

# **RULES AND REGULATIONS**

**For**  
**B. Tech. Programmes**  
**Implemented from July 2018**



**Shri Guru Gobind Singhji Institute of Engineering and  
Technology, Vishnupuri, Nanded-431506**

## FOREWORD

*Shri Guru Gobind Singhji Institute of Engineering and Technology has sustained its excellence in academics and research through well-conceived framework of academic structure and its governance. In accordance with the Govt. of Maharashtra, Resolution No. WBP2004/ (341/04)/(2)/TE-6 Dated 21.06.2004, the academic matters are governed through the Ordinances framed by the Academic Council and approved by the Board of Management.*

*The application of these Ordinances is to be made through the detailed Regulations framed by the Academic Council. All Deans, Heads of the departments, Controller of Examinations, Registrar and members of Under Graduate Programme Committee have prepared the rules and regulations after detailed deliberations.*

*These Ordinances and Regulations for the UG Programmes have been compiled in this Booklet. This compilation will be of immense help to the students and the faculty members. I thank the Chairman and the members of the various committees, who have put in tremendous efforts in the preparation and compilation of this booklet. I hope that these Ordinances and Regulations will help the Institute to usher in an era of academic excellence.*

**Director**

## Preamble

Shri Guru Gobind Singhji Institute of Engineering and Technology, Nanded, inherits the legacy of excellence in undergraduate teaching as evident from its illustrious alumni and their engineering feats. The aim of the education at the undergraduate level is to give wide exposure and generic skills of Engineering and this is done through the process of imparting knowledge with the help of classroom instructions, training and other modes of teaching. After completing the curriculum, the student will acquire adequate knowledge base in the desired branch, which could be easily employed for the solution of real life problems and develop further through higher education, for reaching the frontiers of technology in his/her area of specialization.

The undergraduate education has both academic and extracurricular components designed for the integrated development of professionals possessing individual values of ethics and morality. Many of the students after completing undergraduate programme, start working in different organizations where teamwork is the predominant mode of functioning. Ethics and discipline are of paramount importance and without these values teamwork is impossible. In these days of rapid evolution of knowledge, the academic programmes require provision for continuous updating of the content to incorporate new developments in a particular area of knowledge. The curriculum is, therefore, broadly defined to make it possible for the teacher to update it continuously by including the latest developments. In

addition, the institute undertakes periodic review of the curriculum structure to prune the dead wood and incorporate new ingredients, which may become necessary in the changed context of a branch of study.

Exchange of knowledge and methodology across the disciplines is important in furthering its frontiers. In keeping with this spirit, the undergraduate curriculum encourages students to learn across different branches. In the undergraduate programme in engineering and technology, apart from the inputs of social sciences and management, joyful learning, liberal learning, liberal arts-Photography etc. have been introduced across the branches. The curriculum at the undergraduate level has been so structured that it offers enough flexibility to the students to tailor his/her learning to individual inclinations and the desired career objectives. More emphasis is provided on experimental learning, simulations, and mathematical and analytical treatment of the subjects.

The curriculum in a given branch at the undergraduate level includes academic programmes involving ingredients of classroom teaching, laboratory practices, training, seminars and projects. These ingredients are specified in terms of courses with a given code specifying the subject(s) to be taught under it. Every course has credits depending on the workload it involves. The students are continuously evaluated during the conduct of a course and are awarded a letter grade on the basis of his/ her performance. The academic year is divided into semesters and in each semester the students have to register in a branch of study for a number of courses. When a student earns a minimum number of credits specified for a given curriculum, he becomes eligible for the award of the degree from Swami Ramanand Teerth Marathwada University, Nanded. The ordinance as embodied here is for specifying the provisions required for the purpose of smooth functioning of undergraduate academic programme.

## ORDINANCES FOR THE UG PROGRAMMES

### A. Short title and Commencement

- These ordinances shall be called the Ordinances for the Undergraduate Programme of Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded – 431 606 (M.S.).
- These ordinances shall come into force with effect from such date as the Academic Council/Board may appoint in this behalf.

### B. Definitions (Unless the context requires otherwise)

- **“Applicant”** shall mean an individual who applies for admission to any Undergraduate (UG) programme of the Institute.
- **“Board”** shall mean the Board of Management of the Institute.
- **“CGPA”** shall mean the cumulative grade Point average of a student.
- **“Coordination Committee”** shall mean the committee of the faculty members involved in a course.
- **“Course”** shall mean a curricular component identified by a designated code number and a title.
- **“Course Coordinator”** shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades.
- **“Degree”** shall mean the Bachelors degree viz. B. Tech., and such other degrees of the Institute as may be approved by the Board.
- **“Direct Admission Student”** shall mean a student who is admitted directly to second year of the degree program after completion of the Diploma Course and registered for undergraduate programme for full time study leading to Bachelor’ s degree.
- **“BOS”** shall mean the Board of Studies of the Department.
- **“Grade Moderation Committee”** shall mean the committee appointed by the Chairman, BOS in the department to moderate grades awarded by the course coordinators.
- **“Institute”** shall mean Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded.
- **“Student”** shall mean a student registered for an undergraduate programme for full time study leading to Bachelor’ s degree.
- **“Scheme of Teaching and Examination”** shall mean the scheme of teaching and examination for a branch of study as approved by the Academic Council.
- **“SGPA”** shall mean the Semester Grade Point Average.
- **“UG”** shall mean Undergraduate.
- **“CLASS”** a class shall mean a class of 60 students unless otherwise exclusively specified.

### C. Ordinances

- The Institute shall offer such UG programmes and of such minimum duration as the Board may approve on the recommendation of the Academic Council either on its own or on the initiative of a Department and/or on the direction of the Board / Government of Maharashtra, provided that an interdisciplinary programme may be proposed by a Department or by a committee appointed by the Director for the consideration of the Academic Council and the Board.
- The procedure for starting a new programme, temporarily suspending a programme or phasing out a programme shall be such as may be laid down in these regulations.
- The minimum entry qualifications for admission to UG programmes shall be such as may be laid down in the Regulations and as per Govt. of Maharashtra circulars for admissions.
- A UG student shall be required to earn a minimum number of credits through various academic courses of a curriculum as provided for in the regulations.
- A UG student shall be required to complete all the requirements for the award of the Bachelor’ s degree within such period as may be specified in the Regulations, including those credits earned at other recognized institutions by this Institute for this purpose.
- The date of initial registration for the UG programme shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the programmes for all intents and purposes.
- A student shall be required normally to attend every lecture, tutorial and practical class. However, for late registration, sickness or other such exigencies, absence may be allowed as provided for in the regulations.
- An undergraduate student may be granted such scholarship/ assistantship/ stipend, etc. and awarded medals as may be specified in the regulations in accordance with the directions of the Government of Maharashtra and/or the decision of the Board from time to time.
- The procedure for the admission of a student or a direct admission student to an undergraduate programme shall be such as may be specified in the concerned regulations specified by Government of Maharashtra.
- The procedure for the withdrawal from an undergraduate programme, rejoining the programme, the award of grades and the SGPA/CGPA, the examination and all such matters as may be connected with the running of a UG programme shall be such as may be specified in the regulations.
- The award of the UG degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulations.
- A student admitted to the UG programme shall abide by the “Standing Orders for Students” issued by the Institute from time to time. These standing orders shall deal with the discipline of the students in the Hostels, Departments, inside and outside the Institute premises. The standing orders may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra-

curricular activities.

- Notwithstanding anything contained in the above Ordinances, no regulations shall be made in contravention of the decision of the Board and/or the direction of the Government of Maharashtra, in regard to the duration of the UG programme, the amount and number of scholarship/assistantships and the number of studentships and the procedure thereof.
- Director is empowered to take decisions on behalf of Academic Council in case of any emergency issues during the period between two consecutive meetings and whenever required. The decisions may be put up in the subsequent Academic Council for ratification.

## **REGULATIONS FOR THE UG PROGRAMME**

### **1. General**

- 1.1 These regulations shall be called the regulations for the UG programmes of the Institute.
- 1.2 These regulations shall come into force on the date decided by the Director.

### **2. Undergraduate Programme**

- 2.1 The Institute shall offer Undergraduate programmes leading to Bachelors degree in Technology (B. Tech.).
- 2.1 The duration of UG programmes leading to degrees of B.Tech. is four years. However, the maximum duration for the UG programme is ten years from the date of initial registration.
- 2.2 The maximum duration of the programme includes the period of withdrawal, absence and different kinds of leaves permissible to a student but it shall exclude the period of rustication of the student from the Institute.
- 2.3 The duration for the UG programme may be altered in accordance with the decision of the Academic Council.
- 2.4 The Institute runs 10 UG programmes as shown in Table-2.

### **3. Semester System**

- 3.1 The academic programmes in the Institute shall be based on two semesters (July-Nov) and (Dec-April) in an academic year.
- 3.2 Each course shall have a certain number of credits assigned to it depending upon the academic load of the course, which would be assessed on the basis of weekly contact hours of theory lecture, laboratory classes and field study. The credits for the Project shall be assigned depending upon the quantum of work expected.
- 3.3 The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student.

### **4. Course Codes**

- 4.1 Each course offered by the institute shall have an alphanumeric course code.
- 4.2 Please refer the Annexure G to understand the process of allocation of registration numbers.

### **5. Course Credits**

Each course shall have an integer number of credits, which reflects its weightage. The number of credits of a course in a semester shall ordinarily be calculated as under

- (a) Lectures: One lecture hour per week shall be assigned one credit.
- (b) Practical: One laboratory hour per week shall be assigned half a credit. Not more than three credits may be assigned to a practical course having only laboratory component.
- (c) Special courses like project, industrial training, National Cadet Corps (NCC)/National Service Scheme (NSS)/National Sports Organization (NSO) in the UG programme shall be treated as any other course and shall be assigned such number of credits as may be approved by the Academic Council.
- (d) Audit courses are to be passed. However, their weightage is not taken into calculation of SGPA and CGPA. Certain audit courses are mandatory for the award of B. Tech. degree.

### **6. Board of Studies (BOS)**

Every academic department will have BOS consisting of all the faculty members of the department. The BOS shall be responsible for considering all the policy issues concerning academic and research programmes of the Department. The BOS shall formulate academic programmes and courses and send its recommendation to the Academic Council for its consideration.

### **7. Dropping of Courses**

Students can drop maximum of three theory courses per year. The legitimately dropped courses shall not be mentioned on the grade cards. SGA will be computed based on earned credits only. There will not be any fee for dropping the course but while loading the dropped course, student will have to pay fee same as that of reappear students.

### **8. Phasing out of a Programme**

The phasing out of a UG programme may be considered by the Academic Council and BOM.

### **9. Starting a New Programme**

- 9.1 The BOM may approve starting of a new programme or a modified programme in lieu of the old phased-out programme on the recommendations of the Academic Council;
- 9.2 A new programme may be considered and recommended by the Academic Council to the BOM for its consideration and approval;

### **10. Promotion to Higher Class, Registration, Re-registration, and Reappearing**

#### **10.1 Registration**

- (a) A student shall be considered eligible for the promotion to the higher class if he/she has cleared all the passing heads or having backlog of at the most five passing heads excluding the audit courses. **However, the student seeking registration in the final year should have cleared all the courses of first year and second year as shown in Annexure-H.** Eligible students shall do registration to all courses of higher class in the beginning of next academic year on the scheduled dates by paying stipulated fees. They shall also submit forms to reappear in the backlog courses if any by paying stipulated fees.
- (b) Registration, according to rules, should be carried out as per the schedule specified in the academic calendar. Late registration may be permitted only for valid reasons and on the payment of a late registration fee. In any case, registration must be completed before the prescribed last date for registration. Students having outstanding dues to the Institute or hostel shall be permitted to register only after clearing the dues.
- (c) In-absentia registration may be allowed only in rare cases at the discretion of the Dean (Academic) in case of illness or any other contingencies.
- (d) Every student must register for the courses that he/she wants to study for earning credits and **he/she should ensure that his/her name will appear in the roll list of each such course.**
- (b) The final year B. Tech. students shall be allowed to reappear for the backlog courses/practical and project work/seminar etc. of final year in the subsequent semester of the same academic year.
- (c) The theory courses for which the student is re-appearing shall appear for mid-term examination of 30 marks (1 hour duration) and end-term examination of 50 marks (2hrs duration) in addition to Continuous Evaluation of 20 marks.
- (d) The total marks obtained by the student out of 100 shall be used for the calculation of new grade, which will not exceed **B+**.
- (e) The end-term practical examination for reappearing students during regular semesters will be of 100 marks. However, in no case the highest grade awarded will exceed **B+**. **Refer Annexure F for details of fees.**

### 11. Change of Programme at the end of First Year

- 11.1 The change in programme will be notified and will be done after the date of registration of second year. A student enrolled for B. Tech degree through the State admission process and also the candidates admitted through Gurudwara Board quota who are within the sanctioned intake and eligible as per state admission norms may opt for change of programme at the end of first year provided he/she satisfies the following criteria:
  - (a) CGPA of the student is  $\geq 6.75$
  - (b) Must have earned all the credits of the first year in first two semesters with single attempt in each head of passing.
- 11.2 In making a change of programme the strength of a class should not fall below the 2/3 of the sanctioned strength as per AICTE and Government of Maharashtra and also should not exceed the sanctioned strength.
- 11.3 The change of programme shall be operated strictly on the basis of *inter-se* merit as reflected in their CGPA. In case the CGPA of more than one student seeking the change of programme is the same, their *inter-se* merit shall be decided on the basis of marks obtained at entrance test and HSC marks in that order.

### 12. Termination of Enrolment due to Absence or on Academic Grounds

- 12.1 If a student is continuously absent from the classes for more than four weeks his/her registration stands to be cancelled without any notice to that student. However, in exceptional cases it will be continued at the discretion of the Director for genuine reasons.
- 12.2 The enrolment of a student may be terminated on disciplinary grounds, in accordance with the Standing Orders for the students.

### 13. Attendance, Absence, Leave Rules, Withdrawals and Dismissals

- 13.1 All the undergraduate students are expected to be present in every lecture, tutorial and practical.

### 10.2 Reregistration

- (a) The student who has failed in the theory and/or practical courses and not eligible to promote in the next higher class, can willingly avail the facility of re-registration instead of reappearing.
- (b) The student shall re-register in all the theory/practical courses in which he/she has failed by paying the necessary fee.
- (c) During period of his/her study if the syllabus is revised then the concerned department may provide the faculty members for counseling of the courses and may suggest its equivalent courses if the syllabus is revised.
- (d) The concerned department may declare some of the courses of revised syllabus as compulsory audit courses in addition to the courses in which the student has re-registered.
- (e) For such courses students shall use the learning resources available in the institute and seek the guidance from the faculty members assigned by the department.

### 10.3 Reappearing

- (a) Student registered in any class with the backlog of theory and/or practical courses of previous year(s) can reappear in the theory and/or practical in which he/she has secured F grade, by the payment of necessary fee. Students can reappear for examinations of theory and practical of first and second semester, which will be conducted at the end of first and second semester, respectively.

- Attendance in all forms of classes should be 100%.
- 13.2 However, relaxation of maximum 25% in attendance is permissible on the account of medical problems, family problems or any other genuine reason.
- 13.3 An undergraduate student must have a minimum attendance of 75% which includes total number of classes including lectures, tutorials and practical, held in a theory course/practical till the last teaching day, in order to become eligible to appear in the end semester examination. Otherwise he/she shall be given F grade in the said theory course/practical and he/she has to reregister in the following semester/year.
- 13.4 Withdrawal on medical grounds/other very exceptional reasons may be permitted by Dean (Academics) up to a maximum of two semesters during the student's entire stay.
- 13.5 If he/she is found guilty of malpractice in examinations, involvement in ragging and overall misconduct during his/her stay in the institute, he/she will be punished as per the recommendations of the Disciplinary Committee constituted. The maximum punishment may go up to expulsion from the institute.
- 13.6 A student who wants to withdraw from a course shall apply through proper channel to the Dean (Academic), on a prescribed form within one week from the end of the Mid Term Examination and it will be recorded in the registration record of the student and the concerned Course Coordinator will be informed about it. The student will be awarded a withdrawal grade at the end of the semester.
- 13.7 In case a student is unable to attend classes for more than two weeks in a semester, he/she may apply to the Dean (Acad.) through proper channel, for withdrawal from the semester, which shall mean withdrawal from all the registered courses in the semester. However, such application shall be made as early as possible and latest before the start of the End Term Examination.
- 13.8 Any application on medical grounds shall be accompanied with a medical certificate from a registered medical practitioner containing the registration number.

#### 14. Examination Scheme

- 14.1 There will be one mid-term examination of 30 marks during the semester (1 hour duration) for each theory course on 50% syllabus, which would be held at the mid of the semester.
- 14.2 At the end of the semester there would be End Term examination of 50 marks (2 hours duration) for each theory course in which 40 marks are allotted for 50% syllabus after the midterm and 10 marks are allotted for the 50% syllabus covered before midterm examination.
- 14.3 20 marks are allocated by course coordinator for continuous evaluation in a semester based on activities such as Attendance, Quiz, Assignments, Seminars, Small projects etc. This is to be decided and declared by the course coordinator in the first theory class and to be communicated through Head to CoE.

Out of 20 marks 10 marks must be given before midterm examination, displayed in the department and conveyed to CoE through Head of the department. Remaining 10 marks must be allotted before the end term examination, displayed in the department and conveyed to CoE through Head of the department.

- 14.4 In practical course 50 marks are allotted for the continuous evaluation and remaining 50 marks are allotted for performance of the student in the End-Term practical examination.
- 14.5 The industrial/field training shall be evaluated through the quality of work carried out, the report submission and the presentation(s).
- 14.6 The project work shall be evaluated by midterm seminar(s), quality of work carried out, project report submission and the viva-voce examinations.
- 14.7 Students with First Year and Final Year backlogs can appear for backlog courses of both the semesters at a time during mid as well as end term examinations of both the semesters.

#### 15. Summer Term

##### 15.1 Summer term

The Summer Term is a compressed semester in which students shall reappear in the backlog/dropped theory/practical courses. The student who has failed to clear theory courses and practical may be allowed to reappear for a summer term in the summer vacation by the payment of necessary fees on a specified date.

##### 15.2 Counseling of students

- (a) Each department shall display the list of course coordinators for all theory/practical courses on the notice board at least before ten days from the start of summer term examination.
- (b) The course coordinator shall offer counseling to the students in his/her theory/practical course for eight days before the examination.

##### 15.3 Summer Term Examinations

- (a) The theory/practical examination of 3 hours duration of 100 marks will be held for all the courses.
- (b) In practical course examination, 50 marks are allotted for oral and remaining 50 marks are allotted for performance of the student in practical.

##### 15.4 Highest Grade

However, in no case the highest grade awarded will exceed B+ in the summer term, excluding dropped courses.

#### 16. The Grading System

- 16.1 For every course taken by a student, he/she is assigned a grade based on his/her combined performance in all the assessments including laboratory or any other assignment.
- 16.2 The academic performance shall be graded on a ten-

point scale following guidelines given in Annexure-A. The letter grades and their equivalent grade points are listed in the Table-3.

- 16.3 The letter Grades (up to D only) awarded to a student in all the courses shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), to be calculated by following the procedures given in Annexure – A.

### 17. Grade Moderation Committee

The Grade Moderation Committee for second year to final year consists of all the course coordinators of those classes and the head of the concerned department will be the chairman. For the first year FY coordinator will be the chairman and all course coordinators will be the members. This committee shall be responsible for adherence to the guidelines for the award of grades. The Chairman, Grade Moderation Committee shall be responsible for the display of grades in the department and for forwarding the final grades to the Academic Section. The Chairman, Grade Moderation Committee shall also retain the record copies of the marks and the grades along with the statistical parameters for all the courses moderated.

### 18. Showing answer sheets to the students

- (a) Teachers will show assessed papers of midterm examination to only students in their theory classes before submitting to the academic section as per the date mentioned in the academic calendar.
- (b) After end term/summer examination the assessed answer sheets will not be shown to the students before the declaration of result. A student may apply for seeing the answer sheets to the controller of examinations by paying the specified fees as mentioned in Annexure F, within three days after the declaration of the result. For SY onwards, the concerned Chairman of the Grade Moderation Committee and the course coordinator shall show the answer sheet to the student and reevaluate if necessary. For the first year classes, the Chairman of the Grade Moderation Committee, the course coordinator shall constitute the committee.
- (c) Results of this reevaluation may lead to either a change in grade due to mistake(s) in any of the aspects or the grade may remain unchanged.

### 19. Photocopy of the Evaluated Answer Sheets

Request for obtaining photocopy of the evaluated answer sheet should be made only by the student to Controller of Examinations **within 15 days** from the declaration of the result with payment of fees of Rs. 500/- with an undertaking in the format that he/she would not question the evaluation done by the Examiner. Photocopy of evaluated answer sheet will be given to the student on the pre notified date and time. The photocopy of the evaluated answer sheet shall not be given to any institution or

colleges for display, commercial purpose and should not be misused by anybody like publishing in print/electronic media, etc which will be treated as misconduct and disciplinary action shall be taken.

### 20. Disposal of Assessed Answer papers

All the assessed papers will be stored only for six months after declaration of result and the process of disposal of assessed papers under the supervision of COE will be carried out.

### 21. Minimum Students Requirement for an Elective Course

An elective course in a department shall run only if 25% of the sanctioned intake register for it in a regular semester. However, under special circumstances, a course may run with fewer students with prior permission of the Chairman, Academic Council.

### 22. Minimum Requirements for the Award of the Degree

- 22.1 The student must earn all the prescribed minimum number of credits under institutional and departmental requirements and there are no dues in his/her name.
- 22.2 Student should earn Audit Pass (AP) grade in for each mandatory audit course.
- 22.3 The student should have satisfactorily fulfilled other academic requirements like practical training, visits, seminar and the project and the student should have no case of indiscipline pending against him/her.
- 22.4 The credits for the courses in which a student has obtained “D” (minimum passing grade for a course) grade or higher shall be counted as credits earned by him/her. A student who has a minimum CGA of 5.0 and earned a minimum number of credits as specified in the UG curriculum he/she is registered for, is eligible for the award of the degree.
- 22.5 A student, who has earned the minimum credits required for a degree but fails to obtain the minimum specified CGPA for this purpose, shall take additional courses till the minimum CGPA is attained.
- 22.6 A student has obtained the eligibility certificate in the first year from SRTMU, Nanded.

### 22.7 Procedure for improving CGPA of a student, who has cleared all the passing heads and yet his CGPA score is less than 5.0

- (a) Student can improve his/her CGA score by reregistering for few courses. If the reregistered course happens to be elective and is not offered to any other students, then procedure for guidance/counseling may be worked by BOS.
- (b) Improved CGPA if it crosses more than 5.0, then it will be limited to 5.00 only.

(c) Student will be given one extra academic year to improve his/her CGPA even if he/she has completed maximum duration meant for UG completion.

### 23. Maximum Duration for Award of Degree

The maximum duration for the UG programme is **ten years** from the date of initial registration. However, in exceptional cases the Academic Council is empowered to give an extension for genuine reasons.

### 24. Award of Merit Certificates

24.1 The Institute awards merit certificates to the outstanding students every year. The students who have passed without unloading, dropping or failing in any course are considered eligible for the merit certificates.

24.2 The merit certificates shall be awarded to SY, TY and B. Tech. outstanding students of various

programmes securing highest and second highest CGPA, respectively.

24.4 Further, the merit certificates shall be awarded to FY B. Tech. outstanding students securing highest and second highest CGPA, respectively.

### 25. Interpretation of Regulations and Emergent Cases

In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the chairman, Academic Council shall be final and binding. Notwithstanding anything contained in the above regulations, the Chairman of the Academic Council may, in emergent situations take action on behalf of the Academic Council as he deems appropriate and report it to the next meeting of the Academic Council for its approval.

### 27 Extra Credit Benefit for Participation in Sports

The following table-1 shows the grades along with the grade points to be given to the students participating in the sports activities.

**Table-1: Extra Credit Benefit for Participation in Sports**

Sr. No.	Level of Competition	Grades to be given to the participants		
		Level of Achievements		
		Participation in the Event	Rank: II /III/ IV	Champion/Winner
1	Inter Collegiate (ICT) zone #	C+(6)	B(7)	B+(8)
2	District Level Tournaments *	C+(6)	B(7)	B+(8)
3	Inter Collegiate (ICT) Inter-zone #	B(7)	B+(8)	A(9)
4	Divisional Level *	B(7)	B+(8)	A(9)
5	Ashwamedh IUT # / State Level *	A(9)	A+(10)	A+(10)
6	Inter University (IUT) Zone #/ All India IUT#	A(9)	A+(10)	A+(10)
7	Inter University (IUT) Inter-zone #	A+(10)	A+(10)	A+(10)
8	Combined University #	A+(10)	A+(10)	A+(10)
9	National *	A+(10)	A+(10)	A+(10)
10	International #*	A+(10)	A+(10)	A+(10)

Possible Sequence of Competitions

# Route 1: ICT zone→ICT- IZ→IUTzone/AshwamedhIUT→IUT- IZ→CU→INT

\* Route 2: Dist.→Divi.→State→National→International

Additional CGPA to be included in the qualifying grade card of UG degree.

<b>Grade points (Grades) for Sports Performance &gt;&gt;</b>	<b>6 (C+)</b>	<b>7 (B)</b>	<b>8 (B+)</b>	<b>9 (A)</b>	<b>10 (A+)</b>
1 year Sports performance	0.03	0.035	0.04	0.045	0.05
Max.CGPA addition	0.12	0.14	0.15	0.17	0.200

### CGPA scheme for Liberal Learning

The scheme of awarding additional CGPA benefit to successful participants of liberal learning is proposed as follows:-

<b>Grade points (Grades) for Liberal Learning &gt;&gt;</b>	<b>4 (D)</b>	<b>5 (C)</b>	<b>6 (C+)</b>	<b>7 (B)</b>	<b>8 (B+)</b>	<b>9 (A)</b>	<b>10 (A+)</b>
Additional benefit to be included in the qualifying grade card of UG degree	0.020	0.025	0.03	0.035	0.04	0.045	0.05



- 27.1 A regular candidate is only eligible to avail this benefit.
- 27.2 The candidate who desires to avail this benefit should submit the documentary evidence about their participation in sport(s) competitions through the sports department to the CoE office before the commencement of the second semester examination of his/her final year.
- 27.3 If a candidate's CGPA is marginally falling short of the required passing CGPA for the award of degree, then his/her acquired CGPA through sports will be considered for award of degree.
- 27.4 In no case the CGPA of the student will exceed 10 even after adding sports incentive.

## 28. Scheme for scrutiny of marks

- 28.1 To double check the assessed answer sheet there is need of scrutiny procedure to verify that all questions attempted by candidate are checked by examiner and addition of marks is done correctly.
- 28.2 The scrutinizers for the Central Assessment Programme shall be appointed by the Controller of Examinations with permission of the Director.
- 28.3 After assessment, scrutiny of every manuscript shall be done by the scrutinizer. During Scrutiny of each manuscript scrutinizer will be responsible for verifying:
- Whether all the questions attempted by candidate are checked by examiner or not?
  - Whether marks given to respective question are correctly entered in the table given on first page of answer sheet?
  - Whether the addition of marks entered in the table on the first page of manuscript is correct and examiner has signed that manuscript after evaluation?

If there is any mistake, scrutinizer will bring to the notice of concerned examiner and will get it rectified immediately. If there is any mistake found in scrutiny work after rechecking of manuscript, the concerned scrutinizer will be penalized by the CoE appropriately by deducting some amount from the remuneration.

## 29. Improvement of Grade/CGPA

- 29.1 A candidate who has passed the B. Tech. programme from this institute and who wishes to improve his/ her grade and whose CGPA is less than 6.75 will be permitted to reregister only for theory courses.
- 29.2 The candidate is permitted to register under reregister category for improving the performance in regular First/ Second Semester or Summer Term along with regular student of respective programme as per the schedule given in Academic Calendar of the institute with stipulated fees per course.
- 29.3 **Rules**
- Candidate will be allowed to reappear for the Examination for improvement of grade within a period of **five** years from the date of his/her passing the Bachelors examination.
  - A candidate will be allowed to reregister for

maximum of five theory courses.

- A candidate will be allowed maximum two attempts for the improvement of his/her grade within the stipulated period of **five** years.
- Examination of candidates registered for improvement in particular course will be carried out along with regular student's examination. Question paper will be same for both category students. There will not be any separate question paper or an arrangement for candidates registered for improvement in particular course.
- B. Tech candidates are allowed to register for only SY, TY and Final Year courses which, are offered in the respective semester for regular student. Candidate will have to appear for mid-term and end term examination along with regular students.
- If the candidate fails to appear for the improvement examination after registration, or if there is no up gradation in the grade after availing the improvement chance, the grade obtained in the first appearance will be retained.
- If the grade secured by the student at the improvement examination is higher, it will be taken as the final grade. For such candidates new grade card with improved grades will be issued and will be marked as "Grade Improvement Examination" at the top of the grade card indicating that the grade was obtained after Improvement Examination.
- A candidate appearing for the improvement of grade shall not be entitled to get benefit of any prize/ medal/scholarship/ award etc.

**Table-2: UG Programmes Leading to Bachelor Degree**

Programme	Degree
Civil Engineering	B. Tech. (Civil Engineering)
Computer Science and Engineering	B. Tech. (Computer Science and Engineering)
Electronics and Telecommunication Information	B. Tech. (Electronics and Telecommunication)
Instrumentation Engineering	B. Tech. (Instrumentation Engineering)
Production Engineering	B. Tech. (Production Engineering)
Chemical Engineering	B. Tech. (Chemical Engineering)
Textile Technology	B. Tech. (Textile Technology)
Electrical Engineering	B. Tech. (Electrical Engineering)
Mechanical Engineering	B. Tech. (Mechanical Engineering)

**Table-3: Structure of Grading of Academic Performance**

Academic Performance	Grades	Grade
Outstanding	A+	+ 10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C+	6
Below Average	C	5
Marginal	D	4
Poor	F	0
Incomplete	I	-
Withdrawal	W	-
Absent	ABS	-
Course performance cancelled	SPC	-
Whole performance cancelled	WPC	-
Exempted	EX	-

**“F” Grade:** The “F” grade denotes poor performance. “F” grade is also awarded in case of poor attendance (see Attendance Rules). A student has to repeat all compulsory courses in which she/he obtains “F” grade, until a passing grade is obtained. For the elective course in which “F” grade has been obtained, the student may take any other course from the same category. Further, “F” grade secured in any course is exhibited on the grade card of that semester. The weightage of these grades is counted in the calculation of the SGPA but not counted in CGPA.

**“I” Grade:** This refers to an incomplete grade, which is required to be converted into a regular letter grade.

**“W” Grade:** This refers to withdrawal from the course.

#### Annexure-A: Performance Indices

##### (i) Calculation of SGPA

The performance of a student in a semester is indicated by a number called SGA. The SGA is the weighted average of the grade points obtained in all the courses registered by the student during the semester.

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

Where,

$C_i$  = The number of credits assigned in the  $i^{\text{th}}$  course of semester for which SGA is to be calculated

$P_i$  = Grade point earned in the  $i^{\text{th}}$  course

$i = 1, 2, \dots, n$ ,  $n$  represent the number of courses in which a student is registered in the concerned semester. The SGPA is calculated to two decimal places.

##### (ii) Calculation of CGPA

An up to date assessment of the overall performance of a student from the time of his first registration is obtained by calculating a number called CGPA, which is weighted average of the grade points obtained in all the courses registered by the student since he entered the Institute.

$$CGPA = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

Where,

$C_j$  = The number of credits earned in the  $j^{\text{th}}$  course up to the semester for which CGA is to be calculated

$P_j$  = Grade points earned in the  $j^{\text{th}}$  course. A letter lower than D (i.e., Grade points < 4) in a course shall not be taken into consideration for calculation of CGA

$j = 1, 2, \dots, m$  represent the number of courses in which a student is registered up to the semester or which the CGA is to be calculated. The CGPA is also calculated to two decimal places.

#### Annexure-B: Guidelines for the Award of Grades

The following are the general guidelines for the award of grades:

- For each student, all evaluations in different components of a course shall be done in absolute marks considering the weightage in scheme.
- The marks of various components shall be added to get total marks secured on a 100 points scale. The rounding off shall be done on the higher side.
- For less than 30 students in a course, the grades shall be awarded on the basis of natural cut-off in the absolute marks (Annexure-D).
- For more than 30 students in a course, the statistical method shall be used for the award of grade
- F grade shall be awarded for marks less than 40.
- The overall distribution of different grades shall be as indicated in the statistical distribution to the extent possible (Annexure-E).
- The provisional grades shall be awarded by the course coordinator. The grades should be finalized within one week of the End Semester Examination.

- viii. The grades so awarded shall be moderated by the Grade Moderation committee for that class of a Department. This committee will finalize the grades and display a copy of the grades awarded on the Notice board of the Department. All the final grades shall be communicated to the Academic Section within two days from the date of display of grades.
- ix. The procedures for evaluation and award of grades for project, training, seminar and group discussion shall be decided by the respective BOS.

**Annexure-C: Project Evaluation**

- i. Every student has to undertake a project of professional interest. The project may be related to a theoretical analysis, an experimental investigation, a proto-type design, a new correlation and analysis of data, fabrication and setup of new equipment. The Project Coordinator appointed by the Department normally assigns the project towards the end of the pre-final year and the work is done during both the semesters of the final year.
- ii. The registration for the project work is normally in two stages, each spread over a semester. At the end of the first stage, the student is required to submit preliminary report of his work by a prescribed date to the Coordinator and present it to a Panel of Examiners. The second stage of the work is continued in the following semester.
- iii. The final project report should be submitted by the prescribed date. The report is evaluated by a panel of examiners and an oral examination is conducted after the Major Examination. The assessment should be on the following criteria. The preliminary presentation (1<sup>st</sup> stage) carries 25% of the total weight. Another 25% weightage is given for the initiative, interest, efforts and regularity. The remaining 50% weightage is assigned to the oral examination conducted at the end.
- iv. Submission of the B. Tech. project cannot be postponed beyond the date specified in the calendar. If the project cannot be completed due to ill health or other genuine reasons, the course can be dropped in consultation with the project coordinator and guide on or before mid-term examination. Re-registration for the same is required in the following semester in which it should be completed.
- v. Students who do not drop the project in time and do not submit the project report for assessment by the due date, will be temporarily awarded “I” grade at the time of finalization of grades. The “I” grade will be converted to a performance grade not higher than B+ when these students submit their reports and undergo the oral examination. Further, if such late reports are not submitted, one week before the registration of next semester, the “I” grade will be automatically converted to “F”.
- vi. The students those who fail in the project examination of first/second semester shall be allowed to reappear in the following semester.
- vii. Student should submit one hard bound copy to the

Coordinator. A student who is unable to complete his/her project in the academic year in which he/she has registered, will be required to reregister/reappear in the next academic year.

**Annexure-D: Award of Grades based on Absolute Marks System**

The award of grades on absolute marks out of 100 shall be made as shown in the Table-4.

**Table-4: Absolute Marks system**

RANGE MARKS	GRADE
91-100	A+
80-90	A
73 –79	B+
64-72	B
55-63	C+
46-54	C
40-45	D

Note: The grade boundaries as indicated above may be marginally adjusted.

**Annexure-E: Statistical Method for the Award of Grades**

- i. For the award of grades in a course, all component-wise evaluation shall be done in marks. The marks of different components viz. Mid- Term Examinations, End-Semester Examination, Course Work Sessionals (CWS), and Practical Sessionals (PS) etc. would be reduced to relative weight of each component as approved by the Academic Council and added. Marks so obtained shall be out of 100 and the same would be converted to grades following the guidelines given below.
- ii. For 30 or more number of students in a course, the statistical method shall invariably be used with marginal adjustment for natural cut-off. The mean ( $\bar{X}$ ) and the standard deviation ( $\sigma$ ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per Table-5 given below. Students whose score is less than 40 will be awarded F grade.

**Table-5: Award of Grades using Statistical Method**

RANGE OF MARKS	GRADE
$\bar{X} + 1.5 \times \sigma \leq \text{Marks Obtained} < 100$	A+
$\bar{X} + 1.0 \times \sigma \leq \text{Marks Obtained} < \bar{X} + 1.5 \times \sigma$	A
$\bar{X} + 0.5 \times \sigma \leq \text{Marks Obtained} < \bar{X} + 1.0 \times \sigma$	B+
$\bar{X} \leq \text{Marks Obtained} < \bar{X} + 0.5 \times \sigma$	B
$\bar{X} - 0.5 \times \sigma \leq \text{Marks Obtained} < \bar{X}$	C+
$\bar{X} - 1.0 \times \sigma \leq \text{Marks Obtained} < \bar{X} - 0.5 \times \sigma$	C
$\bar{X} - 1.5 \times \sigma \leq \text{Marks Obtained} < \bar{X} - 1.0 \times \sigma$	D
$0 \leq \text{Marks Obtained} < \bar{X} - 1.5 \times \sigma$	F

### Annexure-F: Fee Structure

- i. Registration: Total fee decided by the competent authority.
- ii. Reregistration: Rs. 1200 per theory course, and Rs. 250 per practical. Apart from this, student shall pay fee charged for gathering, internet, library, gymkhana, and training and placement as decided by the competent authority
- iii. Reappearing: Rs. 250/- per theory course and Rs. 250/- per practical.

### Fees for Summer Term

- iv. The theory course with instruction: Rs. 700/- per theory course.
- v. The theory course with counseling: Rs. 250/- per course.
- vi. The practical course: Rs. 250/- per practical.

**Fees for showing the answer sheets of end/summer term:** Rs 200/- per theory course

### Annexure-G: Registration Number Allocation Scheme

Registration Number Allocation Scheme is as follows:

First four digits- Year of admission  
Next three characters - UG Programme Code table-6  
Last three digits- As shown in table-7

**Table-6: UG Programme Codes**

Chemical Engineering	BCH
Civil Engineering	BCE
Computer Science and Engineering	BCS
Electrical Engineering	BEL
Electronics and Telecommunication Engineering	BEC
Information Technology	BIT
Instrumentation Engineering	BIN
Mechanical Engineering	BME
Production Engineering	BPR
Textile Technology	BTT

**Table-7: Last three digits of Registration Number**

001 – 150	Regular Students
151 – 200	Regular TFWS Students
201 – 299	Students taking admission in second year from SRTMU to autonomy pattern
301 – 399	Students taking admission in third year from SRTMU to autonomy pattern
401 – 499	Students taking admission in final year from SRTMU to autonomy pattern
501 – 599	Students taking direct admission in the second year
601 – 699	Students with programme change in the second year or subsequent years

### Annexure-H for rule 10.1:

Five numbers of backlog courses (theory, practical, industrial training, projects, seminar etc) include F, AF, ABS, SPC, WPC grades and dropped courses but excluding AF grade of environmental sciences/ environmental studies.

- i. First year students with less than or equal to five backlog (s) courses from first year shall be eligible to register to the second year.
- ii. Second year student with less than or equal to five backlog(s) courses from second year and no backlogs and no dropped courses from first year shall be eligible to register for the third year.
- iii. Third year student with less than or equal to five backlog(s) courses from third year and no backlogs and no dropped courses from second year shall be eligible to register for the final year.