NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL



RULES AND REGULATIONS

ONE YEAR FULL TIME PG DIPLOMA PROGRAMS

(with effect from 2021 - 2022)

Rules and Regulations of One Year Full Time PG Diploma Programs

1. INTRODUCTION:

Provision of these regulations shall come into force with effect from the academic year 2021-2022 and shall be applicable to all PG Diploma programs (unless otherwise stated) offered by the Institute.

1.1 One year Full time PG Diploma programs are generally offered in different specializations by the various departments. These programs have been classified in to two broad categories as given below.

a) PG Diploma Programs aligned with the existing PG programs with a maximum intake of 10 seats

b) New PG Diploma Programs with a minimum intake of 20 seats

S.No.	Department	Specialization	
		PG Diploma Programs aligned with existing PG programs	**New PG Diploma Programs**
1	Civil Engineering	1. Engineering Structures 2. Geotechnical Engineering 3. Transportation Engineering 4. Water Resources Engineering 5. Remote Sensing and GIS 6. Environmental Engineering 7. Construction Technology and Management 8. Waste Management	1. Prefabricated Construction
2	Electrical Engineering	1. Power Systems Engineering 2. Power Electronics and Drives 3. Smart Electric Grid	
3	Mechanical Engineering	1. Thermal Engineering 2. Manufacturing Engineering 3. Computer Integrated Manufacturing 4. Machine Design 5. Automobile Engineering 6. Materials and Systems Engineering Design	
4	Electronics and Communication Engineering	1. Electronic Instrumentation & Embedded Systems 2. VLSI System Design 3. Advanced Communication Systems	1. RF millimeter wave and 5G 2. Embedded systems and IOT
5	Metallurgical and Materials Engineering	1. Industrial Metallurgy 2. Materials Technology	
6	Chemical Engineering	1. Chemical Engineering 2. Systems and Control Engineering	
7	Computer Science and Engineering	1. Computer Science and Engg. 2. Computer Science and Information Security	
8	Biotechnology	1. Biotechnology	1. Bioinformatics 2. Industrial Biotechnology

However, the list of programs offered in a particular academic year will be announced in the admission notification.

1.2 The provisions of these regulations shall be applicable to any new specialization that may be introduced by the departments from time to time.

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

1.4 The students pursuing the PG Diploma program will not be offered any stipend from the institute.

2. ADMISSION:

2.1 Admissions are made on All India basis for all the programs. The selection criterion for admission into all the PG Diploma programs is based on the written test followed by the interview. Candidates seeking admission into the PG Diploma should have passed UG degree in the respective discipline with First class not less than 60% marks or equivalent CGPA of 6.5/10 from first semester/year to the final semester/year for Open/EWS/OBC category. In case of SC/ST/PwD candidates 55% marks or equivalent CGPA of 6.0/10 from first semester/year to the final semester/year. Work experience of minimum 2 years is desirable. In addition, the candidates should meet the program specific criteria decided by the respective department as mentioned in the admission notification. Eligibility and other criteria for admissions to PG Diploma programs of the Institute will be reviewed and decided by the Senate from time to time.

2.2 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.

2.3 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.

2.4 The decision of the Senate, regarding sections 2.2 and 2.3 above, is final and binding.

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

2.6 Every student of the Institute shall be associated with his/her parent department offering the PG diploma program that the student undergoes, throughout his/her study period.

3. COURSE STRUCTURE:

3.1 One-year PG Diploma program is of one-year duration, which contains 2 semester course work.

3.2 The total number of credits shall be 48. Each PG Diploma program will typically consist of the following components:

Category Description	Credits
Professional Core Courses (PCC)	24 - 33
Professional Elective Courses (PEC)	12 - 18
Seminar – I and II	2
Comprehensive Viva Voce	2

3.3 The Departmental Academic Committee – PG&R will discuss and finalize the exact credits offered for the program for the components of 3.2, the semester-wise distribution among them, as well as the syllabi of all PG Diploma Programs offered by the department from time to time and recommend the same to the Senate for consideration and approval.

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: One laboratory/practice hour per week over the period of one 14-week semester is assigned half credit.

3.5 DEGREE REQUIREMENTS:

A student shall fulfil the following requirements for the award of the PG Diploma:

a) Credit Requirements: Minimum Earned Credit Requirements for the award of Diploma is 48 with a CGPA of *not less than 4.00*.

b) The minimum duration for a student for complying with the Diploma requirement is *ONE* academic year from the date of first registration for his/her first semester.

c) The maximum duration for a student for complying with the Diploma requirement is *TWO years* from the date of first registration for his/her first semester.

d) In case a CGPA of 4.00 or more is achieved within the stipulated period, a PG Diploma will be awarded and in case the same is not achieved no diploma will be awarded.

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:

Though the Institute is residential campus, the hostel and mess facilities are extended to the students admitting under one year PG Diploma program only based on the availability. They are advised to stay outside the campus and attend the classes regularly. The rules relating to the residential requirements, if applicable 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 If a student is continuously absent from the institute continuously for more than four weeks without notifying the Dean Academic, his/her registration for that semester will stand cancelled.

6.5 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 attendance for all students will be counted from the date of commencement of class work, irrespective of his/her date of registration. However, in case of 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/ Coordinator of a respective specialization / program.

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 student ID card serve the purpose of hall ticket for appearing for the examinations in that semester.

7.6 A student who has already registered may

a) register for a new course in addition to the courses he/she has already registered for

(OR)

b) opt for a new course in place of the one already registered for with the concurrence of the faculty advisor.

Any change of the course as permissible by sub-paras (a) and (b) above must however be done within two weeks after registration and should be intimated to the Dean-Academic.

7.7 Only those students will be permitted to register who have

i. Cleared all the Institute and Hostel dues (if applicable) 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.

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 PG Diploma programs. However, if the number of students in any course is less than or equal to 20, the method of grading (either relative or absolute) is left to the faculty member. However, the method of grading shall be informed to the students 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 rule given 19 and 20).

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.

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 Cumulative Grade Point Average (CGPA) will be computed for every student at the end of second 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 un*der 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. The consolidated grade sheet will be issued after successful completion of the second semester, which 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/co-ordination committee formed for this purpose (see Academic Committees)

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 exam component of at least 20 marks	60 marks (descriptive)
(b) End-semester Examination	40 marks

The mode and nature of the continuous 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.

9.3 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.

9.4 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 is 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.

9.5 A Seminar Assessment Committee will be formed by the Head of the Department/Centre for the evaluation of performance at Seminars. Every student is expected to attend all the seminars of all the students of the batch held in the Department/Centre during the semester. Due weightage shall be given to a student's attendance in the overall evaluation of this requirement.

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:

a) Dean-Academic : Chairman
b) Dean, Students Welfare : Member
c) Concerned Head of the Department : Member
d) The Institute Medical officer : Member
e) Professor in Charge 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-PG&R for its consideration and recommendation. The grades recommended by the DAC-PG&R 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-PG&R and shall be forwarded by the faculty member through the Head of the concerned Department within 20 (twenty) days from the date of publication of the 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-PG&R. Once the Grades are finalized by DAC-PG&R, 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 20 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. AWARD OF CLASS

12.1 **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.

12.2 First Division:

a) A student failing to satisfy Rule 13.1, 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.

12.3 **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.

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

13. 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:

13.1 A Student with 'F' grade(s) can appear in Make-up examination conducted at the end of Academic year, or register in Study mode, 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.

13.2 Students with "R" Grade in any course are not eligible for writing the makeup examination for that course.

13.3 Students with "F" or "I" Grade only are eligible to write makeup examination. In the case of a student who has got "I" grade, the marks obtained by the student in continuous evaluation will be added to the marks obtained in makeup examination and will be graded

as per the grading used for his/ her class.

13.4 A student may appear any number of times in the makeup examination in the courses in which he / she has obtained "F" grade.

13.5 The student will be awarded 'P' grade, if he/she gets at least 40% marks and less than50% 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.

13.6 A student who has obtained ‘F’ grade in makeup examination may register in the subsequent semester for the course in “study” mode.

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

13.8 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.

14. TEMPORARY WITHDRAWAL FROM THE INSTITUTE:

14.1 A student who has been admitted to PG Diploma program of the institute may be permitted to withdraw temporarily for a period of one semester 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 PG Diploma within 2 years of admission to the Program.
- There are no outstanding dues against him/her or demands from him/her in the Institute/Hostel/Department/Library/NCC etc.

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

14.3 A student, who has been granted temporary withdrawal will be required to pay the tuition fees and other essential fees/charges for the intervening period till such time as his/her name is borne on the Roll list.

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

15. HONOUR CODE:

The Honour Code of NIT Warangal is given in Appendix-II. Every student along with his/her parent/guardian sign this Honour Code at the time of admission and is expected to adhere to the Honour Code throughout the period of his/her studies at the Institute. Students shall conduct themselves within and outside the precincts of the institute in a manner befitting the students of an Institute of National importance.

16. MALPRACTICES:

EXAMINATIONS:

Students are not allowed to leave the Examination Hall without submitting the answer script. They will not be permitted to enter the examination hall after 30 minutes of commencement of the examination and to leave the examination hall before 30 minutes of the closure of

examination.

The nature of malpractice and the minimum punishment are indicated in the following table:

S. No	Nature of the Malpractice	Punishment
1	Taking out, used or unused answer booklets outside the examination room.	Fine of Rs. 1000/- per paper. In case of used answer booklets, in addition to the above, the candidate shall be awarded an F Grade in that subject.
2	Verbal or oral communication with neighboring students after one warning.	Taking away the answer script and asking the student to leave the hall.
3	Possession of any incriminating material inside the examination hall (whether used or not) For Example: written or printed materials, bits, writings on scale, calculator, hand kerchief, dress, part of the body and hall ticket etc., Exchange of question papers and other materials with some answers. Possession of cell phones, programmable calculator, recording apparatus or any unauthorized electronic equipment. Copying from neighbor.	In case of continuous evaluation, zero marks will be awarded in that examination. In case of End semester examinations, award F Grade. The candidate may be allowed to write make- up examination.
4	Possession of answer book of another candidate. Giving answer book to another candidate.	The candidate shall be awarded zero marks in that examination and he/she shall be awarded F Grade in that particular subject.
5	Misbehavior in the examination hall (unruly conduct, threatening the invigilator, or any other examination officials or other students). Repeated involvement in malpractices 2 to 4 above.	Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However, such student may be permitted to appear for makeup examinations of the previous semesters.
6	Cases of impersonation	Handing over the impersonator (outsider) to the police with a complaint to take appropriate action. Cancelation of all examinations (all papers registered) for the bonafide student for whom the impersonation was done and further the bonafide student will be debarred from continuing his/her studies and writing all examinations for two years. If a student of this institute is found to impersonate a bonafide student, the impersonating student will be debarred from continuing his/her studies and writing all examinations for two years.
7	Physical assault causing injury to the invigilator or any examination officials or other students.	Rustication from the Institute.

For any other type of malpractices reported, The Malpractice and Disciplinary Action Committee (Academic) may recommend appropriate punishment.

17. 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/-

18. 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 within the due date. At the end of II semester, Exit feedback is also to be submitted. Results will be withheld for those students who have not submitted the feedback within the due date. 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.

19. EXAMINATION RECORDS:

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

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

20. 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 shall be made available in the Institute website.

APPENDIX - I

RULES RELATING TO RESIDENTIAL REQUIREMENT

1. Though the Institute is residential campus, the hostel and mess facilities are extended to the students admitting under one-year PG Diploma program only based on the availability.
2. Married accommodation shall not be provided to any student of the PG Diploma programs.
3. If staying in hostel, no student shall come into or give up the assigned accommodation in any Hall of residence without prior permission of the Chief Warden.
4. 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.
5. 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.
6. 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.
7. 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.
8. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator, etc. by a student in Halls of Residence are prohibited.
9. All students must abide by the rules and regulations of the Halls of Residence as may be framed/amended from time to time.

APPENDIX - II

STUDENTS' HONOUR CODE

Every student along with his/her parent/guardian sign this Honour Code at the time of admission and is expected to adhere to the Honour Code throughout the period of his/her studies at the Institute. Students shall conduct themselves within and outside the precincts of the institute in a manner befitting the students of an Institute of National importance.

SECTION 1: RESPONSIBILITIES OF THE STUDENTS

It shall be the responsibility of the students

i. To contribute to making the Institute a Global Knowledge Hub, which is striving continuously in pursuit of excellence in education, research, entrepreneurship and technological services to the society

ii. Strive to develop into an innovative, entrepreneurial and ethical future professionals fit for globally competitive environment.

iii. To work towards product-oriented research for establishing a self-sustaining and wealth creating centers to serve the societal needs.

iv. To complete the program of study in the given time, acquiring knowledge with conceptual clarity, research insights and application of knowledge towards finding solutions to the problems faced by the Society and the Nation.

v. To avail all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.

vi. To behave and conduct themselves in the Institute campus, hostels, within the premises and outside the campus in a dignified and courteous manner and show due respect to the authorities, employees, other students and outsiders.

vii. To respect the laws of the country/State, human rights and to conduct in a responsible and dignified manner at all times.

SECTION 2: MISCONDUCTS OF THE STUDENTS:

All students are required to conduct themselves in a manner befitting the reputation of the Institute. The following acts will amount to misconduct:

1. The act or conduct of the student is prejudicial or likely to be prejudicial to the interests of the Institute or to the reputation of the Institute.
2. The act or conduct of the student is inconsistent or incompatible with the peaceful atmosphere in the Institute.
3. The act or conduct of the student makes it unsafe for the Institute to retain him on the rolls of the Institute.
4. The act or conduct of the student is so grossly immoral that all reasonable men will say that the student cannot be trusted.
5. The student is abusive or if he disturbs the peace of the Institute.
6. Willful insubordination or disobedience, whether alone or in combination with other student, to any lawful or reasonable orders of the Institute.

7. Involving in theft, fraud or any dishonest act.
8. Participation in any strike, picketing, gherao, dharna, or other agitations either inside or outside the campus.
9. Acts subversive of discipline – riotous or disorderly behavior either inside or outside the campus.
10. Conviction by a Criminal Court.
11. Indulging in Groupism of any kind that would distort the harmony of the Institute.
12. Possession or consumption of narcotic drugs and other intoxicating substances or appearing in a state of intoxication in the campus, hostels or outside the campus.
13. Using mobile phones, where their use is prohibited.
14. **Indulging in any activity considered as ragging which is a criminal offence.**
15. Indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus, hostels and outside the Institute premises.
16. Indulging in acts of sexual harassment of faculty, staff or other students. Sexual harassment includes any one or more of the following acts or behavior, whether directly or by implication, namely
    (i) Physical contact and advances; or
    (ii) A demand or request for sexual favors; or
    (iii) Making sexually colored remarks; or
    (iv) Showing pornography; or
    (v) Any other unwelcome physical, verbal, non-verbal conduct of sexual nature.
17. Organizing, attending or participating in any activity or agitation sponsored by any banned organization or political organization.
18. Defacing, disfiguring, damaging or destroying or causing any loss in any manner to all the public, private or Institute properties.
19. Indulging in malpractices in the examinations or assignments.
20. Abusing the faculty or staff of the Institute or hostels.
21. Sending or forwarding damaging or false or wrong information or any unauthorized information to the electronic, print or social media, tarnishing the image of the Institute.
22. Indulging in any trade or commercial activity inside the Institute premises.
23. Subletting the hostel room or not vacating the hostel room, when asked to do so.
24. Lending and borrowing money on interest to and from other students.
25. Visiting the residences of Director, Deans, faculty and officers, uninvited or without permission.
26. Bringing any political or other outside influence pertaining to academic matters.
27. Submission of false claims, including false income certificate, caste/tribe certificate, false medical bills, etc.
28. Violating restrictions imposed by law, on marriage.
29. Indecent dressing manners, including clothing depicting illegal drugs, alcohol, prophane

language, racial, sexual and vulgar captions etc.

30. Sheltering outsiders in the Institute or hostels.
31. Bringing, distributing or circulating unauthorized notices, pamphlets, leaflets etc. within the campus or hostels. The possession, distribution or exhibition of any item by any means which is *per se* obscene is prohibited within the campus or on any property owned/ managed by the Institute.
32. No student shall collect money either by request or by coercion from others
33. Possession or usage of weapons, explosives or anything that causes injury/ damage to the life and limb or body of any human being or property is prohibited.
34. Using motorized vehicles within the Institute premises, unauthorizedly.
35. Loitering in the campus beyond the permissible hours.
36. Appearing in secluded places with other students.
37. Littering waste materials within the campus including classrooms, hostels, offices, canteen and messes.
38. Quarrelling or abusing security or housekeeping staff.
39. Bunking of classes or instigating other students to bunk classes, without permission

SECTION 3: DISCIPLINARY SANCTIONS

Any student indulging in acts or conduct, which are treated as misconducts as mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to any of the following disciplinary sanctions.

I. Minor Sanctions

i. Warning or Reprimand: This is the least sanction envisaged in this Code. The student engaged in any prohibited behavior will be issued a warning letter.

ii. Cancellation of allotment of hostel

iii. Forfeiture of Caution deposit or other deposits

iv. Monetary penalty up to Rs. 50,000/-

A student issued with more than two warnings or the other penalties mentioned above will not be allowed to contest in students' elections or hold any position in any Club or Association.

II. Major Sanctions

i. **Withholding of promotion** to the next Semester

ii. **Debarring from Examinations:** A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic program for which he/she/they has/ have joined.

iii. **Suspension:** A student may be suspended from the Institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period.

iv. **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the Institute or

any property kept in the premises of the Institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the Institute or any property kept in the premises of the Institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

v. **Monetary penalty** exceeding Rs. 50,000/-

vi. **Expulsion:** This is the extreme form of disciplinary action and shall be resorted to in cases where stringent action is warranted, such as but not limited to, possession, consumption and trading of drugs, indulging in ragging either directly or indirectly, sexual harassment of faculty, staff or other students, riotous activities, etc. Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this Institute.

The Disciplinary Authority reserves the right to impose any or more than one penalty, depending on the gravity of the misconduct.

Section 4: Functionaries under the Code:

i) **Heads of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels/Deputy Registrar/Assistant Registrar (Hostels)/Security Officer:** As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibited behavior as envisaged under this code. As these functionaries cannot single handedly manage all the issues, they can assign part of the work to the faculty members and the faculty members of all the departments/wardens have the responsibility to inform any incident of prohibited behavior to the Heads of the Departments/ Chief Warden so that any serious issue can be settled before the same goes out of control. The Head of the Departments/ Chief Warden shall have the power to impose minor sanctions as envisaged under section 3(I) of this Code.

The above authorities can also recommend imposition of major sanctions as envisaged under Section 3(II) of this Code to the Director. While taking any action as envisaged in the code the authorities shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behavior. The Wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Section 2 of this Code.

ii) **Deans:** Any authority of the Institute with delegated powers shall have the power to visit/inspect any premises, buildings or any property of the Institute when there is a genuine doubt that any act of prohibited behavior is taking place and can take any lawful actions to curb such behavior.

iii) **Registrar:** Being the Estate Officer and custodian of Institute Property, the Registrar either by himself or through his representatives can visit/inspect any premises/hostels to check and control any prohibited activities by the students. All communications on behalf of the Institute in all disciplinary matters of students shall be made by the Registrar.

iv) **Director:** The Director shall be the Disciplinary Authority in imposing minor and major sanctions as envisaged under Section 3 against the students for acts of prohibited behavior.

v) Process of Disciplinary Action on Students:

(a) The HODs/ Faculty Advisors/Chief Warden/ Wardens/Deputy Registrar / Asst. Registrar (Hostels)/ Security Officer shall report to the Dean (Students Affairs) any instances of prohibited behavior by the students. Based on the recommendations from the HODs/ Chief Warden, Dean (Students Welfare) can impose a minor sanction under Section 3(I) of this Code after noting his observations. The Dean (Student Welfare) can also *suo-moto* impose any minor sanction on any student/students indulging in prohibited behavior which is brought to his/ her notice.

(b) On receipt of complaints/reports/information of student indulging in serious misconduct, Dean (Students Affairs) will forward the same with his tentative observations to the Registrar. The registrar will issue a show-cause notice to the student/students, to explain as to why disciplinary action cannot be taken against the student/students. In case the explanation is not satisfactory or allegations are denied or no response is received, he will refer the same to the Inquiry Committee consisting of the following:

1. Dean (Students Affairs) - Chairman
2. Head of the Dept. or his Representative - Member
3. Chief Warden - Member
4. Associate Dean (SW) - Member
5. Deputy Registrar (Academic) - Member-Secretary

The Committee shall give an opportunity to the student / students to explain the circumstances leading to the complaint/allegation and examine other witnesses/ documents in the presence of the accused student/students. The proceedings of the inquiry shall be completed expeditiously, within one month of the complaint being referred to the Committee. The proceedings shall be video-recorded. The report of the Committee shall be forwarded to the Registrar, who will place the same before the DAR Committee for their recommendations. In case it is recommended to impose any minor penalty, Dean (Students Affairs) will issue orders imposing the minor penalty. If it is decided to impose any major penalty, the Registrar shall issue a show-cause notice to the student/students to submit explanation, within a reasonable time. After consideration of the same the Director shall decide and impose the major penalty, deemed appropriate.

c) All complaints related to ragging shall be considered by the Anti-Ragging Committee of the Institute and the procedure as above in (a) and (b) shall be followed for imposition of penalty/penalties.

d) All complaints involving sexual harassment shall be inquired into by the Internal Complaints Committee and the procedure as above in (a) and (b) shall be followed for imposition of penalty/penalties.

e) **COMMITTEE TO DEAL WITH STUDENT MALPRACTICE:** The following Committee shall inquire into complaints of malpractices by students relating to their examinations:

1. Dean (Academic) - Chairperson
2. Associate Dean (Students Welfare) - Member
3. Head of the Department concerned - Member
4. Invigilator(s) - Member(s)
5. Professor in Charge Examinations - Member-Secretary

The Committee may examine the documentary and oral evidence of the Invigilator(s). The

procedure as above in (a) and (b) shall be followed for imposition of penalty/penalties.

Section 5: Right to Appeal – Appellate Authorities

I. **Director:** The Director can entertain any appeal from any student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director and decide the case on merit.

II. **Senate**: Any student aggrieved by the action of the Director can appeal to the Senate. The decision of the Senate shall be final and binding on the students. Members of the Inquiry Committee and DAR Committee shall not participate in the deliberations of the Senate, when the appeal is being considered. Registrar, being the Secretary of the Senate shall communicate the decision of the Senate to the student/students.

Section 6: Assistance from Law Enforcement Agencies

The Registrar shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of law and order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Registrar can also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities. For all violations of the Indian Penal Code, the Institute reserves the right to file complaints with the Law Enforcement Agencies, in addition to taking disciplinary action in the Institute, as per this Code.

Section 7: Grievance Redressal Committee

The DAR Committee of the Institute shall function as “Grievance Redressal Committee” where the students can air their grievances. The Committee shall also include Chief Warden and HoD concerned, for this purpose.

Section 8: Undertaking by the Students

The students joining any academic program of the Institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and it is implied that they will be bound by the provisions of this Code at all times during the course of their study in the Institute.

Section 9: Amendments to the Code

The Senate of the Institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and faculty of the Institute through notice put on the Institute web site, notice boards of the Institute or through emails.

ACADEMIC COMMITTEES: FUNCTIONS AND RESPONSIBILITIES

Committee	Constitution of the Committee	Guidelines	Functions
DEPARTMENTAL ACADEMIC COMMITTE – PG&R (DAC-PG&R)	**Chairman:** Head of the Department **Members:** All Professors and Associate Professors Faculty Advisors, Program Coordinators • **Tenure:** two years.	• The Head of the Department will nominate one of the members as secretary. • There shall be one DAC-PG&R for every department that is involved in the teaching for the M.Tech., PG Diploma and Ph.D programs. • 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 Postgraduate courses offered by the Department and course work of M.Tech., PG and PG Diploma programs. • 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 postgraduate program(s) of the Department and make a suitable recommendation to the Senate. • To monitor the progress of research of all the candidates of the Department • To forward the recommendations of the Doctoral Scrutiny Committee and the panel of External Examiners as recommended by the DSC to the Dean-Academic. • To take up any responsibility or function assigned by the Senate or the Chairman of the Senate or Chairman of DAC-PG&R. • 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 themselves. **Member-Secretary:** Faculty advisor of the class **Tenure:** One Semester	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 eight to nine 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 till that date. • Each CRC will communicate its recommendations to the Head of the Department / DAC-PG&R 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- PG&R or the chairman of the DAC- PG&R
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 **Member-Secretary:** 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 PG, One Faculty advisor for each program.	• 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-PG&R