid, admission, course changes or course credit, copying, misuse or alteration of parking permits, alteration or misuse of transcripts, and student identification cards etc.
- Abuse of the Institute disciplinary system, including but not limited to knowing falsification or misrepresentation of information presented to any judicial authority. Interference with a judicial process through coercion, intimidation, threats, or bribery. Failure to promptly obey any mandate of any NIT Delhi disciplinary authority. Failure to comply with written or oral communications from an authorized NIT Delhi official to appear for a meeting or hearing as part of the Code and Conduct of system.
- Damage, defacement, or destruction of any private or Institute property.
- Attempted or actual theft or possession of private or Institute property.
- Unauthorized use of private or institute facilities including, but not limited to telephone, internet, computing equipment's and accessories and any mode of communication.
- Possession, duplication, or use of keys to any NITD premises without authorization or prior



approval; entry or use of Institute premises without permission.

- Violation and/or sabotage of safety systems, including but not limited to, the below listed behaviour as well as any other behaviour prohibited by the Institute authority.
- Unauthorized use, abuse, or interference with fire protection equipment or other safety equipment, which could result in death, injury, or substantial property damage.
- Intentional setting off of false fire alarms.
- Bomb threats or similar threats involving dangerous devices or substances.
- Behaviour which constitutes a significant fire hazard.
- Unauthorized possession or use of any material or substance which constitutes a significant health hazard.
- Conducts that endanger the health or safety of members of the NIT Delhi community or other persons.
- Violation of traffic rules, all inclusive of two, three and four wheelers, that jeopardizes orderly traffic and safe journey on the road within Institute premises.
- Disorderly conducts including, but not limited to, verbal abuses or inappropriate behaviour or any other activities or behaviour prohibited by the Institute authority.
- Discriminations against any member of the NIT Delhi community, or a visitor, through biased or prejudicial behaviour related to the person's race, colour, nationality, sex, religion, disability, age or sexual orientation.
- Failing to discourage/confront illegal activity and/or violation of the Code and Conduct of Student by active/passive participation/presence during the activity.
- Hazing, defined as, but not limited to, any act imposed on current or potential members of a group or organization that endangers the mental or physical health or safety of a person, that defaces or destroys public or private property, that is likely to result in humiliation or ridicule, or that is likely to result in interference with academic efforts regardless of the consent of the participants, or any actions or activities prohibited by the NITD authority.
- Physical abuse, including, but not limited to, inflicting or threatening bodily harm upon any person, or acting in a manner which creates a risk of bodily harm to any person. Harassment, abuse, coercion, or threats by means other than the use or threatened use of physical force. These include, but are not limited to, any behaviour prohibited by the law.
- Harboring or bringing a pet on NIT Delhi premises in violation of Institute policy.
- Gambling for money or other items of value on NIT Delhi premises; including but not limited to, playing cards or other games of chance or skill for money or other items of value. Use or possession of a controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities deemed prohibited by the Institute authority /Government of India.
- Possession or use of any dangerous or prohibited chemicals/weapons/firearms within Institute premises.
- Possession or use of any explosive device or material, including but not limited to, firecrackers etc. without express authorization by an authorized NITD official.



## 22. Rules for Selection of Academic Excellence Awards

### Eligibility Criteria:

The medals to the students in the Convocation may be awarded to those students who have completed their B.Tech/M.Tech degree requirements and have satisfied the following eligibility criteria:

- (i) The Minimum CGPA required is 8.5 for the award of any medals or prize.
- (ii) He/She has not failed in any subject at any stage during his/her course of study at the institute till the time of the award.
- (iii) No disciplinary action has been taken against him/her for any offense during his/her course of study at the institute prior to the award.
- (iv) He/She has not been punished under examination malpractice and involved in violation of code of conduct at any stage of the course in the Institute/Hall of Residence/ Department /Club etc.

### Academic Excellence Awards/ Medals:

1. The President's Gold Medal (PGM): This will be given to the student who secures the highest CGPA in the batch of graduating students amongst all the Branches.
2. Director's Gold Medal (DGM): This will be given to the student who secures the highest CGPA in the class of graduating students of a branch except for the branch from which the student will get the President's Gold Medal. The branch from which the student has been awarded the President's Gold Medal, the student with the second highest CGPA will be awarded the Director's Gold Medal.
3. Institute Silver Medal (ISM): This will be given to the student who secures the 2<sup>nd</sup> highest CGPA in the class of graduating students of a branch except for the branch from which the student will get the President's Gold Medal. The branch from which the student has been awarded the President's Gold Medal, the student with the third highest CGPA will be awarded the Institute Silver Medal.

### Rule to be followed in case of Tie-Breaking:

1. If two or more students attain an equal CGPA upto two decimal points (in addition to satisfying the above-mentioned eligibility criteria), all such students will be eligible for the concerned medal(s) i.e. DGM and ISM only.
2. If there is a tie for PGM, the following tie breaking rules can be applied:
  - (a) The students having earned more number of credits will be awarded the PGM.
  - (b) The student with greater count of topmost grade (i.e. A+ grade in case of 2015 batch onwards and Ex grade in case of the previous batches) will be awarded the PGM.
  - (c) If the count of topmost grade is also equal, the student with greater count of next topmost grade (i.e. A grade) will be awarded the PGM. The criterion will be applied for count of all next topmost grades until the tie is broken.
  - (d) If there is still a tie, the student with higher CGPA at the end of 7<sup>th</sup> semester will be awarded the PGM. The criterion will be applied for CGPA at the end of immediate previous semesters (one by one) until the tie is broken.



**APPENDIX I****Project Work Evaluation**

Project work is divided into two modules:

Part-A (Seventh Semester) ... 4 Credits

Part-B (Eighth Semester) ... 10 Credits

- A student has to select a topic for his project work, based on his/her interest and the available facilities, in the seventh semester, which, he/she will continue through eighth semester also. The guide will evaluate execution of the project periodically.
- The Project work shall be prepared following guidelines given in Appendix-VI.
- For the purpose of assessment, the performance of a student in the project work may be divided into the following subcomponents.

**i) At the end of seventh semester (3 or 4 credits)**

- |  |     |
|--|-----|
| a) Assessment by the supervisor:                                     | 50% |
| b) Assessment by the project assessment committee of the Department: | 50% |

**ii) At the end of eighth semester: (for 6 credits)**

- |  |     |
|--|-----|
| a) Assessment by the supervisor:                                     | 50% |
| b) Assessment by the project assessment committee of the Department: | 50% |



**APPENDIX II****Academic Committees****Programme Coordinator**

Faculty Advisors will be appointed by the Head of the Department and will be assigned a specific number of students of the concerned department that is offering the degree program. The students will have the same faculty advisor throughout their duration of study.

**Functions:**

1. To help the Students in planning their courses and activities during study.
2. To guide, advice and counsel the students on academic program.

**DEPARTMENTAL ACADEMIC COMMITTEE - UG (DAC-UG)**

Head of the Department	Chairman
All Professors of the Department	Members
All Associate Professors of the Department	Members
Two Assistant Professors (By rotation for two years)	Members

**Note:**

- The Head of the Department will nominate one of the members as secretary.
- There shall be one DAC-UG for every department that is involved in the teaching for the B. Tech programme.
- The Chairman may co-opt and/or invite more members including external experts while framing the curriculum/or revising the curriculum.

**Functions:**

- To monitor the conduct of all undergraduate courses offered by the Department and course work of undergraduate program.
- To ensure academic standards and excellence of the courses offered by the department.
- Review and approval of the grades.
- To consolidate the registration of the students and communicate to the programme coordinator and Dean-Academic.
- To consider any matter related to the undergraduate program(s) of the Department.
- To take up any responsibility or function assigned by the Senate or the Chairman of the Senate or Chairman of the Board of Studies.
- To report the cases of malpractices to the Malpractices and Disciplinary Action Committee.



**CLASS REVIEW COMMITTEE (CRC)**

Every Class (group of students registered for a course and taking the course together in a section/class) of the Degree Program shall have a Class Review Committee, consisting of Faculty and Students.

Head of the Department	Chairman
The concerned Faculty advisor	Secretary
Programme coordinators	Members
Three students from the Class / Course (to be chosen by the students amongst themselves)	Members
Tenure: One semester	

**Functions:**

- The basic responsibilities of the Class Review Committee are to review periodically the progress of the classes, to discuss problems concerning curriculum and syllabi and the conduct of the classes.
- Each Class Review Committee will communicate its recommendations to the Head of the Department / DAC-UG of the department.
- The Class Review Committee shall meet twice in a semester, once before the mid Semester examination and once after the mid-semester examination.
- The minutes of each Class Review Committee meeting shall be recorded in a separate minute's register maintained in the department.
- Any appropriate responsibility or function assigned by the DAC-UG or the chairman of the DAC-UG.

**DEPARTMENTAL ACADEMIC APPEALS COMMITTEE (DAAC)**

<b>Head of the Department</b>	<b>Chairman</b>
Three faculty members of the Department (1 Professor, 1 Associate Professor and 1 Assistant Professor)	Members
One Professor from outside the Department (Nominated by Dean-Academic)	Member

**Note:**

- There shall be one DAAC for every Department.
- The Chairman may co-opt and/or invite more members If the concerned instructor is a member of DAAC, he/she shall keep himself out of the Committee during deliberations.
- The quorum for each meeting shall be a minimum of THREE.

**Functions**

- To receive grievances/complaints in writing from the students regarding anomaly in award of grades due to bias, victimization, erratic evaluation etc. and redress the complaints.
- To interact with the concerned programme coordinator and the student separately before taking an appropriate decision.
- The decision of the DAAC will be based on simple majority
- The recommendations of the DAAC shall be communicated to the Dean-Academic for further appropriate action as required.



**DEPARTMENTAL BOARD OF STUDIES**

Head of the Department	Chairman
All Professors of the Department	Members
All Associate Professors of the Department	Members
One Professor (Allied Department)	Member
Two Experts (One from Industry, one from Academia)	Members

**Note:**

- The Head of the Department will nominate one of the members as secretary.
- The Chairman may co-opt and / or invite more members including external experts while framing the curriculum / or revising the curriculum.

**Functions:**

- To develop the curriculum for the undergraduate courses offered by the Department and recommend the same to the Senate. The Board of studies is required to meet at least once in two years.

**INSTITUTE BOARD OF STUDIES**

Director	Chairman
Dean (Academic)	Secretary
Heads of all the Departments	Members
One Professor from each Department (on rotation)	Members
One Associate Professor from each Department (on rotation)	Members
Four Experts (Two from Industry, two from Academia)	Members
Course Co-Ordination Committee	

**Composition:**

- One co-ordination Committee would be constituted for each subject taught by more than one teacher of one or more Departments/Centres. Each committee would consist of all the teachers who are involved with the teaching of the Subject during the semester. One of the members would be nominated to act as Chairman by the Head of the Department(s).

**Tenure:**

- The semester in which the subject is offered.

**Functions:**

- To plan the lecture schedule for the subject
- To coordinate instruction and progress of teaching in the subject and to ensure that the full syllabus is covered.
- To set the question papers jointly.
- To review periodically the performance of students who have registered in the subject.
- To forward the results of the examinations and the final grades obtained by each student.



**Frequency of Meetings:**

- Each co-ordination committee shall meet at least four times during the semester.

**ACADEMIC AUDIT COMMITTEE – DEPARTMENT (AACD)**

Dean Academic	Chairman
Head of the Department	Convener
Department nominee	Member

**Functions:**

- To review the internal audit reports submitted by faculty
- Recommend corrective measures, if any to Director

**ACADEMIC AUDIT COMMITTEE – INSTITUTE (AACI)**

Director	Chairman
Dean(Academic)	Member
Two Professors nominated by Director	Members
Associate Dean (Academic)	Audit Convener

**Functions**

- To review the recommendations of AACD of each department
- To counsel the teachers, if necessary





**APPENDIX III****RULES RELATED TO RESIDENTIAL REQUIREMENT**

1. All the students are normally expected to stay in the hostels and be a boarder of one of the messes.
2. Under special circumstances, the Director/Dean - Academic may permit a student to reside with his Parent(s) within a reasonable distance from the institute. However, this permission may be withdrawn at the discretion of the Institute at any time considered appropriate without assigning any reason.
3. Married accommodation shall not be provided to any student of the undergraduate courses.
4. No student shall come into or give up the assigned accommodation in any Hall of residence without prior permission of the Chief Warden.
5. A student shall reside in a room allotted to him/her and may shift to any other only under the direction/permission of the Chief Warden.
6. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacation/holidays.
7. Students shall be responsible for the proper care of the furniture; fan and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls for common use of all students.
8. Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause the Institute shall accept no responsibility and shall not be liable for payment of any compensation.
9. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator. etc. by a student in Halls of Residence are prohibited.
10. All students must abide by the rules and regulations of the Halls of Residence as may be framed from time to time.



**APPENDIX IV****STUDENTS' CONDUCT AND DISCIPLINARY CODE**

It is the responsibility and duty of each and every student of the Institute to become acquainted with "Students Conduct and Disciplinary Code". It is presumed that every student from the date of his/her admission to the Institute has knowledge of this code. All students are required to strictly adhere to this code as a condition of their admission to the Institute and these rules would be binding on and enforceable against them or any one among them.

**Section 1: Responsibilities of the Students**

It shall be the responsibility of the students

- i. To behave and conduct themselves in the Institute campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- ii. To follow decent and formal dressing manners. Students should avoid clothing depicting illegal drugs, alcohol, profane language, racial, sexual and vulgar captions etc.
- iii. To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- iv. To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- v. To report any violation of this Code to the functionaries under this Code.

**Section 2: Behavior of the Students**

- i. Groupism of any kind that would distort the harmony is not permitted.
- ii. Students are expected to spend their free time in the Library. They shall not loiter along the verandas or crowd in front of the offices or the campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
- iii. Possession or consumption of narcotic drugs and other intoxicating substances are strictly prohibited in the campus and hostels.
- iv. Students shall refrain from all activities considered as ragging which is a criminal offence.
- v. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- vi. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to all the public, private or Institute properties.
- vii. It is mandatory for all ICCR students to stay in the Hostels.
- viii. No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc. within the campus or hostels. The possession, distribution or exhibition of any item by any means which is per se obscene is prohibited within the campus or on any property owned/ managed by the Institute.
- ix. No student shall collect money either by request or by coercion from others within the campus or hostels.
- x. The Institute being a place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or



agitation including slogan shouting, dharna, gherao, burning of effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the campus and hostels and even outside.

- xi. Possession or usage of weapons, explosives or anything that causes injury/ damage to the life and limb or body of any human being or property is prohibited.
- xii. Use of motorized vehicles within the Institute premises is strictly prohibited.
- xiii. Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteen and messes.
- xiv. Any conduct which leads to lowering of the esteem of the Institute is prohibited.
- xv. Any tours/visits by group of students without prior approval from the Institute is strictly not permitted and will be viewed seriously.

### Section 3: Disciplinary Sanctions

Any student exhibiting prohibited behavior mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.

#### A. Minor Sanctions

- i. **Warning or Reprimand:** This is the least sanction envisaged in this Code. The student engaged in any prohibited behavior will be issued a warning letter.
- ii. **Tendering Apology:** The student engaged in any prohibited behavior may be asked to tender an apology for his/her act and undertaking that he/she shall not indulge in such or any of the prohibited behavior in future.

#### B. Major Sanctions

- i. **Debaring from Examinations:** A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic program for which he/she/they has/ have joined.
- ii. **Suspension:** A student may be suspended from the Institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period.
- iii. **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the Institute or any property kept in the premises of the Institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the Institute or any property kept in the premises of the Institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.



- iv. **Forfeiture:** Caution deposit of any student engaged in any prohibited behavior shall be forfeited.
- v. **Expulsion:** This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the institute. Such a student will not be eligible for readmission to any of the courses of this institute.

#### **Section 4: Functionaries under the Code**

##### **i) Heads of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels:**

As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibitory behavior as envisaged under this code. As these functionaries cannot single handedly manage all the issues, they can assign part of the work to the teachers and the teachers of all the departments/wardens have the responsibility to inform any incident of prohibited behavior to the Heads of the Departments / Chief Warden so that any serious issue can be settled before the same goes out of control. The Head of the Departments/ Chief Warden shall have the power to impose minor sanctions as envisaged under section 3(I) of this Code.

They can also recommend imposition of major sanctions as envisaged under Section 3(II) of this Code to the Director. The Head of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behavior. Any lapse on the part of a teacher/ Warden to report any instance of violence and misconduct on the part of the students shall be reported to the Director by the respective Head of the Departments/Chief Warden. The Wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Section 2 of this Code.

##### **ii) Deans**

Any authority of the Institute with delegated powers shall have the power to visit/inspect any premises, buildings or any property of the Institute when there is a genuine doubt that any act of prohibited behavior is taking place and can take any lawful actions to curb such behavior. The HODs/ Faculty Advisors/Chief Warden/ Wardens of Hostels shall report to the Dean (Students) any instances of prohibited behavior, who in turn shall bring it to the notice of the Director. The Dean (Students) shall forward the recommendations from the HODs/ Chief Warden to impose a major sanction under Section 3(II) of this Code to the Director after noting his observations. The Dean (Students) can also suo motu recommend action against any student/students indulging in prohibited behavior which is brought to his/ her notice.

##### **iii) Director**

The Director shall be the ultimate authority in imposing major sanctions as envisaged under Section 3(II) against the students for acts of prohibited behavior. The Director can also entertain any appeal from any student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director and decide the case on merit.



**Section 5: Right to Appeal**

The student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director can appeal to the Director and any student aggrieved by the action of the Director can appeal to the Senate. The decision of the Senate shall be final and binding on the students.

**Section 6: Assistance from Law Enforcement Agencies**

The Deans/ HoDs/ Chief Warden shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Deans/ HoDs/ Chief Warden shall in such a case give a detailed report to the Director. The Director/ Deans/ HoDs/ Chief Warden can also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

**Section 7: Grievance Redressal Committee**

The Institute will also set up "Grievance Redressal Committee" where the students can air their grievances. The Committee shall consist of the Deans/ HODs/ Chief Warden and also members of the Parent-Teacher Association. Till these committees are constituted, ad-hoc committees shall be formed by the Director.

**Section 8: Undertaking by the Students**

The students joining any academic program of the Institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and even if it is not given them as well, will be bound by the provisions of this Code.

**Section 9: Opportunity for Hearing**

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the Student/Students.

**Section 10: Ultimate Authority**

For all disciplinary matters related to students, the Director shall be the ultimate authority as provided herein.

**Section 11: Amendments to the Code**

The Senate of the Institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and faculty of the Institute through notice put on the Institute web site, notice boards of the Institute or through emails.



**APPENDIX V****GUIDELINES FOR PREPARATION OF PROJECT WORK REPORT****Preamble**

While utmost attention must be paid to the content of the Project Work, which is being submitted in partial fulfilment of the requirements of the B. Tech degree, it is imperative that a standard format be prescribed. The project report should be of minimum 40 pages excluding index and references. It is mandatory that project report submitted for evaluation is checked for plagiarism. A report generated by the software needs to be submitted along with the project report. The % of allowable similar content will be notified by Dean (A) from time to time.

**1. Organization of the Project Work**

The Project report shall be presented in a number of chapters starting with Introduction and ending with Summary and Conclusions. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into sections, subsections and sub section so as to present the content discretely and with due emphasis. When the work comprises two or more mutually independent investigations, the report may be divided into two or more parts, each with an appropriate title. However, the numbering of chapters will be continuous right through.

**1.1 Introduction**

The title of Chapter 1 shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the report. It may also highlight the significant contributions from the investigation.

**1.2 Review of Literature**

This shall normally form Chapter 2 and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the Investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

**1.3 Report on the present investigation**

The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles. Due importance shall be given to experimental setups, procedures adopted, techniques developed, methodologies developed and adopted. While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in appropriate chapters. Figures and table should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages. Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.



### **1.4 Results and Discussion**

This shall form the penultimate chapter of the report and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

### **1.5 Summary and Conclusions**

This will be the final chapter of the report. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter.

### **1.6 Appendix**

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in separate appendices, which shall be numbered in Roman Capitals (e.g. "Appendix IV"). Since reference can be drawn to published/unpublished literature in the appendices these should precede the References section.

### **1.7 References**

This should follow the Appendices, if any, otherwise the Summary and Conclusions chapter. The candidates shall follow the style of citation and style of listing in one of the standard journals in the subject area consistently throughout his/her report, for example, IEEE in the Department of Electrical Engineering, Materials Transactions in Department of Metallurgical Engineering and Materials Science. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given in addition to the journals/publishers, volume, number, pages(s) and year of publication. Citation from websites should include the names(s) of author(s) (including the initials), full title of the article, website reference and when last accessed. Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

### **1.8 Acknowledgements**

The acknowledgments by the candidate shall follow the References, signed by him/her, with date.

## **2. Project Work Format**

### **2.1 Paper**

#### **2.1.1 Quality**

The report shall be printed I photocopied on white bond paper, whiteness 95% or above, weight 70 gram or more per square meter.

#### **2.1.2 Size**

The size of the paper shall be standard A4; height 297 mm, width 210 mm.



### **2.1.3 Type Setting, Text Processing and Printing**

The text shall be printed employing LaserJet or Inkjet printer, the text having been processed using a standard text processor. The standard font shall be Times New Roman of 12 pts with 1.5 line spacing.

### **2.1.4 Page format**

The Printed Sheets shall have the following written area and margins:

Top Margin 15 mm

Head Height 3 mm

Head Separation 12 mm

Bottom Margin 22 mm

Footer 3 mm

Foot Separation 10 mm

Text Height 245 mm

Text Width 160 mm

When header is not used, the top margin shall be 30 mm.

Left and Right Margins

Single sided

Left Margin 30mm

Right Margin 20mm

### **2.1.5 Pagination**

Page numbering in the text of the report shall be Hindu Arabic numerals at the centre of the footer. But when the candidate opts for header style the page number shall appear at the right and left top corner for the odd and even number pages, respectively. Page number "1" for the first page of the Introduction chapter shall not appear in print; only the second page will bear the number "2". The subsequent chapters shall begin on a fresh page. When header style is chosen, the first page of each chapter will not have the header and the page number shall be printed at the centre of the footer. Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., "iv"

### **2.1.6 Header**

When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2. Section 3) on even numbered page headers and Chapter title or Section title on the odd numbered page header.





### **2.1.7 Paragraph format**

Vertical space between paragraphs shall be about 2.5 line spacing. The first line of each paragraph should normally be indented by five characters or 12mm. A candidate may, however, choose not to indent if he/she has provided sufficient paragraph separation. A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no windows or orphans should be left). The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

## **2.2 Chapter and Section format**

### **2.2.1 Chapter**

Each chapter shall begin on a fresh page with an additional top margin of about 75mm. Chapter number (in Hindu-Arabic) and title shall be printed at the centre of the line in 6mm font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25mm shall be left between the Chapter number and Chapter title lines and between chapter title line and the first paragraph.

### **2.2.2 Sections and Subsections**

A chapter can be divided into Sections, Subsections and sub sections so as to present different concepts separately. Sections and subsections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Subsection in third Section of Chapter 2. Chapters, Sections and Subsections shall be Included in the contents with page numbers flushed to the right Further subsections need not be numbered or included in the contents. The section and Subsection titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centered) with 15 mm space above and below these lines. In further subdivisions character size of 3 and 3.5 mm with bold face, small caps, all caps and italics may be used for the titles flushed left or centered. These shall not feature in the contents.

### **2.2.3 Table / Figure Format**

As far as possible, tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and figures shall be numbered chapter wise.

For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig 5.4 Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor [12]).

## **3 Auxiliary Formats**

### **3.1 Binding**

The evaluation copies of the Project Work report may be spiral bound or soft bound. The final hard bound copies to be submitted after the viva-voce examination will be accepted during the submission of Project report with the following colour specification:



## **B. Tech Project Work**

### **3.2 Front Covers: Black color with golden text**

The front covers shall contain the following details:

Full title of report in 6mm 22 point's size font properly centered and positioned at the top. Full name of the candidate in 4.5 mm15 point's size font properly centered at the middle of the page. A 40 mm dia replica of the Institute emblem followed by the name of department, name of the Institute and the year of submission, each in a separate line and properly centered and located at the bottom of page.

#### **3.2.1 Lettering**

All lettering shall be embossed in gold.

#### **3.2.2 Bound back**

The degree, the name of the candidate and the year of submission shall also be embossed on the bound (side) in gold.

### **3.3 Blank Sheets**

In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the report.

### **3.4 Title Sheet**

This shall be the first printed page of the report and shall contain the submission statement: the Project Work Report submitted in partial fulfilment of the requirements of the B. Tech Degree, the name and Roll No. of the candidate(s), name(s) of the Supervisor and Co supervisor(s) (if any), Department, Institute and year of submission.

### **3.5 Dedication Sheet**

If the candidate so desires(s), he/she may dedicate his/her report, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have a page number.

### **3.6 Approval Sheet**

In the absence of a dedication sheet this will form the first page and, in that case, shall not have a page number. Otherwise, this will bear the number two in Roman lower case "ii" at the centre or the footer. The top line shall be:

Project Work Approval for B. Tech

### **3.7 Abstract**

The 500-word abstract shall highlight the important features of the

Project Work and shall correspond to the electronic version to be submitted to the Library for inclusion in the website. The Abstract, however, shall have two more parts, namely, the layout of the report giving a brief chapter wise description of the work and the key words.



### **3.8 Contents**

The contents shall follow the Abstract and shall enlist the titles of the chapters, section and subsection using decimal notation, as in the text, with corresponding page number against them, flushed to the right.

#### **3.8.1 List of Figures and Tables**

Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Contents.

### **3.9 Abbreviation Notation and Nomenclature**

A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures. As far as possible, generally accepted symbols and notation should be used.

Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu Arabic. The first pages in the both the cases shall not bear a page number.

#### **3.10 A Declaration of Academic Honesty and Integrity**

A declaration of Academic honesty and integrity is required to be included along with every Project report after the approval sheet.

Specimen 'A': Title Sheet

Specimen 'B': Approval Sheet

Specimen 'C': Declaration



# Specimen 'A': Title Sheet

(Title)

Submitted in partial fulfilment of the requirements

of

the degree of

(Bachelor of Technology)

by

(Name of the Student)

(Roll No. \_\_\_\_\_)

Supervisor (s):

\_\_\_\_\_  
\_\_\_\_\_



(Name of the Department)

**NATIONAL INSTITUTE OF TECHNOLOGY DELHI**

(Year)



## Specimen `B':

### Approval Sheet

This Project work entitled (Title) by (Author Name) is approved for the degree of \_\_\_\_\_ (Degree details).

#### Examiners

---

---

---

#### Supervisor (s)

---

---

---

#### Chairman

---

Date: \_\_\_\_\_

Place: \_\_\_\_\_



**Specimen `C' - Declaration**

I declare that this written submission represents my ideas in my own words and where others' ideas or words have been included, I have adequately cited and referenced the original sources. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. I understand that any violation of the above will be cause for disciplinary action by the Institute and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed.

---

**(Signature)**

---

**(Name of the student)**

---

**(Roll No.)****Date:** \_\_\_\_\_

**Academic Office Contact Details:**

<b>Staff Members</b>	<b>Contact Number</b>	<b>Email ID</b>
Dean Academic I/c	011-33861101	deanacademic@nitdelhi.ac.in
AR (Academic) I/c	011-33861036	ara@nitdelhi.ac.in
Supdt (Academic) I/c	011-33861036	supdtacademics@nitdelhi.ac.in
JA (Academic)	011-33861036	academics@nitdelhi.ac.in

**Website Link:** <http://nitdelhi.ac.in/>

**Other Information:**

- **Office of Academics:** Room No. 206
- **Working Hours:** 9:30 AM to 5:30 PM
- **Certificate Collection Timing:** 3:00 PM to 5:00 PM

