



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर

NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

Langol, Imphal-795004, Manipur Ph. (0385) 2058566 /email:-nitmanipur@yahoo.in

An Autonomous Institute under Ministry of Education (Shiksha Mantralaya), Govt. of India

Office of the Dean (Academic Affairs)

No.NITM.3/(42-Acad)/Dean/2021/01

02.07.2021

Subject: Amendments in the new B.Tech Ordinance – 2020

Ref: Minutes of the 21st Senate meeting held on 17/06/2021

1. Rectification in the name of two branches and Departments in Clause 4

- i. The department Electronics & Electrical Engineering is rectified to Electronics and Communication Engineering. Branch under this department will remain same as Electronics & Communication Engineering.
- ii. The department Electronics & Electrical Engineering is rectified to Electrical Engineering. Branch Electronics & Electrical Engineering is rectified to Electrical Engineering.

Garwal
02/07/2021
Dean (Academic Affairs)

H. Dand
Registrar (i/c)

ORDINANCES AND REGULATIONS

for

BTech

(Applicable for 2020 admission onwards)



National Institute of Technology Manipur
Imphal – 795004

CONTENTS

ORDINANCES

REGULATIONS

1. ACADEMIC CALENDAR
2. ADMISSION
3. RESIDENCE
4. ATTENDENCE
5. CONDUCT AND DISCIPLINE
6. CHANGE OF BRANCH
7. COURSE STRUCTURE
8. ELECTIVE COURSES
9. REGISTRATION
10. SUPPLEMENTARY EXAMINATION
11. PROGRAMME
12. TEMPORARY WITHDRAWAL FROM THE INSTITUTE
13. TERMINATION FROM THE PROGRAMME
14. GRADING SYSTEM
15. ASSESMENT OF PERFORMANCE
16. METHOD OF AWARDING LETTER GRADES
17. EXAMINATIONS
18. MAKE-UP EXAMINATIONS
19. WITHHOLDING OF GRADES
20. ELIGIBILITY FOR AWARD OF B. TECH. DEGREE

ANNEXURE I

Handwritten signature

B. Tech. ORDINANCES, RULES AND REGULATIONS

(Applicable from 2013 Batch Onwards)

ORDINANCES

1	All B. Tech. programmes offered by the Institute shall be governed by the B. Tech. Rules and Regulations.														
2	The B. Tech. rules and regulations shall be applicable to any new discipline(s) under these programmes that may be introduced in future.														
3	A student becomes eligible for the award of the B. Tech. degree after fulfilling all the academic requirements and extra-academic activities as prescribed by the B. Tech. Rules and Regulations.														
4	The Institute shall have the following B. Tech. branches: <table><thead><tr><th><u>B.Tech. Programme</u></th><th></th></tr><tr><th>Branches</th><th>Departments</th></tr></thead><tbody><tr><td>Civil Engineering</td><td>Civil Engineering</td></tr><tr><td>Computer Science & Engineering</td><td>Computer Science & Engineering</td></tr><tr><td>Electronics & Communication Engineering</td><td>Electronics & Electrical Engineering</td></tr><tr><td>Electronics and Electrical Engineering</td><td>Electronics & Electrical Engineering</td></tr><tr><td>Mechanical Engineering</td><td>Mechanical Engineering</td></tr></tbody></table>	<u>B.Tech. Programme</u>		Branches	Departments	Civil Engineering	Civil Engineering	Computer Science & Engineering	Computer Science & Engineering	Electronics & Communication Engineering	Electronics & Electrical Engineering	Electronics and Electrical Engineering	Electronics & Electrical Engineering	Mechanical Engineering	Mechanical Engineering
<u>B.Tech. Programme</u>															
Branches	Departments														
Civil Engineering	Civil Engineering														
Computer Science & Engineering	Computer Science & Engineering														
Electronics & Communication Engineering	Electronics & Electrical Engineering														
Electronics and Electrical Engineering	Electronics & Electrical Engineering														
Mechanical Engineering	Mechanical Engineering														

RULES AND REGULATIONS

ACADEMIC CALENDAR

1.1	Each academic session is divided into two semesters of approximately eighteen weeks duration (with at-least seventy working days for classes in each semester): an odd semester (July --December) and an even semester (January -- May).
1.2	The Senate approved schedule of academic activities for a session, inclusive of dates for registration, mid-semester and end-semester examinations, inter-semester breaks etc, shall be laid down in the Academic Calendar for the session.

ADMISSION

2.1	The number of seats in each branch of the undergraduate programme for which admission is to be made in NIT Manipur will be decided by the Senate of NIT Manipur. Seats are reserved for candidates as per CSAB/JoSAA.
2.2	Admission to all courses will be made in the odd semester of each session, at the first year level, through a Joint Entrance Examination (JEE) conducted by NTA. Detailed rules of JEE are available in the "Information Brochure" published by the IITs/NITs every year.
2.3	No student is allowed to transfer to other NITs.
2.4	If, at any time after admission, a candidate is found not fulfilling all the requirements stipulated in the offer of admission, the Dean of Academic Affairs may revoke the admission of the candidate and report the matter to the Senate.
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 unsatisfactory academic performance or on disciplinary grounds. The criteria for the former will be



	governed by these Rules and Regulations, while the criteria for the latter will be governed by the Rules and Regulations of the Ordinance on Code and Conduct of Students
RESIDENCE	
3.1	Under special circumstances, the Director may permit a student to reside with his/her Parent/Guardian in the Institute Campus or within a reasonable distance from the Institute. Such a student shall, however, be attached to a hostel and will be required to pay seat rent according to rules, and Hostel establishment charges fixed by the Hostel Affairs' Board. However, this permission may be withdrawn at the discretion of the Institute, at any time considered appropriate by it, without assigning any reason.
3.2	No married accommodation shall be provided to any student of the undergraduate courses.
3.3	All students must abide by the rules and regulations of the hostel as may be framed from time to time by the Hostel Affairs' Board.
ATTENDANCE	
4.1	(a) Students are required to attend all the classes (Lectures, Tutorials/Studios, Laboratories, Practical, Workshops etc) for which they have been registered. Students are required to attend all the classes of Extra Academic Activities (Physical Training, NCC, NSS, NSO including camps and other pre-publicised programmes) for which they have been registered. (b) Students will have to attend all classes. A student will be debarred from appearing in an end-semester examination if his/her attendance falls below 75 percent and will be awarded an "F" grade in that course. Similarly, a student will be awarded "NP" grade in Extra Academic Activities if his/her attendance falls below 75 percent.
LEAVE OF ABSENCE	
4.2	a) If the period of leave is for a short duration (less than two weeks), prior 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). Such leave will be granted by the Head of the Department. b) Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the Head of the Department provided he/she is satisfied with the explanation. c) 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 of Academic Affairs with supporting documents in each case; the decision to grant leave shall be taken by the Dean of Academic Affairs on the recommendation of the Head of the Department. d) The Dean of Academic Affairs may, on receipt of an application also decide whether the student be asked to withdraw from the course for that particular semester because of long absence. e) The leave of absence as per Clauses 4.2 (a) to 4.2 (c) will not be condoned for attendance.
4.3	It will be the responsibility of the student to intimate the Warden of the hostel in which he/she is residing, and the concerned instructors regarding his/her absence before availing

Handwritten signatures:




	the leave.
4.4	In exceptional circumstances, the Dean of Academic Affairs in consultation with the Chairman, Senate may relax any of the above requirements.
CONDUCT AND DISCIPLINE	
5.1	Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance. The Institute has a separate ordinance Code and Conduct of Students which is applicable to all students of the Institute.
CHANGE OF BRANCH	
6.1	Normally a student admitted to a particular branch of the undergraduate programme will continue studying in that branch till completion.
6.2	However, in special cases the Institute may permit a student admitted through JEE to change from one branch of studies to another after the first two semesters. Such changes will be permitted, in accordance with the provisions laid down hereinafter.
6.3	Only those students will be considered eligible for change of branch/programme after the second semester, who have completed all the common credits required in the first two semesters of their studies, in their first attempt, without having had to pass any course requirement in the supplementary and parallel examinations.
6.4	Applications for a change of branch/programme must be made by intending eligible students in the prescribed form. The academic section will call for applications at the end of second semester of each academic year and the completed forms must be submitted by the last date specified in the notification
6.5	Students may enlist their choices of branch/programme, 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.
6.6	Change of branch/programme shall be made strictly in order of merit of the applicants. For this purpose the CPI obtained at the end of the second semester shall be considered. In case of a tie, the JEE rank of the applicants will be considered.
6.7	The applicants may be allowed a change in branch/programme, strictly in order of inter se merit, subject to the limitation that the strength of a branch should not fall below the existing strength by more than ten percent and should not go above the sanctioned strength by more than ten percent.
6.8	All changes of branch/programme made in accordance with the above rules will be effective from the third semester of the applicants concerned. No change of branch/programme shall be permitted after this.
6.9	All changes of branch/programme will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch/programme offered.
COURSE STRUCTURE	
7.1	Teaching of the courses shall be reckoned in credits; Credits are assigned to the courses based on the following general pattern: 2 credits for each lecture period 2 credits for each tutorial period

Handwritten signature

Handwritten signature

	1 credit per hour for each Laboratory or Practical or Project session.
7.2	In order to qualify for a B. Tech. degree of the Institute, a student is required to complete the credit requirement as prescribed in the curriculum for a particular programme. The credit requirements for a programme will be in the range of 290-320 credits.
7.3	No semester will normally have more than six lecture based courses and four laboratory courses. However, in special cases, students may be permitted to take seven lecture-based courses subject to the recommendation of Faculty Advisor and approval of Departmental Undergraduate Programme Committee (DUPC). The composition, tenure and functions of DUPC, are indicated at Annexure-I .
7.4	In addition to the prescribed credit requirement (between 290 and 320) a student shall have to complete the requirements of Extra Academic Activities (EAA) during the first four semesters. Students will be awarded (PP/NP) grades for the EAA, which will be recorded in the Grade Card but not taken into account for computing the SPI and the CPI.
7.5	The course work requirements may be broadly divided into following four main groups of subjects: Institutional Core subjects Departmental Core subjects Departmental Elective subjects Institutional Elective subjects
7.6	Every B. Tech. Programme will have a curriculum and syllabi for the courses approved by the Senate. DUPC will discuss and recommend the syllabi of all the under graduate courses offered by the department from time to time before sending the same to the Institute Undergraduate Programme Committee (IUPC). The IUPC will consider the proposals from the departments and make recommendations to the Senate for consideration and approval. For all approved courses, the copyright will be with NIT Manipur. The composition, tenure and functions of IUPC, are indicated at Annexure-I .
7.7	Medium of instruction, examination and project reports will be in English.
7.8	The curriculum of an individual department may include summer training for eight to ten weeks for every undergraduate student. Summer training is to be satisfactorily completed before a student is declared eligible for the degree. The curriculum for an individual department may show a credit allocation for summer training, if considered necessary. Normally summer training will be mandatory with 2 credits during the summer vacation following the sixth semester of studies.
7.9	Faculty Advisor: To help the students in planning their courses of study and getting general advice on the academic programme, the concerned department will assign a Faculty Advisor each student.
ELECTIVE COURSES	
8.1	Two types of elective courses are offered. I. Departmental Elective Subjects II. Institutional Elective Subjects (Open Electives)

Handwritten signatures and initials at the bottom of the page.

8.2	Departmental Electives are offered in the same department.
8.3	Open Electives are offered in other departments, and a student can opt these electives provided the electives are related to his/her areas.
REGISTRATION	
9.1	Every student is required to register for approved courses through the assigned Faculty Advisor at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar. The Dean Academic Affairs may cancel the registration of one or more courses if they are found to violate some rules or if there are restrictions imposed due to disciplinary reasons.
9.2	Only those students will be permitted to register who have : a) cleared all Institute, Hostel and Library dues and fines (if any) of the previous semesters, b) paid all required advance payments of Institute and Hostel dues for the current semester, and c) not been debarred from registering on any specific ground.
9.3	During registration following conditions must be fulfilled : a) Normally, the number of credits registered for during a semester should not be less than 30 credits. The L-T-P loading for a semester should not exceed 48 credits.
9.4	a) Students obtaining grade 'F' in any compulsory subject in any semester may clear it in the subsequent supplementary and parallel examinations or must repeat it in the next appropriate semester when it is offered. b) Those who obtain grade 'F' in an elective subject may similarly clear the backlog in the supplementary and parallel examinations or, alternatively, register for any elective subject from within the same group of electives offered in the next semester. c) In case of failure in Laboratory/Practical subject, the student will have to appear supplementary or parallel examination. d) Similarly, in case of failure in Extra Academic Activities the student will have to re-register for it in the appropriate semester of the next academic session.
9.5	A student who obtains a CPI lower than 5.00 with grade 'P' in some subjects or grade 'F' in some subjects may be permitted by the Dean of Academic Affairs on the recommendations of the DUPC to repeat one or more P graded subjects along with the failed subjects, provided, the subject(s) is /are being offered therein.
9.6	When a student re-registers for a subject, in accordance with clause 9.4 and clause 9.5 above, his/her new grade will be used for SPI calculation, whereas for CPI calculation, the better of the two grades (the old and the new) of that subject will be considered.
9.7	Students may add and drop subject(s) with the concurrence of the Faculty Advisor, and under intimation to the concerned course instructors and the academic section provided this is done within the date mentioned in the Academic Calendar and as per the conditions given in clause 9.3 above.
SUPPLEMENTARY EXAMINATION	
10.1	Supplementary examination may be arranged in the summer by a department on the recommendation of DUPC and with the approval of Dean (Academic Affairs) so that a student can appear supplementary examination in courses with P and F, which should be

Handwritten signature and initials

	announced by the Academic Affairs at the end of the even semester and before the commencement of the next session, and a student should pay the prescribe fees within the stipulated time in the announcement. Time and date will be announced by Examination Controller. 1 grade down will be awarded except for P and F.
10.1	Parallel examination may be arranged during odd semester examination by a department on the recommendation of DUPC and with the approval of Dean (Academic Affairs) so that a student can appear parallel examination in courses with P and F, which should be announced by the Academic Affairs before odd semester examination, and a student should pay the prescribe fees within the stipulated time in the announcement. 1 grade down will be awarded except for P and F.
PROGRAMME	
11.1	Normally a student should complete all the requirements for undergraduate programme in eight semesters. However, academically weaker students who do not fulfil some of the requirements in their first attempt and have to repeat them in subsequent semesters may be permitted up to 12 consecutive semesters (from the first semester registration) to complete all the requirements of the degree.
TEMPORARY WITHDRAWAL FROM THE INSTITUTE	
12.1	A student who has been admitted to an undergraduate programme of the Institute may be permitted to withdraw temporarily from the Institute on the grounds of prolonged illness or grave calamity in the family for a period of one semester or more, provided: - he/she applies to the Institute within at least 6 weeks of the commencement of the semester or from the date he last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her guardian; - the Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the B. Tech. Degree within the time limits specified in Clause 11 above; there are no outstanding dues or demands in the Institute/ Hostel /Department/Library/NCC/NSS/NSO.
12.2	A student who has been granted temporary withdrawal from the Institute under the provisions of Clause 12.1 will be required to pay fees/charges (except tuition fees and hostel dues) till such time as his/her name is on the Roll List. However, fees once paid will not be refunded.
12.3	Normally, a student will be permitted only one such temporary withdrawal during his/her tenure as a student of the undergraduate programme.
TERMINATION FROM THE PROGRAMME	
13.1	A student is required to leave the Institute on the following grounds: - If a student is absent for more than 6 (six) weeks in a semester without sanctioned leave his/her name will be struck off the rolls. - A student may also be required to leave the Institute on disciplinary grounds. - On having been found to have produced false documents or having made false declaration at the time of seeking admission. - On having been found to be pursuing regular studies and/or correspondence courses (leading to degree or diploma) in any other college, university or an educational

Handwritten signature

Handwritten signature

institution.

- e) On having been found to be concurrently employed and performing duty or carrying out business in contravention to academic schedules of the Institute and without approval from the Institute.

GRADING SYSTEM

- 14.1 Based on the performance of a student, each student is awarded a final letter grade in each subject at the end of the semester. Absolute grading is followed. The letter grades and the corresponding grade points are as follows :

I. Grades

Grade	Grade Point	Marks
Ex	10	100-90
A	9	89-80
B	8	79-70
C	7	69-60
D	6	59-50
P	5	49-40
F	0	below 40

In addition, there shall be two transitional grades I and X used by the instructors.

II. Percentage conversion and Division

Percentage Marks = $(CPI - 0.5) \times 10$

- 14.2 A student is considered to have completed a subject successfully and earned the credits if he secures a letter grade other than I, X or F in that subject. A letter grade F in any subject implies a failure in that subject.

14.3 The Transitional Grades I and X

- a) The teacher of a subject may award the grade 'I' to a student if the latter was compelled to absent himself from the end semester examination on account of:

(i) Illness or accident which disabled him from appearing at the examination.

(ii) A calamity in the family at the time of the examination, which, in the opinion of the Institute, required the student to be away from the campus.

A student will be eligible for the award of grade 'I' only if his/her attendance at classes and performance in other components of assessment are complete and satisfactory.

- b) The teacher of a subject may award the grade 'X' to a student if the overall performance of the student in the course is good, but is likely to get grade 'F' based on his/her end semester examination.

- c) All 'I' and 'X' grades awarded by teachers must be converted by them to appropriate letter grades and communicated to the Academic Section (through Head of the Department) within two days of the respective make up examination. Any outstanding 'I' and 'X' grades two days after the last scheduled make up examination will be automatically converted to an 'F' grade.

- 14.4 A Semester Performance Index (SPI) will be computed for each semester rounded upto two decimal places. The SPI will be calculated as follows:

Handwritten signature

	$SPI = (C1 \cdot G1 + C2 \cdot G2 + C3 \cdot G3 + \dots + Cn \cdot Gn) / (C1 + C2 + C3 + \dots + Cn)$ where, n is the number of courses registered during the semester, C_i is the number of credits allotted to a particular course, and G_i is the grade points corresponding to the grade awarded for the course.
14.5	A Cumulative Performance Index (CPI) will be computed at the end of each semester and communicated to the students along with the SPI and the grades obtained by them for that semester. The CPI gives the cumulative performance of the student from the first semester up to the end of the semester to which it refers, and will be calculated rounded upto two decimal places as follows: $CPI = (C1 \cdot G1 + C2 \cdot G2 + C3 \cdot G3 + \dots + C_m \cdot G_m) / (C1 + C2 + C3 + \dots + C_m)$ where, m is the number of courses registered upto that semester, C_i is the number of credits allotted to a particular course, and G_i is the grade points corresponding to the grade awarded for the course. Whenever a student repeats or substitutes a course in any semester, the lower grade(s) obtained by him/her in the course is to be ignored in the computation of CPI from that semester onwards.
14.6	Both SPI and CPI will be rounded off to the second place of decimal and recorded as such. Whenever these CPI are to be used for the purpose of determining the merit ranking of a group of students, only the rounded off values will be used.
14.7	When a student gets the grade 'I' or 'X' for any course during a semester, the SPI for that semester and the CPI at the end of that semester will be tentatively calculated ignoring 'I' and 'X' graded course(s). After conversion of 'I' and 'X' grade(s) to appropriate grade(s), the SPI and CPI for that semester will finally be recalculated after taking the converted grade(s) into account.
14.8	There are, however, a few other academic requirements for undergraduate programmes where student will be awarded following two grades viz., 'PP' – Passed and 'NP' – Not Passed. All non-credit subjects (such as Physical Training/NCC/NSO/NSS, industrial training, field visits and Extra Academic Activities) belong to this category. No grade points are associated with these grades and performance in these subjects is not taken into account in the calculation of the SPI or CPI. However, the award of the degree is subject to obtaining a 'PP' grade in all such subjects.
14.9	The faculty advisor may permit a student to register for an audit course provided the course instructor allows auditing a course. The word "AU" shall be written alongside the Course Name in the Grade Card. The audit course & the grade "AU" shall not carry any

Handwritten signature and stamp

credits and grade points. Pass or fail status will be shown in the grade card as "PP" for passed and "NP" for not passed. However, a student is not required to register again for passing a failed audit course.

ASSESSMENT OF PERFORMANCE

- 15.1 There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the teacher concerned or the appropriate committee appointed for this purpose on the following basis.
- a) In case of theoretical subjects, the evaluation will be based on instructors' assessment & quizzes (20% including assignments, conduct, attendance etc), mid semester examination (30%) and end semester examination (50%), and sessional subjects (Laboratory/Design/Drawing/Studio/Workshop etc.), the evaluation will be on the basis of attendance, assessment of the tasks assigned and end semester test/viva.
 - b) The evaluation of the project work will be based on sessional work assigned by the supervisor, seminar, project report and project evaluation committees' assessment (also see Clause 15.2 below).
 - c) In case of other requirements such as seminar, extra academic activities etc., evaluation will be as determined by the grade awarding authority.
 - d) The mid-semester and end-semester examination will be conducted centrally by the Academic Section of the Institute every semester. Every theory course must have a mid-semester and an end-semester examination. The durations of the examinations will be 90 minutes and 2 hours respectively. No course can have an examination of shorter durations. The class-tests or quizzes will be organized by the instructor concerned.
 - e) The weightage assigned to different components of assessment will be announced by the concerned instructor(s) in the beginning of the semester.
 - f) The results of performance of the students in the mid-semester examination shall be announced by the instructors. The instructors should workout following points for returning evaluated mid-semester answer scripts:
 - I. for spot verification by students, the evaluated answer scripts shall be made available during one of the lecture classes/lab classes/tutorials or during a special session, as may deemed fit by the instructor;
 - II. at least a week ahead of the notified time-schedule for verification of answer scripts by the students, individual course instructor(s) may display the model answers relating to the question paper, through website for information to the students;
 - III. students shall point out discrepancies in the evaluation by the instructor, if any, on the spot;
 - IV. After conclusion of the spot verification of answer scripts, the students shall be allowed to carry their answer scripts; and no claim whatsoever shall be entertained afterwards.
 - V. All instructors should report to their respective Heads of the Department/Centre about showing of evaluated answer scripts to the concerned students by the stipulated date set for the purpose in the academic calendar.
 - VI. The concerned Head of the Department/Centre in turn shall send their respective reports on the subject to the Dean of Academic Affairs, within 7 (seven) days from the scheduled last date for showing evaluated answer scripts to the students.

Kingdom Keller

	g) The final grades for a subject must be submitted after the end-semester examination by the instructor(s) concerned to their Head of the Department for onward transmission to the Assistant Registrar (Academic) within the date stipulated in the academic calendar.
15.2	Evaluation of Projects: a) The project work is normally in two stages, each spread over a semester. At the end of the first stage, the student is required to submit a preliminary report of his/her work by a prescribed date to the Project Coordinator /Secretary, DUPC and present it to an Internal Project Evaluation Committee. The second stage of the work is continued in the following semester. b) The second stage of project work is also evaluated in the same manner as in the first stage. However, in the second stage the students are required to submit unbounded copies of the report for examination. On successful completion of the oral examination, each student will be required to submit corrected bound copies of the project report one each to the department and the supervisor(s). c) Those who fail in the first stage assessment will be required to re-register for the first stage in the following semester. Likewise, those who obtain an 'F' grade in the final (second stage) assessment will be required to re-register for it in a subsequent semester (including a summer semester). d) For students having insufficient progress either in the second stage of a two stage project or in a single stage project, extension of time in the summer vacation not exceeding ten weeks from the announced last date for submission of the project report may be granted by the DUPC. In such cases, the concerned students will be temporarily awarded an 'I' grade. Further, if the reports are not submitted within the allowed period of time, the 'I' grade will be automatically converted to an 'F' grade.
15.3	The evaluation of performance in Extra Academic Activities will be done by the authorities conducting them and they will communicate grades to the Academic Section.
METHOD OF AWARDING LETTER GRADES	
16.1	The instructor(s) shall submit two copies of letter grades to the Head of the Department, concerned by the due date specified in the Academic Calendar. The Head of the Department will forward all grades to the Academic Section by the due date specified in the Academic Calendar.
16.2	End-semester examination answer scripts and the sheet containing details of marks converted to grades shall be preserved by the instructor(s) concerned for a period of one semester.
16.3	Changes in Grades Already Awarded: If a student feels that he/she has not been awarded a deserving grade in a course, he/she may request the instructor of the course within one week of the start of the next semester, to show him/her the end-semester answer script in order to ensure that all the questions have been evaluated properly. In case of any change in grade, the same with due justification has be communicated by the Instructor to the Dean of Academic Affairs through the Head of the Department.
EXAMINATIONS	
17.1	In assessing the student's attainment in subjects (Theory, Laboratory and Sessional),

	seminars, project work etc., the system of continuous assessment is adopted by the Institute. In conformity with this practice, there will be one mid semester examination and an end semester examination for every theoretical subject – in addition to the instructors' assessment and quizzes etc.
17.2	A student may be debarred from appearing in the end semester examination due to the following reasons: a) If any disciplinary action is taken against him/her. b) On recommendation of a teacher, if i) his/her attendance in the Lecture/Tutorial/Practical classes has not been satisfactory during the semester, and/or, ii) his/her performance in the sessional work done during the semester has been unsatisfactory.
MAKE-UP EXAMINATIONS	
18.1	Students who have missed an end-semester examination on valid reasons and have been awarded "I" grade are eligible for a make-up examination. They should make an application to the Dean of Academic Affairs through the Instructor/HOD within seven days from the date of the examination missed explaining the reasons for their absence.
18.2	No make-up examination will be scheduled for the mid-semester examination and quizzes. It is entirely up to the instructor to ascertain the proficiency of the student by whatever means considered appropriate to him/her if he/she is satisfied of the bonafides of the case.
18.3	Official permission to take a make-up examination will be given under exceptional circumstances such as admission to a hospital due to illness and a calamity in the family at the time of examination. Students residing in the hostels should produce a medical certificate issued by the Institute Medical Officer only. Students who are permitted to stay outside the campus or who have been authorised to be away from the Institute should produce a medical certificate from a Medical Officer not below the rank of a Civil Surgeon and endorsed by the Institute Medical Officer. Certificates from private medical practitioners will not be accepted. The Dean of Academic Affairs can use his/her discretion in giving permission to a student to take a make-up examination.
18.4	Students who are awarded "X" grade by the teachers are also eligible for the make-up examination.
18.5	Make-up examination will be held as per dates notified in the Academic Calendar. Make-up examinations at any other time can be held only with the permission of the Dean of Academic Affairs.
WITHHOLDING OF GRADES	
19.1	Grades shall be withheld when the student has not paid his/her dues or when there is a disciplinary action pending against him/her.
ELIGIBILITY FOR AWARD OF B. TECH. DEGREE	
20.1	A student shall be declared to be eligible for the award of B. Tech. degree if he/she has : a) completed all the credit requirements for the degree with a grade "P" or higher grade in each of the subjects (Theoretical, Laboratory, Workshop, Sessional etc), Seminar, Project etc;

Handwritten signature

	b) satisfactorily completed all the non-credit requirements for the degree viz Extra Academic Activities, Industrial Training, etc (if any); c) no dues to the Institute, Department, Hostels, NCC, NSS and NSO; and d) no disciplinary action is pending against him/her.
20.2	The award of B. Tech. degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

Handwritten signature: *Handwritten signature*

ANNEXURE I

DEPARTMENTAL UNDERGRADUATE PROGRAMME COMMITTEE (DUPC)		
Composition		
I	Head of the Department (ex-officio)	Chairman
II	Six faculty members to be nominated by the Department of which one will be nominated by the Department as the member secretary. (Note : If faculty strength of a department is less than or equal to six, then all the faculty members will be members of DUPC)	Members
III	One faculty member from another department. The department will be chosen by the committee. The faculty member from the chosen department will be nominated by the HOD of that department.	Member
IV	Two students with CPI not less than 7.5 to be elected by the undergraduate students of the 2nd, 3rd and 4th year. One student member from any other department may be co-opted if necessary.	Members
TENURE		
Two years for faculty members and one year for student members.		
FUNCTIONS		
I	To oversee the conduct of all undergraduate courses of the department.	
II	To ensure academic standard and excellence of the courses offered by the department.	
III	To discuss and recommend the syllabi of all the undergraduate courses offered by the department from time to time before sending the same to the Institute Undergraduate Programme Committee(IUPC)	
IV	To consider any matter related to the undergraduate programme of the department.	

INSTITUTE UNDERGRADUATE PROGRAMME COMMITTEE (IUPC)		
COMPOSITION		
I	Dean of Academic Affairs (ex-officio)	Chairman
II	DUPC Secretaries of all departments.	Members
III	DR (Academic) or AR (Academic)	Non-Member Secretary
TENURE		
Two years		
Functions		
I	To oversee the conduct of all undergraduate courses of the Institute.	
II	To consider the proposals from the departments and make recommendations to the Senate for consideration and approval.	
III	To issue guidelines to various departments on evaluation pattern of the courses to maintain uniformity.	
IV	To consider and recommend the assessment procedure to be adopted by various departments.	
V	To consider and recommend any other matter concerning the undergraduate programme of the Institute.	

Handwritten signature