

RULES & REGULATIONS

(w.e.f. 2006 batch onward)

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**BIRLA INSTITUTE OF TECHNOLOGY
(A DEEMED UNIVERSITY)
MESRA, RANCHI, JHARKHAND
INDIA**

REGULATIONS FOR THE UNDER-GRADUATE PROGRAMMES

1. Preamble:

- 1.1 The regulation herein specified apply to both FULL-TIME, PART-TIME, Collaborative and Sponsored Under-Graduate Programmes, offered by the Birla Institute Of Technology, hereinafter, referred to as the institute. Department, Centre, Collaborative Institute wherever mentioned refers to a Department / Extension Centre of Institute/Collaborating Institute with whom MOU/ Agreement has been signed by the Institute. The Extension center(s), Collaborating Institute may be located anywhere in India or outside the Country.
- 1.2 The regulations herein specified apply to undergraduate programmes offered by the Birla Institute of Technology, hereinafter referred to as the Institute. Department, whenever mentioned refers to a Department of the Institute.
- 1.3 The undergraduate programmes covered by these Regulations are correlated courses of study, the successful completion of which would enable the participants of the programmes to qualify for the award of a B.E./ B.Arc/ B.Pharm/ BHMCT/ B.Tech/ BCA/ BBA/ BBM/ B.Com/ B.Sc Degree.
- 1.4 A participant of the programme is a student who is duly admitted to the institute and who has registered himself/herself for a course of study and attends the same.

2. Time scale for academic activity:

- 2.1 The basic unit of time for academic activity for the undergraduates programmes shall be a Semester which would normally be of 16 weeks durations. There shall be two normal semesters in an academic year (Monsoon Semester – July to December and Spring Semester – January to June). A basic contact period is one in which a teacher engages the students for a minimum durations of 45 to 50 minutes, depending on the season of the year.
- 2.2 If circumstances warrant, the Institute may schedule a summer programme during long vacation of the Institute. There will be no formal classes in the summer programme. The eligibility to register in the summer programme shall be restricted to Clause 18 of these regulations. The examination / evaluations in the summer programme will be conducted as per clause 20 and appendix 'A'.

3. Offering of courses of study:

- 3.1 The institute shall offer courses of study during a semester indicated mainly from considerations of minimum enrollment and facilities available. The Institute shall have the right to cancel any or all the courses of study if the above requirements are not satisfied.

4. Eligibility for participation in the undergraduate programmes:

- 4.1 The minimum qualification which the students should possess for participation in the undergraduate programme shall be as laid down under the appropriate courses of study specified hereinafter.

5. Registration for courses of study:

- 5.1 Every participant of the undergraduate programme, shall first register himself/herself for the Courses of study he/she intends to pursue provided that he/she possesses the minimum qualifications as laid down and his/her plan is approved by the Adviser as provided in Clause 6 and consistent with the Academic loading as stipulated in Clauses 20.1, 20.2 and 20.3 hereinafter.
- 5.2 Participant of the under-graduate programme shall be permitted to make change in his/her registration for the courses of study in a semester, if he/she so desires, and subject to the approval of his/her Adviser, **within 15 days** of the commencement of the semester. In all these cases, the academic loading shall be in conformity with clauses 20.1 to 20.3 specified hereinafter.
- 5.3 Fees payable by the participants, including fees payable for examinations shall be as laid down in the Administrative instructions issued from time to time by the Institute for the purpose.

6. Orientation of programmes:

- 6.1 The undergraduate programmes detailed in these Regulations aim to provide the participants with a course of studies based on individual needs, and flexible curriculum requirements. However, to ensure that the chosen plan of studies is a correlated under-graduate programme, it shall be subject to the scrutiny and approval of faculty member, who will be designated as an Adviser to the participant. There shall be an Adviser for each participant of the under-graduate programmes.

7. Auditing of Courses:

- 7.1 All the courses offered in the undergraduate programme will be open for audit in the spirit of offering an opportunity for continuing education for the participants who wish to refresh or update their knowledge. Audited courses shall not count for academic credit, nor shall there be any examination requirements. Those with a minimum qualifications of I.Sc or equivalent in-any subject, shall be eligible for the course offered on payment of prescribed fees.

8. Measure of Academic Achievement:

- 8.1 The academic achievement of the participants in the undergraduate programmes shall be measured in terms of units earned and grades obtained. Norms for the evaluation of units earned shall be as specified hereinafter under the appropriate academic activity. The overall performance of the student in a semester examination shall be measured in terms of grade point average as specified later.

9. Scheme of Instruction:

- 9.1 The scheme of instruction in the under-graduate programme shall be of the following forms of academic activity.
- (a) Theory
 - (b) Sessionals

10. Theory

- 10.1 A theory type of academic activity shall involve concepts, fundamental ideas, and techniques well laid out in text books or open literature and which can be grasped through lectures, tutorials and home-work.

10.2 A theory type of course with about 45 contact periods in a semester shall enable participating student to earn one unit of academic credit provided that he/she fulfils the attendance and grade requirements as specified hereinafter.

11. Sessionals:

11.1 The following types of academic work will be covered:

a) Laboratory Experiments, b) Design Exercise, c) Project, d) Any other academic work, the purpose of which would be to train the student by practice, repeated use, hands on experience.

11.2 A sessional course of 3-4 contact periods during a week and 45-60 contact periods during a semester shall enable a participating student to earn half a unit of academic credit-provided that he/she fulfils the attendance and grade requirements as specified hereinafter.

12. Attendance Requirement:

12.1 Attendance will be counted from the date of commencement of the classes notified by the Institute in each semester. It is expected that a student should have 100% attendance in all the courses registered in a semester. However relaxation in the attendance up to maximum of 25% may be granted in special circumstances after examining the reason for the absence provided he/ she has applied in advance/ to the appropriate authority through head of the concern department. Students having more than 25% absence in a course would be awarded F* in that course.

12.2 The credit for the attendance in Theory type courses will be calculated as follows:

$$\% \text{ attendance} = \frac{\text{Number of classes attended in a course}}{\text{Total number of classes taken in that course}} \times 100$$

and the weightage of attendance is given in Appendix- A

13. Examination Assessment:

13.1 Each theory type course will be evaluated for a maximum of 100 marks per unit through an **Assignment, Mid Semester examination** and an **End Semester examination** in the normal semester. All laboratory or sessional type courses will have a progressive evaluation and an End Semester Examination. However, in the summer programme, each course will be evaluated for a maximum of 100 marks per unit through a single examination. The mode of examination and the method of evaluation is given in Appendix 'A' and may be modified by Technical Council as and when required.

13.2 If a student does not appear in end Semester in Theory/ Sessional, he/she will be awarded maximum of grade 'D'.

14. Grading of Performance in Examination:

14.1 Based on the result of the examinations, the performance of the student shall be graded as under

Grade	Grade Point
Ex	10
A+	9
A	8
B+	7
B	6
C	5
D	4
F	0

The method of converting the percentage of marks to letter grade will be, for the present, as given in appendix B and may be modified by the technical council from time to time.

14.2 To earn academic credit in a subject, a student should get a grading of 'C' or above.

14.3 Where prerequisite is specified for a course, a grading 'D' or above shall be deemed as satisfying the prerequisite requirement.

14.4 If a student gets a grade point average of less than 4.5 he/ she be placed under 'PROBATION' as provided in Clause 16 below. Grade Point Average (GPA) shall be calculated as under:

$$\text{GPA} = \frac{\text{Total No of Grade Points Secured in a Semester Exam.}}{\text{Total No of Unit Registered in the Semester}}$$

15. Record of Academic Progress:

15.1 The academic progress of the students in each semester shall be maintained in a Grade Card or Transcript, wherein the grades awarded to students as well as the points secured by the students in the examinations, shall be entered. The transcript given to the students at the end of their complete under-graduate shall indicate the Cumulative Grade Point Average (CGPA). Which shall be calculated as follows

$$\text{CGPA} = \frac{\text{Total Points Earned in Required No. of Units}}{\text{Total Units Required to Complete the Programme}}$$

The CGPA shall be rounded off to 2nd place of decimal. While calculating CGPA, the grades 'D' and 'F' shall be replaced by the better grade earned in these course in the subsequent Semester/Summer Programme. Further, any unit in excess of 66 for BE, B. Pharm. & BHMCT, 82 units for B. Arch., and 42 units for BBA, BBM, BCA, B.Com. and B.Sc. shall not be counted for calculating CGPA. The excess units dropped shall be those having minimum score by maintaining the criteria given in Appendix C.

16. Placing of student on PROBATION:

16.1 (a) If a student gets a grade point average of less than 4.5 in a semester examination, he/she shall be placed on probation and allowed to register for the course offered in the next semester. The academic loading of the student on probation shall, however, be reduced to 6 to 7 units for B.E., B.Pharm., BHMCT, B.Arch., and 5 to 6 units for BCA, BBA, BBM, B.Com. and B.Sc. etc.

17. Dropping the student from the programme:

17.1 If a student is placed on PROBATION because of his/her performance in 1st two semesters, he/she will be permitted to appear for a maximum of 4 units of his/her backlog in the summer programme. His improved GPA substituting the grades as obtained in the summer programme for the appeared courses will be calculated. If his/her GPA remains less than 4.5 or 5 in the first and second semester respectively he/she shall be DROPPED from the programme.

18. Facilities for failed students:

18.1 If a student fails in a course he/she may be allowed to register for that course in subsequent semesters or summer programme, provided that course is offered in the subsequent semester or summer programme. The summer programme will be scheduled during the long Institute vacations after the completion of regular semester. A student is permitted to register for courses scheduled in the summer programme, only if he/she had registered for these courses earlier in the semesters and wishes to repeat them because of failure in the courses (obtained D or F grade) except the student with F*. The number of units a candidate will be allowed to register in a summer programme will not exceed **four** and will be as decided by his/her adviser and approved by the Head of the Department.

18.2 a) Student who have been duly registered and exposed to required number of 66 units for B.E, BHMCT, B.Pharm., 82 units for B.Arch., and 42 units for BBA, BCA, B.Sc. Degree course respectively but have not completed successfully all the course after the 8th Semester for BE/B.Pharm., 10th Semester for B.Arch. and 6th Semester for BBA, BBM, BCA, B.Com., B.Sc. Programme may be permitted to appear at special (Non Collegiate) Examination in the courses in which they have got 'D' or 'F' grade in the regular Semester Programme provided that such number of courses is equal to less than a regular semester load.. The academic loading in special examination shall be as that of regular semester.

b) The special Examination may be arranged after two weeks of the declaration of result of the examination of 66 units for B.E./B.Pharm & BHMCT, 82 units for B. Arch. And 42 units for BBA, BBM, BCA, B.Com., B.Sc.

c) Students having backlog maximum of 9.0 units for B.E, B.Pharm, B.Arch and BHMCT and backlog maximum of 8.0 units for BBA, BBM, BCA, B.Com, and B.Sc programme are eligible for registration in special (Non-Collegiate) examination only.

d) Students having more than 9.0 units of registered backlog for B.E, B.Pharm, B.Arch and B.Sc programme and more than 8.0 units of registered backlog for BBA, BBM, BCA, B.Com, and B.Sc programme are required to register in a regular semester only.

e) The Special examination will be for maximum marks prescribed for the course.

f) In the special examination the successful candidates will be entitled for the award of 'C' grade only.

g) If a student again gets 'D' or 'F' Grade at the Special Examination in any course he/she can clear it registering the course in a regular semester (Provided he/she has not completed 14 semester for B.E./B.Pharm./BHMCT or 16 semester for B.Arc. or 11 semesters for BBA, BBM, BCA, B.Com. and B.Sc.)/ Summer Programme/next special Examination as a non-collegiate and non residential candidate.

h) Students registered for special examination will be considered as non collegiate and non residential.

i) Registration fee and examination fee for the non collegiate student will be same as for regular students.

18.3 Provision for Special Semester

If a Undergraduate students is left with maximum of 4.0 units back log including subjects in which he/she was awarded F* / unregistered registered subjects, if any, which may cause him/her a delay in completing the degree programme or eligibility to appear in a special (Non Collegiate) examination (Ref. Clause 18.2(a) of Rules & Regulations) the Institute may arrange classes for such courses during the long vacations of the institute normally during June/July. The classes held during the long vacations will constitute a Special Semester which will be governed by the rules and regulations of any normal semester. The student, registering for this Special Semester, would not be eligible to register in the concurrent Summer Programme

19. Graduation Requirements:

19.1 a) In order to qualify for B.E. or B.Pharm. degree a student must earn a minimum of 66 units respectively (grade C or better), including 2 units for NCC/NSS/PT & Games/ Creative Arts. For B. Arch. Degree a student must earn a minimum of 82units (Grade C or better) including 2 units for NCC/NSS/PT & Games. For BBA, BBM, BCA, B.Com. and B.Sc. Degree, student must earn a minimum of 42 units (Grade C or better).

1) Credit earned in NCC/NSS/PT & Games / Creative Arts will be added in the GPA of the Ist, IInd, IIIrd and IVth semester respectively and also be taken into account for the purpose of placing a student on probation vide Clause 26 and 31 of the Regulations.

2) The students who obtained D and F grades in NCC/NSS/PT & Games/ Creative Arts will have to repeat the course.

b) The units earned by a engineering student must confirm to the minimum numbers specified by the Courses of Study in Engineering with reference to the following

- i) Theory type units
- ii) Sessional type units
- iii) Project sessional type of unit
- iv) Core courses for engineering

- v) Departmental core
- vi) Sciences
- vii) Language, Humanities, Social Sciences and Management

The courses of study in Pharmacy/Architecture will also specify such minima, except in the core of item (iv). The regulation regarding this is given in Appendix C.

- c) i) That at the time of registration to III semester (Before registration to III semester) a review of the performance of all undergraduate students who have not cleared (not obtained Grade 'C' or above) all the prescribed units of the first-two semesters i.e. 17 units including 1 unit for NCC/NSS/PT & Games /Creative Arts for B.E./ B.Pharm./ B.Arch./ BHMCT and 14 units for BBA/ BBM/ BCA/ B.Com./ B.Sc. made by the Semester Programme Committee.

ii) The students having back-log of more than 3 units including sessional type of courses at the time of registration to III semester (Before registration of III Semester) shall not be permitted to register in the courses of III and higher semesters until they have cleared the said back-log and/or reduced the arrears to 3 units or less excluding NCC/NSS/PT & Games/ Creative Arts within next two consecutive semester.

iii) The students who will not be able to fulfill the above requirement will be 'DROPPED' from the programme.

iv) At the time of registration to Vth semester (Before registration of Vth semester) further review of performance of all the undergraduate students who have not cleared all the prescribed courses upto 4th semester i.e. 34 units including 2 units for NC/NSS/PT & Games/Creative Arts for B.E., B. Pharm., B.Arch., and 28 units for BBA, BBM, BCA, B.Com., B.Sc. would be made by the Semester Programme Committee.

v) The students having a back-log of more than **8 units** including sessional type of courses at the time of registration to V Semester shall not be permitted to register in the courses of V or higher semester until they have cleared the said back-log and/or reduced the arrears to 8 units.

(d) The student must complete all the non-credit requirement as specified by the Technical Council from time to time.

(e) The student must complete the requirements within the maximum time allowed as specified in clause 33.

(f) For the purpose of awarding class, the CGPA shall be converted to percentage marks using the following formula,

$$\text{Percentage marks} = \text{CGPA} \times 10.$$

The class shall be awarded on the, basis of following score of CGPA:

- i) 1st Class with Distn. = CGPA of. 7.00 and above
- ii) 1st Class = CGPA of 6.00 to 6.99
- iii) IInd Class = CGPA of 5.00 to 5.99

20. Academic loading of Students:

20.1 The academic loading of under graduate programme shall be as (a) minimum of 6 units and maximum of 9 units per semester for B.E., B.Pharm and B.Arch., (b) minimum 5 units and maximum 8 units per semester for BBA, BBM, BCA, B.Com. and B.Sc.

20.2 The academic loading of student on 'PROBATION' shall be governed by Clause 16 above.

20.3 The academic loading of a student during a summer programme shall be as in Clause 18.

20.4 a) The maximum duration for completing the programme shall be 14 semesters for B.E., B.Pharm. & B.Tech. 16 semesters for B.Arch., and 11 semesters for BBA, BBM, BCA, B.Com., B.Sc. excluding summer programmes. A student in whose case it is apparent, from his/her academic record that he/shall will not be able to qualify for the degree within the limits of time specified above, will be dropped from the programme.

b) A student registered in a semester may be permitted to withdraw from the academic programme for a semester for reason of illness for a long period or other valid grounds. Normally a student will be permitted to discontinue temporarily from the degree programme only for a continuous period of two consecutive semesters or for a maximum of three regular semesters during his entire academic programme. However, such withdrawals will be subject to prior approval of the Vice Chancellor.

21. Programme offered:

2.1 Subject to the approval of the Technical Council of the Institute, the courses of study enumerated hereunder shall be offered by the Institute, as per the regulations detailed above. New/specific programmes may lead to incorporation of additional requirements.

22. Student Discipline:

22.1 The Institute reserves the right to suspend/ debar/ expel a student temporarily or permanently on violation of the prescribed rules.

23. Legal Jurisdiction:

23.1 Any dispute will be subject to the legal jurisdiction of the Courts at Ranchi.

These rules and regulations will be effective from academic session 2006 – 07 for all admitted students joining the Institute from July 2006 onwards.

APPENDIX -A
(*Reference clause 2.2 & 12.2*)

Mode and method of evaluation.

A. Regular Semester Examination:

Theory type of course:

Mid semester Examination-- 25% marks and 90 minutes duration examination.

End semester examination -- 60% marks and two/three hours duration examination.

The mid semester examination would be held after approximately 8- weeks from the beginning of the semester and course syllabus shall be first half of the total syllabus.

The 15% marks be allocated to assignment and Attendance with a break up of 10% and 5% respectively.

B. Attendance:

The weightage of attendance should be as follows:

80	-	84%	1
85	-	89%	2
90	-	94%	3
95	-	99%	4
		100%	5

Guide lines for Assignment:

See Appendix- 'D'

Sessional type course:

Progressive evaluation based on day-to-day performance – 60% marks

End semester practical examination/viva/written test – 40% marks

C. Summer Programme Examination:

Theory type of course:

There would be a single examination of 100 marks for one unit course and the duration of the examination should be 3/ 3.5 hours. The question paper will be in two parts. Part 'A' will be of 30% marks. The questions in this part will be from the first half of the syllabus and latest question bank/ tutorials sheet supplied to the students in the preceding regular semester. Part 'B' will be 70% marks and questions will be uniformly distributed throughout the total syllabus.

Sessional types of courses:

The sessional type of courses would be evaluated for 100% marks by the respective Departments through practical examination, viva-vocee and or written test covering the total syllabus.

**There will be no concessions on any ground including medical one.
Distribution of marks for NCC/NSS/PT & Games/ Creative Art:**

N.C.C.:

- i) Discipline 20%
- ii) Performance in
 - a) Military Training 20%
 - b) Range Classification 10%
 - c) Technical Training 30%
 - d) Other activities such as Social Services
Blood donation, Adventure trip etc. 20%

N.S.S.:

- i) Discipline 20%
- ii) Performance in
 - a) Health & Hygiene Services 20%
 - b) Educational Services 20%
 - c) Shramdan 20%
 - d) Social Integration (i.e. educating people about
Social evils such as untouchability, drinking etc) 20%

PT & Games:

- i) Discipline 20%
- ii) Performance in
 - a) P.T. (Callasthenics) 20%
 - b) Gymnastics & weight training 20%
 - c) Athletics (Track & Field) 20%
 - d) Games 20%

Creative Art:

- i) Discipline 20%
- ii) Stage performance 20%
- iii) Continuous evaluation 20%
- iv) End Semester Exam. 40%

APPENDIX – B
(Reference Clause 14.1)

Methods of converting percentage marks to grades
The absolute grading system will be used as under

% of Marks Obtained	Letter Grade
90% /above	Ex
80% to 89%	A+
70% to 79%	A
60% to 69%	B+
50% to 59%	B
40% to 49%	C
20% to 39%	D
0% to 19%	F

APPENDIX – C
(*Reference Clause 19.1*)

The distribution of units offered in different courses of BE/B.Pharm. shall be according to the following criteria which shall be the minimum requirement for the Degree programme.

Criterion – I:

Classification according to Theory/ Sessional/ Practicals/ Projects etc.

a) Theory subject	44 Units
b) Sessional/ Practicals	15 ``
c) Poject	1 ``
d) Free choice	4 ``
e) NCC/NSS/PT & Games/ Creative Arts	2 ``

66 Units

Criterion – II:

Classification according to Eng./Sciences , Core and Department subject, etc.

(i) For Faculty of Engineering	
a) Sciences	10 Units
b) Languages & Social Science	3 ``
c) Engineering (core subjects)	20 ``
d) Departmental subjects	27 ``
e) Free choice	4 ``
f) NCC/NSS/PT & Games / Creative Arts	2 ``

66 Units

(ii) For Faculty of Pharmaceutical Sciences:	
a) Sciences	4.5 Units
b) Language & Social Sciences	2 ``
c) Engineering Subjects	1.5 ``
d) Departmental Subjects	52 ``
e) Free choice	4 ``
f) NCC/ NSS/ PT & Games	2 ``

The distribution of units offered in different courses of B. Arch. Shall be according to the following criteria, which shall be the minimum requirement for the degree programme.

(iii) For Faculty of Bachelor of Architecture

Criteria I:

Classification according to Theory/ Sessional / Practical/ Projects etc.

a) Theory Subjects	40 Units
b) Sessional/ Practical	24 ``
c) Project/ Thesis	6 ``
d) Free Choice	2 ``
e) Field Training	8 ``
f) NCC/ NSS/ PT & Games/ Creative Art	2 ``

82 Units

Criteria II:

Classification according to Engg. /Science, Core and Development Subjects

a) Science	4	Units
b) Languages & Social Science	2	''
c) Engineering	16.5	''
d) Departmental Subjects	47.5	''
e) Free choice	2	''
f) Field Training	8	''
g) NCC/ NSS/ PT & Games/ Creative Arts	2	''

82 Units

Appendix- D

(Reference Clouse- 13.1)

Guide lines for Assignment

A specific assignment shall be given to each student in every theory course immediately after registration. This may comprise new problems in emerging areas in the subjects/ design methodology/ modelling / software development / collection of new results and discussion / analysis etc. The main objective of the assignment is to improve self learning process and exposure to current literature on the subject. The assignment should be an extension of the prescribed syllabus and **in no case the repetition of the class work or problems.** The assignment should be submitted by the students in hand written form to the Coordinator of the course after the 12th week of the commencement of the semester. The date for submission will be notified in the Academic Calendar. The evaluation of the assignment will be done by a three member committee duly constituted by HOD for each course periodically. The grade/marks may be awarded as per the following norms.

9 or above	- upto maximum of 20 % of the total number of students
8	- upto maximum of 30 % of the total number of students
7	- upto maximum of 40 % of the total number of students
6	- upto maximum of 30 % of the total number of students
5	- upto maximum of 20 % of the total number of students
less than 5	- upto maximum of 10 % of the total number of students

REGULATIONS FOR THE POST- GRADUATE PROGRAMME

1. PREAMBLE:

1.1 The regulation herein specified apply to both FULL-TIME, PART-TIME, Collaborative and Sponsored Post-Graduate Programmes, offered by the Birla Institute Of Technology, hereinafter, referred to as the Institute. Department, Centre, Collaborative Institute, wherever mentioned refers to a Department / Extension Centre of Institute/Collaborating Institute with whom MOU/ Agreement has been signed by the Institute. The Extension center(s), Collaborating Institute may be located anywhere in India or outside the Country.

1.2 At present, the Institute is offering the following Post Graduate Programmes: M.E., M.Pharm., M.Tech., M.C.A., M.Sc. and M.B.A.

1.3 These programmes are correlated courses of study, the successful completion of which enable the participants of the programmes to qualify for the award of a Post-Graduate Certificate/ a Post-Graduate Diploma/ a Master's Degree in the appropriate branch depending on the academic achievement of the participants. In the case of Collaborative Exchange Programme, if any, the participant may qualify for the award of appropriate Degrees of both the Institute, if so agreed upon by the Institute.

1.4 A participant of the programme is a student who registered himself/herself with the Institute for a course of study and attends the same.

1.5 Full-time programmes are those programmes where the participants devote their entire available time for the studies and research work as per schedule and are not employed, except in the case of sponsored candidates.

1.6 Part-time programmes are those programmes where the participants are employed and where they devote only Part of time for the Post- graduate studies.

1.7 Collaborative programmes/ collaborative Exchange programmes are those programmes where the participants pursue any programme of studies, approved by the Technical Council/ Board of Governor of the Institute either fully or partly in other Indian/Foreign Institute with whom an appropriate MOU/ similar agreement have been signed by the Institute. The Collaborating Institute where the participant(s) pursue partly/fully any programme of studies, will be known as the Host Institute(s).

1.8 Sponsored Programmes are those Programmes which are specific Postgraduate Programmes tailored to the needs of the Sponsoring Agency for a certain defined period and group of participants.

2. TIME SCALE FOR ACADEMIC ACTIVITY

2.1 The basic units for academic activity for the Post-Graduate Programme shall be a semester which would normally be of 16 weeks duration. There shall be two normal semesters in an academic year. A basic contact period is one in which a teacher engages the students for a minimum duration of 45/50 minutes, depending on season of the year. However, MBA programme will run on trimester basis. The duration of trimester would normally be of 10 weeks.

2.2 All academic activities such as date of registration, commencement of classes, last date of classes, date of quizzes and end semester examination schedule shall be announced by the Institute prior to the commencement of semester/ trimester programme.

3. SHORT SEMESTER OR SUMMER PROGRAMME

3.1 The Institute may schedule a short Semester Programme of 4 weeks duration during long vacations after completion of running regular semester(s) programme once in an academic calendar. There will be no formal classes under this Programme. The Quizzes and the End-Semester Examinations will be conducted by the Department and the Examination Department respectively. The academic loading of the Short Semester Programme shall be restricted as laid down in Clause 25.5 of these Regulations. In short semester the students shall be eligible to register only those courses which he/she has under taken in the regular semester and could not secure qualifying grade.

3.2 A student with shortage of attendance (F*) in a subject is not eligible to register for Summer Programme in that subject.

4. OFFERING OF COURSES OF STUDY

4.1 The institute shall offer courses of study during a semester from consideration of minimum enrollment and facilities available. The institute shall have the right to cancel or skip offering any or all the courses of study if the above requirements are not satisfied.

5. ELIGIBILITY FOR PARTICIPATION IN THE POST-GRADUATE PROGRAMMES

5.1 The minimum qualifications which the student should possess for participation in the Post-Graduate Programmes shall be as laid down by the Institute keeping in view the recommendations of appropriate statutory authority /agency like UGC, AICTE, etc.

6. REGISTRATION FOR COURSES OF STUDY

6.1 Every participant of the Post-Graduate Programme shall first register himself/herself for the courses of study he/she intends pursuing, provided that he/she possesses the minimum qualifications as laid down by the Institute and his/her plan is approved by the adviser as provided in Clause 7 and consistent with the academic loading as stipulated in Clauses 26, hereinafter.

6.2 Participant of the Post-Graduate Programme shall be permitted to make change in his/her registration for the courses of study in a semester, if he/she so desires, subject to the approval by the Adviser, within **15 days** of the commencement of the Semester/ Trimester. However, the participant (s) should desist pursuing more than one programme either of this Institute or of any other institute at a time except in case as permitted under Clause 31 on Collaborative Programme.

6.3 In all these cases, the academic loading shall be in CONFORMITY with Clause 25, specified, hereinafter.

6.4 Fees payable by the participants including fees payable for examination shall be as laid down in the Administrative Instructions issued from time to time by the Institute for this purpose. Fees payable for Collaborative/Collaborating Exchange Programme will be decided by the host Institution in consultation with the Institute.

7. ORIENTATION OF PROGRAMME

7.1 The Post-Graduate Programmes detailed in these Regulation aim to provide the participants with a courses of studies based on individual needs and flexible curriculum requirements. However, to ensure that the chosen plan of studies is a correlated Post-Graduate Programme, it shall be subject to scrutiny and approval of the concerned Head of the Department or his nominee, who will be designated as Advisor.

7.2 However, in collaborative programmes the advisor (s) would be the Head of the Collaborating Institute or his nominee (if the programme is pursued at the Collaborative Institute).

8. AUDITING OF COURSES

8.1 All the courses offered in the Post-Graduate Programme will be open for audit in the spirit of an opportunity for continuing education for the participants who wish to refresh or update their knowledge. Audited courses shall not count for academic credit, nor shall there be any examination requirements. Those with minimum qualification of a Bachelor's Degree or equivalent in any subject shall be eligible to enroll for audit course.

9. MEASURE OF ACADEMIC ACHIEVEMENT

9.1 The academic achievement of the participating students in the Post-Graduate Programme shall be measured in terms of units or credits earned and grades obtained. Norms for the evaluation of credit shall be as specified hereinafter under the appropriate academic activity. The overall performance of the student in a semester/ trimester examination shall be measured in terms of grade point average as specified later.

10. SCHEME OF INSTRUCTION

10.1 The scheme of instruction in Post-Graduate Programme shall be of the following forms of academic activity:

a) Theory b) Sessionals c) Thesis d) Directed Studies e) Seminar.

11. THEORY

11.1 A theory type of academic activity shall involve concepts, fundamental ideas, and techniques, as laid down in text books or literature and which can be grasped through lectures and assignments.

11.2 A theory type of course with about 45 contact periods in a semester and 30 contact period in trimester shall enable participating student to earn one unit of academic credit provided that he/ she fulfils the attendance, and grade requirements as specified hereinafter.

12. SESSIONALS

12.1 The following type of academic work will be covered in sessional:

- a) Laboratory Experiment
- b) Design Exercise
- c) Project
- d) Term paper or any other academic work, the purpose of which would be to train the student by practice, repeated use and hands on experience.

12.2 A sessionals course of 4 contact periods a week and about 40/ 50 contact period during a semester shall enable a participating student to earn half a unit to one unit of academic credit provided that he/she fulfils the attendance and grade requirements as specified hereinafter.

13. THESIS

13.1 A thesis is essentially the student's P.G. Research work on any selected topic, which may be undertaken under the guidance of a member of the teaching staff of the Institute. In case the thesis work is being carried out at an organization approved by the Institute, there shall be an Internal guide from the Institute and an external guide from the organization where the thesis work is being carried out. In case of Collaborative Institute, there shall be a guide from the institute where thesis work is being carried out and a Co-guide from the other collaborative Institute. Before the final submission, the draft must be approved by guide(s). The student must be in constant touch with the guide(s). The thesis work may involve analytical studies/ computational work/experimental findings fabrication/ testing of hardware and their combination or any other forms as directed by the guide(s). The final submission of thesis shall be on an approved format as given in Appendix- II. However, for a Collaborative Exchange Programme, the Thesis/Project work and evaluation shall confirm to the norms/regulation of the host institute.

13.2 The academic credit for thesis shall be as specified in Clause 16 of the Regulation.

14. DIRECTED STUDIES

14.1 The Department/Centre/Collaborative Institute may offer a course of Directed Studies in their Branch/Centre/Collaborative Institute. The purpose of the course is to permit the student to study a topic tailored to his/her individual requirements. Under the Directed Studies the student will study largely on his/her own under the guidance of a faculty member of the concerned Department/Centre/ Collaborative Institute. No formal lectures will be delivered. The syllabus of the course and mode of examinations must be approved by the Technical Council of the Institute.

14.2 Only one unit of academic credit through out the programme will be allowed in this category.

15. EXAMINATION AND ASSESSMENT

15.1 Each Theory course shall be evaluated for maximum of 100 marks per unit though progressive internal assessment in the form of Quizes, Assignment and End-Semester examinations. The weightage of Quizes & Assignment and End-Semester marks shall be 30%, 10% and 60% respectively.

15.2 There shall be 3 written Quizzes at specified intervals, each shall be of 40 minutes duration. The progressive internal assessment shall be based on best two out of three Quizes. The End-Semester questions in theory papers shall have enough choice for the candidates. The duration of examination for the theory courses shall be three hours and shall carry 60 marks. The procedure and assessment of assignment is given in Appendix- III.

15.3 Each Sessional unit will be evaluated for either 50 or 100 marks depending on 0.5 unit or 1 unit assigned to it. From this, 60% marks will be allocated for Progressive internal assessment during the conduct of course through written Quizes

(20%)/Experiments (20%) and viva-voce (20%) at specified interval of time. The remaining 40% will be allotted for End-Semester Examination, which will include practical experiments/viva-voce etc.

15.4 If a student does not appear in end Semester in Theory/ Sessional, he/ she will be given maximum of grade 'C'.

15.5 On satisfactory completion of the prescribed component of the course, students will normally proceed to thesis, which will start at the beginning of III semester and will continue in the IV semester. This should be a substantial piece of research work, which both reinforces the skills learned in the prescribed component of the course and provides a genuine opportunity to undertake valuable research. Each student is required to present his/her progress of thesis work time to time (to be decided by the department).

- Each student is required to submit a synopsis of his/her research under the guidance of a supervisor, approved by the department. The subject of thesis will be related to his/her field of study which may be conceptual, analytical or related to application, planning and development, and will be approved by the department.
- The thesis evaluation during III semester (for 3.00 units) will entirely be assessed internally by the departmental committee consisting of head and two senior faculty members of the department along with the guide and one professor of other department of the Institute/ external subject expert; if required. The evaluation basis will be as per the guidelines mentioned below,
 - i) Synopsis consisting of relevance of the problem to be studied, its aim and objectives, methodology adopted to study such problem.
 - ii) Review of literature
 - iii) Preliminary base work carried out.
 - iv) Presentation.

During IV Semester, the candidate will proceed further with his research work (for 5.0 units) and will submit the final thesis after approval from the concerned department. The progress during the IV semester should be judged from time to time by the department committee constituted by the head of the concerned department. The final evaluation of the thesis shall be done by a board consisting of:

- a) The Guide (s) for the Thesis.
- b) An External Examiner appointed by the Examination Committee on the basis of panel provided by Head of Department / the Head of the Host/ Collaborating Institute in consultation with the Guide.
- c) Head of the concerned Department /Centre/Head of Host/Collaborative Institute or his/her nominee.

However, in Collaborative Exchange Programme, the thesis examination shall conform to the norms/regulation of the Host Institute.

15.6 Thesis submission will be carried out twice a year, that is, in the month of November & May every Year. Thesis through respective Head of the Department / Centre/ Collaborative Institute forwarded by Dean (P.G.) shall be submitted in accordance with the notified academic calendar of the semester.

16. CREDIT FOR THEIS/PROJECT WORK

16.1 The thesis evaluation will be carried out as per credit specified by the Department/ Centre/ Collaborative Institute which shall not in any case exceed 8 units for M.E./M. Pharm./ and M.Tech./ other Postgraduate Degree Programmes.

17. AWARDING GRADES

17.1 Based on the result of the examination, the performance of the students shall be graded on the 10-point scale as under:

Grade	Grade Point	Percentage of Marks obtained
Ex	10	90% and above
A+	09	80% to 89%
A	08	70% to 79%
B+	07	60% to 69%
B	06	50% to 59%
C	05	40% to 49%
D	04	20% to 39%
F	00	Less than 20%

18. ACADEMIC CREDIT

18.1 To earn academic credit in a subject, a student should get a grading of 'B' or above.

19. PRE-REQUISITE

19.1 Where a prerequisite is specified for a course, the grading of 'C' shall be deemed as satisfying the prerequisite requirement, although such a grading shall not enable the student to earn academic credit in the subject.

20. RECORD OF ACADEMIC POGRESS

20.1 The academic progress of the students shall be maintained in a Grade Card/ Transcript, wherein the grades awarded, grade point and the G.P.A. earned by the student in the examination shall be entered.

20.2 On completion of the academic requirements as prescribed by Regulation, the successful students shall be awarded cumulative grade point average (CGPA), class/division and aggregate % of marks as under:

$$\text{C.G.P.A} = \frac{\text{Total points earned in required no. of units}}{\text{Total unit required to complete the Programme}}$$

i) First class with Distn. = C.G.P.A of 8.00 or more

ii) First Class = C.G.P.A. of 7.00 or more

iii) Second Class = C.G.P.A. of 6.00 to 6.99

iv) Aggregate% of marks = C.G.P.A. x 10

21. PROBATION

21.1 A student getting a grade point average below 5.50 in a semester examination shall be placed on probation and the academic loading shall be provided in Clause 22. The G.P.A. is calculated as under:

$$\text{G.P.A} = \frac{\text{Total No. of grade point earned in a semester Exam.}}{\text{Total No. of unit registered in the semester}}$$

22. ACADEMIC LOADING DURING PROBATION

22.1 If a student gets a G.P.A. below 5.5 in a semester/trimester examination, he/she be placed on probation and allowed to register for the courses offered in the next semester/trimester. The academic loading of the student on probation shall not exceed:

- a) For Full-Time programme 5.0 units.
- b) For Part-Time programme 3.0 units.

22.2 If a student is placed on PROBATION because of his/her performance in the first semester and does not get a grade point average equal to or greater than 5.5 in the next semester examination he/she shall be dropped from the programme.

22.3 If a student is placed on PROBATION because of his/her performance in the first or second trimester and does not get a grade point average equal to or greater than 5.5 in the next trimester examination he/she shall be dropped from the programme.

23. DIRECTED STUDIES FOR FAILED STUDENT

23.1 If a student fails in a course and if for any reason, the Institute is not offering the course in the subsequent semester and if this abnormally delays his/her degree the student may be permitted by the Institute to register for a course of DIRECTED STUDIES as in clause 14 of the Registration, only once during his/her postgraduate Degree Programme. The progressive internal assessment and mode of examination will be the same as in any theory unit. Only one course in the entire degree programme shall be allowed in this category. A student who has already taken DIRECTED STUDIES earlier under Clause 14 is, however, is not allowed to avail this facility.

Provision for Special Semester

If a Postgraduate students is left with maximum of 3.0 units back log including subjects in which he/she was awarded F*/ un-registered / registered subjects, if any, which may cause him/her a delay in completing the degree programme or acquiring the eligibility to appear in a special examination the institute may arrange classes for such courses during the long vacations of the institute normally during the months of June/July. The classes held during the long vacations will constitute a Special Semester which will be governed by the rules and regulations of any normal semester.

The student, who will be registering for this Special Semester, would not be eligible to register in the concurrent Summer Programme

24. AWARD OF POST GRADUATE CERTIFICATE/DIPLOMA/DEGREE

24.1 A students **who has been admitted and has successfully completed** the specific Post Graduate Degree Programme and has passed the stipulated End Semester Examinations

and has secured requisite number of academic credits, may be awarded Post Graduate Certificate/Diploma/Master's Degree as specified hereunder :

- a) **POST-GRADUATE CERTIFICATES** The minimum requirement for a Post Graduate Certificate shall be 6 units of academic credit in M.E./M.Pharm/M.Tech/MUP/MCA/M.Sc programme and 14 units for Management Programme. The requirements in these respects shall be specified under courses of study.
- b) **POST GRADUATE DIPLOMA** The minimum requirement for a **one year** Post- Graduate Diploma shall be 12 units of which a minimum of 5 units shall be from the discipline of the courses undertaken for M.E./M.Pharm./M.Tech/MUP/ MCA/M.Sc programme and **21 units** for Managements Programme. The Post Graduate Diploma with specialization other than MBA may be awarded, if 4 units credit has been earned by the student in the area of specialization.

25. ACADEMIC LOADING

25.1 A students of full time ME/M.Pharm/M.Tech/MUP/MCA shall normally register for minimum of 5.0 units and a maximum of 6.0 units in a semester and for M.Sc programme the academic loading shall be a minimum 5.0 units and maximum of 7.0 units in a semester. For Master of Business Administration programme, the minimum and maximum units registration shall be 5 and 8 respectively in a trimester.

25.2 A student of part-time Post-Graduate Programme shall normally register for a maximum of 4 units for M.E./M.Pharm/M.Tech. and other Post-Graduate Programmes, except M.B.A. Programme in M.B.A . (PT), a student is permitted to register 4 units in first three trimesters and 5 units in subsequent trimesters.

25.3 To be removed from the Postgraduate regulation.

25.4 The academic loading of student on 'PROBATION' shall be governed by clause 22 above.

25.5 The academic loading of a student in a SHORT SEMESTER shall be as laid down by the Head of the concerned Department (s)/ Centre/Collaborative Institute in consultant with Dean, P.G. Studies. However, the maximum academic loading for FT/PT students other than MBA shall not exceeds 3/2 units respectively, for MBA Programme the maximum loading shall be 4/3 units for these FT/PT students respectively from the registered units of the student in which he/she has earned less than 'B' Grade and is not short of attendance in the regular semester/ trimester in the subject(s).

26. MAXIMUM DURATION FOR COMPLETION OF PROGRAMMES

26.1 The maximum duration for the completion of the various programmes shall be as under:

Programme	Normal time	<u>F.T.</u>	Normal time	<u>P.T.</u>
		Maximum time		Maximum time
1. M.E/M.Pharm/M.Tech.	4 Semesters	4 Years	6 Semesters	6 Years
2. M.B.A.	6 Trimesters	4 Years	9 Trimesters	6 Years
3. M. Sc.	4 Semesters	4 Years	6 Semesters	6 Years
4. M.C.A.	6 Semesters	6 Years	9 Trimesters	9 Years

27. TEMPORARY WITHDRAWAL FROM THE SEMESTER PROGRAMME

27.1 If the Institute is satisfied with the bonafides of the reason(s), temporary withdrawal from the semester/ trimester programme may be permitted. The period of temporary withdrawal shall not be counted in the maximum time limit of a Post Graduate (Full-time/Part-time) programme. However, prior approval for such withdrawal should be obtained from the Vice Chancellor for continuing in the programme later. Normally a student will be permitted to discontinue temporarily from the programme only for consecutive two semesters/ trimesters or for a maximum of three semesters/ trimester during the entire span of the programme.

28. INDUCTION OF STUDENTS FROM OTHER INSTITUTIONS

28.1 In the event, the Post-Graduate student from other Institutions wish to be admitted into the Institute's programmes, they shall, in the first instance, submit their syllabi of course undergone and the marks and grades obtained in these courses. These shall be evaluated by the competent Authority of the Institute who will decide the credits to be given to the applicant. On the basis of the recommendation made by the competent authority, the institute may admit the applicant to the Post-Graduate programme of the Institute.

28.2 However, such students shall earn a minimum of 50% of the total units required to qualify for the Postgraduate Degree of the Institute. In case of collaborative programme as laid down in Clause 31 of the Regulation, the participant shall earn a minimum of 8 units at this Institute or as approved by the Technical council.

28.3 Notwithstanding the provision in the Clause of the Regulation, a Post Graduate certificate/Post Graduate Diploma holder may be eligible to take fresh admission in his/her chosen area in the Post Graduate Degree Programme and may be entitled to credits his/her Certificate/Diploma as recommended by the Equivalence Committee of the Institute.

29. FELLOWSHIP/SCHOLARSHIP

29.1 In case where the participants of Post-Graduate Programme are eligible for the award of Fellowship/Scholarship, such cases shall be governed by separate Administrative Instruction which shall be issued by the Institute from time to time.

30. ATTENDANCE REQUIREMENTS

30.1 All Post-Graduate students must fulfill a minimum attendance requirement of 75%. In each course a minimum attendance of 75 percent is required. Those who do not fulfill the requirement in any course shall be automatically awarded F* grade for the course. Any further step or action to be taken will be decided after examining the reasons for the absence.

31. COLLABORATIVE PROGRAMME

31.1 The Institute may scheduled/ approve collaborative Academic Programme(s) with Indian/Foreign Universities/Institution for Degree(s)/Double Degree(s) of participant or any other programme as deemed to be appropriate by the Institute from time to time. Under this programme, the participant will pursue any programme of study, partly/fully in the collaborative Institute, or as approved by the Technical Council.

32. FULL-TIME/ PART-TIME CONVERSION

32.1 A student of a Full-time programme shall normally not be permitted to switch over to a Part-time programme and vice versa. However, a participant of PT/FT Programme may register for the course(s) of the FT/PT, if not offered by his/her programme(s).

33. CHANGE OF CENTRE/PLACE OF STUDIES

33.1 The Centre or place of studies shall normally remain unchanged for both Full-time/ Part-time Programme, except in the case of thesis / project work which may be permissible to be carried out in other Organization(s)/Institute(s) under Clause 13 of the Regulation.

34. SPONSORED PROGRAMME

34.1 The Technical Council may restructure the sponsored programme(s), if any, and shall revise the course contents as deemed to be appropriate from time to time. Normally, such revision should be carried out within 2 years of the commencement of any such programme.

35. DISCIPLINE

35.1 Students are expected to observe discipline behavior/manners inside the Institute/ Centre so as to enhance the image of the Institute/ Centre. Any act which may be considered derogatory shall not be acceptable.

35.2 Notwithstanding the Clause of the Regulation, the Institute may terminate the admission of participant(s) to the Post Graduate Programme, if it is so satisfied.

APPENDIX – I

Rules Regarding Admission of Sponsored Candidates to Postgraduate Courses

1. The Institute may admit persons, who are in gainful employment as ‘Sponsored Students’ to any of the courses covered by this regulation subject to the conditions laid down in following paragraphs.
2. An applicant seeking admission as a sponsored candidate must have obtained at the qualifying degree examination.
 - i. At least 55% marks or equivalent CGPA in the case of Bachelor’s degree examination in Engineering, Technology, Pharmaceutical Science, Architecture and Master’s degree examination in Sciences/ Arts.
- 3.. Candidates who possess the minimum prescribed qualification and are in service in any of the following establishments shall be eligible for admission to the courses as sponsored students-
 - i. Defence or other ministries of the Govt. of India or any other Government Organization.
 - ii. Established Research and Development Organizations
 - iii. Autonomous Public Undertakings
 - iv. QIP Scheme of the Govt. of India
 - v. Universities and recognized technical institutions which are not covered by the QIP Scheme.
 - vi. Such Industries as may be recognized by the Dept./Centre concerned for the purpose.
4. Candidates seeking admission as sponsored students must have at least 2 years full-time services while applying and shall have to produce evidence to the effect that their services in the establishment concerned will be retained.
5. Intending candidates must submit their application on prescribed form through their employers, who will forward the same to the Institute with suitable endorsements as required, so as to reach the Institute by the stipulated date.
6. All sponsored candidates shall satisfy the purpose of their selection for the admission in interview/test/both as stipulated by the concerned Dept./Centre. These provisions are not applicable to candidates selected for admission under the scheme of QIP or Defence sponsorship programme of Government of India.

