


**CHOICE BASED CREDIT SYSTEM REGULATIONS
FOR
UNDERGRADUATE (UG) DEGREE PROGRAMS,
UNIVERSITY DEPARTMENTS
IN
RAJASTHAN TECHNICAL UNIVERSITY, KOTA**

ABBREVIATION

B. Tech.	-	Bachelor of Technology
BOM	-	Board of Management
CBCSUG	-	Choice Based Credit System UG Regulation
CGPA	-	Cumulative Grade Point Average
CWS	-	Class Work Sessional
DDC	-	Departmental Discipline Committee
DECA	-	Discipline & Extra-Curricular Activities
ETE	-	End Term Examination
HOD	-	Head of the Department
MCM	-	Merit Cum means
MTE	-	Mid Term Examination
PRE	-	Practical Examination
PS	-	Practical Sessional
RTU	-	Rajasthan Technical University
SDC	-	Student Disciplinary Committee
SGPA	-	Semester Grade Point Average
UD	-	University Departments
UDAC	-	University Department Academic Council
UDBOS	-	University Department Board of Studies


17/7/17

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Preamble

The University Departments (UD) offers eleven B. Tech. programs of four years duration, twelve M. Tech. programs of two years durations, one MBA programs of two years duration and PhD programs in Engineering disciplines, in the year 2016-17.

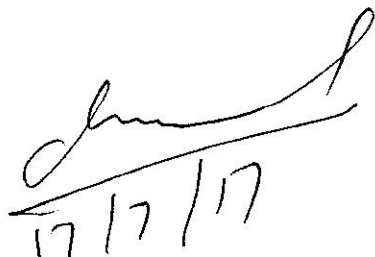
The Academic Departments offer courses to the students of various disciplines. Academic curricula are so devised that a student of one discipline can take some courses of other disciplines, offering choice based credit system. Such flexibility helps a student to develop his core competence together with the interdisciplinary skills in the area of his/ her interest.

The main aim of education at RTU is to enable students to face the wide-ranging changes taking place in the fields of technology, environment and management with confidence. This includes undertaking design, development, construction, production, and managerial and entrepreneurial activities, and higher studies in their chosen or allied interdisciplinary fields of study.

The University lays great emphasis on assisting students in the development of character and self-confidence with management traits. To achieve these goals the curriculum lays more stress on learning and less on teaching. Efforts are made to encourage self-learning, creative thinking, critical evaluation, spirit of inquiry and imbibing the culture of lifelong learning.

Structure of Undergraduate Programs

The Four Year B. Tech. programs comprise of courses divided in three distinct areas, namely: Applied Science & Humanities, Departmental core courses and Departmental elective & Inter-departmental courses. The category of such courses has been defined in the scheme of respective


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programs. All the courses offered in B. Tech. First year programs are Common Courses for all the academic programs.

In each year, one credit has been assigned for DECA (Discipline & Extra-Curricular Activities). The assessment for DECA shall be done on the basis of participation in extra-curricular activities, creative arts, literary activities, NCC, NSS, working with the NGO's for social welfare or any such activity/ courses as approved by the BOM on the recommendations of UDAC. The department may arrange educational tours, workshops, training programs and technical visits to fulfill the objectives of the program.

Teaching Engagements

Every course maintains a teaching schedule for which weekly contact hours are decided for delivering lectures (L), engaging tutorials (T) and/or performing practical (P)/ Design Classes to make learning in a course more effective. The information regarding number of courses credits and contact hours per week are given in the syllabi/ scheme of the respective program.

Course Evaluation

Evaluation in every course is based on the weightage assigned to various components of the course curriculum.

Credit System

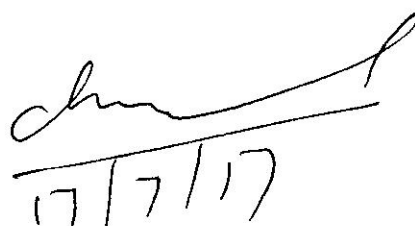
The University Departments follow modern methods of continuous evaluation, which is prevalent in most of the professional institutions nationally and internationally through a credit system in all its UG Programs. The system offers flexibility to progress at a pace commensurate with the capabilities of a student to minimum credit requirements. The award system follows letter grades on a 10-point scale, where the performance is measured in terms of weighted grade point averages (SGPA and CGPA). A student has to satisfy minimum CGPA and to earn credit requirements to be eligible for the award of degree.

R-1 Short Title & Commencement

- These regulations shall be called the Choice Based Credit System UG Regulations 2017 (CBCSUG-2017) of B. Tech. Degree course for the UD of RTU.
- These regulations shall come into force with effect from the date of adoption by the BOM of RTU.

R-2 Undergraduate Programs

- 2.1. The UD may offer such undergraduate programs leading to Bachelor of Technology i.e. B. Tech. degree (s) as may be approved by the UDAC and the BOM.



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2.2. The list of currently offered UG programs is given in Table-1 of Appendix-A. The structure of the program may be amended/ modified in accordance with the decision of the UDAC/ BOM. The course structure is defined in Appendix-A.

2.3. Duration of the program:

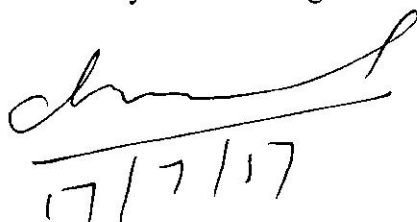
- a. The minimum and maximum permitted duration of each academic program will be determined in terms of number of registered regular semesters, hereafter called registered semesters. Any semester in which a student has registered for a course will be called a registered semester subject to the following:
 - i. Only the odd and even semesters of an academic year can be registered semesters.
 - ii. A semester when a student has been granted semester withdrawal and the semester when a student is suspended from the Institute on disciplinary grounds will not be counted towards the number of registered semesters.
 - iii. A semester in which a student is allowed by the Institute to undergo semester- long internship will be counted as a registered semester.
- b. The minimum and maximum permissible number of registered semesters for completing all degree requirements are eight and fourteen respectively. The maximum duration for a student for complying with degree requirement is EIGHT years from the date of first registration for his/her first semester failing which his /her admission to the program shall stand cancelled.
- c. The duration for the UG program may be altered in accordance with the decision of the UDAC and BOM.

R-3 Governance of Academic Autonomy

- 3.1. University Teaching Departments will have the following committees to ensure academic autonomy.
 - (1) UD Academic Council (UDAC)
 - (2) UD Board of Studies (UDBoS)
- 3.2. The composition and functions of UDAC and UDBoS shall be as specified in Appendix—A1 & A2.
- 3.3. Other committees required for governance of autonomy will also be constituted by Dean UD in consultation with HoDs, if not defined elsewhere in this document.

R-4 Authorities in Autonomy

- 4.1. For smooth functioning of autonomy, Dean UD shall be the Administrative Head of the UD and will be assisted by the following cells:



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(1) Admission and Student Activity Cell: headed by Chief Proctor

(2) Examination Cell: headed by Chairman Exams.

(3) Academic Cell: headed by Associate Dean (UD)

(4) Placement Cell: headed by Chairman, Training and Placement (T&P)

(5) Hostel Coordination Cell: headed by Chief Warden

4.2. Admission & Student Activity cell will be responsible for admission, enrollment, scholarship, identity cards, concession, discipline and all other student related activities.

4.3. Examination Cell will be responsible for coordinating all examination related activities and keeping all the related records.

4.4 Academic Cell will keep records of syllabus; conduct meeting of UDAC, UDBoS and all related activities.

4.5. Placement cell will look-after the placements, training and related activities.

4.6. Hostel Coordination cell will be responsible for hostel related activities including allotment, discipline, messing, campus canteen etc.

R-5 Starting a New Program

5.1. The BOM may approve the starting of a new program or a modified program in lieu of the old phased-out program on the recommendation of the UDBOS and UDAC.

5.2. A new program may be considered and recommended by the UDBOS and UDAC to the BOM for its consideration and approval.

R-6 Phasing out of a Program

The phasing out of any UG program may be considered by the BOM on the recommendation of the UDBOS and UDAC

R-7 Semester System

7.1. The academic programs in the University teaching department shall be based on semester system i.e. Odd and Even semesters in a year with semester breaks in between.

7.2. A number of courses shall be offered as per scheme in each semester. Each course shall have a certain number of credits assigned to it, depending upon the academic load of the course assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, assignments or field study etc.

7.3. The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student.



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R-8 Admissions

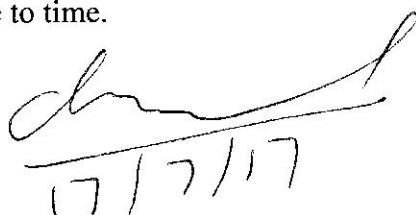
- 8.1. Admission to all B. Tech. Programs shall be made by the Central Admission Committee appointed by the State Government.
- 8.2. The enrolment number of a student would be as per the RTU provisions.
- 8.3. Fee structure and reservation policy will be as per the State Government norms.

R-9 Registration

- 9.1. The sole responsibility for registration rests with the student concerned. Every student shall be required to register in person in each semester on the scheduled date on (s) as notified in academic calendar of the University Department till the completion of the degree (within the specified maximum duration of the program).
- 9.2 Registration in absentia may be permitted by the Dean, UD on the recommendation of concerned HoD. In absentia registration may be allowed only in rare cases such as illness or any other contingencies.
- 9.3. In case, a student is proceeding on industrial training/internship, late registration may be allowed after the scheduled registration date without late registration fee by the Dean, UD on the recommendation of concerned HoD.
- 9.4. The fee structure for registration shall be as notified by the Dean, UD from time to time.
- 9.5. The student must pay his/ her dues before the beginning of the semester The Students who do not make payments by the stipulated date will be de-registered for the particular semester.
- 9.6 **Late Registration:** If for any compelling reason, like illness, a student is unable to register on the day of registration, he/ she will be allowed to register on the fifth day from the schedule date of registration with the late fee as decided by the BOM from time to time. Student will not be permitted to register after the last date of registration.

R-10 Course Registration

- 10.1. Every student shall be required to register for the courses to be taken in next semester in the mid-session of present semester as notified by the Academic Cell. No credit shall be given if a student attended a course for which he/ she has not registered. The performance of a student in all the courses, for which he/ she has registered, shall be included in his/ her grade card(s).
- 10.2. Those students who are joining the First Year of B. Tech. Program shall complete the registration procedure on a specified registration date as per academic calendar/ schedule notified from time to time.



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10.3. A student shall be required to register for minimum 18 credits and maximum 36 credits for regular semester. After completion of four years of regular period for degree, the student can register for remaining credits, if any, required for award of degree.

10.4. A student shall have the option to add or delete courses from his/her registration during the first ten days of the semester as per the Academic Calendar.

10.5. Exam fee and other related fees shall be applicable as decided by the BOM and payable at the time of registration.

R-11 Course Coordinator

Every course/ subject offered by a Department shall be coordinated by a Course Coordinator appointed by the Head of the Department. The Course Coordinator shall have full responsibility for the course. He/ she shall coordinate the work of other faculty members involved in that course in respect of their participation in various activities related to the course including continuous evaluation of the students through tests, quizzes, assignments, mid-term and end term examination and the award of the grades.

R-12 Minimum Number of Students required for an elective Course

Department will float elective courses to be run in particular semester. An elective course in a Department shall run only if a minimum of one-third of the sanctioned strength of students subject to minimum of fifteen students register for that course

R-13 Course Code

13.1 At undergraduate level, the course code is denoted as a string of alpha-numerals (NXXUYY.x) as under:

N, the first numeral would be indicative of the Semester

XX, the next two Alphabets would be indicative of the branch, followed by "U".

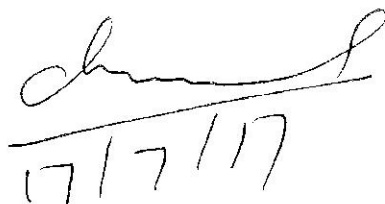
YY, would have a value from 01 to 10 for theory courses, 11 to 19 for practical & 20 for DECA

“.x”, if present, would be a numeral suffix for elective.

R-14 Credits

Credit is defined by the quantum of contents/ syllabus prescribed for a course and determines the number of instruction hours per week. The norms for assigning credits to a course for duration of one semester shall be as follows:

- One credit for every one hour of lecture per week/ semester
- One credit for every one hour of tutorial per week/ semester
- Two credits for every three hour of laboratory or practical work per week/ semester
- One credit for two hours of laboratory or practical work per week/ semester



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R-15 Course Examination and Evaluation

15.1. A student shall be evaluated for his/ her academic performance in a course through tutorials, practical, assignments, term papers, field work/ industrial training, seminars, group activities, quizzes, Class Work Sessionals (CWS) and Practical Sessionals (PS) Mid Term Examination (MTE), End Term Examination (ETE) and Practical Examination (PRE) as applicable according to the guidelines formulated by the UDAC.

15.2. Answer sheets of the test(s) and examination(s) cannot be written in Pencil. Also, Evaluation of Answer sheets(s) should not be in pencil.

15.3 The course coordinator is responsible for setting the question paper and maintaining its secrecy, conducting the examination of a course, evaluating and awarding the grades. In case of exigency/ emergency, HOD will decide the examiner for the evaluation of answer books. Complete transparency shall be maintained in the evaluation system.

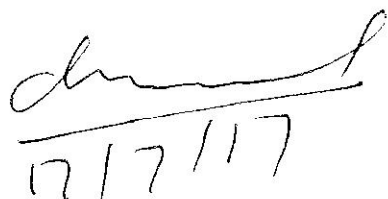
15.4 The Course Coordinator/ Instructor will ensure the coverage of all the contents of a course taught during the semester. The end semester examination question paper shall cover all the sections of the course. The Course Coordinator/ Instructor will prepare the complete course file having following documents.

- Course Objectives and course outcomes
- Lecture wise breakup of syllabus covered during semester (course plan)
- Attendance record
- Tutorial sheets/ Assignment sheets (with model answer sheet)
- Question papers of Mid Term/ End Term Exams/ quizzes (with model answer sheet)
- Continuous assessment of Practical's / projects
- Complete details of marks with final grades

15.5 The graded scripts of quizzes, surprise tests/ periodical tests will be shown to the students within one week. The answer books of Mid-Term as well as End-term examinations will also be shown to the students after evaluation within reasonable time and discrepancies, if any, as may be pointed out by any student may be rectified by the course coordinator and thereafter the result may be finalized.

15.6 The End term examination will be conducted through Examination Cell of the University Departments.

15.7 The pattern of End Term examination would be as per approval of the UDAC/ UDBOS. Any discrepancy in question paper shall be reported to the chairman, UDBOS and the recommendation received shall be incorporated in evaluation.



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15.8. Academic calendar will be finalized by Dean UD in consultation with HODs. The same will be notified in the beginning of the semester. The same shall be strictly followed.

15.9 The Industrial/ Field/ Practical training shall be evaluated through the quality of work carried out, the report submissions, contents and presentation(s) in the particular semester. The evaluation and award of grades for /Field/ Practical Training shall be done by the two faculty members from department to be nominated by HOD for every thirty (+/-5) students in addition to the Course Coordinator/s

15.10 The major B. Tech. Project shall be evaluated through quality of work carried out, project report, presentation and the viva-voce examinations. The evaluation and award of final grades for major project shall be done by the committee consisting of at least the followings:

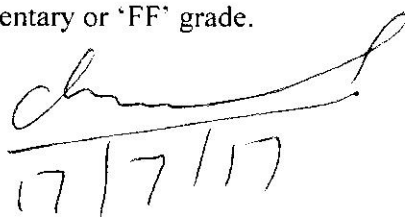
- Project Coordinator(s)
- An External/ internal Examiner nominated by HOD
- Supervisor(s)

R-16 Grading System

16.1. The academic performance of a student shall be graded on a ten point scale as per the guidelines given in Appendix-B. The letter grades and their equivalent grade points are listed in Table-2 & 3 of Appendix-B. "A teacher is the best judge in awarding the grades". However, he/ she has to be impartial, logical, consistent and maintain complete transparency while awarding grades. At the end of the semester a student is awarded a letter grade in each of his/ her courses taking into account his/ her performance in the various examinations, quizzes, assignments, laboratory work etc., besides regularity of attendance in classes. The institute will follow absolute grading or statistical grading according to the number of the students registered in a particular course. The awards/ grades are submitted in the Dean UD office positively within the prescribed time limit as announced in the academic calendar after the End Term examination.

16.2. The Letter Grades awarded to a student in all the courses shall be converted into a Semester and cumulative performance index called the semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), to be calculated by the procedures given in Appendix-B of these Regulations.

16.3. At the end of the program, a student with CGPA of 7.75 and above shall be awarded 'Honors', a student with CGPA > 6.75 and < 7.75 shall be awarded "First Division", a student with CGPA > 5.75 and < 6.75 shall be awarded "Second Division" and a student with CGPA > 4.75 and < 5.75 shall be awarded "Pass". A candidate will be declared Fail if secure less than 4.75 CGPA. In addition, Honors shall be awarded to student only if the student has cleared all the subjects without any supplementary or 'FF' grade.



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R-17 Grade Moderation Committee

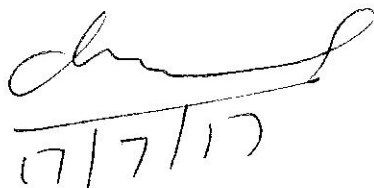
- 17.1. The UDBOS will constitute the Grade Moderation Committee for all the Academic Courses under its purview. The Head of the department shall be the Chairman of the committee, and other members shall consist of 2 Professors/Associate Professors of the Department and 2 Assistant Professors of the Department (with one Assistant Professor the as Member Secretary). The committee shall be responsible for adherence to the guidelines for the award of grades and shall include the concerned Course Coordinators. The Chairman, Grade Moderation Committee shall be responsible for the display of grades in the department and for forwarding the final grades to the Examination Section. The Chairman, Grade Moderation Committees shall also retain the record-copies of the marks and the grades along with the statistical parameters for all the courses moderated. The general guidelines for the moderation of grades are given in Appendix-C. One copy of distribution of marks and the question paper will be sent to the examination section along with grades by the Department.
- 17.2 The Grade Moderation Committee for the common courses offered to first year shall consist of all course Coordinators of the courses offered to the First year students in a semester with the Dean UD as the Chairman. The Chairman, Grade Moderation Committee shall be responsible for the display of grades and for forwarding the final grades to the Examination Section. The Chairman, Grade Moderation Committee shall also retain the record copy of marks and grades along with the statistical parameters for all the courses moderated by the committee.

R-18 Scrutiny of Grades, Tabulation and Declaration of Results

- 18.1. A student may apply for scrutiny of grades to the Convener UDBOS, within three days from the scheduled date of display of grades. A committee consisting of the Dean UD (the Chairman of the Grade Moderation Committee), Chairman of the concerned UDBOS, the concerned course Coordinator and chairman (UD, academic cell) as the Member Secretary, may check the entry of the weights from different components of evaluation and their addition. The results of scrutiny may lead to either a change in grade due to mistake(s) in any of the aspects scrutinized by the committee or the grade may remain unchanged. The results will be intimated to the Chairman Exam Cell within three days from the last date of receiving the application in the Department as per Academic Calendar. For the first year Common Course, the Chairman of the Grade Moderation Committee, the HOD of the concern course and the concerned Course Coordinator shall constitute the Scrutiny Committee.
- 18.2 Examination Cell UD shall arrange to declare Grades/Results.

R-19 CONDUCT AND DISCIPLINE

- 19.1 Students shall conduct themselves both within and outside the University campus in a manner befitting their association with this Institute. It is expected that they will not indulge in activities which may tarnish the image of the University and/ or are in conflict with the objectives of the University.




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- 19.2 Lack of courtesy and decorum, unbecoming conduct, willful damage and/ or damage of University property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the University, unethical use of electronic media, noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for students.
- 19.3 Ragging, harassment, deception, intimidation, provocation or any unethical/ illegal act of any student in any form is strictly prohibited. Any such incident would be considered a serious offence and violation of Code of Conduct. Involvement of a student in ragging or any such act may lead to his/ her expulsion from the Institute.
- 19.4 Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute. In all such cases the Extra-curricular and Discipline marks would be affected and in turn would affect the grades.
- 19.5 In certain cases, the student may be barred from applying for a change of program. The Instructor/ Tutor may take appropriate action against a student who misbehaves in his/her class. In all such cases, the Instructor/ Tutor shall inform all the details to the office of the Chief Proctor for record. The Chief Warden (Hostels) may reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or rules and regulations pertaining to the Hostel. In all such cases, the Chief Warden shall inform all the details to the office of the Chief Proctor for record.
- 19.6 The SDC (Student Disciplinary Committee) shall investigate alleged misdemeanors, complaints, etc. and recommends a suitable course of action. SDC shall be constituted by Dean UD with one senior Professor as Chairman, at least Head of Departments and Chief Warden as Member with Chief Proctor as Member Secretary. Violation of the Code of Conduct by an individual or of a group of students can be referred to this committee by a student, faculty member or other functionaries of the University.
- 19.7 Further, in exceptional circumstances, the Dean UD may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/ her view, may tarnish the image of the University. The recommendation of SDC shall be submitted to Dean UD for approval. In cases when the expulsion of a student from the Institute has been recommended, the matter shall be sent to the Vice Chancellor for final decision.
- 19.8 A student, who feels aggrieved with the punishment awarded, may appeal to the Vice-Chancellor stating clearly the case and explaining his/ her position, and seeking reconsideration of the decision.

R-20 CHANGE OF BRANCH

- 20.1 A student would be able to change his/ her branch of study in UG program in the second semester, based on the result of the First Semester. His/ her registration in Third Semester


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would be in the changed branch under changed enrolment number and his/ her earned credits would be accounted in the database under the new enrolment.

20.2 The change in branch would be performed subject to availability of vacant seats in the destination branch & with minimum SGPA of 6.75 in I Semester.

20.3 Change of the discipline will be permitted strictly in the order of merit as determined by their SGPA of I Semester, subject to the limitation that the actual number of students in the third semester in the destination branch does not exceed the sanctioned strength and the strength of the branch from which transfer is being sought does not fall below 75% of existing strength.

R-21 Unfair Means

The Unfair Means Rules shall be as per RTU Examination Regulation.

21.1. Dean UD shall constitute Unfair Means Redressal Committee, Grievance Redressal Committee and Result Declaration Committee.

21.2. For Project, Class Work Submission, Mid Term Examination etc., the Course Coordination Committee may report the matter to the Departmental Discipline Committee (DDC). The DDC may after considering the matter reported to it and after giving an opportunity to the concerned student(s) to explain his/ her conduct impose appropriate penalty, including the award of grade in the concerned course(s) on the concerned students(s).

R-22 Attendance, Absence, Leave and Withdrawals

22.1. All the students are expected to attend every lecture, tutorial, practical or drawing class scheduled for them.

22.2. The students must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and practical, held in a subject in order to be eligible to appear at the end term examination for that subject.

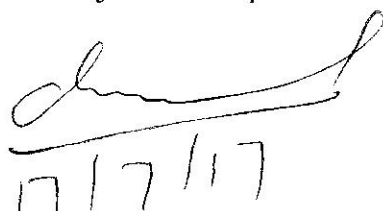
22.3. Any relaxation in the minimum percentage of attendance shall be as per RTU exam regulation.

22.4. Attendance of the students shall be monitored and displayed during a semester as per the guidelines approved by the UDAC/BOM.

22.5. The names of the students whose attendance is less than 75% (with subject to the relaxation mentioned in 23 (3) in the classes held in a course will be intimated by the Course Coordinator on the last teaching day, to the Head of Department, who will consolidate the list for all such students for all the courses of a given yearly level of a program ,will display it on the notice board of the Department. The list of such students shall also be forwarded to the Dean UD. These students shall not be allowed to appear in the end term examination of that course and shall be awarded the grade 'FF' irrespective of their performance in Class Work Sessional (CWS)/ Mid Term Examination (MTE), etc.

R-23 Make-up Examination on Medical/Extra Ordinary Ground

23.1. Students who have missed the mid-term examination for valid reasons may become eligible for a make-up examination subject to the permission given by the Dean UD on the clear cut



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recommendations of Convener BOS considering the merit of the case. It may be given to the deserving students. The student should make an application to the Dean, UD, through Convener BOS, within ten working days from the date of the examination missed, explaining the reasons for their absence. Applications received after this period will not be entertained. Further, there will be no makeup of the makeup examination.

23.2. If a student is absent during End Term Examination of a course due to medical reasons or other special circumstances, he /she may apply for the award of 'IC' grade to the Convener BOS of the concerned Department offering the course, through the Course Coordinator, make-up examination will be allowed only if a student has not been disqualified earlier, due to shortage of attendance. The Convener BOS may forward this request to Dean UD. Make-up examination shall normally be held along with the supplementary examination of End Term Examination to convert 'IC' grade to proper letter grade.

R-24 Supplementary Examination

24.1. Supplementary Examination in any Course(s) shall be permissible only in the semester(s) in which the course(s) is/are run, supplementary examination will be held during vacations, which will be announced by Dean UD.

24.2. A student will carry the marks obtained by him/her in the Mid Term Examination, Practical examination and Sessional.

24.3. Supplementary examination will be allowed only if a student has not been disqualified earlier, either due to shortage of attendance or use of unfair means.

R- 25 Improvement of Grades

25.1 A student shall be allowed to re-appear for a maximum of two courses of a semester examination in order to improve the grades and hence the grades already obtained would be subject to the following conditions:

a) The student shall be permitted to improve the grades along with the next available chance only.

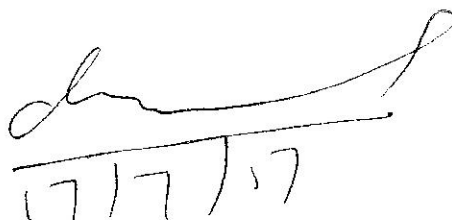
b) The grades obtained by the student for each course in the improvement chance, he has appeared for, or the already existing grades, whichever is better will be reckoned as the grades secured.

c) A student shall be allowed to repeat the courses in one or more semesters in order to improve the grades obtained already,

d) This provision is allowed only once for a semester and that too at the earliest opportunity offered to him/her, along with the immediate succeeding batch.

e) A student shall be allowed to withdraw from the whole examination of a semester in accordance with the existing rules of the University.

R-26 Withdrawal from Course/Semester

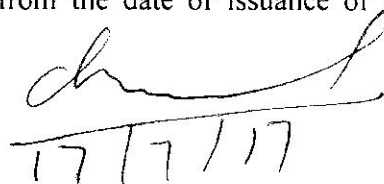


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- 26.1. A student who wants to withdraw from a course shall apply through the Convener BOS to the Dean UD, on a prescribed form within one week from the end of the Mid Term examination under the advice of his/ her Program Advisor. If his/ her request for withdrawal is granted, it will be recorded in the registration record of the student and the concerned Course Coordinator will be informed about it.
- 26.2. In case a student is unable to attend classes for more than four weeks in a semester he/she may apply to the Dean UD through Convener BOS, for withdrawal from the semester, which shall mean withdrawal from all the registered courses in the semester. However, such application shall be made under the advice of the Program Advisor, as early as possible and latest before the start of the end term Examination Partial withdrawal from the semester shall not be allowed.
- 26.3. In case the period of absence on medical grounds is more than twenty working days during the semester, a student may apply for withdrawal from the semester on Medical Grounds, if he /she so desires. The application must be made to the Dean UD through Convener BOS under the advice of the program advisor, as early as possible and latest before the beginning of end term examination.
- 26.4. Any application on medical grounds shall be accompanied with a medical certificate from University Doctor/ Medical Officer. A certificate from a Registered Medical Practitioner containing the registration number may also be accepted in those cases where a student is normally residing off-campus or becomes ill while away from the University.
- 26.5. A student rusticated or suspended or debarred from the classes by the University due to any reason whatsoever or having withdrawn from a semester/ year on medical grounds, shall have to meet the requirement of 75% attendance in each course in a semester and shall have to complete the program within its maximum time limit of eight years for Four Year UG program as specified in Regulations excluding the period of expulsion, if any.

R-27 Termination of Enrollment

- 27.1 If a student registered in the First Year of the Program is continuously absent from the classes for more than four weeks without informing the Course Coordinators, the Coordinator shall immediately bring it to the notice of Head of Department for informing the Dean UD. The names of such students shall be removed from the University rolls and such absence during First Year will render the student ineligible for re-admission in current semester.
- 27.2 The student who has earned not more than 10 credits at the end of first semester shall be given a warning for his/ her poor performance by Dean UD. The enrolment of a student in a program shall stand terminated if he/she fails to earn 18 credits at the end of first year. The communication regarding termination of enrolment shall be issued by the Dean UD within fifteen days from the date of declaration of results.
- 27.3 The duration of the B. Tech. program is 4 years i.e. 8 semesters. The enrolment of a student will stand cancelled at the end of 8 years from the date of initial registration in the first semester.
- 27.4 A student whose enrolment has been terminated may appeal to the VC for reconsideration within fifteen days from the date of issuance of the communication of termination and the



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appeal will be disposed off within fifteen days. If the appeal is allowed, his/her registration and enrolment shall be restored.

R-28 Feedback Mechanisms

- 28.1. **Student feedback:** The feedback from the students forms a very vital benchmark for the quality and excellence. All course coordinators would take feedback from the students continuously. It is expected that after each assessment (major and minor) the student would be informed of their marks and if any discrepancy is pointed out, necessary updating would be made. At the end of each semester a comprehensive feedback about the faculty members, the courses, the methodology, the laboratory environment and other relevant issues shall be taken from the students. The feedback shall be conducted soon after the last end term examination.
- 28.2. Faculty members have been assigned additional duty as mentors to small groups of students. It is expected that the mentors would play the role of guardian to the students. The mentors are expected to help students in getting adjusted in the academic environment. The mentors would provide guidance in choosing courses, electives and also in overcoming academic lags.
- 28.3. The mentors would keep track of achievements, prizes and punishments of students & would be providing feedback in the “Extra Curricular and Discipline” course.

R-29 Minimum Credits and Minimum CGPA for the award of Degree

- 29.1. The credits for the courses in which a student has obtained ‘D’ (minimum passing grade for a course) grade or higher shall be counted as Credit earned by him/her.
- 29.2. The minimum credits required to obtain UG degree is 192 credits. A student who has a minimum CGPA of 4.75 and appeared/ completed in the required number of credits as specified in the UG curriculum he/ she is registered for, is eligible for the award of the respective degree. The student shall not be allowed to drop credit of any departmental core subject for eligibility to award of degree.
- 29.3. A student, who has earned the minimum credits required for a degree but fails to obtain the minimum specified CGPA for this purpose, shall be allowed to register in course(s) till the minimum CGPA is attained within the maximum time limit for different programs.

R-30 Scholarships, Prizes, Medals and Merit Certificate

- 30.1. The University shall award the merit-cum-means (MCM) scholarships, University free studentship, SC/ST category University scholarship and other scholarships, award and prizes to the student of UG programs as may be approved by the UDAC. Other scholarships, medals etc., may be awarded by the University from the grant from individuals, trusts organizations and the Governments with a view to provide financial assistance to needy students under the terms and conditions specified by the University. Announcements on these scholarships stating eligibility and the value of scholarships etc. shall be made by the University while inviting applications from time to time.
- 30.2. Those students, who have been punished for unfair means during Mid-Term examination (MTE) or End Term Examination (ETE) or in Seminars/ project/ etc. or for serious act of



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indiscipline shall not be awarded Merit-cum-Means Scholarship and other Trust Scholarship or Medals, Prizes and Awards for that Academic Session only.

R-31 - Remuneration

All remunerations would be as per the RTU norms, unless and otherwise specified.

R-32 Emergent Cases

Not with standing anything contained in the above Regulations, Vice Chancellor may, in emergent situation, take such action including insertion, suspension or modification of any Regulation(s) on behalf of the UDAC as he deems appropriate and report it to the next meeting of the BOM for its approval.

(Prof. Anil K. Mathur)
Dean FOEA

(Prof. S.C. Jain)
Dean Faculty Affairs & HOD Comp.

(Prof. H.D. Charan)
Dean Academic Affairs

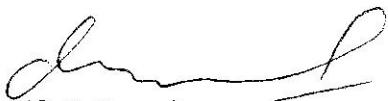
(Prof. B.P. Suneja)
HOD Civil

(Prof. D.K. Palwalia)
HOD Electrical

(Prof. R.S. Meena)
HOD Electronics

(Prof. Sanjeev Mishra)
HOD Mechanical

(Prof. Diwakar Sharma)
HOD HEAS



(C.D. Prasad)
Director VCC & Mem. Secretary




(Prof. Rajeev Gupta)
Chairman & Pro-VC

APPENDIX-A

Table-1 UG Programs

S.No.	Academic Program	Code	Duration (in Years)	Department
1.	B.Tech. (Civil Engineering)	CE	4	Civil Engineering
2.	B.Tech. (Petroleum Engg)	PE	4	Petroleum & Petrochemical Engineering
3.	B.Tech. (Petro Chemical Engg)	PC	4	
4.	B.Tech. (Computer Science and Engineering)	CS	4	Computer Science and Engineering
5.	B.Tech. (Information Technology)	IT	4	
6	B.Tech. (Electrical Engineering)	EE	4	Electrical Engineering
7.	B.Tech. (Electronics & Communication Engineering)	EC	4	Electronics and Communication Engineering
8.	B.Tech. (Electronics Instrumentation & Control)	EI	4	Electronics and Communication Engineering
9.	B.Tech. (Mechanical Engineering)	ME	4	Mechanical Engineering
10.	B.Tech. (Production &Industrial Engineering)	PI	4	
11.	B.Tech. (Aeronautical Engg.)	AE	4	Aeronautical Engineering


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APPENDIX-A

**Course Structure for B. Tech. Program
First Year**


SEMESTER - I			Credits	Hrs. / Week			IA	End Term Exam	Total
Course Code	Type of Course	Course		L	T	P			
1XXU1	ICC	Theory subject	4	3	1		50	100	150
1XXU2	ICC	Theory subject	3	3	0		50	100	150
1XXU3	ICC	Theory subject	3	3	0		50	100	150
1XXU4	ICC	Theory subject	3	3	0		50	100	150
1XXU5	ICC	Theory subject	2	2	0		50	100	150
1XXU6	ICC	Theory subject	2	2	0		50	100	150
1XXU11	ICC	Practical Subject	2			3	50	25	75
1XXU12	ICC	Practical Subject	2			3	50	25	75
1XXU13	ICC	Practical Subject	1			2	50	25	75
1XXU14	ICC	Practical Subject	1			2	50	25	75
1XXU20		Extra Curricular & Discipline	1				50		50
		Total	24	16	1	10	550	700	1250
SEMESTER - II			Credits	Hrs. / Week			IA	End Term Exam	Total
Course Code	Type of Course	Course		L	T	P			
2XXU1	ICC	Theory subject	4	3	1		50	100	150
2XXU2	ICC	Theory subject	4	3	0		50	100	150
2XXU3	ICC	Theory subject	3	3	0		50	100	150
2XXU4	ICC	Theory subject	3	3	0		50	100	150
2XXU5	ICC	Theory subject	2	2	0		50	100	150
2XXU6	ICC	Theory subject	2	2	0		50	100	150
2XXU11	ICC	Practical Subject	2			3	50	25	75
2XXU12	ICC	Practical Subject	1			3	50	25	75
2XXU13	ICC	Practical Subject	1			2	50	25	75
2XXU14	ICC	Practical Subject	1			2	50	25	75
2XXU20		Extra Curricular & Discipline	1				50		50
		Total	24	16	1	10	550	700	1250

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SEMESTER - III			Credits	Hrs. / Week			IA	End Term Exam	Total
Course Code	Type of Course	Course		L	T	P			
3XXU1	ICC	Theory subject	4	3	1		50	100	150
3XXU2	DCC	Theory subject	4	3	1		50	100	150
3XXU3	DCC	Theory subject	3	3	0		50	100	150
3XXU4	DCC	Theory subject	3	3	0		50	100	150
3XXU5	DCC	Theory subject	3	3	0		50	100	150
3XXU6	DCC/IEC	Theory subject	2	2	0		50	100	150
3XXU11	DCC	Practical Subject	2			3	50	25	75
3XXU12	DCC	Practical Subject	1			2	50	25	75
3XXU13	DCC/IEC	Practical Subject	1			2	50	25	75
3XXU14	DCC/IEC	Practical Subject	1			2	50	25	75
3XXU20		Extra Curricular & Discipline	1				50		50
Total			25	17	2	10	550	700	1250
SEMESTER - IV			Credits	Hrs. / Week			IA	End Term Exam	Total
Course Code	Type of Course	Course		L	T	P			
4XXU1	ICC/DCC	Theory subject	4	3	1		50	100	150
4XXU2	DCC	Theory subject	4	3	1		50	100	150
4XXU3	DCC	Theory subject	3	3	0		50	100	150
4XXU4	DCC	Theory subject	3	3	0		50	100	150
4XXU5	DCC	Theory subject	3	3	0		50	100	150
4XXU6	DCC/IEC	Theory subject	2	2	0		50	100	150
4XXU11	DCC	Practical Subject	2			3	50	25	75
4XXU12	DCC	Practical Subject	2			3	50	25	75
4XXU13	DCC/IEC	Practical Subject	1			2	50	25	75
4XXU14	DCC/IEC	Practical Subject	1			2	50	25	75
4XXU20		Extra Curricular & Discipline	1				50		50
Total			26	17	2	10	550	700	1250


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SEMESTER - V			Credits	Hrs. / Week			IA	End Term Exam	Total
Course Code	Type of Course	Course		L	T	P			
5XXU1	DCC	Theory subject	4	3	1		50	100	150
5XXU2	DCC	Theory subject	4	3	1		50	100	150
5XXU3	DCC	Theory subject	3	3	0		50	100	150
5XXU4	DCC	Theory subject	3	3	0		50	100	150
5XXU5.X	DEC	Theory subject	3	3	0		50	100	150
5XXU6.X	DEC	Theory subject	2	2	0		50	100	150
5XXU11	DCC	Practical Subject	2			3	50	25	75
5XXU12	DCC	Practical Subject	1			2	50	25	75
5XXU13	DCC	Practical Subject	1			2	50	25	75
5XXU14	DCC/IEC	Practical Subject	1			2	50	25	75
5XXU20		Extra Curricular & Discipline	1				50		50
Total			25	16	2	10	550	700	1250
SEMESTER - VI			Credits	Hrs. / Week			IA	End Term Exam	Total
Course Code	Type of Course	Course		L	T	P			
6XXU1	DCC	Theory subject	4	3	1		50	100	150
6XXU2	DCC	Theory subject	4	3	1		50	100	150
6XXU3	DCC	Theory subject	3	3	0		50	100	150
6XXU4	DCC	Theory subject	3	3	0		50	100	150
6XXU5.X	DEC	Theory subject	3	3	0		50	100	150
6XXU6.X	DEC	Theory subject	2	1	0		50	100	150
6XXU11	DCC	Practical Subject	2			3	50	25	75
6XXU12	DCC	Practical Subject	2			3	50	25	75
6XXU13	DCC	Practical Subject	1			2	50	25	75
6XXU14	DCC/IEC	Practical Subject	1			2	50	25	75
6XXU20		Extra Curricular & Discipline	1				50		50
Total			26	16	2	10	550	700	1250


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SEMESTER - VII				Hrs. / Week			IA	End Term Exam	Total
	Course Code	Type of Course	Course	Credits	L	T			
7XXU1	DCC	Theory subject	4	3	1		50	100	150
7XXU2	DCC	Theory subject	4	3	1		50	100	150
7XXU3	DCC	Theory subject	3	3	0		50	100	150
7XXU4	DCC	Theory subject	3	3	0		50	100	150
7XXU5.X	DEC	Theory subject	3	3	0		50	100	150
7XXU11	DCC	Practical Subject	2			3	50	25	75
7XXU12	DCC	Practical Subject	1			2	50	25	75
7XXU13	DCC	Practical Subject	1			2	50	25	75
7XXU14	DCC	Practical Training	4			4	150	75	225
7XXU20		Extra Curricular & Discipline	1				50		50
		Total	26	15	2	11	600	650	1250



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VIII Semester Option -A

SEMESTER - VIII			Credits	Hrs. / Week			IA	End Term Exam	Total
Course Code		Course		L	T	P			
8XXU1.X	DEC	Theory subject	3	3	0		50	100	150
8XXU2.X	DEC	Theory subject	3	3	0		50	100	150
8XXU3.X	DEC	Theory subject	3	3	0		50	100	150
8XXU13	DCC	SEMINAR	4			4	150	75	225
8XXU14	DCC	PROJECT	12			18	350	175	525
8XXU20		Extra Curricular & Discipline	1				50		50
Total			26	9	0	22	700	550	1250

VIII Semester Option-B

8XXU13	DCC	SEMINAR	4			4	150	75	225
8XXU14	DCC	PROJECT Cum Internship	21			36 hours per week	500	475	975
8XXU20		Extra Curricular & Discipline	1				50		50
Total			26			40	700	550	1250


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COMPOSITION OF THE UNIVERSITY TECHING DEPARTMENT ACADEMIC COUNCIL

Composition:

- Dean UD (Chairman).
- All the Heads of Department of University Teaching Departments
- Four teachers of the UTD representing different categories of teaching staff by rotation, nominated by HVC on the recommendation of Dean UD.
- Not less than four experts from outside UTD, representing such areas as Industry, Management, Engineering etc. to be nominated by the Vice-Chancellor.
- Student as a member preferably Dy. Sec. (Academics) of Engineering Student Forum (ESF) RTU.
- Chairman, Academic Cell (Member Secretary).

- **Terms of Members:**

The term of the nominated members shall be two years.

- **Meetings:**

The Chairman shall convene a meeting of the Academic Council at least once in a semester.


- **Functions:**

Without prejudice to the general functions mentioned, the Academic Council will have powers to:

- Scrutinize and approve the proposal with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modification thereof, industrial and evaluation arrangements, methods, procedures relevant thereto etc. paper setting and evaluation, provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject, it after giving reasons for doing so.


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- Make regulations regarding the admission of students to different program of study in the college.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend the proposals for new program of study in UD to BOM.
- Recommend scholarship, studentships, fellowship, prizes and medals to the BOM and to frame regulations for the award of the same.
- Advise/ suggest Academic reforms required in UD from time to time to the BOM.
- Perform other such functions as may be assigned by the BOM.


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**COMPOSITION OF THE BOARD OF STUDIES AND ITS FUNCTIONS IN
UNIVERSITY TEACHING DEPARTMENT**

• **Composition:**

- i. Head of the Department concerned (Chairman).
- ii. The faculty members representing different specialization (maximum four members) .
- iii. Two experts in the subject from outside UD.
- iv. Two representatives from industry/ allied area relating to placement.
- v. One postgraduate meritorious alumnus.
- vi. The Chairman, Board of Studies, with the approval of the Dean UD may co-opt the following:
 - a. Experts from outside the college whenever special courses of studies are to be formulated.
 - b. Other members of staff of the same faculty.

(ii to v shall be nominated by the Dean UD from the panel recommended by Chairman and shall be put up before the UDAC for approval)

• **Term**

The terms of the nominated members shall be two years.

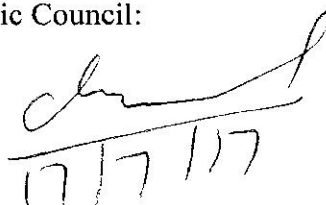
• **Meetings.**

The Dean UD of the college shall draw the schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when necessary, but at least once in a year.

• **Functions:**

The Board of Studies of departments in the UD shall:

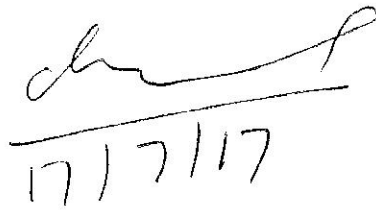
- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council:



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- Suggest methodologies for innovative teaching and evaluation techniques.
- Suggest panel of names to the Academic Council for appointment of examiners, and
- Coordinate research, teaching, extension and other academic activities in the departments/ UD.

In case of differences of opinion between the nominee of University and the Academic Council, the matter shall be referred to the Vice- Chancellor of RTU.



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APPENDIX-B

Table-2 GRADES AND GRADE POINTS

Academic Performance	Grades	Grade Points
Outstanding	AA	10
Excellent	AB	9
Very Good	BB	8
Good	BC	7
Average	CC	6
Below Average	CD	5
Marginal	DD	4
Poor	FF	0
Incomplete	IC	-

CGPA to percentage conversion shall be as per AICTE norms, as notified by AICTE from time to time.

Explanation:

‘FF’ Grade

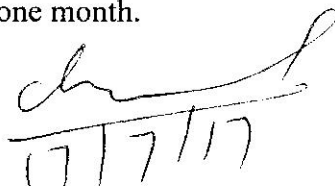
This refers to an ‘Fail’ grade. The ‘FF’ grades denote poor performance, i.e. failing in course. ‘FF’ grade is also awarded in case of poor attendance.

The course(s) in which a student has earned FF grade will be termed as back-log course(s). A student with ‘FF’ grade has to improve by repeating the course(s) during summer term or regular semester when the course is offered. Such student shall be evaluated again in all components. If a student obtains ‘FF’ grade for the elective courses, he/she may have to take the same course or any other course from the same category.

Further, ‘FF’ grade secured in any course stay permanently on the grade card. The weightage of ‘FF’ grades is not counted in the calculation of the CGPA, however, these are counted in the calculation of the SGPA.

In case a student is awarded a failing grade in the major project, he/she shall have to repeat the course in the form of a new project. Such a student will have to work full time on the project for a minimum period of one month.

‘IC’ grade



This refers to an 'Incomplete' Grade which is required to be converted into a regular letter grade as provided in section 24(2) of Regulations for the B.Tech programs. The guidelines for the award of 'IC' grade are given in Appendix-B 3.

Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

$$\text{S.G.P.A.} = \frac{\sum_{i=1}^n C_i \times P_i}{\sum_{i=1}^n C_i}$$

Where,

C_i = Number of Credits of the i^{th} course of a semester for which SGPA is to be calculated

P_i = Grade Point obtained in i^{th} course

$i = 1, \dots, n$, represent the number of course in which a student is registered in the concerned semester.

$$\text{C.G.P.A.} = \frac{\sum_{i=1}^m C_i \times P_i}{\sum_{i=1}^m C_i}$$

Where,

C_i = Number of Credits of the i^{th} course of a semester.

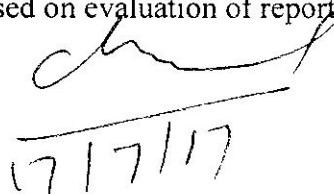
P_i = Grade Point obtained in i^{th} course. A grade, lower than 'D' (i.e. grade point < 4) in a course shall not be taken into account.

$i = 1, \dots, n$, represent the number of courses in which a student was registered and obtained a grade not lower than 'D' upto that semester for which CGPA is to be calculated.

General Guidelines for the Award of Grades

The following are the general guidelines for the award of grades:

- (i) All evaluations of different components of a course shall be done in marks for each student.
- (ii) The marks of various components shall be reduced to approved weights as indicated in the scheme of Teaching and Examination and added to get total marks. secured on a 100-Point scale.
- (iii) Relative marks of a student will be converted on 100 point scale by (marks obtained by students/ highest marks obtained in the class) * 100. The rounding off shall be done only once and on the higher side.
- (iv) The provisional grades shall be awarded by the Course coordinator/ Coordination Committee of the course consisting of all the teachers involved in that course. The course coordinator shall have full responsibility for this purpose.
- (v) The grades so awarded shall be moderated by UDBOS/ Grade Moderation committee of the Department.
- (vi) For a student to get passing grade, it will be mandatory for him/ her to appear in End Term Examination.
- (vii) The procedures for evaluation and award of grades for major project, industrial training and seminar shall be based on evaluation of report followed by presentation.



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(viii) The grades will be awarded based on relative marks out of 100 as given in Table-3.

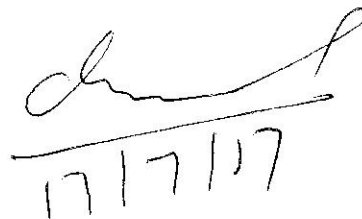
Table-3: Marks Boundaries for Grades in Relative Marks System

Min Marks	Grade	Max Marks
$91 \leq$	AA	≤ 100
$82 \leq$	AB	≤ 90
$73 \leq$	BB	≤ 81
$64 \leq$	BC	≤ 72
$55 \leq$	CC	≤ 63
$46 \leq$	CD	≤ 54
$35 \leq$	DD	≤ 45
-	FF	≤ 34


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Award of 'IC' Grade


- a) If a student is absent during End Term Examination of a Course due to medical reasons or other special circumstances, he/she may apply for the award of 'IC' grade to the Chairman, UDBOS through the Course Coordinator, provided that he/ she has not been disqualified due to shortage of attendance. The Concerned Course coordinator shall have to be convinced about the extraordinary circumstances and shall certify the attendance record before this rarely used option to award 'IC' grade is recommended. The Chairman UDBOS may award 'IC' grade.
- b) The 'IC' grade so awarded shall be notified by the Department to which the student belongs and a copy of the notification will be endorsed to the Dean UD and to the concerned Course Coordinator (e.g. the notification for 'IC' grade of a Mechanical Engineering student will be notified by the Department of Mechanical Engineering on the recommendation of the concerned Course Coordinator, even if the course pertains to another Department).
- c) The 'IC' grade shall be converted into a proper letter grade as per the provisions in Regulations 23.2 after makeup examination is over and the requirements of the course are completed by the student and shall be sent to the Dean UD by the last date specified in the academic calendar. Any 'IC' grade still outstanding two days after the last scheduled date, shall be automatically converted into 'FF' grade.
- d) In extra ordinary circumstances, the period of conversion of 'IC' grade may be extended to the next semester, with the approval of the Dean UD on his own or on the recommendation of the Course Coordinator and the Head of the Departments.
- e) An 'IC' grade may be given for major project only on medical grounds. 'IC' Grade awarded for incomplete Project work will be converted to a regular grade on the completion of the Project work and its evaluation. The student concerned shall have to present his/her work to the Evaluation Committee for the Project latest by 8 weeks or before the beginning of the next semester. If the department feels that a student has to complete his/her project in another semester, the Chairman, UDBOS shall advise the student to get formally registered in the subsequent semester.



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Evaluation of Industrial Training

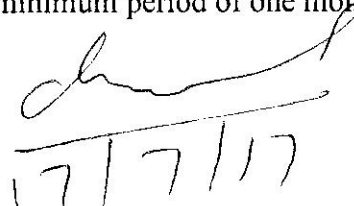
- a) Every student will submit a written report to the Training and Placement Department on the work carried out during the training period along with a certificate from the Organization where training was undertaken. Chairman (T&P) shall forward all these reports to the respective Departments.
- b) A time slot of 2 hour/ week/ batch will be assigned in the students time table and the students will be asked to present their work in the form of a seminar of about 30-minutes duration, before a committee appointed by the HOD and other students of that batch.
- c) The performance of the students will be evaluated by the committee in marks on the basis of (i) the training report, (ii) presentation, (iii) viva-voce.
- d) Although normal attendance will not apply to this course component, 10% marks will be awarded on the basis of attendance in seminars to encourage participation of the entire class.
- e) The grades will be computed on the basis of the established procedure as for other courses.
- f) The grade moderation committee for the course will be the same as that for the other courses of the class.
- g) If a student is awarded an "FF" grade in this course, he/she shall have to repeat the course by undergoing the training for specified period either at the University or at an organization outside the University during the summer vacation following the eighth semester.
- h) A student can take up any Skill Development Course/ Courses of similar duration in lieu of Industrial Training as approved by the respective Chairman, UDBOS.



17/7/17

Procedure for Conduct and Evaluation of B. Tech. Project

- a) This course will be offered in the Final Year of the B.Tech. Program and its total duration will be one semester.
- b) Head of the department shall appoint a Project Coordinator amongst the faculty members of the Department.
- c) The Project can be carried out by the student either individually or in a group. However the number of students in a group will generally not exceed four. HOD may permit more number of students in a group if required.
- (d) The Project Coordinator/s (nominated by HOD) will invite proposals from the Faculty Members and students and finalize the project problems allotted to various groups before the last working day of 7th semester.
- e) The evaluation will be based upon Mid-Term Examinations (MTE) and an End Term Examination (ETE).
- f) Mid Term Examination will be held in the mid of 8th semester. The Mid-Term Examination will involve preliminary report submission, presentation and oral viva-voce. The evaluation will be done by the committee (consisting of minimum three members including project mentor) to be constituted by the HOD. The committees will award marks to individual student and forward them to the project coordinator who will maintain these record.
- h) The End Term Project Examination will be carried out at the end of 8th semester within 10 days from the last Theory Paper. For this purpose, a Project Examination Committees (consisting of Coordinator, Mentor and External Member) will be appointed by the HOD in consultation with the Project Coordinator, with at least one External Examiner. In case an examiner from outside the University is not available, faculty member of the University from outside the Department may be appointed as an external examiner after taking his/her consents.
- i) The students will be required to submit a Final Project report to the Project Coordinator, at least 3 days before the date of final project examination.
- j) The final examination may be in the form of presentation/ demonstration in the laboratory and viva-voce or only viva-voce depending upon the nature of the project.
- k) The Examination Committee will award marks to individual students and forward them to Project Coordinator who will compute grades in accordance with the prescribed procedures.
- l) The Grade Moderation Committee for the course will be the same as that for other courses of the class.
- m) In case a student is awarded a failing grade in the major project, he/ she shall have to repeat the course in the form of a new project. Such a student will have to work full time on the project for a minimum period of one month.



Handwritten signature and date: 17/7/17

- n) A student can opt project work in industry/ research lab/ any such organization outside the University.
- o) Normal attendance regulations will not apply to this course.

APPENDIX-C

Guidelines for Moderation of Grades

- a) The date of Moderation should be made a part of the Academic Calendar of the University.
- b) Two- tier Moderation may be adopted, both for the subject and for the Semester (SGPA, CGPA), Minor adjustment should be possible during moderation, particularly in the marginal cases. Convener, UDBOS should invariably retain a copy of the grades sent to Dean UD, so that CGPAs may be calculated without having to make a reference to the Dean UD for this purpose.
- c) All concerned Faculty Members should invariably be present for the moderation committee meeting. In case, a faculty member is going out of University, he/ she will hand over his/her inputs for moderation with a colleague, who should present it in the meeting.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, positioned below the text of item c).