NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL



RULES AND REGULATIONS

BACHELOR OF TECHNOLOGY (B. Tech.) PROGRAM

(with effect from 2021 - 2022)

Rules and Regulations of B.Tech. Programs effective from 2021-22

1. INTRODUCTION: Provision of these regulations shall come into force with effect from the academic year 2021-2022 and shall be applicable to all B. Tech courses (unless otherwise stated) offered by the Institute.

1.1 B.Tech. Degree Programs are offered in the following specializations by the respective engineering departments.

S No	Department	B. Tech Program Name
1	Civil Engineering	Civil Engineering
2	Electrical Engineering	Electrical and Electronics Engineering
3	Mechanical Engineering	Mechanical Engineering
4	Electronics and Communication Engineering	Electronics and Communication Engineering
5	Metallurgical and Materials Engineering	Metallurgical and Materials Engineering
6	Chemical Engineering	Chemical Engineering
7	Computer Science and Engineering	Computer Science and Engineering
8	Biotechnology	Biotechnology

1.2 The provisions of these regulations shall be applicable to any new discipline that may be introduced from time to time.

1.3 The medium of instruction for all programs offered in the Institute is English

1.4 Prescribed service courses for all the programs listed in 1.1 are supported by a) Mathematics b) Humanities and Social Sciences c) Physics d) Chemistry e) School of Management and f) Physical Education Departments.

2. ADMISSION:

2.1 Admission to National Institute of Technology Warangal shall be made in accordance with the instructions received from the Ministry of Education (MoE), Government of India from time to time. Seats are reserved for candidates belonging to Scheduled Castes (SC), Schedules Tribes (ST), Other Backward Classes (OBC), Persons with Disability (PWD), Economically Weaker Section (EWS) and other categories as per the guidelines issued by MoE from time to time.

2.2 Admission to all courses shall be made in the odd semester of each academic year at the first-year level based on the relative performance in the Joint Entrance Examination (JEE – Mains) as per the guidelines issued by the MoE, New Delhi from time to time.

2.3 A limited number of admissions are offered to Foreign Nationals and Indians living abroad in accordance with the rules applicable for such admission, from time to time, issued by the MoE.

2.4 If, any time after admission, it is found that a candidate had not fulfilled *all* the requirements stipulated in the offer of admission, in any form whatsoever, including possible misinformation etc., the Dean-Academic shall report the matter to the Senate recommending for the cancellation of admission of the candidate.

2.5 The institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her studies on the grounds of indiscipline or any misconduct.

2.6 The decision of the Senate, regarding sections 2.4 and 2.5 above, is final and binding.

2.7 Candidates must fulfill the medical standards required for admission as prescribed by the Institute.

2.8 There will be no branch change at the end of first year.

2.9 Every Undergraduate student of the Institute shall be associated with parent department offering the degree program that the student undergoes, throughout his/her study period.

3. COURSE STRUCTURE:

3.1 The total course structure for B.Tech. Degree Program typically consists of the following components:

a) Basic Science Core (BSC)
b) Engineering Science Core (ESC)
c) Humanities and Social Science Core (HSC)
d) Program Core Courses (PCC)
e) Program Elective Courses (PEC)
f) Open Elective Courses (OPC)
g) Program Major Project (PRC)
h) Mandatory Non-Credit courses (MNC)

Note:

a) Open Elective Courses can be in any of the following areas*: Basic Sciences, Engineering Science Courses, Humanities & Social Sciences and Management.*

b) A student will not be permitted to register open elective course offered by the parent department.

c) The allotment of the open elective course shall be based on CGPA and the preference of the student.

d) *Mandatory Non-Credit courses include: Induction Program, Extra Academic Activity* in the first two semesters, Indian Constitution, Professional Ethics etc., (refer to rule 12)

3.2 The DAC - UG along with external members will discuss and finalize the exact credits offered for the program for the components (a) to (h) of 3.1, the semester-wise distribution among them, as well as the syllabi of all courses offered by the Department along with course outcomes of each course, course articulation matrix and pre-requisites, from time to time and recommend the same to the Senate through Board of Studies for consideration and approval.

3.3 Every student admitted into the first year is required to register, and complete satisfactorily, the Mandatory Non-Credit courses: Induction Program in the first semester and Extra-Academic Activity (E.A.A. = Games & Sports) in the first two semesters. Students, who could not successfully complete EAA in both of the semesters of the first year, will have to satisfy this requirement before the end of Second year. Interested students can also enroll in NCC / NSS.

3.4 **Assignment of Credits to Courses:** Each course has a certain number of credit(s) assigned to it depending upon its lectures/tutorials/practical hours as shown below:

- Lectures and Tutorials: One lecture or tutorial hour per week over the period of one 14 week semester is assigned one credit.
- Practical/Practice: One laboratory/practice hour per week over the period of one 14 week semester is assigned half credit.
- A few courses are without credit and are counted under mandatory non-credit courses.

3.5 DEGREE REQUIREMENTS:

A student shall fulfil the following requirements for the award of the B.Tech. degree:

(a) Credit Requirements: Minimum Earned Credit Requirements for the award of Degree is 160 with a CGPA of *not less than 4.00*.

(b) A student shall also complete the specified mandatory non-credit courses satisfactorily (Refer to rule 3.3 and 12)

(c) The minimum duration for a student for complying with the Degree requirement is *FOUR* academic years from the date of first registration for his/her first semester.

(d) The maximum duration for a student for complying with the Degree requirement is SIX academic years from the date of first registration for his/her first semester.

4. ACADEMIC CALENDAR:

The Institute follows a semester system. An academic year generally runs from July through June next year and is essentially comprised of two semesters. Typically, the 1st semester starts in the last week of July and ends in the 1st week of December; the 2nd semester starts in the 1st week of January and ends in the 2nd week of May.

The Senate shall approve the schedule of academic activities for an academic year including the dates of registration and End-semester examinations. The duration of each semester will normally be of 17 weeks, which includes all examinations. The number of effective teaching weeks in a semester shall be 14.

Academic calendar is approved by the Senate in the beginning of each academic year, which also includes the dates of the co-curricular and extra-curricular programs like Technical seminars /*Spring* Spree/Institute Fest etc. Both students and faculty are required to strictly adhere to the academic calendar for completion of academic activities.

5. RESIDENTIAL REQUIREMENT:

The Institute is essentially residential in nature. Unless otherwise exempted/permitted, every student shall reside in one of the Halls of Residence and be a boarder of a mess to which he/she is assigned. The rules relating to the residential requirements are given in Appendix-I.

6. ATTENDANCE:

Following are the rules relating to attendance requirements:

6.1 Every student is expected to have 100% attendance in each course in which he/she has registered at the beginning of the semester. However, condonation for shortage of attendance up to 20% (i.e., not lower than 80% aggregate attendance in any course) may be granted by the Head of the concerned Department.

6.2 For the purpose of attendance calculation, every scheduled practical class will count as one unit irrespective of the number of contact hours.

6.3 Students not having the mandatory requirement of minimum 80% attendance in any course, shall not be permitted to appear for the end semester examination in that course, and is

awarded “R” Grade in that course. Such student has to register for the course in which he/she has shortage of attendance, as and when the course is offered next.

6.4 Attendance relaxation up to 5% is allowed for girl students in EAA.

6.5 If the period of absence is for a short duration (of not more than one week), leave application should be submitted to the concerned Head of the Department, stating fully the reasons for the leave requested, along with the supporting document(s). The Head of the Department shall grant such leave. During such a leave period, the student will be marked as absent. Even with this leave applied, the student must satisfy at least 80% attendance requirement to appear for the end semester examination.

6.6 If the period of absence exceeds one week, a prior application for grant of leave should be submitted through the Head of the Department to the Dean-Academic with supporting documents. The decision to grant such leave shall be taken by the Dean- Academic, after considering the recommendation of the Head of the Department, if the aggregate attendance is at least 80%.

6.7 If a student is absent from the institute continuously for more than four weeks without notifying the Dean Academic, his/her registration for that semester will stand cancelled.

6.8 A student representing the Institute in approved extracurricular activities such as Sports, Games, Cultural meets, Seminars, Workshops, Conferences and Interviews arranged through Centre for Career Planning and Development (CCPD), NCC/ NSS Camps shall be considered as on-duty, subject to a maximum of **five working days** in a semester. Prior permission from the concerned Head of the Department is required for availing on-duty permission. The period of absence, in such cases, will be counted as ‘present’ for the computation of percentage of attendance at the end of semester.

7. REGISTRATION:

7.1 Every student is required to be present and register at the commencement of each semester on the day(s) notified in the Academic Calendar.

7.2 Percentage of attendance will be counted from the date of commencement of class work, irrespective of his/her date of registration. However, in case of I Year I Semester, attendance will be counted from date of admission into the Institute or date of commencement of class work, whichever is later.

7.3 The registration will be organized at the respective Department under the supervision of the Head of the Department.

7.4 A student who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the next week on payment of additional late fee as prescribed by the Institute from time to time. In special cases where the delay is beyond one week, Dean Academic may allow, on a case to case basis, for late registration with appropriate fee.

7.5 After registration in each semester, each student should collect a registration sheet, which indicates the courses registered by him/her in that semester, signed by the faculty advisor. The student should carry this registration sheet for all the examinations in that semester. This registration sheet along with the Institute ID card serve the purpose of hall ticket for appearing for the examinations in that semester.

7.6 If a student finds his/her load heavy in any semester, or for any other valid reason, he/she can add/drop some courses within one week from the commencement of the class work in the semester with the written approval of his/her Faculty Advisor and Head of the Department, with an intimation to Dean-Academic.

7.7 Every student is required to register every semester without fail. If a student is permitted to take a semester break, he/she has to register for that particular semester and complete it before registering for the subsequent semester.

7.8 Only those students will be permitted to register who have
   i. Cleared all the Institute and Hostel dues of the previous semesters,
   ii. Paid all required fees for the current semester, and
   iii. Not been debarred from registering for a specified period on disciplinary or any other ground.

7.9 Final year B.Tech. students with a CGPA of 6.50 and above are eligible to take courses of 1st Year M.Tech programs of their parent department as electives.

7.10 Registration in next Semester:

- A student with a CGPA of 4.0 or above is eligible to register for courses in the next semester with following conditions:
  - Mandatory registration for backlog courses first in study mode and the remaining from the courses offered in the next semester so that maximum credit registration should not exceed 28 credits.
  - The timetable should permit.
  - A clear recommendation from the Faculty Advisor for the registration of courses.
- A student with a CGPA below 4.0 will be placed on slow-paced learning. The student will be permitted to take courses both backlogs and next semester at a slower pace satisfying the following conditions:
  - Mandatory registration for backlog courses first in study mode and the remaining from the courses offered in the next semester so that maximum credit registration should not exceed 22 credits.
  - The timetable should permit
  - A clear recommendation from the Faculty Advisor for the registration of courses

8. EVALUATION – Grading System:

8.1 As a measure of student's performance, an 8-scale grading system using the following letter grades and corresponding grade points per credit shall be followed. Grading will be done based on the total marks obtained by the student in that course.

Letter Grade	S	A	B	C	D	E	P	F
Point	10	9	8	7	6	5	4	0

Relative grading scheme shall be followed in general for all the B.Tech Programs. However, if the class strength is less than 20, the concerned faculty can follow absolute or relative grading by announcing it in the beginning of the semester in the lecture schedule.

a) The norms for the award of the letter grade in Relative Grading are as follows:
- Class average shall be calculated by considering all the students who have written the end semester examination and it shall be within the range of "C" grade.
- "S" Grade shall be awarded to those students securing total marks > (average + 1.5 to 2 times standard deviation) with a minimum of 40% in the end semester examination.
- "E" or higher Grade shall be awarded to those students securing total marks ≥40 with a minimum of 40% in the end semester examination.
- Students securing less than 40% marks in end semester examination may be awarded "P" grade, if they secure total marks greater than half the class average or 40 whichever is less.
  - Other grades are to be distributed, preferably maintaining the range for each grade

between 0.5 to 1.0 times standard deviation. DAC-PG&R may review these ranges with appropriate justification.

- A student, who has not written end semester examination, or getting total marks less than half the class average or 40 whichever is less, shall be awarded "F" grade.
  - Further, there shall be four transitional grading symbols, which can be used by the examiners to indicate the special position of a student in the course.
    - **I:** for "Incomplete assessment", when the student misses the End-semester examination on Medical grounds (see rule 11.4).
    - **R:** for 'Insufficient attendance' in the course (see Rule 6.3).
    - **W**: for "Temporary withdrawal' from the Institute (see rule 17).
    - **X**: for "Debarred" on grounds of indiscipline/ malpractices in examinations (See https://nitw.ac.in/dms/).

b) The norms for the award of the letter grade in Absolute Grading are as follows: *(Ref. 120th senate meeting)*

Grade	**S**	**A**	**B**	**C**	**D**	**E**	**P**	**F**
Marks	≥ 90	80-89	70-79	60-69	50-59	40-49	40*	<40

- Scoring 40% or more in the end exam is mandatory for awarding "S to E" Grades.
- *Scholars securing less than 40% marks in end semester examination may be awarded "P" grade, if they secure total marks greater than 40. Writing end exam is mandatory.

c) Students (less than 20) repeating courses with students under new regulations: apply the same grading ranges that were used during their original / previous attempt and award grades based on the marks obtained accordingly.

d) For Honor students: Grades shall be assigned as per the new regulations, with direct mapping to grades: S → S, A → A, B → B, C → C, D → D, P → E and U → F.

8.2 Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_1^n C_i GP_i}{\sum_1^n C_i}$$

where C_i is Credits for the course, GP_i is the grade point obtained for the course and n is Number of courses registered in the semester.

8.3 Starting from I Year II Semester Cumulative Grade Point Average (CGPA) will be computed for every student at the end of every semester. The CGPA would give the Cumulative performance of the student from the first semester up to the end of the semester to which it refers and calculated as follows:

$$CGPA = \frac{\sum_1^n S_i C_i}{\sum_1^n C_i}$$

where n is the total number of Semesters under consideration, C_i is the total number of Credits Registered during a particular semester and S_i is the SGPA of the semester.

8.4 The CGPA, SGPA and the grades obtained in all the courses in a semester will be communicated to every student at the end of every semester, except IV-year II semester, through a grade sheet. In its place a consolidated grade sheet (with 160 credits) will be issued in the final semester, i.e., IV-year II semester. This consolidated grade sheet supersedes all the earlier grade sheets.

8.5 Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as

such. Whenever these grade point averages are to be used for the purpose of determining the inter-se merit ranking of a group of students, only the rounded off values will be used.

8.6 CGPA to Marks Conversion:

CGPA shall be converted into percentage marks, if required, using the following formula:

% marks = (CGPA – 0.5) X 10

8.7 Transitional Grades:

a) **Grade I:** When a student gets "I" Grade for any course(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) course(s). After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after considering the new grades.

b) **Grades R, W and X:** When a student gets any of these transitional grades in any course(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated by taking 'zero point' for these course(s). After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after considering the new grades.

c) **Grade F:** When a student gets the 'F' grade in any course during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such 'F' grade. After the 'F' grade has been substituted by better grades during a subsequent semester, the SGPA and CGPA of all the semesters starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.

9. ASSESSMENT OF ACADEMIC PERFORMANCE:

9.1 There will be continuous assessment of a student's performance through class tests/ quizzes/ Assignments etc. throughout the semester and grades will be awarded by the course faculty member formed for this purpose.

9.2 Each theory course in a semester is evaluated for 100 marks, with the following weightages.

Sub-component	Weightage
(a) Continuous assessment: class tests/ Quizzes/ Minors/Assignment etc. with a written (conventional) exam component of at least 20 marks	60 marks
(b) End-semester Examination	40 marks

9.3 If a course is offered to more than one section in a given semester, it is not mandatory to follow common evaluation. The question papers both in continuous and end semester evaluations need not be similar. The evaluation and grading can be separate for each of the sections. However, in case of common question paper, common evaluation shall be followed.

9.4 The mode and nature of the evaluation and the corresponding weightages, for the subcomponent (a) shall be intimated to the students at the beginning of the semester along with the lecture schedule.

9.5 If due to any compelling reason (such as his/her illness, calamity in the family etc.) a student fails to meet any of the requirements within/on the scheduled date and time, the faculty member in consultation with the concerned Head of the Department may take such steps (including the conduct of compensatory tests/examinations) as deemed fit.

9.6 Each laboratory course in a semester is evaluated for 100 marks, through continuous assessment. The marks for continuous assessment may be distributed among various components like class work performance, Lab records, Quizzes, skill tests/ assignments/ mini projects**. It's not mandatory to conduct end semester examination for a laboratory course.** However, if it is conducted, the weightage for the end semester examination shall be less than or equal to 40 marks. The scheme of evaluation has to be informed to students by the respective faculty in the beginning of the laboratory course.

9.7 Major Project: Major Project is a 4-credit course and is offered in the IV Year Second semester. The method of evaluation should be as per the guidelines stipulated for the B.Tech. Project evaluation. The template for preparation of the project report may be downloaded from (https://www.nitw.ac.in/path/?dept=/nitwForms). The students are required to submit a report showing that the plagiarism is within 30%. The B.Tech. Project work will be evaluated for 100 marks, with the following weightages:

Sub-component	**Weightage**
Periodic evaluation by Guide	40 marks
Mid-term review	20 marks
End Semester viva-voce examination	40 marks

The midterm review and the end semester viva-voce examination will be conducted by a committee constituted by the Head of the Department. If the performance of a student is not satisfactory, he/ she can be awarded 'F' grade. Such a student will be given a maximum time of three months to improve his/her performance. If the performance of such a student is not satisfactory even after the extended time period, he/ she will have to repeat the project work in the next academic year.

The Departments have to evolve **rubrics** for the evaluation of Project work. The marks may be distributed among various components like selection of topic, problem statement, literature review, methodology, oral and written presentation of the work done and performance in viva-voce examination.

9.8 Summer/research Internship/Engineering Projects in community service (EPICS)

- Every student has to undergo either Summer Internship or EPICS Project.
- The summer internship may be undergone in an industry/Research organization or any premier academic Institution, including NIT Warangal for 6-8 weeks.
- The EPICS/research project shall be registered under the guidance of any faculty member in the institute.
- The student is required to submit a report and present the work before an evaluation committee, nominated by the Head of the Department.
- The Departments have to evolve rubrics for the evaluation of summer/research internship/EPICS project.

9.9 Slow learners:

- Each Department shall identify slow learners. For example, slow learners can be: all students having more than 2- backlog subjects and/or students having less than 4.00 CGPA. In case of first semester, students securing less than 40% marks in Minor-1 may be treated as slow learners.
- Identify subjects, where failures are more than 20%.
- Conduct at least 1 extra class per week in the identified subjects for slow learners in order to improve their performance
- It is mandatory for all such slow learners to attend these extra classes
- Minimum Attendance for all such slow learners shall be calculated, inclusive of these extra classes
- The results of slow learners shall be reviewed by the Senate.

10 END-SEMESTER EXAMINATIONS:

10.1 The End-semester examinations in respect of theory courses will be conducted centrally by the examination branch as per the schedule given in the academic calendar.

10.2 Head of the Department sends the list of courses registered by each student for the semester along with percentage of attendance.

10.3 Appearing in the end-semester examination in the theory and laboratory (if conducted) courses is mandatory for a student. Unless exempted as stated in rule 10.4, if a student fails to appear for the end semester examination, he/she shall be awarded 'F' grade in the course.

10.4 However, if a student misses the end-semester examinations due to a compelling reason like serious illness of himself/herself which necessitates hospitalization or a calamity in the family, he/she may appeal to the Dean-Academic before commencement of examination through his/her Head of the Department after getting medical certificate from Institute Medical Officer for permitting himself/herself to appear in the subsequent examination(s), when conducted next. A committee consisting of the following members may, after examining the documents and being convinced about the merit of the case, recommend permitting him/her to appear in the subsequent examination(s), when conducted next, condoning his / her absence. In such cases, transitory grade 'I' is temporarily awarded to the student in the course. **Re-end examination will be conducted once in a year, at the time of Make-up examination.**

Sub-committee:

Dean-Academic, Chairman.
Dean, Students Welfare
Concerned Head of the Department
The Institute Medical officer
Associate Dean, Examinations (Member Secretary)

10.5 Students will be permitted to appear in the examinations in only those courses for which they have registered at the beginning of the semester.

10.6 The final grades awarded to the students in a course must be submitted by the faculty member, within five working days from the date of the last examination to the concerned Head of the Department. The Head of the Department shall place the grades of students in all courses before the DAC-UG for its consideration and recommendation. The grades recommended by the DAC-UG shall be sent to the examination branch.

10.7 Any change of grade of a student in a course consequent upon detection of any genuine error of omission and/or commission on part of the concerned faculty member must be recommended by the DAC-UG and shall be forwarded by the faculty member through the Head of the concerned Department within 5 working days from the date of publication of results.

10.8 As a process of learning by students and also to ensure transparency, the answer scripts after correction of class tests, minors, written examinations, assignments etc., shall be shown to the students within two weeks from the date of test/examination. The faculty must submit the marks obtained in continuous evaluation to the Head of the Department. The performance of the students in these examinations shall be discussed in the Class Review Committee meeting.

10.9 In order to ensure transparency in the evaluation of scripts of end-semester examination, those answer scripts also shall be shown to the students up to one day before the finalization of grades in the DAC-UG. Once the Grades are finalized by DAC-UG, the student will no longer have any right to verify his/her answer scripts.

10.10 The student can appeal to DAAC for any arbitration within 5 working days from the date of official publication of results in the Institute Website.

11. EVALUATION OF INTEGRATED (THEORY + LABORATORY) COURSES:

11.1 For integrated courses, the criterion of 80% minimum attendance shall be satisfied separately in theory and laboratory classes. Otherwise he/she will be awarded 'R' grade.

11.2 The weightage for evaluation shall be based on credit ratio of the theory to laboratory in that course. For example, in a 2-0-2 (3 credit course), the weightage for the laboratory shall be 33% (1/3). For a 3-0-2 or 2-1-2 (4 credit course), the weightage for the laboratory shall be 25% (1/4).

11.3 For the integrated course, the total marks need to be calculated based on the above weightage.

11.4 All the rules for grading applicable to other courses may be followed in toto for grading any integrated course.

11.5 The evaluation scheme for both theory and laboratory components shall be informed to the student through lecture plan in the beginning of the course.

11.6 In case of makeup examination, the student shall be evaluated in both theory and laboratory components and after arriving at the total marks based on the weightage, the applicable rules shall be followed for awarding a grade.

12. MANDATORY NON-CREDIT COURSES:

12.1 Induction Program (IP) is held over the first two-weeks of the B.Tech. I year for all the students. It is coordinated by a faculty team under Dean (Students Welfare). Results of IP will be passed by faculty involved in IP and the Dean (Students Welfare).

12.2 Extra Academic Activity (EAA) EAA-1 and EAA-2 courses are to be taken in I and II Semesters. They are executed by the Physical Education department.

12.3 In addition to the above, every student is required to satisfactorily complete two courses from the following:

- Disaster Management
- Intellectual Property Rights and patents
- Professional Ethics
- Any Foreign Language
- Sustainable Development
- Indian Heritage and Culture
- Health, Wellness and Fitness Management
- History of Science and technology
- Constitution of India
- Integrated Self-Management
- Integrated Yoga for Promotion of Positive Health
- Personality Development through Life Enlightenment Skills
- Universal Human Values
- Sanskrit for Technical Knowledge
- Gender sensitization
- Holistic Human Health
- Engineering Biology
- Environmental Science and Engineering
- Indian Knowledge Systems

12.4 The institute may add/delete courses from time to time and any such changes will be intimated to the students.

12.5 Students are required to do these two courses by the end of third year.

12.6 Students are permitted to register for these courses in SWAYAM and NPTEL.

12.7 Students are required to get a certificate of satisfactory completion.

12.8 These courses do not carry any credits, but will be reflected in the respective grade sheets.

12.9 MNC courses are not attached to any department and will be managed by the academic section. Any faculty member can teach MNC courses.

12.10 Based on the response from Departments, a list of courses that will be offered by the faculty in a given semester is announced to the students. Students can register for the same during the academic registration process.

12.11 Results of MNC courses will be passed in the respective department of the faculty handing the course. These courses may also be offered in the Institute and the student has to register for the course of his interest.

12.12 There will be a minimum of 1-hour contact per week.

12.13 The student shall be assessed for awarding satisfactory completion.

13. SWAYAM / NPTEL COURSES:

13.1 A student may complete SWAYAM-NPTEL courses and transfer equivalent credits to partially complete the mandatory credit requirements of the concerned B.Tech. Program.

13.2 The Department may permit students to register from other platforms, by taking care of evaluation and grading.

13.3 Before the commencement of each Semester, the Parent Department shall release a list of SWAYAM-NPTEL courses, duly approved by the Director that may be offered as Departmental Elective/Open Elective or MNC courses.

13.4 A student shall only request for transfer of credits from such notified SWAYAM-NPTEL Courses as published by the concerned Departments.

13.5 SWAYAM-NPTEL Courses are considered for transfer of credits only if the concerned student has successfully completed and obtained the SWAYAM-NPTEL Certificate to this effect.

13.6 A student cannot transfer credits from SWAYAM-NPTEL Courses for any other type of Courses not permitted in the concerned Curriculum.

13.7 Students shall register for the approved Courses as per the schedule announced by SWAYAM-NPTEL.

13.8 The credit equivalence for SWAYAM-NPTEL Courses: 12 weeks – 3credits; 8 weeks – 2 credits; 4 weeks – 1 or 0 credits.

13.9 The grading system for such SWAYAM-NPTEL Courses with transfer of credits is specified in Table given below:

Table: Grading System for SWAYAM-NPTEL Courses

Final Score on the SWAYAM-NPTEL Certificate	Grade Awarded
90% and above	S
From 80% to 89%	A
From 70% to 79%	B
From 60% to 69%	C
From 50% to 59%	D
From 40% to 49%	E
From 35% to 39%	P
Less than 35%	F

13.10 A student must submit the original SWAYAM-NPTEL Course Certificates to the Head of

the Parent Department concerned, with a written request for the transfer of the equivalent credits. On verification of the SWAYAM-NPTEL Course Certificates and approval by the Head of the Department concerned, the SWAYAM-NPTEL Course(s) and equivalent Credits will be included in Course (with associated Credits) Registration of the concerned student in the Semester immediately following the completion of the SWAYAM-NPTEL Course(s).

13.11 If any faculty is assigned for the evaluation of the courses taken through these platforms, he/she can evaluate like any regular course by following the assessment and evaluation guidelines.

13.12 A student may submit a request for credit transfer from SWAYAM-NPTEL Courses before the last instruction day of the eighth (8^{th}) Semester of the B.Tech. program as specified in the Academic Calendar.

13.13 The Institute shall not reimburse any fees/expenses, a student may incur for the SWAYAM-NPTEL Courses.

14. AWARD OF CLASS

14.1 **First Division with Distinction:** A student who has passed all the courses without securing R, X, or F Grades during the period of study and with a **CGPA of 8.00 and above** is considered eligible for the award of First Division with Distinction.

14.2 First Division:

a) A student failing to satisfy Rule 14.1, even if he/she gets a **CGPA of 8.00** or more will be eligible for the award of First Division only.

b) A student with a CGPA of 6.50 and above but less than 8.00 is considered eligible for the award of First Division.

14.3 **Second Division:** A student with a CGPA of 5.00 and above but less than 6.50 is considered eligible for the award of Second Division.

14.4 **Pass Division:** A student with a CGPA of 4.00 and above but less than 5.00 is considered eligible for the award of Pass Division.

15. MAKEUP EXAMINATION:

Makeup examinations will be conducted once in an academic year, during summer. Students appearing in Makeup examination shall be governed by the following rules:

15.1 Student with 'F' grade(s) can appear in Make-up examination conducted at the end of Academic year, or register in Study mode (including summer classes, if offered), whenever the course is offered. In case of Study mode, his/her previous marks/grades are cancelled and he/she will have to attend all classes and examinations along with next batch of students. Major changes in the timetable shall not be entertained to accommodate backlog students.

15.2 Students with “R” Grade in any course are not eligible for writing the makeup examination for that course.

15.3 A student can appear only once in the makeup examination (the earliest opportunity) in the courses in which he / she has obtained "F" grade.

15.4 Failing to clear / appear the course in the makeup examination (the earliest opportunity), the student shall have to register for the course in study mode, whenever it is offered.

15.5 The schedule for makeup examination will be given in the Academic calendar.

15.6 A student can register for makeup examinations in any number of courses. The schedule of makeup examinations will not be altered to suit individual students.

15.7 The student will be awarded 'P' grade, if he/she gets at least 40% marks and less than 50% marks; “E” grade for at least 50% marks and less than 70% marks and “D” grade

for 70% marks or more in the makeup examination.

16. MINOR PROGRAM: Minor is an additional credential a student may earn if she/he does 18 credits worth of additional courses in a discipline other than her/his major discipline of B.Tech. degree. All academic units in the Institute offer minors in their disciplines, and will prescribe a specific set of courses and/or projects necessary for earning a minor in that discipline.

16.1 Students with a minimum of 7.00 CGPA without any "F" Grade / backlog are only allowed to register for Minor program offered by any other Department.

16.2 Students, satisfying the eligibility requirements may be permitted to do one minor/one honors or two minors or one minor and one Honors.

16.3 Number of credits for earning Minor specialization is 18 with 6 courses or (5 courses + 1 project for 3 credits), as prescribed by that Department.

16.4 Courses for Minor specialization start from 3rd Semester and the student is required to register for one minor specialization course in every semester.

16.5 Minimum and maximum number of students for any Minor specialization is 10 and 60 respectively.

16.6 Students registering for Minor program shall be prepared to write more than one exam in a day.

16.7 After successful completion of the Minor specialization requirements, the student will be awarded a degree in "*name of the discipline*" with minor specialization in "*name of the minor specialization*".

17 HONORS PROGRAM: Honors is an additional credential a student may earn if she/he opts for the extra 18 credits needed for this in her/his own discipline. The concerned department specifies the set of courses for earning Honors. Honors is not indicative of class.

17.1 Students with a minimum of 7.50 CGPA without any "F" Grade / backlog are only allowed to register for Honors program offered by that Department.

17.2 Students who are permitted to register for Honors program will have to pay a onetime fee of Rs. 6,000/-.

17.3 Students, satisfying the eligibility requirements may be permitted to do one minor/one honors or two minors or one minor and one Honors.

17.4 Number of credits for Honors program is 18 with 6 courses or (5 courses + 1 project for 3 credits) as prescribed by that Department.

17.5 Courses for Honors Program start from 5thSemester and the student is required to plan registration for Honors courses, in order to complete all the six courses by the end of eighth semester.

17.6 Students registering for Honors program shall be prepared to write more than one exam in a day.

17.7 After successful completion of the Honors program, the student will be awarded a degree in "*name of the discipline*" with "Honors"

18 SEMESTER INTERNSHIP:

18.1 Students with CGPA more than 6.5 and having no backlogs up to VII semester will only be permitted to go for internship through CCPD in the VIII Semester.

18.2 Students will have to prepare the courses of VIII Semester on self-study mode and write End semester examinations whenever the institute conducts exams:

a) If the exams are conducted off-line, the students have to come back to the campus for writing exams along with their batchmates.

b) If the exams are conducted online, students have to write along with the other batchmates during the same timings.

18.3 The project carried out by the student during internship will be considered for project.

18.4 The organization providing internship shall allow the students to present the data related to his project carried out during internship in the project report to be submitted to the institute for evaluation.

18.5 Student can do the courses of VIII semester in VI or VII semester so as to enable themselves for semester internship. However, the grades of these courses will be reflected in VIII semester Grade sheet only.

18.6 Students may be permitted to write exams (continuous evaluation) online.

19 TEMPORARY WITHDRAWAL FROM THE INSTITUTE:

19.1 A student who has been admitted to an undergraduate degree program of the institute may be permitted to withdraw temporarily for a period of one semester or more from the Institute on grounds of prolonged illness or acute problem in the family, which compelled him/her to stay at home, provided that

- He/she applies to the Institute within 15 days of the commencement of the semester or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parent/guardian.
- The Institute is satisfied that, including the period of withdrawal, the student is likely to complete his/her requirements for the degree within the time limits specified.
- There are no outstanding dues against him/her or demands from him/her in the Institute/Hostel/Department/Library/NCC etc.

19.2 A student, who has been granted temporary withdrawal from the Institute under the above provisions will be awarded 'W' grade.

19.3 A student will be granted only one such temporary withdrawal during his/her tenure.

20 TRANSITORY REGULATIONS:

20.1 If a student who was admitted under the old regulations with the old curriculum is allowed to withdraw temporarily for one or two semesters (as per Clause 19) and then re-admitted, the new regulations with the new curriculum will apply to him/her from that semester onward.

20.2 The student has to continue the course work along with the regular students of the respective semester in which the student gets re-admission.

20.3 Credits and grades earned under the old regulations with the old curriculum will be transferred to the new regulations with the new curriculum.

20.4 The student has to register for Substitute courses offered in place of courses already studied earlier or no longer offered in new regulations with the new curriculum and other Compulsory courses as specified by DAC-UG.

20.5 If a student is readmitted to new regulations and a new curriculum after a temporary withdrawal and has not studied any courses in his/her previous regulations and curriculum of study, the student should be given the opportunity to register for that course(s) in study mode without changing the time tables.

20.6 For the course(s) failed in earlier semesters (before re-admission), the student has to acquire credits from the make-up examinations as and when conducted. The question paper model shall remain same as the one in which the student first appeared for examination in that course(s). A student can register in study mode, if he /she is interested, with an equivalent course suggested by DAC-UG for the course in which

he/she got F grade before re-admission.

20.7 The decision of the DAC-UG is final on any other clarification in this regard.

21 MALPRACTICES AND HONOUR CODE:

Refer https://nitw.ac.in/dms/

22 CERTIFICATE RETENTION FEE:

Students will be charged with Certificate retention fees as per the details shown below:

All students –

a. Who have passed in current and previous academic year	- No charge
b. Who have passed in the last 2 to 10 academic years	- Rs.1,000/-
c. Who have passed in the last 11 to 20 academic years	- Rs.5,000/-
d. Who have passed more than 20 academic years back	- Rs.10,000/-

23 STUDENT APPRAISAL:

It is mandatory for every student to submit the feedback on each and every course, he/she has undergone, at the end of every semester. At the end of 8th semester, Exit feedback is also to be submitted. Results will be withheld for those students who have not submitted the feedback. All such students have to a) pay a fine of Rs. 500/- b) obtain permission from Dean (Academic) and c) fill the feedback for viewing the withheld result.

24 INSTITUTE LEVEL AWARDS:

- Endowment awards in the form of merit certificates / cash prizes / gold medals / Alumni Gold medal will be distributed to the meritorious students on the Institute Day which will be held during the last working week of the academic year.
- The Gold medals for the toppers of each branch and overall topper of the institute will be distributed on the Convocation Day which will be held during the month of August / September.

25 EXAMINATION RECORDS:

25.1 The valued answer scripts shall be preserved for a maximum period of 6 months after publication of results and submission of course files.

25.2 Examination record of all students shall be maintained in both soft and hard copy form in the Examination Branch.

26 CHANGE OF REGULATIONS:

The academic programs of the Institute are governed by Rules and Regulations approved by the Senate from time to time. The Senate is a statutory and supreme body that governs all academic matters of the Institute, and the rulings of Senate Chairperson (Director of The Institute) are final in regard to all academic issues.

Notwithstanding all that has been stated above, the Senate, has the right to modify any of the above rules and regulations from time to time. All such modifications shall be documented and numbered sequentially and will be made available in the Institute website.

27. EXIT POLICY FOR B.Tech.:

The student shall be eligible for exit from the program at the following stages:

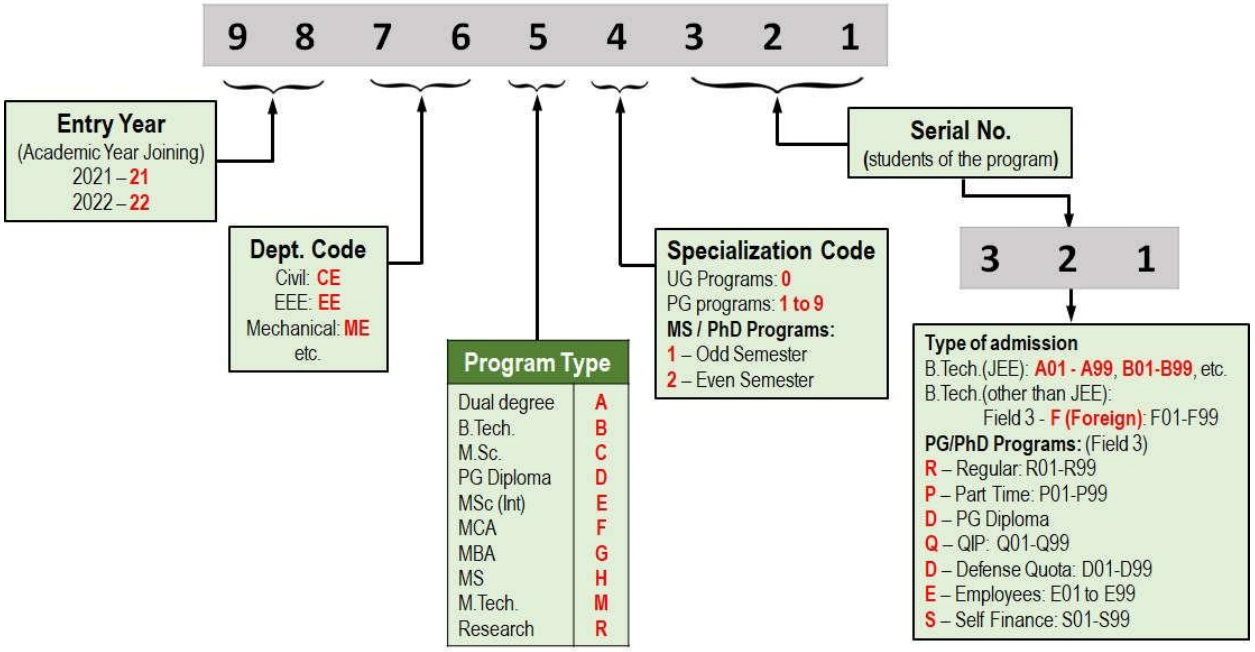
(a) No exit option shall be available after the first year.

(b) A Foundation Certificate shall be awarded upon completion of the second year.

(c) A Diploma shall be awarded upon completion of the third year.

28. ROLL NUMBER FORMAT:

The Roll (entry) number of a student consists of nine alpha-numerals, as described below:



APPENDIX - I

RULES RELATING TO RESIDENTIAL REQUIREMENT

1. All the students are normally expected to stay in the hostels and be a boarder of one of the messes.

2. Under special circumstances, the Director/Dean-Academic may permit a student to reside with his parent(s)/near relatives within a reasonable distance from the institute. However, this permission may be withdrawn at the discretion of the Institute at any time considered appropriate without assigning any reason.

3. Married accommodation shall not be provided to any student of the undergraduate courses.

4. No student shall come into or give up the assigned accommodation in any Hall of residence without prior permission of the Chief Warden.

5. A student shall reside in a room allotted to him/her and may shift to any other only under the direction/permission of the Chief Warden.

6. Students shall be required to make their rooms available for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacation/holidays.

7. Students shall be responsible for the proper care of the furniture; fan and other fittings in the rooms allotted to them and shall generally assist the Wardens in ensuring proper use, care and security of those provided in the Halls for common use of all students.

8. Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause, the Institute shall accept no responsibility and shall not be liable to pay any compensation.

9. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator, etc. by a student in Halls of Residence are prohibited.

10. All students must abide by the rules and regulations of the Halls of Residence as may be framed/amended from time to time.

ACADEMIC COMMITTEES: FUNCTIONS AND RESPONSIBILITIES

Committee	Constitution of the Committee	Guidelines	Functions
DEPARTMENTAL ACADEMIC COMMITTE – UG (DAC-UG)	**Chairman:** Head of the Department **Members:** All Professors and Associate Professors and Faculty Advisors • **Tenure:** two years.	• The Head of the Department will nominate one of the members as secretary. • There shall be one DAC-UG for every department that is involved in the teaching for the B.Tech program. • There shall be one DAC-UG for each of the basic science and Humanities and Social Science Departments. • The Chairman may co-opt and/or invite more members including external experts while framing the curriculum/or revising the curriculum	• To monitor the conduct of all undergraduate courses offered by the Department and course work of undergraduate program. • To ensure academic standards and excellence of the courses offered by the department. • Review and Recommend the grades to senate for approval. • To consolidate the registration of the students and communicate to the course instructor and Dean-Academic. • To consider any matter related to the undergraduate program(s) of the Department. • To take up any responsibility or function assigned by the Senate or the Chairman of the Senate or Chairman of DAC-UG. • To report the cases of malpractices to the Malpractices and Disciplinary Action Committee.
CLASS REVIEW COMMITTEEE (CRC)	**Chairman:** Head of the Dept. / Senior Faculty of the Department concerned, preferably not associated with teaching of the class, to be nominated by the Head of the Department concerned. **Members**: All faculty members handling the class, Six students, to be chosen by the students of the class from amongst	Every Class (group of students registered for a course and taking the course together in a section/class) of the UG Program shall have a Class Review Committee, consisting of Faculty and Students.	• The Class Review Committee shall meet at least twice in a semester, once between four to five weeks and another between 10 to 11 weeks after the commencement of classwork. • The basic responsibilities of the Class Review Committee are to review periodically the progress of the classes, to discuss problems concerning curriculum and syllabi and the conduct of the classes. • The committee will review the performance of the class in various exams conducted as part of continuous evaluation

	themselves. **Convener / Secretary:** Faculty advisor of the class **Tenure:** One Semester		till that date. • Each CRC will communicate its recommendations to the Head of the Department / DAC-UG of the parent teaching department. • The minutes of each CRC meeting shall be recorded in a separate minutes register maintained in the parent/teaching department. • Any appropriate responsibility or function assigned by the DAC- UG or the chairman of the DAC- UG
DEPARTMENTAL ACADEMIC APPEALS COMMITTEE (DAAC)	**Chairman:** Head of the Department **Members:** Three faculty members of the Department consisting of one Professor, one Associate Prof. and one Asst. Prof. • **Nominee:** One Professor from outside the Department nominated by Dean-Academic	• There shall be one DAAC for every department. • The Chairman may co-opt and / or invite more members. • If the concerned instructor is a member of DAAC then he/she shall keep himself out of the Committee during deliberations. • The quorum for each meeting shall be a minimum of THREE (Professor from outside department is mandatory).	• To receive grievance /complaints in writing from the students regarding anomaly in award of grades due to bias, victimization, erratic evaluation, etc. and redress the complaints. • To interact with the concerned course instructor and the student separately before taking the decision. • The decision of the DAAC will be based on simple majority • The recommendations of the DAAC shall be communicated to the Dean-Academic for further appropriate action as required.
DEPARTMENTAL BOARD OF STUDIES (BOS)	**Chairman:** Head of the Dept. **Members:** All professors and Associate Professors having Ph.D., One Professor from allied department, one external expert each from Industry and Academia	• All the members must possess Ph. D. • The Chairman will nominate one of the members as secretary. • The Chairman may co-opt and / or invite more members including external experts while framing / revising the curriculum.	• To develop the curriculum for the postgraduate courses offered by the department and recommend the same to the Senate. • The Board of studies is required to meet at least once in two years. • To review the internal audit reports submitted by faculty
ACADEMIC AUDIT COMMITTEE – DEPT. (AACD)	**Chairman:** Professor nominated by Director **Members:** One Department Nominee **Convener:** Head of the Department	• The duration of the members of the committee will be two years	• To recommend corrective measures, if any. • To send a consolidated report to Academic Audit Committee – Institute

ACADEMIC AUDIT COMMITTEE – INSTITUTE (AACI)	**Chairman:** Director • **Members:** Dean (Academic), Two professors nominated by Director	• The members of the duration of the committee is TWO years.	• To review the recommendations of AACD of each department • To initiate appropriate measures (counseling / training etc.).
FACULTY ADVISOR	**Faculty Advisors:** nominated by the Head of the Department	• In case of UG, one Faculty advisor for each year.	• To help the Students in planning their courses and activities during study. • To guide, advice and counsel the students on academic program and registration. • To register the students for the course work in both the even and odd semesters. • To present the results of even and odd semesters to DAC-UG