

Gandhi Institute of Engineering and Technology University, Odisha, Gunupur
(GIET UNIVERSITY)

ACADEMIC REGULATIONS [R-23]



(Approved by the Academic Council 17.12.2022)

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CHAPTER – I

INTRODUCTION

1.1 General

- 1.1.1. Title:** This document shall be called as the “**GANDHI INSTITUTE OF ENGINEERING AND TECHNOLOGY UNIVERSITY, ODISHA, GUNUPUR, (GIET UNIVERSITY - Regulations – R23)**”, hereinafter referred to as Regulations (R-23). It embodies regulations relating to the various degree programmes offered in the different schools of GIET University.
- 1.1.2. Date of enforcement:** These Regulations shall come into force with effect from the academic session 2023-2024.
- 1.1.3. Extent of application:** These Regulations shall apply to students seeking admission and admitted to different programmes in the University.
- 1.1.4. Interpretation:** Subject to such advice as may be given by the Board of Management or the Academic Council, the decision of the Vice-chancellor shall be final and no suit, application, petition, revision or appeal shall lie in any authority outside the University in respect of interpretation of these Regulations and any other matter not covered within these Regulations.
- 1.1.5. Regulation for extra-ordinary situation:** Any matter which is not covered by the provisions of the clauses of the Regulations or is beyond the purview of the Regulations may be considered by the Academic Council depending on the merit of the cases and for any case which may be referred to the Academic Council by the Registrar/Controller of Examinations.
- 1.1.6. Last date:** Normally the last date for any purpose shall be the date as declared to be so. However, in the event of the declared last date turning out to be a non-working day for any unforeseen reason, the immediate next working day shall be treated as the last date.
- 1.1.7. Provision of guidelines and forms:** In order to specify modalities of implementing these regulations, a set of guidelines shall be formulate specifying the relevant clause of the regulations. The set of guidelines shall form a part of these regulations.

1.2 Definitions

- 1.2.1 Academic Year:** The Academic Year of the University shall ordinarily be from June to May and shall consist of two semesters. It may, however, be modified by the Academic Council if need be.
- 1.2.2 Semester:** A semester shall be of minimum of 90 / 95 instructional days excluding the days required for holding examinations. The Odd semester of an academic year shall ordinarily extend from the month of June / July to November / December (ODD Semester) and the Even semester shall extend from the month of December / January to April / May (Even Semester) each year.
- 1.2.3 Course:** A course is a unit of instruction or segment of a subject area under any discipline. Each programme shall comprise of a set of courses.
- 1.2.4 Academic Programme:** An Academic Programme or simply, a Programme shall

comprise of a set of Courses. Completion of the set of courses by a student prescribed for a course shall lead to the award of a Degree, to the student concerned.

- 1.2.5 Credit:** Each course offered shall carry a specified credit depending upon the quantum of work involved in the course. A one Credit course shall imply the quantum of work done corresponding to 1 hour of theory class or 2 hours of laboratory/ field work or 4 hours of research every week for 15 weeks during a semester in the course. One Credit for a seminar course shall be the quantum of work done in a semester for presentation of a seminar of 1 (one) hour duration.
- 1.2.6 Credits Earned:** The total credits earned by a student during a programme is the sum of the credits specified for the courses completed by the student securing pass grades.
- 1.2.7 Credit Requirement:** Each degree programme shall have a minimum specified credit requirement. The minimum credit requirements shall also be specified separately for different categories of courses, e.g. **Core Course**, **Elective Course** etc. A student will need to earn the minimum specified credit(s) for each category of courses to be eligible for the award of the degree.
- 1.2.8 Core Course:** Core courses shall consist of those courses which a student must take as compulsory requirement for a particular programme in which the student is enrolled.
- 1.2.9 Specialization Elective:** Specialization Electives are courses of specialized nature under the various specializations offered in a programme in the University. A student enrolled in the programme may choose to register from the set of such courses offered to satisfy the requirements for the specialization chosen by him/ her for the programme.
- 1.2.10 Departmental Elective:** Departmental Electives are elective courses offered by the department running the programme. A student enrolled in the programme may choose courses from the set offered as per the requirements of the programme.
- 1.2.11 Open Elective:** Open Electives are courses offered in the University from disciplines not directly related to the programme. The students of a programme are allowed to register for some such courses to enable them to widen their breadth of knowledge/ skills, through MOOCS-SWAYAM & NPTEL platforms.
- 1.2.12 Add on Course:** It is a special category of **Open Elective**. A student in a UG / PG programme in the University is allowed to register for *Add on* course during the programme.
- 1.2.13 Credit Course:** These are Core or Elective Courses that are registered by a student during a semester to be taken into account for the credits earned by him/ her.
- 1.2.14 Audit Course:** A student may take some courses which he/ she does not want to include in the list of courses that are to be taken into account for the credits earned by him/ her. Such courses are registered as Audit (non- credit) courses. The grades earned in the audit courses do not affect the performance score of the student.

1.2.15 Major Discipline: Major discipline is the discipline of the Degree Programme in which a student is enrolled.

1.2.16 Supporting Discipline: Supporting discipline(s) are those in which a student shall take courses besides courses of the major discipline as recommended by the Counseling/Advisory Committee as part of studies for the programme. The nature and content of the courses shall be such that these will support the students' major field of studies and/or research work.

1.2.17 Pre requisite Course(s): It is the set of courses which a student must undergo to acquire the necessary background knowledge for registering for a given course. Normally a student will earn credit for such course. But if a Post Graduate student is to undergo any undergraduate course as a pre-requisite he will not earn any credit for this course. The student shall have to earn an 'S' (satisfactory) grade in the course.

1.2.18 Foundation Course(s): The foundation course(s) are those that are not considered part of a programme but are required to be taken by a section of the students of the programme as they have a deficiency in the background knowledge/skill required for undergoing the programme. The students shall not earn any credit for such courses but he/ she will need to earn an S (Satisfactory) grade for the course(s). The **Foundation Course** requirements of a student shall be decided by the **Departmental Advisory Committee**.

1.2.19 Letter Grades & Grade Point: A Letter Grade signifies the level of standard of qualitative/quantitative academic achievement, which a student attains in a particular course/research work. Each of the letter grades shall represent a Grade Point as tabulated below. The letter grades **O to D** shall be considered as **Pass grades** and **F** shall be considered as **Fail grade**.

(A) Effective for the batch of students admitted from 2023-24

QUALIFICATION	GRADE	SCORE ON 100% POINTS	POINT
Outstanding	O	90 and above up to 100	10
Excellent	E	80 and above but less than 90	9
Very Good	A	70 and above but less than 80	8
Good	B	60 and above but less than 70	7
Fair	C	50 and above but less than 60	6
Below average	D	40 and above but less than 50	5
Failed	F	Below 40	0

Malpractice	M		0
Absent	AB		0
Satisfactory	S	Non credit / Non gradial / Mandatory / Audit course – Completion of course	0
Unsatisfactory	Z	Non credit / Non gradial / Mandatory / Audit course – Non - Completion of course	0
Withheld	W		0
Incomplete	I	Temporarily awarded to a student on his / her request to denote incomplete performance (Practical)	0
Incomplete	X	Temporarily awarded to a student on his / her request to denote incomplete performance (Practical) - Project incomplete	0

Grade sheets would be issued year-wise/ at the end of even semesters to the students.

1.2.20 Semester Grade Point Average (SGPA): It is the weighted average of grade points secured by the student in the credit courses taken by him and is given by the expression-

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

Where n is the number of credit courses registered and passed by the student during the semester, G_i is the grade point secured by him in the i^{th} course with a credit value of C_i and C_t is given by-

$$C_t = \sum_{i=1}^n C_i$$

While working out the *SGPA* the course(s) with ‘S’ grade will not be taken into account.

1.2.21 Cumulative Grade Point Average (CGPA): It is the accumulated weighted average grade point of a student over the semesters starting from his/ her joining the programme taking into account all the credit courses registered and passed by him/ her.

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

where N is the total number of credit courses registered and completed with pass grade by the student over the semesters starting from his/ her joining the programme, G_i is the grade point secured by him in the i^{th} course with a credit value of C_i and C_t is total credit earned as given by-

$$C_t = \sum_{i=1}^N C_i$$

1.2.22 Intake Capacity: For each of the programmes there shall be a limit on the number of students that can be admitted in a session. This intake capacity shall be governed by the Regulatory bodies.

1.3 Academic Calendar

1.3.1. Calendar: The Academic Calendar specifying the schedule of academic activities such as enrollment, course registration, and commencement of instructions, examinations etc. and indicating the duration of semester shall be prepared and notified by the Controller of Examinations with the approval of the Vice-chancellor for each academic year, preferably one month ahead of the beginning of each academic year. The Academic Calendar shall also include co-curricular and extra-curricular activities of the students such as the sports meet, cultural meet, TechFest etc. Students' holidays also shall be indicated in the Academic Calendar.

1.3.2. Semester Break: There shall be a break at the end of each semester as specified in the Academic Calendar.

1.3.3. Utilization of Semester Breaks: The semester breaks may be utilized for Internships, study tours, NCC/ NSS camp, sports and athletics, other co- curricular activities, make-up courses, short-term courses/training, workshops/seminars, project work, industrial training etc.

1.4 Curriculum Structure

1.4.1 Curriculum Structure: There shall be a well-defined curriculum structure as specified by model curriculum of AICTE for each of the academic programmes in the University which shall have the approval of the Academic Council. The curriculum structure shall specify the following:

1.4.1.1 The minimum and maximum allowed period of candidature.

1.4.1.2 The minimum credit requirements of the programme in total, for the core courses and for the different categories of electives.

1.4.1.3 For a postgraduate programme, the list of courses under different categories specifying the credit load of each course along with the LTP (Lecture, Tutorial, and Practical) breakup.

1.4.1.4 For an undergraduate programme, the semester-wise list of core courses

and the slots for the elective courses and a list of the credit courses. The list shall include the LTP breakup for each of these courses.

- 1.4.2 Syllabus:** There shall be a syllabus for each course offered which shall have the approval of the Academic Council. The syllabus shall consist of the broad topics of theory and/or practical that is to be covered in the course followed by a short list of text books and a list of reference books.
- 1.4.3 Approval of Curriculum Structure and Syllabi:** The curriculum structure and the syllabi of the different academic programmes shall be approved by the Academic Council from time to time, on recommendation by the Departmental Board of Studies. Proposal for any change in the curriculum structure and the syllabi shall also be routed through the Board of Studies for approval by the Academic Council.
- 1.4.4 N.C.C. training / NSS training:** It shall be mandatory for every undergraduate student of first and second year classes to undergo the NCC or NSS training.

1.5 Period of candidature

Subject to modifications made by the Academic Council, the periods of candidature for the various academic programmes shall be as follows:

B. Tech.:

Minimum: 8 semesters (4years)

Maximum: 14 semesters (7years)

M. Tech. / M.B. A / M.C. A / M.A. / M. Sc. / M.Sc(Ag.):

Minimum: 4 semesters (2yrs)

Maximum: 8 semesters (4 yrs)

B.B.A / B.C.A.:

Minimum: 6 semesters (3years)

Maximum: 12 semesters (5 years)

B.Sc(Ag.):

Minimum: 8 semesters (4years)

Maximum: 16 semesters (8 years)

1.6 Minimum working days in a semester:

The academic calendar specifies minimum **instructional days** in a semester to be 90 days. Also 4 weeks for **examinations** and 2 weeks for evaluation related activities are taken into consideration. Due to any circumstances if the number of instructional days during a semester falls short of the required 90 days, the same shall be extended by the Controller of Examinations with the approval of the Vice-chancellor.

The academic calendar specifies minimum Net Instructional Days [**NID**] in a semester for B.Sc (Ag.) shall be 95 days. Also **15 days for examinations** and other evaluation related activities. Due to any circumstances if the number of working days during a semester falls short of the required 95 days, the same shall be extended by the Controller of Examinations with the approval of the Vice-chancellor.

CHAPTER - II

ADMISSION, ENROLMENT AND CONTINUANCE OF STUDIES

2 Admission

2.1 Admission notice: Notice for admission into the different academic programmes of the University shall be issued by the Controller of Examinations through newspapers at least three months ahead of the date fixed for the commencement of the academic year. The same shall also be put up in the official website <http://www.giet.edu>

2.2 Admission procedure: The application for admission in prescribed forms only, duly filled in and completed in all respects, must reach the admission cell on or before the last date specified for the purpose.

2.3 Minimum admission requirement for various degree programme:

Subject to modifications based on decision made by the Academic Council and Board of Management as per UGC & AICTE guide lines from time to time the qualification for admission into various degree programmes in the University shall be as shown in table.

There shall be provision for direct admission for a limited number of NRI / FN students and the courses where entrance examinations are usually not conducted. Details of criteria for admission shall be as per provisions of the rules formulated for the purpose.

The changes made shall be incorporated in the Prospectus for the programmes.

S.No.	Programme	Eligibility
1	B. Tech. in (i) Civil Engineering	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects namely Chemistry / Biotechnology / Biology Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together. Qualified in JEE mains/OJEE A Pass CHSE or its equivalent recognized by GIET-U

	B.Tech. in (i) Computer Science and Engineering (ii) Computer Science & Technology	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects namely Chemistry / Biotechnology / Biology/ Technical vocational subject Electronics/ Computer science/Information Technology /statistics Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together. Qualified in JEE mains/OJEE A Pass CHSE or its equivalent recognized by GIET-U
	B.Tech. in (i) Electrical Engineering (ii) Electrical and Electronics Engineering	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects namely Chemistry / Biotechnology / Biology/ Technical vocational subject Electronics/ Computer science/Information Technology /statistics as an optional subject Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together. Qualified in JEE mains/OJEE A Pass CHSE or its equivalent recognized by GIET-U A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phy, Chem and Math) subjects
	B. Tech. in (i) Electronics and Communication Engineering (ii) Electronics and Computer Science Engineering	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects namely Chemistry / Biotechnology / Biology/ Technical vocational subject Electronics/ Computer science/Information Technology /statistics as an optional subject Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together.
		Qualified in JEE mains/OJEE A Pass CHSE or its equivalent recognized by GIET-U A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phy, Chem and Math) subjects A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phys, Chem and Math) subjects

	B. Tech. in (i) Mechanical Engineering (ii) Aerospace Engineering (iii) Agriculture Engineering	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects namely Chemistry / Biotechnology / Biology/ Technical vocational subject Electronics/ Computer science/Information Technology /statistics as an optional subject Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together. Qualified in JEE mains/OJEE A Pass CHSE or its equivalent recognized by GIET-U A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phy, Chem and Math) subjects. A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phy, Chem and Math) subjects
	B. Tech. in Chemical Engineering	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects namely Chemistry / Biotechnology / Biology/ Technical vocational subject Electronics/ Computer science/Information Technology /statistics as an optional subject Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together. Qualified in JEE mains/OJEE. A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phys, Chem and Math) subjects Qualified in JEE mains/OJEE A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phys, Chem and Math) subjects
	B. Tech. in 1) Biotechnology	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects namely Chemistry / Biotechnology / Biology/ Technical vocational subject Electronics/ Computer science/Information Technology /statistics as an optional subject Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together.

		Qualified in JEE mains/OJEE A Pass CHSE or its equivalent recognized by GIET-U A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phys, Chem and Math) subjects Qualified in JEE mains Passed 10+2 with PCMB (Phys, Chem and Math/Biology) subjects with atleast 45% general and 40% SC&ST through OJEE A Pass CHSE or its equivalent recognized by GIET-U with PCMB (Phy, Chem and Maths/ Biology)
2	M.Tech. in 1) Structural Engineering	A Candidate must have passed Bachelor's Degree of examination (B.Tech)/AMIE/ MSc) in the relevant field from any University of Odisha or from an AICTE approved Institute or from a recognized University as defined by UGC. Candidates applying for M.Tech. Programmes may seek admission through PGAT or conducted by OJEE /based on valid GATE score on GATE category or based on the performance in the University entrance examinations. The candidate should have obtained at least 50% marks (45% in case of candidate belonging to SC/ST category) at the qualifying examination
	2) Machine Design 3) Manufacturing Engineering 4) Heat Power & Thermal Engg	BE/B.Tech. or equivalent Bachelor's degree in Mechanical, Production, Aerospace, Aeronautical, Metallurgy, Civil, or in any other relevant Engineering discipline. M.Tech. Programmes may seek admission either based on valid GATE score on GATE category or based on the performance in the University entrance examinations.
	5) Power Electronics	B.E. / B.Tech. / AMIE/ AMIETE in Electronics/ Electrical/ Instrumentation Engineering or M.Sc. in Electronics/ Instrumentation/ Physics (Electronics as specialization)/ AMIETE with a minimum of 50% marks in aggregate. M.Tech. Programmes may seek admission either based on valid GATE score on GATE category or based on the performance in the University entrance examinations.
	6) Electronics & Communication Engg.	B.E. / B.Tech. / AMIE/ AMIETE in Electronics/ Electrical/ Instrumentation

		Engineering or M.Sc. in Electronics/ Instrumentation/ Physics (Electronics as specialization)/ AMIETE with a minimum of 50% marks in aggregate.
	7) Computer Science & Engg	B.E. / B.Tech. / AMIE / AMIETE in CSE/IT/ECE/allied subjects or MCA or its equivalent or M.Sc. in Computer Science / IT / Electronics / Mathematics / Statistics, Candidates selected under GATE must possess a valid GATE score in CS. Or OJEE-PGAT
	8) BioTechnology	i) B.E. / B. Tech. degree in Food Engg. / Food Process Engg. / Food Technology/ Agricultural Engg. / Mechanical Engg. / Chemical Engg / Biotechnology or related fields. (The B.Tech. / B.E. programme completed by the candidate should satisfy the AICTE requirements). ii) 02 years M.Sc. in Food Technology/ Food Processing Technology .
	9)Chemical Engineering	B.Tech./B.E. in Chemical Engineering/ Polymer Science and Technology/ Fiber Chemistry as one of the subject in the Bachelor Degree
3	10) M.Sc. in Life science	Any Science graduate with Life Science at +2 level is eligible to take admission in M.Sc. Life Science course, should have 45% in Honours or 50% in aggregate A Pass in the relevant Bachelor's degree of minimum three years duration from any University of Odisha or from a recognized University as defined by UGC/AICTE
	11) M.Sc. in Chemistry	A pass in Bachelor's degree B.Sc (3yrs) after 10+2 with Major/Honors in chemistry and having Physics and Mathematics as subsidiary subjects. should have at least 45 % in Honours or 50% in aggregate
	12)M.Sc. in Mathematics	A pass in B.Sc (Mathematics) or with, both Statistics and Computer applications. Candidates with Statistics must have Mathematics as subsidiary course. should have at least 45% in Honours or 50% in aggregate, must have studied minimum 400 Marks in Math, SC/ST (5% Relaxation)
	13) M.Sc. in Physics	A Pass in with 50% in aggregate in B.Sc. with Physics having Mathematics as one of the subsidiary subjects.

		Specimen Preservation/ Sericulture/ Industrial Fish and Fisheries
4	14) M.A. in English	Graduate in any discipline, With at least 200 marks in English in the Qualifying Examination
	15) M.A. Economics	Graduate in any discipline or B.A. Economics / Must have studied minimum 400 Marks in Economics
5	16) M.B.A	Candidates must have passed 50 %in aggregate, SC/ST (5% Relaxation) or appearing in 2019, the Bachelor's Degree examination of minimum three years' duration from any University of Odisha or from a recognized University as defined by UGC/AICTE. There is no age limit for admission to MBA course. Candidates must have appeared OJEE for MBA Programme or may seek admission on the basis of CAT/ MAT /XAT/ATMA/GMAT/CMAT score and the score of the Test should be valid till the day of Personal Interaction
6	17) M.C.A	Candidates must have passed the Bachelor's Degree examination of minimum three years' duration in any discipline from any University of Odisha or from a recognized University as defined by UGC and must have passed in Mathematics at 10+2 level or at Graduate Level and must have appeared OJEE for If the candidate has passed BCA/ BSc(IT/CS/IST/ITM) with mathematics as a subject, he/she may appear in the entrance test without Mathematics at 10+2 level. There is no age limit for admission to MCA course.
7	B.Sc (Ag.)	A pass in 10+2 CHSE (Science stream), PCB/PCM with 50% marks. Selection of candidates will be based on the performance of GIET-U entrance examination and also career 50% marks.
	B.B.A. & B.C.A	A pass in 10+2 CHSE

2.2 Reservation of Seats

2.2.1 Subject to revision from time to time, the Board of Management, on the recommendation of the Academic Council, shall determine and prescribe reservation of seats, maintaining consistency with the Govt. of India & Odisha rules, for admission into different degree programmes of the University.

2.2.2 Filling up of reserved seats remaining vacant:

If any seat reserved either for SC or ST remains unfilled, then the unfilled seats reserved for SC candidates should be filled by admitting ST candidates and vice versa. After carrying out the above exercise if any reserved seats are left unfilled under any category these shall be open for general admission.

2.3 Screening and selection of candidates for admission to different degree programmes

A committee called the GIET University Entrance Examinations (GIETUEE) Committee constituted by the Registrar with faculty members shall be responsible for organizing the Entrance Examinations for UG & PG admissions with the assistance of the Office of the Controller of Examinations and shall prepare the merit lists for approval by the Vice-Chancellor.

(a) For all programmes/ Courses:

There shall be a central Admissions Committee (CAC) to oversee the admission process for the all programmes/Courses with the help of BSH & Non-teaching staff as Members, and the Registrar as the Member Secretary. The Committee shall constitute a Screening cum Selection Committee (SSC) with minimum one faculty member from each of the departments of different School of Engineering as members.

The SSC shall be responsible for screening of the applications of the candidates based on the prescribed entrance qualifications and preparation of the merit lists. The merit lists shall be prepared based on the ranks obtained in the respective entrance examinations conducted by the JEE main /OJEE/GIETU in the year of admission.

2.4 Admission

2.4.1 Admission of newly selected candidates into a degree programme:

A candidate selected for admission to a degree programme shall be admitted on payment of the requisite fees on specified date(s) of admission. In the event of the failure of such a candidate to pay dues on the specified date(s) and time the student shall forfeit the seat and the seat falling vacant shall be filled up from the waiting list in the order of merit. The candidate must be present in person at the place of admission/ enrollment for necessary admission process on such date(s) as may be notified.

Gap Certificate:

In case of a gap of one year or more between the completion of the qualifying degree programme and the year of admission at the University the candidate must produce a Gap Certificate or an Affidavit specifying his/ her reason during the gap period.

2.4.2 Allocation of Discipline in B. Tech programme:

The allocation of discipline to a candidate admitted to the B. Tech programme shall be done at the time of admission based on his/ her preference, his/ her position in the list of selected candidates, and availability of seats.

2.4.3 Medical fitness:

Admission to any of the under-graduate programmes of the University shall be subject to the candidate's being declared medically fit by the University Medical Officer or a Medical Board constituted by the University for the purpose. Necessary fees as prescribed by the Academic Council shall have to be paid by the candidates for such test.

Candidates must be physically fit, with no physical defect or incapacity. Myopia or myopic astigmatism of sight, corrected by lens not exceeding 8.00 power, is admissible.

2.4.4 Fees:

The fees and other charges etc. to be paid by the candidates shall be decided by the Academic Council from time to time and the same will be incorporated in the Prospectus.

2.5 Semester Course Registration

2.5.1 Pre-registration: Before the end of every semester, as specified in the Academic Calendar, each department shall declare the courses to be offered in the following semester. Each of the students who are to continue in the programme in following semester shall fill-up a pre-registration form indicating the courses he/ she intends to register for in that semester.

2.5.2 Course Registration: At the beginning of every semester a student shall enroll himself/ herself by filling-in the prescribed Course Registration form and paying the prescribed fee for the purpose in person on the date(s) specified along with the necessary clearance certificate (Form.). The date of registration can be extended by the Controller of Examinations for a period not exceeding 7(seven) days with a late fine. Under extraordinary circumstances arising due to serious illness, natural calamities, *bandhs* resulting in restriction of movement of the students, the Controller of Examinations may allow such student to take admission in absentia within the prescribed period. However, in case of serious illness, certificate from District Medical Officer and in case of natural calamities/ *bandhs* certificate from the Deputy Commissioner/Sub-Divisional Officer (Civil) must be produced. No further extension of time shall be allowed under any circumstance.

2.5.3 Professional Elective / Open Elective Course Registration: The student shall register for the course/ project/ research work(s) for that semester by filling-in the registration form. A Course Adviser appointed by the Head of the Department shall assist the student in the selection of the courses for the semester. The registration form duly signed by the student and countersigned by the course advisor and the HoD shall be submitted to the Controller of Examinations. One copy each of the form shall be made available to the Coordinator of Students Welfare, Head of the Department, and the student concerned.

2.6 Transfer of credit from other Universities

a) A student having already completed some course work of an equivalent academic programme in another university enrolls in a programme at GIET University, he/ she may apply for transfer of the course credits of the courses completed subject to a maximum of 25% of the minimum credit requirement of the programme at GIET University provided that the following requirements are met:

- i. The university from where the concerned courses have been completed is recognized by UGC.
 - ii. The courses in question are relevant to and of the same level as that of the programme at GIET University in which the student is enrolled.
 - iii. The GIET University equivalence of the grades and the equivalence of the credits shall be worked out for the various universities by a committee appointed by the Academic Council. The Committee shall study the credit norms of the universities to arrive at these.
 - iv. There should not be any backlogs or a break of more than one year between the undergoing of the courses concerned at the university where these have been done and enrollment at the GIET University.
 - v. Submission of the migration certificate or an application through the Controller of Examinations of GIET University to the concerned authority in the previous university for issue of the migration certificate.
- b) If the requirements a (i) to a(iv) above are fulfilled, the candidate may apply in prescribed format to the HoD at the time of admission. The HoD shall forward the same to the Registrar with his/ her recommendations. The Registrar after due considerations shall forward its recommendations to the Vice-chancellor for his/ her approval.
- c) The Registrar shall also recommend the exemption in the period of candidature (if any) of the student taking into account the credit transferred.

2.7 Class attendance

2.7.1 Maintenance of record: In each course the teacher concerned shall maintain record of the students' attendance in the prescribed Attendance Register and submit the record to the Head of the Department along with the grade sheet. The HoD shall monitor the attendance of all the courses offered by the department. The teacher shall have the Attendance Register scrutinized by the HoD before the mid-term and Semester End Examinations who shall report the matter to the Registrar in case of any adverse situation.

2.7.2 Minimum attendance requirement: A student shall be required to maintain a minimum of 80 % attendance separately for the theory and the practical components in each course, failing which, he/she shall not be allowed to appear in the Semester End Examination and shall be awarded 'W' grade in that course. It shall be the responsibility of a student to ensure that his/her attendance requirement does not fall short of the minimum fixed.

2.7.3 Notification regarding class attendance: The record of class attendance for every course shall be maintained by the concerned teacher(s) till 3 days prior to the date of commencement of the end-term examination and the names of the students whose percentage of attendance falls short of the prescribed minimum shall be notified two days prior to the commencement of the end-term examination with intimation to the Head of the Department/ Dean Academic/ Controller of Examinations.

2.8 Student Counseling

2.8.1 Undergraduate students:

The Chief Proctor shall be responsible for organizing the Counseling System and its proper functioning. At the beginning of the Academic Session, the Coordinator in consultation with the Principal/Dean School of Engg./ Heads of the Departments shall prepare a list of Students Counselors from the amongst the faculty members and place under each of them a group of 20 to 25 newly admitted students for counseling purpose both in academic and non-academic matters according to prescheduled proctor plan . Each counselor shall maintain personal records in respect of each student's academic progress, deficiencies in studies, as well as involvement in co-curricular and extra-curricular activities. The student shall apprise his/her counselor as and when he/ she is faced with any kind of difficulty. The counselor shall advise the student on overcoming his/her difficulties. When the need arises he/ she shall consult the chief proctor the Principal School of Engg , the Head of the Department, a faculty member concerned, or any other official to help sort out the matter.

The student's proctors as members and the Chief Proctor as the Chairman shall constitute the Under Graduate Students Counseling Committee (UGSCC). A meeting of the Committee shall be convened at least once in a week to review the functioning of the counseling system and also to sort out the general problems faced by the students.

2.8.2 Postgraduate student counseling/ advisory system:

The **Departmental Advisory Committee (DAC)** shall counsel/ advise the students in both academic and non-academic matters.

2.9 Release of a student from the University:

A student who wants to leave the school during or after a semester or on completion of his/her programme shall be officially released by the Controller of Examinations on production of clearance certificates in a prescribed form and return of the Identity Card by issuing a release order. Copies of the release order shall be sent to the Registrar / Dean Academic/Principal/Dean School of Engg / Chief Proctor / HoD

concerned/ /Accounts Officer/ Librarian/ Hostel Warden/

2.10 Readmission:

A student who leaves a programme after completion of the requirements of at least 1(one) semester and with a written permission from the Registrar will be readmitted after a break of not more than four semesters on payment of prescribed readmission fees. Such a student shall apply for readmission to the Controller of Examinations through the Head of the Department and the Principal/Dean School of Engg. He/ she must also produce a Gap Certificate or an Affidavit specifying his/ her reasons during the gap period.

If allowed readmission, the credits earned by the student earlier shall be credited to him/her. In case of change in the curriculum structure of the programme during the break period, the relevance of the earlier completed courses and the equivalent credit for the courses shall be worked out by a committee constituted by the HOD of the concerned school/Department.

CHAPTER - III

3.1 Evaluation system

Students at GIET University shall be evaluated separately in each Course through a Continuous Internal Assessment (CIA) and Semester End Examination (SEE) system. The Continuous Evaluation system shall involve both formative and summative assessments, where students shall be evaluated through a number of smaller components (Tutorials, Class tests, Cycle Tests, Practical's, Seminar, Projects, Comprehensive Viva-voce and Semester End Examinations) spanning over a Semester and finally the students shall be awarded with Grades at the end of the Semester by summing up the performances in all those class Tests and Examinations.

Evaluation scheme		
	Internal-(CIA)	External-(SEE)
Theory	40%	60%
Practical	60%	40%

3.1.1 Evaluation of Theory Courses

- (a). There shall be minimum two Class Tests and two Cycle Tests for each Theory Course as detailed in Table 3.1 including their nomenclature, type, maximum marks, duration, and period.

Table 3.1: Evaluation system for Theory Courses

S.No.	Particulars	Weightage	Marks	Pass Mark(40%)
1	Cycle Test – I & II	75%	30	16
2	Class Test I & II	25%	10	
3	Semester End Examination		60	24
TOTAL			100	40

- (b) Course coverage in a Theory Course shall preferably be as follows:

- Class Test-I: From the beginning up to the Class Test – I. (Preferably 1 ½ Units)
- Cycle Test-I: From the beginning up to the Cycle Test – I. (Preferably 2 ½ Units)
- Class Test-II: From the Cycle Test – I up to the Class Test – II.
- Cycle Test-II: From the cycle test -1 up to the Class Test-II (Preferably last 50% of the syllabus)

- (v) End-Semester Examination: Total (100%) syllabus covered to the end of the semester.

3.1.2 Evaluation of Practical Courses

- (a). There shall be only one semester end practical examinations for Course having L-T-P structure of 0-0-2 (i.e., having Practical component only), and L-T-P structure of x-0-z or x-y-z (i.e., having Lecture and/or Tutorial components also) as detailed in Table 3.2.

Table 3.2: Evaluation system for Practical Courses

Continuous Internal Assessment [CIA] (60 Marks)		End Practical Examination (40 Marks)	
Particulars	Weightage	Particulars	Weightage
Attendance	30%	Experiment / Procedure / Tabulation / Result / conclusion – etc., as applicable	30%
Planning& Execution-	20%	Viva-voce	10%
Results & Interpretation-	30%		
Record-	20%		
Total	100%		
Scaled down to	60%		40%
Marks	60		40
Note: Minimum Pass mark (50%)			

- (b) End-Semester (Practical) Examination shall cover the entire Practical component of a Course starting from the beginning.
- (c) If desirable, a Course Instructor may add more evaluation components in Practical Assessment.

3.1.3 Evaluation of Project Courses

Project Phase-I

Evaluation

For Project Phase-I there shall be continuous evaluation conducted during VII Semester for 50 marks. The student has to complete problem formation, literature survey and analysis and design of the project. The continuous evaluation for the Project shall be on the basis of two seminars by each student on the topic of his/her project. These seminars are evaluated by

project review committee. In addition to this the project guide will evaluate for day to day performance. The project review committee shall consist of Head of Department chairman BOS, and other senior faculty members of department.

Table 3.3: Evaluation of (Phase-1) Project Courses- Day to Day Assessment

S.No	Component	Weightage(%)
1.	Attendance	30%
2.	Report- (Phase-1)	30%
3.	Presentation	30%
4.	Q&A	10%
Total		100%
Note: Minimum Pass Mark (50%)		

External Evaluation

The Semester end examination for project work shall be evaluated for **50 marks** by a committee consisting of an external examiner, Head of the Department and project guide. The evaluation of project work shall be conducted at the end of the VIII Semester. - The average of the marks awarded by the committee members shall be taken into consideration in case of variation among the members. The evaluation of **50 marks** is distributed as given in **Table 3.4:**

Table 3.4:

S.No	Evaluation of a project will be done on following points.	Weightage(%)
Phase-1		
1	Understanding the relevance, scope and dimension of the project	30 %
2	Relation to literature	40%
3	application	10 %
4	Methodology	20 %
TOTAL		100 %
Phase-2		
5	Quality of Analysis and Results	40 %
6	Interpretations and Conclusions	10 %
7	Report with relevant publication	20 %
8	Defense(Final Viva-Voce)	30 %
TOTAL		100 %
Note: Minimum Pass mark (50%)		

3.2 Conduct of Internal Tests and Semester End Examinations

3.2.1 Examination Committee (EC)

To act as the Apex Body on all matters of conduct of internal Tests and Examinations and declaration of results, the Registrar shall constitute a committee, called the Examination Committee (EC) for a tenure of 02 (two) years with the Vice-Chancellor as the Chairperson, all the Deans, and Heads of the Department and one Professor from each School nominated as Members and the Controller of Examinations as the Ex-Officio Secretary.

3.2.2 Classes and Examinations

- (a) No class shall be held during the period of the cycle Tests.
- (b) All classes shall normally be concluded at least 06 (six) days prior to the commencement of the Semester End Examination.

3.2.3 Examination Materials

All the materials including stationeries and accessories required for conducting cycle Tests and Examinations shall be supplied from the Office of the Controller of Examinations on requisitions of the ECC Chairpersons (refer to Para (2) under Clause 3.2.5 for detail) or the Heads of the Departments as applicable.

3.2.4 Class Tests

The DAC shall prepare the schedules of class tests for own Department within the academic routine as specified in Clause 3.01.01.

Class Tests shall be conducted by respective departments with the help of concerned Department Examination Coordinators and their academic staff.

3.2.5 Cycle Test-I, Test-II and Semester End Examinations

- (a) Cycle Tests and End-Semester Examinations shall be conducted School-wise centrally for all the Departments under a School.
- (b) There shall be a committee, called the Examination Conduct Committee (ECC), with a nominee of the of a faculty as the Coordinator and the Heads of the Departments under the School or their representatives as the Members.
- (c) Timetables for examinations shall be prepared by the respective ECC and submitted to the Controller of Examinations for announcement at least two weeks prior to the commencement of the examinations.
- (d) Seating plans of examinees and lists of invigilators shall be prepared by the ECC at least one week prior to the commencement of examinations and the same shall be communicated and displayed on the Notice Boards of the departments.
- (e) Question banks for cycle tests shall be prepared by the concerned Course Instructors and the Head of the Department shall make necessary arrangements for the question papers setting within the Department. The heads shall ensure the quality of the question papers specifically that the Intended Course Outcomes (COs) and programme outcomes (PO's) of a Course are covered appropriately in the question paper of the Course. After verifying, the soft copies of each question paper shall be submitted to the ECC by the at least one week prior to the commencement of the examinations.
- (f) Examinations shall be conducted in designated examination halls as per the guidelines given in Appendix J.

Semester End Examinations

- (a) The Controller of Examinations shall perform such of the duties, connected with the three stages of Examinations (Pre-conduct, Conduct and Post-conduct stages), as detailed in the Regulations, allotted to him by the Registrar from time to time.
- (b) The COE will under the directions of the VC/ Registrar, appoint squads and observers to ensure the fair conduct of University Examinations without any type of malpractice.
- (c) The Controller of Examinations shall maintain confidentiality and scrupulously follow the procedures laid down in the Regulations on Examinations in matters like, Moderation of Results, appointment of question paper setters, Committee to enquire into the cases of malpractices, etc.
- (d) He shall be responsible for the safe custody of answer scripts.
- (e) The Convener of examinations shall prepare a list of all eligible examiners with not less than three years teaching experience in each paper and get the approval for the appointment of valuers, Examiners and Scrutinizers. In the case of non-availability of adequate number of examiners for any courses due for valuation, the Convener may appoint any eligible teacher with less than three years teaching experience as examiner with the approval of Registrar.
- (f) Soon after the completion of practical examinations, the respective semester coordinators shall take steps to get the internal marks lists prepared and forward to the HOD's of the respective departments of the schools so as to reach the Controller of Examinations with in (6) days from last instruction day.
- (g) There shall be single valuation for the answer scripts of all UG & PG Courses.

3.2.6 Continuous Internal Evaluation (Practical) and End-Semester (Practical) Examinations

- (a) End-Semester (Practical) Examinations shall be conducted Department-wise by the concerned Course Instructors with the assistance of the technical/laboratory staff of the respective laboratories.
- (b) For PG lab Examinations, External examiners from a panel of examiners from within or outside the University, approved by the Vice-Chancellor for a period of 03 (three) years on recommendation of the concerned DAC, may be invited for conduct of the End Semester (Practical) Examinations.

3.2.7 Project Phase – I and Project Phase – 2 Examinations

- (a) Project Phase-I Examinations shall be conducted Department-wise and shall be evaluated by a group of faculty members from the domain of a project work.
- (b) Project Phase-II Examinations shall be conducted by an External examiner selected from a panel of examiners from outside the University, approved by the Vice-Chancellor for a period of 03 (three) years on recommendation of the concerned DAC, may be invited in the final Semester of the project work for conduct of the End-Semester (Project) Examinations as per the requirements of Regulatory Bodies of the Programmes.
- (c) If the project work of a student under a Project Course or an Internship-like Course is carried out partially or fully in partnership with another Institute/Organization, the Mentor from that Institute/Organization shall certify that the student carried out the project work under his/her supervision and he/she shall be included in the Dissertation of

the student as the Co-Supervisor. In such a case also, the project work of a student shall be evaluated like a normal project work as stated in Para (1) and Para (2) above, but involving only the Supervisor from the parent Department and taking feedback from the Co-Supervisor.

- (d) Project Courses shall be evaluated as per the rubric-based guidelines given in Appendix K.

3.2.8 Report on conduct of examinations

- (a) The Dean/ Head of every Department shall submit a report to the Controller of Examinations in a prescribed Format on the conduct of cycle Tests and practical examinations within three working days after the completion of each of such Tests and Examinations as stated in Clause 3.02.04 through Clause 3.02.07, as applicable.
- (b) Similarly, the Department Examination coordinator shall submit reports to the Controller of Examinations in another prescribed Format on the conduct of class tests after the completion of each of such tests through Dean/Head of respective Departments.

3.2.9 Re-examination due to breach in the Regulations

In the event of any kind of breach in the Regulations – 2019 (UG & PG), the Vice chancellor may instruct to conduct an examination afresh on recommendation of the Examination Coordination Committee (ECC).

3.2.10 Re-examination due to absence

- (a) Cycle tests and Semester End Examinations for all of Theory, Practical and Project Courses, as applicable shall be held on specified dates only. However, the following special cases of absence in any examination shall be handled by the Registrar /or a member nominated by him on the basis of merit of the genuine case(s) of students:
 - (i) If a student intimates in advance with proper documentary evidence (including station leave permission, if applicable) about his/her inability to appear in the class tests, cycle tests Practical's or Project Examination of any Course due to some genuine reason(s) as specified in Clause 3.2.11, the concerned Course Instructor(s) may be allowed to conduct a Make-Up Examination on the Course for all such students on a convenient date prior to the commencement of the End-Semester examination.
 - (ii) If a student intimates in advance with proper documentary evidence (including station leave permission, if applicable) about his/her inability to appear in the End-Semester (Practical) or End-Semester (Project) Examination of any Course due to some genuine reason(s) as specified in Clause 3.02.11, the student shall be awarded with 'I' Grade in the concerned Course, which shall need to be converted into a regular Grade as specified in Table 1.1 under Clause 1.08 by appearing in a special examination in lieu of the missed examination within the first week of the next Semester.
- (b) ECC may conduct more cycle Tests on a Course, in addition to cycle Test-I and cycle-II as stated in Table 3.1, in order to avoid any request to re-conduct any cycle Test missed due to any reason and may consider the marks of the best two cycle Tests for the purpose of evaluation and grading. However, two Cycle Tests to be considered for the purpose of evaluation and grading.

3.2.11 Genuine reasons of absence

The following are the genuine reasons which may be considered for granting leave to a student in Examinations as stated in Clause 3.02.10 or for some other purposes as stated in Clauses 2.04.01, 2.04.03 and 3.04.05.

- (a) Serious illness or accident of the student requiring hospitalization or bed rest as certified by the University Medical Officer or any other Government or recognized private Medical Officer countersigned by the University Medical Officer.
- (b) Death or serious illness/accident requiring hospitalization of any immediate relative of the student.
- (c) The student is authorized/permitted by the University to participate in any co-curricular event or start-up programme.
- (d) The student is out of station with permission and cannot return due to unavoidable circumstances, such as mobility disruption, riot, or natural calamity.
- (e) The student needs to rush home due to family-related problems arising from unavoidable reasons, such as riot or natural calamity. For availing leave on the ground of any of the reasons as stated above, the student shall be required to produce proper documentary evidence against the claimed reason(s), as applicable, such as medical certificate of hospitalization or bed rest, death certificate, permission letter and certificate of participation in co-curricular events or in any such programme, report in newspaper or letter from local Police/District Administration about other incidents such as mobility disruption, riot and natural calamity. Additionally, wherever applicable, station leave permission of the student shall also be required.

3.3 Evaluation process

3.3.1 Award and submission of Grades

- (a) A student shall be awarded with 'W' Grade in a Theory or Practical Course in the following cases, irrespective of his/her performance in the appeared Cycle Tests/Examinations of the Course:
 - (i) The student failed to meet the minimum requirement of class attendance for the Course (refer to Clause 2.05.03), or he/she withdrew the Course after the expiry of the last date for Course withdrawal (refer to Para (2) under Clause 2.04.02).
 - (ii) The student may also be awarded with 'W' Grade in the Course if he/she is found practicing any sort of unfair means in any examination of the Course (refer to Appendix J).
- (b) A student shall be awarded with 'F' Grade in a Theory or Practical Course in the following cases, irrespective of his/her performance in the appeared Cycle Tests/Examinations of the Course:
 - (i) It is a Theory Course and the student met the minimum requirement of class attendance in the Course, but he/she failed to appear in a minimum of 03 (three) out of the Cycle Test, Class tests, and End-Semester Examination of the Course.
 - (ii) It is a Practical Course and the student met the minimum requirement of class attendance in the Course, but he/she failed to appear in End-Semester Practical Examination, as applicable (refer to Clause 3.02.06).

- (c) A student shall be awarded with 'X' Grade in a Project Course in the following cases, irrespective of his/her performance in the appeared Examinations of the Course:
 - (i) It is a multi-Semester Project Course spanning over to the next Semester(s).
 - (ii) The student failed to complete the project work within the stipulated time as adjudged by his/her Supervisor(s) or the Examiners at the time of End- Semester (Project) Examination.
 - (iii) The student failed to appear in one or both of the Project reviews and End-Semester (Project) Examination of the Course, as applicable (refer to Clause 3.02.07. The student shall be required to re-register for the 'X' graded Project Course in the next Semester as a regular Course as stated in Clause 2.04.02 if Case (3)(a) above is applicable, otherwise as a backlog Course as stated in Clause 3.04.03.
- (d) If not falling in any of Para (1), Para (2) and Para (3) above, a student for a Course shall be evaluated by taking into account the following:
 - (i) In the case of a Theory Course, the absolute scores secured by the student in the Cycle Test-I, Class tests, Cycle Test-II and End-Semester Examination of the Course.
 - (ii) In the case of a Practical Course, the absolute scores secured by the student in End-Semester (Practical) Examination of the Course, as applicable.
 - (iii) In the case of a Project Course, the absolute scores secured by the student in the End-Semester (Project) Examination of the Course, as applicable.
- (e) After the completion of the processes stated in Clauses 3.03.02 and 3.03.03, as applicable, the students of a Course shall be awarded with Letter Grades from 'O' to 'F' as specified in Table 1.1 under Clause 1.08 based on the relative performances of the students in terms of their secured total absolute scores as stated in Para (4) above (not appearing in any Class Test/Cycle Tests/End Semester Examination shall lead a student to be awarded with zero score in that Class Test/ Examination).
- (f) The concerned Course Instructor(s) shall submit the marks of the students of the Course in a prescribed Form to the semester co- coordinator and forward to the controller of examinations through the Head of the Department within 07 (seven) working days from the date of last instruction day. The semester coordinators shall also submit performances of the students in detail in which shall include the class attendance, Class/ Cycle Test and Practical Examination wise secured marks of the students.

The entire process of evaluation for a Course shall be carried out by the concerned Course Instructor(s). In special cases, the Head of the Department may assign the responsibility of evaluating any or all the component(s) of a Course to other appropriate faculty member(s) with due permission from the Registrar /Dean of the concerned School.

3.3.2 Transparency in evaluation

- (a) The concerned Course Instructor(s) of a Theory Course shall make available the evaluated answer-scripts of every Cycle Test to individual students of the Course for their perusal within 03 (three) working days after the completion of each Cycle Test.
- (b) The students shall be required to return the evaluated answer-scripts with their signatures if satisfied with the evaluation.

- (c) Further, the Course Instructor(s) shall also display the score-sheet of the students on the Notice Board of the concerned Department at the end of the Semester.

3.3.3 Students' Appeal (SA)

- (a) Every Department shall have a provision for Students' Appeal (SA)
- (b) In case a student is not satisfied with the evaluation of his/her answer-script(s) of the cycle test and the response of the concerned Course Instructor, the student may approach the Dean/Head of the department with his/her grievances before the date of declaration of results. The grievances shall be looked into and take necessary decisions accordingly within 03 (three) working days from the date of lodging of the complaint. If the concerned Course Instructor happens to be a member, he/she shall be replaced with another faculty member before addressing the complaint of the student.

3.3.4 Preservation of answer-scripts

For a batch of students, all the evaluated answer-scripts bearing signatures of the students shall be kept in the custody of the Head of the concerned Department for three years after the students complete their Programme. After that the same may be disposed through vendors dealing in recycling of papers with prior written approval from the COE and Authorities.

3.4 Unsatisfactory performance

3.4.1 Academic Probation

A student shall be placed on academic probation in any of the following cases:

- (a) The *Semester Grade Point Average* (SGPA) of the student falls below 4.0 at any point of time during his/her study in the concerned Programme.
- (b) The student secures 'F' or 'W' Grade in any of Credit, mandatory non-Credit and Foundation Courses as specified in Clauses 1.4.2 and 1.4.3.

3.4.2 Academic Probation Committee

- (a) For monitoring the progress of the students placed on academic probation, the DAC of every Department shall constitute a committee, called the *Academic Probation Committee* (APC), with three faculty members for a tenure of 03 (three) years designating the senior most faculty member as the Chairperson and the other two as the Members.
- (b) Once a student is placed on academic probation, the APC shall prepare separate Course registration plan for subsequent Semester(s) of the student until he/she comes out from academic probation.
- (c) The Course registration plan prepared by the APC for a student placed on academic probation shall be updated from time to time based upon the progress of the student in subsequent Semester(s).
- (d) A copy of the Course registration plan prepared by the APC for a student placed on academic probation shall need to be submitted by the student along with his/her Course Registration Form.
- (e) Further, the APC shall monitor regularly if any student falls in any of the categories stated in Clauses 2.4.4 and 2.4.5. The APC shall report such cases to the Head of the Department/Centre for onward transmission to the Controller of Examinations in

order to take necessary actions. For tracking such cases, the APC may go through the *Running Transcripts* submitted by students as stated in Clause 3.4.2.

3.4.3 Clearing backlog Course

- (a) Every student shall be required to clear those Theory and Practical Courses as *backlog Courses* in which he/she was awarded previously with any of 'W' and 'F' Grades.
- (b) It shall be mandatory for every student of a Programme to register for his/her all previous backlog Courses, if such Courses are offered in a Semester, prior to registering for the Courses specified for that Semester of the Programme, remaining within the prescribed maximum Credit limit for registering in a Semester as specified in Clause 1.4.5. In other words, no student shall be allowed to register for any new Course of a Semester by dropping his/her any previous backlog Course, if offered in that Semester.
- (c) If a student re-registers for the same Course as a backlog Course in which he/she was previously awarded with 'F' Grade, the norms for class attendance in the Course may be relaxed for him/her. However, the student shall be required to undergo through the normal evaluation process of the Course.
- (d) In no case the norms for class attendance shall be relaxed in clearing 'W' graded backlog Courses.

3.4.4 Summer-Term Course in final Semester

If the enrolled Academic Programme of a student remains incomplete even after his/her regular final Semester due to a maximum of 02 (two) incomplete Courses, the student shall be given an opportunity to complete his/her Programme in a minimum extra period by clearing such Courses as the *Summer-Term Courses* in the immediate next summer vacation.

The following procedure shall be followed in offering Summer-Term Courses in final Semester:

- (a) Only those final Semester students shall be allowed to register for Summer-Term Courses who have a maximum of 02 (two) incomplete Courses (i.e., 'F' or 'W' graded backlog Theory/Practical Courses or 'X' graded Project Courses).
- (b) Duration of the Summer-Term Courses shall be two months during the period of the months of June to August.
- (c) A Theory Course shall normally be offered as a Summer-Term Course for a minimum of 04 (four) students. However, there shall not be such restrictions for Practical and Project Courses.
- (d) Students desiring to register for Summer-Term Courses shall be required to submit their applications for the same in a prescribed Form duly forwarded by the concerned APC Chairperson to the Head of the Department within 02 (two) working days from the date of declaration of their final Semester results. In the case of a Project Course, the application of a student shall need to be endorsed by his/her project Supervisor(s) that the student shall be able to complete the remaining part of the project work within the period of the Summer-Term Courses.
- (e) Upon receiving applications, the Head of the Department shall explore the possibility (i.e., willingness of faculty members) for offering the required Summer-Term Courses and notify the same within 06 (six) working days from the date of declaration of the final Semester results.

- (f) If offered, students shall be required to register for their Summer-Term Courses within 09 (nine) working days from the date of declaration of the final Semester results by paying additional fees.
- (g) The session of the Summer-Term Courses shall start from the next working day from the last date of Course registration by students as stated in Para [\(6\)](#) above.
- (h) During the period of the Summer-Term Courses, the concerned Course Instructors(s) shall conduct appropriate number of lecture/practical sessions for Theory and Practical Courses as per the class timetable prepared for such purpose, while in the case of Project Courses the Supervisors shall provide all necessary guidance to the students to complete their remaining project works in time
- (i) The Course Instructors of the Summer-Term Courses shall also conduct Cycle Tests and Examinations, as applicable, appropriately scheduled as in a normal Semester (refer to Clauses 3.1.1 through 3.1.3 for detail).
- (j) Finally, the evaluation and grading for the Summer-Term Courses shall be done following the same processes as stated in Clause 3.3.1 for the Courses of a normal Semester.

3.4.5 Exit from a Programme

A student shall be required to exit at any point of time during his/her study in an enrolled Programme by leaving the Programme incomplete in any of the following cases:

- (a) The student secured SGPA **below 4.0** in both Semesters of any Academic Year. However, the student shall be given a maximum of one chance during his/her entire period of study in the Programme to continue his/her Programme from the next Academic Year by repeating the two Semesters in which he/she secured such poor SGPA (in such a case, however, the maximum duration to complete the Programme shall remain the same as specified in Table [A.1](#) under Appendix [A](#)).
- (b) Sufficient time is not available for completing the remaining part of his/her study within the maximum duration of the Programme as specified in Table [A.1](#) under Appendix [A](#), maintaining the maximum Credit limit for registering in a Semester as specified in Clause 1.4.5.
- (c) Up to the Mid-Semester Examination of a Semester, the student abstained from all classes of every registered Course without any genuine reason (refer to Clause [3.02.11](#) for detail).

3.5 Results (Grade Card and Transcript)

- (a) After the completion of two Semester in a year, the Controller of Examinations shall issue a Grade Card to every registered student. The Grade Card of a student shall display the Grades secured in all the Courses registered by the student in a Semester, along with his/her SGPA secured in that Semester, as well as his/her CGPA and the total Credits earned so far.
 - (i) The SGPA and CGPA shall be calculated using Equations [\(1.1\)](#) and [\(1.2\)](#) respectively, while the total Credits earned shall be the sum of the specified Credits of all the Credit Courses completed so far by the student.
 - (ii) Non-Credit (both mandatory and optional), Foundation and Add-On Courses shall not be included in the calculation of SGPA, CGPA and Credits earned. However,

the Grades secured by the student in such Courses, if any, shall also be displayed in his/her Grade Card.

- (b) Once a student completes all the requirements of a Programme, the Controller of Examinations shall issue him/her a Transcript displaying the list of Courses completed by the student along with the Grade secured in each Course, SGPA, CGPA, and the overall total Credits earned.

3.6 Conferment of Degree / Diploma / Certificate

A student shall be eligible for the award of a Degree/Diploma/Certificate for an enrolled Programme upon his/her completion of all the Courses prescribed for the Programme within the maximum duration of the Programme as specified in Table [A.1](#) under Appendix [A](#).

3.7 Bestowal of Awards

3.7.1 Award of Distinction

A student shall be declared to have completed his/her Undergraduate/Postgraduate Degree Programme with *Distinction* upon fulfillment of the following conditions:

- (a) The student has completed his/her Programme with a minimum CGPA of 8.0.
- (b) The student was never placed on academic probation as specified in Clause 3.4.1 during the entire period of his/her study in the Programme.

No separate Distinction award shall be bestowed upon a student, but the same shall be recorded in the Degree of the student.

3.7.2 Award of Gold Medal

Every year one student of each Undergraduate/Postgraduate Degree Programme shall be awarded with a *Gold Medal* upon fulfillment of the following conditions:

- (a) The student has completed his/her Programme with the highest CGPA among all the students of the Programme.
 - (i) The CGPA of the student is 9.0 or more
 - (ii) The student was never placed on academic probation as specified in Clause 3.04.01 during the entire period of his/her study in the Programme.
 - (iii) The student was never awarded with any disciplinary action during the entire period of his/her study in the Programme.

In case of multiple students of a Programme fulfilling above conditions, only one student shall be identified for the award of Gold Medal by applying the following tie breaking rules in the given order:

- (i) The student with the least number of 'I' Grades in the entire Programme.
- (ii) The student with higher CGPA in more number of Semesters.
- (iii) The student with higher GPA (Grade Point Average) in core Courses (in this case, GPA shall be calculated for all such students taking into account only the core Courses specified for the Programme).
- (iv) If tie still remains unresolved, a Committee shall be constituted by the Vice-

Chancellor / Registrar for breaking the tie by taking into account other criteria on case-basis.

3.7.3 Best Graduate award

The Best Graduate award shall be bestowed upon a student, among all the students of the University completing their Undergraduate Degree Programmes in a particular year, who is not only academically brilliant but also exhibits a high level of achievements in co-curricular activities.

- (a) Only those students shall be eligible for the Best Graduate award who will complete their Programmes with Distinction as specified in Clause 3.7.1 as well as without being awarded with any disciplinary action during the entire period of study in their Programmes.
- (b) The awardee of the Best Graduate award shall be selected according to some rubric-based guidelines giving 70% weightage to academic performance and 30% weightage to performance in co-curricular activities.

The Best Graduate award shall contain a Gold Medal and a Certificate.

3.7.4 Best Postgraduate award

The Best Postgraduate award shall be bestowed upon a student, among all the students of the University completing their Postgraduate Degree Programmes in a particular year, following the same procedure as in the case of awarding the Best Graduate Award as stated in Clause 3.7.3.

The Best Postgraduate award shall contain a Gold Medal and a Certificate.
