

# SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR

[Earlier Shaheed Bhagat Singh State Technical Campus]

(Established by Government of Punjab)



## Academic Regulations

(2021-22)

# **PART-A**

## **University Governing Guidelines**

### **1. Preface**

Shaheed Bhagat Singh State University, Ferozepur (SBSSU) Ferozepur, formerly known as Shaheed Bhagat Singh State Technical Campus and Shaheed Bhagat Singh College of Engineering & Technology, was established as an autonomous government institute managed by a society under the Act 1860 by Punjab Government in the year 1994. The Institute had been conferred 'Autonomous Status' by University Grant Commission (UGC), New Delhi in 2011-12 with the objective of making its programmes more focused and sharply attuned with its Missions and Objectives. With the acquired autonomy, the institute has also fulfilled the requirements of World Bank assisted Technical Education Quality Improvement Programme; Phase II (TEQIP-II) sanctioned by MHRD; Govt of India.

In 2021, it has been rechristened as Shaheed Bhagat Singh State University” by Govt. of Punjab Act No. 10 of 2021 registered under UGC section u/s 2(f).

### **2. Privileges as a University**

As the University has acquired academic autonomy, now it has the freedom to:

1. Determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs;
2. Prescribe rules for admission in consonance with the reservation policy of the state government;
3. Evolve methods of assessment of students' performance, the conduct of examinations and notification of results;
4. Use modern tools of educational technology to achieve higher standards and greater creativity; and
5. Promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighborhood programmes, etc.

### **3. Academic Council**

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc.

The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university. The composition of the Academic Council is given below:

<b>S. No.</b>	<b>Nomenclature as per UGC norms</b>	<b>Designation</b>
1.	Vice Chancellor of SBSSU	Chairman
2.	Dean of Faculties	Member
3.	All Heads of Department or Schools of the university	Members
4.	Principals of three colleges situated in the state 1. Director IIM Amritsar 2. Director Thapar Institute of Engg & Tech. 3. Vice-Chancellor of Chandigarh University	Members
5.	Two eminent Industrialists	Member
6.	Two members amongst the eminent educationist	Member

The term of the nominated members shall be two years. The Director/member secretary shall convene a meeting of the Academic Council at least once a year.

### **3.1 Functions of Academic Council**

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

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., 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 to do so.
- (b) Make regulations regarding the admission of students to different programmes of study in the University.
- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Recommend to the Governing Body proposals for institution of new programmes of study.
- (e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

- (f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (g) Perform such other functions as may be assigned by the Governing Body.

#### 4. Board of Studies

The composition of the Board of Studies (BOS) for each discipline/department is given below:

S. No.	Nomenclature as per UGC norms	Designation
1.	HOD of the department concerned	Chairman
2.	One Faculty member of each specialization (preferably from departments of the university):	Members
3.	Two experts (to be nominated by The Vice-Chancellor from a panel of six recommended by the Head of the department).	Members
4.	One representative (from industry/corporate sector)	Members
5.	One postgraduate meritorious alumnus (to be nominated by the Head of the department)	Members

The chairman Board of Studies may co-opt with the approval of the Vice-Chancellor of the university may co-opt

- a) Experts from outside the institution whenever special course of studies are to be formulated.
- b) Other members of the same faculty

The tenure of the BOS will be three years. The meeting may be scheduled as and when necessary, but at least once a year.

#### 4.1 Functions of Board of Studies

The functions of Board of Studies of a department are as below:

- i.* To prepare syllabi for various courses keeping in view the objectives of the University, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- ii.* Subsequent revisions and updating of the syllabi from time to time
- iii.* To suggest methodologies for innovative teaching and evaluation techniques;
- iv.* To suggest panel of names to the Academic Council for appointment of examiners; paper setters and subject experts.

- v. To coordinate research, teaching, extension and other academic activities in the department/ University.
- vi. To constitute subcommittees comprising of experts for finalizing the syllabus and to conduct special workshops to finalize the syllabus.
- vii. Introducing new courses of study.
- viii. Once the syllabus has been made, it will be put on the University website and comments will be invited. After incorporating the comments, syllabus will be finalized for getting approved by Academic Council.

## **5. Management of Academic Activities in the University**

For smooth functioning of all the academics related activities at the university level, these are distributed among following offices:

- 5.1 Controller of Examination (COE)
- 5.2 Dean Accreditation and Autonomy (DAA)
- 5.3 Dean Academics (DA)
- 5.4 Dean Academics - Affiliation and Approvals (DAAA)
- 5.5 Dean Research and Development (DR&D)
- 5.6 Dean Student Welfare (DSW)

The following shall be the responsibilities of above offices:

### **5.1 Controller of Examination (COE)**

The Vice Chancellor of the University shall be the Chief Controller of examination and he will appoint 'Controller of Examination (COE)' for a period of three (03) years. COE will constitute full time Examination Cell Team with the approval of VC.

The responsibilities of COE shall include:

- i. Paper Setting
- ii. Exam Forms
- iii. Issue of Admit Cards
- iv. Conduct of Semester-End-Examination (SEE)
- v. Evaluation & Result Declaration
- vi. Issue of Certificates (DMCs/ Degree etc.)

### **5.2 Dean Accreditation and Autonomy (DAA)**

The responsibilities of Dean Accreditation and Autonomy (DAA) shall include:

- i. Planning and Coordinating the Accreditation Process
- ii. Assessment of Outcomes
- iii. Coordinating the Implementation of Academic Autonomy
- iv. Handling Issues /activities related to UGC Autonomy

IQAC in consultation with DAA will plan, facilitate and evaluate the accreditation process; DAA will be the convener of the committee. The committee will hold meeting to

- a) review the planned implementation of accreditation related processes
- b) plan future courses of actions
- c) recognize needs and problems in accreditation process and
- d) report the director in the light of findings of above 3 for expediting the process.

### **5.3 Dean Academics (DA)**

The responsibilities of Dean Academics shall include following activities for all UG students:

- i. Admissions and Upgradations
- ii. Fee and Registration
- iii. University-Students Matters
- iv. Mid-Sem-Tests
- v. Academic activities in coordination with COE
- vi. Ensuring academic environment and regular teaching in classes
- vii. Conduct of Convocation
- viii. Declaration of Merit lists and making Honor Boards
- ix. Student awards and Medals
- x. Academic Calendar in coordination with DSW
- xi. Ensuring implementation of all the provisions of AICTE/UGC's Anti-ragging rules and regulations
- xii. Student feedback: filling and evaluation
- xiii. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes
- xiv. Post-matric scheme for SC and other category of students
- xv. Other academic activities of the University as given by VC from time to time

### **5.4 Dean Academics Affiliations and Approvals (DAAA)**

- i. Maintaining Faculty Data
- ii. AICTE Approval
- iii. Any other activity to be performed on University's AICTE portal
- iv. COA Approval in coordination with Dean/HOD, School of Architecture
- v. University Affiliation
- vi. All the necessary work related to Increasing/Decreasing of seats in current courses
- vii. Closure of Courses and Starting of new Courses
- viii. Applying for various rankings of Government and Non-government institutions
- ix. Other academic activities of the University as given by director from time to time

### **5.5 Dean Research and Development**

Dean (PGS&R) shall perform all the same responsibilities for PG students as that of Dean Academics for UG students, including:

- i.* Promotion of Research
- ii.* Documentation of Research Progress in the University
- iii.* Facilitation of Research Related activities among UG and PG students
- iv.* Other academic activities of the University as given by director from time to time

## **5.6 Dean of Student Welfare (DSW)**

- i.* Monitoring and implementation of Student Aid Fund (SAF)
- ii.* Monitoring and implementation of Student Exigency Fund (SEF)
- iii.* Monitoring and implementations of Minority Community Scholarships
- iv.* Monitoring and implementations of other Scholarships
- v.* Monitoring and implementations of Anti-Ragging campaign as per the provisions of AICTE/UGC's Anti-ragging rules and regulations to ensure ragging free campus.
- vi.* Regular deputing anti-ragging squads and teams for preventing ragging activities in hostel and campus.
- vii.* Regular conduct of meeting of Anti-ragging committee to be constituted as per the directions of Hon'ble Supreme Court of India to ensure ragging free campus.
- viii.* Any other activities to be assigned by Vice-Chancellor from time to time.
- ix.* Ensuring issue of student I-cards within 2 months of admissions.
- x.* Disciplinary action against students related to Academic Matters, misconduct/misbehavior and breach of University /hostel rules etc.

## **6. Syllabus and Scheme**

### **6.1 Batches Admitted prior to 2021**

For the students admitted under IKGPTU/SBSSTC scheme prior to 2020-21, existing scheme of IKGPTU/SBSSTC shall continue as such. Syllabus shall be same as per existing scheme of IKG Punjab Technical University Jalandhar/SBSSTC, with some modifications wherever required, so as to plan and achieve Course Outcomes (COs) effectively (syllabus not to be modified).

### **6.2 Batches Admitted in 2021 and after**

For the students admitted during academic year 2021-22, and thereafter, new scheme as developed in the university will be applicable.

### **6.3 Course Outcomes**

While fine-tuning the syllabus, 4-6 Course Outcomes framed as per Blooms Taxonomy guidelines are to be provided prior to the subject contents of the existing syllabus. The HODs will ensure that the course outcomes will be scrutinized by DQACs.

### **6.3 Recommended Books**

List of six recommended books will be provided at the end of each syllabus.

## **7. Question Papers**

### **7.1 General Guidelines**

1. Controller of Examination must ensure that all the question papers must have uniform template.
2. Two Sets of Question papers shall be set for each subject for the regular End Term Examinations by internal examiners. Additionally, about 20% Question Papers shall be got set by external examiners preferably from institutes having NBA Accreditations. Thereafter, about 10% question papers set by external examiners shall be used. However, for all re-appear examinations, one question paper shall be set and such question paper shall be set by internal examiners only.
3. At Least 40% numerical questions shall be set in each question paper, if possible.
4. Paper setters must provide solution to all numerical problems as well as short answer type questions.
5. Every time paper setters should be different as far as possible for each subject, but he/she should be specialized in the areas of that particular field.
6. To keep the sanctity of the examination system, there must be an exemplary punishment for the employee whosoever is found to be involved in any kind of undesirable academic activities or leakage of question paper/examination related activities.
7. For Bachelor's programmes, PG Diploma and MCA, all regular question papers consist of two Sections. The Section A is mandatory section containing ten subparts of Q.1. Section B consists of five questions of 8 marks each with internal choice in each question. All the questions in section B should be mapped against course outcomes and the same should be mentioned on question papers.

### **7.2 M. Tech. and B.Arch.**

1. The M. Tech. and B.Arch. programmes will continue to follow their existing examination and question paper pattern.
2. For M Tech's (Full Time), all regular question papers will consist of five questions of equal marks each. Internal choice was given within a question by the paper setter. All the questions should be mapped against course outcomes and the same should be mentioned on question papers.
3. For B. Arch. the question paper for Design/ Drawing/ Building Construction shall be as mentioned in the syllabi and for theoretical subjects the question paper pattern will be the same as for other Bachelor Courses in the university.
4. For M.Tech. and B.Arch Programmes, all the question papers will be set internally.
5. For B. Arch programme, all regular examination question papers will be set externally.



## 8. Examination Fees

- 8.1 Examination fees till 5 to 6 weeks before commencement of examination as notified: Rs.1000 per student per semester for batches prior to 2022. Rs. 2000 per student per semester for 2022 batch onwards.
- 8.2 Late fees for 1 week after the cutoff date of form filling: Rs.1000 per student per semester.
- 8.3 Late fees for 2 weeks after the cutoff date of form filling: Rs.2000 per student per semester.
- 8.4 Late fees for form filling till 01 day before commencement of examination: Rs.5000 per student per semester with the approval of Registrar.

## 9. Correction Fee

After locking of examination form, in case any student wants to revise the examination form for wrong subject name, code etc.; correction fees shall be charged as per detail below:

- 9.1 Correction fees for 1 week after the cutoff date of form filling: Rs.500 per semester per student.
- 9.2 Correction fees for 2 weeks after the cutoff date of form filling: Rs.1000 per semester per student.
- 9.3 Correction fees for form filling till 01 day before commencement of examination: Rs.2000 per semester per student.

## 10. Conduct of Theory Examinations

- 10.1 Dy. Controller (C & S) will chose a particular question paper for each subject from the set of two question papers whether set internally or externally.
- 10.2 The chosen question paper will be handed over for printing to the printing cell coordinator, who after printing the required numbers, will hand over the question paper copies to the Examination Centre superintendent. Printing cell coordinator shall be responsible to maintain the secrecy during printing and handing over the question papers to the Examination Centre Superintendent.
- 10.3 After the examination is over in a particular session, the vacant space of the sheets will be stamped with stamp SPACE BELOW CANCELLED, the first sheet of the answer sheets will be folded and sealed to hide the particulars of the candidate. The answer sheets will be adequately packed, sealed and submitted to the examination cell.
- 10.4 **Provision of Writer** A medically unfit student may be allowed a writer for writing his/her theory examination. The procedure is enumerated below:

1. The student has to approach the Registrar/Controller of Examination with the written request for providing a writer during theory examination(s).
2. The Registrar shall constitute a committee consisting of:
  - i. Head of the concerned department
  - ii. COE/Nominee of COE
  - iii. Senior faculty member of the concerned department (Nominee of the Registrar)

The student shall provide the following documents to the committee

- i. Medical Certificate from a competent doctor.
  - ii. Self-declaration by the candidate that the writer is not related to the candidate and fulfils the condition that the writer is less qualified than the student.
  - iii. A certificate from the Principal/Head of the institution certifying that the writer is a bonafide student of the institution.
  - iv. identity proofs of concerned student and the proposed writer
4. Thereafter, on the recommendation of the committee, approved by the Registrar, the concerned candidate may be provided with the writer, under intimation to the Examination Centre Superintendent.

## **11. Evaluation of Theory Courses**

### **11.1 Batches Admitted prior to 2021**

The pattern of Question Papers of MSTs and Semester End Examination shall be same as per the question paper pattern already being followed.

### **11.2 Batches Admitted in 2021 and after**

- (i) For the students admitted in the academic year 2021-22 onwards, combined results shall be prepared for continuous evaluation during the semester and end term examination of students.
- (ii) However, the students are required to earn the credits as laid down in the Ordinances of respective programs.
- (iii) In case a student fails to earn minimum credits, he/she shall be governed by the provisions of the Ordinances.

### **11.3 Examination Criteria**

Following is the examination criteria for evaluation of the students:

<i>i.</i> Mid-Semester-Tests (MSTs)	02
<i>ii.</i> Home Assignments (HAs)	02
<i>iii.</i> Class/Tutorial/Quiz Tests	02
<i>iv.</i> Semester End Examination (SEE)	01

Marks distribution for a theory course (Maximum Marks 100) is:

<b>S. No.</b>	<b>Assessment Tool</b>	<b>Weightage</b>
1.	02 MSTs	24%
2.	02 HAs	05%
3.	02 CTs/TTs/QTs	05%
4.	Attendance>95%	06%
5.	End Semester Exam	60%
<b>Grand Total</b>		<b>100</b>

### **11.2 Evaluation of End Term Examinations**

1. The answer sheets will be evaluated by the concerned faculty of concerned department in the designated evaluation center within one week of the conduct of that particular examination.
2. In case of B. Arch, the evaluation of subjects Architectural Design-II, III, IV, V, VI, VIII and IX will be done in the presence of Internal and External Jury in a separate designated Evaluation center.
3. Deputy Controller (Evaluation and Result) will act as the incharge of evaluation centre.
4. The Head Examiners shall be appointed to ensure the quality of checking the answer sheets by their faculty. More than one Head Examiner may be appointed for a course according to the expertise required. Head examiner may be appointed from outside the University with the approval of Vice Chancellor if adequate expertise is not available within the University.
5. The evaluation of these sheets will be monitored by the Departmental Quality Assurance Committee (DQAC) of the respective department every day during evaluation process and DQAC shall be responsible to ensure the quality of evaluation of answer sheets.
6. After evaluation by the evaluator and head examiner in the evaluation centre, the packet will be handed over to decoding team. The decoding team will be responsible for the unsealing of the answer sheets and preparation of award lists online. Subsequently, the unsealed packets of answer sheets will be handed over to the concerned faculty for safe custody.
7. The faculty must show the evaluated answer sheets to the students within 03 days of completing evaluation (i.e. within 10 days of conduct of that examination).
8. The concerned HOD will ensure that the evaluated sheets have been shown to the concerned students by the concerned faculty within 03 days of completing evaluation (i.e. within 10 days of conduct of that examination) without charging any fee from students. Students will be allowed to check the answer sheets of their fellow students. The schedule of this activity will be displayed on notice board by the concerned HOD. The sheets will be signed by the students. HOD must ensure that at least 20% sheets should be signed by the students.
9. After getting the answer sheets seen by the students, the answer sheets will be retained by the faculty concerned for a period of one year.

10. Thereafter, the said answer sheets will be submitted to central stores by the department for disposal as per norms.
11. The faculty members will submit the hard and soft copy of final award lists of the respective subject to the respective Head of Departments within 10 days from the conduct of exam. The faculty member is also required to submit a statement that the variation of final awards as compared to the earlier submitted awards for each student is within 10%. If not, the concerned faculty member and HOD will confirm the reason for the higher variation.
12. The concerned HOD will submit the compiled awards list, after duly countersigning, to the Controller of Examination within 15 days of the last theory examination for regular examinations as well as for reappear examinations respectively.
13. The examination cell will then declare the results once the awards data has been received in the examination cell complete in all respects.
14. Student can check his/her answer sheets and that of his/her fellow students within 07 days of declaration of provisional results by depositing fee of Rs 250 and 500 per subject, respectively.
15. In case any student is not satisfied with the evaluation of his/her answer sheets, he/she can approach the concerned faculty. If he/she is still not satisfied, he/she can approach the Head Examiner/HOD of the concerned Department and, thereafter, Controller of Examination, in that order.
16. If student is still not satisfied with the evaluation of his/her sheets, then he can approach to the Vice Chancellor. The Vice Chancellor is the final authority, who can get his/her sheets evaluated from any other teacher.
17. No students can claim revision of his/her results after 10 days of declaration of provisional results by the examination cell.
18. A student can get a Photostat copy of his/her answer sheet under RTI Act after paying requisite charges. However, only the evaluation done by the designated evaluator (as specified by the University authorities) will be accepted for compilation of results. No other evaluation, by any other person, will be honoured. In case of any dispute in this regards, the decision of Vice Chancellor shall be final and binding to all concerned.
19. In case it is found that teacher has intentionally failed the students, then case should be referred to IQAC for taking action against the concerned teacher.

## **12. Practical or Lab Courses**

### **12.1 Conduct**

Experiments will be conducted on all the equipments simultaneously by dividing the class into various small subgroups (2 to 5 students in each group). Experiments will be rotated for each subgroup every week and the continuous evaluation of the same will be done by the concerned teacher in each lab class itself.

## 12.2 Evaluation

Practical examiners for final exams should be different, as far as possible, than the faculties who have taught the subject. For judicious evaluation of students in Projects and Training, not more than 60 students should be allotted to a single external examiner on a single day (8 Hours).

Marks distribution for a Lab. course is:

S. No.	Assessment Tool	Weightage	Evaluation Type
1.	Assessment of 8-10 Experiments	24%	Continuous Evaluation
2.	Quiz / Viva-Voce Test	12%	
3.	Practical Record File	12%	
4.	Attendance	12%	
5.	End Semester Conduct of Practical	16%	End Semester Evaluation
6.	End Semester Viva-Voce	8%	
7.	Practical File	8%	
8.	Write-Up	8%	
<b>Grand Total</b>		<b>100%</b>	

## 13. Projects and Industrial Training

13.1 For judicious evaluation of students in Projects and Training, not more than 60 students should be allotted to a single external examiner on a single day (8 Hours).

13.2 Students should be evaluated three times during 6 months industrial training (02 times during training plus one end term evaluation)

13.3 Examiners for evaluation of Project/Six-months Training and M. Tech. Thesis will be chosen from approved panel of outside experts. The HOD of concerned department shall propose three outside experts to the Registrar/Vice-Chancellor for selecting one expert from the panel for this examination.

13.4 Marks distribution for a Project/Industrial Training course is:

S. No.	Assessment Tool	Weightage	Evaluation Type
1.	Synopsis Presentation	20%	Continuous Evaluation
2.	Mid-Semester Progress Assessments	20%	
3.	End Semester Project Report	20%	
4.	End Semester Demonstration & Presentation	16%	End Semester Evaluation
5.	End Semester Viva-Voce	12%	
6.	Report	12%	
<b>Grand Total</b>		<b>100%</b>	

- 13.5 : Industrial Training Scheme will be followed as per the relevant scheme of study.
- a. Training- I: In house 4-week training during summer vacation after 2<sup>nd</sup> Semester. The credits for this Training-I will be 2 and Total marks for Training-I will be 100 (*i.e* Continuous assessment will be of 60 marks and End semester assessment will be of 40 marks)
  - b. Training-II: Six months/Semester Industrial/Institutional training (Optional) during final semester of the course. The credit hours for this training-III will be 14 and Total marks for training-III will be 200 (*i.e* Continuous assessment will be of 120 marks and End Semester assessment will be of 80 marks).

## **14. Grace Marks and Rationalisation of Marks**

1. The internal marks for all the regular subjects will be rationalized for better evaluation. A committee consisting of HOD and two senior faculty members will rationalize the internal marks. The rationalization is accompanied with proper written comments about the reason for such rationalization. After rationalization, the updated internal marks will be submitted by the faculty members through department heads to the examination cell.
2. In case of any part of the question paper being out of syllabus in the end semester examination, students may submit a representation to Controller of Examination, with comments from the concerned faculty through the respective HOD. The said representation shall be referred to Internal Quality Assessment Committee (IQAC). The committee will decide the case and may recommend grace marks for that subject's end semester marks. The recommendations of IQAC shall be forwarded by its Chairman to Controller of examination, after approval from the Vice Chancellor/ Registrar.
3. The students of 2018 batch onwards can be awarded grace marks upto 1% of the end semester theory examination marks (considering the theory subjects in which a student appears in a given semester in a session) for clearing an end semester theory examination. These grace marks may be distributed in not more than two subjects for the purpose of clearing the theory papers by the students in that semester.

## **15. Mechanisms for Quality Assurance**

### **15.1 Internal Quality Assurance Cell**

Internal Quality Assurance Cell (IQAC) is formed with the following goals:

- i. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the University.
- ii. To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

The IQAC shall meet at least once in a semester. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

The IQAC shall have the following structure:

<b>Nomenclature</b>	<b>Designation</b>
Vice-Chancellor	Chairperson
Eight senior teachers of the university and one administrative official	Members
Three external experts on Quality management//Industry/Local Community	Members
Director of IQAC	Member secretary

#### **15.2 The IQAC shall have the following functions**

- i. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the University;
- ii. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- iii. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
- iv. Dissemination of information on the various quality parameters of higher education;
- v. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- vi. Documentation of the various programmes/activities of the University, leading to quality improvement;
- vii. Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices
- viii. Development and maintenance of University database through MIS for the purpose of maintaining / enhancing the University quality;
- ix. Development of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;
- x. Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of University based on the AQAR.

### **15.3 Departmental Quality Assurance Committee (DQAC) and other mechanisms**

1. Each department will have its own Departmental Quality Assurance Committee (DQAC) consisting of HOD and 1-2 senior faculty members for:
  - a. review of question papers in MSTs and final exams;
  - b. checking of course files and assignments;
  - c. checking of Lab Manuals for each experiment.
  - d. sampled monitoring of evaluation of answer sheets;
  - e. evaluation of course outcomes.
2. VC or his nominee can review or check any question papers in MSTs and final exams; course files and assignments; and evaluation of answer sheets of MSTs/End Term Examination.
3. IQAC, DQAC and Vice Chancellor can also check the quality of Lab Manuals for each experiment.
4. DQAC will ensure that each lab manual has a set of about 10 short question-answers related to each experiment/lab work.
5. HOD and DQAC will also ensure that each student/group of two to five students must perform separate experiments during practical period every week.
6. HOD and DQAC will ensure the maintenance of theory and practical course files in the respective department.
7. DQAC will also check the conformity of the Course Outcomes and questions papers of MSTs and End Semester Examinations to 'Blooms Taxonomy' at the pre-defined levels.

## **16. Unfair Means Cases and other Discipline Rules**

### **16.1 Students related**

1. For the smooth conduct of examination, VC/Registrar can constitute a flying squad to inspect the ongoing examination.
2. In case an unfair means case is reported, a committee consisting of the following will investigate and take decision for the same:
  - a) A Retired Judge/Eminent Advocate : Chairman
  - b) Dean Academics : Member
  - c) Dean Student Welfare : Member
  - d) Registrar/Nominee : Member

### **16.2 Regulations for Prevention, punishment and procedure concerning cases of Misconduct and use of unfair means in or in relation to Examination**

1. In these Regulations, unless there is anything repugnant in the subject or context:
  - i. "Candidate" shall mean an intending examinee, an examinee taking any examination in a particular semester and wherever the context so permits, every student on the rolls of a department of the University.



- ii. "Committee" shall mean the Standing Committee appointed under Regulations 16.1.2 infra to deal with the cases of alleged use of unfair means and misconduct in or in relation to the End Semester Examination
  - iii. "Disqualification" shall mean disqualification from appearing in any examination of the institute/university and will be treated as failure in the examination and all consequences of failure will follow;
  - iv. "Examination" shall mean an examination conducted by University and shall include an examination so conducted though subsequently cancelled;
  - v. "Academic Council", "Director" and "Controller" shall mean respectively the Academic Council, the Director and the controller of examination of the University;
  - vi. "University" shall mean the Shaheed Bhagat Singh State University Ferozpur;
  - vii. Semester of disqualification shall be taken to extend from commencement of the examination in which the candidate is detected to have terminated one day before commencement of the next Semester examination as the case may be.
2. The Registrar, or an officer authorized by him in this behalf, shall call upon the candidate alleged to have employed unfair means in the examination or obtaining admission to an examination on a false representation, to appear before the Standing Committee to represent his case personally at his own expense on the date fixed for his appearance before the said Committee. If despite of service of notice, the candidate fails to do so, he / she will be proceeded against ex-parte.
  3. Where a candidate wishes to produce any evidence and/ or witness before the Committee, he / she may be allowed to do so by the Committee at his / her own expense. The Committee may also, on its own motion and for arriving at a just conclusion based on the principles of natural justice, direct the members of the supervisory staff of any other person to appear before it.
  4. When the Committee, after having heard the candidate when present and after having heard such evidence as he / she may produce and after going through the record is unanimous in its decision, that decision shall be final except as provided in the Regulations 16.3.11 infra. If the Committee is not unanimous in its decision, the record of the case shall be referred to the Director who may either decide the case himself / herself or refer it to the Academic Council for decision.
  5. All candidates must leave all papers, notes, books and hand bags etc. outside the examination hall. A place or a receptacle will be provided outside the examination hall for the purpose and the same shall be locked wherever possible, and the key will be kept by the Superintendent.
  6. Every day, before the examination begins, the Superintendent or the Deputy Superintendent, as the case may be, shall call upon the candidates to search their persons/ pockets, etc. and part with and deliver to him / her all papers, books and / or notes which may be having in their possession. Where a late comer is admitted, this warning shall be given to him / her before he / she is permitted to take the examination.

The Superintendent or the Deputy Superintendent as the case may be, and both, when there is a Superintendent as well as a Deputy Superintendent-in-charge of the examination, shall forward to the Controller of examination, every day, a declaration certifying compliance with this provision.

7. The Superintendent shall report to the controller without delay and on the day of occurrence, if possible, each case where the use of unfair means in the examination is detected, giving details of the evidence and explanation of the candidate concerned in the related format.

Provided further that the case can also be reported by the members of the flying Squad or Centre Superintendent directly on a plain paper.

Non-reporting of an unfair means case shall be deemed as dereliction of duty making the defaulting member of the supervisory staff liable for being debarred from all remunerative work of the University and further, dereliction takes place.

8. Soon after the detection, the Superintendent shall require the candidate to make a statement explaining his / her conduct. In case the candidate refuses to do so, the fact of his / her refusal shall be recorded by the Superintendent, which should be attested by one member of the supervisory staff or a Clerk on duty, present at the time of refusal.
9. While reporting a case of use of unfair means in the End Term Examinations detected by or in the presence of the member of flying squad, both the member of flying squad and the Centre Superintendent shall be required to sign the incriminating papers recovered from the possession of the candidate and those papers should also be got signed by the candidate. If the candidate or the Centre Superintendent refuses to do so, this should be reported to the authorities in writing.
10. The answer-book in which the use of unfair means is alleged shall be seized by the Superintendent, and the candidate concerned shall be permitted to answer the remaining part of the question paper on a separate answer book. The Superintendent shall forward both the answer books, along with his / her report in the format, to the controller. The candidate shall not forfeit his / her right to appear in the rest of the examination in subsequent papers.
11. If during an end term examination, a candidate is found having in his / her possession or accessible to him / her papers, books, notes or other material, which do not relate to the subject of the examination of the day and which could not possibly be of any assistance to him / her, no action shall be taken against him / her. The Superintendent shall nevertheless promptly report the case to the controller and all the papers shall be sent along with the report.

**Note:** The controller need not report such a case to the Committee, unless he disagrees with the report of the Centre Superintendent.

### 16.3 Offences and Punishment:

1. The use of unfair means in or in relation to the examination shall include the following facts or omissions on the part of the candidate, viz:
  - a) Being in possession in the examination hall, of papers, books, notes or writing on any part of the candidate's clothes or any writing on his/ her body or table or desk or on a foot rule and/ or instruments like set squares, protractors, slide rules or any other material with notes or hints written thereon or any such material accessible to him / her which may be, or intended to be of possible help to the candidate in the examination.
  - b) Talking to another candidate or any person inside or outside the examination hall without the permission of the supervisory staff.
  - c) Presenting to the examiner a practical or class work note book not prepared by himself / herself.
  - d) Leaving the examination hall without delivering to the supervisor concerned the answer book or may part thereof or taking away the same or tearing it or otherwise disposing it of or tearing the answer-book of other candidate or otherwise disposing it off.
  - e) Refusing to obey the legitimate orders of the Superintendent and / or any other member of the Supervisory Staff.
  - f) Changing the seat without the permission of the supervisory staff or occupying the seat not allotted to him / her
  - g) Coming to the examination hall under the influence of alcoholic drink or drugs.
  - h)
    - (i) Copying or attempting to copy from the objectionable material found in his / her possession; or
    - (ii) Copying or attempting to copy from another candidate: or
    - (iii) assisting another candidate to copy from the objectionable material in his / her possession or from his / her answer-book.
  - i) Receiving help or attempting to receive help for answering the question paper from any source in any manner, inside or outside the examination hall.
  - j) Swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner.
  - k) Writing on any piece of paper or blotting paper or on any other material any question or a part thereof set in the question paper or anything connected with it or a solution thereof.
  - l) Passing or attempting to pass on to any one a copy of the question set in the question paper or the question itself, or a part thereof, or a solution to a question set in the question paper.
  - m) Possessing a solution to a question set in the question paper with or without the connivance of any person including a member of the supervisory staff.

- n) Smuggling an answer book of a continuation sheet or any part thereof in or outside the place of examination
  - o) Replacing or getting replaced answer books or any of its leaves or a continuation sheet during or after the examination.
  - p)
    - a. Misbehaving towards the Superintendent or any other member of the Supervisory staff or any member of the inspection team or the flying squad, or with another candidate inside the examination hall or outside, before, during or after the examination: or
    - b. Creating disturbance in the examination hall or in its vicinity; or
    - c. Organizing a walk out; or instigating others to walk out; or misconducting oneself in any manner in or outside the examination hall; or
    - d. Disturbing or disrupting the examination in any manner whatsoever; or
    - e. Carrying into the examination hall fire-arms or any other weapon.
  - q) Deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose.
  - r) Using abusive or obscene language in the answer book.
  - s) Forging another person's signature on admission form or using a forged document knowing it to be forged with the view to seeking admission to a College or to a University examination.
  - t) Obtaining admission to an examination on a false representation made in the admission form or any document or suppressing material information relating to the candidate's eligibility and / or obtaining admission to a course in an affiliated College to eventually appear in a University examination and such admission has been found to have been obtained on the basis of the false representation.
  - u) Getting oneself impersonation by someone in the examination or impersonating another candidate.
  - v) Communicating or attempting to communicate, directly or through person, with an examiner with the object of influencing him / her in the award of marks.
  - w) Making an appeal to the examiner in the answer book.
  - x) Knowingly writing another person's Roll Number on one's answer book.
- and / or
- y) Engaging in any other act or omission which amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.
  - z) i) Carriage of mobile or other means of electronics communication inside the examination hall (even in off condition).
    - ii) Communicating or trying to communicate, by any means whatsoever, through electronic media or otherwise with any other person in a manner that is indicative of help being sought/ given in an examination.”

2. A candidate found guilty of committing any one or more of the offences under Regulation 16.3.1 supra shall be disqualified from appearing in any examination of the college for the period specified as under:

<b>S. No.</b>	<b>Offences under clauses</b>	<b>Punishment</b>
1.	(c), (k) and (r)	Disqualification for a period that may extend to two semesters but be not less than one semester.
2.	(a), (d), (e),(g), (h), (i), (j), (l), (v), (x) and (z)	Disqualification for a period of not less than two semesters.
3.	(m) and (t)	Disqualification for a period of not less than three semesters.
4.	(s) and (u)	Disqualification for a period of not less than four semesters.
5.	(n) and (o)	Disqualification for a period of not less than five semesters.
6.	(p)	Disqualification for a period that may extend to five semesters
7.	(y)	Disqualification for a period that may extend to five semesters, but be not less than two semesters.

**Note:** All cases in which disqualification has been ordered for a period of five years shall be reported to the Academic Council by the controller.

- 2.2 A candidate contravening the provisions of clause (b), (f), (q), and (w) of Regulation 16.3.1 shall be liable to cancellation of his/her answer book in the subject/ paper concerned without any implication of moral turpitude.
3. If during an end term examination, a candidate is found having in his/her possession or notes which could be of assistance to him/her in the examination but he/she has not made use of them, and if the committee is satisfied that the papers, books or notes, as the case may be, remained with the candidate out of inadvertence, he/she may as a disciplinary measure and without any implication of moral turpitude, be debarred from passing in that paper.
4. If the answer book of a candidate shows or it is otherwise established that he/she had received or attempted to receive help from any source and in any manner, or has given help or attempted to give help to another candidate in any manner, he/she shall be disqualified from appearing in any examination for a period of not less than two years.
5. A person found guilty of writing an answer book or a continuation sheet for a candidate, which the latter has smuggled, or intends to smuggle, into the examination hall and has

submitted or intends to submit, as one having been written by himself/herself, shall be disqualified from appearing in any examination for a period of not less than four years, including that in which he/she is found guilty.

6. A person, not being a candidate, found guilty of impersonating or misrepresenting a candidate in the examination shall be declared not a fit and proper person to be admitted to any future examination of the University. Besides, if it is considered necessary, his/her case may be reported to the Police.
7. (a) If a person misbehaves with a member of the supervisory staff or a member of the flying squad or inspection team or threatens or intimidates any one or more of them, or otherwise interferes with their work in any manner, he/she shall be disqualified from appearing in any examination for a period which may extend from two to five years.  
(b) If a person misbehaves with an examiner or any other individual deputed in connection with the evaluation work of threatens or intimidates any one or more of them or otherwise interferes with their work in any manner, he/she shall be disqualified from appearing in any examination for a period which may extend from two to five years.
8. If a person, including a member of the supervisory staff or menial, helps the candidate to copy from certain material or from the answer-book of another candidate or helps in any other manner, he/she shall be disqualified from appearing in any examination for a period of not less than two years and shall not be given any remunerative work of examination for a period to be determined by the Director. In case such a person is a member of the teaching staff, or is working as a Librarian, or a Director of Physical Education etc. his approval as Lecturer, Instructor or Librarian or Director Physical Education, as the case may be, shall be withdrawn.
9. A person who is found guilty of committing an offence under these Regulations but is not a candidate for any examination, shall be dealt with as under:  
In case of a teacher or a person connected with the college, his/her conduct shall be reported to the IQAC, and he/she shall be debarred from any remunerative job in the examination.  
Provided that in such cases where a teacher/ member of the nonteaching staff had been or is debarred/ disqualified permanently from any remunerative work of the examination, the punishment would be for 10 years in all.  
The Director may hand over the case to the Police if it discloses commission of a criminal offence.
10. For cases of unfair means not covered by these Regulations, the Academic council may, on the recommendations of the Committee, impose such punishment as the nature of the offence demands.
11. An appeal against the decision of the Committee shall lie to the Director only if a candidate, or a Branch dealing with Unfair Means Cases, is in a position to put up some new facts which are likely to be crucial in the sense that they might induce the Committee to come to a decision other than the one taken by it.

The candidate may go in for appeal within thirty days from the date of receipt of information about the decision whereas the Branch may also initiate the cases, if any, within thirty days from the date of receipt of decision from the Committee. In such cases, Director may order that such facts be reduced to writing and placed before the Committee for reconsidering the whole case.

After reconsideration of the whole case by the Committee, the case shall be referred to the Director, who may either finally decide the case himself/herself or refer it to the Academic Council for final decision, as he/she may deem proper.

12. If the Academic Council is satisfied after enquiry that the integrity of an examination has been violated at an examination Centre as a consequence of large-scale unfair assistance rendered to the examinees, it may, besides taking action under these Regulations order re-examinations, cancelling the results of such examination if already declared.
13. The result of all the subjects in which a candidate has appeared in that session may be cancelled instead of debarring for a certain period, in case the Standing Committee of dealing with UMC feels that the fault of the candidate is of minor.

### **16.3 Faculty and Employees**

1. To keep the sanctity of the examination system, there will be an exemplary punishment for the employee whosoever is found to be involved in any kind of undesirable academic activities or leakage of question paper/examination related activities.
2. In case it is found that teacher or staff member is academically harassing the student/students intentionally, then case could be referred to IQAC for taking action against the concerned teacher.

### **17. Remuneration Rules**

The remuneration to faculty for performing various exams related duties shall be as per below:

- |  |  |
|--|--|
| 1. Paper setting (external paper setter) | Rs.1000 per paper  |
| 2. Project/Six-month training            | Rs.20/- per student to external examiner and TA-DA as per University rules |
| 3. Chairman UMC Committee                | Rs. 5000/- per day plus TA/DA  |

### **18. Regarding Silent Rules:**

Wherever the relevant norms are not approved by SBSSU Academic Council, the Chairman Academic Council may take appropriate decision.

## **19. Course Files**

1. Only one course file will be prepared for each theory subject.
2. It will contain elaborated notes, tutorial sheets and their solutions, assignments, a question bank.
3. Course file also contain syllabus, lab manuals and viva question bank etc. in case of theory and practical course.

## **20. Authorization to the Chairman of Academic Council**

Academic Council may authorize the Chairman of Academic Council to take decisions on behalf of Academic Council for the smooth and efficient functioning of the University and such decisions taken by the Chairman Academic Council shall be reported in the next meeting of Academic Council for ratification.



# PART-B

## Programme Ordinances

### 1. B. Tech. Programmes

#### 1.1 Credit System:

A credit-based system with 160-180 credits required for graduation with B.Tech. degree. In this system, the course credits will be computed based on the student contact hours per week for the course using the following.

Table: Credit Representation

Contact	Hrs	Credit
Lecture	01	01
Tutorial	01/02	01
Practical	02/03	01
	04 and above	02

Credit for a course  $C = L + T + P$ ; where  $C$  is the number of credits,  $L$  is the number of lecture hours,  $T$  is the number of tutorial hours and  $P$  is the number of laboratory hours.

An average student, registered for normal load, is expected to register for credits specified in teaching scheme in each semester. In some courses, there may not be tutorials, then  $T=0$ , if Practicals are not there then  $P=0$ . In case of Lab based courses, there may not be lectures and tutorials so  $L$  and  $T$  both will be 0.

To categorize the performance of students as Outstanding, Excellent, good etc. is represented by an Alphabet as follows.

A+	Outstanding Performance
A	Excellent Performance
B+	Very Good Performance
B	Good Performance
C	Average
D	Below Average
P	Satisfactory Performance (Pass)
F	Unsatisfactory Performance (Fail)
R	Detained
S/US	Satisfactory/ Unsatisfactory

Under this approach, student performances are first quantified as marks. Then, the instructor assigns the following letter grades. The degree of difficulty in the various examination papers, the leniency exercised in giving partial credits for incomplete responses, and the instructors overall assessment of the student's understanding of the subject, form the input to awarding letter grades.

The grading system will be as follows,

1. The relative grading will be applicable if the number of eligible students (including regular and reappear candidates) is equal to or more than 30 in a given subject in a given session. If this number is less than 30, then absolute grading system may be applied.
2. The total marks obtained in a given subject will be converted to letter grade by using the equivalence table.
3. A candidate has to score 30% in the continuous evaluation and 35% in the end semester evaluation separately to pass a subject.
4. The candidate will earn grade F in case he/she fails in continuous evaluation and/ or end semester examination.
5. The relative grading will be based upon the statistical method i.e. mean and standard deviation.
6. Any student who scores less than 20% aggregate marks in a given subject will be excluded from the calculation of mean and standard deviation. All such students will be awarded F grade.
7. A student will be awarded a letter grade in each course he/she has registered for, indicating his/her overall performance in that course. There shall be ten letter grades: A+, A, B+, B, C, D, P, F, R and S/US.

S. No.	Letter Grade	Weight	Description	Details of marks
1.	A+	10	Outstanding	Marks $\geq$ 85%
2.	A	9	Excellent	As defined for various classes
3.	B+	8	Very Good	
4.	B	7	Good	
5.	C	6	Above Average	
6.	D	5	Average	
7.	P	4	Pass	Marks $\geq$ 35%
8.	F	0	Fail	Marks $<$ 35%
9.	R	-	Detained	Course to be repeated
10.	S/US	-	Satisfactory/ Unsatisfactory	(for non-credit courses)

8. A student getting F/US grade in a course due to non-fulfillment of minimum percentage of marks requirement may appear for supplementary examination as per Academic Calendar provided the student has fulfilled the attendance requirement in that course.
9. "R" grade (Retained) is awarded if student is detained i.e., attendance in theory class/laboratory is less than 75% and the student will have to repeat the course as and when offered.
10. It is also compulsory to appear in the End Semester Examination.
11. A student who secures "F" grade will have an option to appear in End Semester Examination i.e. external component. His/her continuous assessment marks will be retained as per the last attempt. Moreover, he/she will also have the option to repeat the course by re-registering in that course, whenever it is offered next time.
12. **Improvement of Grade/ CGPA:** A student can apply for improvement in CGPA by improving the grade of any theory course. He/she will be allowed to appear only in End Semester Examination. In any case grade of other students of his/her original class shall not change. The student can improve at the most, in five subjects and maximum time allowed for this improvement will be within two years of completing the degree requirements, subject to fulfilling other conditions.
- 13.

The proposed relative grading system is given in the table below:

S. No.	Letter Grade	Marks(%)	Academic Performance
1.	A+	$\geq 85$ and $\geq M + 1.5 SD$	10
2.	A	$M + 1.5 SD > \text{marks} \geq M + SD$	9
3.	B+	$M + SD > \text{marks} \geq M + 0.5SD$	8
4.	B	$M + 0.5 SD > \text{marks} \geq M$	7
5.	C	$M > \text{marks} \geq M - 0.5 SD$	6
6.	D	$M - 0.5 SD > \text{marks} \geq M - SD$	5
7.	P	$M - SD > \text{marks} \geq 35$ Or $M - SD \leq 35$ and $\text{marks} = 35$	4
8.	F	Marks $< 35$	0
9.	R	Detained	-
10.	S/US	Satisfactory/ Unsatisfactory	- (for non-credit courses)

The proposed absolute grading system is given in the table below:

S. No.	Letter Grade	Marks(%)	Academic Performance
11.	A+	$\geq 90$ to $\leq 100$	10
12.	A	$\geq 80$ to $< 90$	9
13.	B+	$\geq 70$ to $< 80$	8
14.	B	$\geq 60$ to $< 70$	7
15.	C	$\geq 50$ to $< 60$	6
16.	D	$\geq 40$ to $< 50$	5
17.	P	$\geq 35$ to $< 40$	4
18.	F	$< 35$	0
19.	R	Detained	-
20.	S/US	Satisfactory/ Unsatisfactory	- (for non-credit courses)

The Departmental Quality Assessment Committee (DQAC) will ensure that grading must be done uniformly in a class. The following general criteria should be followed,

1. The average marks obtained by a class should be calculated and grade C should correspond to the average marks.
2. The grade A should be given to the students getting marks more than 85% and to the students at the most top 5% of the class. However, it may exceed this limit in the case of tie in the marks obtained i.e. students scoring same marks will be awarded same grade.
3. Students getting marks below a pre-decided threshold (may 33% or so) will be given F grade. This will be applicable after awarding grace marks etc. as decided by competent forum/authority.

## 1.2 Semester and Cumulative Performance Index (SGPA/CGPA)

1. The performance of the student may be measured in terms of two indices, namely SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average).

The SGPA (Semester Grade Point Average) is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. For m number of courses registered in a semester, each having credit  $C_i$  and Grade academic performance  $G_i$ , the SGPA is given by

$$SGPA = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$$

Similarly, the CGPA (Cumulative Grade Point Average) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/supplementary term. It is computed in the same manner as the SGPA, considering all the courses (say, n), and is given by

$$CGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

2. SGPA and CGPA shall be calculated up to two decimal lace, after rounding off the third decimal to the nearest second place integer decimal i.e. 0.005 is to be increased to 0.01. CGPA should be computed after every semester.
3. The conversion of SGPA or CGPA to percentage will be carried out by multiplication of the respective SGPA or CGPA with a factor of 10.

$$\text{Percentage} = \text{SGPA/CGPA} \times 10$$

A student is awarded a letter grade in each course he/she is registered for, including his/her overall performance in that course.

There are five letter grades: A, B, C, D and F. The correspondence between grades and points (on a 10-point scale) / rating is given below;

**A: 10, B: 8, C: 6, D: 4 and F: 0**

If a student does not complete all the requirements for a course for a genuine reason, the instructor may award grade I (Incomplete). An I grade must be converted by the instructor to a regular letter grade by the last date for such conversion specified in the programme ordinances failing which it is automatically converted to an F grade.

A student getting F grade in a course must either repeat it or substitute it by another course as per the provisions of programme ordinances.

The said students are allowed to exercise option of either repeating the course or appearing in end semester examination. In the latter case, the data of continuous evaluation already scored by the student during his regular tenure shall be used (*Amended vide item no. 6.8 in 6<sup>th</sup> meeting of Academic Council*).

A student getting a D grade in a course may be allowed to repeat it or substitute it by another course, provided: his/her CPI is less than the prescribed minimum and the student is allowed

to continue in the programme as per provision in the Academic Performance Requirement, and he/she has completed all the courses as prescribed by the department. In case a course is repeated or substituted, the old grade will also appear on the transcript, although it will not be taken into account while computing the CPI/SPI.

Seminars, dissertations and projects will be given some credits as per the Scheme Plan of the programme and these will also be graded using the aforesaid scheme of grades A, B, C, D and F.

### **1.3 Degree options/Graduation Requirements:**

The graduation requirement is that the student collects all the credits that are prescribed for that programme. Students who do well in the programme will be awarded a distinction.

An honors degree will be conferred at CGPA of 8.0 or above provided student should not have obtained even a single "F", "US" or "R" in any course during whole duration of the course.

**The maximum period for completing the degree is 2N where N is the number of years specified in the study scheme.**

The minimum residence time for the B. Tech programme is 7 semesters. B. Tech with Distinction will be awarded to students with a minimum CPI of 8.0 and either an average CPI of 9.0 in department core or an average CPI of 8.0 in all UG project courses. The normal academic load, for the purpose of evaluating performance, is 20-26 credits per semester. The minimum SPI required for a student in a semester is 03 and minimum value of CPI for award of degree is 4.5. The semesters that the student may be on leave are excluded from the computation.

### **1.4 Teaching Scheme**

#### **1.5.1 Total Credit in B. Tech programme: 172**

**General :** 10-15% (18-25 Credits): This includes Humanities and Social Sciences, Communication, Professional, Management and Communication Skills, General Fitness/NSS/ NCC/ Extra Curricular & Co-curricular Activities/ Rural Development

**Basic Science:** 10-20% (25-35 Credits): Physics, Chemistry, Mathematics & Computer Literacy with Numerical Analysis

**Engineering Sciences and Technical Arts:** 15-25% (25-44 Credits): Engineering graphics, Workshop Practice, Basics of Mechanical Engg., Electrical Science, Electronics Engg. & Instrumentation

**Professional subjects:** 55-65% (95-114 Credits):

1. Each engineering discipline will have its own minimum number of core courses which will be classed as the Professional Core.
2. Rest of the courses will cover professional subjects as per list suggested by experts, in line with the academic regulations of the institution.
3. About 10% Electives should be made available to the students. These will be Professional Electives.
4. Open interdisciplinary electives allow a student to diversify his/her spectrum of knowledge. These come under the category of Free Electives.
5. In order to create a variety of individual skill and profile, it will be desirable to have a provision for some non-credit (audit) courses during the last two years of the programme of study.

### **1.5.2 Break-up of the different categories of Professional subjects**

Professional Core: 45-55 credits

Professional Elective: 10-15 credits

Free Elective: 10-15 credits

Project: 08-12 credits

Industrial Training & Seminar: 15-20 credits

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