

ACADEMIC REGULATIONS

For

**Undergraduate Programmes in
B. Tech./B.Pharm/BHMCT**

**Effective from
2008-2009
Academic Session**



SIKSHA O ANUSANDHAN UNIVERSITY

(Declared U/S 3 of UGC Act, 1956)

Bhubaneswar, Orissa, India

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ACADEMIC REGULATIONS

for
**Undergraduate Programmes in
Engineering/Pharmacy/Hotel Management**

1. Introduction:

1.1 The provisions contained in these Regulations will govern the conditions for imparting programmes of instructions, conducting examinations and evaluation of students' performance leading to the following degrees:

- (a) 4 year programmes in Engineering/Technology leading to award of B.Tech degree.
- (b) 4 year programmes in Pharmaceutical Sciences leading to award of B. Pharm degree.
- (c) 4 year programmes in Hotel Management & Catering Technology leading to award of BHMCT degree.

This regulations are effective from the academic session 2008-09.

1.2 **Disciplines:** The disciplines in which the programmes of studies are available are as named below:

(a) For the B.Tech. Degrees

- 1) Applied Electronics & Instrumentation Engineering
- 2) Computer Science and Engineering
- 3) Civil Engineering
- 4) Electronics and Communication Engineering
- 5) Electrical & Electronics Engineering
- 6) Electrical Engineering
- 7) Information Technology
- 8) Instrumentation & Control Engineering
- 9) Mechanical Engineering

(b) For the B. Pharm Degree

(c) For the BHMCT Degree

The provisions of these Regulations shall also be applicable to any new disciplines that are introduced from time to time and added to the list in Section 1.2.

1.3 The Board of Management(BM) may, on the recommendation of the Academic Council (A.C.),

change any or all parts of these Regulations at any time considered appropriate by the Academic Council.

2. Academic Calendar

2.1 The academic session is divided into two semesters each of approximately 18- 20 weeks duration: an Autumn Semester (July – December) and a Spring Semester (December – May).

2.2 The Academic Council approved schedule of academic activities for a session, inclusive of dates for registration, class test and end-semester examinations, inter-semester breaks etc., shall be laid down in the Academic Calendar for the session. The Academic Calendar shall strive to provide for a total of about 90 working days in each semester excluding the End Semester Examination.

3. Admission

3.1 Admission to all programmes will be made in the Autumn Semester of each session, at the First Year level, through a National Level-Siksha O Anusandhan University Admission Test (SAAT) conducted by the University every year.

3.2 Besides the successful SAAT candidates a specified % of students to be admitted to a programmes may be admitted through AIEEE / other National/State Level Examination as approved by Academic Council & Board of Management.

3.3 In special cases the University may admit students to a programmes on transfer from an other University. Such admission may be made at any level considered appropriate by the Academic Council except at first year level.

3.4 Provisions of this Regulation do not prevent the University from allowing students enrolled in a University in India or abroad to attend specified subjects in one or more semesters without leading to any degree on certain terms and conditions to be specified by the Academic Council and approved by the Board of Management.

3.5 All students admitted to any of the programmes including those accepted under clause 3.4 above shall be required to pay at the time of joining and also in subsequent semesters prevalent tuition

and other fees as prescribed by the University till they are on roll.

3.6 The University reserves the right to cancel the admission of any student, and ask him/her to discontinue his/her studies at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.

3.7 The University reserves the right to fill up the vacant seats, if any, in any discipline on a suitable basis as approved by the competent authority.

3.8 For admission to 2nd year Degree courses in Engineering, Pharmacy & HMCT courses under Lateral Entry for Diploma holders: 10 % of sanctioned strength in any discipline could be filled through SAAT.

Pass in 3 years diploma course in Engineering/HMCT (after 10+2) with at least 60% marks in aggregate from State Council of Technical Education and Vocational Training (SCTE&VT) Orissa or equivalent; or passed in three year degree in Science with mathematics as one of the subjects with 60% marks in aggregate from a recognized University are eligible for admission to the third semester degree courses specific to the diploma discipline of the candidate.

Pass in 2 years diploma course in Pharmacy (after 10+2) with minimum 60% of marks in aggregate from State Board of Pharmacy (SBP) or SCTE&VT are eligible or equivalent for admission to the third semester degree course.

4. Residence:

4.1 The University is essentially a residential one and unless otherwise exempted/permitted, every student shall be required to reside in, and be a boarder of a Hostel to which they are assigned.

4.2 The terms and conditions that a student must fulfill during his/her stay in a Hostel of the University are mentioned in **Appendix-I**.

5. Attendance:

5.1 Attendance in all classes (lectures, tutorials, laboratories, workshops, etc.) is compulsory. A student may be debarred from appearing at an examination on grounds of unsatisfactory attendance.

5.2 Absence from classes without prior permission will be considered as an act of indiscipline. Such cases will be dealt with in accordance with clause 3.6

5.3 Detailed rules regarding attendance in classes etc., are given in **Appendix – II**.

6. Conduct and Discipline:

6.1 Students shall conduct themselves within and outside the premises of the University/Institution in a manner befitting the students of the University.

6.2 Detailed rules regarding conduct and discipline are given in **Appendix – III**.

7. Change of Branch

7.1 The students admitted to a Course leading to the B.Tech. Degree in a particular branch will ordinarily be required to continue in that branch of studies.

7.2 However, the Institute may permit a few students of B.Tech. Degree in a particular branch of study subject to their fulfilling the prescribed conditions, to change over from one branch to another, after two semesters of continuous studies. Detailed rules governing the change of branch are given in **Appendix-IV**.

8. Course Structure:

8.1 The duration of courses leading to the four year degrees to be awarded under these regulations are as follows:

(i) B.Tech. 4 years

(ii) BHM&CT 4 years

(iii) B. Pharm 4 years

A student would be conferred the B.Tech./B.Pharm/BHMCT Degree on successful completion of eight semesters of study.

8.2 The curricula for the different degree programmes as proposed by the respective Board of Studies (BOS) and recommended by the Board of Faculty (BOF) shall have to have the approval of the Academic Council. The Board of Studies would prepare the syllabus of each subject containing the scope of studies and detailed instructions to be imparted which must have the approval of the Board of Faculty.

8.3 All subjects would have a lecture-tutorial-experiment/design component (L-T-P) to indicate the contact hours. 'T' and 'P' components of a subject may be void. Separate pure laboratory subject (0-0-P) may also be provided.

All subjects would have a credit count 'C'. Teaching of subjects would be reckoned in terms of credits.

Every subject would have a list of subjects (may be void) as it's pre-requisite. A student who has qualified in all the subjects in the pre-requisite would be allowed to register in the subject. The department concerned would have the prerogative

to waive the prerequisite for a student if it is satisfied through a test that the student otherwise has gained sufficient proficiency to take up the subject.

Subject to availability a student, irrespective of his/her level or discipline of study, may be allowed to take a subject including an M.Tech, M.Pharm subject as an elective or if he/she satisfies its pre-requisite.

8.4 The curricula to be followed in the first two semesters by students of all the programmes shall be common as approved by A.C. from time to time, (B.Tech./BHMCT/B. Pharm)

8.5 The following provisions will be applicable if EAA is provided in the curriculum.

- a) Every student admitted in the first year is required to register in the Extra Academic Activity (EAA) during the first two semesters if provided in the curricula.
- b) Except as stated in clause 8.5 (c) and (d) below (provided in the curricula) all first year students will register in the NCC/NSS/NSO/ Yoga.
- c) Physically handicapped will register in the NSS/NSO (if provided in the curricula).
- d) Any student who is proficient in sports may be permitted to register in the NSO (if provided in the curricula).

8.6 During the next two semesters also the students will be required to register for one of the Extra Academic Activities (if provided in the curricula). Students may choose any one of the following activities: NCC, NSS or any sports/athletic activities or NSO as may be approved by the Academic Council.

8.7 The remaining course work requirements will be different for the respective degree courses. The requirements would be detailed out in the curricula and syllabi for each of the disciplines as approved by the Academic Council. The overall structures for the different degrees are given below:

8.7.1 B.Tech./B.Pharma/BHMCT

To get the degree in a discipline, a student must fulfill the requirements of his/her discipline and in addition he/she must take at least two courses each in Humanities, Information Technology and Management.

8.7.2 The requirement in a discipline would be specified by the department and would include (a) Basic Science requirements, (b) Engineering/Hospitality/PharmaceuticalScience requirements, (c) Other requirements (e.g. workshops, engineering drawing and graphics/laboratories

etc.) (d) Professional subjects – both core and elective, (e) Projects and (f) Comprehensive viva-Voce.

8.8. Industrial Training and Field work :

- (i) The curricula for all B.Tech.& B.Pharma courses would include compulsory industrial training for 6 weeks carrying 2 credits, to be carried out in the summer vacation at end of the sixth semester.
- (ii) The curricula for BHMCT course provides for 20 weeks of Industrial Training and Project Presentation and Viva Voce carrying 20 credits comprising of

Training exposure in any four core areas out of five	12 Credits
Log Book	2 Credits
Appraisal	2 Credits
Report writing and Presentation	<u>4 Credits</u>
Total	20 Credits

9. Additional Credits :

- (i) If a student has a Cumulative Grade Point Average (CGPA) equal to or greater than 7.50 without any backlog, he/she would be allowed to take additional subjects within and/or outside his/her own discipline to earn additional credits up to 33% of his/her requirement for the programme of provided. A student would be allowed to register in an additional subject only if he/she satisfies the pre-requisite, there is no clash in the time table and the class size permits.
- (ii) For computing the CGPA the student has to declare his/her contributing subjects at the beginning of a semester.
- (iii) Once a student has registered in an additional subject, the grade obtained (including F-grade) in that subject would invariably be recorded in his/her grade card. The credit contribution of these additional subjects to the computation of CGPA, however, would be considered as nil.
- (iv) For allowing a student to register further in additional subjects at any point of time, he/she has to maintain a grade point average of 7.00 in additional subjects taken up by him/her so far.

10. Registration :

10.1 Every student of the B.Tech./B. Pharm/BHMCT is required to be present and register at the

commencement of each semester on the day fixed for and notified in the Academic Calendar.

10.2 Registration of students for the First (autumn) Semester will be centrally organized by the University. For all other semesters the registration will be organized departmentally under the supervision of the Head of the Department.

10.3 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 specified working days on payment of a prevalent additional late fee as prescribed by the University. Normally no late registration shall be permitted after the specified working days from the scheduled date.

10.4 Only those students will be permitted to register who have:

- a) Cleared all University and Hostel dues of the previous semesters,
- b) Paid all required prescribed fees for the current semester, and
- c) Not been debarred from registering for a specified period on disciplinary or any other ground.

10.5 To be able to register in the second year and continue his/her study in the University at the end of the first year a student must :

- i) Complete satisfactorily at least 70% of the total credits of the 1st year (Autumn & spring semester)
- ii) Obtain a Grade Point Average (GPA) of not lower than 6.00 calculated on the basis of some combination of the best grades obtained by him/her to attain the minimum 70% of the total credits.

A student failing to complete satisfactorily both the above conditions, even after going through supplementary Examinations and/or Summer Quarter, is required to be readmitted in the 1st year and continue his/her studies.

Note: The GPA for a set 'p' subjects will be calculated as follows:

$$\text{GPA} = \frac{\sum_{i=1}^p c_i g_i}{\sum_{i=1}^p c_i}$$

Where 'c_i' is the number of credits allotted to a particular subject 'i' in the set and 'g_i' is the grade point (vide clause 11.1) carried by the letter grade awarded to the student in that subject 'i'.

10.6 From the Third (Autumn) Semester onwards in any Autumn (Spring) Semester:

- a) Students who have passed in all the subjects of previous autumn (spring) Semesters shall

register for subjects as specified in the curricula of the concerned discipline.

b) Students who have failed in one or more subjects (henceforth called backlog subjects) in the previous autumn (spring) Semesters must first register in as many of these backlog subjects as are offered in that semester provided the time table permits before registering in any new subject. However, total contact hours would not be allowed to exceed 30 hours except for Seminar & Project in 7th Semester.

c) Students who have obtained CGPA lower than 6.00 may be allowed, on the recommendation of the Head of the Department and with the approval of the Dean, to re-register in one or more subjects in which he/she received 'P' grade(s), so as to improve his/her CGPA to 6.00 or above, provided that the subjects (s) is/are otherwise being offered in that semester and there is no clash in the time table. The grade will be revised and recorded only if there is an improvement.

d) If necessary classes for back log papers and for improvement will be held after regular classes' hours. Additional fees will be collected from the students for arrangement of such classes.

10.7 A student who has been debarred from appearing at an examination either (i) as per recommendation of the subject teacher for unsatisfactory attendance or (ii) by the Institute as a measure of disciplinary action or (iii) for adopting malpractice at an examination, and consequently awarded a grade 'X' may re-register for the subject(s) after the term of the debarment expires, provided that other provisions of this regulations do not prevent him.

10.8 With the concurrence of the Faculty Adviser and Head of the Department a student may be allowed to change his/her registration of subjects within one week from the day of registration.

10.9 If eligible (vide Section 9) a student may be allowed to register in additional subjects, with the concurrence of the Faculty Adviser, Head of the Department and Dean, within one week from the day of registration.

10.10 A pre-registration of the students in all the subjects for the ensuing semester would be conducted in the current semester during a time slot to be fixed in the academic calendar. All pre-registration would be confirmed during the normal registration time.

11. Grading system:

11.1 As a measure of students' performance a 7 scale grading system using the following letter grades

and corresponding grade points per credit, shall be followed:

Performance	Letter grade	Grade Point per Credit
Excellent	Ex	10
Very good	A	9
Good	B	8
Fair	C	7
Average	D	6
Pass	P	5
Fail	F	0

In addition, there shall be two transitional grading symbols which can be used by the examiners to indicate the special position of a student in a subject:

I – for 'Incomplete assessment'

X – for 'Debarred'

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

Where 'n' is the number of subjects registered for the semester, 'c_i' is the number of Credits allotted to a particular subject, and 'g_i' is the grade points carried by the letter corresponding to the grade awarded to the student for the subject. SGPA will be rounded off to the second place of decimal and recorded as such. The SGPA would indicate the performance of the student in the semester to which it refers.

11.3 Starting from the second semester at the end of each semester S, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:

Where 'm' is the total number of subjects the student has registered from the first semester onwards upto and including the semester S, 'c_i' is the number of Credits allotted to a particular subject 's_i' and 'g_i' is the grade point carried by the letter corresponding to the grade awarded to the student for the subject 's_i'. CGPA will be rounded off to the second place of decimal and recorded as such.

The CGPA would indicate the cumulative performance of the student from the first semester upto the end of the semester to which it refers.

The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester.

For determining the *inter se* merit ranking of a group of students, only the rounded off values of the CGPAs will be used.

11.4 When a student gets the grade 'I' for any subjects(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) subjects. After the 'I' grade(s) has (have) been converted to appropriate grades, the SGPA and CGPA for that semester will finally be recalculated after taking into account this (these) grade(s).

11.5 When a student gets the grade 'F' in any subject 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' grades(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the 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.

12. Assessment of Performance:

12.1 There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the subject teacher/ ~~CGPA = $\frac{\sum_{i=1}^m \text{CGP}_i}{\sum_{i=1}^m c_i}$~~ purpose. The Constitution of the Co-ordination Committee is given in **Appendix V**.

12.2(a) For arriving at a grade obtained by a student for a particular subject, initially a numeric marks obtained by the student out of 100 (hundred) is to be determined.

b) Once the numeric mark is obtained, the same is to be converted to letter grade following the guidelines given in **Appendix VI**.

c) For subject in which the theory component is greater than 1 (one), the subcomponents and the respective weights assigned to these are given below:

Subcomponent	Weight
Teacher's Assessment (TA)	20% (Quiz (2 x 4) = 8) (Assignments = 8) (Attendance = 4)
Class Test Examinations (Two Nos.)	30% (15% each)
End-Semester Examination	50%

d) For assigning marks in Teacher's Assessment (T.A) performance in home

assignments, quizzes, tutorials, viva voce, attendance etc., are to be considered. At least two Quizzes are to be conducted for a subject. The weights of different sub-components of T.A. are to be announced by the teacher the coordination committee at the beginning of the Semester.

- e) For subjects in which the theory components has 1 (one) lecture, there would be no Class test or End-Semester Examinations. The marks of the theory component would be decided by performance in Quizzes, home assignments, tutorials (if any), viva-voce, attendance etc. At least two Quizzes are to be conducted for the theory component of such a subject. The weights of different sub-components are to be announced by the teacher coordination committee at the beginning of the Semester.
- f) For assigning marks in the laboratory component (p-component) the relevant sub-components that are to be considered are day-to-day work, regularity, tests (at least two must be conducted), assignments, viva-voce etc. Percentage weights of the different sub-components in deciding the final marks are to be announced at the beginning of the Semester.

Practical component will be evaluated based on the following components, the relative weightage of which are as follows:

- | | | |
|------|--------------------------------------|----|
| i. | Experiment work planning & execution | 25 |
| ii. | Result and interpretation | 20 |
| iii. | Report | 05 |
| iv. | Quiz/Viva | 20 |
| v. | Lab. Test | 30 |

- 12.3 The six-week industrial training undergone by the students in B.Tech/B.Pharma in the summer vacation after the sixth semester would be assessed within five weeks after the commencement of the seventh semester.

During fifth semester 20 weeks of Industrial Training undergone by BHMCT students will be assessed before beginning of 6th Semester.

The students are required to submit a written report on the training received and give a seminar, on the basis of which a grade would be awarded. The students are also required to submit to the Head of the Department a completion certificate in the prescribed form from the competent authority of the organization where the training was received, without which he/she would not be assessed.

12.4 Assessment of Project Work:

- a) Performance in the various activities involved in the project would be assessed individually at the end of each semester in which it is being carried out as per the curricula. The student is required to submit a written report at the end of the semester. The Head of the Department would appoint a project evaluation board for the purpose of assessment.

The different components of evaluation and the weights assigned to these components are depicted below:

- | | | | |
|------|--|---|-----|
| i) | Supervisor's assessment | : | 40% |
| ii) | Project Report/Thesis
(to be assessed by the board) | : | 20% |
| iii) | Evaluation Board's assessment | : | 40% |

The student is required to give a seminar on the project work done. The evaluation board would conduct the viva-voce. Dates for conducting the seminar and the viva-voce, to be held within ten days after the end-semester examination, would be announced in the academic calendar.

- b) If a student due to non-completion of the project work cannot submit the final project report at the end of eighth semester and does not appear before the evaluation board for the viva-voce on the date fixed by the department in conformity with the academic calendar, may be granted extension of time not exceeding two months on the following conditions:
- | | |
|-----|---|
| i) | He/she would be awarded one grade lower than the grade obtained by him/her, and |
| ii) | He/she would be deemed to have completed the requirements for the degree if applicable in the succeeding session. |

- 12.5 The Head of the Department would constitute the Viva-Voce Board(s) for conducting the comprehensive viva-voce examination as per the requirement of the curriculum. The Board would decide the relative weights of the different aspects of the viva-voce and decide the grades to be awarded to the students. The dates of the viva-voce, to be conducted within ten days after the previous end-semester examination, would be announced in the academic calendar.

13 Examinations:

- 13.1 The Controller of Examination of the University will centrally conduct the End-Semester examinations in respect of the theory components of the subjects unless otherwise permitted.
- 13.2 (i) A student will be issued with an Admit Card for appearing at an examination, only if he/she has:

- a) Required attendance in the theory and laboratory classes and has completed the assignment works given.
 - b) Paid all University and Hostel dues of the semester
 - c) Not been debarred from appearing at the examination as a result of disciplinary proceedings.
 - ii) A student may be debarred from appearing at the End-Semester Examination on the report of a teacher /chairman, co-ordination committee, if his/her attendance at lecture/ tutorial has not been as per requirement during the period.
- 13.3 (i) Quizzes, class test examinations, assignments, tutorials, viva-voce, laboratory assignments, etc., are the constituent components of continuous assessment process, and a student must fulfill all these requirements as prescribed by the teacher/co-ordination committee of the subject. 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 teacher/co-ordination committee in consultation with the concerned Head of the Department may take such steps (including conduction of compensatory tests/examinations) as are deemed fit.
- ii)(a) Appearing at the end semester examination in the theory component of a subject is compulsory for a student, unless exempted as per clause 13.3(ii)(b) stated below. If a student fails to appear at the end-semester examination he/she will be assigned an 'F' grade in the subject and will not be permitted to register in the summer quarter or appear at the supplementary examination for the subject as stipulated in clauses 13.9 & 13.10 respectively.
- (b) However, if a student misses the end-semester examination due to a compelling reason like serious illness of himself/herself or a calamity in the family, he/she may appeal to the Dean, through his/her Head of the Department for permitting himself/herself to register in the summer quarter or appear at the supplementary examinations(s), as the case may apply. A sub-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 register in the summer quarter and/or appearing at the supplementary examination(s) with full credit condoning his/her absence:
- i) The Dean Chairman
 - ii) The Superintendent SUM Hospital or his representative not below the rank of a Professor in IMS.
 - iii) Head of Department
 - iv) One Medical Officer of the Sum Hospital (preferably the in-charge of the indoor patients during the concerned period.)
 - v) One Professor nominated by Dean
 - vi) Controller of Examination SOAU Secretary
- 13.4 Students will be permitted to appear at the examinations in only those subjects for which they have registered at the beginning of the semester and have not been debarred.
- 13.5 The final grades awarded to the students in a subject must be submitted by the teacher/ chairman, co-ordination committee, within seven days from the date of holding the examination to the concerned Dean for onward transmission to the Controller of Examination.
- 13.6 The evaluation of performance in the Extra Academic Activities (EAA) (if provided in the curricula) will be done by the authorities conducting these. The grades will be communicated to the Controller of Examination through the Dean by the coordinator of EAA:
- NCC : Officer In-Charge**
- NSS/NSO : Coordinator NSS/NSO**
- 13.7 Any change of grade of a student in a subject, consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, must be approved by the Coordination committee and must be forwarded by the teacher/chairman, co-ordination committee, through the Head of the concerned Department within 20(twenty) days from the date of commencement of the next semester to the Dean for onward transmission to the Controller of Examination.
- 13.8 For the benefit of and as a process of learning by the students, the scripts after correction of all quizzes, class test-class test examinations, assignments etc., would be shown to the students within 4 weeks from the date of tests/ examinations. The scripts of the end-semester examinations are to be shown within 15 days from the date of commencement of the next semester.
- 13.9 With a view to assist the students, who appeared and failed in one or more subjects in the autumn and/or spring semester in a year, a Summer

Quarter will be conducted during the immediately following summer vacation for making up their deficiency and to improve the performance. The regulations for running the Summer Quarter are given in **Appendix - VII**

13.10 In order to provide an additional opportunity to the students who failed (obtained an 'F' grade) in one or more subjects, due to not being able to score higher than the cut-off marks in the theory components, in either the autumn and/or the spring semester in a year, supplementary Examinations equivalent to the end-semester examination arranged centrally by the University, will be conducted before commencement of the next session every year. Regulations relating to the Supplementary Examination are given in **Appendix-VIII**.

13.11 A student in any degree programme must complete the prescribed course work of the first four semesters within a maximum period of 3 years and those of the last four semesters, within a further period of 3 years. In special cases the Academic Council may, on the recommendation of the Department and the BOF, further extend the total time limit for completion of all the requirements up to 7 years for the B.Tech/ B.Pharma/BHMCT Degree.

14. Graduation Requirement:

14.1 In order to qualify for a B.Tech./B.Pharm/BHMCT Degree of the University Covered under this Regulation a student must:

- a) Complete all the credit requirements for the degree as laid down in the prescribed curriculum of the discipline with a minimum grade 'P' scored in every subject.
- b) Obtain a CGPA of 6.00 or higher at the end of the semester in which he/she completes all the requirements for the degree.
- c) Has cleared all dues to the University, the Hostel, the Library and the Department.

14.2 The minimum total credit requirements that has to be satisfactorily completed for the award of a degree will be 200 credit for B.Tech, BHMCT and B.Pharma.

14.3 Normally a student should complete all the requirements consecutively in eight semesters for the B.Tech./B.Pharma/BHMCT degree.

Academically weaker students may be granted time up to 12 semesters for 4 year courses to complete all the requirements for the degree. However, in special cases the Academic Council may further extend this limit for completion of all

requirements for the degree to 14 semesters for 4 year courses depending upon the merit of the case.

14.4 A student, whose academic records at the end of any semester clearly indicate that he/she will not be able to qualify for the degree for which he/she had been admitted within the limits of time specified in clause 14.3 above, shall have to discontinue studies and leave the University when asked to do so.

15. Temporary withdrawal from the Programme:

15.1 A student who has been admitted to a undergraduate degree course of the University may be permitted to withdraw temporarily for a period of one semester or more from the programme on grounds of prolonged illness or acute problem in the family which compelled him to stay at home, provided:

- a) He/she applies to the Dean 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 father/guardian.
- b) The University is satisfied that inclusive of the period of withdrawal, the student is likely to complete his requirements for the degree within the time limits to be specified in clause 14.3.
- c) There are no outstanding dues or demands from him/her by the University/Hostel/ Department/Library/Sports/NCC/NSS.

15.2 A student who has been granted temporary withdrawal from the University under the provisions of clause 15.1 will be required to pay the tuition fee and other essential fees/charges for the intervening period till such time as his/her name is borne on the Roll List.

15.3 A student will be granted only one such temporary withdrawal during his/her tenure as a student of the University.

16. Relaxation:

The Academic Council may, under exceptional circumstances, consider any case of a student having a minor deficiency in respect of any of the requirements stated in these Regulations and relax the relevant provision of these Regulations based on the merit of the case. The grounds on which such relaxation is granted shall invariably be recorded and cannot be cited as precedence.

APPENDIX – I

RULES RELATING TO RESIDENCE REQUIREMENTS

(Vide Clause 4.2 of the Regulation)

Following are the detailed rules governing residence requirements of students:

1. The mess of each Hostel shall function as a single integrated unit and shall not, under any circumstances be sub-divided into any kind of groups or sub-groups.
2. The Dean/Warden may permit a student to reside with his Parent / Guardian within a reasonable distance from the University. However, this permission may be withdrawn at the discretion of the Institute, at any time considered appropriate without assigning any reason.
3. No married accommodation shall be provided to any student of the undergraduate courses.
4. No student shall come into or give up the assigned accommodation in any Hostel without the prior permission of the Dean.
5. A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/permission of the Warden.
6. Students shall be required to make their rooms available whenever required for inspection, repair, and maintenance or disinfection and shall vacate the room when leaving for the vacations / 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 Superintendent/Warden in ensuring proper use, care and security of those provided in the Hostels 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 University shall accept no responsibility and shall not be liable for payment of any compensation.
9. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator etc., by a student in the Hostel is prohibited.
10. All students must abide by the rules and regulations of the Hostel as may be framed from time to time.

APPENDIX – II

RULES REGARDING ATTENDANCE

(Vide Clause 5.3 of the Regulations)

Following are the rules relating to attendance at classes:

1. Attendance in all classes (lectures, tutorials, laboratories, workshops, EAA (if provided) including its related camps and other publicized activities etc) is compulsory. A student may be debarred from appearing at an examination on the grounds of unsatisfactory attendance.
2. The teacher concerned may condone absence from classes for a very short period not exceeding three days due to unavoidable reasons provided he/she is satisfied with the explanation.
3. (a) If the period of absence in a semester is for a short duration (of not more than two weeks) prior application for leave shall have to be submitted to the Head of the Department concerned through the advisor stating fully the reasons for the leave requested for along with supporting document(s) on being satisfied the Head of the Department will grant such leave. He/ She may be allowed compensation of Laboratory/workshop classes held during the period of such absence.

(b.) Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reason for which prior application could not be made may be condoned by the Dean provided he is satisfied with the explanation.
4. If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the advisor and the Head of the Department to the Dean, with the supporting documents. The decision to grant or condone such leave shall be taken by the Dean after considering the recommendation of the Head of the Department.
5. It will be the responsibility of the student to get his/her absence from classes condoned by the appropriate authority.
6. A student must intimate his/her absence to the Superintendent/Warden of the Hostel in which he/she is residing, before availing of any leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions in **Appendix – III**.
7. A student shall be eligible to appear at an examination provided he/she attends at least 75% of classes in each theoretical, practical, laboratories, workshops etc. scheduled during the semester. However if a student has 75%

attendance in at least 75% of the courses he/she is allowed to appear at the Semester Examination in courses where he/she has secured 75% attendance.

Students not having requisite attendance shall not be allowed to appear at the semester examination in that course till they clear the shortage of attendance.

8. A student who has been absent for short period on health ground requiring hospitalization or due to participation in academic/co-curricular activities in the interest of the University/Institution with prior permission of the Dean, shall be allowed to appear at the semester examination with a minimum 65% of attendance.

APPENDIX – III

RULES REGARDING CONDUCT AND DISCIPLINE

(Vide Clause 6.2 of the Regulations)

Following rules shall govern the conduct and discipline of all students of the University:

1. The reputation and image of Siksha 'O' Anusandhan University depends largely amongst others on a well disciplined campus and hostels which is achieved through sustained and active co-operation of its student community. With a view to maintain this high tradition, the students of the University are required to:
- a) Show due respect to their teachers, Officers of the Faculties/University, Wardens and Superintendents of Hostels and show proper courtesy to other members of the staff of the Faculties University.
 - b) Maintain good rapport and friendly relationship with fellow students;
 - c) Treat kindly and affectionately the new students admitted every year.
 - d) Not indulge in acts of ragging. The ragging in any form to anybody is banned by law. Any act of physical or mental pressurization of junior students individually or in group, is considered as an act of ragging and calls for strict disciplinary actions including expulsion from the University/Faculty and Police action. Hon'ble Supreme Court's decision on ragging and subsequent directions from UGC are to be strictly adhered to.

2. ACTS OF MISCONDUCT & INDISCIPLINE:

The following acts of omissions and/or commissions constitute breach of discipline.

- a) Furnishing false statement of any kind in the form of application for admission or for award of prizes etc.
- b) Furnishing false statement to the Disciplinary Committee, or willfully withholding information relevant to an enquiry.
- c) Displaying lack of courtesy and decorum; resorting to indecent behavior anywhere within or outside the campus.
- d) Willfully damaging or stealthily removing any property belonging to the University/Institutions/ Hostels or fellow students.
- e) Possession, consumption or distribution of narcotic products and alcoholic drinks or any kind of hallucinogenic drugs.
- f) Smoking in campus.
- g) Possession of fire arms or lethal weapons in the Institute premises/hostels, examination halls etc.
- h) Organising or participating in any group activity, except purely academic and scientific programmes, in company with others in or outside the campus without prior permission of the appropriate authority.
- i) Organizing or participating in any activity that has potential for driving fellow students along lines of religion, caste, home state, and batch of admission, hostel or any other unhealthy criterion.
- j) Indulgence in any kind of political activity including displaying posters or placards of political parties within the Institute/University premises.
- k) Forming society/association/organization without permission of appropriate authority.
- l) Inviting any outsiders to conduct a meeting without permission of the appropriate authority.
- m) Addressing the press without permission.
- n) Involvement in agitation of any kind which may lead to breach of peace.
- o) Mutilation and or unauthorized possession of library books and journal.
- p) Adoption of unfair means in examinations.

- q) Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
- r) Not intimating his/her absence to the Hostel Superintendent before availing any leave.
- s) Unauthorized absence from hostels.
- t) Interference with the University/Institute's administration.
- u) Indulging in activities prejudicial and detrimental to the reputation of the University.
- v) Indulging in any other acts which the Authority feels as breach of discipline.

3. PENALTIES:

For a breach of discipline and commensurate with the severity of the offence a student may be awarded any of the following punishments by the competent authority.)

a) Monetary Fine

For offences like misappropriation of money or damage to University/Institute property, monetary fine may be imposed to recover the cost along with penalties which may be double the amount of cost.

b) Record of Reprimand

An official warning to students, not to repeat any act of indiscipline. This will be noted on the student's permanent record but not on any outgoing semester report or transcript. However parents shall be informed in writing.

c) Conduct Probation

An official warning that one more act of indiscipline might lead to rustication/expulsion of the student from the Institute/University. It shall be noted on the permanent record and shall find place in the Semester Report so long as the student is on Conduct Probation

d) Debarment from Student activities.

e) Debarment from Medal and Prizes.

f) Temporary rustication

The student shall be temporarily rusticated from the University/Faculty/Hostels for a specific period and is required to leave the University immediately. This shall be entered in the permanent record and shall find place in the Semester Report.

g) Permanent Expulsion / Rustication from the University/Institute/University Hostels:

This punishment shall be entered in the permanent record and shall find place in the Semester Report and the Transcript. The student shall be debarred from re-admission to the University.

The students awarded the punishment of temporary rustication may at the discretion of the Vice-Chancellor be readmitted after the expiry of the period of punishment on the recommendation of the concerned Dean of Faculty on such conditions as may be determined. No student will however be entitled to re-admission as a matter of right.

The fact of punishment of "Temporary rustication" shall be recorded in the permanent record and shall be mentioned in the outgoing Semester Report, till the student is removed. It shall however be not mentioned in the outgoing transcripts, issued after re-admission of the student concerned. However, if any prospective employer, institution etc. request for details about such a student the penalty awarded to a student shall normally be intimated to them only after obtaining the orders of the Vice-Chancellor on the desirability of furnishing such information to the party.

4. DISCIPLINARY AUTHORITIES

- i. **Minor Punishment:** For offences or misconduct in lesser proportion either in Hostels, Class rooms or anywhere in the campus, the Warden/Superintendent of Hostels and the Dean of the Institute shall have the authority to impose fine or to reprimand.
- ii. **Temporary Suspension:** Temporary Suspension limited to two weeks may be awarded by the Dean on the recommendation of Faculty Level Disciplinary Committee.
- iii. **Major Punishment:**
 - a) All major acts of indiscipline which may have serious repercussion on the students in general and / or which may warrant a uniform and more formalized nature of investigation shall be dealt by a Standing Committee on Student Discipline & Welfare constituted by the Academic Council. The Committee shall recommend to the Vice Chancellor for necessary action. This Committee shall appoint Discipline Boards for all constituent Faculties with Dean Faculty as Chairman and

such members from the concerned Faculty as it deems necessary to advise it on matters relating to student discipline.

- b) All decisions of the Standing Committee shall be placed before the Academic Council for consideration and may be given effect to by the Council subject to such modification as the Council may deem fit to make.
- c) Acts which may be considered as "CRIMES" rather than acts of indiscipline such as acts causing serious injury to fellow students or others, causing major damage to Faculty's property, involvement in activities prejudicial to National security or to that maintaining communal harmony etc. will be reported by the Dean of the concerned faculty to the Law and Order authorities.
- d) Cases of adoption of unfair means in an examination shall be dealt with by the Examination Committee.

APPENDIX – IV

RULES FOR CHANGE OF BRANCH

(Vide Clause 7.2 of the Regulation)

1. A student admitted to a particular branch of the B.Tech. course will normally continue studying in that branch till completion.
2. However, in special cases the Institute may permit a student, admitted to the Institute to change from one branch of studies to another after the first two semesters. Such changes will be permitted, strictly in accordance with the provisions laid down hereinafter.
3. Only those students will be eligible for consideration for a change of branch after the Second (Spring) Semester, who have –
 - a) Completed all the credits prescribed in the first two semesters of their studies, in their first attempt, without having had to pass any course requirement in the supplementary examination and / or summer quarter.
 - b) Obtained a CGPA, at the end of the Second (Spring) semester, not lower than 8.5 for a change from one branch of Engineering to another branch of Engineering.
4. Application for a change of branch must be made by intending eligible students in the form prescribed for this purpose. The Dean will call for application

sometime in the Spring Semester of each academic year and the completed forms must be submitted to him by the last date specified in his notification.

Students admitted to 4 year B.Tech. are eligible for consideration for a change of branch to any Engineering discipline (4 year Degree).

5. Students may enlist up to five choices of branch, in order of preference, to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.
6. Change of branch shall be made strictly on the basis of inter se merit of the applicants. For this purpose the CGPA obtained at the end of the Second (spring) Semester shall be considered. Ties will be broken by the SAAT rank of the applicants.
7. A student may be allowed a change of branch, strictly in order of inter se merit, upto 10% of the class strength subject to the limitation that the actual number of students in the Third (autumn) Semester, in the branch to which the transfer is to be made, does not exceed 110% of the sanctioned yearly intake for that branch. The branch from which the student is being transferred should not be depleted to less than 90% of the sanctioned strength.

The sanctioned yearly intake of a particular branch shall be the number sanctioned by the Academic Council as the intake for that branch for the particular year of entry of the applicants.

- 8) All changes of branch made in accordance with the above rules will be effective from the Third (autumn) Semester of the applicants concerned. No changes of branch shall be permitted thereafter.
- 9) All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch offered.
- 10) Notwithstanding the provisions of foregoing paragraphs, the Academic Council may under very special circumstances, permit the transfer of a student from one branch to another in deviation of the above mentioned rules. In each such case the special reasons for which the transfer is permitted must be recorded in the Academic Council resolution. Such transfers, if any, will be over and above the regular transfers, and their number will not be counted in the computation of 'Actual Number of Students' in a given branch.

APPENDIX – V

CO-ORDINATION COMMITTEES FOR UG STUDIES

(Vide Clause 12.1 of the Regulations)

Composition:

One Co-ordination Committee would be constituted for each subject taught by more than one teacher of one or more Departments/Centres. Each committee would consist of all the teachers who are involved with the teaching of the subject during the semester.

One of its members would be nominated by Dean of Faculty under whose name the subject is being offered, to act as its Chairman.

Tenure:

The semester in which the subject is being offered.

Functions:

- i) To lay down the course plan for the subject.
- ii) To coordinate instructions and progress of teaching in the subject and to ensure that the full syllabus is covered.
- iii) To review periodically the performance of students who have registered in the subject.
- iv) To forward the results of the examinations and the final grades obtained by each student taking the subject to the concerned Head of the Department.
- v) To moderate the question papers of the subjects and ensure that the syllabus is well covered by the question paper.

Frequency of Meetings:

Each Co-ordination Committee shall meet at least four times during the semester.

APPENDIX – VI

GUIDELINES FOR AWARD OF LETTER GRADES

(Vide Clause 12.2b of the Regulations)

1. In general there shall be no rigid marks-to-grade linkage. Difficulty levels of the examinations, tests, assignments, viva-voce and other factors that contributed to the final marks are to be considered by the teacher/co-ordination committee of a subject while converting marks into letter grades.
2. a) The grades F and Ex are to be considered as bench mark grades.

b) The range of cut-off marks below which a student would be assigned an 'F' grade is 30-35 for the theory paper and 40 for the laboratory paper, the exact cut-off marks is to be decided by the teacher/co-ordination committee.

c) The exceptionally brilliant performance is to be assigned an 'Ex' grade. Even the best student of any class needs to be good enough to be awarded the 'Ex' grade.

3. In the case of a relatively large class and / or classes where the performance level depicts more or less a normal distribution:

a. The average performance (around mean value of marks) is to be assigned 'C' grade. However, if by teacher's/co-ordination committee's perception the general level of the class is considered to be appreciably high, the average performance may be assigned 'B' grade.

b. All other marks to grade conversion are to be done relatively with respect to the average performance in between (but excluding) the F and Ex grades, which have already been assigned, by choosing appropriate boundary marks between grades.

c. Normally, in a reasonably large class of students distribution of grades is expected to be as follows:

Ex	:	<= 10%
A	:	10 - 20%
B,C,D	:	20-35%
P	:	10-25%
F	:	<=5%

4. In the case where a student appears in the supplementary examination or attends summer quarter, the conversion from marks to grade would be done applying the same norm as was framed for the original class.

5. For classes where excessive bunching occurs resulting in all most all the marks tending to cluster into same category, conversion from marks to grade may be done using the table given below, where 'm' stands for the marks obtained. However, the teacher may, on his/her perception of the difficulty level of assessment process undertaken alter the boundary (cut-off) marks by +/-5 marks.

Range of Marks	Grade	
m>=90	Ex	10
80<=m<90	A	9
70<=m<80	B	8
60<=m<70	C	7
50<=m<60	D	6
35<= m<50	P for Theory Component	5
40<=m<50	P for Laboratory Component	5
m< 35	F for Theory Component	
m<40	F for Laboratory Component.	

6. Co-ordination committee would moderate the results of the different sections of a class if wide disparity in performance across sections were observed.
7. All the requirements for the laboratory course are to be satisfied by a student within deadline set-up by the teacher/co-ordination committee before the start of the end-semester examination. If a student due to a genuine reason like illness of himself/herself or calamity in the family cannot complete a particular Lab. course, the teacher/co-ordination committee may allocate him/her additional time. In this case an 'I' grade, if needed may temporarily be allocated to the student in the subject. However, the requirement in any case has to be fulfilled within 15 days of the last day of the end-semester examination and the grade finalized.
8. There is no provision for supplementary examination or summer quarter in the laboratory course. If a student cannot clear the laboratory course of a particular subject, he/she will be assigned the grade 'F' in that subject and has to reregister in the subject, if permitted, in the immediately following semester in which it is offered.

APPENDIX – VII

RULES RELATING TO SUMMER QUARTERS

(Vide Clause 13.9 of the Regulation)

1. Introduction:

- 1.1 To enable the undergraduate students to make up deficiencies a Summer Quarter will be organized every year during the summer vacation. Summer Quarter shall, however, be

offered only in the theory components of the subjects.

- 1.2 The students of 4 year B.Tech./B. Pharm/ BHMCT courses are eligible to register for the Summer Quarter, if any is offered.

2. Duration:

- 2.1 The duration of the Summer Quarter shall be seven weeks. The exact dates for holding the Summer Quarter for a particular session shall be decided by the Academic Council every year while finalizing the Academic Calendar.
- 2.2 The attendance requirement for the Summer Quarter shall be the same as for a regular semester. A student who does not satisfy the norms will not be allowed to appear at the examination.

3. Eligibility:

- 3.1 Only those students will be permitted to register themselves for a subject offered in the Summer Quarter who has cleared all Institute and Hostel dues till date and have paid the necessary fees and Mess Advances for the Summer Quarter for which they are registering.
- 3.2 A student will be eligible to register in a subject if he/she actually appeared at the last end-semester examination in that subject and obtained the grade 'F'.
- 3.3 A student, who could not appear at the end semester examination due to self-illness or calamity in the family, will also be eligible to register for the subjects concerned in the Summer Quarter as per clause 13.3(ii)(b) if his/her attendance was satisfactory in the judgment of the teacher.
- 3.4 No Supplementary Examination shall be held in a subject that is being offered in the Summer Quarter of the session unless extraordinary circumstances justify it.
- 3.5 Students who have obtained CGPA lower than 6.00 may be allowed, on the recommendation of the Head of the Department and the approval of the Dean, to re-register in one or more subjects in which he/she received 'P' grades(s), so as to improve his/her CGPA to 6.00 or above, provided that the subjects(s) is/are otherwise being offered in that semester and there is no clash in the time table. The grade will be revised and recorded only if there is an improvement.

4. Registration:

- 4.1 All students intending to join a Summer Quarter must register themselves for the subjects concerned on the day fixed for the purpose. No late registration shall be permitted on any ground.
- 4.2 A prevalent Summer Quarter registration fee, as decided by the University from time to time shall have to be paid along with the application in a prescribed form.
- 4.3 Registration of students for the Summer Quarter subject shall be done by the Faculty Adviser in the Department concerned under the supervision of the Head of the Department.
- 4.4 The weekly lectures and tutorials of a subject taught in the Summer Quarter shall be twice the corresponding loading it carries during the normal semester. The credits allotted to it shall, however, remain the same.
- 4.5 A student shall not be allowed to register for more than three subjects during a Summer Quarter.
- 4.6 Summer Quarter in a subject shall be offered only if at least 5 students register for that subject.

5. Assessment:

The teacher offering a particular subject during the Summer Quarter shall

- 5.1 Take care of all aspects of the theory subject viz. lectures, tutorials, assignments etc.
- 5.2 Conduct all Quizzes, class test examination, end semester examination, viva voce etc. The end-semester examinations may, however be centrally arranged.
- 5.3 Compute the grade as per rules laid down in Clauses 12.2(a) through (f) of Section-12.
- 5.4 The grade award to the registered students must be sent to the Controller of Examination through Dean within 3 days from the date of examination was held.

APPENDIX – VIII

**RULES REGARDING SUPPLEMENTARY EXAMINATION
(Vide Clause 13.10 of the Regulations)**

- 1. Except as specified in Clause 13.3(ii) (b), a student will be eligible to appear at the supplementary examination in a subject if he/she actually appeared at the last end-semester examination in that subject and obtained the grade 'F'.
- 2. A student will not be allowed to appear in more than 5 (five) subjects at the supplementary examinations.
- 3. Intending students must submit their application, countersigned by the Head of the Department concerned, along with the necessary fees to the Dean by the date as announced by a notification.
- 4. The supplementary examinations shall be held on such dates as laid down in the Academic Calendar for the year or as notified separately.
- 5. The grade in the subject scored by the student appearing at the supplementary examination will be recomputed by substituting the marks of the end-semester in the total marks scored by that scored in the supplementary examination. Unless exempted as per regulation in Clause 13.3(ii)(b) a student is entitled only to one grade lower than the actual grade thus scored, except that the performance grade 'P' remains unaltered, as elucidated in the table below:

Grade Obtained	Grade to be awarded
F	F
P	P
D	P
C	D
B	C
A	B
Ex	A

The final grades awarded to the students must be sent to the Controller of Examination within 3 days from the date the supplementary examination was held through the Dean.

