

# Academic Regulations

(For All UG and PG Programs)

**Silicon University, Odisha**

Silicon Hills, Patia, Bhubaneswar - 751024

<https://silicon.ac.in>

*Effective From AY 2024-25 Admission Batch*

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## Approval History

ACM#	Date	Resolutions/Revisions
SU-2	17/08/2024	The Academic Regulations of Silicon University was approved by the Academic Council. These regulations shall be effective from the AY 2024-25 admission batch.
SU-4	19/07/2025	The amendments to Section 3.4.1: Branch Change, Section 3.8: Attendance & Leave, and Section 3.12.1: Awards of Merit have been approved by the Academic Council.
SU-5	07/02/2026	The amendments to Sections 3.6, 3.7.3, 3.9.1, 3.9.2, 3.9.3, 3.10.2, 3.11, 3.11.1, 3.11.2 for Practice-Integrated Theory Courses, provision of Honours/Minor for LE students, Course Waiver, and related changes have been approved by the Academic Council.

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## PRELIMINARY

### **Title and Commencement**

These rules may be called the “Silicon University Academic Regulations”. Students of all UG and PG programs of Silicon University admitted from 2024-25 Academic Session (except Lateral Entry students admitted to 2nd Year of B.Tech. programs in the year 2024) onward shall be governed by these rules. These rules shall be effective from the 1st Day of July, 2024.

Students who were admitted from AY 2018-19 up to AY 2023-24 Academic Session and the Lateral Entry students admitted to 2nd Year of UG Engineering programs in AY 2024-25, shall be governed by the existing Academic Rules and Regulations of the then Silicon Institute of Technology (Autonomous) that was in effect at the time of their admission.

### **Repeal and Savings**

All rules, orders and instructions, hitherto in force pertaining to the subject matter of any of the provisions of these rules are hereby repealed.

Provided that, save as otherwise specified in these Rules, any order made, instruction issued, things done or actions taken under the rules, orders, and instruction so repealed shall be deemed made under these rules and shall continue to have force and effect.

## Chapter 1

# Introduction

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### 1.1 Mission

“To become a center of excellence in the fields of technical education & research and create responsible citizens.”

### 1.2 Vision

“To provide the best of Technical skills, Professional ethics and Human values in enriching the discipline of Science, Engineering and Technology for Social development and Nation building.”

### 1.3 Genesis

Silicon Institute of Technology was established in the year 2001 by the Silicon Institute of Technology Trust under the guidance and advice of a panel of accomplished academicians, educational entrepreneurs, industry personnel and educationists having global exposure. Silicon’s Board of Trustees comprises of high caliber professionals with a drive to settle for nothing less than the best.

Silicon has established itself as one of the premier institution for technical education with an excellent academic record in Odisha. The major strength of Silicon is its determination to build an accomplished institution that would move beyond teaching with creative leadership and a culture of teamwork. The institute has been constantly changing and improving to adapt to the needs of students through accepting innovations and embracing modern technology and techniques. Silicon’s endeavour has been to make “success” a habit with the students – whether it is bridging into the corporate world or pursuing higher studies in management or technical research.

Silicon was granted Academic Autonomy by UGC in the year 2018. In the year 2023, Silicon Institute of Technology, Bhubaneswar was upgraded to a University by the Government of Odisha through “The Silicon University, Odisha Act, 2023” (Odisha Act 12 Of 2023) enacted by the Odisha Legislative Assembly and assented to by the Governor on the 10th November, 2023. The Act came into effect from 31st January 2024 after notification issued by the Skill Development & Technical Education, Government of Odisha.

Silicon University is enlisted by UGC in the list of State Private Universities with a 2(f) status and links to Silicon’s website at <https://silicon.ac.in>.

## 1.4 Accreditation

Three UG Programs in Engineering, namely B. Tech. in Computer Science & Engineering, Electronics & Communication Engineering, and Electrical & Electronics Engineering, are accredited by National Board of Accreditation (NBA), AICTE. The institution was also accredited by NAAC with Grade A. Silicon was also ranked at 179 by NIRF (MHRD) for the year 2020, rank 163 for the year 2021, and placed in Band B (Rank 26–50) in ARIIA ranking. In 2024 and 2025, Silicon has been placed in Band 201-300 in NIRF Ranking.

## 1.5 5L Quality Policy

Silicon's quality policy is based on the **5L** principle of *Lectures, Laboratory, Library, Learning, and Leadership*. This 5L policy in our teaching-learning process is intended to produce better engineering professionals through their academic journey at Silicon. In essence, the 5L policy defines the backbone of Silicon University.

### 1.5.1 Lectures

Lectures are the fulcrum of academic knowledge disseminated by our subject experts. They are meticulously designed, developed and delivered in the classroom using a range of methods and platforms. Lectures based on course materials, lesson plans, and curriculum provides the basis for in-depth learning of the subjects. The emphasis is to recognize and impart the higher order skills for problem solving, clarity in concepts, creativity, critical thinking, visualization and idea generation.

### 1.5.2 Laboratory

Silicon's laboratory facilities enable practical hands-on exposure – an essential component of engineering education. The laboratory-based courses have a powerful effect on maximizing the learning outcomes. Emphasis on laboratory activities is instrumental in augmenting theoretical learning and familiarizing the students with the tools and equipment essential to become a successful practicing engineer.

### 1.5.3 Library

A well equipped library offers the resources to encourage inquisitiveness, higher order thinking, and research oriented learning. Silicon's central library provides textbooks, references, periodicals, research journals in both printed & electronic forms, to sharpen the knowledge. Acting as a gateway to knowledge, it promotes a learning culture in the campus. It also offers a place to innovate, contemplate and explore avenues not only in the sciences but in arts and literature as well.

### 1.5.4 Learning

Silicon's policy emphasizes learning through experience, making it learner centric. The mandatory Summer Internship Courses during the first 3 years, and Practice School/Industry Internship in the final year helps enhance the skills, behavior, attitude, values and preferences as well as makes the students industry-ready for a progressive career. The experiential learning

component instills domain-specific skills beyond the curriculum and bridges the gap between industry and academia.

### 1.5.5 Leadership

Promoting leadership quality by infusing responsibility, participation, determination, and enthusiasm enhances purposeful thinking and helps prepare the students to face today's changing times. Leadership quotient being the sum of competency, character, and capability ultimately leads to synergy in the most challenging work place. It enhances team work, collaboration, intuition, and awareness creating better engineering professionals.

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## Chapter 2

# Governance

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This chapter briefly describes the governance of the University with regard to academic matters necessary for students and teachers of the university. For detailed information on all of the Officers and Authorities of the University, please refer to the provisions of the Silicon University Odisha Act 2023 and the Silicon University First Statutes 2024 as applicable.

### 2.1 The Visitor of the University

The Governor of Odisha is the Visitor of the University as per the Silicon University Odisha Act 2023. When present, the Visitor shall preside at the convocation of the University for conferring degrees and diplomas, charters, designations, certificates and medals.

The Visitor has the following powers to be exercised in accordance with the procedure laid down in the Statutes:

1. to call for any paper or information relating to the affairs of the University
2. on the basis of the information received by the Visitor, if he is satisfied that any order, proceeding, or decision taken by any authority of the University is not in conformity with the Act, Statutes or Rules, he may give such advice to the Chairman or the Vice-Chairman as he may deem fit in the interest of the University.

When an advice is received from the Visitor by the Chairman, he is duty-bound to take appropriate action to comply with the advice as early as practicable. The Chairman shall place the advice of the Visitor and the action taken by the University before the Board of Governors in its next meeting.

### 2.2 Officers of the University

The University is empowered to appoint several Officers to ensure proper governance at various levels including academic, financial, examinations, and general administrative functions as prescribed in the Act and the First Statutes of the University.

The following are some of the important Officers appointed by the University who have been referred and/or whose roles fall within the scope of this document:

1. Chairman
2. Vice-Chairman
3. Vice-Chancellor
4. Registrar
5. Finance Officer
6. Controller of Examinations
7. Dean (Instruction)

8. Dean (Student Affairs)
9. Dean (Research and Consultancy)

### 2.2.1 Chairman

The Chairman of the University is nominated from amongst the Trustees of the Sponsoring Body and is the Head of the University as per the Act. The Chairman presides at the meetings of the Board of Governors and any decision resolved in the meetings are given effect to only after obtaining the approval of both Chairman and Vice-Chairman.

The Chairman has the powers conferred by the Act, Statutes or Ordinances made thereunder, which include the following:

1. to preside at the Convocation of the University in the absence of the Visitor.
2. to function as a member and the Chairperson of the Board of Governors of the University.
3. to call for any information or record from any authority or officer of the University.
4. to constitute the first Board of Governors, Board of Management, Academic Council, and Finance Committee as per the transitional provisions of the Act.
5. to appoint the first Vice-Chancellor, the first Registrar, and the first Finance Officer of the University as per the transitional provisions of the Act.
6. to approve the appointment, re-appointment, or termination of the Vice-Chancellor, in accordance with the provisions of the Statutes or Ordinances made thereunder.
7. to approve the appointment, re-appointment, or termination of the members of the faculty, officers or any employee of the University as per the norms of the University.
8. To resolve any conflicts in the manner prescribed in the the Statutes or Ordinances made thereunder.
9. Such other powers as may be approved by the Board of Governors from time to time.

### 2.2.2 Vice-Chairman

The Chairman is empowered to nominate any person from the Board of Governors to be the Vice-Chairman of the University as per the Act. In absence of the Chairman, the Vice-Chairman performs all such functions and exercises all such powers of the Chairman mentioned in the Act and Statutes.

The Vice-Chairman exercises such other powers and performs such other functions as delegated by the Board of Governors and conferred by the Act, Statutes or Ordinances made thereunder.

### 2.2.3 Vice-Chancellor

The Vice-Chancellor is appointed by the Chairman as per the provisions of the Act, and is the principal Executive and Academic Officer of the University to exercise general supervision and control over all of the affairs of the University. Some of the powers and duties of the Vice-Chancellor are as follows:

1. to be present at and address at any stage of any meeting of any authority of the University.
2. to be the Chairman of the Academic Council, Finance Committee, and Examination Committee and be the Chief Examiner of the University.

3. to take appropriate steps for the maintenance of the discipline among the students, teaching staff and other employees of the University.
4. to prepare the strategic goals, development objectives, and implementation plans for the University as per the requirements from time to time;
5. to bring all matters requiring attention of the Board of Governors/Management and supply all such information and records relating to the University as may be required by the Boards or by its Committees.
6. to coordinate the actions or decisions of the Board of Governors to encourage prompt and timely consideration and judicious disposal of the matters.
7. to transfer, depute, and assign specific duties to all officers, teaching and non-teaching staffs and monitor their performance.
8. to institute disciplinary proceedings against any employee or student of the University and take appropriate action or award punishment as per the norms of the University.
9. to preside at the convocation of the University in the absence of the Visitor, Chairman and Vice-Chairman.
10. to have such other powers and perform such duties as may be laid down or may be required by the Board of Governors or Board of Management from time to time.

#### **2.2.4 Registrar**

The Registrar is a whole time officer of the University appointed by the Vice-Chancellor with the approval of the Board of Governors for such period and on such terms and conditions as may be approved by the Board of Management. The Registrar exercises the following powers and performs the following duties:

1. to be responsible for the overall administration and services of the University;
2. to make all correspondences relating to the University and be responsible for proper maintenance of all the records of the University;
3. to enter into agreement or contract, sign documents and authenticate records on behalf of the University;
4. to be responsible for the due custody of the records and the common seal of the University and place all such information and documents as may be necessary for transaction of the business of the University.
5. to issue notices convening the meeting of the Board of Governors, Board of Management, Academic Council, and other Committees and facilitate them with requisite/relevant documents for taking appropriate decisions.
6. to be responsible for admission of the students to the University with assistance of the Dean (Student Affairs) to various programmes offered by the University.
7. to be the in-charge of registration of the students of the University and shall maintain a register of all degrees, diplomas, and certificates conferred by the University.
8. to be responsible for the general discipline of the University office and shall have disciplinary control over the University office, and shall have the power to sanction leave of the University employees working under him.
9. to implement inclusive hiring policies of the University and human resource development for upgradation of knowledge & skills commensurate to the goals and objectives of the University.
10. to exercise such other powers and perform such other duties as may be required from time to time by the Board of Governors, Board of Management, or the Vice-Chancellor.

### 2.2.5 Controller of Examinations

The Controller of Examinations (CoE) is a whole time Professor or Associate Professor of the University on additional duty, and is appointed by the Vice-Chancellor. The Vice-Chancellor is the Chief Examiner of the University.

The Controller of Examinations is responsible for smooth and fair conduction of all examinations of the University observing utmost confidentiality in all processes from question paper setting to publication of results as per the academic calendar of various programmes in such manner as prescribed in the Examination Manual. The CoE has the following powers and performs the following duties:

1. to coordinate the registration process for all examinations for each programme of the University and scrutinize all such cases with reference to the relevant regulations, if any, on collection of prescribed fees.
2. to prepare and announce the schedule of various examinations of different programmes as per academic calendar and circulate them to all concerned well in advance after the same has been approved by the Vice-Chancellor.
3. to coordinate and supervise the process of preparation, moderation and printing of question papers with utmost confidentiality.
4. to coordinate and supervise setting up of examination halls and seating arrangement of candidates, and issue admit cards to eligible students for such courses as per their registration.
5. to make electronic copies of previous years' question papers in course-wise manner available to the students for reference purposes.
6. to appoint Flying Squads, Supervisors, Invigilators, Examiners, Scrutinizers, etc., from amongst the teachers of the University.
7. to issue question papers of such courses in such numbers in sealed condition to the chief invigilator of each examination hall or room and coordinate and supervise conduction of the examinations in a timely and disciplined manner.
8. to investigate any unfair activity by any student, either *suo motu* or promptly upon report from an Invigilator or any other source, and recommend appropriate disciplinary action, which may be up to the extent of removal of culprit's name from the register of University.
9. to investigate any alleged unfair activity by any teacher, invigilator, examiner, or staff of examination section, and communicate the findings to the Vice-Chancellor for taking appropriate disciplinary action.
10. to coordinate and supervise scanning of answer scripts and assigning them to examiners for physical or electronic evaluation as required with appropriate deadline to complete evaluation.
11. to ensure that proper and uniform evaluation is done by the examiners according to the model answers and evaluation schemes and address any discrepancies thereof.
12. to resolve any issues related to electronic evaluation reported by any examiner in a timely manner and ensure that the evaluation and processing of results is completed within the timeline so that the results are published on such dates as specified in the academic calendar.
13. to act as the Member Convener in the meetings of the Examination Committee, Conducting Board, and Disciplinary Committee related to examination activities and obtaining approval of the Vice-Chancellor before publication of results.
14. to maintain under safe custody of all files, examination records, academic records, tabulation records and processing of results, preparation of grade sheets and transcripts, certificates, diplomas and degrees for successful students.

15. to coordinate and supervise printing and distribution of grade sheets, transcripts, provisional certificates, and final diploma or degree certificates.
16. to address any grievances of students in regard to examination processes, evaluation, and results, in consultation with other officers of the University as required.
17. to prepare analysis of results of examinations with pass/fail numbers and percentages, all-clear percentages, average SGPA etc., along with comparative statements with previous examinations, for reporting to the Academic Council.
18. to prepare the list of Gold Medalists and other prize winners, if any, as per the University rules and assist the Vice-Chancellor and other Officers of the University in the conduct of Convocation.
19. to take decision for permanent disposal of old answer scripts and their electronic scanned copies after expiry of such periods in such manner as specified in the Academic Regulations and/or Examination Manual. and
20. to exercise such other powers and perform such other duties as may be laid down or may be required from time to time, by the Board of Governors, Board of Management, Academic Council, or the Vice-Chancellor.

If required, the Vice-Chancellor may appoint one or more Assistant/Deputy Controller of Examinations to assist the CoE in his day-to-day activities.

### 2.2.6 Dean (Instruction)

The Dean (Instruction) is a whole time Professor or Associate Professor of the University on additional duty, and is appointed by the Vice-Chancellor. The Dean (Instruction) has the following powers and performs the following duties:

1. to assist the Registrar and Vice-Chancellor in the day-to-day instructional activities and shall lead the academic processes and governance of all programmes offered by the University.
2. to initiate the meetings of the Board of Studies for framing program curricula, syllabuses and revision of the existing curriculum and syllabus as necessary from time to time.
3. to assist the Registrar for conduction of the meetings of Academic Council and preparation of the minutes of the meeting thereafter.
4. to act as the Member Secretary of the Academic Council in absence of or upon delegation by the Registrar with approval of the Vice-Chancellor.
5. to prepare the Annual Academic Calendar for all academic activities and examinations to be conducted by the University during a year well in advance, preferably at the beginning of each Academic Year and circulate the same to all concerned after it been approved by the Academic Council.
6. to initiate and outline the framework for curriculum design and/or revision, delivery mechanisms and pedagogy of all programmes of the University for effecting excellence in teaching-learning experience and outcome-based education.
7. to advise the library of the University well in advance to initiate procurement of new books as per the approved curricula and syllabus of different programmes.
8. to collect the requirements of teachers and non-teaching technical staff from various Departments and initiate the selection process for those recruitments with the approval of the Vice-Chancellor as per the norms of the University.
9. to monitor and supervise various academic activities and ensure proper coordination between the Heads of Departments and Centres.

10. to monitor the activities of co-curricular Students' Clubs and Chapters of the University as assigned by the Vice-Chancellor.
11. to act as the Chairman of the Conducting Board and be an invited member to Disciplinary Committee related to examinations.
12. to analyze and interpret the academic performance of the students of the University and work with the Heads of Departments and Centres for effecting improvements.
13. to analyze and interpret the feedbacks and surveys on curricula, syllabi, and other academic reports collected from the stakeholders from time to time for effecting improvements in academic planning and execution.
14. to exercise such other powers and perform such other duties as may be prescribed by the Registrar, Vice-Chancellor or Board of Management from time to time.

### 2.2.7 Dean (Student Affairs)

The Dean (Student Affairs) is a whole time Professor or Associate Professor of the University on additional duty, and is appointed by the Vice-Chancellor. The Dean (Student Affairs) has the following powers and performs the following duties:

1. to assist the Registrar, and Vice-Chancellor in the day-to-day activities in regard to student affairs and other events of the University.
2. to assist the Registrar for admission of students to the University and coordinate and monitor the admission campaigns and counselling of prospective students seeking admission to the University.
3. to devise and recommend mechanisms to boost student enrollment, retention and graduation metrics and co-work with other Officers and teachers of the University to achieve the prescribed goals.
4. to be responsible for all matters related to students' affairs and conduct and discipline for all students as per the norms of the University and ensure peace and harmony amongst various sections of students.
5. to extend support for under-represented student groups to ensure their success and cultivate a sense of community, cultural appreciation, mutual cooperation and connection with nature among the students and offer general student advocacy.
6. to liaison with the parents and/or guardians of students with respect to their performance and conduct as and when required.
7. to coordinate and liaison, in regard to all matters related to Foreign and Exchange students, with their corresponding agencies, institutions, or universities.
8. to prepare the calendar of all extra-curricular, cultural, social, recreational and sports activities to be conducted by the University during a year and circulate the same to all concerned after it has been approved by the Vice-Chancellor.
9. to monitor and supervise organization of all of the above activities and events of the University and ensure proper coordination between the teachers, staff and students for smooth and timely conduction of the same in a disciplined manner.
10. to be the Convener of the Anti-Ragging Committee and be responsible to ensure a ragging-free environment in the University at all times.
11. to constitute Anti-Ragging Squads from amongst the teachers and non-teaching technical staff of the University and assign them vigilance duties at such times as required for prevention of ragging.

12. to initiate investigation of any incident of ragging or indiscipline or unpleasant situation between individual or groups of students promptly upon report and recommend appropriate disciplinary action, which may be up to the extent of removal of culprit's name from the register of University.
13. to be an invited member to Disciplinary Committee related to examinations.
14. to act as the Chairman of the Students' Council and work with the Faculty In-Charges or Coordinators, Heads of Departments and Centres, and office bearers of extra-curricular Students' Clubs and Committees for general counselling and development of leadership and management skills in students.
15. he shall act as the Chairman of the Residence Committee and coordinate with the Wardens and staff of all Students' Residences, Canteens and/or Food Courts and related amenities for their smooth functioning and look after their overall management and development.
16. to supervise the work of security staff to ensure security of students of the University and its Students' Residences and related amenities.
17. to coordinate with Law & Order authorities with respect to students' discipline along with the Registrar and be responsible for arranging medical assistance for any student in cases of emergency.
18. to prepare the annual and/or supplementary budget for all extra-curricular, cultural, recreational and sports related intra- or inter-university events and submit the same to the Finance Officer for scrutiny and inclusion in the budget of the University.
19. to exercise such other powers and perform such other duties as may be prescribed by the Registrar, Vice-Chancellor or Board of Management from time to time.

### 2.2.8 Dean (Research and Consultancy)

The Dean (Research and Consultancy) is a whole time Professor or Associate Professor of the University on additional duty and is appointed by the Vice-Chancellor. The Dean (Research and Consultancy) has the following powers and performs the following duties:

1. to coordinate with the heads of the departments and centres for promoting research activities by members of faculty, research scholars and students and creation of advanced research facilities and laboratories in the University;
2. to plan, coordinate, and monitor the activities of co-curricular Students' Clubs and Chapters of the University as assigned by the Vice-Chancellor to promote research aptitude among the students;
3. to be responsible for monitoring and maintaining all records pertaining to all research activities, publications, patents, and intellectual properties of the University;
4. to initiate the process for entering into agreements and memoranda of understanding with other institutes and universities for promoting collaborative research activities;
5. to advise the library of the University for procurement of books, journals, conference proceedings and the like required for conducting advanced research;
6. to formulate and determine policies, guidelines, and rules and regulations on Ph.D. and Post-Doctoral programmes offered by the university and be responsible for their implementation after approval by the Academic Council;
7. to maintain all records of seminars, conferences, symposia, workshops, Faculty Development or Short-term Training Programs and the like, organized and conducted by the University and their attendees;

8. to initiate, coordinate and monitor the preparation and submission of proposals for obtaining research grants from various funding agencies and maintain all records of such grants received thereof and their utilization;
9. to initiate, coordinate and monitor all sponsored research and consultancy projects obtained by the University and maintain all records of all moneys received thereof and their utilization;
10. to prepare the list of members of faculty and research scholars for grant of various research promotion allowances, incentives, and fellowships as may be prescribed by the Board of Management;
11. to prepare the annual and/or supplementary budget for expenditures of recurring and non-recurring nature for all research related activities of the University and submit the same to the Finance Officer for scrutiny and inclusion in the budget of the University;
12. to exercise such other powers and perform such other duties as may be prescribed by the Registrar, Vice-Chancellor or Board of Management from time to time.

### 2.2.9 Finance Officer

The Finance Officer is a whole time officer of the University and is appointed by the Chairman. He works under the control of the Vice-Chancellor.

The Finance Officer is responsible to the Board of Governors, Board of Management and Vice-Chancellor for ensuring that no expenditure outside the budget is incurred by the University and shall disallow any expenditure which is not permissible under the Act, Statutes, or Rules of the University. The duties and responsibilities of the Finance Officer includes the following:

1. to receive all payments, contributions, grants, gifts and endowments made in favour of or for the purpose of the University and maintain the accounts of the University in such manners as prescribed by the Board of Governors.
2. to ensure proper management and investment of the funds of the University including endowment funds, corporate and other grants, and royalties on intellectual properties and licenses, and exercise general supervision of such funds.
3. to ensure that all moneys are expended for the purposes for which they are granted or allotted by the appropriate authority.
4. to maintain and develop business procedures for the use of students' loan and scholarship funds and act as the Treasurer for all funds contributed for students' societies, chapters, or clubs of the University and maintain the accounts of respective societies.
5. to prepare the Annual Budget and Supplementary Budget of the University by including the budget estimates submitted by other officers and establishments after due scrutiny.
6. to prepare the utilization certificates for funds received from the Government, UGC/AICTE, or other funding agencies and cause them to be sent in time to the appropriate authority.
7. to exercise such other powers and perform such other duties as may be laid down or may be required from time to time, by the Board of Governors, Board of Management, or the Vice-Chancellor.

## 2.3 Authorities of the University

The Authorities of the University consists of several statutory bodies or committees to ensure proper governance at various levels including academic, financial, examinations, and general administrative functions.

The following are some of the statutory bodies or committees constituted as per the Silicon University Odisha Act 2023, Silicon University First Statutes 2024, and the guidelines of the Regulatory Bodies for smooth conduction of all academic activities of the University:

1. Board of Governors
2. Board of Management
3. Academic Council
4. Board of Studies
5. Finance Committee
6. Examination Committee
7. Conducting Board

## 2.4 Board of Governors

The Board of Governors is the principal executive body and principal governing body of the University. It determines and frames the general policies to offer a transparent and effective governance in building and developing the University in accordance to its long-term vision and objectives. The Board of Governors lays down the overall guiding principles for the University.

### 2.4.1 Composition

The Board of Governors consists of the following members:

1. The Chairman of the University (Chairman)
2. The Vice-Chairman of the University
3. The Vice-Chancellor
4. Five persons nominated by the Trust who are eminent scholars, educationists, industrialists, technologists, artists, doctors, public servants or persons of repute
5. Two experts nominated by the State Government
6. One members of the Odisha Legislative Assembly nominated by the Speaker
7. The Secretary to Government, Skill Development and Technical Education Department
8. Two Deans of the University by rotation nominated by the Chairman
9. One expert of Finance nominated by the Chairman

The Registrar of the University serves as the Ex-officio Secretary of the Board of Governors.

### 2.4.2 Role of Board of Governors

The main objective of the Board of Governors is to offer a transparent and effective governance in building and developing the University, considering the needs of all stakeholders. The primary roles of the Board of Governors are:

1. to determine and lay down all policies to be pursued by the University and exercise general supervision and control of the functioning of the University.
2. to review the policies and programmes of the University and suggest appropriate measures for effecting improvements and overall development of the University.

3. to make new or additional Statutes, Ordinances and Rules or amend or repeal the earlier Statutes, Ordinances and Rules in accordance to the provisions of the Act.
4. to review decisions of other authorities of the University and modify or revoke the same if they are not in conformity with the provisions of the Act or the Statutes or Ordinances or the Rules made thereunder.
5. to consider and approve the Annual and/or Supplementary Budget of the University and render general advice on deployment and utilization of the funds.
6. to appoint the Statutory Auditors of the University.
7. to consider the Annual Report and the Annual Accounts together with the Audited Reports of the University. .
8. to examine, consider and approve other proposals and recommendations of the Board of Management of the University with or without modification.
9. to advise on matters referred by the Board of Management, Vice-Chancellor or other authorities of the University.
10. to advise on matters related to admission of students, existing and new courses of study and the fees thereof, the qualifications and requirements for the award of degrees, diplomas, certificates and other academic distinctions.
11. consider *suo motu* or on reference by other officers or authorities of the University any matter and recommend for such actions as necessary.
12. to take such decisions and perform such functions as necessary in accordance to the objectives and powers of the University under the provisions of the Act.

The Board of Governors looks into compliance, accreditation, ranking, administrative, academic, financial or such other matters for effecting development and continued improvement in the quality of education and recognition of the University at the national or international level.

Without prejudice to the generality of the objectives defined in the Act, Statutes, Rules and matters specifically dealt within the rules, the Board of Governors has the powers to take all such actions as deemed to be essential and conducive for the attainment of the objectives of the University, provided the same do not conflict with the rules, regulations, and guidelines of the Regulatory Bodies and the Laws of the State or Central Government.

## 2.5 Board of Management

The Board of Management is an executive body reporting to the Board of Governors of the University primarily looks into implementation of the general policies and procedures laid down by the Board of Governors and the operational aspects in accordance to the objectives of the University.

The Board of Management also determines, frames, amends or repeals different rules and regulations in accordance to the policies laid down by the Board of Governors for transparent and effective governance of various activities based on the recommendations of other officers, authorities and committees of the University.

### 2.5.1 Composition

The Board of Management consists of the following members:

1. The Vice-Chancellor (Chairman)

2. The Registrar (Ex-officio Secretary)
3. The Finance Officer
4. Two Members of the Board of Governors nominated by the Trust
5. Three Deans of the University nominated by the Vice-Chancellor
6. Two Professors of the University nominated by the Vice-Chancellor
7. Such other members as may be prescribed by the Board of Governors

### 2.5.2 Role of the Board of Management

The Board of Management has the following powers and performs the following functions:

1. to implement the general policies and procedures laid down by the Board of Governors and look into their implementation in the operational aspects of the University.
2. to determine, frame and recommend new policies or amend or repeal of existing policies for different activities of the University for effecting improvements in operational efficiency.
3. to determine, frame and recommend the Board of Governors in regard to establishment of new departments or centres in the University for offering new programmes and/or courses of studies by the University.
4. to examine and frame policies related to admission of students to various courses of study and the fees thereof and requirements for the award of degrees, diplomas, certificates or other academic distinctions.
5. to examine and approve the proposals of the Academic Council for conferment of various academic degrees and distinctions and obtain confirmation of the Board of Governors before conferment of the same.
6. to examine the recommendation of the Finance Committee in regard to various fees and caution moneys in accordance to the norms and guidelines prescribed by the Regulatory Bodies.
7. to determine, plan and recommend creation or upgradation of infrastructure, laboratories, equipment and other facilities of the University.
8. to determine, frame and recommend new policies or amend or repeal of existing policies for different welfare schemes for employees and students of the University.
9. to advise actions for improvement of standards of teaching, examinations, research, extension and other academic matters of the University that as and when necessary.
10. to examine the requirement of teachers, non-teaching technical staff, and other non-technical or support staff in different Schools, Departments or Centres and approve the criteria and selection process for the same.
11. to exercise a closer supervision and control on regular functioning of various curricular, co-curricular, extra-curricular, and extension activities of the University.
12. to exercise a closer supervision and control on various financial aspects and operations of the University and maintenance of proper financial discipline as per the Law and Government directives.
13. to scrutinize, review and recommend for the Annual and/or Supplementary Budget of the University to the Board of Governors for approval.
14. to examine and recommend the Annual Report, Action Taken Report and Audit Reports to the Board of Governors.
15. to approve the Holiday List of the University to be recommended by the Vice-Chancellor.

16. to establish and maintain cohesiveness, transparency, uniformity and effectiveness in implementation of the policies and smooth functioning of the University.
17. to ensure proper coordination between the officers, authorities, committees or cells of the University.
18. to consider *suo motu* or on reference by other officers or authorities of the University any matter and take such decisions or recommend for such actions as necessary
19. to exercise such other powers and perform such other functions as prescribed by the Board of Governors from time to time.

## 2.6 Academic Council

The Academic Council is the principal academic body in the University and shall coordinate all of the academic programmes and policies and define all such regulations required for maintenance of standards of instructions, research, education, examination, evaluation, publication and approval of results, and award of degrees within the University.

The Academic Council is solely responsible for all academic matters, such as, framing of academic policies, rules & regulations, approval of programmes and their curriculum structure & detailed syllabuses, etc. The decisions taken or recommendations made by the Academic Council are placed before the Board of Management and then to the Board of Governors for final approval for implementation as required.

### 2.6.1 Composition

The Academic Council consists of the following members:

1. The Vice-Chancellor (Chairman)
2. The Registrar (Ex-officio Secretary)
3. Director of Constituent Institutes (if any)
4. The Controller of Examinations
5. The Dean (Instruction)
6. All other Deans of the University
7. All Heads of Departments and Centres of the University
8. Three Professors of the University nominated by the Vice-Chancellor
9. Four external educationalists of repute, not below the rank of Professor from outside the University nominated by the Chairman
10. One member from the Industry with not less than ten years of experience nominated by the Vice-Chancellor
11. One alumni member (preferably with Ph.D.) nominated by the Vice-Chancellor
12. Up to two student members in each Academic Year based on their academic performance from UG and PG programmes (preferably one boy and one girl) co-opted by the Vice-Chancellor
13. Such other person(s) of repute as may be nominated by the Chairman

The term of office of the nominated members shall be three years and after expiration of the term he may be re-nominated for another term not exceeding three years. The Vice-Chancellor, with approval of the Chairman, may withdraw a nominated member before expiration of the term, if in his opinion there is a conflict of interest or the member is ineffective.

## 2.6.2 Role of the Academic Council

The Academic Council exercises the following powers and performs the following functions:

1. to determine the courses of studies or programmes to be offered by the University and recommend the same to the Board of Management.
2. to recommend and prescribe the requirements for programmes or courses of study leading to the award of degrees, diplomas, certificates and other academic distinctions to be offered by the University.
3. to recommend new programmes or courses of study to be introduced keeping in view the advancements in technology and the needs of the industry.
4. to determine and prescribe the qualifications for admission of students to various courses of studies and to research degrees and to the examinations and conditions under which exemptions may be granted.
5. to formulate and prescribe the academic policies, guidelines, rules and regulations in regard to all courses of studies offered by the University, to amend or repeal the same and to take decisions on all academic matters thereon commensurate to the norms of Government and/or Regulatory Bodies as applicable.
6. to scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to the courses of study, curricula and syllabi and/or revisions thereof, instructional and examination arrangements, methods and procedures relevant thereto, provided that wherever the Academic Council differs on any proposal, it shall have the right to return the matter to the Board of Studies for reconsideration or reject the same with reasons thereof.
7. to conduct review of courses and programmes offered, structure and contents of curricula and syllabi and recommend modifications thereto for effecting improvement in quality of education and employment opportunities.
8. to determine the policies, guidelines, rules and regulations for scholarships, studentships, research assistantships or fellowships, and such aids to be granted by the University and recommend the same to the Board of Management for approval.
9. to approve the Annual Academic Calendar of the University and modification(s) to the same due to unforeseen circumstances if any.
10. to recognize, subject to the approval of the Board of Management, the examinations of other recognized universities equivalent to the corresponding examinations of the University through the recommendation of an Equivalence Committee constituted by the Vice-Chancellor.
11. to approve the results of examinations recommended by the Conducting Board and analyze and interpret the performance of students and suggest modifications to the methods and procedures of examinations and/or evaluation wherever necessary.
12. to recommend the list of successful candidates who have completed the prescribed requirements for the award of degrees, diplomas, certificates, medals and prizes by the University to the Board of Governors for approval.
13. to consider the annual academic reports and make suggestions thereon to the Board of Management in regard to academic activities necessary to accelerate modernization and improvement of standards of education, innovation and research.
14. to consider *suo motu* or on reference by other officers or authorities of the University any academic matter and forward its recommendations to the Chairman for such actions as it may deem necessary.

15. to constitute different sub-committees to look into and recommend on specific academic matters of the University as and when required, and consider the reports submitted by such sub-committees in the next meeting.
16. to exercise such other powers and perform such other functions as may be laid down or may be required from time to time by the Board of Governors, Board of Management, or the Vice-Chancellor.

### 2.6.3 Meetings

The meetings of the Academic Council are convened at least 02 (two) times a year. The Vice-Chancellor is empowered to call for a meeting of the Academic Council at any time of the year with a short notice if a need so arises.

The Registrar, who is the ex-officio Secretary of the Academic Council, informs all members of the Academic Council at least fifteen days before the date of the meeting by sending the agenda of the meeting along with other necessary documents for reference of the members prior to the meeting.

One-third of the total members of the Academic Council, including the Vice-Chancellor and the Registrar, with at least one of the external experts present in office on the date of the meeting forms the quorum for a meeting of the Academic Council.

After each meeting, the Registrar in consultation with the Dean (Instruction) prepares the minutes of the meeting, and after approval by the Vice-Chancellor, sends a copy thereof to all the members of the council for confirmation.

The Board of Governors, Chairman, Vice-Chairman, or the Board of Management may refer any other matter related to academics to the Academic Council from time to time for effecting improvements in quality of education in the University.

## 2.7 Boards of Studies

The University has a Board of Studies for each branch or discipline of study as decided by the Academic Council or for each School, Department or Centre. The Boards of Studies are the basic constituent committees of the academic system of the University.

### 2.7.1 Composition

The Board of Studies of each School, Department or Centre consists of the following members:

1. The Dean of the School or the Head of the Department or Centre (Chairman)
2. All Professors of the School or Department or Centre
3. All Emeritus or Visiting Professors and Academic or Research Advisors of the University associated with the branches of study or the School, Department or Centre
4. Two Associate Professors of the School, Department or Centre to be nominated by the Dean (Instruction)
5. Two Assistant Professors of the School, Department or Centre having at least five years of teaching experience in the Department or University to be nominated by the Dean (Instruction) on recommendation of the Dean of School or Head of the Department or Centre
6. Two external experts, or one external expert per discipline wherever applicable, preferably of the rank of Professor from outside the University, to be nominated by the Vice-Chancellor

7. One external person having at least five years of experience from an Industry related to the branches of study as applicable, to be nominated by the Vice-Chancellor
8. One student or alumni member to be nominated by the Dean (Instruction) on recommendation of the Dean of School or Head of the Department or Centre

The Vice-Chancellor may constitute Joint or Common Board of Studies taking members from amongst the members of other Boards of Studies for common curricula covering multiple branches of study or for common courses for all branches of study.

The term of office of the nominated members shall be three years and after expiration of the term he may be re-nominated for another term not exceeding three years.

The Vice-Chancellor, upon recommendation of Dean (Instruction) and with approval of the Board of Management, may withdraw a nominated member before expiration of the term, if in his opinion there is a conflict of interest or the member is ineffective.

### 2.7.2 Role of Board of Studies

The Boards of Studies has the following powers and performs the following functions:

1. to frame the curriculum and syllabus for various courses as per the Academic Regulations keeping in view the objectives of the University and the national requirements for consideration and approval of the Academic Council.
2. to review existing curricula and syllabi of various courses and suggest revisions to the same based on advancements in technology and current and/or future needs of the industry for effecting excellence in education by the University.
3. to examine any proposal for introduction of any new programmes or interdisciplinary courses for the award of a degree, diploma or certificate and frame the eligibility criteria for admission of students and methods of conduction of admission tests as applicable for consideration of the Academic Council.
4. to review and suggest methodologies and improvements in teaching-learning processes in regard to lectures, laboratory practices, examination and assessment techniques for consideration of the Academic Council.
5. to review the question papers of various examinations conducted after the previous meeting and suggest changes to the pattern, style, or standard of questions and their marks for consideration of the Academic Council.
6. to analyze, interpret and review the results of the examinations and suggest methodologies in the teaching-learning practices, question paper setting and evaluation for effecting improvement to the same.
7. to analyze, interpret and review the research activities, publications, sponsored research and consultancy projects and their outcomes by the teachers, research scholars and students of the Department, and suggest necessary actions to be taken for effecting improvements the same.
8. to review and suggest creation or upgradation of infrastructure, laboratories, and other facilities for effecting improvement in academic, research, extension, and outreach activities of the Department.
9. to consider *suo motu* or on reference by other officers or authorities of the University any academic or co-curricular matter and forward its recommendations to the Vice-Chancellor for such actions as it may deem necessary.
10. to exercise such other powers and discharge such other functions as assigned by the Academic Council or the Board of Management from time to time.

### 2.7.3 Meetings

The meetings of the Boards of Studies are convened at least 02 (two) times a year. The Dean (Instruction), with approval of the Vice-Chancellor, draws the schedule for these meetings.

The Dean of the School or the Head of the Department or Centre, with approval of the Vice-Chancellor, may call for a meeting of the Board of Studies at any time of the year with a short notice if a need so arises.

The Dean of the School or Head of the Department or Centre, who is the ex-officio Chairman of the Board of Studies, informs all members of the Board of Studies at least fifteen days before the date of the meeting by sending the agenda of the meeting along with other necessary documents for reference of the members prior to the meeting.

One-third of the total members of the Board of Studies, including the Head of the Department, with at least one of the external members present in the meeting forms the quorum for a meeting of the Board of Studies.

After each meeting, the Head of the Department prepare the minutes of the meeting, and after approval by the Dean (Instruction), sends a copy thereof to all the members.

The Academic Council, Vice-Chancellor, or the Dean (Instruction) may refer any other matter related to academics to the Board of Studies for effecting improvements in quality of education in the University.

## 2.8 Finance Committee

The Finance Committee is the principal financial body of the University to take care of the financial matters and co-ordinates and exercises general supervision and control over all financial matters of the University.

The Finance Committee is the custodian of the Corpus Fund, General Fund, and Development Fund of the University and is responsible for management of the funds strictly in accordance to the policies, norms and guidelines laid down by the University.

### 2.8.1 Composition

The Finance Committee consists of the following members:

1. The Vice-Chancellor (Chairman)
2. The Registrar (ex-officio Secretary)
3. The Finance Officer
4. Two members of the Board of Management nominated by the Chairman
5. Two Experts of financial matters nominated by the Chairman

The term of office of the nominated members shall be three years and after expiration of the term he may be re-nominated for another term not exceeding three years.

The Vice-Chancellor, with approval of the Chairman, may withdraw a member before expiration of the term, if in his opinion there is a conflict of interest or the member is ineffective or causing problems in transact of business of the Finance Committee with malafide or other intentions.

## 2.8.2 Role of Finance Committee

The Finance Committee is an advisory body to the Vice-Chancellor, Board of Management, and the Board of Governors. It exercises the following powers and performs the following functions:

1. to determine and formulate the policies, guidelines, rules and regulations and processes for all financial matters of the University and make necessary revisions to the same as required.
2. to determine and recommend the fees for various courses of study including tuition fee, development fee, residential fees, examination fees in accordance with the policies and norms prescribed by the University.
3. to determine and recommend the amount of caution money to be collected by the different establishments of the University and the policies for refund of the same after the completion of the course.
4. to determine and recommend the scheme for providing concession in various fees payable to the University by the students belonging to SC, ST, EWS, and Women from the State of Odisha after due verification of the documents.
5. to watch the progress of all receipts and expenditures provided in the budget and make necessary recommendations for effecting improvements in financial health of the University.
6. to prepare the final draft of the Annual and/or Supplementary Budget of the University and place it before the Board of Governors for approval.
7. to recommend appropriate deployment of funds for the specified purposes for the objectives and greater benefits of the University.
8. to exercise such other powers and perform such other functions as may be laid down or may be required from time to time by the Board of Governors.

## 2.9 Examination Committee

The Examination Committee is the principal body to coordinate, execute, monitor, and regulate all matters related to conduct of examinations and publication of results thereof for all curricular programmes offered by the University. The Vice-Chancellor is the Chief Examiner of the University.

The Examination Committee is solely responsible for scheduling of examinations, question paper setting, invigilation, fair evaluation, and publication of results in time as per the Academic Calendar of the University.

### 2.9.1 Composition

The Examination Committee consists of the following members:

1. The Vice-Chancellor (Chairman);
2. The Controller of Examinations (ex-officio Secretary)
3. Director of each constituent institute (if any)
4. The Assistant or Deputy Controller(s) of Examinations (if any)
5. The Dean (Instruction)
6. The Dean (Student Affairs)
7. Examination Coordinators from each School, Department or Centre nominated by the Controller of Examinations

The number of Examination Coordinators nominated from each School, Department or Centre is determined by the Controller of Examinations based on the number of students and/or programmes offered by the School, Department or Centre.

The term of office of the nominated members is three years and after expiration of the term one may be re-nominated for another term not exceeding three years. The Controller of Examinations, with approval of the Vice-Chancellor, may also invite other Deans of the University and Heads of Departments and/or other senior teachers depending on the agenda and/or action items to a meeting.

All members of the Examination Committee are responsible for maintaining full confidentiality and vigilance in all matters related to question paper setting and printing, conduction of examinations, evaluation, and result publication.

The Controller of Examinations, with approval of the Vice-Chancellor, may withdraw a nominated member before expiration of the term, if in his opinion there is a conflict of interest or the member is ineffective.

## 2.9.2 Role of Examination Committee

The Examination Committee has the following duties & responsibilities and performs the following functions:

1. to determine, frame, amend or repeal the policies, guidelines, rules and regulations governing all matters related to registration, question paper setting, examinations, evaluation, and publication of results for all programmes of the University.
2. to scrutinize, alter and approve the appointment of question paper setters and examiners for various examinations recommended by the Board of Studies, Dean of School, or Head of the Department or Centre, as the case may be.
3. to determine and frame the schedules of various examinations in accordance to the Academic Calendar of the University as approved by the Academic Council.
4. to coordinate, supervise and monitor all examination processes to ensure smooth and fair conduction of examinations, timely evaluation and result publication.
5. to consider the cases of indiscipline or malpractice in the examinations as reported by the Invigilators and Center Superintendent through the Controller of Examinations and award punishment as deemed fit which may be up to the extent of removal of culprit's name from the register of University.
6. to analyze and interpret the results of each examination and prepare comparative statements thereof for reporting to the Board of Studies and Academic Council.
7. to prepare the list of candidates for conferment of degrees, diplomas, or certificates after due verification of the results of the examinations and recommend the same to the Academic Council.
8. to examine the remarks or suggestions of the Conducting Board, Board of Studies, Academic Council, Board of Management, or Board of Governors and take necessary actions and/or remedial steps as deemed fit.
9. to examine and address grievances of any student regarding registration, examination, evaluation and results and take appropriate decision in accordance to the rules and regulations of the University.
10. to discharge such other duties and perform such other functions as may be prescribed by the Vice-Chancellor from time to time.

The meetings of the Examination Committee are convened at least 03 (three) times a semester i.e., not less than 06 (six) times a year. However, the Controller of Examinations, with the approval of the Vice-Chancellor, may call for a meeting as and when required.

The decisions taken or recommendations made by the Examination Committee are placed before the Board of Management for approval and implementation. The Controller of Examinations communicates the decisions to the concerned person(s) as required.

## **2.10 The Conducting Board**

The Conducting Board is the principal body to monitor the conduct of examinations and to analyze the performance of students in the examinations.

### **2.10.1 Composition**

The Conducting Board consists of the following members:

1. The Dean (Instruction) – Chairman
2. The Controller of Examinations – Convener
3. The Assistant or Deputy Controller(s) of Examinations (if any) – Ex-officio Secretary
4. The Dean (Student Affairs)
5. The Deans of Schools
6. The Heads of Departments or Centres
7. Two senior Professors nominated by the Vice-Chancellor
8. Other invitee(s) for expert opinion as per requirement

The term of office of the nominated members shall be three years and after expiration of the term one may be re-nominated for another term not exceeding three years.

All members of the Conducting Board shall be responsible for maintaining full confidentiality all matters related to evaluation, tabulation and result publication.

The Dean (Instruction), with approval of the Vice-Chancellor, may withdraw a nominated member before expiration of the term, if in his opinion there is a conflict of interest or the member is ineffective or causing obstructions in transact of business of the Conducting Board or willful leakage of any confidential information.

### **2.10.2 Role of Conducting Board**

The Conducting Board has the following duties and responsibilities and perform the following functions:

1. to monitor the conduct of all examinations and scrutinize the question pattern, evaluation process, and the results in each course of such examinations conducted.
2. to examine the marks awarded by the respective teachers for the Teacher's Assessment component to ensure that all teachers of the University fairly assess the performance of students through continuous evaluation.
3. to examine the marks awarded by respective teachers for the Practical/Laboratory courses to ensure fair assessment of the performance of students by the respective teachers.

4. to scrutinize and examine the marks awarded in all written examinations to ensure rational, uniform and fair evaluation of the answer scripts by all examiners as per the model answer and evaluation scheme.
5. to examine the question papers of courses to determine presence of any question(s) that are out of syllabus, ambiguous, erroneous, confusing or has incomplete data and consider modification of the marks awarded as deemed fit by expert opinion.
6. to pass the results of End Semester, Annual or Supplementary Examinations.
7. to analyze and interpret the results and recommend remedial measures such as changes in question pattern or evaluation process, conduct of re-examination in one or more courses etc., for consideration of the Examination Committee.
8. to recommend award of punishment for any malpractice or indiscipline by any candidate or remedial action for any negligence or lack of vigilance by any Invigilator during conduct of any examination.
9. to discharge such other duties and perform such other functions as may be prescribed by the Vice-Chancellor from time to time.

The Conducting Board meets before the publication of results of each End Semester, Annual or Supplementary Examination and the results recommended by the Conducting Board are published after obtaining the consent of the Vice-Chancellor. After post-publication scrutiny, the final results are placed before the Academic Council for approval.

The decisions taken by the Conducting Board are recorded and signed by all members present and are preserved in the confidential file by the Controller of Examinations.

Any other recommendations made by the Conducting Board are confidentially communicated to the concerned persons by the Controller of Examinations as applicable.

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# Academic Regulations

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### 3.1 Definitions and Nomenclature

1. In these regulations unless the context otherwise specifies:
  - a. **“University”** means the Silicon University, Odisha as constituted by the Act.
  - b. **“Institute”** means a constituent unit or school or campus, either existing or established by and integrated into the University at present or in future.
  - c. **“Regulatory Body”** means a Body established by the Central Government or State Government for laying down norms and conditions for ensuring standard of higher education such as AICTE, UGC, and other such Bodies established by the Central or State Government for the purpose.
  - d. **“Program”** means an educational course leading to the award of a Degree or certificate like B. Tech., M. Tech., MCA, Integrated MCA, M. Sc, or Ph. D.
  - e. **“Branch”** means a discipline of study like ‘Computer Science and Engineering’, ‘Electronics and Communication Engineering’ etc.
  - f. **“Academic Year”** means the year commencing on the first day of July of a calendar year and closing with the thirtieth day of June of the next calendar year.
  - g. **“Semester”** means a half-yearly period in each Academic Year. The first part from July to December is the Odd/Autumn semester and the second part from January to June is the Even/Spring semester.
  - h. **“Course”** means a component of a program, sometimes referred to as “subject” like Mathematics, Physics, etc., as prescribed in the approved curriculum of the program.
  - i. **“Credit”** means a unit by which the course work is measured and determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work per week.
  - j. **“Credit Point”** means the product of Grade Point and number of Credits for a course.
  - k. **“Choice Based Credit system (CBCS)”** means a system that provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/honours/minor or skill-based courses.
  - l. **“Credit Based Semester System (CBSS)”**: Under the CBSS, the requirement for awarding a degree or certificate is prescribed in terms of number of credits to be completed by the students. Number of Credits to be earned by a student for award of degree shall be as per the respective curriculum approved by the Academic Council. The number of credits required for award of degree shall be reduced by the total credits of 1st Year (i.e., credits of 1st and 2nd semesters) and the credit of Summer Internship after 1st Year (if any) for the programs where admission directly into the 2nd Year through Lateral Entry is permitted.
  - m. **“Grade”** means an index of the performance of students in a said course. Grades are denoted by the letters O, E, A, B, C, D, U, X, and W. The grades U and X are considered as backlog grades.

- n. **“Grade Point”** means a numerical value (0 to 10) assigned to each course credit as per the grade obtained in the course.
  - o. **“Semester Grade Point Average (SGPA)”** is a measure of a student’s performance in a semester. It is the ratio of total credit points secured in the courses of a semester and the total credits of that semester. SGPA is usually expressed up to two decimal places.
  - p. **“Cumulative Grade Point Average (CGPA)”** is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by in the courses in all semesters and the sum of the total credits of all courses in all the semesters. CGPA is usually expressed up to two decimal places.
  - q. **“Fees”** means tuition fee and any other fee charged from a student payable at the time of admission or at any other time for the purpose undertaking education in a program offered by the University.
  - r. **“Dues”** means the Fees and any other charges for lodging, boarding, transportation, memberships in clubs or chapters, etc., payable by a student to the University at any point of time.
  - s. **“Department”** means the departments or centres of studies of the University delivering education in a domain of knowledge leading to the award of a degree.
  - t. **“Teacher”**, also referred to as a faculty member, means a Professor, Associate Professor or Assistant Professor or such other person appointed for imparting education in the University.
  - u. **“Head of the Department (HoD)”** means the faculty member of a department who is assigned to perform all administrative activities and coordination of all academic activities within the department.
  - v. **“Faculty In-Charge (FIC)”** means a teacher of the University who is entrusted with general administration and control of one or more facilities, establishments units, clubs or cells of the University requiring a higher level of authority.
  - w. **“Faculty Coordinator (FC)”** means a teacher of the University who is entrusted with general administration and control of a specific facility, establishment, unit, club, or cell of the University.
  - x. **“Faculty Advisor (FA)”** means a teacher of the University who is assigned with a group of students to monitor their academic progress, provide appropriate information regarding rules & regulations, and advise them as and when required.
2. Unless otherwise explicitly mentioned:
    - a. Words importing the masculine gender also include the feminine gender.
    - b. Words in the singular include the plural and words in the plural include the singular.
    - c. Words or expressions shall extend to the grammatical variations and cognate expressions of such words or expressions.
    - d. Words and expressions used in these regulations but not defined here, if defined in the Statutes, shall have the meanings respectively assigned to them in the Statutes.

## 3.2 Curricular Programs

1. The provisions contained in these regulations govern the conditions for imparting courses of instruction, conducting examinations and evaluation of students’ performance leading to the award of a Degree of:
  - Bachelor of Technology (B.Tech.),

- Master in Computer Applications (MCA),
  - Integrated Master in Computer Applications (IMCA),
  - Master of Technology (M.Tech.), and
  - Master of Science (M.Sc.).
2. The following nomenclatures shall be used for the programs leading to the award of a degree under the University, as required by AICTE and UGC:

**Under Graduate (UG) Programs:**

- a. Bachelor of Technology (B. Tech.) programs in:
  - i. Computer Science & Engineering
  - ii. Electronics & Communication Engineering
  - iii. Electrical & Electronics Engineering
  - iv. Electronics & Instrumentation Engineering
  - v. Electronics Engineering (VLSI Design & Technology)

**Post Graduate (PG) Programs:**

- a. Master in Computer Applications (MCA)
  - b. Integrated Master of Computer Applications (IMCA)
  - c. Master of Technology (M. Tech.) programs in:
    - i. Computer Science & Engineering
    - ii. Electronics & Communication Engineering
    - iii. Power Engineering & Energy Systems
  - d. Master of Science (M. Sc.) programs as:
    - i. M. Sc. (Data Science)
    - ii. M. Sc. (VLSI)
    - iii. M. Sc. (Embedded Electronics & IIoT)
    - iv. M. Sc. (Molecular Medicine)
  - e. Ph.D. Programs - Governed separately by the Ph.D. Regulations of the University.
3. New programs or branches may be added or modified in future with approval of the Board of Governors as recommended by the Academic Council and Board of Management.
4. The provisions of these regulations shall also be applicable to any new discipline(s) that is (are) introduced from time to time.
5. In addition, separate rules & regulations and/or guidelines for specific components such as practice school, industry internship, supplementary or summer courses, whenever necessary, may be framed and implemented by the Academic Council.
6. The Board of Governors of the University, on the recommendation of the Academic Council and then the Board of Management, may take decision on addition or removal of any program at any time.
7. Whenever a program is discontinued by the University, it shall be effective only from the next academic year, and new students shall not be admitted to the discontinued program. However, the existing students of that program shall continue in the program till completion and award of degree.

### 3.3 Program Duration and Calendar

1. The duration of the programs shall be governed by the regulations of AICTE/UGC and may change from time to time. As per the prevailing regulations, the duration of various programs shall be as under:
  - B. Tech. program is of 4 (Four) years, i.e., 8 (Eight) Semesters,
  - MCA program is of 2 (Two) years, i.e., 4 (Four) Semesters,
  - Integrated MCA program is of 5 (five) years, i.e., 10 (Ten) Semesters,
  - M. Tech. program is of 2 (Two) years, i.e., 4 (Four) Semesters, and
  - M. Sc. program is of 2 (Two) years, i.e., 4 (Four) Semesters.
2. The maximum period which a student can take to complete a full time academic program shall be two times of the nominal duration of that program, i.e.,
  - 8 (Eight) years for B. Tech..
  - 6 (Six) years for B. Tech.through Lateral Entry.
  - 4 (Four) years for MCA / M. Tech./ M. Sc..
  - 10 (Ten) years for Integrated MCA.
3. Each academic year shall be divided into two Semesters, namely, (i) Odd/ Autumn Semester (July to December), and (ii) Even/Spring Semester (January to June).
4. The Autumn semester shall ordinarily begin in July for students already on the rolls and the Spring semester shall ordinarily begin in January. However, the 1st semester (Autumn, for newly admitted students) may begin a little later depending on completion of admission formalities.
5. The newly admitted students in the 1st or 3rd Semester shall have to take admission at the University on the dates as per the Academic Calendar. Under special circumstances, e.g., a student with serious medical illness, the Registrar may condone a delay up to 7 (seven) days from the date of commencement of teaching. The Vice-Chancellor may condone a delay up to 15 (fifteen) days under extraordinary situations.
6. Each semester shall have approximately 15 (fifteen) teaching weeks with at least 5 (five) teaching days/week in approximately 90 (ninety) working days including the period of examinations. A variation of 5 (five) days shall be considered as normal.
7. Each year the University shall draw out a calendar of academic and associated activities, which shall be adhered to and shall be non-negotiable. However, the Academic Council may revise or modify the calendar under special circumstances.
8. The Academic Council shall approve the academic calendar consisting of schedule of activities for a session inclusive of dates for registration, Mid-Term Examination and End-Term Examination, Summer Internship, Supplementary Examinations, along with the probable dates of declaration of results of various examinations, etc., well in advance before the start of a semester.
9. In addition to the holidays declared by the University, the Dean (Instruction) with approval of the Vice-Chancellor, may announce suspension of classes when the situation so demands. Such suspended classes may be compensated on a weekend/holiday as per decision of the Vice-Chancellor and attending such compensatory classes shall be mandatory for all students whose classes were suspended.
10. The program of studies leading to a degree consists of prescribed courses sequentially distributed over the required number of semesters. The summer months may also be used, either for academic or for administrative purposes as prescribed by the University.

### 3.4 Admissions

1. The admission of students to various programs shall be as prescribed by the University subject to the provisions of the Act and the policies & guidelines of the State Government, Central Government and Regulatory Bodies from time to time.
2. There may be a provision for direct admission for a limited number of students into the University. Details of criteria for such admissions shall be as per the provisions of the rules formulated by the appropriate authority.
3. The candidates with a Polytechnic Diploma or any other qualification approved by the State Government/AICTE are eligible to join the B. Tech. programs at the beginning of the second year (i.e., the 3rd semester), as per prevailing practice through Lateral Entry scheme, and their maximum duration shall be as specified in sub-section 3.3.2.
4. Admissions shall ordinarily close on a specified date before commencement of the first semester instruction, through a notification/academic calendar.
  - Candidates shall have to register as bonafide students with the University as per the regulations before commencement of instruction in the 1st Semester and in the 3rd Semester in case of Lateral Entry students.
  - A student is allowed to attend the classes, tutorials, and practicals only for those courses that s/he has registered in a semester.
  - A student, who has been promoted with a backlog, has to additionally register for the backlog course(s) if the same is being offered in that semester.
5. The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her study on grounds of unsatisfactory academic performance, irregular attendance in classes, repeated attempt of malpractice in the examinations, willful violation of the rules & regulations of the University, or any other activity attributed as indiscipline or a cognizable offense as per the law.

#### 3.4.1 Branch Change

1. Any student admitted into a B. Tech. program, may be allowed for a change of branch in the University after completion of course requirements for the 1st and 2nd semesters of the first year. The selection shall be strictly on the basis of merit based on the CGPA at the end of the first year which should be **8.50** or more after publication of results of the regular End-Term Examinations of the 2nd semester. This is an incentive to meritorious students who want to change to another branch.
2. The change of branch shall be accorded to only such students who have cleared all courses of both 1st and 2nd semesters (including the mandatory courses except the Induction Program) in the first available opportunity, i.e., in the regular examinations conducted during academic session of his/her first admission to the program. A student going for Supplementary Examination or having a backlog grade in any course (except the Induction Program) is not eligible for branch change.
3. The University may reject the application for change of branch of any student against whom there has been a disciplinary action due to malpractice in the examinations or any other activity by the student that is considered as indiscipline.
4. Change of branch shall be accorded subject to the condition that the consequent total student strength in a branch shall not increase or decrease by 10% of the approved intake of that branch. Change of branch is not allowed within the first year of admission.
5. The Dean (Instruction) shall invite applications from the eligible students with the options for new branch(es) in order of preference. The applications so received shall be jointly

scrutinized by the Dean (Instruction) and Controller of Examinations. Any application with false or incorrect information shall be outrightly rejected.

6. A committee comprising of Dean (Instruction), Dean (Student Affairs), Controller of Examinations, and the Registrar (Convener), shall examine the applications and prepare a merit list based on CGPA. A new branch shall be allotted strictly on the basis of merit in order of the preference of the applicants.
7. After approval of the Vice-Chancellor, the Dean (Instruction) shall notify the same before commencement of the 3rd semester. Once approved, the change of branch CAN NOT be withdrawn, and the student shall continue his/her studies by attending the classes in the new branch from the 3rd semester.
8. The change of branch facility *shall not* be applicable to students of any program other than B. Tech. programs. In addition, there shall be no opportunity for change of branch at any other time during the course of B. Tech. program.

### 3.5 Approach to Curriculum

The Curriculum Structure for the programs offered by the University shall be in accordance to the guidelines of AICTE/UGC issued from time to time. The curricula shall be designed by the Boards of Studies of the concerned Departments or Centres of studies and shall be approved by the Academic Council.

1. **Objective:** The major objective of education policy in India is to develop professionals having competencies, intellectual skills and knowledge equipping them to contribute to the society through productive and developing careers as innovators, decision makers and leaders in the national and global economies. The Approach to Curriculum needs to lay special emphasis on educating/preparing the students well for being able to demonstrate the following abilities:
  - Effective application of knowledge of mathematics, science and technical subjects.
  - Planning and design to conduct scientific and technical experiments.
  - Analysis and interpretation of scientific, technical and economic data collected.
  - Design of parts, subsystems, systems and/or processes to meet specific needs.
  - Identification, formulation and solving of problems using simulation or otherwise.
  - Use of techniques/tools including software in all disciplines, as may be required.
  - Acquire multi-disciplinary and/or inter-disciplinary knowledge & skills.
  - Effective communication skills and leadership/participation in team work.
  - Fulfillment of professional, social and ethical responsibilities.
  - Sensitivity to environmental and energy issues and concerns.
  - Planning, development and implementation of strategies for life-long learning.
  - Such other objectives as may be prescribed by Academic Council from time to time.
2. **Preparation:** To prepare the students to excel in various educational programs or to succeed in industry / technical profession through further education/training.
3. **Core Competence:** To provide the students with a solid foundation in mathematical, scientific and fundamentals required to solve related problems, keeping in line with the global emphasis on STEM (Science, Technology, Engineering, and Mathematics).
4. **Breadth:** To train the students with a breadth of scientific and knowledge to comprehend, analyze, design and create novel products and solutions for real life problems.

5. **Multi-Disciplinary:** To provide the students with multi-disciplinary and inter-disciplinary knowledge and experience so as to widen their horizon of skills and increase their employability as well as future growth.
6. **Professionalism:** To inculcate in the students professional/ethical attitude, effective team work skills, multidisciplinary approach and to relate issues to a broader context.
7. **Learning Environment:** To provide the students with academic environment of excellence, leadership, ethical guidelines and life-long learning needed for a long/productive career.
8. **Semester Scheme:** Each academic year shall be divided into two Semesters (approximately 15 weeks each with a minimum of 5 teaching days/week and minimum 90 working days) for course delivery along with Continuous Teacher Evaluation (CTE) throughout the semester, Mid-Term Examination (MTE) and End-Term Examination (ETE) as reforms in Achievement Testing.
9. **Credit System:** A system enabling quantification of course delivery, with one credit being assigned to each unit after a student completes its teaching-learning process, followed by passing in CTE, MTE and ETE. Further, Choice Based Credit System (CBCS) to be helpful in customizing the course delivery for a student, through Core, Electives, Honours, and Minor courses.

All courses need not carry the same weight or credits. The courses in the syllabus should define the Learning Objectives, Pre-Requisites, Evaluation Scheme, Course Outcomes (COs), relevant Program Outcomes, and the mapping between the CO's and PO's. A course may be designed to comprise solely or a combination of lectures, tutorials, laboratory work, field work, outreach activities, project work, viva, seminars, term papers, assignments, presentations, and guided self-study, etc.

10. **Credit Courses:** Students register for courses in a semester to be able to earn credits. In a widely accepted definition, One Credit Point is defined as:
  - One hour/week/semester for Lecture (L) or Tutorial for Theory Courses,
  - Two hours/week/semester for Laboratory/Practical (P) Courses.

*Note:* Other student activities not demanding intellectual work or enabling proper assessment like, extra-curricular activities, induction program, study tour and guest lecture etc., shall not carry any credits.

11. **Credit Representation:** Credit values for different academic activities are generally represented as per the widely accepted practice as shown in the following table:

Lectures (hrs/wk/sem)	Tutorials (hrs/wk/sem)	Practical Work (hrs/wk/sem)	Credits (L:T:P)	Total Credits
3	1	0	3:1:0	4
3	0	1	3:0:1	4
3	0	0	3:0:0	3
0	0	4	0:0:2	2
0	0	2	0:0:1	1

12. **Course Load:** Every student has to register for the courses in each semester, with the total number of Credits limited by the permissible Weekly Contact Hours (typically 28 to 32 Hours/Week). For this, an average Course Load of 20 to 25 Credits/Semester with 5 to 6 theory courses and 3 to 4 practical courses is generally acceptable.

Students of B. Tech. programs who have opted for Honours or Minor track shall be required to take an additional course load of 3 to 4 hours per week during the 4th to 7th semesters. Other student engagements like Pre-Placement Training (PPT), coaching for GATE examinations, and the like, are not considered as a course load.

## 3.6 Curriculum Structure

The curriculum structure and detailed syllabi shall be designed by the Board of Studies of each Department or Centre of Study following the guidelines of the regulatory bodies and suggestions & directives of the Academic Council of the University. The curricula shall also consider the framework suggested in the NEP-2020 released by Government of India.

Design of an appropriate and balanced curriculum is extremely important in technical education. The basic philosophies behind the design of curricula of UG Engineering programs (and other PG programs) are as described below:

1. The curriculum shall meet the basic requirements with focus on core competencies, specialization, innovation, problem-solving, and research & development. The curricula shall also include courses for effective communication, presentation skills, soft skills etc. The curriculum shall also provide adequate opportunities for experiential learning through internships, project work, and practice school.
2. The curricula shall be designed to meet the student aspirations and the industry requirements. The curricula shall also be revised from time to time depending on introduction of new technologies and changes in market scenarios. Design of curricula and detailed syllabi shall be done considering the following points:
  - a. There shall be an induction program for the new students after joining the University and before the commencement of classes. The induction program shall have motivational talks, lectures, physical activities etc., as per the guidelines of AICTE. It will also expose them to the rules & regulations, culture, and ethos of the University while helping them to get adjusted to the new environment.
  - b. A set of domain specific courses in science and engineering which will provide extensiveness to the students.
  - c. Practicum is an integral part of the curriculum and many courses require a “practical” component which requires programming, analyzing and working on various systems and equipment, or using other engineering or computational tools to understand, experiment, and assimilate the concepts studied in the theory course. In general, a theory course and its practical component (requiring longer work in a specified laboratory) shall be treated and delivered as separate courses in the curriculum, and their assessment schemes may be different.
  - d. In some theory courses, practice, hands-on, field work, etc., may be considered essential & effective, but a separate practical course may not be required in the curriculum. In such theory courses, a practice / hands-on component may be integrated in the theory course where the students will do the required hands-on practice in the class using their own laptop. Such courses may be termed as Practice-Integrated Theory Courses.
  - e. Skill enhancement by exposing the students to the latest and emerging technology trends while providing opportunity for conducting independent research, or work on an innovative idea to pursue self-employment and become a successful entrepreneur.
  - f. Opportunity to do guided self study of subjects by the help of Massive Open Online Courses (MOOC) through NPTEL/SWAYAM platforms promoted by MoE, Government of India, or other platforms as prescribed by the University.
  - g. Attention would be paid to human values and professional ethics, as these are essential in the contemporary society to contribute for nation building.
  - h. Emphasis on innovation, hands-on projects and experiential learning through summer internships, industry internship and practice school.

- i. Value addition through other engagements like Yoga, NSS, NCC, Creative & Performing Arts (CPA), Physical Education & Sports (PES), etc., to help students adopt a healthy lifestyle and lead a meaningful professional life.
3. The curriculum shall generally contain the following categories of courses:
  - a. **University Core Courses (UCR):** These are semester specific compulsory courses like Basic Sciences (BS), Engineering Sciences (ES) and Humanities and Social Sciences (HS). All undergraduate engineering students shall study the University Core courses.
    - i. *Basic Sciences (BS)* shall include courses like Engineering Chemistry, Engineering Physics, Biology for Engineers, Mathematics etc. The Mathematics courses may be designed as per the needs of the engineering discipline.
    - ii. *Humanities and Social Sciences (HS)* shall include courses like Communicative & Technical English, Corporate Communication, Soft Skills & Interpersonal Skills, Professional & Technical Writing, Management & Managerial Economics etc.
    - iii. *Engineering Sciences (ES)* shall include courses like Basic Electrical Engineering, Basic Electronics Engineering, Computer Programming, Data Structures & Algorithms, Engineering Mechanics, Engineering Thermodynamics, Workbench Practices, Engineering Graphics, OOP Using Java, and Python Programming, etc.
  - b. **University Mandatory Courses (UMC):** These are courses wherein familiarity is considered mandatory for every professional or citizen of the country. These include courses like Constitution of India, Environmental Science & Engineering, Professional Ethics & Values, etc. These courses shall be non-credit courses but the actual grade obtained shall be reflected in the grade sheet.
  - c. **Program Core Courses (PCR):** These courses are the core courses of the branch of study and are compulsory for the students of the respective branch. These courses provide the fundamentals and essential knowledge and skills required for an engineering of that branch.
  - d. **Program Elective Courses (PEL):** These courses are the elective courses within the branch of study and shall be offered in each semester starting from 2nd/3rd year. The elective courses provide in-depth knowledge in a particular domain of expertise of the discipline according to the personal interest of the students.
  - e. **Open Elective Courses (OEL):** Open Electives are courses outside but peripheral to the discipline. There shall be a minimum number of open electives that all students will have to complete. These are advanced level courses from the broad areas of Engineering, Science, and Mathematics etc. These courses help the students to adapt quickly to the professional career and prepare for higher studies.
  - f. **Open Online Courses (OOC):** These are guided self-study courses offered in approved MOOC platforms, such as NPTEL/SWAYAM etc., which a student can choose based on his/her domain of interest. MOOC courses are helpful to inculcate self-learning abilities in the students for achieving global competency.
  - g. **Skill Enhancement Courses (SEC):** These are elective courses which help the students to enhance their skills in emerging technologies to become industry ready or help them to pursue entrepreneurship by converting an innovative idea to a commercial product and launch start-up companies generating employment.
  - h. **Value Addition Courses (VAC):** These are choice-based courses to help students lead a fulfilling life as a better person and a responsible citizen of the nation. These include courses Yoga, NSS, NCC, CPA, or PES, that adds value to the life and inculcate a higher degree of social responsibility in the professionals. These courses shall be non-credit courses but the actual grade received shall be reflected in the grade sheet.

- i. **Summer Internship (INT):** The curriculum will provide opportunity to undertake internship courses of 30 to 45 days during the summer break between two consecutive years of a program. The University shall float summer internship courses in skill-based domains delivered through its faculty and/or practicing industry professionals. A student may also do the summer internship in any reputed external organization like PSUs, NITs/IITs, other research laboratories, or industries.
  - j. **Project Work (PRJ):** The curriculum will provide opportunity for conducting project work in a latest technology or an innovative idea or in a research domain under the guidance of a faculty member. The students are free to choose their domain of interest and may be permitted to work as a small group. Inter-disciplinary project groups shall also be permitted.
  - k. **Practice School / Industry Internship (PSI):** The curriculum will provide students the opportunity of experiential learning through a practice school or industry internship program for an entire semester in the final year by exposing them to work in the real world giving them a first-hand experience of working in a corporate or industrial environment to apply their knowledge while learning latest technologies.  
UG Engineering students can opt for Practice School either in the 7th or in the 8th semester which is a full-time industry internship for one semester. Students who are required to join an industry for a full-semester internship in the final semester as a part of placement offer, shall be considered equivalent to Practice School, provided that:
    - i. it is offered by a recruiter of the student, preferably with a stipend.
    - ii. the offer is made through the University & approved by the Dean (Instruction).
    - iii. the student undergoes the internship at the recruiter's venue or in a Work-From-Home (WFH) mode as decided by the recruiter for the specified duration, duly following their rules & regulations.
  - l. **Honours (HNS):** These are a set of advanced courses of the same discipline (over and above the prescribed curriculum of B. Tech. program) which an eligible student may opt for. These shall be spread over 4 to 5 semesters and the student who has opted for Honours has to study these additional courses alongside the regular curriculum to achieve a higher degree of academic competency in the discipline. This provision shall be applicable to the B. Tech. programs only as already stated.
  - m. **Minor (MNR):** These are a set of courses of another discipline (over and above the prescribed curriculum of B. Tech. program) which an eligible student may opt for to gain inter-disciplinary knowledge. These shall be spread over 4-5 semesters and the student who has opted for Minor has to study these additional courses of that discipline alongside the regular curriculum to enhance their inter-disciplinary competency and hence a broader scope of employment. These provision shall also be applicable to the B. Tech. programs only as already stated.
4. The curricula and detailed syllabi of PG programs and the Integrated UG & PG programs offered by the University shall also be designed following similar principles, but with a higher thrust & attention towards research and development.
  5. The curriculum for various programs consisting of a proper mix of courses shall be properly sequenced so as to enable the students begin with the broad areas of basic & engineering sciences and smoothly transition into professional & branch specific courses.
  6. The Boards of Studies shall examine all curricula and detailed syllabi and recommend the same with necessary modifications and/or improvements to the Academic Council. All curricula and detailed syllabi and/or any revisions to the same shall be effective only after approval of the Academic Council.
  7. Every student must successfully complete the coursework and obtain a pass grade in the examinations to earn the required number of credits as specified in the curriculum of the

program approved by the Academic Council. The coursework must be completed within the maximum duration of the program as specified in sub-section 3.3.2.

8. In addition, the final CGPA must be at least **5.50** for UG Engineering programs and **6.00** for PG programs to be eligible for award of the degree. In case the final CGPA is less than the prescribed CGPA, then such students shall be permitted to appear examinations in up to 06 (six) courses to improve their grades as per the provisions of clause 8 of Section 3.7. They shall be awarded with the degree only if the revised CGPA fulfills the criteria.

### 3.7 Registration

1. All Students have to register for each of the courses they are required to study before commencement of a semester, except in the first semester, where a new student is automatically registered for all courses of the semester as per the approved curriculum.
2. Every student is required to be physically present and register at the commencement of each semester on the date fixed and notified in the Academic Calendar.
3. The registration process has four components:
  - (a) Pre-Registration for the said semester, to be done during the previous semester. The student shall identify the elective/optional courses for the semester during this process.
  - (b) Physical presence of the student in campus on the first day of the semester. This may not be applicable to students permitted officially to go out. Their cases will be dealt with on case-to-case basis depending on the nature of permission granted.
  - (c) Payment of University fees including any unpaid dues of past semester(s), and
  - (d) Selection of courses to be studied during the semester.
4. University fees and the charges for lodging, boarding, transportation etc., are to be paid during the period as decided by the University. In deserving cases, particularly students receiving an external scholarship or availing a bank loan, the University may permit deferment of payment of dues beyond the notified date with/without a late fine. If a student fails to clear the dues, his/her results for the semester will remain withheld and s/he will not be in a position to register for the next semester, unless specifically approved by the competent authority.
5. A student who does not register by the notified date:
  - a. May be permitted to register within the next 10 working days on payment of a late fine as prescribed by the University.
  - b. In case of late registration, all classes attended by the student until the actual date of registration will be considered as absence.
  - c. Under no circumstances, even with approved leave, late registration after 45 calendar days from the scheduled date of registration shall be allowed, and the student must repeat the semester in the following academic year.
6. Registration of only those students will be approved who have:
  - a. Completed their pre-registration.
  - b. Cleared all University fees.
  - c. Paid any other unpaid dues during the period notified (unless otherwise permitted).
  - d. Satisfied the academic requirements.
  - e. Not been debarred from registering for a specified period on disciplinary grounds.
  - f. Not been struck-off from the register of the University.

7. While registering for the 3rd, 5th, 7th, or 9th semesters, a student has to register for backlog papers of 1st, 3rd, 5th, or 7th semesters respectively as applicable. Similarly, while registering for the 4th, 6th, 8th, or 10th semester, s/he has to register for backlog papers of 2nd, 4th, 6th, or 8th semester respectively as applicable. A student need not attend classes in papers registered as “backlog papers”. However, if requested by the student, the HoD with the consent of the concerned teacher, may allow the student to attend some classes in some/all theory courses to help improve his/her performance in the back-paper examinations and chances of clearing the backlog.
8. Students registering for Practice School/Industry Internship (PSI) in the final year, whether in 7th semester or in 8th semester, shall NOT register for Project-II (8 credits) and Presentation Skills & Technical Seminar (1 credit) of 8th semester, one Open Elective (3 credits) and one MOOC course (3 credits) of 7th/8th semester as applicable, summing up to 15 credits which shall be assigned to Practice School/Industry Internship.
9. Students who have secured a final CGPA less than the CGPA as prescribed in Section 3.12 after the completion of the program, the Conducting Board may allow the student to re-register for the End-Term or Supplementary examination for a maximum of 6 (six) theory courses of any semester in which the student has scored a grade lower than “B” grade to improve their CGPA for the award of degree, provided that, the examination falls within the maximum duration of the program as mentioned in clause 2 of Section 3.3.

### 3.7.1 Honours Track

1. There shall be a provision for the students of B. Tech. programs to optionally obtain a B. Tech. degree with Honours. For this, a B. Tech. student has to opt for undertaking some additional & advanced courses of the same discipline amounting to 18–20 credits over and above the prescribed credits of the B. Tech. program. These courses shall be spread over from the 4th to 7th semester of the B. Tech. curriculum.
2. Students who have obtained at least **8.00** CGPA without any backlog after Supplementary examination at the end of the 1st year shall be eligible to opt for the Honours track. Students opting for Honours shall be selected strictly on the basis of their merit.
3. A student admitted to 3rd semester through the Lateral Entry scheme (refer Clause 2 of Section 3.4) can opt for the Honours track provided that, s/he has completed the Diploma in the same branch or discipline s/he has been admitted to, with at least **75%** marks or **8.00** CGPA whichever is available.
4. The number of seats for Honours track may be limited by the Department depending on the available capacity. Unless adequate number of students opt for Honours, it shall NOT be offered for that batch.
5. The grades obtained in the courses of the Honours track shall be reflected in a separate grade sheet with a Grade Point Average (GPA) only. The grade points earned in these courses shall NOT be counted for computing the CGPA of the regular B. Tech. program.
6. If a student does not secure a pass grade in a course of Honours track, s/he is permitted to re-appear for it in the Supplementary examination or as back papers in subsequent semesters. In case of a “D” or “C” grade in an Honours course, the student can re-appear for it in the Supplementary examination to improve the grades, subject to the maximum limit of 06 (Six) courses allowed in the Supplementary examination.
7. Students of UG Engineering programs who have successfully completed all courses of the Honours track with a final GPA of 6.00 or more in the track, shall be awarded with a B. Tech. degree with Honours.

### 3.7.2 Minor Track

1. There shall be another provision for the students of B. Tech. programs to optionally obtain B. Tech. in their own discipline with a Minor in another discipline. For this, a B. Tech. student has to opt for undertaking some additional courses of another discipline amounting to 18–20 credits over and above the prescribed credits of the B. Tech. program. These courses shall be spread over from the 4th to 7th semester of the B. Tech. curriculum.
2. Students who have obtained at least **7.50 CGPA** without any backlog after Supplementary examination at the end of the 1st year shall be eligible to opt for the Minor track. After the commencement of the 3rd semester, the Dean (Instruction) shall invite applications from students who want to register for Minor track. Students opting for a Minor track shall be selected strictly on the basis of merit.
3. A student admitted to 3rd semester through the Lateral Entry scheme (refer Clause 2 of Section 3.4) can opt for any Minor track available in the curriculum of the branch which s/he has been admitted to, provided that s/he has secured at least **70%** marks or **7.50 CGPA** (whichever is available) at the end of the Diploma.
4. The number of seats for the Minor tracks may be limited by the Departments depending on their available capacity. Unless adequate number of students opt for a Minor, it shall NOT be offered for that batch.
5. The grades obtained in the courses of the Minor track shall be reflected in a separate grade sheet with a Grade Point Average (GPA) only. The grade points earned in these courses shall NOT be counted for computing the CGPA of the regular B. Tech. program.
6. If a student does not secure a pass grade in a course of Minor track, s/he is permitted to re-appear for it in the Supplementary examination or as back papers in subsequent semesters. In case of a “D” or “C” grade in a Minor course, the student can re-appear for it in the Supplementary examination to improve the grades, subject to the maximum limit of 06 (Six) courses allowed in the Supplementary examination.
7. Students who have successfully completed all courses of the Minor track with a final GPA of 6.00 or more in the track, shall be awarded with a B. Tech. degree with Minor in that other discipline.

#### Note:

1. A student can opt for either Honours track or Minor track, but not both.
2. A student has to pay the prescribed fees to register for and continue with the Honours/Minor track s/he has opted for.
3. A student can drop out of Honours/Minor track at any point of time by submitting a written application to the Dean (Instruction). If approved, the CoE shall be informed to deregister the student from the Honours/Minor track, and such students shall be awarded only the regular B. Tech. degree without any Honours/Minor qualification. However, the fees already paid till the point of dropping out shall not be refunded.

### 3.7.3 Course Waiver

1. There shall be a provision for “Course Waiver” in all B. Tech. programs. Course waiver shall be open only for the theory subjects of a semester. A student who has already acquired sufficient knowledge on any particular course included in the curriculum of a semester, can attempt to get a waiver on that course of the semester.
2. Except in the 1st year, students who have secured a CGPA of 8.50 or more without any backlog up to the previous year are eligible to apply for course waiver.

3. A student can get course waiver on maximum 1 (one) theory course of the current semester (excluding practice-integrated theory courses and course(s) of Honours/Minor, if any) for which s/he must apply in the prescribed format within 1 week of the commencement of the semester.
4. The student will have to appear a special examination of 100 marks of 3-hour duration which shall be conducted by the CoE within a week and shall be permitted for the waiver if s/he secures at least 60 (sixty) marks, i.e., a "B" grade or higher.
5. If a student successfully obtains a course waiver, s/he need not attend the classes and examinations for that course, but the practical/laboratory classes of that course (if any) must be attended and passed in the usual manner.
6. The credits of a waived course shall be counted toward total credits completed for the purpose of fulfillment of requirements of the degree and a "V" grade shall be reflected in the grade sheet to indicate course waiver. The SGPA or CGPA shall be computed from the grade points obtained in the rest of the courses excluding the waived out course.

### 3.8 Attendance and Leave

1. All academic programs of the University are primarily focused on the teaching-learning process. Attending the classes and laboratories, participating in classroom learning and discussions, and appearing for the teacher's assessment tests for continuous evaluation are the most essential requirements of every student of the University.
2. All teachers shall conduct the number of classes scheduled for a course under the approved academic calendar and timetable prescribed for the semester. Every teacher must prepare a course-handout or lesson-plan for the scheduled number of classes in a class-by-class manner for teaching the course before the date of commencement of the semester. The students can view or download the detailed syllabus, list of text and reference books, online resources, and the course-handout or lesson-plan from the ERP.
3. For an effective teaching-learning process, there can be three types of classes:
  - a. **Regular/Scheduled Classes:** These classes are scheduled at the hour of the day as per the official timetables published in the ERP for a semester. The regular/scheduled classes shall start from the date of commencement of the semester and continue up to the last date of teaching of the semester as notified in the Academic Calendar.
  - b. **Compensatory Classes:** If a teacher is unable to hold a class on the scheduled hour because of personal leave or official duty, s/he shall conduct compensating classes at a mutually convenient hour. The information regarding such compensatory classes must be passed on to the students in advance either by directly announcing in a class or through a notification in the ERP. Attendance in these classes shall be counted towards the aggregate attendance percentage of the students in that course.
  - c. **Additional/Extra Classes:** If a teacher requires some additional classes in order to complete the course or to do some more problem-solving, practice, or revision classes, s/he can conduct extra classes at a mutually convenient hour. The information regarding such additional/extra classes must be passed on to the students in advance either by directly announcing in a class or through notification in the ERP. Attendance in the additional/extra classes shall also be counted towards the aggregate attendance percentage of the students in that course.
4. When a teacher is unable to communicate with the students in advance about his/her absence from a scheduled class, the HoD may assign the class to another teacher teaching in the same section/group, and the teacher assigned with that class shall conduct the class

- and record the attendance as usual. If any other teacher is not available, the HoD shall record the attendance of the students present against that class.
5. The Dean (Instruction) is empowered to schedule additional or compensatory classes on weekends for any program, discipline, year, section, or group to make up any delay in commencement of a semester or any loss of teaching days due to suspension of classes or other unavoidable reasons so that the teaching activities are completed in time. Information regarding such additional or compensatory classes shall be notified by the Dean (Instruction) in advance. Attendance in such classes notified by Dean (Instruction) shall be counted towards the aggregate attendance percentage of the student in that course.
  6. All attendances recorded shall be promptly entered into the ERP after the class or latest within 3 (three) days of the class. The aggregate attendance percentage shall be computed by the system and visible in the ERP to all concerned.
  7. If a student causes disturbance in the class or found to be inattentive and/or using mobile phone etc., the teacher at his/her discretion may mark the student as Absent (A) even if the s/he physically present in the class. However, if a student was Present (P) in the class but by mistake marked as Absent (A), then the teacher must update his/her the attendance in the ERP within 7 (seven) days of the date of the class, provided that the student is able to prove and convince the teacher regarding his/her presence in that class.
  8. A student shall lose marks if s/he remains absent in a class, therefore attendance in all classes (Lectures, Tutorials, Laboratories, and Seminars etc.) is highly desirable. A student may also be debarred from appearing for an examination if the final aggregate attendance percentage is below the prescribed norms, or if in the opinion of the teacher the student has not appeared the class tests or fulfilled the terms of assignments etc.
  9. If a student remains absent in a theory class due to an official engagement inside the campus, e.g., in a seminar, workshop, conference, or other co-curricular event as a participant or as a volunteer, placement activity, or official meeting, etc., s/he can apply within 15 (fifteen) days to the concerned teacher with supporting documents counter-signed by the authorized persons to convert the Absence (A) into a Leave (L). The maximum number of such Leaves shall be limited to maximum 5 (five) in a theory course in a semester.
  10. Absence in a class due to any other reason, e.g., sickness, visit to home, family function, delay in reaching the class, traffic-jam, or negligence, etc., will NOT be considered for leave. If a student approaches a teacher with a request/application to grant a leave for such reasons, then it shall be considered as indiscipline. Under special and/or unavoidable circumstances, such as, a Strike/Bandh, Riot, Cyclone or other natural calamities, etc., the Dean (Student Affairs), with approval of the Vice Chancellor, may permit grant of leave to the absentees on a specific date after due verification.
  11. There shall be no provision of Leave for any practical/laboratory course in any semester. Absence in a practical/laboratory class shall be recorded as Absence (A) only.
  12. In case a student misses a practical/laboratory class due to some compelling/unavoidable reason, s/he may apply within 3 (three) days to the HoD for arranging a make-up class. The HoD shall try to arrange a make-up class outside the hours of the timetable or on a weekend. Attending the make-up practical/laboratory class shall be counted towards awarding marks for attendance.
  13. When an Absence (A) in the class is converted to approved Leave (L) by the concerned teacher, it shall be added to the aggregate attendance percentage and shall be counted for computing the marks awarded for attendance in that theory course.
  14. The cutoff date before every examination to consider the aggregate attendance percentage of the students in each program shall be fixed by the University.

15. The minimum attendance required to be eligible to appear for the Mid-Term and End-Term Examination in any theory course shall be 65%, i.e., if a student has at least 65% attendance in a theory course, s/he will be issued with the admit card for the same.
16. In special cases with strong valid reasons that compelled the student to remain absent, the Dean (Student Affairs) may allow the student to appear an examination in one/more courses having at least 50% attendance.
17. If the attendance is below 50% in any course, a student shall not be allowed to appear the examination in that course. However, on extraordinary circumstances considering the merits and academic status of the student, the Vice-Chancellor shall have the discretion to allow a student to appear the examination in one or more courses.
18. The Vice-Chancellor may consult with the Deans, the concerned HoD, and/or the class teacher(s) of the student before granting the permission. In such cases, the student shall have to pay a condonation charge per allowed course as determined by the Finance Committee. However, payment of the condonation charge does not entitle the student to get permission for all courses in which the attendance is below 50%.
19. If a student is debarred from appearing in an examination due to shortage of attendance or disciplinary action, s/he is not permitted to appear for the same in the Supplementary Examination, and an "X" grade shall be awarded in that course.
20. The student shall be allowed to register for the course during next odd/even semester as applicable as a back paper or in the Supplementary Examination of a subsequent year to appear the examinations and secure a pass grade in those courses.

### 3.9 Assessment of Performance

There shall be continuous assessment of a student's performance throughout the semester and grades will be awarded based on the attendance, assessment by the subject teacher, and the performance in different written examinations conducted by the CoE.

#### 3.9.1 Evaluation Scheme

Irrespective of the Credit, every course, whether theory, practical/laboratory, or project work, shall be evaluated out of a total of 100 marks, which shall be divided into different components as per the evaluation scheme described in these regulations. The evaluation scheme shall also be clearly mentioned in every course of the approved syllabus.

1. **Induction Program:** The induction program (applicable only to B. Tech. programs) is a mandatory course to acclimatize the students to the new environment, create a bonding between the teachers and students, and get them acquainted with the rules & regulations, discipline & academic culture of the University.
  - a. The assessment components for the induction program shall be as under:
    - i. Attendance in the Sessions : 25 Marks
    - ii. Daily Reports on the Sessions : 25 Marks
    - iii. Final Multiple-Choice Quiz Test : 50 Marks
  - b. The Faculty Advisors shall record the attendance for the assigned group of students. The student must be physically present in the session to get the attendance.
  - c. Every student attending the induction program shall submit a daily report in the prescribed format to the Faculty Advisor on the next day before start of the sessions of

that day. They shall write the details of the sessions attended and what they learned from those sessions in brief in the report.

- d. After the completion of the induction program, a computer-based multiple-choice test shall be conducted within 7 (seven) days of commencement of classes. The tests may be conducted in groups utilizing the free slots in their timetable.

## 2. Theory Courses:

- a. The assessment components of theory courses shall be as under:
 

i. Attendance (ATTD)	:	10 Marks
ii. Teacher's Assessment (TA)	:	20 Marks
iii. Mid-Term Examination (MTE)	:	20 Marks
iv. End-Term Examination (ETE)	:	50 Marks
- b. The marks for the Attendance (ATTD) component shall be computed based on the final aggregate attendance % of the student in a course as per the following:
 

i. Less than 65%	:	0 (Zero) Marks
ii. 65% or more but less than 75%	:	4 Marks
iii. 75% or more but less than 80%	:	5 Marks
iv. 80% or more but less than 85%	:	6 Marks
v. 85% or more but less than 90%	:	7 Marks
vi. 90% or more but less than 95%	:	9 Marks
vii. More than 95%	:	10 Marks
- c. The Teacher's Assessment (TA) component shall be done by the concerned teacher through multiple methods, such as, Quiz with multiple-choice questions, Surprise Test, Written Assignment(s), Mini-Project, Presentation, and Viva-Voce.
- d. Every teacher must use at least two different methods, out of which one or more assessment tests must be conducted before the Mid-Term Examination and the rest of the tests may be conducted after the Mid-Term Examination but before the End-Term Examination. Ideally, the tests shall be evenly distributed over the semester.
- e. The teachers, depending on the nature of their course, shall determine how many marks (out of 20) are to be allocated to which method, and the same should be announced at the commencement of classes of the semester.
- f. Every teacher shall conduct the assessment tests to fulfill the requirement of continuous evaluation. The HoD shall ensure that the assessment tests are conducted properly and fair evaluation is done by every teacher of the department. If required, the HoD may revise the marks awarded by the teacher before sending to the CoE.

## 3. Practice-Integrated Theory Courses:

- a. The assessment components of practice (or hands-on) integrated theory courses shall be as under:
 

i. Attendance (ATTD)	:	10 Marks
ii. Practice / Hands-On (PR)	:	20 Marks
iii. Mid-Term Examination (MTE)	:	20 Marks
iv. End-Term Examination (ETE)	:	50 Marks
- b. The marks for the Attendance (ATTD) component shall be computed based on the final aggregate attendance % of the student in the same manner as defined in clause 2(b) above for general Theory courses.

- c. The assessment for Practice or Hand-On (PR) component shall be done by the teacher through multiple methods, such as, performance in the practice sessions, hands-on/implementation assignment(s), making prototype or model, field work, mini-project, and viva-voce, etc., as decided by the teacher.
- d. As the PR component carries the same weightage as the TA component, the terms TA and PR may be considered as synonymous for general reference & use, except that their methods of assessment to be followed by the teacher shall be different.
- e. Students must come to the practice sessions with their own laptop with requisite software & tools and/or any other equipment or instruments as advised by the teachers.
- f. The teachers, depending on the nature of practice / hands-on work required for their course, shall determine how many marks (out of 20) of the PR component are to be allocated to which method, and the same should be announced at the commencement of classes of the semester.
- g. Every teacher shall conduct the assessment to fulfill the requirement of continuous evaluation. The HoD shall ensure that the assessment tests are conducted properly and fair evaluation is done by every teacher of the department. If required, the HoD may revise the marks awarded by the teacher before sending to the CoE.

#### 4. Practical / Laboratory Courses:

- a. The assessment components of practical/laboratory courses shall be as follows:
 

i. Attendance	:	10 Marks
ii. Daily Performance	:	30 Marks
iii. Lab Record	:	15 Marks
iv. Lab Test/Mini Project	:	30 Marks
v. Viva-Voce (Regular/Final)	:	15 Marks
- b. The marks awarded for attendance shall be computed by the concerned teacher based on the number of classes, including make-up classes if any, attended by the student out of the total number of classes conducted by the teacher. The marks so computed shall always be rounded to the nearest integer value.
- c. Emphasis shall be given on day-to-day performance, proper writing and regular submission of lab records, as well as performance in the final lab test & viva. To the extent possible, evaluation should be done in every class to ensure continuous assessment. The evaluation of all practical/laboratory courses shall be done by the concerned teacher as per the above scheme or as prescribed in the syllabus.
- d. After completion of evaluation of a laboratory course, the concerned teacher shall submit the total computed marks to the HoD for verification. The HoD shall ensure that proper and fair evaluation has been done for each laboratory course. If required, the HoD may constitute a sub-committee to assist in moderation of the laboratory marks. After the approval of the HoD, the final marks shall be sent to the CoE.
- e. Wherever some student(s) have failed to secure the minimum pass mark in a practical/laboratory course, a departmental committee consisting of the concerned teacher (Examiner), two other senior faculty members of the department, and the HoD (as Chairman) shall examine such cases to assess/validate the reason(s) of failure. The committee may suggest remedial actions, such as, additional/make-up lab classes to complete/redesign the missed experiments, additional lab assignments, re-submission of revised/improved lab records, re-conduction of final lab test & viva etc., and the same shall be promptly executed by the concerned teacher. The revised marks (if any) shall be submitted to the HoD for forwarding to the CoE.

- f. The mark foils for practical/laboratory courses must be duly signed by the concerned teacher and counter-signed by the HoD before sending to the CoE.

#### 5. Project / Thesis Work:

- a. Project or Thesis work is an important component of both UG and PG programs of the University. The Project or Thesis work gives an opportunity to the students to express their creative and research talents and prepare for the future career.
- b. The HoD will invite research topics for UG and PG projects from its own faculty (including adjunct faculty) and from other departments across the University at the beginning of the semester. One member of the faculty may be designated to coordinate this activity. Faculty members may propose project topics, singly or in collaboration with a colleague from the same or another department. A co-supervisor from other departments, industry or other institutions may also be accepted.
- c. Projects or Thesis works should be of higher qualitative standard promoting research and innovation. These may be analytical, computational, experimental, developmental or combinations thereof. The department will make the necessary resources available to the students, including access to laboratories and computing facilities outside normal working hours. It will be the responsibility of the supervisor(s) to arrange the basic facilities. Students are encouraged to discuss such matters with their supervisors, with the HoD if not satisfied.
- d. In general, the Project or Thesis works of all UG and PG programs shall be evaluated out of 100 marks consisting of the following assessment components:
 

i. Evaluation by Guide/Supervisor	:	20 Marks
ii. Interim Presentation & Viva-voce	:	20 Marks
iii. Project Report/Thesis/Publications	:	20 Marks
iv. Final Presentation & Viva-voce		
A. Presentation	:	10 Marks
B. Quality of Work	:	20 Marks
C. Viva-voce/Defense	:	10 Marks
- e. Notwithstanding with the above, depending on the specific requirements of a program and/or the nature of the Project or Thesis work to achieve the desired outcomes, the Project/Thesis guide or the HoD may recommend a different evaluation scheme and adopt the same with prior approval of the Dean (Instruction).

#### 6. Summer Internship:

- a. Undertaking internship courses during the summer break between two consecutive years is an important aspect of the curricula of all UG & PG programs offered by the University to enhance the skills of the students and make them future ready.
- b. Each summer internship shall normally be of 30 to 45 days duration requiring not less than 100 hours of involvement of the student in theory, practicals/hands-on training, and field works. About 30-40% of theory and 60-70% of practical/hands-on training shall be generally considered ideal for a summer internship course.
- c. For the benefit of the students, the University shall generally float a number of summer internship courses in various skill-based domains which shall be delivered through expert faculty members and/or practicing industry professionals. The internship courses shall emphasize on practicals and hands-on works and may be delivered in physical mode, online mode, or a suitable combination thereof.
- d. A student may also prefer to undertake summer internship in any reputed external organization or research laboratory with prior approval of the Dean (Instruction).

- e. The students shall maintain a record of day-to-day activities and learning in a Summer Training Diary and have them countersigned by the trainer or mentor on a daily basis. They shall also obtain a Training Completion Certificate from the trainer or mentor at the end of the summer training course.
- f. Summer Internship shall be evaluated out of 100 marks in the following components:
  - i. Evaluation by Trainer/Mentor : 60 Marks
  - ii. Evaluation by the Department
    - A. Training Diary : 20 Marks
    - B. Presentation and Viva-voce : 20 Marks
- g. The Trainer/Mentor will evaluate the performance of the student at the end of the internship course in terms of Technical Aptitude and Learning Ability, Professionalism, and Responsibility, or as prescribed by the Dean (Instruction), and submit the marks to the Industry Interface Cell of the University.
- h. The departmental evaluation shall be carried out and completed within 1 (one) month of commencement the next odd semester after the summer break. The HoD shall assign a team of faculty members to do the evaluation by examining the training diary, witnessing the presentation and conducting a viva-voce. The marks shall be submitted to the Industry Interface Cell of the University.
- i. The Industry Interface Cell shall do the necessary scrutiny and compile the total marks for each student. The marks shall then be confidentially submitted to the CoE.

#### 7. Practice School / Industry Internship:

- a. The Practice School (PS) or Industry Internship is another important aspect of the curriculum which provides opportunity for a full-semester continuous and rigorous internship executed at an industry or research organization like NITs, IITs, or other reputed research laboratories etc.
- b. Practice School or Industry Internship is choice based and can be undertaken in the specified semester of the final year as per the approved curriculum. In general, these are based on selection through a competitive process conducted by the industry or research organization.
- c. The students opting and selected for Practice School or Industry Internship shall work in an industrial or corporate setting directly under the supervision of a Mentor. The University shall assign a faculty member as the Advisor to monitor the progress and coordinate with the Mentor.
- d. If required by the concerned industry or research organization, the Dean (Instruction) may permit a student to go for a short-term preparatory training for 30 to 45 days during the summer break of the pre-final year, which shall be considered equivalent to the Summer Internship course and shall be accordingly evaluated.
- e. Practice School or Industry Internship shall be evaluated out of 100 marks out of which 60 marks shall be kept for industry evaluation and 40 marks shall be kept for departmental evaluation as per the components given below:
  - i. Evaluation by the Industry Mentor
    - A. Punctuality and Attitude : 10 Marks
    - B. Conduct, Discipline, and Teamwork : 10 Marks
    - C. Knowledge and Competency : 20 Marks
    - D. Overall Performance : 20 Marks
  - ii. Evaluation by the Department
    - A. Practice School / Internship Report : 20 Marks

B. Presentation & Viva-voce : 20 Marks

- f. Notwithstanding with the above, the evaluation by the industry mentor may be done through quizzes, viva, tests, assigned project works, group discussions within the working team and/or through other performance analysis mechanisms as per the practice and rules & regulations of the industry or research organization.
- g. The processes for selection, allocation, execution, and evaluation of Practice School or Industry Internship course shall be governed by the approved “Guidelines for Practice School” of the University.

### 3.9.2 Passing Standards

In order to pass a course, a student must appear the examinations and obtain the minimum marks as prescribed below:

1. **Induction Program:** A student has to score at least 50 marks in total out of 100 full marks to pass the induction program. This is applicable only to the B. Tech. programs.
2. **Theory Courses:** To pass a theory course, a student has to obtain pass marks in both the continuous evaluation component and also in the end-semester evaluation component. The minimum requirements to pass a theory course shall be as under:
  - a. At least 20 marks in total (out of 50) from continuous evaluation, i.e., Attendance (ATTD), Teacher’s Assessment (TA), and Mid-Term Examination (MTE), and
  - b. At least 20 marks out of 50 in the End-Term Examination (ETE), and hence
  - c. At least 40 marks in total out of the 100 full marks.
3. **Practice-Integrated Theory Courses:** To pass a practice-integrated theory course, a student has to obtain pass marks in both the continuous evaluation component and also in the end-semester evaluation component. The minimum requirements to pass a practice-integrated theory course shall be as under:
  - a. At least 20 marks in total (out of 50) from continuous evaluation, i.e., Attendance (ATTD), Practice / Hands-On (PR), and Mid-Term Examination (MTE),
  - b. At least 20 marks out of 50 in the End-Term Examination (ETE), and hence
  - c. At least 40 marks in total out of the 100 full marks.
4. **Practical/Laboratory Courses:** To pass a practical or laboratory course, a student must score at least 40 marks in total out of the 100 full marks. There shall be no pass marks for the individual components of evaluation.
5. **Summer Internship:** To pass a summer internship course, a student must score at least 50 marks in total out of the 100 full marks. There shall be no pass marks for the individual components of evaluation.
6. **Practice School/Industry Internship:** To pass a summer internship/ practice school/ industry internship course, a student must score at least 60 marks in total out of the 100 full marks. There shall be no pass marks for the individual components of evaluation.
7. **Project/Thesis Work:** To pass a project or thesis work course, a student must score at least 60 marks in total out of the 100 full marks. There shall be no pass marks for the individual components of evaluation.

### 3.9.3 Grading System

A grading system in higher education is the process of applying standardized measurements for varying levels of achievements of a student in a course. It is a point-based structure to assess the performance of a student and is widely accepted all over the world.

1. Irrespective of the Credit, every course will be evaluated out of 100 marks. The Uniform Absolute Grading System shall be followed for all academic programs of the University. A letter grade is awarded for every course based on the total marks obtained by a student. Every letter grade is assigned with some grade points on a base of 10. The qualifications, grades, and the grade points are described in the following table:

Qualification	Grade	Score out of 100 Marks	Points
Outstanding	O	90 & above up to 100	10
Excellent	E	80 & above but less than 90	9
Very Good	A	70 & above but less than 80	8
Good	B	60 & above but less than 70	7
Fair	C	50 & above but less than 60	6
Satisfactory	D	40 & above but less than 50	5
Unsatisfactory	U	Less than 20 in CE or less than 20 in ETE or Absent in Examinations	0
Course Waiver	V	At least 60 marks in the Course Waiver Examination	0
Debarred	X	Shortage of Attendance (SA) / Disciplinary Action (DA) / Malpractice (MP)	0
Withheld	W	Due to unavoidable reasons (temporary)	0

2. The “U” and “X” grades are considered as “backlog grades” wherever mentioned.
3. The “W” grade is a temporary grade which may be awarded occasionally to handle unavoidable situations, e.g., delay in evaluation or processing of results, clearance of dues, and such. Any W grade shall be converted to a valid grade as soon as possible.
4. As per Section 3.9.2, a student must obtain at least:
  - a. “C” grade to pass in the Induction Program (for B. Tech. programs only)
  - b. “D” grade to pass a Theory, Practice-Integrated Theory, or Practical/Laboratory course,
  - c. “C” grade to pass in Summer Internship, and
  - d. “B” grade to pass in Project/Thesis Work, Practice School, or Industry Internship.
  - e. “B” grade to obtain a Course Waiver (reflected as “V” grade in grade sheet)
5. For every course, the credit points earned by a student is computed by multiplying the Credits of the course with the Grade Point of the letter grade awarded to that course based on total marks obtained by the student. For example, if a student obtains E grade in a 3-credit course, the credit points shall be  $3 \times 9 = 27$  points.
6. The performance of a student is indicated through Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), which are widely accepted. Both SGPA and CGPA serve as useful performance measures in the semester system.
7. **Semester Grade Point Average (SGPA):** After completion of a semester, the SGPA for that semester is computed by dividing the total credit points earned by the student with the total credits of that semester as per the approved curriculum. The SGPA for any semester is computed by the following formula:

$$\text{SGPA} = \frac{\sum \text{Credit Points}}{\sum \text{Credits}} \quad \text{for the Semester}$$

8. **Cumulative Grade Point Average (CGPA):** The CGPA is the ratio of total credit points earned by a student in all semesters and the sum of the total credits of all the semesters completed. The CGPA at any point of time is computed by the following formula:

$$\text{CGPA} = \frac{\sum \text{Credit Points of All Previous Semesters}}{\sum \text{Credits of All Previous Semesters}} \quad \text{up to a Semester}$$

9. In case a B.Tech. student has successfully obtained Course Waiver in any course in a semester, the credits of that course shall not be added to the total credits of the semester or previous semesters (in the denominator) and the SGPA/CGPA shall be computed on the basis of total of the rest of the credits.
10. In the grade sheets issued to the students, both SGPA and CGPA shall be expressed up to two decimal places. However, for other purposes requiring a higher degree of precision, the University may consider the SGPA and CGPA up to four decimal places.
11. Wherever necessary, the following formula shall be used to obtain the equivalent percentage of marks for the CGPA earned by a student at the completion of the program:

$$\text{Equivalent \% of Marks} = (\text{CGPA} - 0.50) \times 10$$

12. **Computation of Final CGPA:** At the end of the program, the final CGPA obtained by a student shall be computed as under:
- The final CGPA shall be computed by considering the prescribed credit requirements of the program as per the approved curriculum leading to the award of the degree.
  - The grades awarded for Honours/Minor courses (refer Sections 3.7.1 and 3.7.2) shall be reflected in a separate grade sheet with a Grade Point Average (GPA) computed from the Honours/Minor courses only. The grade points so earned shall not be counted to compute the final CGPA obtained in the B. Tech. program.
  - If the student has been granted a "Waiver" in any course (refer Section 3.7.3), the credit of that course shall be counted towards total credits completed and "V" grade shall be reflected in the grade sheet instead of the actual grade obtained, and the credit points shall not be counted towards computation of the final CGPA.
13. In case of any discrepancy in SGPA/CGPA at any point of time, the student must bring the same to the notice of the CoE as soon as possible. After due scrutiny, the CoE shall update the SGPA/CGPA and issue a duplicate grade sheet as deemed fit.

### 3.10 Examinations

- The Controller of Examinations (CoE) shall conduct the Mid-Term and End-Term Examinations in respect of all theory courses of all programs strictly as per the processes and guidelines defined in the approved Examination Manual of the University. The Examination Committee shall assist the CoE in conduction of examinations, evaluation, final compilation and publication of results.
- The Mid-Term Examination shall be of 1 hour 30 minutes (i.e., 90 minutes) duration and the End-Term Examination shall be of 3 hours (i.e., 180 minutes) duration. However, depending on the nature of a course (such as courses requiring a number of intricate diagrams or

- long time-consuming iterative calculations, etc.), the concerned Board of Studies may recommend to increase the duration of the examinations for that course. Such increased duration shall be effective only after approval of the Academic Council.
3. All examinations shall be normally conducted in physical or offline mode, where the student must be physically admitted into the examination hall to write the examination. However, under special circumstances, examinations may be conducted in online mode using methods and technologies approved by the Academic Council.
  4. While normal scientific calculators are permitted, other electronic devices such as programmable calculators, calculators containing communication devices, smart watches, mobile phones, wired/ wireless headphones/ headsets/ earbuds, and any other electronic devices are strictly forbidden. Any exception to these provisions must be specially approved by the Academic Council.
  5. The examinations will normally be “closed book type”, where the students are not permitted to carry any books or study material into the examination halls. Reference charts and/or tables, wherever necessary, will be provided to the examinees by the Examination Section, which must be returned to the invigilator(s) before leaving the examination hall.
  6. The Board of Studies may identify and recommend at most one course per semester for which an open-book examination may be conducted. During an open-book examination a student shall be permitted to carry a limited number of printed books and/or study materials as recommended by the Board of Studies and approved by the Academic Council.
  7. **Eligibility to Appear in Examinations:**
    - a. A student will be permitted to appear for an examination, only if s/he has:
      - i. Registered for the courses at the beginning of the semester.
      - ii. The required attendance in theory and laboratory classes as prescribed in these regulations and has completed the assignment works given.
      - iii. Paid all fees including any other unpaid dues.
      - iv. Not been debarred from appearing for the examination as a result of disciplinary proceedings or on recommendation of the HoD or Dean (Instruction).
    - b. A student will be permitted to appear for the examinations in only those courses for which s/he has registered at the beginning of the semester and has not been debarred.
    - c. Class tests, surprise tests, assignments, quizzes, viva-voce, laboratory assignments, etc., are the constituent components of continuous teacher’s assessment process, and a student must fulfill all these requirements as prescribed by the teacher of the course.
  8. **Question Paper Setting:**
    - a. Question papers for the Mid-Term and End-Term examinations shall be prepared primarily electronically as per the process defined in the ERP.
    - b. All teachers teaching the course and/or having expertise in the course shall contribute in the question bank for the course created inside the ERP.
    - c. The HoD shall nominate a faculty member having the expertise on the course as the paper setter.
    - d. The paper setters may choose one of the formats suggested and set the question paper accordingly by using the question bank.
    - e. If necessary, the Board of Studies may recommend external paper setters for some of the courses subject to approval of the Academic Council.
    - f. All question papers submitted by the teachers will be treated as “confidential documents” till the end of the examination of the course concerned, and becomes an open document as soon as the examination is over.

- g. The University will archive question papers in physical and electronic forms, and make them available to future students for reference.

**9. Evaluation & Result Publication:**

- a. After the completion of examination (Mid-Term or End-Term) for a course, the answer scripts shall be scanned and uploaded with necessary processing for the electronic copies to be available to the appointed examiners.
  - b. Examiners shall be appointed by CoE as per the recommendations of the Head of the Department who is the owner of the course or as recommended by the Board of Studies. The CoE shall assign a deadline to each examiner to complete the evaluation works.
  - c. It shall be the responsibility of the examiners to complete the evaluation of the answer scripts as per the model answer and evaluation scheme within the deadline.
  - d. For the benefit of and as a process of learning by the students, the corrected answer scripts of Mid-Term and End-Term Examinations shall be released to the students for viewing as soon as the evaluation process is complete. The evaluated answer scripts shall be made visible to the students electronically.
  - e. If a student is dissatisfied with his/her marks or there is any discrepancy in award of marks in the Mid-Term or End-Term examination, s/he may apply for re-evaluation within the deadline notified by the CoE by paying the necessary fees for the same.
  - f. The CoE shall initiate the re-evaluation of the script and the marks may be updated accordingly. If no complaint is filed within the time limit, the student is deemed to have accepted the results and no further request shall be accepted.
  - g. The CoE shall take necessary steps to publish the results by the expected dates of result publication as mentioned in the Academic Calendar.
10. No claims regarding the examinations and results by the student or by any external agency, such as, providing photocopy of answer scripts/ assignments/ lab records etc., shall be entertained after a period of 15 (fifteen) days from the date of publication of results of an examination or 7 (seven) days of commencement of the next semester whichever is later.
11. All answer scripts/ assignments/ lab records etc., submitted by the students shall be preserved for a period of 1 (one) year from the date of examination/ submission as the case may be, after which the University shall have the right to destroy these permanently.

**3.10.1 Rules for Missed Examinations**

1. If due to any compelling reason (such as, death or calamity in the family, or participation in a co-curricular event with due approval of the University, etc.) a student fails to appear the Teacher's Assessment test(s) on the scheduled date and time, the teacher may conduct compensatory test(s) as deemed fit, but with a penalty up to 5 (five) marks from the total marks secured by the student in the Teacher's Assessment component.
2. If a student remains absent in the regular Mid-Term examination due to extraordinary reasons, such as, accident on the day of the examination, death in the family or likewise, s/he may be permitted to appear a make-up examination. The student must apply to the CoE through the Faculty Advisor and concerned HoD for conducting the make-up examination within 07 (Seven) days of the missed Mid-Term examination.
3. The application(s) for make-up examination shall be jointly scrutinized by a committee consisting of the CoE, Dean (Student Affairs), and the concerned HoD's. Only those students who have missed the examination due to compelling and extraordinary reasons, shall be permitted to appear the make-up examination in one or more courses. The dates, modalities and process of conducting the make-up test shall be as decided by the CoE. Such make-up tests will be conducted under the direct supervision of the respective HoD's.

4. If a student has missed the Mid-Term Examination (MTE) and also remains absent or not permitted to appear the make-up examination, then 0 (Zero) marks (out of 20) shall be awarded for the MTE component.
5. If a student remains absent in the End-Term Examination due to compelling reasons, such as, genuine medical reasons, death in the family or likewise, or participation in a co-curricular event with due approval of the University, s/he may appeal to the CoE, through the HoD and Dean (Student Affairs) for permitting him/her to appear for the Supplementary Examination (refer Section 3.10.2 for details).
6. The Dean (Student Affairs) and the CoE shall jointly examine the student's application and supporting documents, and may permit the student to register for the Supplementary Examination in one or more courses.
7. If the student does not have any strong & valid reason for remaining absent in the End-Term examination or cannot produce sufficient documentary evidences thereof, then the Vice-Chancellor shall have the discretion to take a decision in this regard.

### 3.10.2 Supplementary Examination

1. There shall be a Supplementary Examination conducted every year during the months of June/July to provide an opportunity to the students to clear their backlog papers and advance in their studies. The Supplementary Examinations shall be conducted by the CoE only for theory courses and the theory part of practice-integrated theory courses of the current and previous years.
2. The weightage & level of Supplementary Examination will remain same as the regular End-Term examination, and the answer scripts shall be evaluated in the same manner. However, the re-evaluation facility shall not be available for Supplementary Examination and the results shall be declared before the commencement of the next academic session.
3. The students who have been awarded with a "U" (Unsatisfactory) grade in a course due to not scoring a pass mark in the End-Term examination, are allowed to register and appear for the Supplementary Examination. However, students who have obtained "U" (Unsatisfactory) grade in a course due to remaining absent in the End-Term examination, must obtain permission from the competent authority as described in Section 3.10.1 to be able to register for the Supplementary Examination.
4. A student can register for a maximum of 06 (six) courses to appear in the Supplementary Examination in which the student was awarded "U" grade in a previous examination.
5. **Improvement of Grades:** Students who have obtained a "C" or "D" grade in some theory courses of the current year, are permitted to re-appear for maximum 03 (three) courses in the Supplementary Examination for improvement of the grades. If a grade does not improve after publication of results, then the previous grade awarded in that course shall be considered, unless an "X" grade is awarded for malpractice by the student during the supplementary examination.
6. In any case, the total number of courses registered for Supplementary Examination, for clearing the backlogs and/or improvement of grades, shall be limited to 06 (six) only.
7. A student who has been awarded with an "X" (Debarred) grade in a course due to shortage of attendance, non-payment of fees & dues, malpractice during examinations, or other disciplinary action, are *not permitted* to register for the Supplementary Examination. They can only register for the course as a back paper in subsequent semesters.
8. In case of prolonged illness or other reasons, if a student misses both the End-Term and also the Supplementary examinations in any course, the student must register for the courses as a backlog paper in subsequent semesters provided that the student is promoted to a higher

semester as per the promotion policy described in Section 3.11. The student shall continue to have a “U” grade in that course till s/he clears the same in a back paper examination.

### 3.11 Promotion Policy

Promotion refers to advancing of a student from their current level to the next level in the semester system of education. Based on the performance in the examinations, students get promoted from one semester to the next semester, and also from one year to the next year, finally completing their program of study. The rules governing the semester/year promotion of all UG/PG programs of the University shall be as follows:

#### 1. Semester Promotion:

- a. A semester promotion happens when a student advances from an Odd semester to an Even semester. For example, promotion from 1st to 2nd semester, 3rd to 4th semester, etc., is termed as semester promotion.
- b. To get a semester promotion, a student must have:
  - i. Appeared for the End-Term examination in *at least half* of the Theory courses (excluding Honours/Minor courses if any), and
  - ii. Passed *all* the practical/laboratory courses of the Odd semester.
- c. In case a student is unable to appear in the End-Term examination in at least half of the theory courses due to compelling reasons like serious illness, death or calamity in the family, participation in an event with approval of the University, etc., then:
  - i. S/he may appeal to the Dean (Student Affairs) with all supporting documents within 7 (seven) days of completion of the End-Term examination for grant of promotion to the Even semester, provided that the student:
    - A. Does not have “X” grades (debarred) in more than 3 (three) theory courses of the odd semester at the time of applying for semester promotion, and
    - B. Has passed in *all* of the practical/laboratory courses of the Odd semester.
  - ii. After due scrutiny of the documents and approval of the Vice-Chancellor, the student may be granted promotion to the Even semester.
  - iii. This facility can be availed only once during the entire duration of the program.
- d. For a year-back student who was promoted to the Even semester in the previous year when s/he attended the classes, the criteria 1(b)(i) shall not be applicable.

#### 2. Year Promotion:

- a. A year promotion happens when a student advances from an Even semester of one year to the Odd semester of the next year. For example, a promotion from 2nd to 3rd semester is termed as year promotion because here the student advances from 1st year to 2nd year of the program of study.
- b. To get a year promotion, a student must NOT have:
  - i. U/X grade in any practical/laboratory courses of the even semester, and
  - ii. U/X grade in more than 06 (six) theory courses after the publication of results of the Supplementary Examination excluding the Honours/Minor course(s) if any.
- c. When a student does not get a year promotion, s/he shall have a year-back and must repeat the odd or even semester in the next academic session as the case may be.
3. For the purpose of deciding semester or year promotion, the Induction Program and Summer Internship(s), wherever included in the curriculum, shall NOT be counted. However, any non-credit/mandatory courses shall be counted like credit courses.

4. When a student does not get a semester or year promotion, s/he shall have a year-back and must repeat the Odd or Even semester in the next academic session as applicable.

### 3.11.1 Rules for Back Paper Examinations

A student who is promoted to the next year with U/X grades (in maximum six theory or practice-integrated theory courses) of the previous year(s), s/he must register to appear for the appropriate examination(s) for those courses as back paper in the corresponding semester in which the course is offered. The rules governing back paper examinations shall be as under:

#### 1. Theory Courses:

- a. The marks awarded for the Attendance (ATTD) component in a back paper shall remain the same when the student attended the classes of that course in a previous semester.
- b. If the student has obtained a “U” grade due to non-fulfillment of Clause 2(a) of Section 3.9.2 (i.e., not scoring at least 20 marks out of 50 from ATTD + TA + MTE components), then s/he is permitted to re-appear the Mid-Term Examination (MTE). The student may also be permitted to re-appear the Teacher’s Assessment (TA) provided that the total marks scored from ATTD + TA is less than 12 (twelve) marks.
- c. If the student has obtained a “U” grade due to non-fulfillment of Clause 2(b) of Section 3.9.2 (i.e., not scoring at least 20 marks out of 50 from the End-Term Examination (ETE) component), or an “X” grade due to debarment from the End-Term Examination, then s/he is permitted to re-appear the End-Term Examination (ETE) only.
- d. If the student has obtained a “U” grade due to non-fulfillment of both Clause 2(a) and 2(b) of Section 3.9.2, then s/he is permitted to re-appear both the Mid-Term Examination (MTE) and the End-Term Examination (ETE). The student may also be permitted to re-appear the Teacher’s Assessment (TA) provided that the total marks scored from ATTD + TA is less than 12 (twelve) marks.
- e. When appearing for a back paper examination, the latest syllabus of the course in effect at that time shall be applicable and the students must prepare accordingly.
- f. In all the cases mentioned under clauses (b) to (d) above, the marks scored in the last examination (in which the student appeared) shall be considered for determining of final grades to be awarded.

#### 2. Practice-Integrated Theory Courses:

- a. The marks awarded for the Attendance (ATTD) component in a back paper shall remain the same when the student attended the classes of that course in a previous semester.
- b. If the student has obtained a “U” grade due to non-fulfillment of Clause 3(a) of Section 3.9.2 (i.e., not scoring at least 20 marks out of 50 from ATTD + PR + MTE components), then s/he is permitted to re-appear the Mid-Term Examination (MTE) only. The student may also be permitted to re-appear the Practice (PR) component provided that the total marks scored from ATTD + PR is less than 12 (twelve) marks.
- c. If the student has obtained a “U” grade due to non-fulfillment of Clause 3(b) of Section 3.9.2 (i.e., not scoring at least 20 marks out of 50 from the End-Term Examination (ETE) component), or an “X” grade due to debarment from the End-Term Examination, then s/he is permitted to re-appear the End-Term Examination (ETE) only.
- d. If the student has obtained a “U” grade due to non-fulfillment of both Clause 3(a) and 3(b) of Section 3.9.2, then s/he is permitted to re-appear both the Mid-Term Examination (MTE) and the End-Term Examination (ETE). The student may also be permitted to

- re-appear the Practice (PR) component provided that the total marks scored from ATTD + PR is less than 12 (twelve) marks.
- e. When appearing for a back paper examination, the latest syllabus of the course in effect at that time shall be applicable and the students must prepare accordingly.
  - f. In all the cases mentioned under clauses (b) to (d) above, the marks scored in the last examination (in which the student appeared) shall be considered for determining of final grades to be awarded.

### 3.11.2 Rules for Year-Back Students

A student, who does not get promotion from odd semester to even semester or from one year to the next year (i.e., even semester to odd semester), due to non-fulfillment of the promotion criteria specified in Section 3.11, is termed as a year-back student and will get delayed by at least one year to complete the degree. The rules governing year-back students are given below.

1. In general, such students need not seek readmission, but shall have to register for the back papers of previous semesters in the subsequent odd/even semesters as applicable, as per the curriculum that was in effect when they attended the classes, and appear the examinations to clear the papers. After fulfilling the promotion criteria, they shall be promoted to the next semester/year (as applicable) and continue the studies with the batch of students of a later academic year.
2. A year-back student, whether or not s/he has scored pass marks in the ATTD + TA/PR + MTE components (20 out of 50 for theory or practice-integrated theory courses) or the ETE component (20 out of 50 for theory or practice-integrated theory courses), then student shall be permitted to re-appear both the MTE and ETE components to increase the chances of passing and/or scoring a better grade in that course.
3. Additionally, if the student has scored less than 12 (twelve) out of 30 marks in the ATTD + TA/PR components in a theory or practice-integrated theory course, then the student may also be permitted to redo the TA or PR component as the case may be.
4. However, a year-back student must seek readmission to a semester if s/he could not fulfill the semester/year promotion criteria if s/he:
  - a. was debarred from appearing in the examinations in some/all courses due to shortage of attendance in a semester of previous academic year,
  - b. was debarred from appearing in the examinations because of not paying the Institute fees including any unpaid dues by the specified date,
  - c. was compelled to discontinue his/her studies in a semester of previous academic year due to genuine reasons like prolonged illness, critical operation, calamity in family, natural disaster, or other unavoidable exigencies,
  - d. was rusticated for some definite period in a semester of previous academic year on disciplinary grounds, provided that the period of punishment is over by the time of seeking readmission.
5. When a student is readmitted to a semester (other than 1st semester) at a later academic year, s/he has to prosecute the study according to the new curriculum in effect (if any) from that semester onwards. However, they shall appear the examinations of back papers of the previous semesters (if any) according to the old curriculum that was in effect when they attended the classes.
6. If one/more course(s) that the student has already passed is/are repeated in the new curriculum in the semester/year in which the student is readmitted, the student need not

- register for that course to appear examinations, and the grade awarded earlier in that course shall remain same.
7. In the process of dropping off from the admitted batch due to year back, and rejoining with a new batch in a later academic year, there is a possibility that the total credits earned by the student may fall short from the total credits required for completion of the program due to revisions in the curriculum.
  8. In case the total credits earned by the student fall short of the specified total credits of the program as per the new curriculum applicable to the batch with which the student shall complete the program, then s/he shall have to study and appear examinations in one/more additional courses to fulfill the credit requirements of the degree. Such additional course(s), if any, shall be recommended by the concerned HoD and shall be allocated in the final year only. These course(s) shall be of self-study nature, however necessary mentoring facility may be provided by the department for this purpose.
  9. On the other hand, if the total credits earned by the student exceed the specified total credits of the program as per the new curriculum applicable to the batch with which the student shall complete the program, there shall be no provision to skip any course in the final year.
  10. Wherever any conflicting or ambiguous condition arises due to readmission of a year-back student in a later academic year, then the appropriate officers including, but not limited to, the Dean (Instruction), Dean (Student Affairs), Controller of Examinations, Registrar, and Vice-Chancellor will address such issues on a case-by-case basis. If necessary, such matters may also be referred to the Academic Council for decision and/or approval.

### 3.12 Award of Degree

1. A student shall be awarded with the Degree provided that s/he has:
  - a. Successfully completed the prescribed credit requirements of the degree by scoring the specified pass grades in all the courses of that program within the maximum duration,
  - b. Obtained a final CGPA of
    - i. **5.50** or more in a UG Engineering program, or
    - ii. **6.00** or more in a PG program.
  - c. Cleared all the fees and dues of the University,
  - d. No disciplinary action pending against the him/her whatsoever, and
  - e. Not been convicted for any criminal action by the Law.
2. A student shall be awarded with the Degree qualified with "Distinction" if the final CGPA obtained from the prescribed credit requirements of the degree is **8.50** or more.
3. A student who has successfully completed the additional courses of Honours/Minor scheme with a GPA of **6.00** or more, shall be awarded with the Degree qualified with "Honours" or "Minor" as applicable. In addition, if their final CGPA is **8.50** or more from the prescribed total credits of the degree (without the Honours/Minor courses), then the degree shall be further qualified with "Distinction".
4. After the publication of results of the final semester, as soon as possible, the CoE shall take necessary steps to issue the yearly Grade Sheets along with Provisional Certificate etc., to enable the student to join an employment or pursue higher studies.
5. The list of students for the award of degree along with further qualifications like Distinction, Honours, or Minor, shall be duly approved by the Academic Council. The Final Degree Certificates shall be given away during the Convocation only.

6. Conferment of Degrees by the University and conduction of the Convocation ceremony shall be governed by the prescribed norms in the University Statutes.

### 3.12.1 Awards of Merit

The University shall give away the following awards of merit to the best performers of the passing out batch of various programs as a token of recognition of their achievements. These awards shall be given away in the Convocation only.

1. **Gold Medals:** Gold Medals shall be awarded to the best performers of various UG and PG programs as per the policy framed by the Board of Management. The winners for Gold Medals in an academic year shall be selected based on the highest final CGPA (not less than **8.50**) secured by the students who have completed the prescribed credit requirements of the respective program within the minimum prescribed duration of the course without any break in study and have passed in all subjects in the first available opportunity, graduating in that academic year. The list of students who shall be awarded with Gold Medals shall be approved by the Academic Council. In case of a tie, the Academic Council shall decide the winner by breaking the tie considering other criteria as deemed fit.

The University reserves the right not to award a Gold Medal in a specific UG or PG program if there are less than a minimum number of students in that program as prescribed by the Board of Management, or there is a precedence of indiscipline against the candidate.

2. **Topper Certificates:** The student who has scored the highest final CGPA from the prescribed credit requirements of a branch or discipline of study, shall be awarded with a Topper Certificate. The list of students who shall be awarded with Topper Certificate shall be approved by the Academic Council. In case of a tie, all the students in the tie shall be awarded with the Topper Certificate.
3. **Endowment Awards:** The University may give away special Endowment Awards, sponsored by external persons or organizations as per the policy framed by the Board of Management. Such external persons or organizations shall deposit an endowment amount and sign an Agreement or MoU with the University. The yearly interest earned from the endowment amount shall be utilized to give away the awards every year. The name of the award, selection criteria, and other terms & conditions (if any) for such endowment awards shall be jointly framed by the sponsor and the University.

### 3.12.2 Multiple Exit Policy

1. In case a student, pursuing a 4-year UG Engineering program or a 5-year UG & PG (Integrated) program, decides to exit before completion of the program due to any unavoidable situation or as a matter of personal choice, then the student may apply to the Dean (Instruction) through the HoD before the completion of the ongoing even semester.
2. The minimum credits that must be successfully completed by the student to avail the exit option with a certification in the branch or discipline of study shall be as under:
 

a. Certificate	:	40 Credits
b. Diploma	:	80 Credits
c. Advanced Diploma/B.Sc./BCA	:	120 Credits
d. PG Diploma (for PG programs only)	:	40 Credits
3. Additionally, the student may need to successfully complete the required number of credits in skill-based courses during the summer break as prescribed by the Board of Studies.

4. The CGPA up to the even semester completed (excluding the skill-based courses, if any) must be **5.25** or more to be granted an exit with an appropriate certification.
5. If a student opts to exit during an ongoing odd semester, then the credits completed and CGPA secured up to the previous even semester shall only be considered.
6. A committee comprising of the Registrar, Dean (Instruction), Controller of Examinations, Dean (Student Affairs), and the respective HoD(s) shall examine the applications and place their report to the Vice-Chancellor for consideration.
7. The student shall be permitted to exit with an appropriate certification after approval of the Vice-Chancellor. The Controller of Examinations shall take necessary steps to issue the Grade Sheet(s) and Certificate to the student as soon as possible.
8. The names of the students who have exited before completion of the program with a certification, shall be stuck off from the register by the Registrar of the University.

### 3.13 Revision of Regulations and Curriculum

The Academic Council of the University reserves the right to revise, change, or amend the regulations, the scheme of examinations, the curriculum and the detailed syllabuses from time to time as deemed necessary.

If any specific condition which has not been covered in the above regulations or if the regulations is silent on any particular issue or case, the same may be referred to the Academic Council for a decision.

### 3.14 Interpretation

In case conflicting arguments arise due to the interpretation of statements contained in the document, the appropriate officers of the University including, but not limited to, the Controller of Examinations, Dean (Instruction), Dean (Student Affairs), and the Vice-Chancellor will address such issues on a case-by-case basis. If required the same may be referred to the Academic Council for necessary review and decision.

The Vice-Chancellor, being the principal executive and academic officer of the University, is empowered to take decisions in consultation with other Deans of the University and approval of the Vice-Chairman, in case of any emergencies or unforeseen events in all academic, examinations, publication of results, award of degree, or any other matter(s) related academics. Such decisions may be placed in the Academic Council for ratification.

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