

REGULATIONS

FOR

B. TECH. /B. TECH. and M. TECH. (DUAL DEGREE) /  
INTEGRATED MSC DEGREE PROGRAMME

(EFFECTIVE FROM THE ACADEMIC YEAR 2017 - 2018)

DO NOT COPY

NATIONAL INSTITUTE OF TECHNOLOGY  
DURGAPUR

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## 1. Introduction

1.1 The provisions contained in these Regulations govern the conditions for imparting course of instructions, conducting examinations and evaluation of students' performance leading to B. Tech. / B. Tech and M. Tech (Dual Program) / Integrated MSc Degree to be offered by the Institute.

These shall come into force for the batches of students admitted in the Academic Session 2017-2018 onwards. These are also applicable to the earlier batches with some necessary modifications as decide by the Senate from time to time.

1.2 Definitions: In this Regulations of B. Tech / B. Tech and M. Tech (Dual Program) / Integrated MSc Degree Program unless the context otherwise requires -

- a) "Institute" means National Institute of Technology, Durgapur, under NIT Act, MHRD Govt. of India
- b) "Board" in relation to the Institute, means the Board of Governors
- c) "Senate" means Senate of the Institute
- d) "Regulations" means, Regulations of the B. Tech / B. Tech and M. Tech (Dual Program) / Integrated MSc Degree Program
- e) "MHRD" means the Ministry of Human Resources Development, Govt. of India
- f) "Director" means the Director of the Institution
- g) "Dean (Academic)" means the Dean of Academic of the Institute
- h) "HOD" means Head of the Department
- i) "DAC" means Departmental Academic Committee
- j) "UGAC" means Undergraduate Academic Committee
- k) "Programme Coordinator" means the Programme Coordinator of the Teaching Department.

1.3 Disciplines: The disciplines in which the courses of study are available and degrees will be offered are:

1. Biotechnology (BT) – Dual Program - 5 years
2. Biotechnology (BT) – 4 years
3. Civil Engineering (CE) – 4 Years
4. Chemical Engineering (CH) – Dual Program -5 Years
5. Chemical Engineering (CH) – 4 Years
6. Computer Science & Engineering (CS) – 4 years
7. Electronics and Communication Engineering (EC) – 4 years
8. Electrical Engineering (EE) – 4 years
9. Information Technology (IT) – 4 years
10. Mechanical Engineering (ME) – 4 years
11. Metallurgical and Materials Engineering (MM) – 4 years
12. Integrated MSc in Chemistry – 5 years

1.4 The provisions of these regulations shall also be applicable to any new discipline(s) that is (are) introduced from time to time and added to the list in Section 1.3.

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

## 2. Admission

- 2.1 Admission to NIT, Durgapur for all the programmes will be made at the First Semester level in accordance with the instructions received from the Ministry of Human Resources Development (MHRD), Government of India from time to time. Seats are reserved for candidates belonging to Other Backward Category (OB), Schedule Caste (SC), Schedule Tribes (ST) and Persons with Disability (PWD) candidates as per the guidelines issued by MHRD.
- 2.2 Admission to all programmes will be made at the First Semester level through Central Seat Allocation Board (CSAB), based on the rank in JEE (Main). The marks in 10+2 Examination and age criterion will be as per the directive issued by MHRD from time to time.
- 2.3 Besides the allotted seats to be filled up through CSAB, a specified number of foreign nationals or NRI (Non-resident Indian), and Indians living abroad selected with the policy laid down by Govt. of India may be admitted directly to the First Semester of any of the programmes covered by these regulations.
- 2.4 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, irregular attendance in the classes or indiscipline.
- 2.5 The Institute may admit students to a programme on transfer from other NITs, under specific instruction from MHRD, Govt. of India. Such admission may be made at any level considered appropriate.
- 2.6 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Dean (Academic) may revoke the admission of the candidate and report the matter to the Senate.
- 2.7 All the students admitted to any of the programmes above shall be required to pay, at the time of joining, and also in subsequent semesters prevalent tuition and other compulsory fees, within the stipulated dates, as prescribed by the Institution till they are on roll.
- 2.8 Decision of the Director of the Institute regarding the admission of student is final and binding.
- 2.9 At the time of admission, the students is required to produce the originals and a set of photocopy (self attested) of the following documents:
- (a) A certificate for proof of age
  - (b) Pass certificate of the qualifying examination
  - (c) Mark sheet of the qualifying examination
  - (d) JEE (Main) rank certificate
  - (e) College/School leaving certificate
  - (f) Income certificate from the appropriate authority
  - (g) Caste certificate
  - (h) Citizenship certificate (for foreign students only)
  - (i) Passport (for foreign students only)
  - (j) Any other certificate(s) (notified before admission)

A provisional admission may be given, if any of the candidates is not produced the pass certificate of the qualifying examination. However, such candidates should submit the same by September 15,

or any other date fixed by the CSAB, failing which admission will be cancelled and all fees deposited will be forfeited.

2.10 If a student fails to join the institute and attend classes within a week of starting of classes, he will be deemed to have abandoned the program.

### **3. Change of Branch**

3.1 The student admitted to a programme leading to B. Tech. /B. Tech and M. Tech (Dual Program) / Integrated MSc degree in a particular branch will ordinarily be required to continue in that branch of studies.

3.2 However, the institute may permit a few students, subject to their fulfilling the prescribed conditions to change over from one branch to another after second semester. Detailed rules governing the change of branch are given in Appendix-I. The interested students may fill up the form NITD/ACA-03 for such purpose.

### **4. Residential Requirement**

4.1 The Institute is essentially a residential one and every student shall be required to reside in and be a boarder of Hall of Residence to which he/she is assigned.

4.2 No married accommodation shall be provided to any student of the undergraduate programmes.

4.3 All students must abide by the rules and regulations of the Hall of Residence as may be framed from time to time.

### **5. Fees and refunds**

5.1 A student admitted to any programme shall be required to pay, at the time of joining, and also in subsequent semesters, prevalent tuition and other fees as prescribed by the Institute till he/she is on roll including the period beyond the normal 4-years duration within the stipulated dates as per Academic Calendar.

5.2 Normally, the fee structure will not change during the programme. But, if the Ministry/Institute revises the structure in the middle of a programme, a student is obliged to comply.

5.3 Caution money collected will be returned at the end of the programme after due adjustment, if any, except for those who leave the Institute prematurely.

5.4 If a student is removed or he/she withdraws/leaves the Institute in the mid-session without completing the entire programme, all fees paid including the caution deposit will be forfeited by the Institute. Mess advance may, however, be refunded after deduction of dues, if any.

5.5 Refund of fees for a newly admitted student shall be as per the CSAB guidelines notified from time to time. If a student leaves after final admission and wherever no admission is taken place against the vacant seat, all fees paid including the caution deposit will be forfeited. Mess advance may, however, be refunded after deduction of dues, if any.

## **6. Conduct and Discipline**

6.1 Students shall conduct themselves within and outside the campus of the institute in a manner befitting the students of an Institution of National importance.

6.2 Students shall show due respect to the teachers of the Institute. Proper courtesy and consideration should also be extended to the employees of the Institute. They shall also pay due attention and courtesy to visitors.

6.3 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.

6.4 As per order of the Hon'ble Supreme Court of India, ragging in any form inside or outside the Institute campus by the student of the Institute is banned. Acts of ragging will be considered as gross indiscipline and will be severely dealt with.

6.5 Detailed rules regarding conduct and discipline are given in Appendix-II.

## **7. Registration**

7.1 Every student in undergraduate programme is required to be physically present and register at the commencement of each semester on the dates fixed and notified in Academic Calendar.

7.2 Registration at the beginning of each semester, including the idle semester (due to illness or other reason), by paying fees within the prescribed dates announced from time to time (without and with late fine), is mandatory for every student till he/she completes his/her programme.

7.3 The Academic Section will centrally organize online registration of students in each semester. During registration, the student shall submit the courses of study in that particular semester. The departments will notify the allotment of departmental / professional electives well in advance before registration. Similarly, the Academic Section will notify the allotment of open elective well in advance before registration. All teaching departments will submit the name/list of Open Elective(s) to the Academic Section at the middle of previous semester to work out the allotment of the same. Once registered, no changes in the subject list shall be permitted.

7.4 The number of registered courses in third semester onwards must not exceed 6, inclusive of backlog courses (if any). The student, however, must register all the backlog courses first.

7.5 A student who does not register within the scheduled dates as per the Academic Calendar may be permitted, in consideration of any compelling reason, late registration within the dates as specified in the Academic Calendar on payment of an additional late fee as prescribed by the Institute.

7.6 Normally no late registration shall be permitted afterwards, unless otherwise a very special case arises as decided by the Director.

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

- (i) Has registered in the previous semester and appeared examination in the previous semester
- (ii) Cleared all Institute dues (including mess dues, fines etc.) of the previous semester
- (iii) Paid all prescribed fees for the current semester
- (iv) Not been debarred from registering for a specified period on disciplinary or any other ground

(v) Obtained year back in the previous academic year a) due to failure in sessional course(s) or b) for adopting malpractice at an examination and consequently debarred from appearing at an examination.

(vi) Not been struck off from the rolls of the institute

(vii) Obtained permission of the Senate on specific reason.

7.8 A student who has been debarred by the Institute as a measure of disciplinary action may register after the term of the debarment expires, by paying all dues till date including idle semester, if any.

7.9 A student fails to register in a semester within stipulated time will be treated as 'NOT ON ROLL' and he/she will lose his/her studentship of the institute.

7.10 A repeating student shall take course(s) available in the existing curriculum at the time of registration.

## **8. Academic Calendar**

8.1 Each academic session is divided into two semesters of approximately 120 days duration each: Autumn / an odd semester (July - December) and Spring / an even semester (January - June).

8.2 Except the first semester, all odd semesters will commence from 3<sup>rd</sup> week of July and all even semesters will commence in the 1<sup>st</sup> week of January. The 1<sup>st</sup> semester classes will commence from the date notified in admission notification at the Institute website.

8.3 The Senate will approve the comprehensive academic calendar consisting of schedules of activities for a session inclusive of dates for registration, mid-semester, end-semester & supplementary examinations, inter-semester breaks, vacation, annual sports, technical & cultural activities etc., well in advance of start of a semester.

8.4 The academic program of NIT Durgapur is based on a direct contact between the teacher and the student. The teacher enjoys considerable freedom in deciding the contents and method of instruction, evaluation and grading. The printed syllabus is a guideline, rather than a legally enforced constraint. It is mandatory for the teacher and students to conduct all scheduled classes. There is no concept of 'finishing a course' because the syllabi are flexible, and permit instruction and practice till the last day of the semester before end-semester examination.

## **9. Course Structure**

9.1 The duration of course leading to B. Tech Degree will be four years and Integrated MSc. Degree will be five years.

9.2 The curricula for the different degree programmes as proposed by the respective department and recommended by the Undergraduate Academic Committee (UGAC) shall have the approval of the Senate. The Departments would also prepare the syllabus of each subject containing the scope of studies and detailed instructions to be imparted which must have the approval of UGAC.

9.3 All subjects would have a lecture-tutorial-laboratory/sessional component (L-T-P) to indicate the contact hours. 'T'/'P' component of a theory course may be a void. Separate pure laboratory/ sessional subject (0-0-P) may exist in certain cases as decided by the Senate.

9.4 The curricula to be followed in the first and second semesters by the students of all disciplines are common. The Senate may alter the contents of 1<sup>st</sup> year curriculum keeping the total grade point unchanged.

9.5 Large classes will be divided into several sections. A coordination committee will be constituted for each subject taught by more than one teacher of one or more departments. Teachers of all sections will be the members of the committee, while one of the members will act as Course Coordinator.

9.6 The prescribed coursework shall be grouped under 3 categories – core courses, departmental / professional electives and open electives. The core courses will cover all essential skills associated with a given department. Departmental / Professional electives will be taken from a list prescribed by the department, covering courses from the same and allied disciplines. These courses shall reflect the different specialized topics in a field including the latest developments taking place around the world. Open electives shall cover courses from any department of the institute; other than the parent department. They will generally be broad based courses that will widen the knowledge horizon of the students. A given course may be a core subject for one department and an elective for another. UG students may take PG courses as electives where the departmental curriculum so permits.

9.7 A student may opt courses from other department, in addition to the mandatory minimum number of credit courses, to develop expertise in the discipline in which he/ she has interest. The grade(s) awarded against such course(s) shall be recorded in the grade card but will not be considered in the calculation of the SGPA/CGPA.

9.8 The courses under MOOCS, NPTEL may be treated as regular courses and the credits acquired shall be counted as regular credits. The evaluation shall, however, be done by the faculty members of the concerned department.

9.9 Each GIAN course attended by a student shall be considered as an additional course of 1 credit, the grade for which shall be recorded in the grade card but will not be considered in the calculation of the SGPA/CGPA.

9.10 Industrial Training / internship:

The Curricula for B. Tech. /Integrated MSc course would include compulsory industrial training / internship programme for a minimum period of 4 weeks. The industrial training / internship would carry 1 credit.

## **10. Attendance**

10.1 Attendance in all the classes (lectures, tutorials, laboratories, sessional etc.) is mandatory.

10.2 Absence from classes without prior permission will be considered as an act of indiscipline and may be debarred from appearing an examination.

10.3 Prior application for the leave shall have to be submitted through the Course Coordinator to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting document(s). A copy of the leave application duly granted by the concerned Head should be submitted to the teacher(s) concerned. (Use Form NITD/ACA-04 to apply for leave)

10.4 If leave extends beyond 30 calendar days on ground of prolonged illness or unusually serious circumstances, the leave application shall be submitted to the Chairman, Senate for approval. Consideration will be given to students who give prior and continuous information either directly or through parents with a recommendation of Head of the Department.



10.5 It is possible for a student to get leave of absence in the following cases:

- (a) Illness of the student based on prescription of 'Unfit for class' by Institute Medical Officer or on hospitalization and post hospitalization rest approved by attending physician of the Institute recommended hospital / government hospital. It may note that such advice of rest is not sufficient for missing examinations, for which a specific recommendation must be obtained.
- (b) A family calamity demanding absence of the student (documentary proof is to be submitted by the student).
- (c) Participation in inter-NIT or other national level student competitions inside or outside the Institute. A copy of the appropriate office order must be enclosed with the application.
- (d) For academic work or presentation of papers related to final year project, if the project involves visit to industry or other institutes or to participate in a conference.
- (e) For officially arranged placement programmes on recommendation of Head, TPSW.

It should also be appreciated that a single student is unlikely to require all the categories of leave listed above during all the semesters.

10.6 Family functions, illness of family members, participation of student activities, such as, organizing functions, preparing for other examinations (including supplementary examinations of the Institute) or searching of jobs are not adequate grounds for leave of absence from classes.

10.7 Following rules will be applicable to a student having attendance below 75%:

- **Case 1:**  $65\% \leq \text{Attendance} < 75\%$  - the student will have to pay a condonation fee of Rs. 1000 (rupees one thousand) per subject for shortage of attendance.
- **Case 2:**  $50\% \leq \text{Attendance} < 65\%$  - the student will have to pay a condonation fee of Rs. 2000 (rupees two thousand) per subject and his/her letter grade on the subject(s) for shortage of attendance will be reduced by one step leaving the 'P' grade as 'P' grade.
- **Case 3:**  $\text{Attendance} < 50\%$  - the student will have to pay a condonation fee of Rs. 5000 (rupees five thousand) per subject and his/her letter grade on the subject(s) for shortage of attendance will be reduced by two steps leaving the 'D' grade as 'P' grade and 'P' grade as 'P' grade.

The calculation of attendance will be made till the cut-off date as indicated in the Academic Calendar.

10.8 If because of personal leave or official duty, a teacher is unable to hold a class on the scheduled hour, he will hold the compensating class(s) at a mutually convenient hour. A teacher may communicate with his class by announcing in the class, through messages on Institute and hostel notice boards or through e-mail. Attendance in these compensatory classes is mandatory for every student.

10.9 A teacher, at his discretion, may hold additional classes beyond what is originally scheduled, particularly when several classes are lost due to holidays or suspension of classes. Attendance in these classes is also mandatory for the student.

## **11. Assessment of Performance and Grading System**

11.1. Performance of a student shall be assessed throughout the semester and assessment in a subject will be made based on his/her performance.

11.2. (a) The evaluation system shall be based on relative grading. The concerned teacher shall assign the marks based on statistical distribution (to be decided by the concerned faculty), and upload it

in the academic module of Institute automation system. A signed copy of the same shall be submitted to the Academic Section for record.

(b) Conversion to letter grade, from the submitted marks by the concerned teacher, shall be made following the guidelines given in Appendix- III.

(b) Next the failure cases (that is, the cases of student obtained 'F' grade) are to be determined as explained in Appendix-IV.

(c) A Semester Grade Point Average (SGPA) will be computed for each Semester. The SGPA will be calculated following the guidelines given in [Appendix-IV](#).

(d) At the end of completion of the program, a Degree Grade Point Average (DGPA) will be computed for each student following the guidelines as in Appendix-IV.

(e) For assessment of a student in a particular subject the components with respective weights, assigned to these will be as under:

<b>Components</b>	<b>Weights</b>
Continuous Assessment (CA)	20%
Mid-Term Examination	30%
End-Semester Examination	50%

(f) The CA component shall include 5 marks for attendance and 15 marks based on tests/quiz/assignments. The weights of different components of CA are to be announced by the teacher at the beginning of the semester.

(g) The mid-term examination shall be of 2-hour duration and the end-term examination shall be of 3 hours.

(h) For assigning marks in the sessional subjects, the relevant components that may be considered are: day-to-day work, regularity, tests (at least one), assignments, viva-voce etc. Percentage weights of the different components in deciding the final marks are to be announced before the students at the beginning of the semester.

(i) The teacher shall also upload the marks under CA in Academic module for use in future.

11.3. Non-graded courses shall be offered to the students and these will include courses of diverse nature. The performance indicated by "Satisfactory / Unsatisfactory" shall be included in the grade card. Among the six such courses, one in each semester from the first to sixth semester. The first two shall be offered by the Physical Training Centre and shall include physical training/sports and games, NCC and NSS as per the existing practice. The remaining four courses will include activities in NSS/NCC/Unnat Bharat/sports and games/ student activity clubs, etc. and shall be evaluated by the concerned faculty advisors/ instructor. A course on, "Values and Ethics" shall be offered by HS department, in the Second Semester, as a non-graded course.

11.4. The four-week industrial training (in an industry of repute) or internship program (preferably in major R & D laboratory, an IIT, NIT or IISc.) undergone by the students during the vacations after 6<sup>th</sup> semester would be assessed in the 7<sup>th</sup> semester. The Training & Placement department shall forward the applications for such training/internship program. The students are required to submit a written report on the training received and give a seminar, on the basis of which a grade would be awarded. The students are also required to submit, to the Teacher in-charge or HOD, a copy of the completion certificate in the prescribed form from the competent authority of the organization where the training / internship was received, without which he / she would not be assessed. A copy of the certificate would also be submitted to the Professor In-charge, TPSW.

### 11.5. Project Work:

(i) The Project is an important component of the Institute's undergraduate programme. It gives an opportunity to the student to express his/her creative talents and prepare for his future career.

(ii) The DAC will invite research topics from its own faculty at the middle of 5<sup>th</sup>/7<sup>th</sup> Semester. Faculty members may propose topics, singly or in collaboration with a colleague from the same or the other department. A co-supervisor from industry or other institutions may also be accepted. The DAC will assign the topics to the students towards the end of 5<sup>th</sup> semester, after taking into consideration the requirements of the projects and choice of the students. A single student or a team of 2/3 students may undertake each topic.

(iii) The student is required to submit formal project reports at the end of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> semester being in the form of a well-bound thesis.

(iv) The HOD would constitute a Project Evaluation Board as recommend by DAC, which will assess the individual project work. An External Expert from any research/industrial organization or Technical Institution offering B. Tech Degree may be one of the members of Project Evaluation Board in the 8<sup>th</sup> semester.

The weightage for evaluation will as under:

Supervisor's assessment	60%
Board's assessment	40%

(v) On completion of evaluation, the DAC shall decide the marks awarded. If the performance of a student is unsatisfactory, the committee may recommend one of the following:

(a) Rewriting of report and submission for evaluation in the next semester

(b) Extension of time for completion of the work (the time duration is to be specified; not less than a semester)

© Complete repetition of the project in the following year (in this case the student has to repeat the semester).

The resubmitted thesis will be evaluated by the DAC and the grade will be sent to the Academic Section.

11.6. Similarly, a separate Viva Voce Board shall be set up by the HOD for assessment taking into various aspects of viva voce.

11.7. Based on the CGPA, student shall be awarded

1<sup>st</sup> Class Distinction, if the CGPA is 8.00 and above,

1<sup>st</sup> Class, if the CGPA is equal to or more than 6.50 but less than 8.00; and

II<sup>nd</sup> Class, if the CGPA is equal to or more than 5.00 but less than 6.50.

However, a student with CGPA 8.00 and above shall be debarred from the award of Distinction when

(i) He/she could not clear all subjects of the program in first attempt (End-Semester (Regular) examination).

(ii) He/she has been awarded a punishment by the Institute's Disciplinary Committee during his career.

11.8. The Grade Card shall be issued to the students against each examination. It shall contain the letter grade for each course, SGP and SGPA information. There shall be no SGP and SGPA information for students with supplementary/backlog subject(s).

11.9. A separate Grade Card shall be issued to the students appearing supplementary/backlog examination. It shall contain the revised letter grade of the subject(s) marked 'F' in earlier examination of a semester with the letter grade of passed subject(s). Information related to SGP and SGPA would be provided only when a student clears all papers in a semester. The grade shall be awarded following the guidelines given in Appendix-V.

11.10. In case, a student is not able to clear the subject(s) in the Supplementary Examination, s/he shall be given an opportunity to clear it in the regular and supplementary examinations in subsequent semester(s) as a 'backlog' course. He/she, however, need to register it in the subsequent semesters.

11.11. The students having backlog subjects will have to clear them first and registration in subsequent semesters for the subjects having pre-requisites will not be allowed until or unless those pre-requisites are cleared.

11.12. The UGAC shall have the power to quash or rectify the result of a candidate (even after it has been published) if:

- (i) it is found that he/she was not eligible to appear at the examination
- (ii) he/she used unfair means in the examination
- (iii) a mistake is found in his/her result.

## 12. Examination

12.1. For each theory paper of any academic semester there will be a mid-semester and an end-semester examination, conducted by the Academic Section. The mid-semester/end-semester answer scripts will be dispatched to the examiner on the same day or the immediate next working day of examination. If the concerned examiner is not available on that date, the copies will be handed over to the respective Head of the Department who will pass on the copies to the concerned examiner at the earliest. Each teaching department will send the list of paper setters & examiners in Form NITD/ACA-05 by middle of August (for odd semester) and by middle of February (for even semester).

12.2. A student will be allowed for appearing in an end-semester examination only if he/she has:

- a) Passed in the sessional subjects
- b) Paid all Institute dues of the semester
- c) Paid all Hall dues of the semester. Warden, Hall of Residences shall forward the list of defaulters at least one week before the commencement of examination.
- c) Not been debarred from appearing in the examination as a result of any disciplinary proceeding.

Academic Section will prepare a defaulter list based on the received information from the departments and the Warden, Hall of Residences. The registered candidates, whose names do not appear in the defaulter list, are eligible for appearing at the end-semester examination. No separate ADMIT CARD will be issued for such purpose. However, Institute Identity Card has to be carried positively in the examination hall.

12.3. a) Appearing both at the mid-semester and end-semester examination of theory courses is compulsory.

b) If a student fails to appear in the mid-semester examination without any valid reason he/she should get zero for that component. If he/she, however, misses an examination due to compelling reason, concerned Head of the Department may permit the student to sit for alternative mid-semester examination. Concerned teacher(s) shall arrange for alternative mid-semester examination based on the convenience of both the teacher(s) and the student.

c) If a student fails to appear at the end-semester examinations, he/she will be declared 'Failed' and will not be permitted to appear at the supplementary examination; the student has to repeat the semester.

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

(Academic), through his/her Head of the Department in Form NITD/ACA-06 for permitting himself/herself to appear at the supplementary examinations. He/she should make an application to the Dean (Academic) through the HOD within three days from the date of examination missed explaining the reason of absence. A subcommittee consisting of the following members may, after examining the documents and being convinced about the merit of the case, recommend for permitting him/her to appear in the supplementary examinations with full credit condoning his/her absence:

- |      |   |   |           |
|------|---|---|-----------|
| i)   | Dean (Academic)                                     | - | Chairman  |
| ii)  | Dean (Student Welfare)                              | - | Member    |
| iii) | Concerned Head of the Dept.                         | - | Invitee   |
| iv)  | Medical Officer (for medical cases)                 | - | Member    |
| v)   | Associate Dean (Academic & Examination)             | - | Member    |
| vi)  | Deputy/Assistant Registrar (Academic & Examination) | - | Secretary |

d) The student will be given an I' grade (Incomplete) till the supplementary examinations are conducted.

e) In case of prolonged illness of a student, if he/she misses both the end-semester examination and its supplementary, the student must register for the courses as a backlog paper. In that case the student shall be awarded an I' grade till he clears the subjects. He/she should make an application with relevant supporting documents to the Dean (Academic) through the HOD within three days from the date of examination missed explaining the reason of absence. Such cases should be reported to the Senate for consideration.

- 12.4 Students will be permitted to appear in the examinations in only those subjects for which they have registered at the semester.
- 12.5 For the subject having 2 Lecture hours per week, the end-semester examination will be of 2 hours duration; while subject having more than 2 Lecture and Tutorial contact hours per week, the end-semester examination will be of 3 hours duration. A separate mark sheet indicating the performance of the student in each semester will be issued to each student.
- 12.6 The Marks obtained by the students in a subject shall be uploaded in the academic module by the teachers as per academic calendar and a printed copy of the marks submission duly signed be submitted to the Associate Dean (A & E) for the record.
- 12.7 If a student is dissatisfied with his/her grade, he/she may bring it to the attention of the teacher within the stipulated date as per academic calendar. The teacher may change the grade if he finds an error in evaluation.
- 12.8 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, is forwarded through the Head of the concerned Department in Form NITD/ACA-07 to the Associate Dean (A & E), within one week from the date of commencement of the next Semester. There is no limit on how early a teacher can show the evaluated scripts to the students.
- 12.9 For the benefit of and as a process of learning by the students the scripts after correction of all class tests, mid-semester evaluations, home assignments etc. may be shown to the students within 4 weeks from the date of tests/submissions.
- 12.10 The subject teacher/HOD shall prepare a list of students failed in sessional/laboratory subject(s) and send the same to the examination section at least a week before the commencement of end-

semester examination. Such students will be debarred from appearing at the end-semester examination. No special examination will be available for laboratory/sessional subjects.

- 12.11 A student fails in the sessional subject(s) has to repeat the semester and need to study the courses offered by the department for the next batch of students. In case of any repetition of the course(s), the Head of the Department may prescribe a suitably relevant alternate course for the student.
- 12.12 In order to provide an additional opportunity to the students who failed (obtained an 'F' grade) in one or more subjects due to not being able to score higher than the cut-off marks in the theory components in either of the odd or the even semester, supplementary examinations equivalent to the end-semester examination shall be arranged. The examination will be conducted by the respective departments based on the examination schedule prepared by the Academic Section as per Academic Calendar (normally within 3-4 weeks after commencement of next semester).
- 12.13 The teachers shall upload the marks obtained by the students in a subject in the supplementary examination in the academic module within **seven days from the date of holding the examination**. A signed copy of the marks shall also be submitted to the Associate Dean (A & E). **Change of Grade after publication of Supplementary Examination result is not permissible. A Teacher shall show the evaluated scripts to the students before submission of marks.**

Regulations relating to the supplementary/backlog examination are given in Appendix-V.

- 12.14 The teachers are expected to retain all answer scripts, assignments and laboratory records for a period of three months from the starting of classes in the next semester. After that the material may be disposed off, except for the students who have filed a complaint. In case of complaint filed before the expiry of three months, the material need to be saved till all disputes are settled and final grade is awarded. The concerned teacher may handover the relevant material to his/her HOD for safekeeping. The teacher, at his discretion, may keep photocopy of the same.
- 12.15 The examination section will place the consolidated results of all examinations before the UGAC, which will examine them and recommend to the Senate for approval. In case of Senate meeting is delayed, the recommended result can be published with the approval of the Chairperson, Senate. The Senate may ratify the same in its next meeting. The Senate has the authority to rectify any mistake in the results, even if the Chairperson, Senate already approves them.
- 12.16 When the situation so demands, e.g. large number of students failing in a subject, the Institute may decide to offer remedial classes to students with an F grade. The courses will be offered when a minimum number of students registered by paying requisite fees are 10 per course. The course will start immediately after reopening of new semester, generally beyond the schedule class hours of the Institute and weekends. A maximum of 20 class hours shall be conducted in a course before the start of supplementary examinations. Students who missed the end-semester examination due to serious illness or family calamity may also attend in the course.
- 12.17 Intending students must submit their application along with the payment of necessary fees through his/her Head of the Department to the Academic Section.
- 12.18 The UGAC shall have the power to quash or rectify the result of a candidate (even after it has been published) if

- i) it is found that he/she was not eligible to appear at the examination
- ii) he/she used unfair means in the examination
- iii) a mistake is found in his/her result.

### **13. Graduation Requirement**

13.1 In order to qualify for a B. Tech. / B. Tech and M. Tech (Dual degree)/ Integrated M. Sc. degree of the Institute covered under these Regulations a student must:

- a) Complete all the credit requirements for the degree, as laid down in the prescribed curriculum of the discipline, with a minimum grade 'P' scored in every subject.
- b) Obtain a DGPA of 5.00 or higher at the end of a semester in which he/she completes all the requirements for the degree
- c) Have cleared all dues of the Institute, the Hall of Residence, the Library and the Department.

13.2 The minimum total credit requirement that has to be satisfactorily completed for the award of B. Tech. / B. Tech and M. Tech (Dual degree)/ Integrated M. Sc. will be same for all branches of the respective program and will be fixed up by the Senate.

13.3 The maximum period within which a student can complete all the requirements will be six years for 4 years programme and seven years for 5 years program respectively. Under some special circumstances, one more year may be permitted to the students with the approval of Senate.

13.4 In case, a student does not complete all academic requirements in stipulated time, s/he shall not be awarded the degree but be given a consolidated certificate for the courses s/he has passed.

13.5 The Senate must recommend the award of B. Tech. degree.

13.6 Convocation:

The Convocation shall be conducted usually between September to November. Degree will be awarded in person for the students who have graduated during the current academic year. Degree will be awarded in absentia to such students who are unable to attend the Convocation. Students are required to apply separately for the Convocation along with the prescribe fee.

13.7 Medals and awards:

Medals and awards shall be given to the deserving students every year in the convocation of the Institute. A student recommended for award of a medal should have ordinarily cleared all papers in single chance and should not have been awarded any punishment by the Institute's Disciplinary Committee during his career.

The medals awarded by the Institute based on academic performance are the following:

1. Institute Gold Medals

These medals are awarded to the students securing the highest CGPA in each branch of B. Tech and Integrated MSc programme. If more than one student secured highest CGPA for a particular program, that is, if there is a tie, SGPA of previous semesters will be considered till the tie is broken.

## 2. Endowment Gold Medals

Donors award these medals to students in appreciation of their academic performance. If more than one student secured highest CGPA for a particular program, that is, if there is a tie, SGPA of previous semesters will be considered till the tie is broken.

The rules and procedures are to be approved by the Senate in case-to-case basis.

In case the highest CGPA student, in a particular branch, could not clear all papers in single chance or been awarded punishment by the Institute's Disciplinary Committee, no other student will be awarded with Institute Gold Medal for that branch. Similarly, Endowment Gold Medals will not be awarded to others on above ground.

- 13.8 On publication of final results a student will be issued a provisional certificate signed by Dean (Academic) on behalf of the Chairman, Senate. The Chairperson, Senate and Chairperson, Board of Governors will sign the final degree.

## 14. EXCEPTIONS & DISPUTE RESOLUTION

14.1 Notwithstanding anything stated in the rules, the Senate can make special provisions and exceptions depending on the merit of a case. Such cases shall not be cited as precedence in future occasions of similar nature.

14.2 In emergency situations, the Director in capacity of the Chairperson of the Senate, can exercise powers of the Senate and discharge the functions of the Senate. Such decisions must be reported to the Senate at its next meeting.

14.3 Whenever a dispute arises regarding interpretation of one or more provisions of these rules, the matter shall be referred to the Board of Governors and the interpretation given by the Board shall be considered correct and final.

For any matter pertaining these rules if the Board is of the opinion that there is inadequate coverage in these rules, the Board shall have the power to take all such matters as it deems necessary or expedient for the purpose of maintaining and/or improving the standard and quality of the programs run by the Institute. The Board also may, in the exercise of its powers and functions under the rules, issue directions to any student, teacher or officer and such student, teacher or officer shall be bound to comply with such directions.



## Appendix- I

### RULES FOR CHANGE OF BRANCH

1. A student admitted to a particular branch of the B. Tech. / Integrated MSc program will normally continue studying in that branch till completion.
2. However, in special cases the Institute may permit a student, admitted through JEE (Main), to change from one branch of studies to another after the Second Semester, **provided vacancies exist in such branches.**
3. Only those student will be eligible for consideration for a change of branch after second semester, who have:
  - a. Completed all the subjects prescribed in the First & Second semester in the first attempt.
  - b. Must have secured a SGPA not less than 8.75 (in both 1<sup>st</sup> & 2<sup>nd</sup> semester separately).
4. Application for change of branch must be made by intending eligible students in Form No. NITD/ACA-06. The Deputy/Assistant Registrar (A & E) will call for application sometime after publication of Second Semester (Regular) Examination result and the completed forms must be submitted to his office by the last date specified in his notification.
5. Students may opt for choices of branch, in order of preference, to which they wish to change over. It will not be permissible to alter the choice or withdrawn the application after it has been submitted.
6. Change of branch shall be made strictly on the basis of merit of the applicants. For this purpose the CGPA obtained at the end of the Second Semester and JEE (Main) rank (with equal weightage) shall be considered. Ties will be broken by JEE (Main) rank of the applicants concerned.

Cumulative Grade Point Average (CGPA) at the end of Second Semester will be computed as follows:

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

Where 'm' is the total number of subjects the student has passed in both first and second semesters, 'c<sub>i</sub>' is the number of credits allotted to a particular subject s<sub>i</sub> and 'g<sub>i</sub>' is the grade point carried by the letter corresponding to the grade awarded to the student for the subject s<sub>i</sub>. CGPA will be rounded to the second place of decimal.

7. All changes of branch made in accordance with the above rules will be effective from the Third Semester. No change of branch shall be permitted thereafter.
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.
9. The number of students in any discipline must not fall below 90% of the number of registered students at 2<sup>nd</sup> Semester as a result of change of branch.

## **Appendix -II**

### **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 Wardens of the Halls of Residence, the Officers of the Games & Sports and the Officers of the National Cadet Corps; proper courtesy and consideration should be extended to the employees of the Institute and of the Halls of Residences. 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.
3. Law bans ragging in any form. Any act of physical and mental pressurization of junior students, individually or in group, will be considered as an act of ragging. Ragging also includes forcing junior students to meet seniors outside institute premises, or in places where a student has no valid reason to be present, asking irrelevant questions or using abusive language. Ragging will be considered as gross indiscipline and will be severely dealt with, which may include expulsion from the institute.

If a student yields to any form of ragging by senior students and does not inform the hall or institute authorities, or willfully withholds the information in an enquiry of ragging incident, the matter will be treated as indiscipline on the part of the junior student and invite punishment comparable to those against ragging itself.

4. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
  - ❖ 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.
  - ❖ Willfully damaging or stealthily removing any property/belongings 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 the Dean of Students' Affairs.
  - ❖ Mutilation or unauthorized possession of library books.

- ❖ Restoring 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 and expulsion from the hall, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.

5. For an offence committed (a) in the Department or a classroom, (b) in a Hall of Residence and (c) elsewhere, the class teacher / Head of the Department, the Warden and the Dean of Students' Welfare, 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, Standing Disciplinary Committee.

6. Cases of indiscipline in a class room or laboratory can be handled by the class teacher by expelling from the class, marking absent for a few classes or penalizing on marks under Teacher's Assessment.

7. Any act of indiscipline in a Hall of Residence will be investigated by a Hall Disciplinary Committee consists of the following members:

- |   |   |           |
|---|---|-----------|
| i) Chief Warden                                 | - | Chairman  |
| ii) Wardens of the respective Hall of Residence | - | Member    |
| iii) Faculty Adviser(s) of Students' Gymkhana   | - | Member(s) |
| iv) General Secretary of Students' Gymkhana     | - | Member    |

The committee shall recommend appropriate measures in each case to the Dean (SW) / Chairman of the Senate for imposing the punishment.

8. (a) All major acts of indiscipline (other than act of ragging), which may have serious repercussion on the students in general and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Disciplinary Committee appointed by Senate. The Standing Disciplinary Committee consists of the following ex-officio and other members:

- |  |   |                  |
|--|---|------------------|
| i) Dean (SW)   | - | Chairman         |
| ii) Chief Warden   | - | Member           |
| iii) Head of concerned department  | - | Member           |
| iv) Warden(s) of respective Hall   | - | Member(s)        |
| v) One member of faculty nominated<br>by the Senate, by rotation for two years | - | Member           |
| vi) Two representatives of Students Gymkhana                                   | - | Members          |
| vii) Faculty Adviser, Students' Gymkhana                                       | - | Member Secretary |

(b) The Standing Disciplinary Committee shall investigate complains, examine available evidence and award punishment.

© Proof of guilt need not necessarily be at the same level as necessary in a court of law. The committee, in order to protect the academic rights of a greater body of students, may award disciplinary measures if it is reasonably satisfied that such measures are in the greater interest of the students.

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

9. Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee consisting of the following members:

- |  |   |           |
|--|---|-----------|
| 1. Dean (Academic)                                     | - | Chairman  |
| 2. Head of the Department to which the student belongs | - | Member    |
| 3. Associate Dean (A&E)                                | - | Member    |
| 4. The invigilator(s) reporting the case               | - | Member    |
| 5. The Paper-setter(s) and concerned Examiner(s)       | - | Members   |
| 7. Deputy /Assistant Registrar (Academic)              | - | Secretary |

The committee shall recommend appropriate measures in each case as per Appendix –VI to the Chairman of the Senate for awarding the punishment.

10. (a) As per Clause 6.3 of the UGC's Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009 the reported cases of ragging shall be handled by the following Anti -Ragging Committee:

- |   |   |             |
|---|---|-------------|
| 1. Director   | - | Chairperson |
| 2. Nominee of Commissioner of Police,<br>Asansol-Durgapur Commissionerate | - | Member      |
| 3. Nominee of Sub-Divisional Officer, Durgapur                            | - | Member      |
| 4. NGO (Nominated by the Senate)  | - | Member      |
| 5. Member of Press (Nominated by the Senate)                              | - | Member      |
| 6. Representative of Parents (Nominated by the Senate)-                   | - | Member      |
| 7. Deans  | - | Members     |
| 8. Medical Officer of the Institute                                       | - | Member      |
| 9. Chief Warden   | - | Member      |
| 10. Representative of Students of Fresher's category                      | - | Member      |
| 11. Representative of Senior Students (one each from                      |   |             |

- 4<sup>th</sup> year & 3<sup>rd</sup> year B. Tech; and PG) - Members  
 12. Registrar - Member Secretary

(b) Monitoring Cell on Ragging

1. Dean (SW) - Chairman  
 2. Associate Deans (SW) - Members  
 3. Chief Warden - Member  
 4. Wardens, Hall of Residences - Members  
 5. Faculty Advisor(s) (Students' Gymkhana) - Member(s)  
 6. Physical Training Instructor - Member  
 7. Representatives of Students' Gymkhana - Member(s)  
 8. Security Officer - Member Secretary

© Activities after Ragging is noticed by an individual

Sl. No.	Action	Time for First Information	By
1.	Inform Dean (SW) / Chief Warden	Within one (01) hour	Concerned Individual
2.	On the spot preliminary enquiry by Monitoring Cell and submission of Preliminary report to the Director	Within Twelve (12) hours	Monitoring Cell
3.	Decision regarding filing of FIR	Within Twenty four (24) hours	Director
4.	Detailed enquiry & submission of report	Within Six (06) days	Anti- Ragging Committee
5.	Imposition of Penalty	Within Seven (07) days	Anti- Ragging Committee

11. Acts which may be classed as 'crimes' rather than acts of indiscipline will be reported to the state authorities; they include such as causing serious injury to fellow students or others, causing major damage to Institute property, being involved in activities prejudicial to national security or to that maintaining communal harmony etc.
12. Ordinarily minor disciplinary offences and punishments will not be reflected in a students' Conduct Certificate. But in a serious case, Disciplinary Committee, the Director or the Senate may decide to enter an appropriate entry in the Students' Conduct Certificate.

## APPENDIX-III

### GUIDELINE FOR AWARDING OF LETTER GRADE

1. In general there shall be no rigid marks-to-grade linkage. Difficulty levels of the examination. Tests, assignments, viva-voce and other factors that contributed to the final marks are to be considered by the teacher(s) of the respective subject while converting marks into letter grade.
2. a) The grade F and Ex are to be considered as bench mark grade.  
b) The cut-off marks below which a student would be assigned an 'F' grade is 40 for a theory paper and 50 for a sessional paper.
- 1.4. The exceptionally brilliant performance is to be assigned as 'Ex' grade. Even the best student of any class needs to be good enough to be awarded the 'Ex' grade.
- 1.5. Conversion from marks to grade shall be done using the table given below, where 'm' stands for the marks obtained. However, the teacher may, on his/her perception of the difficulty level of assessment process undertaken, alter the boundary (cutoff) marks by  $\pm 2$  marks.

Range of marks obtained	Grade
$m \geq 90$ (90 - 100)	Ex
$80 \leq m < 90$ (80 - 89)	A
$70 \leq m < 80$ (70 - 79)	B
$60 \leq m < 70$ (60 - 69)	C
$50 \leq m < 60$ (50 - 59)	D
$40 \leq m < 50$ (40 - 49)	P (for Theory paper only)
$m < 40$	F (for Theory Paper)
$m < 50$	F (for Sessional Paper)

3. DAC would moderate the results of the different section of the class, if wide disparity in performance across sections were observed.
4. Actual grade obtained by a student shall be following Cl. 10.7.
5. All the requirements for the sessional classes are to be satisfied by a student within deadline set up by the teacher / HOD before the start of the end-semester examination. If a student, due to a genuine reason, like, illness of himself/herself or calamity in the family, cannot complete a particular component, the teacher / HOD may allow to complete that particular component within a stipulated date failing which he/she will be allocated temporarily I-grade. However, the requirement in any case has to be fulfilled within one week after the end of the end-semester examination and the grade be finalized.

6. There is no provision for supplementary examination/backlog in the sessional papers. If the student cannot clear the sessional paper, he/she will be declared 'Failed' and has to repeat the semester.

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**APPENDIX- IV**  
**GRADING SYSTEM**

1. As a measure of students' performance a **7-scale grading system** using the following letter grade and corresponding grade points per credit, shall be followed

Performance	Letter Grade	Grade Point per credit
Excellent	Ex	10
Very good	A	9
Good	B	8
Fair	C	7
Average	D	6
Pass	P	5
Fail	F	0

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

I	-	for 'Incomplete assessment'
X	-	for 'Absent'
RA	-	for 'Reported Against'
W	-	for 'Withheld'

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

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

Where 'n' is the no of subjects passed in the semester, 'C<sub>i</sub>' is the number of credits allotted to a particular subject, and 'g<sub>i</sub>' is the grade-points carried by the letter corresponding to the grade awarded to the student for the subject. SGPA will be rounded off to the second place of decimal and recorded as such. This will be the performance of the student in the semester to which it refers.

3. At the end of the program, a Cumulative Grade Point Average (CGPA) will be computed for each student as follows:



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

Where 'm' is the total number of subjects the student has passed at the end of the program, 'C<sub>i</sub>' is the number of credits allotted to a particular subject s<sub>i</sub> and 'g<sub>i</sub>' is the grade point carried by the letter corresponding to the grade awarded to the student for the subject s<sub>i</sub>. CGPA will be rounded to the second place of decimal and recorded as such.

The CGPA will indicate the cumulative performance of the student from first semester up to the end of the program to which it refers.

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## APPENDIX-V

### RULES REGARDING SUPPLEMENTARY/BACKLOG EXAMINATION

1. Except as specified in Clause 12.3 (c) a student will be eligible to appear in a supplementary examination in a subject if he/she had actually appeared at the last end-semester/supplementary examination in that subject and obtained the grade 'F'.
2. Intending students to appear in the supplementary/backlog examination must submit their application form duly filled in and countersigned by the HOD concerned, along with the necessary fees (if any) to the Academic Section on or before the date as announced by a notification.
3. The supplementary/backlog examination shall be held as per schedule of the Academic Calendar.
4. The grade in the subject scored by the student appearing in the supplementary/backlog examination will be recomputed by substituting the marks scored in the earlier examination appeared. Unless exempted as per Clause 12.3(c), a student is entitled to one grade lower than the actual grade he/she scored, except that the performance grade 'P' remains unaltered, as elucidated in the table:

Grade obtained	Grade to be awarded
F	F
P	P
D	P
C	D
B	C
A	B
Ex	A

5. While considering grade of a student, the attendance issue as per Cl. 10.7 shall also be considered with no exceptions as per Clause 12.3(c).
6. The final grade awarded to the students must be uploaded in the academic module by the examiner within the stipulated time as per the Academic Calendar.

## APPENDIX: VI

### Rules Regarding Punishment for Adoption of Unfair Means in Examination

All incidences of unfair means must be reported in writing with relevant documents, wherever possible, by the Invigilator to the Dean (Academic) through the Professor In-charge (Examinations) for further action under the following broad guidelines:

Nature	Punishment to be awarded
<p>1(a) Where undesirable material has been found in possession, which is not related to the question paper or is related but not copied, and the student hands over the materials when challenged and accepts the fault in writing, if directed to do so.</p> <p>(b) Where students try to copy from other students' answer books, try to exchange answer books / question papers / calculators, try to pass on information in any form and accept the fault in writing, when challenged.</p> <p>© When the student is in possession of Mobile Phone/pagers/other electronic gadgets.</p>	Examination in that paper shall be cancelled. The student(s) may be allowed to clear the subject by appearing in the supplementary examination.
<p>2. (a) Where undesirable material has been found in possession or where the examinee refused to be searched, if so desired by the Professor In-Charge Examination/Invigilator.</p> <p>(b) Where students try to copy from other students' answer books, talk to other students, try to exchange answer books / questions papers / calculators, try to pass on information in any form and do not accept the fault when challenged and/or enter into arguments with the Invigilator(s).</p>	Examination in the paper as also in all other papers of the semester shall be cancelled and the student declared as having failed in the said examination. However, student may be allowed to clear the semester by appearing at supplementary examination in all papers having end-semester examination.
<p>3. (a) Where undesirable material has been found in possession, the examinee having been punished for use of unfair means on earlier occasion also.</p> <p>(b) Where undesirable material has been found in possession, the examinee having been caught for use of unfair means on earlier occasion of the same semester</p>	Examination in all papers of the semester shall be cancelled and the student shall be required to repeat the semester concerned as regular student by re-registering in all subjects in the next academic session subject to

<p>examination also.</p> <p>© Where the undesirable material comprises of answer book / additional answer sheet stolen earlier and/or tries to destroy the material, tries to tamper the answer book, instigate/disturb others in the examination hall to support his cause.</p>	<p>condition the student concerned is otherwise eligible to continue studies at the Institute fulfilling of other rules and regulations.</p>
<p>4. Where use of unfair means has been attempted or where undesirable material has been found in possession and the examinee has misbehaved with the teachers or staff on examination supervisory duty.</p>	<p>Examination in all papers of the semester shall be cancelled and the student expelled for a period determined by the disciplinary committee.</p>

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## **APPENDIX-VII**

### **DEPARTMENTAL ACADEMIC COMMITTEE**

There shall be one Departmental Academic Committee (DAC) in each Department, which will be responsible for smooth functioning and monitoring of all academic activities relating to the Department.

Composition:

- |    |  |   |          |
|----|--|---|----------|
| 1. | Head   | - | Chairman |
| 2. | All regular faculty members of the Department.   | - | Members  |
| 3. | One external expert in the subject/subjects concerned from the Faculty Members of nearby IIT/ University/ Industry | - | Member   |

Provided that such a DAC shall not be deemed to have been constituted until the co-options of external expert is completed.

Programme Coordinator will act as Convener, the tenure of whom will be two academic years. The duty of the Convener will be:

- i) to conduct at least two meetings each semester in consultation with Chairman as and when needed
- ii) to note down and ventilate the proceedings of the meeting to Dean(Academic) and
- iii) to maintain separate register to record the minutes of all the meetings .

### **POWER AND DUTIES OF DAC**

5. To decide and approve the course structure including the syllabi, distribution of papers and the textbook and reference material for the subjects offered by the department.
6. To consider the satisfactory/unsatisfactory attendance and performance of students reported by subject teachers and recommend for appropriate action.
7. To approve the names of paper-setter, Head examiner, and examiner(s) in the relevant subject and to send the list to Academic Section for necessary action.
8. To consider the cases of students who failed to appear in the mid-semester assessment and suggest appropriate action.
9. To review the cases of weak students and decide appropriate actions.
10. To consider the marginal cases of failure and recommend.
11. To consider any change of grade of a student in a particular subject due to any omission/commission and recommend
12. To constitute evaluation boards for projects, viva-voce etc.
13. To assign undergraduate projects to the teachers of the department.
14. To allot faculty advisors to the new batches of students admitted.
15. To distribute teaching load among the faculty members of the Department.
16. To ensure that all the classes are held as per regulation.

17. Any other academic affair as referred by the Senate.
18. To note and approve the action taken by Programme Coordinator of the Department, the duties of whom will be as stated in Appendix-IX

For interdepartmental subject taught by more than one teacher of two or more than two departments all the academic matter related to that subject will be dealt by the DAC of the Department from where the subject is being offer.

The DAC will meet often as necessary.

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## **APPENDIX - VIII**

### **Undergraduate Academic Committee (UGAC)**

#### **COMPOSITION:**

- |  |   |           |
|--|---|-----------|
| 1. Dean, (Academic)                    | - | Chairman  |
| 2. Dean (SW)                           | - | Member    |
| 3. Dean (FW)                           | - | Member    |
| 4. Associate Dean (A&E)                | - | Member    |
| 5. H.O.D. of each Teaching Departments | - | Member    |
| 6. One Representative from IITs/NITs   | - | Member    |
| 7. One Representative from Industry    | - | Member    |
| 8. Deputy Registrar (A&E)              | - | Secretary |

#### **Power and duties of UGAC**

1. To consider the recommendations of the Departmental Academic Committee on matters relating to undergraduate programme and to make suitable recommendation to the Senate for its approval.
2. To frame and revise curricula for the undergraduate programme of study.
3. To ensure that all norms and regulations pertaining to undergraduate programme are strictly followed.
4. To make periodic review of ordinances, regulation and instructions pertaining to the undergraduate programme and to recommend to the Senate any modification thereof.
5. To make arrangement for the conduct of examination for undergraduate programmes.
6. To review the academic performances and make suitable recommendation to the Senate regarding declaration of results, award of degrees, medals etc.
7. To prepare and approve the general time table (including academic activities, sports activities etc) for the undergraduate programmes and finalise the UG academic calendar to be put up to the Senate for its ratification.
8. To conduct at least one meeting each semester and send the proceedings to the Secretary of the Senate.
9. The quorum for each meeting will be nine.

## **APPENDIX-IX**

### **Programme coordinator/Faculty Advisor**

The Programme Coordinator(s) will be appointed by the HOD on rotation basis, who will be in charge of all the courses offered by the Department.

#### **POWER AND DUTIES**

3. To verify the subject details of each students offered by the Department before registration for each semester except first and second semester
4. To send the list of students to be registered for each course (semester wise) to HOD of the respective Department for onward transmission the same to Academic Section for necessary action.
5. At the end of the course, the marks and the grades awarded to the students by the teachers/faculties will be consolidated and the consolidated copy will be sent through HOD to Examination Cell within specified days from the date of holding the Examination.





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**Enrolment Form for B. Tech. Program/B. Tech and M. Tech (Dual Program)/Integrated MSc. Program)**

**Registration Number:**

**Roll No.:**

**Branch:**

**Session:**

1. Name of the candidate:

1. Date of Birth:

2. a) JEE (Main) Marks:

b) AIR:

3. Name of Father:

4. Name of Mother:

5. Name of Guardian (if father is not alive):

6. Relationship with Guardian:

7. Home Address:

Tel. No.(with STD code, if any) : (Residence)

(Self)

8. a) Nationality:

b) Religion:

c) Mother Tongue:

d) Sex: M / F

e) State/ Country to which you belong:

f) Category: OP/OB/SC/ST/PWD

g) Nearest Railway Station:

h) Place of Residence: Rural / Urban

i) Blood Group:

j) Known allergies and medical condition:

10. Annual Income of father / Guardian:

11. Academic Career:

Sl. No.	Examination Passed	Name and address of School	Name of Board	Subject Undertaken with marks	Year of Passing	Marks obtained %
1.						
2.						

**Declaration by the applicant**

- I do hereby declare that the information furnished in this application is true to the best of my knowledge and belief and if admitted I shall abide by the rules and regulations of the Institute and Halls attached to it. If any information furnished in this application is found to be false, I am liable to forfeit the seat allotted to me and legal action may be taken against me.
- I agree to stay in Hall of Residence and room allotted to me by the authorities and shall abide by the rules of the Hall of Residences.
- I shall not participate in any move to create group / class feeling amongst the various students. I am aware of the rules regarding ragging / harassment of juniors as well as the punishments thereof. I undertake that if found guilty of the above I will be liable for punishment as deemed fit by the authorities. I also understand that I shall cooperate with the authorities in curbing ragging (including reporting incidents of ragging to authorities), failing which disciplinary action as per rules will be taken against me.
- I clearly understand that under the continuous learning cum evaluation system of the Institute, attendance in classes is compulsory.

Date:

**Full signature of the Student**

**Declaration by the Parent / Guardian**

- I agree to meet the expenses as fixed by the Institute which may be enhanced from time to time during the period of study of my son / daughter / ward Sri / Ms. \_\_\_\_\_ for the entire course and during his/her stay in the Hall of Residence.
- I undertake to ensure that my son/daughter /ward conducts himself / herself in accordance with the rules of the Institute and its Hall of Residence, and in a manner commensurate with an Institution of repute.
- I will also ensure that he/she will attend all classes and appear in all tests and examinations. If his attendance record is unsatisfactory as per norms fixed by the Institute or his/her academic performance is below the prescribed minimum, I shall withdraw him from the Institute.
- I shall continuously monitor his progress and keep contact with his Class Teachers and Head of the Department.

Date:

**Full signature of the Parent / Guardian**

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**[FOR OFFICE USE]**

Any shortfall:

Admitted / admitted provisionally (strike out which is not applicable)

Durgapur

Date:

**Dean(Academic)**



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**Scrutiny Sheet**

(Items 1 to 5 to be filled by the candidate)

- |                               |                      |
|-------------------------------|----------------------|
| 1. Name of the candidate:     | 2. Programme:        |
| 3. JEE (Main) Rank:           | 4. JEE (Main) Score: |
| 5. Branch Allotted:           |                      |
| 6. Verification of Documents: |                      |

Sl. No.	Documents	Original	Photocopy	Remarks of Verifying Officer
1.	Copy of the allotment letter (Original)			
2.	Copy of the document verification letter (Original)			
3.	Copy of the JEE (Main) rank card			
4.	Certificate for proof of age (Original to be returned)			
5.	Pass certificate of the qualifying examination (Original to be returned)			
6.	Marks sheet of the qualifying examination (Original to be returned)			
7.	Income Certificate (Original)			
8.	Category/Sub-category Certificate (Original to be returned)			
9.	Passport size photograph (2 Nos.)			
10.	Citizenship certificate (for foreign students only) (Original)			
11.	Passport (for foreign students only) (Original to be returned)			

**Signature of the Candidate**

I undertake to produce the Pass certificate of the qualifying examination (if not submitted) by September 15, failing which my admission may be cancelled and all fees paid by me be forfeited.

**Signature of the Candidate**

May be admitted / admitted provisionally (strike out which is not applicable)

**Verifying Officer**



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**Application for Change of Branch**

(Students are advised to go through the rules carefully regarding change of branch mentioned in  
Appendix -I before filling the application form)

**Application will not be entertained beyond the last date**

1. Name (in block letters):

2. Present Branch:

3. Roll No.:

4. SGPA: 1<sup>st</sup> Semester:

2<sup>nd</sup> Semester:

5. CGPA (at the end of 2<sup>nd</sup> Semester):

6. Rank in JEE (Main):

7. JEE (Main) Score (Attach a self-attested photocopy of the score card):

8. Preferences (Branch Code only)

1	2	3	4	5	6	7	8

Date:

Signature of the Student

FOR OFFICE USE

Date of Receipt:

SGPA(1<sup>st</sup> Sem):

SGPA(2<sup>nd</sup> Sem):

CGPA:

JEE (Main) Score:

Verified by

**Deputy/Assistant Registrar (A&E)**



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*Application for Leave of Absence*

(To be submitted in duplicate to the Department office)

Date:

1. Name of the Student:
2. Roll No.:
3. Department:
4. Period: From \_\_\_\_\_ To \_\_\_\_\_
5. Reasons for seeking leave:

6. Address during the leave with Tel. No.

7. Leave already availed during the Semester:

8. Enclosures:

Date:

**Signature of the Student**

Approved /Not Approved

**Head of the Department**

To

Department Office

Copy to: Student concerned





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Medical Certificate for Missing Examinations

(To be issued by Institute Medical Officer)

Date:

9. Name of the Student:

10. Roll No.:

11. Description of Medical condition (Features that make a student incapable of appearing in an examination from a sick bed of the Institute)

12. For how long the student has been suffering:

13. Is the student hospitalized or recommended for hospitalization:

14. Rest advised for the period: \_\_\_\_\_ to \_\_\_\_\_

15. The student may be exempted from appearing in examination during the period:

\_\_\_\_\_ to \_\_\_\_\_, because he is incapable of writing the examination even from a sick bed.

**Signature of the Medical Officer**

To

**Dy. Registrar (A&E)**

The student is exempted from appearing in examination during the period recommended

**Dean (Academic)**







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***Application for appearing Supplementary Examination 20\_\_ - 20\_\_***

Date:

Name of the Student:

Roll No.:

Department:

Semester:

Papers want to appear:

Sl. No.	Subject Code	Subject Name
1		
2		
3		
4		
5		

Reasons for missing regular examination:

- (a) Failure in regular examination
- (b) Admitted to hospital on recommendation of Institute Medical Officer  
(Attach photocopies of medical certificate, hospital discharge certificate etc.)
- (c) Granted leave of absence by HOD for family calamity
- (d) Any other

Recommended with following justification:

**Head of the Department**

Note: The grade awarded will be as per Appendix - V



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*Bonafide Certificate*

Certified that Mr. / Miss / Mrs. \_\_\_\_\_

holding Roll No. \_\_\_\_\_ son/daughter of \_\_\_\_\_

is a bonafide student of \_\_\_\_\_ Semester of 4-years B. Tech Degree Course/ 5-years

Integrated MSc. in \_\_\_\_\_ branch of this Institute during the session 20 \_\_\_\_\_ -

20 \_\_\_\_\_.

To the best of my knowledge the above-mentioned student bears of good moral character.

Date:

**Deputy Registrar (A&E)**



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**Student Feedback on Courses**

**Subject Code:**

**Subject:**

**Nature of Course:**

**Core / Elective**

**Name of the Faculty:**

**Department:**

**1. Contents & Organization**

- i) Is the subject relevant to the academic program?
- ii) Is the coverage adequate for one semester's load?
- iii) Do the contents reflect modern and/or classical developments?

**2. Attendance & Discipline**

- i) Are students attentive in the class?
- ii) Was the syllabus covered in time?
- iii) Were the numbers of class taken equal to that given in the Time Table?
- iv) Were missed classes compensated during off hours or over weekends?

**3. Delivery of Lectures & Tutorials**

- i) Are the lectures stimulating to the mind?
- ii) Are questions and discussions encouraged in the class?
- iii) Are tutorials used for clearing individual doubts?
- iv) Is the progress of the subject in the class fast or slow?

**4. Evaluation Process**

- i) Did the course have continuous evaluation through class test and assignments?
- ii) Did the students answer class tests and assignments by themselves?
- iii) Were there adequate numbers of assignment?
- iv) How do you rate the question paper of Mid- Semester Assessment?

**5. Additional Comments**

- i) Specific strength of the course and suggestions for further improvements
- ii) Specific weakness of the course and suggestions for improvement



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**A Graduating Student's Feedback on Academic Programmes**

Academic Session 20 \_\_\_\_ - 20 \_\_\_\_

Dear Student,

*The accuracy of your feedback is an important factor to enhance the academic excellence of the Institute. You are in a unique position to give constructive suggestions to improve the program. Please spend some time and give your valuable opinion.*

*Chairman of the Senate*

**Academic Programme:**

**Department:**

**1. General Observations:**

(i) Were the subjects relevant to the academic program?

Not at all			Highly relevant
------------	--	--	-----------------

(ii) Was the coverage generally adequate for one semester's load?

(iii) Did the contents reflect modern and/or classical developments, or did they reflect old and obsolete material?

(iv) Were the contents generally mathematical or descriptive?

**2. Course Work:**

(i) Name three courses that benefited you most

(ii) Name three courses that benefited you least

(iii) Were students generally attentive in the class?

(iv) Were the syllabi covered in time?

**3. Laboratories and Workshops:**

(i) Were there adequate number of experiments in the labs?

(ii) Were the instruction manuals well written?

- (iii) Were faculty members available to guide you during experiments?
- (iv) Were the technical assistants helpful and knowledgeable?
- (v) Were the laboratories maintained clean and organized?

**4. Projects:**

- (i) Was freedom exercised in choice of project topics?
- (ii) Did the projects useful?
- (iii) Did the students devote sufficient time as per timetable?
- (iv) Were supervisors interested in the outcome of the projects?
- (v) Did you earn any new skills through the project work?

**5. Extra Academic Activities:**

- (i) Were faculty and staff helpful in organizing EAA programs?
- (ii) Were the physical facilities adequate?

**6. Evaluation Process:**

- (i) Did the courses have continuous evaluation through class tests and assignments?
- (ii) Did the students answer class tests and assignments by themselves?
- (iii) Did question papers judge a student's true ability and preparation?
- (iv) Was their cheating in examination?

**7. About the Institute:**

- (i) How do you rate the Institute's academic program in comparison with other NITs?
- (ii) How do you rate the Institute's faculty in comparison with other NITs?
- (iii) How do you rate the Institute's technical staff in comparison with other NITs?
- (iv) How do you rate the Institute's library facilities in comparison with other NITs?
- (v) How do you rate the Institute's computational facilities in comparison with other NITs?
- (vi) How do you rate the Institute's sports facilities and activities in comparison with other NITs?
- (vii) How do you rate the Institute's placement opportunities in comparison with other NITs?
- (viii) How do you rate the upkeep of the Institute's premises in comparison with other NITs?
- (ix) How do you rate the Institute's cultural life in comparison with other NITs?
- (x) How do you rate the hall of residences in comparison with other NITs?
- (xi) How do you rate the food in the hostels in comparison with other NITs?
- (xii) Will you recommend increase in mess bill to improve food quality?
- (xiii) Is the practice of ragging prevalent in the institute?
- (xiv) Is use of alcohol common among students?
- (xv) Is use of hard drugs common among students?

(xvi) Are the teachers easy to approach for academic or social help?

(xvii) Is the administration responsive to students needs?

(xviii) Will you recommended for admission of your brother/sister, if he/she qualifies in AIEEE?

**8. Specific strengths of your academic program and suggestions for improvement**

**9. Specific weaknesses of your academic program and suggestions for remedy**

**10. Specific suggestions to improve the institute facilities and administration**

## **SOME IMPORTANT AND USEFUL TIPS**

1. Do not miss the dates for registration.
2. You can get a study loan from any bank. Do not suffer or delay payment of Institute or Hall dues simply because your parents can afford the expenses.
3. Do not miss a class, unless it is absolutely necessary.
4. Never indulge in ragging.
5. Treat every person with due respect. Always address your teacher as Professor, instead of Mr. / Mrs.
6. In case of illness, go to the Institute doctor.
7. Keep your campus and hostels clean and green.
8. Do not allow yourself to harbor a narrow regional mentality.
9. Never feel afraid of sitting with your seniors and never feel insulted if a student of lower class sits with you.
10. Always walk with your head high; you are a student of NIT Durgapur, an institute of national repute.