



NIIS Institute of Engineering & Technology (NIET)

ACTS and STATUTES related to EXAMINATION and ACADEMICS

1.0 Duration of Curriculum and Calendar

- 1.1 Each year shall be divided into two Semesters - Autumn Semester (July to December) and Spring Semester (January to June). The Autumn semester shall ordinarily begin in July for students already on rolls and the Spring semester shall ordinarily begin in January. However, the first semester (Autumn, for newly admitted students) may begin a little later depending on completion of admission process and formalities. The number of teaching weeks in each semester shall be fifteen to eighteen with a minimum of 90 teaching days excluding the period of examination.
- 1.2 Each year the University shall draw out a calendar of academic and associated activities, which shall be adhered to. The same is non-negotiable. Details of curricula and syllabi shall be as decided by the Academic Council with provision for modification from time to time as per the needs of the specializations concerned.
- 1.3 **Duration** : The duration of the programme shall be governed by the regulations of AICTE that may change from time to time. As per the prevailing regulations, B.Tech programme is Four years (Eight Semesters). A weaker student can complete a four year programme in not more than seven years, a five years programme in not more than eight years and a three years programme not more than 5 years.

2.0 Eligibility for Admission :

- 2.1 Admissions to different courses of the University shall be based on criteria decided by the Academic Council of the University in accordance with the stipulations of AICTE / UGC, modified as necessary.

There shall be provision for direct admission for a limited number of NRI / FN students. Details of criteria for admission shall be as per provisions of the rules formulated for the purpose.
- 2.2 Physically handicapped Candidates shall be required to satisfy the prescribed medical fitness norms.
- 2.3 Admissions shall ordinarily close on a specified date before commencement of the first semester instruction, through a notification / academic calendar.

- 2.4
- Candidates shall have to register as bonafide students with the University as per University regulations before commencement of instruction in First Semester and for Lateral entry students in Third Semester.
 - A student is allowed to attend classes only for those subjects that he / she has registered in a semester.
 - A student who has been promoted with a backlog, has to first register for the backlog subject(s) if the same is being offered in a semester.
- 2.5 Any student pursuing B. Tech programme, may be allowed a change of branch in an institution / college after completion of course requirements for the first (autumn) and second (spring) semesters of the first year programme, subject to availability of seats in a programme. The selection shall be on the basis of merit, assessed through the combined results of the first and second semester examinations declared in the form of Cumulative Grade Point Average (CGPA) at the end of the first year which should be 8.50 or more. This is an incentive to meritorious students.

Only such students who have cleared all examination items of both the semesters **in first attempt**, in examinations held during academic session of his / her first admission to the course shall be qualified to apply for a change of branch. Change of branch may be accorded subject to the condition that the consequent total student strength in the 'gainer' programme shall not exceed by 10% of the approved seats and the net student strength in the loser programme shall not deplete by more than 10% of the actual student strength existing on the rolls prior to the change during the process.

An institution deciding to award benefit of branch change shall constitute a committee (Branch Change Committee) with the Principal as its Chairman. The committee shall invite options from the students. The committee will prepare a merit list based on CGPA and allot change of branch in order of their preferences. Institutional decision on the matter shall be final. The college shall intimate the decision on branch change within seven calendar days starting of the semester.

Clause 2.7 (Inter College Transfer) of the Academic Regulations

- (a) Under **Extraordinary Circumstances** (closure of a college/ closure of a branch/ withdrawal of recognition/ affiliation by AICTE/ University) the University may transfer students from one Constituent/ affiliated institution/ college to another Constituent/ affiliated institution/ college in the same programme at any point of time during the continuation of the programme. The application form for Inter College Transfer (Form.No.ACA-12) duly filled in by the student(s) and complete in every respect should be forwarded to the University through Principal/ Director of existing college for further consideration at the University level.
- (b) Besides above, in the beginning of the academic session five students per year per branch of B.Tech programme may be allowed for Inter- college transfer from one affiliated institution/ college (Private) to another affiliated institution/ college (Private) in the same discipline/ programme on Medical Ground subject to the consent and production of NOC from the Principal/Director of both the colleges. No student from one Government college to another Government college shall be allowed to transfer unless it is a rarest of the rare case. Under no circumstances, the Inter-college transfer within the city & within 50 kilometer distance shall be allowed.

The Inter-college transfer is not allowed in the first year / year of admission. Further, Inter College Transfer from one affiliated college to a Constituent college or vice-versa is not allowed at any point of time. The application form for Inter College Transfer (Form No.ACA- 12) duly filled in by the student and complete in every respect should be forwarded to the University through Principal/ Director of existing college/ institution.

All such applications for Inter-college transfer on Medical Ground with required documents received by the University during the start of the Academic Session shall be referred to a Medical Board, OJEE for verification of their illness. The cases so referred by Medical Board shall be placed thereafter before the Board of Management for necessary approval. Based on approval of the Board, the students may be allowed for Inter-college transfer. Such students shall have to take admission in the new college by adhering to the fee structure of that college. The concerned Principal/Director of the respective colleges shall inform the University immediately regarding such transferred cases for cancellation of old registration card and issue of new registration card in favour of the student as per rules.

3.0 Subject-wise Registration and Eligibility to Appear at Examinations.

- 3.1 All Registered Students of the University have to register for each of the subjects they are required to study before commencement of a semester. Except in the first semester, where a student is automatically registered for all subjects of the semester, a student has to apply to the University in a specified format for subject-wise registration for the term with prescribed fees through his/ her college principal. The same will be scrutinized and registration confirmation will be given to the college.
- 3.2 A student who has been promoted with backlog (XP) has to register first for the backlog subjects being offered in the semester. During the course of study the students may register in any number of (2nd semester onwards) backlog (failed) subjects of their lower semesters; preference being given to lowest possible semester in addition to the prescribed subjects of that semester. During normal course of study a student may register the backlog (failed) subjects of his / her branch of study of lower semester. After completing the final semester (B.Tech /), a student may register in any number of backlog (failed) subjects or subjects (having requisite attendance) and attempt to clear them during appropriate semester examinations. The student once registered for a set of backlog subjects cannot change them during the semester.
If a student does not secure a pass grade in Laboratory./Sessional subject, he/she has to clear the same as prescribed above.

Important Note : If minimum 10 students opt for a particular elective paper (in any semester) at the college level, then this paper should be offered at that college and those students would be allowed for registration of the same.

- 3.3 A student shall not be allowed to appear in the Semester examination (including Special Examination of that year) in those

particular theory subjects where he / she has shortage in attendance. He / She will be allowed to appear at the theory examinations in other subjects where he / she has no shortage in attendance.

The attendance shall be considered from the date of commencement of classes as per academic calendar of the university. The schedule of classes shall be notified through a Time Table before the beginning of the classes in the Semester. Attendance record must be compiled at the time of each class test and the students with poor attendance must be informed through notification. The guardian must also be informed through a letter. Letters must be issued to the student and the guardian before he/ she is debarred for appearing University examination due to shortage of attendance. University has to be informed about the percentage of attendance before starting of examination.

- 3.4 Concessions: A student who has been absent for short periods on health ground or due to participation in cultural, sports, other academic / official assignments in the interest of the institution / college / University / government with prior written permission of the head of the institution / college shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% of attendance in a semester. No student shall be allowed to appear at University examination/ Special Examination with shortage of attendance below 65% in any of the registered subjects.
- 3.5 A student shall be admitted to any examination in a subject only if he / she has registered for that subject and paid necessary registration and examination fees in the beginning of the semester.
- 3.6 A candidate shall be allowed in an End - Semester examination only after he / she is issued an Admit Card for the relevant examination by the College. The college shall obtain written clearance on eligibility from the University.
- 3.7 A student who is promoted to the next higher year with backlogs in the previous year shall be permitted to appear at an examination for the backlog subjects, provided he/she fulfills the conditions 3.3 to 3.6 above.
- 3.8 A student who has been absent on medical ground may be allowed to appear at an examination provided he/she has attended at

least 65% of classes and (i) a medical board and (ii) the Principal, recommended for such relaxation.

4.0 Rules for examinations

4.1. Each discipline consists of the following four types of items:

- Theory Items
- Practical Items
- Sessional Items
- Project Items

The schedule of these items along with their credit points for each semester shall be as per rules formulated by the Academic Council from time to time.

4.2. At the end of each semester, there shall be an examination (hereinafter called end-semester examination) conducted by the University as per programme announced at the beginning of each academic year.

4.3. Back paper examinations, if any, shall be held with the normal end semester examination.

4.4. Students with backlogs shall clear their backlog subjects along with regular students of lower semester(s) in subsequent year or in the same year if a subject is offered in both semesters.

4.5. There shall be Special examinations after the final semester examination for 3rd to final semester subjects. Students who have gone through the final semester examinations are eligible to appear at the Special examinations. Students who have appeared at the semester examinations (3rd to final semester) and secured 'F' grade in the subjects, are eligible to avail this opportunity to clear these subjects. Students, after completing of final semester examination, can register in any number of subjects (failed) for the Special Examinations. The Special Examination will start after 30th June every year.

[There shall be no Re-Totalling / Re-Checking for any subject of the Special Examination]

4.6. Students who have secured 'M' or 'S' Grade in any subject(s) are not eligible to appear Special Examinations. However, such students can appear at the Regular Semester Examinations to clear such subjects and if they fail they can appear at the next Special Examinations.

- 4.7. The colleges may arrange for special classes, tutorials etc. for such failed students to make up their deficiencies at least for 2 to 4 weeks during May and June.
- 4.8 The Special examination shall be held only at selected centres.

5.0 Declaration of Result and Promotions

- 5.1 In order to pass a programme / course a candidate must secure at least Pass Grade in each of the Theory, Practical, Project, Seminar, Sessional and Viva Voce items and maintain a minimum level of overall performance as specified in the Clause 7.3.
- 5.2 The promotional status between two consecutive semesters and / or two consecutive levels / years shall be indicated on the Semester Results as detail below :

A. Passed and Promoted (denoted by P) indicating that

- The candidate has cleared every registered course item of both odd and even semester of the academic year.
- He / She has no backlog from lower levels.
- He / She has secured CGPA of 6.0 or more.

B. Eligible for Promotion with backlogs (denoted by XP) indicating that

The candidate is eligible for promotion with backlog (XP) in the following situation :

▶ **For promotion from 1st year to 2nd year :**

A student at the end of the first year (inclusive of first and second semesters) having a minimum of CGPA of 4.50 is eligible for promotion to the Second year, regardless of the number of failed subjects except candidates under Clause - D.

A student (at the end of first year) with a CGPA of less than 4.50 may choose to quit; or pursue studies after registering as a fresh student in the First year. If such a student in the new 1st year once again fails to secure a CGPA of at least 4.50 at the end of the new First Year, he/she has to quit the BPUT system.

- ▶ **For promotion from 2nd year to 3rd year :**
All students of second year (after 4th semester) are eligible for promotion to 3rd year except candidates under Clause - D.
- ▶ **For promotion from 3rd year to 4th year :**
All students of third year (after 6th semester) are eligible for promotion to 4th year except candidates under Clause - D.

Important Note : The SGPA of the lower semester(s) of XP category students after clearing their backlog subjects would be updated. This updated SGPA would be considered for their promotion in the 1st year.

- C. The candidate is eligible for promotion to next higher level (year / semester) if (i) he / she has registered for all the subjects for any semester AND (ii) he /she has appeared in the semester examination in at least 3 (three) theory subjects of the regular semester AND (iii) he/she has attended at least 2 (two) lab / practical / sessional classes.

N.B.: All the above three conditions have to be satisfied for promotion to the next higher semester / year.

- D. Not Eligible for Promotion (denoted by X) indicating that

The student is NOT eligible for promotion to the next higher level as he / she has not fulfilled the stipulated requirements defined under the provisions, stated above under Clause 'A', 'B' and 'C' for promotion.

Important Note : The 'X' category students as well as those who do not want to be promoted and who are otherwise eligible to continue in the BPUT system, are required to re-register for that year. They are required to register in all the backlogs (failed / not appeared) subjects of both the semesters of that year except 1st year.

E. Registration for students under Clause – C

The students, who are NOT eligible for promotion are to register and appear at the back paper subjects except 1st year.

If he/she does not have 75% attendance in a subjects, he/ she has to attend the classes in those subjects and to fulfill Clause - 3.3 to become eligible for appearing the examination.

This regulation is applicable to all programmes of duration three years and more.

- 5.3 A candidate shall be eligible for promotion to the next higher level / year if he / she satisfies the conditions laid down under the rules formulated by the Academic Council.
- 5.4 Candidates declared eligible for promotion to the next level without clearing all course items of earlier semesters individually shall have to apply for permission for admission to the higher level and obtain the same from the director / principal of concerned institution before registration.
- 5.5 The University shall publish a list of all successful candidates of each of the semester examinations within the date prescribed in academic calendar.
- 5.6 The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned programme.
- 5.7 A student's level of competence shall be categorized in accordance with the Cumulative Grade Point Average.

6.0 Grading System

- 6.1 A letter grading system shall be followed in the University. The uniform Grading System to be followed for all Academic Programmes (except Ph.D.and D.Sc) shall be as described below :
- A Nine Point grading system on base of 10 shall be followed in the University. Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	'O'	90 & above upto 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
Below Average	'D'	37 & above but less than 50	5
Failed	'F'	Below 37	2
Malpractice	'M'	-	0
Absent	'S'	-	0

Grade-sheet would be issued year-wise to students who have cleared all the subjects as per syllabus of the lower semesters.

N.B. Grade C shall be considered as average, Grade D shall be pass Grade for theory and Grade C shall be Pass Grade for Practical / Sessional / Project / Seminar / Viva - Voce.

6.2 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA - Semester grade point average.

CGPA - Cumulative grade point average.

It shall be the basis of judging his / her overall competence in the course.

6.3 Definition of terms:

- a) POINT - Integer equivalent each letter grade.
- b) CREDIT - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.
- c) CREDIT POINT - (b) x (a) for each course item.
- d) CREDIT INDEX - \sum CREDIT POINT of course items in a Semester
- e) GRADE POINT - $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$

SEMESTER GRADE POINT AVERAGE (SGPA)

$$\text{SGPA} = \frac{\text{CREDIT INDEX}}{\sum \text{CREDITS for a Semester}}$$

CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$\text{CGPA} = \frac{\sum \text{CREDIT INDEX of all Previous Semester}}{\sum \text{CREDITS of all Previous Semester}} \text{ upto a Semester}$$

- b) CREDIT - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.
- c) CREDIT POINT - (b) x (a) for each course item.
- d) CREDIT INDEX -
- e) GRADE POINT -

SEMESTER GRADE POINT AVERAGE (SGPA)

SGPA -

CUMULATIVE GRADE POINT AVERAGE (CGPA)

CGPA -

7.0 Requirements for Award of Degree :

There shall be no class / division awarded to a student either at Semester or degree level.

7.1. Eligibility for Award of Degree

A candidate will be eligible for award of B.Tech/ B.Arch/ B. Pharm degree if he/she satisfies all the following conditions:

- (a) Has cleared (minimum pass grade) in all subjects and obtained requisite number of credit points prescribed for his/her branch of study (see # 7.3 below).
- (b) Has secured a minimum Cumulative Grade Point Average (CGPA) of 6.0 (see # 6.3 for calculation of CGPA).
- (c) Obtained at least satisfactory grade (C) in NCC / NSS / Games / Sports / Music / Drama / Debate / Quiz / Yoga.

7.2. Skipping (of Subjects) for Award of Degree

A student has to obtain minimum credit points in the various categories of subjects as shown under the item # 7.3 below.

If a student has accumulated more credits beyond the minimum in a category and intends to skip a subject (in which he / she has failed or not appeared), he / she has to make a formal application through the college to the University after completion of the **Final Semester**. Such a subject, which he / she has chosen to skip shall not appear in the Grade Sheet issued by the University.

7.3 Subject Categories and Range of Credits to be Obtained

(a) B.Tech Degree Programme

Subject Category	Required Range of Credits		
Basic Science	30	-	35
Basic Engineering	40	-	45
Professional Core	45	-	55
Professional Electives	25	-	30
Free Elective	20	-	25
Humanities & Management	25	-	30
Project	10	-	10
Comprehensive Viva - Voce	5	-	5
Total Credits for Degree	200	-	235

***Pass grade is D in Theory and C in all other items.**

(b) B.Pharm Degree Programme

Subject Category	Required Range of Credits		
Basic Sciences	30	-	32
Basic Engineering	10	-	12
Humanities and Management	9	-	12
Professional Core	120	-	125
Professional Elective	16	-	19
Project	10	-	10
Comprehensive Viva - Voce	5	-	5
Total Credit for Degree	200	-	210

***Pass grade is D in Theory and C in all other items.**

(c) B.Arch Degree Programme

Subject Category	Required Range of Credits		
Basic Sciences	8	-	8
Basic Engineering	48	-	48
Humanities and Management	15	-	15
Professional Core	125	-	130
Professional Electives	20	-	25
Practical Training	20	-	20
Project	10	-	10
Comprehensive Viva - Voce	4	-	4
Total Credit for Degree	250	-	260

***Pass grade is D in Theory and C in all other items.**

7.4. Disqualification for Award of Degree

Students who have been convicted by any cognizable offence(s) shall be debarred from receiving degrees.

7.5. Criteria for Award of Gold Medals

- (a) The best graduate / university gold medal winner will be selected based on the highest Cumulative Grade Point Average secured by the graduate passing out in the academic year of BPUT.
- (b) For award of gold medal / scholarships etc, more than one candidates may be declared Joint Winner if they have same CGPA.
- (c) Candidate securing less than 8.50 CGPA will not be considered for award of Gold Medal.
- (d) Student appearing for Special Examination shall not be considered for award of Gold Medal.
- (e) For branches in which the syllabi are same (i.e ETC and EC, AE&I and I&E) shall be considered jointly.

8.0 Examinations :

The University shall have continuous evaluation system for each theory, practical, sessional, design and project papers.

8.1 Theory Papers

- (a) A theory paper will have 100 percentage points. The weightage for three class tests and the end semester examinations will be as follows:
 - Class Test - I of one hour duration = 10 percentage points.
 - Class Test - II of one hour duration = 10 percentage points.
 - Class Test - III of one hour duration = 10 percentage points.
 - End Semester Examination of three hours duration = 70 percentage points.

Total	100percentage points.
--------------	------------------------------
- (b) The syllabus for each theory paper will have 3(4) modules. The three class tests will be nearly equi-spaced in Academic Calendar. The end semester examination is comprehensive and will cover all modules. The academic calendar will specify the examination period for all Class tests and the end semester examination.
- (c) The class Tests will be conducted at the college level in the Scheduled week and the corrected papers have to be shown to the students within seven calendar days. The score out of 10 percentage points shall be sent to the University and informed to the students.
- (d) There is no compensatory Class Test. If a candidate misses a Class Test due to medical reasons, the candidate will make an application to the college. The college will then constitute a medical board with a doctor not below the rank

of a CDMO to examine if the illness was serious enough to compel him / her to abstain from appearing at the test. Medical board report with the recommendation of the Principal shall be sent to the University for consideration of compensating test / award of percentage points. The University shall constitute a committee to recommend the action for each case. If the committee recommends compensatory percentage points, it will be the average of the other two tests.

- (e) Any student securing less than 12 (internal) marks in the class tests has obtained overall 'F' grade in the subject may be allowed to repeat the internal tests at the college level during the corresponding semester of the subsequent year. The revised marks from the colleges would replace the old class test marks. However, his total internal marks will be restricted to 12 out of 30 in the repeat tests or actual mark if his / her total mark is less than 12. For this repeat test only one chance would be given. The revised marks shall be communicated to the University prior to start of respective University level regular examination.
- (f) A candidate is deemed to clear (Pass) a theory paper if he / she secures :
 - (1) A minimum of 25 percentage points in the End Semester examination, (is out of 70), and
 - (2) A minimum of 37 percentage points in the End Semester examination and three class tests, taken together (i.e out of 100).

8.2 Practical Papers

- (a) The syllabus of a practical paper shall specify the number of practical / experiments (works) to be done in a semester.
- (b) A practical paper shall have 100 percentage points.
- (c) Each practical / experiment (work) shall have equal percentage point as its weightage.
- (d) A practical paper shall have 2, 3 and 6 contact hours / week for 1, 2 and 4 credit papers respectively. Time Table must provide for such contact hours.
- (e) A practical experiment (work) and its evaluation shall be completed in all respects within the allotted hours.
A practical experiment (work) will be evaluated by an External Examiner appointed by BPUT, based on the following components. The relative weightage of the components are also given below.

- Experiment (work) planning and execution 20

- Results and interpretation 30
- Report 30
- Understanding on the theory related to experiment 20

Total 100

- (f) A candidate has to be informed about the score at the end of a Practical class. The Score shall be sent to the University on the same day.
- (g) The teacher concerned with a practical class shall maintain the reports of the candidates together with the score on each experiment giving the reasons for awarding either very high score (90 percent or above) and low score (30 percent and less).
- (h) A candidate shall clear a Practical Paper if his / her score in the paper is minimum of 50 percentage points.
- (i) College can arrange a compensatory practical class for a student who misses an experiment only on medical ground. Such a compensatory experiment has to be arranged within two weeks of his / her missing a practical class.
- (j) Any student securing less than 50 marks ('F' grade) in practical may be allowed to repeat the practical in the corresponding semester of the subsequent year. This will be limited to only one chance.

The score for the compensatory test shall be sent to the University giving reference to the original practical date that the student has missed.

8.3 Sessional Papers

- (a) Sessional paper will carry 100 percentage points.
- (b) The syllabus shall prescribe the number of jobs and specific tasks to be performed in each job. All jobs in a sessional shall have more or less or same allotted contact hours and equal weightage.
- (c) A sessional job has to be evaluated based on the following considerations.
- Quality of job 50 points
 - Understanding of the job and related theory 30 points
 - Quality of report and Viva - Voce 20 points
- (d) Each sessional work is to be completed during allotted hours in the class itself.
- (e) No sessional works can be done at home / hostel.

- (f) At the end of each sessional work, the evaluation will be done. The student is to be shown the score and told about weaknesses (if any).
- (g) At the end of each sessional the marks are to be sent to the University.
- (h) If a student misses upto 35 percent of allotted sessional hours for a job on health ground, he / she may make an application to the Principal alongwith a medical certificate. A committee constituted by the Principal may consider the application and the student may be allowed compensatory classes to complete the sessional work beyond the regular allotted hours.
- (i) The teacher concerned shall maintain all records of the sessional work at least for a semester for inspection by the University.
- (j) A candidate shall clear (Pass) a Sessional Paper if he / she scores minimum of 50 percentage points.
- (k) Any student securing less than 50 marks ('F' grade) in sessional may be allowed to repeat the sessional in the corresporning semester of the subsequent year. This will be limited to only one chance.

8.4 Project Item

- (a) A Project Item shall carry 100 percentage points.
- (b) Each candidate shall do a project under the supervision of a Supervisor. There could be a Co - Supervisor if the project is interdisciplinary in nature. For an Industry based project, the Co - Supervisor could be from concerned Industry. Project could be Theoretical / Practical / Design oriented.
- (c) Evaluation of the Project
 - (i) Evaluation of a major / minor project will be done on following points.

• Understanding the relevance, scope and dimension of the project	10 points
• Relation to literature / application	10 points
• Methodology	10 points
• Quality of Analysis and Results	10 points
• Interpretations and Conclusions	20 points
• Report	20 points
• Defence	20 points
	100 points
 - (ii) The evaluation shall be done by a Committee of teachers where the Project Supervisor shall be a member. His evaluation shall carry 50 percent

weightage. The other members shall have 50 percentage weightage. For major project, an external expert shall be involved.

- (iii) Minimum score for a Pass in Project item is 50 percentage points.
- (iv) The Chairman of the Committee shall forward the score within the prescribed date to the University. He / She shall also maintain all records for inspection by the University for at least a semester. He / She shall submit a copy to the Principal for records.

8.5 Seminar Item

Seminar performance will be evaluated by a committee of Teachers. It will have the following components.

- | | | |
|-----|-------------------------------------------------------|-----------|
| (a) | Quality of Material | 30 points |
| (b) | Quality of Presentation | 30 points |
| (c) | Quality and extent of response
from other students | 20 points |
| (d) | Participation in other
Presentations | 20 points |

100 points

A candidate has to not only give his / her seminar, but also must attend atleast 75 percent of seminars given by other students. The Chairman of the Committee shall forward the score within the prescribed date to the University.

He / She shall also preserve all records for inspection by the University for at least a semester. He / She shall submit a copy to the Principal for records.

Minimum score for a Pass in Seminar item shall be 50 percentage points.

Any student securing less than 50 marks ('F' grade) in seminar may be allowed to repeat the seminar in the corresponding semester of the subsequent year. This will be limited to only one chance.

8.6 Comprehensive Viva - Voce Item

- (a) This shall be done by a Committee of Teachers with participation of an External Expert from an Institution / Industry of repute.
- (b) The Chairman of the Committee shall forward the score within the prescribed date to the University. He / She shall

also maintain all records for inspection by the University for at least a semester. He / She shall submit a copy of the score to the Principal for records.

- (c) Minimum score for a Pass in Viva - Voce is 50 percentage points.

8.7 Evaluation Responsibility

- (a) The teacher imparting instruction is solely responsible for evaluation of Class Tests, Practical and Sessional works. He / She is also responsible for maintaining all records to justify his / her evaluation scheme and score thereof.
- (b) Neither the Principal nor the Management shall have right to change the score assigned by a teacher. However, if the Principal is convinced that the scores assigned by a teacher are biased, he / she shall appoint a committee where the teacher concerned will be a member for review. The decision of the committee shall be final and binding. The decision with the revised score shall be sent to the University for necessary action.
- (c) A copy of the score assigned for each Class Test, Practical and Sessional work shall be submitted to the Principal for records, and the same will be sent directly by the teacher concerned to the University.

8.8 Disciplinary Actions (Examinations)

- (1) A student found resorting to malpractice (copying etc.) in the examination hall during University Examination as reported by the Invigilator / Supervisor / Squad Member
- will be awarded “M” grade having 0 (zero) Grade Point in that paper and he / she will be warned by the university with a copy to the parents / guardians or a notice in the official website of the University.
- (2) A student adopting malpractice and showing an indisciplined behaviour in the examination hall
- Will be awarded “M” grade having 0 (zero) Grade Point in that paper and he/she will be warned by the university with a copy to the parents / guardians or a notice in the official website of the University.
 - Shall have to bear a fine of Rs. 2000.00.
- (3) A student found adopting malpractice in more than one papers in a Semester / Trimester / Special examination

- Will be awarded “M” Grade with 0 (zero) Grade Point in all the papers of that Semester / Trimester / Special Examination; he / she will be warned by the university with a copy to the parents / guardians or a notice in the official website of the University.
- (4) A student adopting malpractice (as defined in earlier clauses) once again in the subsequent semester examinations inspite of the warning issued previously
- Will be awarded “M” grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.
- (5) A student found violating the Examination Code of Conduct [which includes :
- ▶ Use of programmable calculators, mobile phones (even in switch off mode), document or any electronic devices having memory chips.
 - ▶ Leaving the Examination Hall within the first hour from the commencement of the examination.
 - ▶ Talking to other examinees in the Examination Hall.
 - ▶ Trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall.]
- Will be expelled from the Examination in that paper and will be awarded “M” grade having 0 (zero) Grade Point in that paper; he/she will be warned by the university with a copy to the parents / guardians or a notice in the official website of the University.
 - A student found repeating the “Violation of Code of Conduct” will be awarded “M” grade with 0 (zero) Grade Point in all the papers of that semester and will not be permitted to appear at the subsequent examinations of that semester.
- (6) A student indulging in the misconduct in the Examination hall [which includes :
- ▶ Using question papers and / or answer scripts for communicating with fellow examinee.
 - ▶ Exchange of question papers and answer scripts (with other examinees / outsiders).
 - ▶ Writing answers in question papers.
 - ▶ Writing obscene or filthy languages in answer scripts
 - ▶ Writing derogatory remarks

- ▶ Any remarks, requests or irrelevant issues in answer scripts.]
 - Will be awarded “M” grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.
- (7) Any student found man-handling / threatening the officers / staff connected with the examinations (Invigilator, Center Superintendent, Supervisors, Principal, Members of flying squad, etc.)
- Will be awarded “M” grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.
 - Other disciplinary actions as deemed fit (including FIR to police) would be initiated by the University / college.
- (8) Any student found damaging the property of the staff / officers / institution connected with the examinations
- Will be awarded “M” grade having 0 (zero) Grade Point in all the paper of that Examination and will be expelled from the College for one year.
 - Will be obliged to provide compensation for the damage as assessed by the college / university or individual as the case may be.

9.0 Time Table for Instructions.

Each constituent / affiliated college has to prepare Time table for the subjects (Theory, Practical and Sessional) being offered in a semester at least 15 calendar days before the coursewise registration of students to that semester. The time table must also mention the teacher who is handling a subject. If the subject is handled in more than one sections, the names of the teachers handling all the sections should be given. Each constituent / affiliated college shall have to submit Time Table at least 10 calendar days before registration.

10.0 Registration of Teachers

- (a) Each regular faculty engaged in teaching of a theory paper, supervision of Practical, Sessional and Project work shall be registered teacher of the University.
- (b) A teacher of a constituent / affiliated college of the University has to get himself / herself registered in the University before he / she handles the formal instruction. The college shall forward the registration form in prescribed format with necessary fees to the University.

- (c) Only a registered teacher of the University shall be permitted to get involved in teaching, invigilation, examination and evaluation processes.
- (d) The University reserves the rights to cancel the registration of a teacher, if the performance of a teacher is found to be unsatisfactory and his / her conduct is unbecoming of a teacher without assigning any reason for the action.

11.0 Academic Rules

- (1) Rules for Change of Name/ Surname
 - i. The application in the prescribed format for change of name/ surname shall be considered provided that proposed change in name or surname is
 - (a) Notified in the Government Gazette.
 - (b) Published in the news papers after swearing before 1st class Magistrate and original High School certificate and Council Certificate are corrected accordingly.
 - ii. The application in prescribed format shall have to be forwarded through the Principal of the concerned college along with following documents.
 - (a) Original Certificate / Original Mark sheet along with certified copies of the said original certificate as mentioned in the application form duly corrected.
 - (b) Original clipping of the Gazette publication.
 - (c) Original clipping of the News Papers of Orissa State in which name / change of surname so published.
 - (d) Original affidavit swearing before the 1st class Magistrate, wherein change in surname has been made.
 - (e) Prescribed fee in shape of Bank Draft in favour of the University.
 - (f) After due verification of all documents and necessary approval of the Vice Chancellor the change of name/ surname shall be notified by the University through the Registrar.
- (2) Rules for Correction of Name in Degree Certificate
 - (a) Application shall be forwarded by the Principal/ Director of the respective college specifying the Corrected name and name appears in the final Certificate/ grade sheet.
 - (b) The application shall be enclosed with the attested copies of the HSC and CHSC certificate/ mark sheet.
 - (c) Prescribed fee in shape of Bank Draft in favour of the University shall be deposited with the application form.
 - (c) After due verification of all documents and necessary approval of the Director Examination a corrigendum shall be issued.
 - (d) The necessary correction be made in the academic record

and a fresh certificate shall be issued within 15 calendar days.

- (3) Rules for Lost/ Damaged of Degree certificate/ Transcripts
- (a) Application shall be forwarded by the Principal/ Director of the respective college specifying the reason for loss / damage of degree Certificate/ transcripts.
 - (b) The application shall be accompanied by the Original FIR of Police Station where the degree certificate has lost/ damaged.
 - (c) Original affidavit swearing before the 1st class Magistrate.
 - (d) Original clipping of the News Papers (at least in 2) of Orissa State in which Loss/ damage so published.
 - (e) Prescribed fee in shape of Bank Draft in favour of the University shall be deposited with the application.
 - (f) After due verification of all documents and necessary approval of the Director Examination, Duplicate Certificate will be issued within 15 calendar days.
- (4) Rules for Migration Certificate
- (a) Application shall be forwarded by the Principal/ Director of the respective college specifying the reason for issuance of Migration Certificate.
 - (b) The application shall be accompanied by the Original Registration Card issued by the respective University.
 - (c) Prescribed fee in shape of Bank Draft in favour of the University is to be deposited with the application form.
 - (f) After due verification of all documents and necessary approval of the Registrar Migration Certificate will be issued within 15 calendar days.

12.0 (a) Re-Totalling/ Re-Checking :

A student may apply through his/ her college for Re-totalling / Re- checking of a paper within 30 calendar days from the date of publication of the results in each Semester. However, evaluation be done for un-evaluated questions, if any. This facility is, however, not available for special examinations.

(b) Photocopy of Answer Scripts :

A student may apply for photocopy of Answer Scripts through his / her college within 30 calendar days from the date of publication of the results in each Semester. The Re-Checking is a pre-condition for supply of photocopy. The college shall forward the application alongwith requisite fee (Rs.200/- for Re-Checking and Rs.60/- for photocopy) within 30 calendar days from the date of publication of the results in each Semester. The Photocopy of re-checked answer scripts will be sent to the respective college within a minimum period of 3 (Three) months from the last date of receipt of application for distribution

among the respective students. No student shall be entertained for any enquiry pertaining to the above process at the University level.

(c) **Grade Sheet**

At the end of each year, a Grade sheet shall be made available to each student as per Clause 6.1. However, if a student requires additional copies, he / she should apply through the college with prescribed fees.

(d) **Duplicate University Registration Card**

A Student is issued University Registration Card at the time of counseling and admission. University Registration number continues to be his / her Registration number for all examinations during his / her tenure of study. This card is also essential for admission of the student to a college and his / her eligibility to attend classes in a college. This is an IMPORTANT document and the student must possess it throughout his / her course at the University.

In the event of a student losing his / her University Registration Card, he / she should immediately lodge a FIR in the nearest Police Station. He / She should apply through the College for issue of duplicate Registration Card with a prescribed fee. The application in plain paper must accompany a copy of FIR and prescribed fee and the same should be sent to The Registrar, Biju Patnaik University of Technology by Speed Post / Registered Post.

PERSCRIBED FEES

Sl.No.	Description of Items	Fee
1.	Duplicate Registration Card	100/-
2.	Migration Certificate	100/-
3.	Duplicate / Additional Grade Sheet per year	100/-
4.	Correction / Change of Name in Degree Certificate	200/-
5.	Duplicate Degree Certificate	500/-