

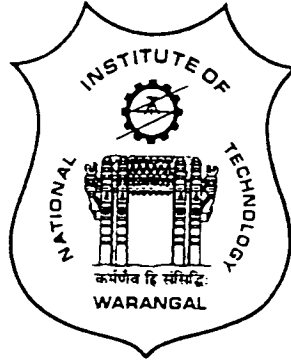
नियम और विनियम
Rules and Regulations

बी. टेक. डिग्री कार्यक्रम
B.Tech. Degree Programme

2010 और 2011 बैच के लिए
For 2010 and 2011 Batch
(मेंटर संस्थान के रूप में एनआईटी वारंगल में भर्ती)
(Admitted at NIT Warangal as Mentor Institute)

राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली
NATIONAL INSTITUTE OF TECHNOLOGY DELHI
(भारत के मानव संसाधन विकास मंत्रालय, भारत सरकार के तत्वावधान में एक स्वायत्त संस्थान)
(An Autonomous Institute under the aegis of Ministry of Human Resource Development, Govt. of India)
आईएएमआर परिसर, सेक्टर -7, इंस्टीट्यूशनल एरिया, दिल्ली - 110040, भारत
IAMR Campus, Sector A-7, Institutional Area, Delhi – 110040, INDIA

**NATIONAL INSTITUTE OF
TECHNOLOGY- WARANGAL**
(Deemed University)



**RULES AND REGULATIONS OF B.Tech.
PROGRAMMES**

Effective for the batches admitted in 2006-2007 and onwards
(Approved in the 27th Senate held on 4th July, 2006)

NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL

B.Tech. DEGREE PROGRAMME

RULES & REGULATIONS

1. B.TECH. DEGREE PROGRAMMES:

1.1 Under Graduate (B.Tech. Degree) Programmes are offered in the following disciplines by the respective programme hosting departments.

- a) Civil Engineering
- b) Electrical and Electronics Engineering
- c) Mechanical Engineering
- d) Electronics and Communication Engineering
- e) Metallurgical and Materials Engineering
- f) Chemical Engineering
- g) Computer Science and Engineering
- h) Bio-Technology

Other teaching departments are:

- ❖ Mathematics and Humanities
- ❖ Physics
- ❖ Chemistry

1.2 The provisions of these regulations shall be applicable to any new disciplines that may be introduced from time to time.

2. ADMISSION:

2.1 Admission to National Institute of Technology Warangal will be made in accordance with the instructions received from the Ministry of Human Resource Development(MHRD) Government of India from time to time. Seats are reserved for candidates belonging to Scheduled Castes and Scheduled Tribes; Physically challenged candidates, children of Defence personnel and other categories as per the guidelines issued by MHRD.

2.2 Admission to all courses will be made in the odd semester of each session at the first year level based on the relative performance in the All India Engineering Entrance Examination (AIEEE) as per the guidelines issued by the MHRD, New Delhi from time to time. The candidates should have successfully passed the 10+2 examination with the combination of subjects prescribed by the Competent Authority.

2.3 A limited number of admissions is offered to Foreign Nationals and Indians living abroad in accordance with the rules applicable for such admission issued, from time to time, by MHRD.

2.4 If, at any time after admission, it is found that a candidate had not in fact fulfilled all the requirements stipulated in the offer of admission, in any form whatsoever, including possible

misinformation etc., the Dean (Academic Affairs) shall report the matter to the Senate, recommending revoking the admission of the candidate.

2.5 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.

2.6 The decision of the Senate regarding the sections 2.4 and 2.5 above, is final and binding.

2.7 Candidates must fulfil the medical standards required for admission as prescribed in the Institute Information Brochure or the Prospectus.

2.8 Every Under Graduate student of the Institute shall be associated with Parent Department, offering the degree programme that the student undergoes, throughout his/her study period.

3. COURSE STRUCTURE:

3.1 The total course package for a B.Tech. Degree Programme will typically consist of the following components.

(a) Basic Science Core Courses	≥ 20 Credits
(b) Other Engineering Core Courses	≥ 28 Credits
(c) Humanities and Social Science Core Courses	≥ 07 Credits
(d) Programme Core Courses	≥ 75 Credits
(e) Elective Courses	≥ 24 Credits

*(An Elective Course can be any of the following:
Basic Sciences, Other Engineering Courses,
Humanities, Social Science, Management,
Departmental Electives and Open Electives.)*

(f) Mandatory courses	Credits	= 06 credits
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<i>Environmental studies:</i>	3
<i>Industrial training:</i>	2
<i>Seminar:</i>	1
<i>Extra academic activities:</i>	0

(g) Departmental / Programme Major Project	= 06 Credits
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3.2 The Minimum Credit Requirement for the award of B.Tech. Degree is 190.

3.3 The Departmental Academic Committee - Under Graduate (DAC-UG) will discuss and finalize the exact credits offered for the programme for the above components 'a' to 'g', the semester-wise distribution among them, as well as the syllabi of all undergraduate courses offered by the department from time to time and recommend the same to the Board of Studies (BOS). The BOS will consider the proposals from the departments and make recommendations to the senate for consideration and approval.

3.4 Curriculum in the first two semesters:

3.4.1 In the first two semesters students of all the B.Tech. programmes will have the same curriculum.

3.4.2 Every student admitted in the first year is required to register and complete satisfactorily, in any one of the following Extra-Academic Activities (EAA) in the first two semesters, which is mandatory. However, these EAA do not carry any credit.

E.A.A. = N C C / N S S / Games & Sports

3.4.3 Girl students, Physically Challenged students and Foreign students are not eligible to register for NCC.

3.5 Major Project: The Major Project is a 6-credit course and is offered in the seventh and eighth semesters. It carries 2 credits in the seventh semester and 4 credits in the eighth semester. The method of evaluation may be as per the guidelines given under B.Tech. Project evaluation. (see Appendix-I)

3.6 The minimum and maximum number of credits that a student can register in a given semester may be 16 and 30 respectively.

4. DEGREE REQUIREMENTS:

The requirements of a student for the B.Tech. degree programme are as follows:

- (a) Institute Requirements: Minimum Earned Credit Requirement for Degree is 190 with a C.G.P.A. of not less than 5.
- (b) Programme Requirements: Minimum Earned Credit Requirements on all Core Courses, Elective Courses, mandatory courses and Major Project as recommended by the DAC-UG and approved by the Senate.
- (c) The minimum duration for a student for complying with the Degree requirement is FOUR academic years from the date of first registration for his first semester.
- (d) The Maximum duration for a student for complying with the Degree Requirement is EIGHT academic years from date of first registration for his first semester.

5. ACADEMIC CALENDAR:

The academic year is divided into two semesters.

The senate shall approve the schedule of academic activities for an academic year including the dates of registration, Mid semester and End semester examinations, which shall be referred to academic calendar of the year. 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 70.*

Academic calendar declared by the Senate in the beginning of a semester shall also fix Fest dates during which the co-curricular and extra-curricular programmes like Technical seminars / Spring Spree / Institute Fest etc., must be organized.

6. RESIDENTIAL REQUIREMENT:

The Institute is essentially a residential one and unless otherwise exempted/permitted, every student shall be required to reside in and be a boarder of one of the halls of residence and mess to which he/she is assigned.

7. ATTENDANCE:

Following are the rules relating to attendance in classes:

7.1 Attendance in all classes (lectures/tutorials, laboratories, workshops etc.) is compulsory.

7.2 The minimum requirement of attendance is 75%. In case this requirement of attendance is not fulfilled, student will not be permitted to appear in the end semester examination. He will be assigned 'R' grade in such a case. The student, then, has to re-register for the course when it is offered next.

7.3 a) If the period of absence is for a short duration (of not more than two weeks) application for leave shall have to be submitted to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting document (s). The Head of the Department will grant such leave.

b) Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reason for which prior application could not be made, may be condoned by the Head of the Department provided he is satisfied with the explanation.

7.4 If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department to the Dean, Academic Affairs with the supporting documents. The decision to grant or condone such leave shall be taken by the Dean (Academic Affairs) after considering the recommendation of the Head of the Department if the attendance is at least 75%.

7.5 A student must intimate his/her absence to the Warden of the Hostel in which he/she is residing, before availing any leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions.

8. REGISTRATION:

8.1 Every student of the B.Tech. courses is required to be present and register at the commencement of each semester on the day fixed for and notified in the Academic calendar.

8.2 Registration for all courses in the first two semesters is organized centrally.

8.3 From the third semester onwards, the registration will be organized departmentally under the supervision of the Head of the Department.

8.4 A student, who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the next three working days on payment of a prevalent additional late fee as prescribed by the Institute. Normally no late registration shall be permitted after the third working day from the scheduled date.

8.5 Only those students will be permitted to register who have:

- i. cleared all the Institute and Hostel dues of the previous semesters.
- ii. paid all required prescribed fees for the current semester, and
- iii. not been debarred from registering for a specified period on disciplinary or any other ground.

9. PROMOTION RULES:

9.1 There is no restriction for promotion from odd semester to even semester.

9.2 From I year to II year:

To be able to register in the second year, a student should have completed at least 30 credits at the end of first year (in first and second semesters put together).

9.3 From II Year to III year:

For promotion to V semester, a student should have completed at least 30 credits in III and IV semesters put together and should have cleared all the course work requirements of I year.

9.4 From III year to IV year:

For promotion to VII semester a student should have completed at least 30 credits in V and VI semesters put together and should have cleared all the core courses of II year.

10. EVALUATION - Grading System:

10.1 As a measure of students' performance a 7-scale grading system using the following letter grades and corresponding grade points per credit shall be followed:

<u>Letter Grade</u>	<u>Grade point</u>
Ex.	10
A	9
B	8
C	7
D	6
P	5
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F (Fail)	0

In addition, there shall be four transitional grading symbols, which can be used by the examiners to indicate the special position of a student in a subject.

I – for "Incomplete assessment", when the student misses the End-semester examination on Medical grounds(see rule 12.4).

R – for "Insufficient attendance in the course"(see rule 7.2).

W – for "Temporary withdrawal" from the Institute(see rule 13).

X – for "Debarred" on grounds of indiscipline/ malpractices in examinations(see rule 14).

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

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

Where C_i = Credit for the course.

GP_i = the Grade Point obtained for the course

n = number of courses registered in a semester
summation is overall the courses registered in the semester

10.3 Starting from II semester a Cumulative Grade Point Average (CGPA) will be computed for every year 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.

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

Where m = total number of semesters under consideration.

C_i = total number of credits registered for during a particular semester

S_i = SGPA of that semester.

10.4 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.

10.5 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.

10.6 About grades I, R,W and X:

When a student gets any of these transitional grades 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.

10.7 About Grade F:

When a student gets the 'F' grade in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such 'F' grade. After the 'F' grade has been substituted by better grades during a subsequent semester, the SGPA and CGPA of all the semesters starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.

11. ASSESSMENT OF ACADEMIC PERFORMANCE:

11.1 There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the subject teacher / co-ordination committee formed for this purpose (constitution of Co-ordination Committee given in Appendix-II).

11.2 Each theory subject in a semester is evaluated for 100 marks, with the following weightages.

<u>Sub-component</u>	<u>Weightage</u>
Class tests/Surprise test(s) / assignment(s) / quizzes etc.	30 – 40%
Mid-semester Examination	20 – 30%
End-semester Examination	40 – 50%

11.3 The mid-semester examination will be conducted after 7 or 8 weeks of instruction.

11.4 The mode and nature of the evaluation and the corresponding weightages must be intimated to the students at the beginning of the semester along with the lecture schedule.

11.6 Each laboratory course may be evaluated on the basis of Continuous evaluation (Lab report, Viva, Quiz, Lab test, etc.).

12. MID-SEMESTER & END-SEMESTER EXAMINATIONS:

12.1 The Mid-Semester and the End-semester examinations in respect of theory and drawing courses will be conducted as per the schedule.

12.2 A student will be issued an Admit Card for appearing in the end-semester examination, only if he/she has:

- attendance record to the **satisfaction of the teacher** and as per the rules of the Institute in the theory classes.
- paid all Institute and Hostel dues of the semester and
- not been debarred from **appearing in the examination** as a result of disciplinary proceedings.

12.3 Class tests, **surprise tests, assignments, quizzes**, viva-voce, laboratory assignments etc. are the **constituent components of continuous assessment process**, and a student must undergo the **continuous assessment process** as prescribed by the teacher/co-ordination committee of the subject. If due to any compelling reason (such as his/her illness, calamity in the family etc.) a student fails to meet any of the requirements within/on the **scheduled date and time**, the teacher/coordination committee in consultation with the **concerned Head of the Department** may take such steps (including **conduction of compensatory tests/examinations**) as are deemed fit.

- 12.4 i) **Appearing in the end-semester examination** in the theory subjects is mandatory for a student. **Unless exempted** as stated below, if a student fails to appear in the end-semester examination, he/she will be assigned an 'F' grade in the subject. He will be permitted to appear in the sub-sequent examination when conducted next.
- ii) However, if a student misses the end-semester examination due to a compelling reason like **serious illness of himself/herself** or a calamity in the family, he/she may appeal to the Dean, Student affairs through his/her Head of the Department for permitting himself/herself to appear in the subsequent examination (s), when conducted next. A sub-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 in the subsequent examination(s) when conducted next, condoning his / her absence. In such cases an '**I**' grade may temporarily be allocated to the student in the subject.

Sub-committee:

- i) The Dean of Students Affairs – Chairman
- ii) The Dean of Academic Affairs
- iii) The Institute Medical officer

The Deputy Registrar (Academics) - will assist the committee.

12.5 Students will be permitted to appear in the examinations in only those subjects for which they have registered at the beginning of the semester.

12.6 The final grades awarded to the students in a subject must be submitted by the teacher/chairman, coordination committee, within four / five days from the date of the last examination to the concerned Head of the Department. The Head of the Department shall place the grades of students in all subjects before the DAC-UG for its consideration and approval. The grades approved by the DAC-UG shall be sent to the Dean, Academic Affairs.

- 12.7 Any change of grade of a student in a subject consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, must be approved by the DAC-UG and shall be forwarded by the teacher/chairman, Coordination Committee, through the Head of the concerned Department within 20 (twenty) days from the commencement of the next semester.
- 12.8 As a process of learning by students and also to ensure transparency, the scripts after correction of class tests, mid-semester examinations, assignments etc., will be shown to the students within one week from the date of test/ examination.
- 12.9 In order to ensure transparency in the evaluation of scripts of end-semester examination, those answer scripts also will be shown to the students, one day before the finalization of grades in the DAC-UG.
- 12.10 A student of the B.Tech. degree program must complete the prescribed course work with a minimum requirement of 190 credits within a maximum period of eight years.
- 12.11 A student with a CGPA of 6.5 and above is considered eligible for the award of **First class**.
- 12.12 A student with a CGPA of 8.0 and above is considered eligible for the award of **First class with Distinction**.

13. TEMPORARY WITHDRAWAL FROM THE INSTITUTE:

- 13.1 A student who has been admitted to an undergraduate degree course 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 problem in the family, which compelled him/her to stay at home, provided that.
- a) He/she applies to the Institute within 15 days 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.
 - b) The Institute is satisfied that, including the period of withdrawal, the student is likely to complete his/her requirements for the degree within the time limits specified in clause 12.10.
 - c) There are no outstanding dues against him/her or demands from him/her in the Institute/Hostel/Department/Library/NCC etc.
- 13.2 A student, who has been granted temporary withdrawal from the Institute under the above provisions will be awarded 'W' grade. He will be required to pay the tuition fees and other essential fees/charges for the intervening period till such time as his/her name is borne on the Roll list.
- 13.3 A student will be granted only one such temporary withdrawal during his/her tenure as a student of the Institute.

14. DEBAR OF A STUDENT:

A student may be debarred from attending the end semester examinations/registering from the courses in one semester or more than one semester on grounds of indiscipline/malpractices in the exams. In such cases he/she is awarded 'X' grade as a transitional grade.

15. CHANGE OF REGULATIONS:

The Board of Governors may, on the recommendation of the Senate, change any or all parts of these regulations at any time considered appropriate by the Senate.

APPENDIX-I
PROJECT WORK EVALUATION

Project Work:

- Project work is divided into two modules:
 - Module-1 (VII Semester) ...2 Credits
 - Module-2 (VIII Semester) ...4 Credits
- A student has to select a topic for his project work, based on his interest and the available facilities, in the VII semester, which, he/she will continue through VIII semester also. The guide will evaluate execution of the project periodically.
- For the purpose of assessment, the performance of a student in the project work may be divided into the following sub components:
 - i) at the end of VII semester: (for 2 credits)
 - a) Assessment by the supervisor ... 60%
 - b) Assessment by the project assessment committee of the Department ... 40%
 - ii) at the end of VIII semester: (for 4 credits)
 - a) Assessment by the supervisor ... 60%
 - b) Assessment by the project assessment committee of the department ... 40%

APPENDIX-II
COMMITTEES FOR U.G. STUDENTS

DEPARTMENTAL ACADEMIC COMMITTEE – UNDERGRADUATE (DAC – UG):

- | | | |
|---|-----|----------|
| 1. Head of the Department | ... | Chairman |
| 2. All Professors of the Department | ... | Members |
| 3. All Assistant Professors of the Department | ... | Members |
| 4. Two lecturers
(By rotation for two years) | ... | Members |

Note:

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

Functions:

1. To monitor the conduct of all undergraduate courses offered by the Department and course work of undergraduate programme.
2. To ensure academic standards and excellence of the courses offered by the department.
3. To develop the curriculum for the undergraduate courses offered by the Department and recommend the same to the Board of Studies.
4. Review and approval of the grades.
5. To consolidate the registration of the students and communicate to the course instructors and Dean (Academic Affairs).
6. To consider any matter related to the undergraduate programme(s) of the Department.
7. To take up any responsibility or function assigned by the Senate or the Chairman of the Senate or Chairman of the Board of Studies.
8. To examine the malpractices of examinations and submit a suitable recommendation to the Dean, Academic Affairs.

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 Programme shall have a Class Committee, consisting of Faculty and Students.

- | | | |
|---|---|-----------|
| 1. Head of the Department | - | Chairman |
| 2. The concerned Faculty advisor | - | Secretary |
| 2. Course Instructors | - | Members |
| 3. Six students from the Class / Course to be chosen by the students amongst themselves | - | Members |

Tenure: One semester

Functions:

1. 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.
2. Each Class Review Committee will communicate its recommendations to the Head of the Department / DAC-UG of the Parent Teaching Department.
3. The Class Review Committee shall meet thrice in a semester, once at the beginning of the semester within the first two weeks, once after the Mid-semester Exam and once just before the End-semester Exam.
4. During beginning of the semester, the course instructors shall present the lecture schedule, the method of evaluation and distribution of weightage for the various components.
5. The minutes of each Class Review Committee meeting shall be recorded in a separate minutes register maintained in the Parent/Teaching Department.
6. Any appropriate responsibility or function assigned by the DAC-UG or the Chairman of the DAC-UG.

DEPARTMENTAL ACADEMIC APPEALS COMMITTEE (DAAC)

- | | | |
|---|-----|----------|
| 1. Head of the Department | ... | Chairman |
| 2. Three faculty members of the Department
(1 Professor, 1 Asst. Professor and 1 Lecturer) | ... | Members |
| 3. One Professor from outside the Department
(Nominated by Dean, Academic Affairs) | ... | Member |

50% is Quorum

Note:

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

Functions:

1. 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.
2. To interact with the concerned course instructor and the student separately before taking an appropriate decision.
3. The decision of the DAAC will be based on simple majority.
4. The recommendations of the DAAC shall be communicated to the Dean (Academic Affairs) for further appropriate action as required.

MENTOR (FACULTY ADVISOR)

The Faculty Advisor 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 programme. 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, advise and counsel the students on academic programme.

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:

- i) To plan the lecture schedule for the subject.
- ii) To coordinate instruction and progress of teaching in the subject and to ensure that the full syllabus is covered.
- iii) To set the question papers jointly.
- iv) To review periodically the performance of students who have registered in the subject.
- v) 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.

APPENDIX-III

GUIDELINES FOR AWARD OF LETTER GRADES

1. In general there shall be no rigid marks-to-grade linkage. Difficulty levels of the subject, examinations, assignments, viva-voce and other factors that contributed to the final marks are to be considered by the teacher/co-ordination committee of a subject while converting marks into letter grades.
2. a) The grades F and Ex are to be considered as bench mark grades.
b) The exceptionally brilliant performance is to be assigned an 'Ex' grade. Even the best student of any class needs to be good enough to be awarded the 'Ex' grade.
3. In the case of a relatively large class and/or classes where the performance level depicts more or less a normal distribution,
 - a) The average performance (around mean value of marks) is to be assigned 'C' grade. However, if by teacher's/co-ordination committee's perception the general level of the class is considered to be appreciably high, the average performance may be assigned 'B' grade.
 - b) Normally, in a reasonably large class of students distribution of grades is expected to be as follows:

Ex	:	≤	10%
A	:	10	– 20%
B, C, D	:	25	– 40%
P	:	10	– 25%
F	:	0	– 5%
4. All the requirements for the laboratory component are to be satisfied by a student within deadline set-up by the teacher/co-ordination committee. If a student due to a genuine reason like illness of himself/herself or calamity in the family cannot complete a particular sub-component, the teacher/co-ordination committee may allocate him/her additional time, before the finalization of the grade.

APPENDIX-IV

RULES FOR CHANGE OF BRANCH

1. Student admitted to a particular branch of the B.Tech. course will normally continue studying in that branch till completion.
2. However, in special cases the Institute may permit a student, admitted through AIEEE to change from one branch of studies to another after the first two semesters. Such changes will be permitted, strictly in accordance with the provisions laid down hereafter.
3. Only those students will be eligible for consideration for a change of branch after the second semester, who have –
 - (a) Completed all the credits prescribed in the first two semesters.
 - (b) Obtained a CGPA of not less than 8.5 at the end of the second semester.
4. Application for a change of branch must be made by intending eligible students in the form prescribed for this purpose. The Deputy Registrar / Assistant Registrar (Academic) will call for applications sometime in the second semester of each academic year and the completed forms must be submitted to him within the last date specified in his notification.
5. Students may enlist up to five choices of branch, in order of preference to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.
6. Change of branch shall be made strictly on the basis of inter se merit of the applicants. For this purpose the CGPA obtained at the end of the second semester shall be considered. Ties will be resolved by the AIEEE rank of the applicants.
7.
 - a) In making the change of branch, those applicants who have secured a rank within top 1% (one percent), rounded to the nearest integer, amongst all the first year students in terms of the CGPA scored at the end of the second semester shall be first considered. Change of branch requested for by such applicants shall be without any constraint. However, in cases when the strength of a particular branch is already 110% or greater of the sanctioned strength, only one student of the top 1% will be allotted that branch in the order of merit.
 - b) The remaining applicants may be allowed a change of branch, strictly in the order of merit, subject to the limitation that the actual number of students in the third semester, in the branch to which the transfer is to be made does not exceed 110% of the sanctioned yearly intake of that branch.

The sanctioned yearly intake of a particular branch shall be the number sanctioned by the Govt. / Senate as the intake for that branch for the particular year of entry of the applicants. To compute the total number of students in the first year sum of the sanctioned yearly intake of all the branches will be taken.

- c) Subject to the condition that the student strength in a particular branch from which transfer is made, does not fall below 90% of the existing strength.
8. All changes of branch made in accordance with the above rules will be effective from the third semester of the applicants concerned. No change of branch shall be permitted thereafter.
9. 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.

APPENDIX-V
RULES RELATING 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 Students' Affairs may permit a student to reside with his Parent / Guardian 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 room 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 of 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 Hall of Residence are prohibited.
10. All students must abide by the rules and regulations of the Hall of Residence as may be framed from time to time.

APPENDIX-VI
RULES REGARDING CONDUCT AND DISCIPLINE

Following rules shall be in force to govern the conduct and discipline of all students:

1. Students shall show due respect to the teachers of the Institute, the Warden of Hall of Residence, the Sports Officers of the Gymkhana and the Officers of the National Cadet Corps. Proper courtesy and consideration should be extended to the employees of the Institute and the Hostels. They shall also pay due attention and courtesy to visitors.
2. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Law bans ragging in any form to anybody – acts of ragging will be considered as gross indiscipline and will be severely dealt with.
3. The following acts of omission and / or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
 - Ragging
 - Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
 - Displaying lack of courtesy and decorum resorting to indecent behaviour anywhere within or outside the campus.
 - Wilfully damaging or stealthily removing any property / belonging of the Institute / Hall or fellow students.
 - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
 - Adoption of unfair means in the examinations.
 - Organizing or participating in any group activity in company with others in or outside the campus without prior permission of Dean Students' Affairs.
 - Mutilation or Unauthorized possession of library books.
 - Resorting to noisy and unseemly behaviour, disturbing studies of fellow students.
 - Not intimating his / her absence to the Warden of the Hall before availing any leave.Commensurate with the gravity of the offence, the punishment may be reprimand, fine, expulsion from the Hall, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.
4. For an offence committed (a) in a Hall of Residence, (b) in the Department or a classroom and (c) elsewhere, the Chief Warden, the Head of the Department and the Dean Students' Affairs respectively shall have the authority to reprimand or impose fine or take any other suitable measures.

All cases involving punishment other than reprimand shall be reported to the Chairman of the standing Disciplinary Committee.

- 5 a) All major acts of indiscipline, which may have serious repercussion on the general body of students and / or which may warrant a uniform and more formalized nature of investigation shall be handled by the standing Institute Disciplinary Committee appointed by Senate.

The standing Disciplinary Committee consists of the following ex-officio and other members:

- Dean Students' Affairs – Chairman
- Chief Warden
- Warden of the Hall of Residence of which the student concerned is resident.
- One member of faculty nominated by the Senate, by rotation for two years.
- The Deputy Registrar / Asst. Registrar (Academic) – Member Secretary

In addition, the Chairman may invite any other person(s) to be associated with the proceedings of a particular case, if his / her participation is considered necessary in disposing of the matter.

- b) Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Chairman Senate for necessary action.

- a) Cases of adoption of unfair means in an examination shall be dealt with by the DAC-UG.

The Committee shall recommend appropriate measures in each case to the Chairman of the Senate for awarding the punishment.

APPENDIX-VII
RULES REGARDING SUMMER QUARTER

1. Summer quarter will normally be offered to the failed students and those students who have obtained 'R' grade for insufficient attendance for the core courses.
2. If a student obtains 'R' grade in a subject because of shortage of attendance, he/she must register for summer quarter in that subject or whenever the course is offered next.
3. A student, who obtained 'F' grade in a subject has an option of appearing in the subsequent end-semester examination(s) or register for that subject in the summer quarter or whenever the course is offered next.
4. A student can register for a maximum of three courses in a Summer quarter.
5. Summer quarter will not be offered for the Elective and Laboratory courses.
6. Summer quarter duration is of 8 weeks, which includes End Semester Examination.
7. Intending students must submit their applications countersigned by the teachers of the subject(s) or the Head of the Department concerned along with the necessary fees to the Officer In-charge or Deputy Registrar, Academic, Examinations by the date as announced by a notification.