Rules and Regulations

For

Under Graduate Programmes

(B. Tech.)

[UG MANUAL]

National Institute of Technology Srinagar
Hazratbal Kashmir (J&K) – 190006, India
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July 2020

PREFACE

Academic programmes of NIT Srinagar are governed by Rules and Regulations as approved by the Senate, which is the highest academic body of the Institute. The Senate continuously monitors these programmes and makes appropriate modifications/improvements from time to time. This UG Manual gives comprehensive information on the existing Rules and Regulations about the B.Tech. Programmes from 2019 batch.

The academic system is semester based and hence the students are required to follow certain procedures and meet certain academic requirements in each semester.

It is in the interest of the student that he/she should be fully familiar with the academic systems of this Institute. Attention should be paid to the schedule and structure of coursework and project work, the assessment procedure and the rules governing conduct and assessment of these activities.

CONTENTS

ABBREVIATIONS

BOG   Board of Governors

BOD   Board of Discipline

CGPA   Cumulative Grade Point Average

DFB   Departmental Faculty Board

DPGC   Departmental Post Graduate Committee

DUGC   Departmental Under Graduate Committee

GMC   Grade Moderation Committee

HOD   Head of the Department

SGPA   Semester Grade Point Average

SPGC   Senate Post Graduate Committee

SUGC   Senate Under Graduate Committee

UMC   Unfair Means Committee

DEFINITIONS

Unless the context requires, otherwise,

- **"Applicant"** shall mean an individual who applies for admission to any Under Graduate (UG) programme of the Institute

- **"Board"** shall mean Board of Governors of the Institute

- **"CGPA"** shall mean the Cumulative Grade Point Average of a student

- **"Council"** shall mean the Council of the India's National Institutes of Technology

- **"Course"** shall mean a curricular component identified by a designated code number and a title

- **"Course Coordinator"** shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades

- **"CSAB"** shall mean Central Seat Allocation Board constituted by Ministry of Education formerly MHRD, Govt. of India

- **"Dean-AA"** shall mean the Dean Academic Affairs, NIT Srinagar

- **"Department"** would mean any academic department or a centre imparting education and/or pursuing research

- **"SPGC"** shall mean the Senate's Post Graduate Committee of the Institute

- **"SUGC"** shall mean the Senate's Under Graduate Committee of the Institute

- **"DPGC"** shall mean the Post Graduate Committee of the Department

- **"DUGC"** shall mean the Under Graduate Committee of the Department

- **"Degree"** shall mean the B.Tech. degree and such other degrees of the Institute as may be approved by the Board

- **"Educational Institution"** shall mean those institutions which offer Bachelor's and/or higher degrees in Science, Engineering/Technology/ Architecture, Management, Humanities, etc.

- **"Grade Moderation Committee"** shall mean the committee appointed by the department to moderate grades awarded by the course coordinators in different courses in a semester at a given level of a curriculum

- **"Institute" or "NITS"** shall mean the National Institute of Technology, Srinagar

- **"SGPA"**, shall mean the Semester Grade Point Average of a students

- **"SC/ST/OBC"** shall mean the Scheduled Castes, Scheduled Tribes and Other Backward Class (non-creamy layer) as notified by the Government of India from time to time

- "**Sponsored Candidate**" shall mean a UG student receiving full financial support from the Sponsoring Organization

- **"Supervisor"** shall mean a faculty member of the Institute, and/or from outside the Institute approved by the DUGC and/or SUGC and/or Senate, to supervise the student for the designated academic activity

- **"Abstract"** shall mean the summary of the work done towards project which shall be sent to the external/internal examiners for requesting their consent for evaluation

- **"Teaching Scheme"** shall mean the scheme of teaching and examination for a UG programme approved by the Senate.

1.   INTRODUCTION

The objectives of the undergraduate programmes at National Institute of Technology Srinagar (NIT Srinagar) are:

☐ to provide the highest level of education in technology and science and to produce competent, creative and imaginative engineers and scientists

☐ to provide a broad grasp of the fundamental principles of the engineering sciences and scientific, technological and managerial methods through its curriculum

☐ to be a role model of educational institutions in the Country

☐ to promote a spirit of free and objective enquiry in different fields of knowledge

☐ to cultivate high standard of performance in teaching and research

☐ to develop the scientific, engineering and managerial manpower of the highest quality to cater to the needs of the industry, R&D organizations, academia and nation as a whole

☐ to provide an innovative ability to solve new and open problems

☐ to develop the students with a capability for:

  ☐ Free and objective enquiry

  ☐ Courage and integrity

  ☐ Awareness and sensitivity to the needs and aspirations of society

The undergraduate programmes are designed to achieve these objectives and to inculcate in the students concept of intellectual skills, courage and integrity, awareness and sensitivity to the needs and aspirations of the society.

This Manual sets out the procedures and requirements of the undergraduate programmes of study that fall under the jurisdiction of the Senate Under Graduate Committee. The set of regulations, on approval by the senate, shall supersede all the corresponding earlier set of regulations of the institution, with all the amendments thereto, and shall be binding on all parties concerned including students undergoing UG programmes, Faculty, Staff, Departments and Institute Authorities.

In order to guarantee fairness and justice to all the parties concerned, in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed separately, by the appropriate authorities, as and when found necessary.

The effect of year to year (periodic) refinements in the Academic Regulations & Curriculum, on the students admitted in earlier years shall be dealt with appropriately and carefully, so as to

ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of Regulations & Curriculum, without any undue favour or considerations.

The senate may consider any issue or matters of concern relating to any or all the Academic Activities of the Institute, for appropriate action, irrespective of whether a reference is made (or the nature and extend of any reference if so present) to the set of regulations or otherwise.

The procedures and requirements stated in this Manual embody the philosophy of the under graduate education & research and ensure the highest standards of performance in teaching and research at the Institute. Within this general framework, subject to the approval of the Senate Under Graduate Committee (SUGC)/Senate, the various departments may impose such additional requirements as will serve their particular academic goals. It shall be ensured that all the Rules and Procedures given in this manual are adhered to and implemented without any change and with all fairness. While considering an issue, if the UG Manual does not specifically mention something, the same shall be forwarded by DUGC to Chairman, Senate through Chairman, SUGC and Dean AA for its consideration.

1.1 Office of the Dean Academic Affairs

The office of the Dean Academic Affairs, called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the Senate and the SUGC. Its functions are as follows:

i. Receives, processes and maintains all records relating to the under graduate and post graduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes.

ii. Disseminates information pertaining to all relevant academic matters.

iii. Issues necessary memoranda/orders.

iv. Acts as a channel of communication between the students, departments/ centres/ inter disciplinary programmes and SPGC/SUGC.

Academic Section assists the SPGC/SUGC and its subcommittees in their functioning. Dean Academic Affairs is the main functionary who ensures the smooth functioning of the academic programmes as approved by the Senate, executes the policies and decisions of the Senate and SPGC/SUGC, and ensures that all records and files are maintained.

Academic Departments:

The Academic departments involved in running the various Undergraduate Programmes and Teaching in the institute are as follows:

a) Chemical Engineering

b) Chemistry

c) Civil Engineering

d) Computer Science Engineering

e) Electrical Engineering

f) Electronics & Communication Engineering

g) Humanities & Social Sciences

h) Information Technology

i) Mathematics

j) Mechanical Engineering

k) Metallurgical & Materials Engineering

l) Physics

1.2 Under Graduate Programmes

The Institute is offering the following undergraduate programmes or as decided by the Institute with approval from appropriate bodies from time to time:

1.2(a) **Bachelor of Technology (B. Tech.):** 4 years (8 Semesters)

i. Chemical Engineering

ii. Civil Engineering

iii. Computer Science and Engineering

iv. Electrical Engineering

v. Electronics and Communication Engineering

vi. Information technology

vii. Mechanical Engineering

viii Metallurgical & Material Engineering

The number of seats in each branch of B.Tech. will be decided by the Senate following the instructions issued by Ministry of Education formerly MHRD, Govt. of India agencies.

1.2   Senate Under Graduate Committee (SUGC)

The Senate Under Graduate Committee (SUGC) has been established to assist the Senate in all academic matters related to the UG programmes. It operates through the Departmental Under Graduate Committees (DUGCs) to administer all aspects of the UG programmes.

1.3.1   Constitution of SUGC

The Senate Under Graduate Committee (SUGC) shall have the following constitution:

1. Chairman SUGC   (to be nominated by Chairman senate)
2. Dean Academic   Affairs   Member
3. Convener, DUGC from all departments   Member
4. Immediate former Chairman, SUGC   Member
5. Chairman SPGC   Member
6. Two nominees of Chairman Senate (from senate
    Members)   Member
7. Two undergraduate students (to be nominated by Dean
    Academic from the class seniors on the basis of merit &
    to be rotated such that all departments get fair
    representation)   Member

1.3.2   Jurisdiction of SUGC

The Senate Under Graduate Committee (SUGC) shall have jurisdiction in the following matters concerning the undergraduate programmes of the Institute:

1.   the recommendation of new UG programmes
2.   the recommendation of new courses
3.   formal approval of the new course
4.   desirable modification of courses already approved
5.   the credit value of courses
6.   recommendations for granting of degrees
7.   periodic evaluation of academic performance of programmes
8.   other related matters as may be referred to it by the senate

1.3.3   Functions of SUGC

The functions of the Senate Under Graduate Committee (SUGC) consist primarily of general policy determination, coordination and review, but the Senate shall retain the power of final review. In the discharge of its responsibilities the Committee shall make full use of the appraisals and recommendations of the various academic departments concerned while recommending a case to the Senate. This Committee shall be assisted by the DUGCs of various departments.

1.4   Departmental Under Graduate Committee (DUGC)

Each academic department /interdisciplinary programme (approved by the Senate) shall have a Departmental Under Graduate Committee (DUGC).

1.4.1   Constitution of DUGC

The Departmental Under Graduate Committee (DUGC) shall have the following constitution:

1.   The Head of the Department (HOD) as Chairman, DUGC

2.   Convener, to be nominated by Department Faculty Board (DFB)

3.   Convener, DPGC

4.   Three faculty members to be nominated by the HOD in consultation with Convener, DUGC from the Department; [In case there are not sufficient faculty members, Chairman, Senate may nominate adjunct faculty from other departments of the Institute]

5.   One faculty member from other department to be nominated by the HOD in consultation with Convener, DUGC

6.   Three student representatives chosen from undergraduate students of the Department amongst the class seniors on the basis of merit (from pre-final and final year) for one year.

The DUGC Convener shall be nominated by the Faculty Board of the Department for a term of two years. The duration of the Committee shall be two years.

The student members shall not participate when the cases of academic evaluation of individual students are being considered. Although, the student members opinion may be sought prior to taking any decision.

1.4.2   Responsibilities of DUGC

The Departmental Under Graduate Committee (DUGC) is responsible for the following:

1.   Supervision and conduct of lecture, tutorial and practical classes

2.   Supervision and conduct of mid-term exam, class tests, quizzes, practical tests, end

semester examination, seminar and project presentation and ensuring its quality.

3. Monitoring of quality of instructions to students

4. Proposing and implementing new courses and programs as approved by Senate/BOG

5. Attending to the problems of students and advising, counseling them in academic matters

6. To recommend the cases of B. Tech. students for continuation /extension / termination /cancellation of programme.

7. Acting as Student Grievance Committee for UG students

8. Any other work assigned to it by SUGC/Dean AA/Senate

The DUGC shall ensure that all the relevant Rules and Procedures are adhered to and implemented without any change. While considering an issue if the manual does not specifically mention something, the same shall be forwarded to SUGC for its consideration. The DUGC is expected to have its meeting regularly and to keep record of its decisions. DUGC shall meet at least four times in an academic year.

2. ADMISSIONS

2.1 Academic Session

The academic session of the UG programmes is divided into two semesters each of approximately 17 weeks duration. The Senate shall approve the schedule of academic activities for an academic year including the dates of registration, mid-term and end term examinations. The semester timeline is defined in the Academic Calendar and is broadly the following:

Semester I (Odd Semester): Starts around third week of August and ends around the beginning of December.

Semester II (Even Semester): Starts around the last week of February and ends around last week of June.

2.2 Admission Calendar

Admissions to B.Tech. programmes are made once a year in Odd Semester. The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, submission of documents, examinations, submissions of grades, vacation, mid-semester break, etc., during the Academic Session are specified in the Academic Calendar of the Institute, approved by the Senate.

2.3   Admission Procedure

2.3.1   B. Tech. (Through Centralized Counseling)

The admission to various undergraduate programmes are made once a year normally during June-July by Central Seat Allocation Board (CSAB) on the basis of Joint Entrance Examinations-Main(JEE-Main) conducted by Central Board of Secondary Education (CBSE), New Delhi. All the details are normally made available on the CSAB website during March/April every year and candidates are required to follow the prescribed procedure. Additional seats, if any allocated to the Institute by Govt. of India or funding agencies may also be considered along with regular candidates through CSAB.

After the seat allotment, the candidates are required to report in the Institute.

2.3.2   Admissions Under DASA Scheme

Admissions of foreign nationals and Indian students studying abroad can be made to various B.Tech. programmes under Direct Admission of Students Abroad (DASA) scheme of Ministry of Education formerly MHRD. The seats under this scheme are over and above the sanctioned seats. The admission process is handled by some coordinating institute who is entrusted the responsibility by Ministry of Education to coordinate the process on behalf of Centrally Funded Institutions (CFIs).

2.4   Reservation Policy in Admission

Reservation policy as prescribed by Government of India/Ministry of Education from time to time shall be applicable.

3.   REGISTRATION

A student is mandatorily required to register every semester in person as per schedule mentioned in the Academic Calendar for the courses that he/she intends to pursue in that semester. The registration will be done departmentally under the supervision of the Head of Department/Coordinator of a respective specialization/program. The registration process involves following three steps.

i.   Submitting a duly approved course programme to be followed in the semester in the prescribed registration card. This may also include an online procedure, if any.

ii. Payment of fees for that semester and clearance of any outstanding dues of the previous semester.

iii Signing on the registration register in person.

3.1 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 till the last date of registration specified in the Academic Calendar (which is about one week from the date of registration). Any student registering late will be required to pay a late fee as decided by the Senate from time to time. However, in genuine cases supported by the authenticated documents the late fee can be waived off by the Dean AA. Such application shall only be considered if forwarded and recommended by the concerned Head of Department based on genuineness of the case.

In no case, student will be permitted to register after last date of late registration without the approval of Chairman, Senate.

3.2 Semester Load Requirements

A student is normally expected to register for 5-6 courses (excluding laboratory courses) every semester as per the respective programme. Each course carries a weightage in terms of credits depending upon the academic load which, in turn, is determined by the number of contact hours (lectures and tutorials), laboratory hours (if applicable) and additional hours that a student is expected to devote per week. A total number of about 30-35 hours of engagement per week with 25 credits constitutes the normal academic load per semester.

4. Leave Rules

Students may be granted leave under Clause 4.2 on submission of application to the Head of Department concerned. Leave under Clauses 4.3 will be sanctioned by Dean AA on the recommendation of DUGC. Leave under Clauses 4.4 will be sanctioned by Chairman, Senate on the recommendation of DUGC and Dean AA. Applications must be submitted well in advance of the date of commencement of the leave requested.

4.1 Vacation Leave

Undergraduate students are entitled to avail mid-semester break and vacation as specified in the Academic Calendar.

4.2 Medical Leave

Leave on medical ground, duly supported by a medical certificate from Institute Health Centre/Medical Officer of the Government Hospital, may be granted to a student for up to 08 days per semester. However, in case of illness of serious nature, the medical leave can be extended up to 15 days per semester with the approval of Dean AA.

In case, the student requires more leave as advised by the medical officer he/she shall be asked to withdraw his registration and go on semester leave.

4.3 On Duty Leave

A final year B.Tech. student may be granted on duty leave for attending conference/workshop/seminar/symposium/placement interviews for up to 08 days per semester.

While applying for on duty leave, the student is required to provide details of such leave availed previously during the programme.

4.4 Semester Leave

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to complete his/her studies without any break. However, for bonafide reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence for up to a maximum of two semesters. Except for medical reasons, such leave would not normally be sanctioned before a student has completed first year of study. However, on medical considerations such leave may be sanctioned after his/her stay of one semester.

A candidate needs not to register and pay registration fee during the semester of leave.

4.5 Medical Certificate

If a student falls ill while on the NIT Srinagar campus, the medical certificate must be obtained from the Institute's Medical Officer. If he/she falls ill outside the campus while on sanctioned leave, the medical certificate must be obtained from the Medical Officer of the Govt. hospital.

4.6 Absence without Sanctioned Leave

Absence without sanctioned leave for more than three weeks may result in the termination of the student's programme on the recommendation of the DUGC and approval of Chairman, Senate.

5. ACADEMIC REQUIREMENTS.

1. A B.Tech. degree student is required to complete successfully all prescribed courses in the scheme of concerned programme approved by the Senate.

2. Any student with backlogs in 1st year (I^{st} and/or 2nd semester(s)) cannot register for 3rd Year (5th and 6th semesters) and anyone with backlogs in 1st & 2nd year(s) (1st and/or 2nd and/or 3rd and/or 4th semester(s)) cannot register for 4th Year (7th and 8th semesters). Also, no hostel facility shall be made available to a student after he/she completes a period of 04 years of BTech.

5.1   Course Work

B. Tech.. programmes are of four years. The total credits are divided among various components including branch specific theory courses (compulsory and electives), laboratory courses and other academic work like seminar, projects, etc. besides courses in Humanities and Social Sciences. To enhance interdisciplinary content, few Open Elective courses have been made mandatory for all students, wherein students will select a course from a list of floated courses by other departments from time to time. The course framework of the programmes incorporates sufficient flexibility, both at the individual programme level and the student level.

5.2   Audit Courses

Along with credit courses, a student may normally be permitted to take two audit courses per semester. However, for auditing a course prior consent of the course coordinator is required. These courses shall not be counted for calculation of SGPA/CGPA but will be shown in the Grade Card.

5.3   Minimum and Maximum Residential Requirements

The minimum residential and maximum duration allowed in the B.Tech. programme for graduation will be 4 and 6 years respectively from 1st registration. To satisfy the minimum residential period requirement, registration must be over consecutive semesters; exception will be made only if the student is on authorized leave. Maximum duration is counted from the student's first registration date.

5.4   Extension of Programme

No student, who has completed the prescribed maximum duration in the programme, shall be allowed to register in the subsequent semester, unless he/she has been granted extension of the programme by the Senate on the recommendations of the DUGC and SUGC as a special case.

6.   EXAMINATION AND GRADING SYSTEM

Generally, the course coordinator is responsible for setting the question paper, maintaining its secrecy, conducting the examination of a course, evaluating and awarding the grades. The complete transparency shall be maintained in evaluation system. For a course, where more than one faculty member is involved in teaching one of them shall act as coordinator. The graded scripts of quizzes, tests, and mid-term examination will be given to the students within reasonable time. The answer scripts of the final examination will also be shown to the students after evaluation within reasonable time.

6.1   Distribution of Weightage of Marks

The evaluation is continuous and spread across entire semester with distribution of marks/weightage as under:

A. Theory Courses

S.No	Particulars	Weightage (Marks)
1.	Mid Term Examination (Question Paper having two compulsory questions of equal weightage with no internal and/or external choice for questions)	26 (duration 1hour&15minutes)
2.	Continuous Assessment a)Assignments/ Tutorials b) Quiz/GD c)Class Responses	24 (8 marks for each)
3.	End Term Examination (Question Paper of four questions having internal choice for any one of the question only and weightage of each question will be 10-15 marks)	50 (duration 02 hours & 3minutes)

B. Laboratory Courses

Continuous Assessment		End Semester Evaluation	
Particulars	**Weightage**	**Particulars**	**Weightage**
a) Daily lab performance b) Assignment/Viva voce/ Quiz c) Lab Record	20 each	a)Practical Performance b) Viva voce/Quiz	20 each
Total	**60 Marks**	**Total**	**40 Marks**

C. Seminar

S.No	Particulars	Weightage
1.	Presentation and Response to Questions/Queries Raised (the student shall deliver the seminar in front of his classmates and answer the questions/queries raised)	70%
2.	Report Submission	30%

D. Project

S. No	Particulars	Weightage	Remarks
1.	Mid Term Evaluation	20%	To be awarded by the Project Evaluation Committee
2.	End Term Evaluation	40%	
3.	Supervisor	40%	To be awarded by the Supervisor

6.2 Supplementary Exams and Winter/Summer Remedial Classes

For B.Tech programs, 1st semester to 4th semester, there will be no supplementary examinations. Backlogs if any are to be cleared in the next academic year with regular students.

All heads of Departments are to constitute a committee and examine the cause of stress among the students and conduct remedial classes for students with backlogs. The backlog students are to be counselled and motivated to attend the remedial classes. Attendance of such classes is compulsory.

Remedial classes are to be conducted during winter/summer breaks.

The students with a backlog(s) from 1st to 4th semesters have to clear their backlog(s) with the regular students of next academic year.

The supplementary examination will however be held from 5th to 8th semester.

Supplementary examinations for B.Tech 5th, 6th & 7th Semesters are to be conducted in the last 10/12 days of February month & supplementary 8th semester examination after 1 month from the regular 8th semester examination.

6.3 Project, Industrial Training and GP Evaluation

The project and industrial training shall normally be evaluated through the quality of work carried out, the report submissions, contents and presentation in the particular semester, while General Proficiency (GP) of the student will be based on the participation, performance in various co-curricular activities and conduct of the student during the entire programme.

A. Project

Final year B.Tech. project shall comprise of (i) project preliminary work during 7th Semester and (ii) Major Project work (Project) during 8th Semester. Convener, DUGC/or any other faculty member nominated by HOD shall act as Project Coordinator. Project groups (consisting of maximum four students) shall be formed during 7th semester by the DUGC and will also allot supervisor(s) to each group. Generally, the same group shall continue in the 8th semester under the supervision of already allotted supervisor.

1. Evaluation During 7th Semester

Each project group shall be evaluated during End-Term by a Committee as per the schedule mentioned in Academic Calendar. The Committee is to be constituted by the concerned HOD as per the following composition:

i.	Head of Department or his/her nominee	Chairman
ii.	One Faculty Members from the Department	Members
iii.	Project Coordinator	Convener

2. Evaluation During 8th Semester

During Mid-Term a Committee shall evaluate the performance as per the schedule mentioned in Academic Calendar. The Committee is to be constituted by the concerned HOD as per the composition mentioned above.

During End-Term, the Committee constituted by the concerned HOD as per the following composition will evaluate the project:

i.	Head of Department or his/her nominee	Chairman
ii.	External (outside the Institute) or internal (from the sister Deptt) Expert to be nominated by Chairman Senate	Member
iii.	One faculty member not below the level of Associate Prof. nominated by HOD	Member
iv.	Supervisor	Member
v.	Project Coordinator	Convener

B. Industrial and Office Training

B.Tech. students are required to undergo 4-6 weeks of industrial training after the end of fifth semester (during winter vacations). The evaluation and award of grades for industrial/office training shall be done by the committee constituted by HOD consisting of:

1. HOD or his/her nominee
2. Coordinator Training (Convener)
3. Two faculty members nominated by HOD from the Department

The students enrolled in various programs in the institute are expected to undergo industrial/corporate internships as a part of their programs. The duration of these internships is 45-60 days after 3rd semester. In addition to this, Institute may also permit B.Tech students to undergo 6-month internship (subject to grant of specific permission by the Institute) during $7^{th}/8^{th}$ *Semester* of B. Tech. for which specific eligibility conditions are to be met by the students. The complete guidelines are available with the Department of Training and Placement of the institute.

6.4   Guidelines for the Award of Grades

A Teacher is the best judge in awarding the grades. However, he/ she has to be impartial, logical and maintain complete transparency while awarding grades. The Institute follows absolute grading system.

A student is awarded a letter grade in each course he/she is registered for, indicating his/her overall performance in that course. There are seven letter grades: A+, A, B+, B, C+,C, F. The correspondence between letter grades, grade points (on a 10-point scale), percentage marks and academic performance is given below:-

Academic Performance	Grade	Grade Point	Marks
Outstanding	A+	10	≥ 91
Excellent	A	9	<91 & ≥ 81
V. Good	B+	8	<81 & ≥ 71
Good	B	7	<71 & ≥ 61
Average	C+	6	<61 & ≥ 51
Below Average	C	5	<51 & ≥ 40
Very Poor/Absent/Fail (has to mandatorily repeat the course)	F	0	<40
Incomplete	I	-	

F grade is fail grade. The course(s) in which a student has earned F grade will be termed as backlog course(s). F grade is also awarded to a student who is not allowed to appear in end semester examination in a particular subject due to shortage of attendance, though he might have undergone other components such as mid-term exams, assignments, projects etc. Such a student will be required

to repeat the course in which he/she has secured F grade in the regular semesters. The weightage of fail grades is not counted in the calculation of the CGPA, however these are counted in the calculation of SGPA.

I grade refers to an incomplete grade which is required to be converted into a regular letter grade. A students may be awarded the grade I (incomplete) in a course if he/she has missed the end semester examination, for a genuine reason under extraordinary circumstances like death of a family member or sickness authenticated by medical certificate that the students is unable to move and appear in examination. Such situations must have been brought by the student officially in the knowledge of DUGC and the concerned course in charge but has done satisfactorily in all other parts.

Further, I grade answer scripts should be forwarded to Associate Dean Examination with relevant question paper and order issued by the concerned Head of Department for award of I grade which will be processed only after receipt of all the above (Answer Script, Question Paper & Order for I Grade) from the Department concerned. Examination for I grade in respect of the concerned student be conducted before the next immediate regular examination. It can also undertaken with any supplementary exam as well.

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

i. All evaluations of different components of a course announced in the course plan shall be done in marks for each student.

ii. The marks of various components shall be added to get total marks secured on a 100-point scale.

iii. For any course, the above table will be used to award grades corresponding to the secured marks.

iv. The teacher will ensure 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 syllabus. At the end of the semester a teacher will submit a complete course file to the HOD having following documents:

    (a) Course Plan

    (b) Attendance record

    (c) Tutorial sheets/Assignment sheets

    (d) Question papers of mid-term examination and class test

    (e) Quizzes

    (f) Question paper of end semester examination

    (g) Complete details of marks with final grades

v. The grades so awarded shall be moderated by a Grade Moderation Committee (GMC) of the Department. This committee will finalize the grades and the concerned teacher shall display the grades and submit the final grades online through ERP portal of the institute as per the schedule mentioned in Academic Calendar. The GMC shall consist of:

    (a) Head of the Department

    (b) Convener, DUGC

    (c) One members from DUGC

    (d) Course Coordinator/Teacher

6.5   Computation of Grade Point Average

SEMESTER GRADE POINT AVERAGE (SGPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA): The letter Grades awarded to a student in all the courses (except audit courses) shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).The SGPA is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. Similarly, the CGPA indicates the overall academic performance of a student in all the courses registered & successfully earned credits upto and including the latest completed semester/ summer term. It is computed in the same manner as the SGPA, consider in all the courses (say, *n*), and is given as follows:

Calculation of Semester Grade Point Average (SGPA)

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

Where,

C_i Number of credits earned in the ith course of Semester for which SGPA is to be calculated.

G_i Grade point earned in i^{th} course.

I 1,…n represent the number of courses in which a student is registered in the concerned semester.

Calculation of Cumulative Grade Point Average (CGPA)

$$CGPA = \frac{\sum_{j=1}^{m} C_j G_j}{\sum_{j=1}^{m} C_j}$$

Where,

C_j Number of credits earned in the jth course of Semester for which CGPA is to be calculated.

G_j Grade point earned in j^{th} course;

J1,…m represent the number of courses in which a student was registered & has successfully earned credits upto the semester which CGPA is to be calculated.

6.6   Academic Performance Requirement

A student is required to complete the academic requirement in terms of minimum credits as mentioned in curriculum approved by the Senate.

A student shall not be allowed to continue in the B.Tech./ programme if he/she fails to complete all the courses during maximum allowed period of the programme.

7. APPROVAL OF NEW PROGRAMME AND CURRICULUM

7.1 Approval of New Programme

All the UG programmes being offered in the Institute require the approval of Senate/BOG. A new UG programme leading to B.Tech. etc. degree has to be proposed by a committee constituted by the Director at the Institute level specifying the full details of facilities available (both the human and the infrastructure), scope/acceptability of the programme, proposed intake, teaching scheme and syllabi, etc.

Generally, the committee will have following composition:

i.	Dean, Academic Affairs	Chairman
ii.	Chairman, SUGC	Member
iii.	Two closely related HODs	Members
iv.	Two Professors nominated by Director	Members
v.	Two experts from industry and/or academia	Members

The proposal will be sent to SUGC for formal deliberation and any comments/suggestions arising in SUGC meeting will be referred back to the above committee for modification and fresh recommendation. Once the case is through in SUGC, the Chairman, SUGC will send the recommendation to the Senate for approval. After approval of the Senate case will be referred to BOG. The case may be referred to Ministry of Education formerly MHRD, if recommended by the BOG.

7.2 Approval of New Curriculum or Modification to Existing One

A new curriculum or modification to existing curriculum in terms of changes in Teaching Scheme, courses offered (Departmental cores or electives), Syllabi, etc. require the approval of the Senate before being implemented. The new curriculum or any modification has first to be deliberated and recommended by DUGC. Thereafter, the Convener, DUGC will send the recommendation to the Chairman, SUGC who will put the case in SUGC meeting for deliberation. Any comments/suggestions will be referred back to the department for modification and fresh recommendation of the DUGC. Once the case is through in SUGC, the Chairman, SUGC will send the recommendation to the Senate for approval.

In case of urgency, on the recommendation of DUGC, Chairman, SUGC and Dean Academic Affairs may send the recommendation to Chairman, Senate for approval which shall be ratified in the next Senate meeting.

8.   FINANCIAL ASSISTANCE, PRIZES AND MEDALS

8.1   Financial Assistance

The Institute shall award the scholarships, fee-waivers, and such other scholarships as may be approved by the Senate. The other scholarships may be instituted by 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 Institute. Announcements of these scholarships stating eligibility and the number and value of scholarships, etc. shall be made while inviting applications from time to time.

These scholarships, etc. are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material, facts and/or giving false information. A student leaving the Institute on his/her own without completing the programme of study may be asked to refund the amount of scholarship, etc. received during the academic session in which he/she leaves the Institute.

8.2   Prizes and Medals

To promote & recognize academic excellence, constructive leadership and overall growth & development of students, the Institute awards number of prizes and Director's Medals, established by the Institute on its own or through endowments/grants made by donors, with the approval of the Board of Governors.

9.   CONDUCT AND DISCIPLINES

Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an Institute of National Importance.

9.1   Attendance Requirement

75% of attendance is mandatory for all courses. condonement /waiver of 15% further in the attendance may be allowed for special cases by the Director of the Institute on the recommendations of the head of the concerned Department/Dean Academic Affairs after complete verification of such cases by the concerned HOD. Students having shortfall of attendance will be detained in the particular subject(s).Detained students will have to appear in the Examination with the regular students of next batch.
Attendance criteria will be applied for both mid term & End Term Examinations separately.

9.2   Code of Conduct

Every student is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. He/she should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighborly behavior to fellow students. Due attention and courtesy is to be paid to visitors to the Institute and residents of the Campus.

Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), willful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the code of conduct. Involvement of a student in ragging may lead to his/her expulsion from the Institute.

9.3   Disciplinary Actions and Related Matter

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, awarding Black dots, 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.

(a)   Indiscipline

The faculty member/course coordinator shall have the power to take appropriate action against a

student who misbehaves in his/her class with intimation to HOD and Dean Academic Affairs

(b)   Unfair Means

The faculty member/course coordinator of a course shall have the power to debar a student from the examination in which he/she is detected to be using unfair means. All such cases should be brought to the notice of the Dean Academic Affairs along with all the supporting evidences. All such cases shall be looked into by a Unfair Means Committee (UMC) consisting of the following officials:

i.	Dean Academic Affairs	Chairman
ii.	Chairman, SPGC	Member
ii.	Chairman, SUGC	Member
v.	Concerned HOD	Member
vi.	Two Senate nominees	Member
	(nominated by Chairman, Senate)	

(c)   Stay at Hostel

The Dean (Students Welfare), Associate Dean Students Welfare, Warden of a Hostel has the power to 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 concerned Hostel.

Violation of the Code of Conduct by an individual or by a group of students can be referred to a Board of Discipline (BOD) by the Director. Constitution of Board of Discipline (BOD) shall be as under:

i.	Dean Students Welfare	Chairman
ii.	Associate Dean Students Welfare	Member
Iii	Associate Dean Academic	Member
iv.	Training & Placement Officer	Member
v.	Concerned HOD	Member
vi.	Concerned Warden	Member
vii.	One of the wardens (to be nominated by Chairman)	Member Secretary

A student, teacher or other functionary of the Institution can refer a case to this Committee for consideration. Further, in very exceptional circumstances, the Chairman, Senate 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 Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Chairman, Senate for its final decision.

The Senate may not recommend a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree even if he/she has satisfactorily completed all the academic requirements from time to time.

9.4   Appeal Against Termination

A student whose programme is terminated on account of inadequate academic performance or otherwise has the right to appeal to the Chairman, Senate for reconsideration. While making the appeal against termination, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. The Chairman, Senate shall take a final decision after considering all the available inputs. However, the Chairman, Senate will not entertain any further appeal for review unless substantial additional information is brought to his/her notice. The Senate normally shall not entertain the appeal more than two times from the same student.

10. UNDER GRADUATION REQUIREMENTS

A student shall be deemed to qualify for UG degree of the Institute, if the student has

i. passed all the prescribed courses,

ii. attained the minimum required CGPA with no course having F grade,

iii. satisfied the minimum academic and residence requirements,

iv. satisfied all the requirements specified by the concerned department, if any,

v. satisfied all the requirements specified by the Senate and the Ordinances.

In addition, the student should have paid all the dues to the Institute and, should have no pending case of indiscipline.

11. GENERAL

(a) General

These rules shall be in force immediately after the approval of the Senate/BOG NIT Srinagar. Notwithstanding anything contained in this Manual, all categories of students/candidates shall be governed by the Rules & Regulations framed by the Senate in this behalf and in force from time to time.

(b) Interpretations

Any doubt or dispute arising about the interpretations of the Rules & Regulations shall be referred to the Chairman, Senate whose decision shall be the final.

(c) Waiver of Requirements in Special Cases

The procedures and requirements stated in this Manual, other than those in Clauses covering Eligibility, Admissions and Academic Requirements may be waived in special circumstances by

the Chairman, Senate on the recommendation of the DUGC, Chairman, SUGC and Dean Academic. All such exceptions shall be reported to the Senate for ratification.

(d) Jurisdiction

This Manual sets out the procedure and requirements of the B.Tech. programmes of study that fall under the jurisdiction of the Senate, NIT Srinagar. Further, any legal dispute arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.

12.   RE-EVALUATION SYSTEM

To maintain transparency in the evaluations, answer sheets will be shown to the students immediately after the evaluation work is completed (preferably within one or two days) as per past practice. Students can only point out mistakes in calculation of total marks or any answer or part thereof which has not been checked so that the concerned evaluator can make correction in marks/grades accordingly.

In case, students have some doubts regarding marks, the concerned HOD shall try to resolve the issue. Still if the student want the answer sheets to be re-evaluated, he/she have to apply for re-evaluation on the recommendation of concerned HOD within 10 days from the declaration of result for that particular semester by paying re-evaluation fee of Rs.500/- (Rs. Five hundred only) per answer sheet. Academic section shall initiate the process for re-evaluation of answer sheet from examiner within the Institute/ outside the Institute.

In case, variation in the re-evaluated answer sheet is 10% or more of the maximum marks for a particular subject, only then it will be considered for modification of result with the approval of the Chairman, Senate.

Annexure-I

<u>GENERAL GUIDELINES FOR PROJECT REPORTWRITING</u>

Format of Project Report

1. **Title Pages**
   - ☐ Outer title page
   - ☐ Inner title page
   - ☐ Copyright *(on reverse side of inner title page)*

2. **Preliminary Pages (Page i, ii, iii, ...)**
   - ☐ Candidate's declaration
   - ☐ Acknowledgements
   - ☐ Abstract
   - ☐ Contents
   - ☐ List of figures
   - ☐ List of tables
   - ☐ List of abbreviations
   - ☐ List of symbols

3. **Main body pages (1, 2, 3, ...)**
   - ☐ Introduction
   - ☐ Literature Review
   - ☐ Design, Setup and Methodology
   - ☐ Results and Discussion
   - ☐ Conclusions and Scope for Future Work
   - ☐ Brief Bio Data of the Candidate *(one page only)*
   - ☐ Research Publications
   - ☐ References
   - ☐ Appendices

Description of Different Sections of a project

General guidelines

   - ☐ Times New Roman font of size 12 must be followed consistently throughout the project report

- □ 1½ space throughout the text on both side of the paper
- □ Margins: Left - 38 mm, Right – 25 mm, Top – 25mm, Bottom – 25mm
- □ Paper size: A4
- □ Units and symbols should conform to the international system of units
- □ Avoid the use of jargon, nouns as adjectives, split infinitives, improper matching of subjects and verbs, changes of tense in mid-paragraph and redundancy and verbosity. More errors in spelling or typography leave an impression of carelessness on the examiners

Abstract

This section will contain statement of the problem, methods of investigation, major findings and main conclusion.

Introduction

This section will contain general introduction, scope of the work, objective of the study and chapter outline.

Literature Review

This section will contain a critical review of the literature, pertinent theory, experiment and the importance of the chosen problem.

Design, Setup and Methodology

The reporting on design, setup and methodology shall be presented in one or more chapters with appropriate chapter titles. Due importance shall be given to experimental setups, procedures adopted, techniques developed, methodologies developed and adopted.

Results and Discussions

- □ Brief description of the methodology, primarily the experimental design
- □ The text should describe the results
- □ The figure and table legends contains o Short title

Description of the symbols, if applicable

- Description of the statistics used, if applicable

- The figure or table and their legend should appear on the same page

- Avoid repeating a description of the results – keep the description of the results in the body of the results section and not in the figure or table legend

- Emphasize the most important contributions of the project. The discussion must not merely recapitulate results or review the literature

- It is essential to discuss the research in relationship to the literature and to assess the significance of the findings

Conclusions and Scope for Future Work

This section contains the major findings, main conclusions and future scope.

References

There must be only one reference list for the entire project report in order of citation in the body of project report. Preferably use IEEE format for references.

Appendices

This section may contain tables and figures of data that are necessary to show but that are not part of the project report.

Auxiliary Format

Binding

The evaluation copies of the project report may be spiral bound or soft bound. The final hard bound copies to be submitted after the oral examination will be accepted during the submission of project report with the following specification:

Front and Back Covers' Colour

Black

Over Lettering

Front: Embossed in silver colour

Side: Embossed in silver colour

TITLE OF PROJECT

A PROJECT

Submitted in partial fulfillment of the requirements for the award of the degree of

BACHELOR OF TECHNOLOGY

By

NAME OF THE CANDIDATE

(Registration Number: Candidate's Enrolment Number)

Under the guidance

***Of* Dr. Supervisor's Name**

NAME OF THE DEPARTMENT

NATIONAL INSTITUTE OF TECHNOLOGY

SRINAGAR – 190006 (INDIA)

Month, Year

NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR (J&K)

CANDIDATE'S DECLARATION

I hereby certify that the work which is being presented in the project titled **"TITLE OF PROJECT"** in partial fulfillment of the requirements for the award of the Degree of Bachelor of Technology and submitted in the Name of the Department, National Institute of Technology Srinagar, is an authentic record of my own work carried out during a period from Starting_Month Starting_Year to End_Month End_Year under the supervision of **Dr.Supervisor's Name**, Supervisor's Designation, Name of the Department, National Institute ofTechnology Srinagar.

The matter presented in this project report has not been submitted by me for the award of any other degree of this or any other Institute/University.

Sd/-

(NAME OF THE CANDIDATE)

This is to certify that the above statement made by the candidate is correct to the best of my knowledge.

Sd/-
(Dr. Supervisor's Name)
Supervisor's Designation

The project Viva-Voce Examination of Name of the Candidate, has been held on

Signature of Supervisor(s)   **Signature of External Examiner**

Date: