



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

(Established through Act No.18 of 2008)

ANDHRA PRADESH, INDIA

(Catering to the Educational Needs of Gifted Rural Youth of Andhra Pradesh)

(Established by the Govt. of Andhra Pradesh and recognized as per Section 2(f) of UGC Act, 1956)

ACADEMIC RULES AND REGULATIONS

SIX YEAR INTEGRATED B. TECH PROGRAMME

(WITH EFFECT FROM ACADEMIC YEAR 2022-23)



1. INTRODUCTION

RGUKT was established in 2008 with the major objective of catering to the education needs of gifted rural youth of Andhra Pradesh. The University follows ICT based learning strategy as the central focus of imparting high standard education.

- A.** These regulations provide frame work for the conduct of academic activities in all the campuses of RGUKT-AP.
- B.** These regulations shall come into force with effect from the academic year 2022-23 and shall be applicable to both PUC and B. Tech programs (unless otherwise stated) offered by the University.

2. PROGRAM STRUCTURE

- A.** The program offered by the RGUKT-AP consists of two parts. The first part of the six-year course is a two-year Pre-University Course (equivalent to Board of Intermediate Education, AP) followed by four-year B. Tech Program. The major courses of study in PUC are Mathematics, Physics and Chemistry. Further, English, Telugu, Information Technology and Biology are also the courses of study in PUC. Students studying Elementary Biology in both PUC1 and PUC2 have to pass in the subject, and grades secured are not considered for calculating SGPA/CGPA.
- B.** M.BiPC group in PUC is reintroduced in RGUKT from the academic year 2021-22. Students opting to study M.BiPC will have their PUC certificate issued with M.BiPC group. The grades secured in Biology under M.BiPC group are considered for calculating SGPA/CGPA and included in the PUC certificate based on which branch in first year of B.Tech (E1) in RGUKT shall be allocated.
- C.** It is informed that PUC is equivalent with Intermediate offered by Board of Intermediate Education, Government of Andhra Pradesh. RGUKT provides exit option after PUC. A student can continue in B.Tech or join elsewhere in any university with PUC.
- D.** B. Tech program is offered in seven engineering branches- Civil Engineering, Chemical Engineering, Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering, Mechanical Engineering and Metallurgical & Materials Engineering. Students of Srikakulam and Ongole campuses opting Metallurgical & Materials Engineering and Chemical Engineering Branches can choose either Nuzvid or RK Valley campuses as per their convenience.

E. The B. Tech Degree Program consists of the following components:

- a. Induction Program (IDP)
- b. Basic Science Courses (BSC)
- c. Engineering Science Courses (ESC)
- d. Humanities and Social Science Courses (HSC)
- e. Program Core Courses (PCC)
- f. Program Elective Courses (PEC)
- g. Open Elective Courses (OEC)
- h. Mandatory Courses (MC)
- i. Summer Internship (Mandatory)/Long term Internship (Optional)
- j. Major Project & Minor Project (PROJ)

Electives shall be offered only if a minimum of 15 students are registered for a course. In case of less registrations for an elective course, option shall be given to the registered students either to select the other existing courses or a NPTEL/MOOC online course. For long-term intern on the advice of supervisor/faculty advisor & approval of HoD, he/she may opt more than one NPTEL course but maximum number of total credits should be within the permissible limits prescribed by the UGC/AICTE from time to time. HoD shall identify the SWAYAM-NPTEL/MOOC courses before the commencement of a semester course registration.

F. Students are allowed to opt for long term internship up to a maximum period of one year after successful completion of Third year of their B. Tech Programme. However, if any student obtains an opportunity for long-term internship programme from a reputed company in the second semester of third year, he/she may be allowed for internship programme at the discretion of Institute authorities under specific terms and conditions formulated by the university. Study of Environmental Science, Indian Constitution and Community Service courses are mandatory in B. Tech Programme.

G. As per the AICTE guidelines, 21 days Induction program shall be offered to the students after completion of their second year PUC program. Usually, the induction program shall be completed before the commencement of 1st year of engineering program. As part of the program, Human Values and Creative Arts shall be offered along with physical education and departmental awareness activities. Further, NSS/NCC/Sports/Yoga/Fine Arts are offered to enhance personality development of the students.

H. Three-week orientation program is compulsory for newly admitted PUC students. Main objective of the program is to prepare the students learning ready in the RGUKT environment. The program consists of four sub-components (i) Bridge

course in Mathematics, Physics, Chemistry and English, (ii) Digital Literacy, (iii) Campus Academic Life, and (iv) Extra Curricular Activities. During orientation program a proficiency test will be conducted in Mathematics, Physics, Chemistry and English to identify and address the learning gaps.

3. BRANCH ALLOCATION RULES:

- A. A student, who cleared all the courses of PUC and fee dues (Institute Tuition fee, and other dues), is eligible for branch allocation in B. Tech programme.
- B. The number of seats in each branch of B. Tech Programme in each institute shall be decided by the Governing Council with the recommendations of the Academic Council.
- C. Branch allocation process shall be done for students as per Rule of Reservation and merit, through counseling process (Open or Web based).
- D. After completion of branch allocation, arbitrary transfer (including mutual transfer) of seat from one branch to another branch shall not be allowed.

E. Maximum Duration of the Program

- The maximum duration of six-year (PUC+B. Tech) program is Twelve years (i.e., for PUC: 2+2 years & Engineering: 4+4 years) reckoned from the year of admission which shall also include discontinuity, if any.
- Extension beyond the stipulated maximum duration may be granted as per the decision of Academic Council/Governing Council.

4. GUIDELINES FOR MINOR PROGRAM

- a. The minimum number of additional credits required to obtain the minor degree is Twenty (20).
- b. Minor degree courses shall be offered from the first semester of the second year onwards. A student is given the option to complete the minor degree before completing the final year of B.Tech.
- c. Mechanical Engineering (ME), Civil Engineering (CE), Chemical Engineering, Physics, Chemistry, Mathematics, Fine arts (Music, Vocal, Kuchipudi, Mridangam), Renewable Energy sources, Robotics and Drone Technology, Machine Learning and AI, Material science for additive manufacturing, Material Testing, Materials processing and Manufacturing, Advanced materials Technology are currently being offered under minor program
- d. Courses from SWAYAM NPTEL/MOOCs/Coursera can also be opted subject to credit ceiling limits by UGC/AICTE.

- e. Number of minor programs to be offered in an academic year is at the discretion of campus Director based on availability of the faculty.
- f. If any student wishes to withdraw in between from the minor program then he/she should submit a request to the HoD (parent department to which a student belongs to).
- g. All successfully completed, courses in the minor programs shall be included in the grade sheet. However, in case of withdrawal from the minor program, completed course only shall be included in the final grade sheet under a column as 'Additional courses completed" but the grades obtained in these courses shall not be considered for calculating overall grading of the minor/major program.

5. TEMPORARY WITHDRAWAL FROM THE INSTITUTE

- A.** A student who has been admitted to the institute may be permitted to withdraw temporarily for a period of one semester or two semesters from the Institute on grounds of prolonged illness or acute problem in the family, which compelled him/her to stay at home, provided that
 - i. 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 earlier, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parent/guardian.
 - ii. The Institute should be satisfied that, including the period of withdrawal, the student is likely to complete his/her requirements for the degree within the time limits specified.
 - iii. There are no outstanding dues against him/her or demands from him/her in the Institute/Hostel/Department/Library/NCC etc.
- B.** A student, who has been granted temporary withdrawal from the Institute under the above provisions will be awarded 'W' grade. He/she will be required to pay the tuition fees and other fees/charges for the intervening period till such time as his/her name is on the Roll list.
- C.** A student will be granted only one such temporary withdrawal during his/her tenure as a student of the Institute.
- D.** Students who are readmitted on medical grounds or other extraordinary grounds will have to pay their mess and accommodation charges for the period of days present for the semester during which the student has discontinued, besides the regular fee payable for the year.

6. ACADEMIC CALENDAR:

- A.** The University follows semester system.
- B.** The number of **teaching days in a semester is normally 90.**
- C.** Schedule of academic activities in an academic year include the dates of registration, examinations, co-curricular and extra-curricular activities like technical seminars /Spring Spree/Institute Fest etc. Every year, at the beginning of academic year, Conduct of One/Two-day orientation program to all the students is mandatory. The program shall include students' awareness sessions on academic regulations, examination evaluation pattern and guidelines of Long-term/summer internship. During the program, the semester registration will be done. The program shall be executed by the individual departmental faculty/placement cell/exam cell.

7. REGISTRATION:

- A.** Every student is required to be present and register compulsorily at the commencement of each semester on the day(s) fixed for and notified in the Academic Calendar.
- B.** Percentage of attendance of the students will be counted from the date of commencement of the semester, irrespective of his/her date of registration. However, in case of PUC I Year I Semester, attendance will be counted from date of reporting to the Institute or date of commencement of class work, whichever is later.
- C.** Registration will be organized at the respective Department under the supervision of the Head of the Department/PUC coordinator. Normally, no late registration shall be permitted upto one week from the scheduled date.
- D.** Students will be permitted to register only if they have
 - a.** Cleared all the Institute and Hostel dues of the previous semesters,
 - b.** Paid all required fees for the current semester, and
 - c.** Not been debarred from registering for a specified period on disciplinary or any other grounds.

8. ATTENDANCE:

- A.** Every student has to put in 75% average attendance in all subjects in which he/she has registered. However, condonation for shortage of attendance below 75% but more than 70% may be granted by the competent authority.
- B.** In addition, a maximum of 10 days can be granted for attending the State/National Level co-curricular & extracurricular activities, NCC/ NSS

Camps, and CDPC activities strictly at the discretion of the competent authority.

- C.** Attendance of a student is computed by considering total number of periods conducted in all courses as the denominator and the total number of periods actually attended by the student in all courses, as the numerator.
 - D.** Students not having the mandatory requirement of minimum 70% attendance shall not be permitted to appear for the end semester examination.
 - E.** Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examinations of that semester. They get detained and their registration for that semester shall stand cancelled. They will not be promoted to the next semester. Students who do not put the required minimum of attendance in any semester are automatically detained and shall repeat in the next academic year. They may seek re-registration for all those subjects registered in that semester in which students were detained, by seeking re-admission into that semester as and when offered; in case if there are any professional electives and/ or open electives, the same may also be re-registered, if offered. However, if those electives are not offered in later semesters, then alternate electives may be chosen from the same set of elective subjects offered under that category.
 - F.** Because of mishaps or prolonged illness, semester attendance of some of the academically good students may go below the prescribed norms. To safeguard the academic interest of such students, the students may be permitted to continue in the next semester with prescribed guidelines (Guidelines are mentioned in Annexure-1).
 - G.** State Government rules and regulations on students' bio-metric attendance shall be followed time to time.
 - H.** Attendance for both theory and laboratory courses shall be entered before the end of each working week by the concerned faculty through faculty portal of the Institute website. Students are advised to monitor the status of their attendance through student portal of the Institute website.
- 8.** 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.

8. Academic Calendar for the year 2022-23

SEMESTER-1

S.No	Year	Commencement/ Registration date	Completion date	MID-1	MID-2	MID-3	EST
1	P1	17 th October, 2022	25 th March, 2023	17 th – 21 st December, 2022	23 rd – 27 th January, 2023	1 st – 4 th March, 2023	13 th – 27 th March, 2023
2	P2	10 th October, 2022	18 th Feb., 2023	10 th -15 th Nov., 2022	14 th -17 th Dec., 2022	21 st -25 th Jan., 2023	3 rd -16 th Feb., 2023
3	E1	10 th October, 2022	25 th Feb., 2023	14 th -15 th Nov., 2022	22 nd – 23 rd Dec., 2022	3 rd -4 th Feb., 2023	13 th - 25 th Feb., 2023
4	E2	10 th October, 2022	25 th Feb., 2023	14 th -15 th Nov., 2022	22 nd – 23 rd Dec., 2022	3 rd -4 th Feb., 2023	13 th - 25 th Feb., 2023
5	E3	12 th September, 2022	4 th February 2023	21 st -22 nd October, 2022	28 th - 29 th Dec., 2022	5 th -6 th Jan., 2023	21 st Jan – 30 th 2023
6	E4	12 th September, 2022	6 th January 2023	14 th -15 th October, 2022	18 th -19 th November, 2022	23 rd -24 th December, 2022	29 th Dec., 2022-6 th Jan., 2023

SEMESTER-II

1	P1	28 th March, 2023	21 st August, 2023	28 April -2 nd May, 2023	21 st -24 th June - 2023	23 rd - 26 th July 2023	9 th – 21 st August 2023
2	P2	18 th February, 2023	30 th June, 2023	18 th -22 nd March, 2023	20 th -25 th April 2023	8 th -12 th June 2023	16 th -30 th June 2023
3	E1	1 st March, 2023	28 th July, 2023	3 rd – 4 th April, 2023	12 th -13 th May 2023	6 th -7 th July 2023	17 th -28 th July 2023
4	E2	1 st March, 2023	28 th July, 2023	3 rd – 4 th April, 2023	12 th -13 th May 2023	6 th -7 th July 2023	17 th -28 th July 2023
5	E3	1 st Feb. 2023	7 th July, 2023	13-14 th March, 2023	20 th – 21 st April, 2023	16 th – 17 th June, 2023	26 th June – 7 th July, 2023
6	E4	16 th January, 2023	30 th April 2023	17 th - 18 th February 2023	20 th -21 st March 2023	19 th - 20 th April 2023	24 th April -30 th April, 2023

9. EXAMINATIONS AND GRADING SYSTEM

9.1 Weightage for Internal and End Semester examinations

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

Table 9.1 Weightage of Sub-Components

S. No	Sub-component	Weightage (B. Tech)	Weightage (PUC)
1	Assessment tests (Best 3 out of 4)*	10 marks	--
2	Mid-semester Examination (Best 2 out of 3)	30 marks	40 marks
3	End-semester Examination	60 marks	60 marks

* Students under long term internships are exempted from assessment tests and mid semester examination shall carry 40 marks for them

However, Mandatory/compulsory (non-credit) courses (MC) will be evaluated with only End Semester Test for 100 marks.

- B. Each laboratory course in a semester (for both B. Tech & PUC) is evaluated for 100 marks, with the following weightages: No combined grading is allowed for any lab course with respective theory course.

Table 9.3 Weightage of Internal and End Semester Examinations for Lab

S. No	Sub-component	Weightage
1	Continuous Evaluation/Tests (Internal)	40 marks
2	End semester examination (External)	60 marks

- C. B.Tech Project work will be evaluated for 100 marks, with the following weightages:

Table 9.4 Weightage of B. Tech Evaluation components

S. No	Sub-component	Weightage
1	Periodic evaluation by Guide	20 marks
2	Mid Term review	20 marks
3	End Semester viva-voce examination	60 marks

10.1 CONTINUOUS ASSESSMENT (INTERNAL) AND END SEMESTER EXAMS

- A. Appearing in the end-semester examination in the theory and laboratory subjects is mandatory for a student. If a student fails to appear for the end-semester examination, he/she shall be awarded 'Fail' grade in the subject. He/She will be permitted to appear for the remedial examinations to be conducted later, as announced in the academic calendar.
- B. There is no provision for remedial examination under continuous assessments (Internal) in both theory and Lab Exams.
- C. Students will be permitted to appear in the examinations in only those subjects for which they have registered at the beginning of the semester.
- D. To ensure transparency, the answer scripts after correction relating to Assessment tests, mid examinations, assignments etc., will be shown to the students within the time frame mentioned in the academic calendar.

10.2 Course-wise Improvement provision for PUC (2020-21 and 2021-22 admitted batches only)

- a) Provision for Improvement shall be applicable for End semester examinations only relating to 1,2, and 3 semesters. Improvement provision is not available for 4th semester courses/papers.
- b) A candidate should have passed in a course/paper in a semester to be eligible for improvement
- c) It shall be a onetime chance in a course in a semester.
- d) Improvement is available in a course(s)/paper(s) that a candidate has appeared and passed in a semester
- e) A candidate desiring to Improve can register and appear along with candidates taking regular/remedial examinations

Note:

The provision shall be applicable only to batches of PUC program in RGUKT admitted/ appeared for EST during the academic years 2020-21 and 2021-22.

10.3 Evaluation

- a. **Structure of Question Paper** – Multiple choice, filling the blanks and short answer question, essay or problem-solving questions shall be included in the question paper. End semester theory subject question paper contains two parts: Part-A consists of 18 objective questions for 18 marks (3 objective questions from each unit) and Part-B contains 12 descriptive questions with internal choice between 2 questions from each unit, and each question carries 7 marks (total 42 marks) Grand total will be 18+42 = 60 marks. Office of the Controller of Examination, will provide the model question paper following Bloom's taxonomy. Paper setters

must assess on course outcomes outlined in each course and there by the program outcomes can be evaluated. (Refer Annexure-2 for details)

- b. However, model for both continuous internal assessment (Assessment test and /or Mid exam and End Semester Test (EST) shall be framed by BOS of the respective subject/ branch of engineering. The question paper model and weightage shall be reviewed every year in the meeting of Board of studies of each subject/ branch of engineering.
- c. **Syllabus for Mid exams-**The syllabus for the first mid exam shall be 1-2 units or syllabus covered to be held after one month of instruction, 3-4 units or syllabus covered for the second mid exam to be held after second month of instruction and 5-6 units for the third mid exam to be held after third month of instruction. The time left after third mid exam up to EST shall be devoted to course review and discussion on previous question papers.
- d. **Mid-semester exams- B.Tech Program:** Three mid semester exams for 15 marks each in a course/paper shall be conducted and best of two shall be averaged for 30 marks (2022-23 onwards). Further, four continuous assessment tests shall be conducted, biweekly, for 10 marks, together for 40 marks as part of continuous internal assessment.

PUC: Three mid semester exams for 20 marks each in a course/paper shall be conducted and best of two shall be averaged for 40 marks (2022-23).

- e. **Evaluation of Mid semester exams-** Question paper and evaluation shall be campus based with each campus having its own question paper and evaluation carried out by the same teacher who taught the class.
- f. The End Semester Test

There shall be a common time-table and common question paper for all the campuses by subject/ course. There shall be centralized valuation with subject-wise Boards of Examiners consisting of Chief Examiner, Additional Chief Examiners and Examiners. The boards of examiners shall prepare the scheme of valuation and model answers based on which valuation shall be carried out.

- g. Question paper setting

Three sets of question papers will be prepared by subject/course out of which one will be selected either on lottery basis or chosen by the Vice-Chancellor. There shall be a Moderation Committee to edit/ modify for quality and confining to syllabus. *Question paper shall be set from among the questions given in the study material, either solved or practiced or model questions for PUC students. If gaps exist, these will be notified for vetting and moderation.*

h. Evaluation of EST answer papers

Chief Examiner and Additional Chief Examiner(s) shall be nominated for each Subject/course, who shall value at least 15 per cent of the scripts already valued by the examiners. There shall be a board for every eight / ten examiners with one chief / additional Chief examiner.

i. **Duties of Chief Examiner-**

- a) Moderating/ vetting of the scheme of valuation already given by the paper setter
- b) to guide the examiners and instruct them accordingly
- c) After his valuation normalise valuation for the set of examiners and advise them for over/under valuation
- d) The chief examiner shall appoint Scrutinizer(s) to verify whether all questions are valued and also whether the totals are correct and posted accordingly.

j. **Selection of Chief/ Additional Chief Examiner-** Seniority and academic capability shall be the basis and shall be nominated by the Chancellor. A minimum of three years of service is required to act as examiner.

L. Notification of corrected Key:

In Assessment tests/MID tests/EST, if any mistake(s) is (are) found either in the question paper or in key or in both by the students and/or faculty in any subject then they should bring it to the notice of Controller of Examination through subject coordinator/HoD on or before "FOUR working days" after publication of the Key/Question paper. Such requests/issues shall be processed within "FOUR working days" after receiving the requests/issues and modified results/key shall be notified to the students through the notice boards.

M. A student has to secure a minimum of 40% marks in both internal and semester end exams put together for a pass in a theory course, provided a student has to secure a minimum of 30% (18 marks out of 60 marks) in end semester examination. In case of mandatory courses without continuous evaluation component, a candidate has to secure a minimum of 40% for a pass in the course.

N. In case of Lab examinations, a candidate has to secure 40% minimum in internal and end semester exams put together to secure a pass.

- O. The student can appeal to Head of the department/Controller of Examination for any discrepancy within 4 days from the date of publication of semester end results.

10.4 SUPPLEMENTARY (REMEDIAL) EXAMINATION

- A. The supplementary examination shall be conducted after one month from the declaration of end semester results.
- B. A fee of Rs. 200/- will be collected for each course in the supplementary examinations irrespective of number of attempts.

10.5 GRADING SYSTEM

RGUKT follows the following grading system in results declaration.

Table 10.1: Grading Scheme

S. No	Marks Range	Grade	Grade points
1	90-100	EX	10
2	80-89	A	9
3	70-79	B	8
4	60-69	C	7
5	50-59	D	6
6	40-49	E	5
7	<40	Fail (R)	0

Note: CGPA score x10 gives aggregate percentage of Marks

Absolute grading system is followed for both PUC and B.Tech with effect from the admitted batch of 2020-21 i.e. PUC 1 and E1 and onwards.

SGPA and CGPA calculations

$$SGPA = \frac{\sum_{i=1}^n C_i * GP_i}{\sum C}$$

Where, C_i = Credit for the course, GP_i = the Grade Points obtained in the course and the summation over all the courses taken in that semester and 'n' is the number of courses registered in the semester.

$$CGPA = \frac{\sum_i^m S_i \times C_i}{\sum_i^m C_i}$$

Where 'm' is the total number of semesters under consideration. C_i the total number of credits registered during a particular semester and S_i is the SGPA of that semester. Both SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such.

10.6 Criteria for awarding division and first class with Distinction

Students fulfilling the conditions listed below shall be eligible for award class:

CGPA range	Division
≥ 7.5 without any backlog during entire course of study	First class with Distinction
≥ 6.5	First division
< 6.5 & ≥ 5.5	Second division
< 5.5	Pass division

10.7 GOLD MEDAL FOR UNIVERSITY OVERALL TOPPER IN ENGINEERING

- a) Should be a topper in relevant engineering branch.
- b) Should have passed all the courses in 'first appearance' within 4 academic years
- c) Should not have been detained or prevented from writing the end semester examinations in any semester due to shortage of attendance or any other reason.
- d) Should not have been punished due to any in disciplinary action.

10.8 GOLD MEDAL FOR UNIVERSITY TOPPER IN EACH BRANCH OF ENGINEERING

- a) It shall be awarded to the student who has passed all the courses within prescribed period in his/her own department and topped among all the students in his/her department across all the campuses put together.
- b) Should have passed all the courses in 'first appearance' within 4 academic years
- c) Should not have been detained or prevented from writing the end semester examinations in any semester due to shortage of attendance or any other reason.

10.9 Reduction in pass marks for PH students (G.O Ms. No. 183):

Following prevailing orders from the Government, PH students under the category of Hearing impaired, orthopedically handicapped, visually challenged, Deaf and dumb shall be given a concession of 10% for pass in any course(s).

10.10 Result Moderation

The committee will scrutinize the results physically and recommend moderation considering the following factors

- a) Addition of 1% of the maximum marks of theory courses appeared by the candidate in a semester as grace to secure a pass in a course or courses.
- b) Grace shall not be applicable to Lab courses
- d) General addition up to 5 marks in a course or courses in case the question paper is of very high standard resulting in percentage of pass in that course is below 50%
- e) After general addition, if required and grace in that order the SGPA may be calculated and results be declared.

10.11 Recounting process

- a) Students must submit their application to the institute examination section indicating clearly the course in which recounting is to be made.
- b) Application must be accompanied by a demand draft/e-receipt for the prescribed fee per course (Rs.200/-) drawn in favor of the Director towards the course(s) opted for recounting process.
- c) Results after the recounting process shall be declared following the academic regulations in force.
- d) In case of any changes in marks after recounting is done, the higher among the original and recounted marks shall be taken as the final marks.

10.12 Revaluation:

A candidate can apply for “revaluation” of answer script by paying the prescribed fee of Rs 1000 per paper and in the designated format within 15 days after the announcement of results and issue of marks memorandum. The application shall be submitted to the Controller of Examinations of the respective campus.

10.13 CONDUCT AND DISCIPLINE

Students shall conduct themselves within and outside the premises of the institute in a manner befitting the stature of an Institute of National importance. Detailed rules regarding conduct and discipline are given in Annexure-3.

11. SUMMER INTERNSHIP GUIDELINES:

- A. Students shall opt for summer internship to gain ample field knowledge in the relevant field of engineering such that theoretical knowledge gained in the class can be applied to solve the practical/ field problem.
- B. Students can take a challenging task, may be small portion, and apply the knowledge gained to solve it. Summer internship can also involve data collection from different sources including generating experimental data, collection of data from field etc. Later on, the student is required to analyze the data collected and arrive at meaningful conclusions. **Registration to the summer internship program is mandatory.**
- C. Summer internship is aimed at solving some of the problems of the society/ local region that have practical applications and benefit the society.
- D. Different central and state government organizations, CSIR labs, premier institutions like IITs and IIMs, DRDO, public sector undertaking organizations, top IT companies, skill enhancement centers recognized by state or central governments, research labs and Industries (small scale to large scale) can be considered for summer internships.
- E. Students of RGUKT are permitted to undertake internships in RGUKT campuses also.

- F. Students shall devote SIX (06) weeks for summer internship in an organization. If any student undergoes internship with duration of less than 06 weeks, such interns shall not be considered. For in-house internships, student has to work for either 6 weeks or 160 hours.
- G. Head of the department may depute faculty members for monitoring the student summer internship by communicating to the company guide.
- H. The internship done by the student is assessed in two stages. i) End semester evaluation for 60 marks and internal evaluation for remaining 40 marks. HOD will constitute summer internship evaluation board consisting of dept. faculty members (in case of inter disciplinary projects, faculty from respective specialization shall be involved). Board may take decision to reject the student summer internship if it doesn't meet the requirements of summer internships. Such students have to repeat the summer internship.
- I. Individual department shall send the recommended student list to the academic section by second week of March every year. The list should contain the student basic details, concerned faculty details, research areas, expected outcome of the internships.
- J. If a student is found "ABSENT" for the summer internship program during his/her scheduled course of time, then he/she must complete the summer internship within stipulated time suggested by the HoD/Dean (Academic)/Director.

12. LONGTERM INTERNSHIP GUIDELINES

12.1 Objectives

- a. Long-term internship (optional) is an opportunity through which students can experience a real-life engineering workplace and understand how their engineering and professional skills and knowledge can be utilized in Industry.
- b. To demonstrate functioning engineering knowledge, both new and existing, and identify the areas of further development for students' careers.

12.2. Eligibility and Duration

- a. The students without any backlogs (up to Engineering 3rd year) are eligible for the internship program. However, if an industry/company wish to recruit the students' with backlogs then such students may be permitted.
- b. Maximum allowed duration is 'One Year (Multiple internships subjected to maximum One year)''.
- c. The internships will be aligned with the aims of the engineering program and its areas of specialization.
- d. Central and State government organizations, premier academic institutions & research labs across the world, public sector undertaking organizations, IT companies (existing & start-ups), skill enhancement centers recognized by state and/or central governments, Industries (small scale to large scale), intra/inter RGUKT and any organization which shall satisfy the objectives of the program can be considered for long-term internships.

12.3. Selection Process

- a. Eligible students can participate in the recruitment drives to be conducted by the recruiters in coordination with campus placement cell.
- b. Internship, which is not being offered through the recruitment drives conducted by CDPC, may be considered based on the recommendations of the following committee:
 - i. Faculty In-charge of CDPC- Chairman
 - ii. Senior faculty of the department- Member
 - iii. Project Guide _ Member
 - iv. Department Placement Nominee- Member
 - v. Concerned HoD- Member Convener
- c. Generally, Students are not permitted to undertake the internship after commencement of a semester. However, in genuine cases and/or good intern offer, a student may be permitted to undertake the internship during a semester.

12.4. Roles and Responsibilities of Department during the internship program

- a. Interns must register for the courses as and when semester begins.
- b. CDPC/DPN in consultation with recruited company and with the support of HoD shall identify the external project guide for the intern student. In case of interdisciplinary internship offer, the allotment of internal & external guide need to be finalized within a week after undertaking the internship program.
- c. Internship student must complete the formalities as prescribed (refer Annexure -5A to Annexure-5F) before he/she joining the internship organization.
- d. Interns are advised to register for NPTEL courses which are interrelated to their internship work.
- e. Department Placement Nominee/Office of the departmental placement nominee should maintain the following record related to long-term interns:
 - i. Interns course registration details
 - ii. Internship organization details (Type (Govt./Pvt. Ltd, Location, Area of work)
 - iii. Internship details (Duration, starting and ending date of the internship, stipend, External Guide contact details, project title)
 - iv. Weekly internship performance report (attendance, conduct of the intern, progress of the work learned)
 - v. Weekly uploading of reading material. Course video links, content, textbooks, lecture notes, online discussion forums

(Note: It is suggested to develop a portal for maintaining/performing the above activities)

12.5 Conduct of Internal and End semester Examinations for Interns

- a. If a long-term intern registered to institute offered course, then evaluation of the course is as follows. As part of continuous evaluation, the intern has to appear for the three mid exams before end semester examinations in each course registered.

Table: Weightage of Internal/End semester exams

S. No	Sub-Component	Weightage
1	Internal Examination	40 marks
2	End Semester Examination	60 marks

- b. If a long-term intern is registered to the NPTEL online courses, then credits obtained in the online end exam can be converted to our grading system. For grade conversion, divide the marks obtained in proctored NPTEL course by 10 rounded off to next nearest integer. For example, if a student got 8.42 after conversion, then it will be rounded off to 9 (Equivalent to 'EX' grade).
- c. If a student is permitted/rejoined to/from the internship during a semester, the choice may be given to the students for considering the internal marks, i.e., they may write the internal exams along with other long-term students or the internal marks obtained till joining the internship.
- d. For project evaluation, 40% of marks (internal marks) will be awarded by the external guide and remaining 60% (End semester marks) shall be awarded by the academic committee constituted by the HOD. HoD shall constitute an internship evaluation committee to evaluate the performance of all long-term internship students. In case of inter disciplinary internship projects, faculty of concerned specialization (may be from other departments) will be the special invitee.

12.6 Termination of Internship offer or Pre-Placement Offer (PPO)

In the following cases the internship offer can be terminated on the mutual agreement and student may be permitted to the campus during a semester in the following cases:

- a. **Medical grounds-** In this case student should produce the medical certificate from authorized Doctor (must be a MBBS and higher).
- b. **Misconduct of the student-** Company should provide the valid proof against the Misconduct
- c. **Performance-** If a student internship performance is not found suitable for the full time employment
- d. The organization/company has failed to honor the PPO within the stipulated time and if the student get selected in the other campus drive during that period.

12.7 Learning outcomes of the Internship program

- a. Experience of applying existing engineering knowledge in similar or new situations
- b. Ability to identify when/where new engineering knowledge is required, and apply it,
- c. Ability to integrate existing and new technical knowledge for industrial application
- d. Ability to demonstrate the impact of the internship on their learning
- e. Understanding of lifelong learning process through critical reflection of internship experience.

13. INCENTIVES FOR SPORTS/ NCC/YOGA

Achievers in sports/yoga/NCC/NSS/Fine Arts are given incentives in the form of additional marks per course as per their appearance in that semester.

S. No	Tournament Type	Category	Incentive marks
1	International	Medalist	15 marks
2	International	Participants	10 marks
3	National	Medalist	12 marks
4	National	Participants	8 marks
5	All India Inter University	Medalist	10 marks
6	All India Inter University	Participants	5 marks
7	South India Inter University	Medalist	8 marks
8	South India Inter University	Participants	3 marks

Award of the incentive marks shall be recommended by the committee constituted by the Dean/Director.

14. RESIDENTIAL REQUIREMENT:

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

15. CHANGE OF REGULATIONS:

Notwithstanding all that has been stated above, the University has the right to modify/amend 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/university website.

**APPENDIX-I A:
VARIOUS COMMITTEE: FUNCTIONS AND RESPONSIBILITIES**

1. Faculty Advisor

- A. Specific number of students will be assigned of the concerned department
- B. Faculty Advisors will be appointed by the Head of the Department.
- C. To help the Students in planning their courses and activities during their study.
- D. To guide, advice and counsel the students on academic program.
- E. To monitor, coordinate and counsel the interns.

2. Course Review committee (CRC)

2.1 Composition

- A. CRC is constituted for each department/PUC
- B. **Validity:** One semester
- C. **Frequency of meetings: Every month**
- D. **Chairman:** Dean (Academic)/Associate Dean (Academic)
- E. **Members:** Two students (one Girl & Boy) from each section of each year (For example, CSE has total of 24 sections (from E1 to E4) then 48 students (2 students from each section).
- F. Member & Convener: Respective HoD

2.2. Functions of the committee

- A. To review the progress of all the offered subjects (Up to E4)
- B. To discuss problems concerning conduct of the classes (Up to E4)
- C. Any other Academic related issues

3. Departmental Development and Academic Audit Committee (DDAAC)

3.1 Composition

- A. The Head of the Department/PUC Coordinator will be the convener of the committee.
- B. There shall be one DDAAC-UG for every branch that is involved in the teaching for the B. Tech program.
- C. There shall be combined DDAAC for Basic Science and Humanities and Social Science Departments.
- D. The Chairman may co-opt and/or invite more members including external experts while framing the curriculum/or revising the curriculum
- E. **Chairman:** Dean Academic/ Associate Dean (Academic)
- F. **Members:** Three to Five (excluding the convener) depending on theno. of faculty in the department.
- G. **Tenure:** One year
- H. **Frequency of Meeting:** For Every 45 days

3.2 Functions of the committee

- A.** To monitor the conduct of courses offered by the department
- B.** To ensure academic standard and excellence of the courses offered by the department.
- C.** To oversee the evaluation of each course offered by the department. Subject wise Monthly test/EST (lab & theory) results analysis at the departmental and initiation of necessary measures for improving the performance.
- D.** To recommend modifications in the curriculum and establishment of new labs
- E.** To conduct the academic auditing of the department: Academic auditing usually involves, student performance at class level, subject level (no. of students' whose performance is extremely poor, poor, average, good and outstanding). Year wise, performance analysis like no. of remedial, CGPA and etc.
- F.** To recommend any proposals (academic related) to the Institute level academic standing committee.
- G.** To analyze student performance in career related activities (placements/internships) and measures for improving placements/internships/Industrial relations/university relations.
- H.** To arrange Workshops/seminars/invited talks/hands-on sessions and etc.

4. Institute Academic Audit Committee (IAAC)

4.1 Composition

- A. Chairman:** Director
- B. Members:** HoD/One department nominee/PUC Coordinator/Associate Deans
- C. Convener:** Dean Academic
- D. Duration of the committee:** One year
- E. Frequency of Meeting:** Once in a semester

4.2 Functions of the committee

- A.** To review the recommendations of DDAAC of each department
- B.** Academic auditing at the institute level to initiate appropriate measures (counseling/ training etc.) for improving the performance.

5. Result Declaration and University Moderation Committee (RDUMC)

5.1 Composition

- Dean (Academics) of four campuses- Member
- Controller of Examinations of four campuses–Member
- Dean Academics and Examinations*- Convener

* In the absence of Dean, Academics and Examinations of the university, one of the Deans shall act as the Convener

5.2 Functions of the committee

- a. Analysis of the results
- b. Recommendations for moderation of results
- c. Verification of malpractice cases
- d. Any other examination evaluation/paper setting/scrutiny related issues

Quorum: 2/3rd members of the committee (any committee outlined in the regulations), present in person, shall constitute a quorum for any meeting of the committee. In case of absence, the representative shall attend the meeting after prior permission of member secretary/Chairman of the committee. However, if there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed. In the adjourned meeting, if there is no quorum for up to half an hour, the members present shall themselves constitute the quorum and conduct the meeting.

APPENDIX-II

RULES RELATING TO RESIDENTIAL REQUIREMENT (Rules for Hostellers)

1. All the students are normally expected to stay in the hostels and be a boarder of one of the messes.
2. Married accommodation shall not be provided to any student.
3. No student shall come into or give up the assigned accommodation in any Hall of residence without prior permission of the Chief Warden/Dean (Student Welfare).
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/Dean (Student Welfare).
5. Students shall be required to make their rooms available whenever required 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 Warden 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 for payment of 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 from time to time.

APPENDIX-III

STUDENTS' CONDUCT AND DISCIPLINARY CODE

It is the responsibility and duty of each and every student of the Institute to become acquainted with "Students Conduct and Disciplinary Code". It is presumed that every student from the date of his/her admission to the Institute has knowledge of this code. All students are required to strictly adhere to this code as a condition of their admission to the Institute and these rules would be binding on and enforceable against them or any one among them.

Section 1: Responsibilities of the Students

It shall be the responsibility of the students

- (2) To behave and conduct themselves in the Institute campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- (3) To follow decent and formal dressing manners. Students should avoid clothing depicting illegal drugs, alcohol, prophane language, racial, sexual and vulgar captions etc.
- (4) To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- (5) To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- (6) To report any violation of this Code to the functionaries under this Code.

Section 2: Behavior of the Students

- a) Groupism of any kind that would distort the harmony is not permitted.
- b) Students are expected to spend their free time in the Library. They shall not loiter along the verandas or crowd in front of the offices or the campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
- c) Possession or consumption of narcotic drugs and other intoxicating substances are strictly prohibited in the campus and hostels.
- d) Silence shall be maintained in the premises of the Institute.
- e) Students are not permitted to use mobile phones in the class room, library, computer center, examination halls, etc.
- f) **Students shall refrain from all activities considered as ragging which is a criminal offence.**
- g) Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- h) Politically based students' and other organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.

- i) Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to all the public, private or Institute properties.
- j) Without specific permission of the authorities, students shall not bring outsiders to the Institute or hostels.
- k) No one shall bring, distribute or circulate 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.
- l) No student shall collect money either by request or by coercion from others within the campus or hostels.
- m) The Institute being a place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, *dharna*, *gherao*, burning of effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the campus and hostels and even outside.
- n) Possession or usage of weapons, explosives or anything that cause injury/ damage to the life and limb or body of any human being or property is prohibited.
- o) **Use of motorized vehicles within the Institute premises is strictly prohibited.**
- p) Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteen and messes.
- q) Any conduct which leads to lowering of the esteem of the Institute is prohibited.
- r) **Any unauthorized tour/visit by individual or group of students shall be treated as a serious conduct violation and all such students will be imposed disciplinary penalties.**
- s) Violating Indian Penal Code is an offence.
- t) Promoting any religion or Business is prohibited.
- u) Making a false official statement to the Institute official, faculty or staff member is discouraged.

Notwithstanding the above list, disciplinary actions can be initiated for any behavior that disrupts the harmonious functioning of the institute/individuals.

Section 3: Disciplinary Sanctions

Any student exhibiting prohibited behavior 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. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.

3.1 Minor Sanctions

All minor issues will be dealt by the Faculty advisor/HoD/Chief warden/Dean Student Welfare. A range of disciplinary measures either in single or in combination can be imposed on the student. These measures include

- A. Counselling
- B. **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.
- C. **Tendering Apology:** The student engaged in any prohibited behavior may be asked to tender an apology for his/her act through an undertaking that he/she shall not indulge in such or any of the prohibited behavior in future.
- D. Withholding student privileges such as loaning books from library, using sports facilities, membership in student bodies such as NCC, NSS etc. leaves or outings etc. temporarily, Shifting the student(s) to another hostel
- E. If needed, as a precautionary measure a student may be sent home along with the parent(s)/Guardian(s) for a stipulated time.

3.2 Major Sanctions

Issues of serious nature/issues which can't be solved at the HoD/warden/Dean Student Welfare and/or repeated mistakes by the same student (s) will be referred to the Director. Upon careful examination of the issue, the Director may refer it to the campus Discipline Committee (DC) through the office of Dean (Student welfare).

Members of the Disciplinary Committee (DC)

1. Dean of student Welfare - Chairman
 2. Associate Dean of student welfare - Convener
 3. Dean/Associate Dean of Academics – member
 4. Respective hostel warden(s) – member
 5. Respective department HoD(s) – member
 6. Student Counsellor (if any) - member
 7. Faculty – Nominated by the Director
 8. An Advocate - member
- A. **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.
 - B. **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.
 - C. **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 as far as possible.

- D. **Forfeiture:** Caution deposit of any student engaged in any prohibited behavior shall be forfeited.
- E. **Expulsion:** This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. 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 at any time in future.

Section 4: Functionaries under the Code

A. Heads of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels:

- a. 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.
- b. As these functionaries cannot single handedly manage all the issues, they can assign part of the work to the teachers and the teachers 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.
- c. The Head of the Departments/ Chief Warden shall have the power to impose minor sanctions as envisaged under section 3(I) of this Code. They can also recommend imposition of major sanctions as envisaged under Section 3(II) of this Code to the Director.
- d. The Head of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels while taking any action as envisaged in the code 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.
- e. Any lapse on the part of a teacher/ Warden to report any instance of violence and misconduct on the part of the students shall be reported to the Director by the respective Head of the Departments/Chief Warden.
- f. 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.
- g. If the period of absence is for a short duration (of not more than two weeks), application for leave shall have to be submitted to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting document(s). The Head of the Department will grant such leave. During such leave period, the student will be marked as absent. Even with this leave applied, the student must satisfy at least 75% attendance requirement to appear for end semester examination.

- h. If the period of absence exceeds two weeks, a prior application for grant of leave will have to be submitted to the Dean (Student Welfare) through the Head of the Department. The decision to grant such leave shall be taken by the Dean (Student Welfare), after considering the recommendation of the Head of the Department, if the aggregate attendance is at least 75% till the date of request.
 - i. A resident student must report to the corresponding warden before proceeding/after arriving on/from leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions.
- B. Deans:** Any authority of the Institute/University 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.
- a. The HODs/ Faculty Advisors/Chief Warden/ Wardens of Hostels shall report to the Dean (Student Welfare) any instances of prohibited behavior, who in turn shall bring it to the notice of the Director.
 - b. The Dean (Student Welfare) shall forward the recommendations from the HODs/ Chief Warden to impose a major sanction under Section 3(II) of this Code to the Director after noting his observations.
- B. Director:** The Director shall be the ultimate authority (at institute level) in imposing major sanctions as envisaged under Section 3(II) against the students for acts of prohibited behavior. The Director can also 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.

Section 5: Right to Appeal

The student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director can appeal to the Director and any student aggrieved by the action of the Director can appeal to Vice-Chancellor/Chancellor whose decision shall be final and binding on the students.

Section 6: Assistance from Law Enforcement Agencies

The Deans/HoDs/Chief Warden 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 Deans/HoDs/Chief Warden shall in such a case give a detailed report to the Director. The Director/Deans/HoDs/Chief Warden can also arrange for video recording of the entire situation and take appropriate actions through police and other concerned authorities.

Section 7: 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. Every student will be bound by the provisions of this Code.

Section 8: Grievance Redressal Committee

The Institute has a "Grievance Redressal Committee" where the students can register their grievances. The Committee shall consist of the Deans/HoDs/Chief Warden and also members of the Parent-Teacher Association.

Section 9: Amendments to the Code

The University 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.

Annexure-1: Special Provision for detained students

1. A student may be promoted provisionally to the next semester under special provision on fulfilling the following conditions:
 - a) A minimum of 70% attendance need to be put-up by the student in the semester where he/she was detained.
 - b) Student must have secured minimum of 16 (One Six) internal marks out of 40 (40% of total weightage=16 marks)
2. If any provisionally promoted student fails to put-up required attendance in the provisionally promoted semester then he/she has to repeat the year with very next batch students.
3. It is the choice of the students (as per eligibility listed in 1 above) to opt for provisional promotion to the next semester or to re-join along with the very next batch students.
4. The provisional promotion on attendance shall be allowed only once in the entire course of study of a student. All other credit promotion rules applicable as per the university norms.

Monitoring the student attendance:

1. To bring the accountability in the attendance system, review of the student attendance after each MID term exam is made mandatory. Communication on attendance must be made through the proper procedure to the parents on regular intervals of time.
2. If a student found to be absent for academic classes for more than 2 days continuously by staying at the hostels/dorms/home then such students should be counselled by the office of Dean (Student Welfare). Even after the counselling, if any student found to be absent repeatedly, then the counselling need to be given to parents/students without fail.

Annexure-2: Guidelines for Setting/Vetting of Question Papers

- 1. Question paper setting guidelines:** In order to ensure the standards in the question paper, basic metrics (listed in following table) must be taken into consideration while preparing the question papers for ATs/MIDs/ESTs.

Table: Metrics of the question paper blue print

Category	% of Marks
Remembering	20
Understanding	30
Applying	20
Analyzing	20
Higher order Thinking skills (Like Evaluating, Creating)	10
Total	100

- 2. Vetting of a question paper:** To bring the accountability in the examination evaluation & testing system, vetting of a question paper must be done before conduct of examination. For vetting the question papers, a committee comprising of HoD and One or Two senior faculty internal /external members (who are not involved in setting a question paper). Format of vetting the question paper is provided in the following table. No mobile phones/laptops shall be allowed while vetting a question paper. The record of vetting the question papers shall be maintained by the examination section.

Format of Question Paper Vetting

Department:		
Name of Subject:		
Code of Subject:		
Setter(s):		
Reviewer/ Expert member:		
S. No		Yes/ No
1	In conformity with the prescribed syllabi.	
2	Prepared with the right answer key.	
3	Followed the paper setting guidelines?	
4	Free from typographical and grammatical errors?	
5	Are there any repeated questions?	

Recommendations from Reviewer/ Expert Member

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Signature of Vetting Committee

- 1. Chairman**
- 2. Reviewer / Expert member**

Annexure-4: Malpractice rules

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:

Table: Malpractice Rules

S. No.	Malpractice/Improper conduct	Disciplinary action
1.	In the examination hall, if the candidate possesses or keeps accessible such as any paper, note book, programmable calculators, Cell phones, pager, palm computers, pen drives, memory cards or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be an aid in the subject of the examination) Note: The Controller of Examination shall update the list of objectionable material from time to time according to the advancing methods in the malpractice.	Expulsion from the examination hall and cancellation of the result in that course only.
2	Gives assistance or guidance to any other candidate or Receives information from any other candidate (orally, body language methods, cell phones or any such media) in or outside the exam hall.	Expulsion from the examination hall and cancellation of the result in that course only of all the candidates involved. In case of an outsider, (1) Refer Clause 10 in the Table. (2). If the outsider is also the candidate of that particular exam, the same mentioned in the clause (10) is applicable.
3	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the result in that course.
4	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. He would be debarred and his seat gets forfeited. The result of the original candidate who has been impersonated shall be cancelled in all the courses of the examination (including

		<p>practical's and project work) already appeared and shall not be allowed to appear for examinations of the remaining courses of that semester. The candidate is also debarred for ONE semester from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeit of seat.</p> <p>If the imposter is an outsider, he will be handed over to the police and a police case will be registered.</p>
5	<p>Smuggling of answer scripts during or after the examination.</p> <p style="text-align: center;">or</p> <p>Takes out or arranges to send out the question paper during the examination</p>	<p>Expulsion from the examination hall.</p> <p>Cancellation of result in that course and all the other course the candidate has already appeared including practical examinations and project work.</p> <p>He shall not be permitted for the remaining examinations of the courses of that semester.</p>
6	<p>Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.</p>	<p>Cancellation of the result in that course</p>
7	<p>Refuses to obey the orders of the Invigilators/Squad Team/Controller of Examination/any officer on duty</p> <p style="text-align: center;">or</p> <p>Misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out</p> <p style="text-align: center;">or</p> <p>Threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation</p> <p style="text-align: center;">or</p> <p>Assaults the officer-in charge, or any person on duty in or outside the examination hall or any of his relations</p> <p style="text-align: center;">or</p> <p>Indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the Institute campus</p> <p style="text-align: center;">or</p> <p>Engages in any other act which in the opinion of the officer on duty amounts to use of unfair</p>	<p>The student(s) of the institute shall be expelled from examination hall and shall not be permitted to appear for the remaining examinations of the courses of that semester.</p>

	means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	
8	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of result in that course and all the other courses the candidate has already appeared including practical examinations and project work. The candidate shall not be permitted for the remaining examinations of the courses of that semester.
9	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the result in that course and all other courses the candidate has already appeared including practical's and project work. The candidate shall not be permitted for the remaining examinations of the courses of that semester. The candidate is also debarred for two consecutive semesters. The continuation of course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
10	If student of the institute, who is not a candidate for the particular examination or Any person not connected with the institute indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the institute will be expelled from the examination hall along with cancellation of the result in that course and all other courses the candidate has already appeared including practical examinations and project work. The candidate shall not be permitted for the remaining examinations of the courses of that semester. Maximum punishment: Based on the severity of the case, the candidate's seat shall be forfeited. Person(s) who do not belong to the Institute will be handed over to police and a police case will be registered against them.
11	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the result in that course and all other courses the candidate has already appeared including practical examinations and project work. The student shall not be permitted for the remaining examinations of the courses of that semester.
12	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the result in that course only. Note: The Director is authorized to form a suitable committee and apply the above said rule.

13	Unauthorized uploading of jar file in online examination, unauthorized usage of the local servers (renaming the script file, uploading script file from the location other than the exam hall allocated to student, etc.)	Expulsion from the examination hall and cancellation of the result in that course and all other courses the candidate has already appeared including practical examinations and project work. The student shall not be permitted to appear for the examinations in the remaining courses in that semester. The candidate shall be handed over to the police and case will be filed against them.
14	Unauthorized access to any of the examination archives, examination server and database, rooms, files etc. Illegal manipulation of examination data through hacking etc.	The candidate shall be debarred for one or two years. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the candidate is an outsider, he will be handed over to the police and case will be registered.

Note: The authority (invigilator/Squad team/Controller of Examinations/Special invigilator) whoever is implementing the above disciplinary action must have all the suitable evidences time specified by the Director/recommendation of the result declaration & moderation committee. Any malpractice not covered in the above clause shall be reported to the committee for necessary action.