

**NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND
CHUMUKEDIMA, DIMAPUR – 797 103.**

**ORDINANCES and REGULATIONS - 2016
(Effective from the academic year 2016-2017)**

DEGREE OF BACHELOR OF TECHNOLOGY

ORDINANCES

- O.1 The provisions of the regulations shall be applicable to all B.Tech. Degree Programmes and to any new disciplines that may be introduced in future by the Institute.
- O.2 The duration of the B.Tech. Degree Programme will normally be four academic years (8 Semesters).
- O.3 The eligibility for admission, admission policy and procedure shall be decided from time to time by the Board of Governors (BOG) of the Institute, following guidelines issued by MHRD, Government of India.
- O.4 Award of B.Tech. Degree shall be in accordance with the regulations of the Senate of the Institute.
- O.5 Notwithstanding any that are stated in the regulations, the Senate has the right to modify any of those from time to time.

REGULATIONS

GENERAL

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i. “Programme” means Degree Programme that is B.Tech. Degree Programme.
- ii. “Branch” means specialization or discipline of B.Tech. Degree Programme, like Civil Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, etc.
- iii. “Course” means a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, Electromagnetic Theory etc.
- iv. “Class Advisor” means the teacher nominated by HOD on rotation basis for each semester.
- v. “Course Coordinator” means the teacher nominee among the group of teachers handling the particular course.
- vi. “HOD” means Head of the Department.
- vii. “Dean (Academic)” means the authority of the Institute who is responsible for all academic activities of the Departments for implementation of relevant rules of these Regulations and for all activities of the Examinations.
- viii. “Institute” means National Institute of Technology Nagaland.

2. COURSE CODING SCHEME

- i. Five alpha-numeral characters are used to represent the course code.
- ii. First two characters represent the Department code (SH, CE, EE, EC, ME etc.,)
- iii. Third character will be a digit indicating the year of study (1, 2, 3, or 4). For elective courses, the third character will be 9.
- iv. Last two digits will be the unique identification code for the course. The numbers between 01 and 50 will be used for the courses in the odd semester and the numbers 51 and 99 will be used for the courses in the even semester.

2.1 Department Codes

The codes of the departments offering the courses are as follows:

Code	Name of the Department
SH	Humanities
MA	Mathematics
PH	Physics
CY	Chemistry
CE	Civil Engineering
ME	Mechanical Engineering
EE	Electrical and Electronics Engineering
EI	Electronics and Instrumentation Engineering
EC	Electronics and Communication Engineering
CS	Computer Science and Engineering

The code “GE” denotes basic engineering courses such as Engineering Graphics, Engineering Mechanics etc.

R1. ADMISSION

- R1.1** Candidates for admission to the first year of the B.Tech. Degree Programmes shall be required to have passed the Higher Secondary Examination (Academic Stream) with Mathematics, Physics and Chemistry as three of the four subjects of study under Part III or any Examination recognized as equivalent.
- R1.2** Admission to NIT Nagaland will be made in accordance with the instructions received from the Ministry of Human Resource Development (MHRD), Government of India from time to time. Reservation of seats to students belonging to different states shall be as per the guidelines issued by MHRD, Government of India.
- R1.3** Seats are reserved for candidates belonging to Scheduled Caste, Scheduled Tribe and for those of Physically challenged as per guidelines issued by MHRD.
- R1.4** The eligibility criteria such as minimum marks required and the age limit shall be prescribed by the admitting authority from time to time.
- R1.5** Admission to all programmes will be made in the odd semester of each session at the first year level based on the relative performance in the Joint Entrance Examination (Main) conducted by the Central Board of Secondary Education (CBSE).
- R1.6** Candidates have to fulfill the medical standards required for admission as set out in the information brochure of JEE (Main) / or by the Joint Seat Allocation Authority (JoSAA).
- R1.7** A limited number of admissions are offered to foreign nationals and Indians living abroad in accordance with the rules applicable for such admission issues, from time to time, by MHRD.
- R1.8** In special cases, the Institute may admit students to a programme on transfer from other NITs. Such admissions may be made at any level considered appropriate. However, students are not permitted to seek transfer during the first semester.

R1.9 The selected candidates will be admitted to the B.Tech Degree Programme after they fulfill all the admission requirements set by JoSAA / Institute as indicated in the letter of admission, after payment of the prescribed fees.

R1.10 If, at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the JoSAA / Institute, the Dean (Academic) may revoke the admission of the candidate and report the matter to the Senate.

R2. PROGRAMMES OFFERED

The Institute offers the following Undergraduate B.Tech. Degree Programmes:

- i. Electrical and Electronics Engineering
- ii. Electronics and Communication Engineering
- iii. Computer Science and Engineering
- iv. Civil Engineering
- v. Mechanical Engineering
- vi. Electronics and Instrumentation Engineering

R3. B.TECH. PROGRAMME STRUCTURE

NIT Nagaland follows credit system in its academic programmes. Each course is associated with a fixed credit. All programmes are defined by its total credit requirement and a pattern of credit distribution over courses of different categories. The minimum total credit requirement for different programmes is 180 credits. The courses of the B.Tech. Programmes are grouped into the following categories:

- i. Science and Humanities
- ii. Basic Engineering
- iii. Departmental Core and
- iv. Departmental Electives

- R3.1** The programme of instruction will consist of:
- i. General core courses comprising mathematics, basic sciences, engineering sciences, humanities and engineering.
 - ii. Core courses of Engineering / Technology
 - iii. Elective courses for specialization in related fields
 - iv. Workshop practice, computer practice, engineering graphics, laboratory work, seminar presentation, project work, etc.
 - v. NCC / NSS / NSO / YRC activities for character development.
- R3.2** Every branch of the B.Tech. Degree Programme will have a curriculum and syllabi for the courses approved by the Senate.
- R3.3** The curriculum of the first and second semesters shall be common for all the B.Tech. Degree Programmes with an exception of one core course and its associated laboratory from the respective department in the second semester.
- R3.4** The curriculum of any branch of the B.Tech. programme is designed to have a minimum total of 180 credits for the award of the B.Tech degree.
- R3.5** Each course is normally assigned certain number of credits with 1 credit per lecture period per week, 1 credit per tutorial period per week, 1 credit for 2 periods of laboratory or practical or seminar or project work per week (2 credits for 3 or 4 periods of practical).
- R3.6** 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 and five laboratory / workshop based courses subject to the recommendation of the Faculty Advisor and approval of the Departmental Consultative Committee (DCC). However, the maximum number of credits registered in any semester shall not exceed 29.

R4. DURATION OF THE PROGRAMME

- R4.1** A student is ordinarily expected to complete the B.Tech. Degree Programme in 8 semesters (four academic years) but in any case not more than 12 Semesters.
- R4.2** Each semester shall normally consist of 90 working days or 450 periods of 50 minutes each. The Dean (Academic) shall ensure that every teacher imparts instruction as per the number of periods / hours specified in the syllabus and that the teacher delivers the full content of the specified syllabus for the course being taught.
- R4.3** The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in Clause R4.1 irrespective of the period of Break of Study (vide Clause R15) in order that he/she may be eligible for the award of the degree (vide Clause R17).

R5. COURSE REGISTRATION AND ENROLMENT

- R5.1** Except for the first semester, registration of courses for a semester will be done during a specified week before the end semester examination of the previous semester. The candidate makes the choice of electives in consultation with his / her Faculty Advisor. Late registration will be permitted with a fine amount as prescribed by the Institute up to two weeks from the last date specified for registration.
- R5.2** The candidate will be eligible for enrolment only if he / she has cleared all the dues to the Institute such as Hostel fees, Library due, Laboratory breakages etc., of the previous semester and paid all required prescribed fees for the current semester, provided he / she is not debarred from the Institute on account of disciplinary matters.
- R5.3** The candidate is expected to complete the arrears (if any) in one attempt. Otherwise, the candidate has to complete the programme at a slower pace (vide Clause R11.2), but in any case not more than 12 semesters as per Clause R4.1.

R6. ATTENDANCE

- R6.1** All students must attend every lecture, tutorial and practical classes.
- R6.2** Attendance record will be maintained based upon roll calls (or any equivalent operation) in every scheduled lecture, tutorial and practical class. The Class Advisor will maintain and consolidate the attendance record for all the courses (lectures, tutorials and practicals together, as applicable).
- R6.3** 100 percent attendance in the class is required for a candidate to be eligible for appearing the end semester examination in a course of any semester, provided there are no adverse reports regarding his / her conduct by the Head of the Department. However, condonation for shortage of attendance up to 25 percent may be given on:
- i. Medical grounds with a condonation fee as fixed by the Institute from time to time. In such case, a medical certificate obtained from the appropriate authority should be submitted to the HOD within a week after they report to the Institute. Certificates submitted after the above said period shall not be entertained on any account.
 - ii. Participation in the Institute approved extra-curricular activities such as Sports, Games, Cultural meets, Seminar, Workshop, Conference and Interview arranged through Training & Placement Department, with prior permission.

The percentage of attendance is calculated up to 3 days before the last working day, and the percentage will be indicated by a code number / letter as follows:

Attendance Rounded to	Remarks	Code
90 - 100 %	Very Good	V
80 - 89 %	Good	G
75 - 79 %	Marginal	M
< 75%	Poor	P

A student who has an attendance of less than 75 percent will not be permitted to appear for the end semester examination in the course in which the shortage exists. His/her registration for that course will be treated as cancelled and he/she shall be awarded 'I' grade (I stands for "Incomplete" that means registration is cancelled due to lack of attendance) in that subject. This grade shall appear in the grade card. The student should register for and repeat the course as and when it is offered next.

- R6.4** However, if the overall attendance percentage (all courses) is less than 70 percent he/she shall not be permitted to write the end semester examination and not permitted to register for the courses of the next semester. It is required to repeat the incomplete semester in the next academic year, as per the norms prescribed.
- R6.5** If the period of leave is for a short duration (less than two weeks), prior application for the leave shall have to be submitted to the Head of the Department concerned stating the reasons for the leave requested along with supporting documents and such leave may be granted by the Head of the Department.
- R6.6** Absence for the period not exceeding two weeks in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the Head of the Department provided the given explanation is acceptable.
- R6.7** If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through Head of the Department to the Dean (Academic) with supporting documents. In such case the decision to grant leave shall be taken by the Dean (Academic) on the recommendation of the Head of the Department.
- R6.8** A student who is absent due to illness or any other emergency, up to a maximum of two weeks, should approach the Class Advisor / Course Coordinator for assignments and laboratory work.

R6.9 In case, the period of absence on medical grounds is more than 20 working days during the semester, the student may apply for withdrawal from the semester, i.e. withdrawal from all courses registered in that semester.

R6.10 If a student is continuously absent from the Institute for more than four weeks without any notification to the Dean (Academic), his/her name will be removed from the Institute rolls.

R7. FACULTY ADVISOR

To help the students in planning their courses of study and for getting general advice regarding either the academic programme or any other activity, the Head of the Department concerned, will assign every year, a certain number of students from first semester to a faculty member who will be called as Faculty Advisor. The set of students thus assigned will continue to be under the guidance of this Faculty Advisor till they complete the programme.

R8. CLASS COMMITTEE

R8.1 Every class of the B.Tech programme will have a class committee consisting of faculty and students. There will be a common class committee for each semester of the first year, constituted by the Dean (Academic). The class committees for the other semesters will be constituted by the Head of the Department concerned.

R8.2 The constitution of the class committee for each semester of the first year will be as follows:

- i. One professor, preferably not teaching first year class to be nominated by the Dean (Academic) to act as the Chairman of the class committee.
- ii. Course Coordinator of each lecture based course.
- iii. Four student members from the respective class (preferably 2 boys and 2 girls).

- iv. Faculty Advisors of the respective class.
- v. Faculty of all the courses of study of the first two semesters shall be invited.

R8.3 The constitution of the class committee for the other semesters will be as follows:

- i. One professor of the concerned department, preferably not associated with the teaching of that class, to be nominated by the Head of the Department concerned, to act as the Chairman of the class committee.
- ii. Faculty of all the courses of study.
- iii. Four student members from the respective class (preferably 2 boys and 2 girls).
- iv. Faculty Advisors of the respective class.

R8.4 Basic responsibilities of the class committee:

The class committee shall meet thrice during the semester. The first meeting will be held within two weeks from the date of commencement of the semester in which the nature of the continuous assessments as well as broad assessment procedure for different theory and practical courses will be discussed. The second meeting will be held immediately after the Mid Semester examination to meaningfully interact and express opinions and suggestions to improve the effectiveness of teaching – learning process and analyze the performance of the students in the continuous assessments. The Chairman of the class committee should send the minutes to the Dean (Academic) through the Head of the Department, immediately after the class committee meetings. The third meeting will be held after the end semester examination to finalize the grades for which the class committee (excluding student members) shall act as a part of the Performance Analysis Committee (vide Clause R13.3).

R8.5 Each common theory course offered more than one discipline or group, shall have a “Course Committee” comprising all the teachers teaching the common course with one of them nominated as Course Coordinator by Dean (Academic) / Head of the Department concerned. The ‘Course Committee’ shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the test. Wherever feasible, the course committee may also prepare a common question paper for the Mid Semester examination.

R9. SYSTEM OF EXAMINATION

R9.1 Performance in each course of study shall be evaluated based on (i) Mid Semester examination and (ii) end-semester examination.

R9.2 The theory and practical courses shall be evaluated for a maximum of 100 marks. The project work shall be evaluated for a maximum of 100 marks for each phase.

R9.2.1 For all theory courses, the continuous internal assessment will carry 50 marks and the end-semester examination will carry 50 marks.

R9.2.2 For all practical courses the continuous internal assessment will carry 75 marks and the end-semester examination will carry 25 marks.

R9.2.3 For project work, each phase, the continuous internal assessment will carry 50 marks and the end-semester examination will carry 50 marks (refer to Clause R10.2).

R9.3 The Mid Semester examination for theory courses shall be conducted for duration of 2 hours. The end-semester examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semester and between April and June during the even semester.

R9.4 The project work has to be carried out in two phases. The phase - I has to be carried out during VII semester and Phase - II, which is a continuation of Phase - I to be carried out during VIII semester. The end-semester examination for project work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 3 students) by an external examiner followed by a

viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the guide of the project group and an internal examiner (Project Coordinator).

R10. PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS ASSESSMENT

R10.1 The academic performance of the students shall be assessed on a continuous basis during the semester. The continuous assessment marks to be awarded for each category of course is as follows:

Category of Course	Continuous assessment marks to be awarded
Theory	50
Practical	75
Project Work	50

i. Theory Courses

The performance level of the candidate in each theory course during the semester shall be evaluated based on the continuous assessment for a maximum of 50 marks that shall have compulsorily a written test (Mid Semester) for the duration of 2 hours, Quiz 1 / Quiz 2 / Assignment / Term project which are to be conducted during the respective hours in the class routine. The weightage for the Mid Semester Examination shall be maximum of sixty percent (60%) and twenty percent (20%) each for the Quiz 1 and Quiz 2 (or other modes of continuous assessment) out of maximum 50 marks.

ii. Practical Courses

Every practical exercise / experiment shall be evaluated based on the exercise / experiment prescribed as per the syllabi and the records of work done maintained. The criteria for awarding continuous assessment marks (75) for laboratory courses shall be based on the continuous evaluation of all experiments and record maintenance.

iii. Continuous Assessment for Theory Courses with Laboratory Component

The maximum marks for Continuous Assessment shall be 50. There shall be one test for 100 marks from theory portions and the weightage will be 25 percent. Continuous assessment shall be made for all the experiments and maintenance of records shall also be taken into account for the award of 100 marks to the Laboratory component and the weightage will be 25 percent for the continuous assessment.

R10.2 Evaluation of Project Work

- i. The Internal Review Committee, which consists of Project Coordinator, Project Guide and one faculty from the allied department shall monitor and continuously assess the project works carried out by the students based on three reviews.
- ii. The student shall make presentation on the progress made before the review committee. The total marks obtained in the three assessments shall be reduced to 50 marks.
- iii. The project report submitted during end-semester examination of each phase shall be evaluated to 20 marks and the viva-voce examination for each phase carries 30 marks.
- iv. If the candidate fails to obtain 50 percent of the internal assessment marks in the Phase - I and Phase - II, he/she will not be permitted to submit the report for that particular semester and has to re-enroll for the same in the subsequent semester.

R11. REQUIREMENTS FOR APPEARING FOR END-SEMESTER EXAMINATION

- R11.1** A candidate shall normally be permitted to appear for the end-semester examination of any semester commencing from first semester if he / she has satisfied the attendance requirements (Subject to Clause 6) and has registered for examination in all courses of the semester except for the candidates who are falling under slow pace system. Registration is mandatory for semester examinations as well as maximum three arrear examinations (if applicable) failing which the candidate will not be permitted to move to the higher semester.

R11.2 A candidate shall be allowed to appear for odd / even semester arrear examinations (if any) only once in the subsequent odd / even semester (subject to a maximum of three arrear examinations), failing which the candidate shall be considered to continue the programme in slow pace system i.e., he / she has to re-register the corresponding courses as and when they are offered in the subsequent odd / even semester by foregoing the courses of equivalent credits in the current semester.

R11.3 A candidate already appeared for subjects or any subject in a semester and passed the examination is not entitled to reappear in the same subject or subjects of the semester for improvement of grades / marks.

R12. PASSING REQUIREMENTS

R12.1 A candidate who secures not less than 40 percent of total marks prescribed for the courses with a minimum of 40 percent of the marks prescribed for the end-semester examination in both theory and practical courses and 50 percent of marks for project work, shall be declared to have passed the Examination.

R12.2 If a candidate fails to secure pass in a core course, it is mandatory that he/she shall register and reappear for the Mid and End Semester examinations in that course during the subsequent semester when examination is conducted for that course; he/she should continue to register and reappear for the Mid and End Semester examinations in the failed subjects (maximum three subjects in a semester) till he/she secures a pass. If a candidate fails to secure pass in an elective course, he / she shall be allowed to opt for a change in elective and in such case, the candidate has to register for the course and do attend the classes to meet the criteria stated in R6.3 and the failed elective shall not be listed in the Grade Sheet.

R12.3 The registration for the arrear examinations (if any) must be done at the beginning of each semester.

R13. AWARD OF LETTER GRADES

R13.1 All assessments will be done on the basis of marks. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

- Relative grading shall be followed with the flexibility given to teachers to decide the mark ranges for grades
- Teachers can adopt normalized curve or Gap Theory to decide the clusters (range) of the total marks scored for grading
- The minimum marks for E grade is fixed as 40 marks (continuous assessment and end-semester examination marks put together subject to the clause R12.1).
- For Laboratory courses, Project work and Branch specific courses (I year), there is no limitation on the number of students falling in a particular grade (especially S and A). However, in general, the S grade is restricted to 15 percent of the total number of students registered for the course
- The grading structure adopted by the teacher for the course handled by him/her, is subject to the scrutiny of the PAC and subsequently the Senate
- Any issues related to Grading will be decided by the Dean (Academic), in consultation with the Chairman of the Senate
- The Performance Analysis Committee, which shall meet within seven days after the completion of all examinations, shall analyze the relative performance of students in all examinations (continuous and end-semester) and finalize the letter grade ranges for the course. The letter grades and the corresponding grade points are as follows:

Letter grade	Grade Points
S	10
A	9
B	8
C	7
D	6
E	5
U	0
I	0
W	0

- i. “U” denotes Reappearance required for the examination in the course and “W” denotes withdrawal from the course.
- ii. The Grade “I” denotes inadequate attendance (as per Clause R6) and hence prevented from writing the end semester examination.
- iii. The Grade “I” and “W” will figure only in the Result Sheets.

R13.2 Grade Sheets

- i. After the results are declared, Grade Sheets will be issued to each candidate, which will contain the list of courses enrolled for that semester and the grades obtained by the candidate.
- ii. The Grade Point Average (GPA) for each semester will be calculated only for the students who have passed all the subjects of that semester. Similarly, Cumulative Grade Point Average (CGPA) up to any semester will be calculated only for the students who have passed all the subjects up to that semester. GPA is the ratio of the sum of the products of the number of credits of a course (C_i) and the grade points scored in that course (GP_i), taken for all the courses, to the sum of the number of credits of all the courses (n) in the semester.

$$GPA = \frac{\sum_1^n C_i * GP_i}{\sum_1^n C_i}$$

where n is the number of courses in that semester.

- iii. On successful completion of the programme, the CGPA will be calculated as follows:

$$CGPA = \frac{\sum_1^N C_i * GP_i}{\sum_1^N C_i}$$

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

R13.3 Performance Analysis Committee

The Performance Analysis Committee will consist of the same members as the class committee but including the Head of the Department and excluding the student members. An external member from an allied department shall be nominated by the Chairman (Senate) to the Performance Analysis Committee. The meeting of the Performance Analysis Committee is to be held within seven days from the last day of the end semester examinations to analyze the performance of the students in all courses of study and finalize the grade ranges for each course and forward the statement of grades to Dean (Academic) immediately, through the Head of the Department. The Performance Analysis Committee, by collective wisdom, should ensure that the clustering / grading / pass–fail decisions have been reasonably balanced. The attendance registers of all the courses with all the cycle test marks, assignment marks, end-semester marks, grades and grade-ranges entered in the register are also to be sent to Dean (Academic) immediately through the Head of the Department.

R13.4 Revaluation of Answer Scripts

Students can see the valued answer scripts of the semester examinations and can get it retotaled / revalued by the faculty concerned. The teacher may re-examine the case and forward a revised grade accompanied with proper explanation, to the Dean (Academic) through the Head of the Department and the Chairman, performance analysis committee, if such

a necessity arises. However, if there is any genuine grievance in the valuation of an examination answer script(s), which is not settled by the Faculty in charge of the subject / Head of the Department, the following procedure may be adopted. The student can send a letter to the Dean (Academic) without revealing his / her identity, clearly mentioning the subject, date of examination, name of the teacher and the nature of the grievance. The Dean (Academic) after verifying the genuineness of the grievance can recommend to the Chairman of the Senate for revaluation of all the semester examination papers of that subject by an external examiner from other Institutes.

R14. SUPPLEMENTARY EXAMINATION

- R14.1** Only those Students who obtained "U" grade and attendance code "G" (Good) and above in a course are eligible to apply for Supplementary Examination. Registration shall be made for supplementary examination within the stipulated period from the date of notification.
- R14.2** A student is eligible for only one Supplementary Examination for any course. No second chance will be given. In case a student fails in the Supplementary Examination he / she has to rewrite the examination along with the regular stream in the subsequent semesters, as and when it is conducted.
- R14.3** Students who miss the end-semester examination due to valid medical or some other reason may be permitted with the consent of the Dean (Academic) to appear for the supplementary examination(s) subject to fulfilling of attendance requirement (vide Clause R6).
- R14.4** Supplementary Examinations will be conducted during vacation period before the commencement of the next semester.
- R14.5** Supplementary examination will be considered as an alternate to the end-semester examination only. The sessional marks already secured by the students will be taken into account for finalizing the grade.

R15. PROVISION FOR AUTHORISED BREAK OF STUDY

- R15.1** Break of Study shall be granted by the Dean (Academic) only once for valid reasons for a period of maximum one year during the entire period of study of the degree programme.
- R15.2** Prescribed fee to the Institute should be paid during the “Break of Study” period.
- R15.3** The candidate permitted to rejoin after the break shall be governed by the Curriculum and Regulations in force at the time of rejoining. If the Regulation is changed, then, those candidates may have to take up additional courses as prescribed by the Dean (Academic).
- R15.4** The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification. (vide Clause R18).
- R15.5** The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in Clause R4.1 irrespective of the period of break of study (vide Clause R15.4) in order that he / she may be eligible for the award of the degree.
- R15.6** If any student is detained for lack of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted ‘Break of Study’ or ‘Withdrawal’ (Clause R15.4 and R16) is not applicable for this case.

R16. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

- R16.1** A candidate may, for valid reasons and on prior application, be granted permission to withdraw from appearing for one examination of one course or two or more consecutive examinations of different courses in the end semester examination. Permission cannot be given to withdraw from the examinations in a non-consecutive sequence.

- R16.2** Such withdrawal shall be permitted only once during the entire period of study of the degree programme.
- R16.3** Withdrawal application is valid only if it is made within 10 days prior to the commencement of the end-semester examination and recommended by the Head of the Department and approved by the Dean (Academic).
- R16.4** Notwithstanding the requirement of mandatory 10 days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- R16.5** Withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction. This provision is not applicable to those who seek withdrawal during VIII semester.
- R16.6** Withdrawal from the end semester examination is NOT applicable to arrears subjects of previous semesters.
- R16.7** The candidate shall appear for the end semester examination with respect to the withdrawn courses during the examination conducted in the subsequent semester and need not re-appear for the Mid-semester examination.
- R16.8** Withdrawal from the Mid-semester examination is not permitted.

R17. ELIGIBILITY FOR THE AWARD OF THE DEGREE

- R17.1** A student shall be declared to be eligible for the award of the degree if he / she has:
- i. Successfully gained the required number of total credits as specified in the Curriculum corresponding to his / her programme within the stipulated time.
 - ii. No disciplinary action is pending against him / her.
 - iii. Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.
 - iv. The award of the degree must be approved by the Senate.

- v. Successfully completed any additional courses prescribed by the Dean (Academic) whenever any candidate is readmitted under Regulations other than R-2016 (Clause R15.3).

R18. CLASSIFICATION OF THE DEGREE AWARDED

- R18.1** A candidate who qualifies for the award of the Degree (vide Clause R17) having completed the programme within eight consecutive semesters getting a CGPA of 8.0 and above, passing all the courses in the first appearance will be declared to have passed in first class with distinction.
- R18.2** A candidate who qualifies for the award of the Degree (vide Clause R17) having passed the examination in all the courses within the specified minimum number of 9 semesters and securing a CGPA of not less than 6.50 shall be declared to have passed the examination in First Class. For this purpose the Withdrawal from examination (vide Clause R16) will not be construed as an appearance. Further, the authorized Break of Study (vide Clause R15) will not be counted for the purpose of classification.
- R18.3** All other candidates (not covered in Clauses R18.1 and R18.2) who qualify for the award of the degree (vide Clause R17) shall be declared to have passed the examination.
- R18.4** A candidate who is absent in semester examination in a course / project work after having enrolled for the same shall be considered to have appeared in that examination for the purpose of classification. (subject to Clause R15 and R16).

R19. INDUSTRIAL VISIT

Every student is required to undergo Industrial visits starting from the third semester of the Programme. The students shall be taken at least one industrial visit in a year.

R20. PERSONALITY AND CHARACTER DEVELOPMENT

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

- R20.1** National Cadet Corps (NCC) will have about 20 parades.
- R20.2** National Service Scheme (NSS) will have social service activities in and around the Institution.
- R20.3** National Sports Organization (NSO) will have sports, Games, Drills and Physical exercises.
- R20.4** Youth Red Cross (YRC) will have activities related to social services in and around the Institution.
- R20.5** The training activities will normally be held during the weekends and the camp will normally be during vacation period.
- R20.6** Every student shall put in a minimum of 75 percent attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Dean (Academic) may permit a student to complete this requirement in the second year.

R21. DISCIPLINE

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 misbehavior and conduct.

- R21.1** Every student is required to observe discipline and decorous behaviour both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the Institute.

- R21.2** Any act of indiscipline of a student reported to the Dean (Academic), will be referred to a Discipline and Welfare Committee constituted by the Senate. The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated. The Senate will consider the recommendation of the Discipline and Welfare Committee for appropriate action.
- R21.3** If a student indulges in malpractice in any of the End Semester / internal examination he / she shall be liable for punitive action as prescribed by the Institute from time to time.
- R21.4** Appeal: The student may appeal to the Chairman, Senate, whose decision will be final. The Dean (Academic) will report the action taken at the next meeting of the Senate.
- R21.5** Ragging of any dimension is a criminal and non-bailable offence in our country. The current State and Central legislations provide for stringent punishment, including imprisonment. Once the involvement of a student is established in ragging, the offending student will be dismissed from the Institution and will not be admitted into any other Institution. Avenues also exist for collective punishment, if individuals cannot be identified in this inhuman act. Every senior student of the Institute, along with the parent, shall give an undertaking every year in this regard and this should be submitted at the time of enrolment.

R22. REVISION OF REGULATIONS AND CURRICULUM

The Senate may revise, amend or alter the Regulations, courses of study, syllabus and scheme of examinations as and when found necessary. Any other relevant rules needing urgent revisions can be framed and implemented by the Director / Chairman of the Senate and ratified in the subsequent Senate meeting. In case of difference of opinion regarding the interpretation of any of the regulations, the decision of the Chairman of the Senate shall be final.