

Ordinances

For

Bachelor Programmes



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर-177005 (हिमाचल प्रदेश), भारत

National Institute of Technology Hamirpur
Hamirpur-177 005 (Himachal Pradesh), India
<http://www.nith.ac.in>

Ordinances
For
Bachelor Programmes
(B.Tech./B.Arch./Dual Degree)

Adopted in the 28th SENATE Meeting Held on 19.07.2019
(Revised in the 30th SENATE Meeting Held on 14.12.2019)



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Preface

The Bachelor Programmes of NIT Hamirpur are governed by these Ordinances. The provisions contained in these Ordinances govern the policies and procedures on the admission of students, registration for courses, imparting instructions of courses, conducting examinations, evaluation and award of degree based upon performance of students.

These Ordinances shall supersede all the earlier set of rules & regulations of the Institute, with all the amendments thereto, and shall be binding on all the Bachelor Programme students.

The cases of the students admitted in earlier years, shall be dealt appropriately and carefully, so as to ensure that they are not subjected to any unfair situation whatsoever, although they are required to conform to these Ordinances.

It shall be ensured that all the policies and procedures given in these Ordinances are adhered to and implemented without any change and with all fairness. While handling an issue, if there is no specific provision, the same shall be dealt suitably.

It is in the interest of the student that he/she should be fully familiar with the academic system of the Institute and provisions contained in these Ordinances.

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1. BACHELOR PROGRAMMES AND OBJECTIVES

The Institute offers the Bachelor Programmes (B.Tech./B.Arch.) and Dual Degree Programmes in the branches as enlisted in Annexure (**Annexure: BG-01**) or any other branch as approved by Board of Governors (BOG) on the recommendation of SENATE from time to time. The number of seats in each branch of Programme shall be decided by the BOG on recommendation of SENATE or as per the directions of Ministry of Human Resource Development (MHRD) issued from time to time. A student in the Dual Degree Programme shall be governed by Bachelor Ordinances until he/she registers for M.Tech. Dissertation (up to 8th semester). After the student registers for M.Tech. Dissertation, Master Ordinances shall become applicable.

The objectives of the Bachelor/Dual Degree Programmes at the National Institute of Technology Hamirpur are as follows:

- To develop the engineering, architectural, scientific and managerial manpower of the highest quality to cater to the needs of the industry, R&D organizations and academia
- To provide opportunity to students to learn about cutting edge technologies
- To be a role model and leader of educational institutions in the country
- To provide a broad grasp of the fundamental principles of the technological, architectural, scientific and managerial methods through its curriculum
- To provide an innovative ability to solve new and open problems
- To provide a capacity to learn continually and interact with multi-disciplinary groups
- 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 and doing independent developments in their chosen areas

With above objectives in mind, the Bachelor/Dual Degree Programmes are designed to include components like theory and practical course works, seminars and projects, through which a student can develop his/her concepts and intellectual skills. The procedures and requirements stated in the Ordinances embody the philosophy of ensuring highest standards of academic and research performance at the Institute for Bachelor/Dual Degree Programmes. Within this general framework, the various Departments may impose such additional requirements as will serve their particular academic goals with the approval of SENATE. It shall be ensured that all the ordinances listed in this document are adhered to and implemented without any change and with all fairness. While considering an issue, if the Bachelor Ordinances do not specifically cover something, the same shall be forwarded by Departmental Bachelor Programme Committee (DBPC) to the Chairman, Senate through the SENATE Bachelor Programme Committee (SBPC) for consideration and further decision. The decision of the Chairman, Senate with regard to rulings related to Bachelor Ordinances shall be final.

2. ACADEMIC BODIES FOR BACHELOR PROGRAMME

The Institute shall have different academic bodies so as to plan and handle the academic matters pertaining to Bachelor/Dual Degree Programmes.

2.1 Office of the Dean (Academic)

The office of the Dean (Academic), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the SENATE and other Academic bodies. Its functions are as follows:

- i. Receives, processes and maintains all records relating to Bachelor, Master and Doctoral 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 related to Academics.
- iv. Acts as a channel of communication between the students, Departments and other Academic bodies of the Institute.

Academic Section also assists the Academic bodies and its subcommittees in their functioning. Dean (Academic) 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 other Academic bodies, and ensures that all records and files are maintained. The Bachelor Programme Section of the Office of Dean (Academic) assists the SBPC in its functioning and updates/maintains the records related to Bachelor Programme.

2.2 Standing Committee of the Senate

A Standing Committee of Senate (SCOS) shall assist the Chairman, Senate in academic matters within the purview of the SENATE which are urgent in the interest of the Institute from time to time. The composition of the SCOS shall be as under:

1.	Dean(Academic)	Chairperson
2.	Dean (Student Welfare)	Member
3.	Chairperson, Senate Bachelor Programme Committee (SBPC)	Member
4.	Chairperson, Senate Master Programme Committee (SMPC)	Member
5.	Chairperson, Senate Doctoral Programme Committee (SDPC)	Member
6.	Registrar	Secretary

The Chairman, Senate shall mark the academic matters of urgent nature to the Chairperson/ Secretary of above Committee for discussion and the recommendations of above Committee shall be put up to the Chairman, Senate for consideration and approval. The approved matter will be implemented and further ratified in the next SENATE meeting.

2.3 Senate Bachelor Programme Committee (SBPC)

The Senate Bachelor Programme Committee (SBPC) shall assist the SENATE in all academic matters related to the Bachelor/Dual Degree Programmes which operates through the Departmental Bachelor Programme Committees (DBPCs).

2.3.1 Constitution of the SBPC

The SBPC shall have the following composition and tenure of its members and Chairperson shall normally be of two years.

1.	A Faculty nominated by the Chairman, Senate	Chairperson
2.	Convener, DBPC from all Academic Departments	Members
3.	Immediate former Chairperson, SBPC (if not otherwise a member)	Member
4.	Chairperson, SMPC	Member
5.	Faculty nominated by Chairman, Senate	Member
6.	Faculty nominated by Chairman, Senate	Member Secretary
7. & 8.	Two Bachelor Students (one boy and one girl from third year to be nominated by the Dean (Academic))	Members

2.3.2 Functions and Jurisdiction of SBPC

The functions of the SBPC primarily consist of general policy determination, coordination and review, but the SENATE shall retain the power of final decision. 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 DBPCs of various Departments.

The SBPC shall have jurisdiction in the following matters concerning the Bachelor/Dual Degree Programmes of the Institute:

1. Recommendation of new bachelor programmes
2. Recommendation of new course curriculum
3. Recommendation of new course proposal
4. Recommendation for desirable modification of courses already approved
5. Recommendation for modification of the credit value of courses, if any
6. Recommending the cases of continuation/extension/termination/cancellation of students
7. Continuous evaluation of academic performance of programmes
8. Recommendation for award of Degrees
9. Other related matters as may be referred to it by the SENATE

2.4 Departmental Bachelor Programme Committee (DBPC)

Each academic Department shall have a Departmental Bachelor Programme Committee (DBPC) for dealing the academic matters of Bachelor/Dual Degree Programmes of the Department.

2.4.1 Constitution of the DBPC

The DBPC shall have the following constitution:

1.	Chairperson, DBPC	Head of the Department (Ex-officio Chairperson)
2.	Convener, DBPC	To be nominated by Head of the Department
3.	Convener, DMPC	Member (Ex-officio)
4.	*Additional Members	
	i. One Professor, if available (otherwise Associate/Assistant Professor)	Member
	ii. One Associate Professor, if available (otherwise Assistant Professor)	Member
	iii. One Assistant Professor	Member
	iv. One Professor/Associate Professor from other Department	Member
5. & 6.	Two Bachelor Students (from third year to be nominated by the HoD)	Members

**In case there are not sufficient faculty members in a particular Department, Chairman, Senate may nominate faculty from other Departments of the Institute as member of the DBPC.*

The DBPC shall be proposed by the HoD in consultation with the DFB (Department Faculty Board) and shall be approved by the Chairperson, SBPC. The term of the Committee shall be two years, preferably, starting from the month of July. The student members shall not participate when the cases of academic evaluation of the concerned students are being considered, although the students' opinion might be sought prior to taking any decision.

2.4.2 Responsibilities of DBPC

Following are the responsibilities of Departmental Bachelor Programme Committee (DBPC):

1. Monitoring and maintaining quality of teaching and study materials to students
2. Proposing and implementing new courses and programmes of study
3. Attending and advising/counseling in the academic problems of students
4. Recommending the cases of continuation/extension/termination/cancellation of students
5. Coordination of grade submission to the Academic Section
6. Acting as Student Grievance Committee for Bachelor Programme students
7. Any other work assigned to it by SBPC/SENATE

The Chairperson, DBPC is expected to hold the Committee meetings regularly and to keep record of its decisions. DBPC shall meet at least two times in an academic semester.

3. ACADEMIC SESSION AND ACADEMIC CALENDAR

All the academic activities and other important co-curricular and extra-curricular events of the Institute shall follow a structured timeline as per Academic Session and Academic Calendar.

3.1 Academic Session

The Academic Session of the Institute is divided into two semesters each of approximately eighteen weeks duration. The semester timeline is defined in the Academic Calendar and is broadly the following:

Semester I (Odd Semester): July to December.

Semester II (Even Semester): January to June.

Each regular semester (odd and even) shall be for thirteen weeks for academic instructions. Generally, the last two weeks of each semester shall be earmarked for the End Semester Examination (ESE) and one week during the semester for Mid Semester Examination (MSE).

3.2 Academic Calendar

The exact dates of all the important events, such as orientation, registration, late registration, commencement and end of the classes, submission of documents, examinations, submissions of grades, vacation, mid-semester break, etc., during the Academic Session shall be specified in the Academic Calendar of the Institute. The SENATE shall approve the Academic Calendar prior to start of each Academic Session.

4. ADMISSION IN BACHELOR PROGRAMME

4.1 Admission Procedure

The admissions to various Bachelor Programmes (B.Tech., B.Arch. and Dual Degree) shall be made once in a year normally during June-July.

4.1.1 Centralized Counseling

The admissions to various Bachelor Programmes (B.Tech., B.Arch. and Dual Degree) shall be made through centralized counseling process/bodies notified by the Ministry of Human Resource Development (MHRD), Government of India from time to time. The admissions shall be made on the basis of performance in all India level examination conducted by agency notified by the MHRD, Government of India from time to time. All the details are normally made available on the website of these bodies/agencies and candidates are required to follow the

prescribed procedure. After the completion of centralized seat allotment, the candidates are required to report in the Institute.

4.1.2 Cultural Exchange Programme

In addition to the seats through centralized counseling, few seats may be offered exclusively to foreign nationals under the “Foreign Nationals Scheme”. Candidates to these seats are nominated by the Ministry of External Affairs (MEA), Government of India and the Indian Council for Cultural Relations (ICCR).

4.1.3 DASA Scheme

Admissions of Foreign Nationals/Persons of Indian Origin (PIOs)/Non-Resident Indians (NRIs)/Overseas Citizen of India (OCI) can be made in Engineering/Architecture under Direct Admission of Students Abroad (DASA) scheme of the 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 the MHRD to coordinate the process of admission to premier technical institutions in India under this scheme.

4.1.4 Study in India Programme

In addition to the above, few seats may be offered for overseas students under the “Study in India” Programme of the Ministry of Human Resource Development, Government of India.

4.2 Reservation Policy in Admission

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

4.3 Change of Branch

Normally a student admitted to a particular branch of the Engineering in B.Tech./Dual Degree Programme will continue studying in that branch till completion. However, as an incentive for excellent academic performance in the first two semesters, a limited number of students admitted through Centralized Counseling may be allowed for change from one branch of Engineering to another (**Annexure: BPP-02**). This scheme may continue/discontinue as decided by the SENATE from time to time. Such changes shall be permitted, in accordance with the provisions laid down hereinafter:

1. The applicants may be allowed a change in branch/programme, strictly in order of inter se merit, subject to the limitation that the actual number of students (category-wise) in the third semester, in the branch to which transfer is made, does not exceed the sanctioned annual intake in particular category (OP, EWS, SC, ST, OBC-NCL, OP-PwD, EWS-PwD, SC-PwD, ST-PwD, OBC-PwD) for that branch (number sanctioned by the SENATE as intake in the branch for particular year of entry of the applicants). Also, change of branch shall be allowed from OP-PwD, EWS-PwD, SC-PwD, ST-PwD and OBC-PwD to OP, EWS, SC, ST and OBC-NCL, respectively, if no PwD applicant is available in particular category (OP, EWS, SC, OBC-NCL, ST), however, vice versa is not allowed.
2. Only those students will be considered eligible for change of branch/programme after the second semester, who have
 - (a) Completed all the credits prescribed in first two semesters of their studies in their first attempt and without any supplementary examination.
 - (b) Obtained a CGPI not lower than 7.5 (applicable to all categories), at the end of second semester.
3. Applications for a change of branch/programme must be made by intending eligible students in the prescribed form. The Academic Section shall invite for applications at the end of second semester of each academic year and the completed forms must be submitted by the last date specified in the notification.

4. Students may enlist their choices of branch/programme, in order of preference, to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.
5. Students admitted to B.Tech./Dual Degree programme are eligible for consideration for a change of branch to any engineering programme (B.Tech. or Dual Degree). Transfer/change from B.Tech./Dual Degree to B.Arch. and vice versa is not permitted.
6. Change of branch/programme shall be made strictly in order of inter se merit of the applicants in particular category (OP, EWS, SC, ST, OBC-NCL, OP-PwD, EWS-PwD, SC-PwD, ST-PwD, OBC-PwD). For this purpose, the CGPI obtained at the end of the second semester shall be considered. In case of a tie, the JEE (Main) rank of the applicants will be considered.
7. All changes of branch/programme made in accordance with these rules will be effective from the third semester of the applicants concerned. No change of branch/programme shall be permitted after this.
8. All changes of branch/programme will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch/programme offered.

4.4 Withdrawal of Admission

The Institute will consider request for withdrawal of admission anytime during the academic year after the closure of admission process for that particular programme, if such request is made in accordance with the following prescribed rules:

1. A student admitted to any of the B.Tech./B.Arch./Dual Degree programmes offered by the Institute may apply for withdrawal of his/her admission at any time during the academic year of admission or later.
2. Application for withdrawal must be made in the prescribed format (**Annexure: BPP-03**) duly signed by the student and his/her parent/guardian.
3. The application must be routed through the concerned Department.
4. Refund of fee to such students shall be made as per Institute refund policy on receipt of duly completed No Dues form.

4.5 Cancellation of Admission

All admitted students shall submit copies of their mark-sheets, transfer/migration certificate, etc. of the qualifying examination and other documents by the last specified date for the purpose in Admission Information Brochure/Academic Calendar. Chairman, Senate on recommendation of Dean (Academic) may cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The Chairman, Senate may also cancel the admission at any later stage if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

5. REGISTRATION IN BACHELOR PROGRAMME

A student is mandatorily required to register in every semester in person as per schedule mentioned in the Academic Calendar for the courses that he/she intends to pursue in that semester after depositing the requisite fee. The registration will be coordinated at the Department level under the supervision of HoD of respective Department.

5.1 Registration Procedure

1. The registration process involves payment of fees and clearance of outstanding dues (if any), signing of the Registration Roll in person, and submitting a duly filled/completed Registration Card. This process may be partially/completely online.

As a special case, the B.Arch. students during Office Training of one semester as per approved scheme may be relaxed the condition of in person registration and they may be allowed to do the needful with regard to registration before leaving the Institute Campus for Office Training. Such cases must be recommended by the DBPC, Department of Architecture.

2. All the students excluding those who are on sanctioned Semester Leaves shall continue to register in the following semesters till they complete their programme.
3. The candidates admitted to the Institution in their first year in any programme are required to submit certificates/documents of having passed the qualifying examination and other documents by the last date given in the Admission Information Brochure/Academic Calendar to get their registration regularized.

The sole responsibility for Registration shall rest with the student concerned.

5.2 Late Registration

If for any compelling reasons beyond the control of an individual, a student is unable to register on the scheduled day of registration, he/she will be allowed to register till the last date of registration specified in the Academic Calendar (which is generally about one week from the date of registration). Any student registering late shall have to pay 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 (Academic) on the recommendation of the concerned HoD on case to case basis.

In exceptional cases of Industrial Training/Internship outside India, Chairman, Senate may give prior permission to a student for late registration without Late Fee provided that the case is recommended by the concerned DBPC based on genuineness and this permission is obtained before proceeding for Industrial Training/Internship. However, the maximum period of late registration cannot exceed three weeks after initial date of registration (i.e. date without Late Fee) specified in the Academic Calendar. In this case, it will be the sole responsibility of the student to maintain requisite level of attendance requirement and his/her attendance shall be counted from the Last Date of Late Registration (i.e. date with Late Fee) mentioned in the Academic Calendar. Only in very exceptional cases, a student may be allowed to register after Last Date of Late Registration with the permission of Chairman, Senate on the recommendation of concerned HoD and Dean (Academic) on case to case basis.

5.3 Changing Registration of Elective Courses

The last date for changing registration of elective courses will be the last date of late registration as specified in the Academic Calendar and no change will be allowed after this date. The final list of registered candidates in a particular elective course will be sent by concerned HoD to Academic Section for record.

5.4 Cancellation of Registration

Registration in a semester shall stand cancelled at any stage, if the student fails to fulfill the laid down criteria for registration in that semester. The concerned DBPC is supposed to recommend such cases for the approval of Chairman, Senate through Chairperson, SBPC and Dean (Academic). The Dean (Academic) will issue the notice for cancellation of registration after approval.

5. COURSES OF STUDY FOR BACHELOR PROGRAMME

6.1 Course Curriculum

The B.Tech./B.Arch./Dual Degree course curriculum shall consist of course structure and course syllabi. Further course structure consists of list of core and elective theory courses and practical courses in basic sciences,

engineering sciences, humanities and social sciences, and management sciences. In addition, there are course components on seminar and major project. The electives consist of a set of professional electives and open electives. The Departments may organize educational tours and training as well. Each student is required to register for the courses specified in course structure of respective branch. The course curriculum of a programme consisting of course structure and course syllabi shall be approved by the SENATE from time to time on the recommendation of the SBPC, duly forwarded and recommended by the DBPC.

At National Institute of Technology Hamirpur, the medium of instructions in all the courses shall be English only.

6.2 Semester Load

A student shall register for theory and practical courses in every Semester as per the approved course structure of respective programme and branch. Each course carries a weight in terms of credit units depending upon the nature of the course (theory/practical) which, in turn, is determined by the number of contact hours (lectures and tutorials) and laboratory hours that a student is expected to devote per week. Each course along with its weight in terms of credits shall be shown in approved curriculum. Only approved courses of a course curriculum shall be offered during any Semester.

6.3 Audit Courses

A student may audit a course in addition to the prescribed academic load requirement with the permission of the concerned Head of the Department. There will, however, be no obligation on the part of Department to reschedule the time table if any clash arises. Under this arrangement, the student is simply auditing the course and the grade awarded to him/her in that course shall be entered in his/her Grade Card, but shall not be considered for SGPI/CGPI calculations.

6.4 Framing/Modification of Course Curriculum

A new course curriculum or modification to existing course curriculum in terms of changes in course structure and course syllabi require approval of the SENATE before implementation. The proposal shall first be recommended by the concerned DBPC. Thereafter, Convener, DBPC will send the recommendation to the Chairperson, SBPC who will put the case in the SBPC meeting for deliberation. The recommendations of the SBPC along with comments/suggestions shall be put up in the SENATE for approval through Dean (Academic). If a meeting of the SENATE is not scheduled before implementation of modified curriculum, then Chairman, Senate may approve the proposal which shall be ratified in the next SENATE meeting.

6.5 Starting of New Bachelor Programme

Any new bachelor programme leading to B.Tech./B.Arch./Dual 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 manpower and the infrastructure), scope/acceptability of the programme, proposed intake, course structure and syllabi, etc. Generally, the Committee shall have following composition:

1.	Dean (Academic)	Chairperson
2.	Chairperson, SBPC	Member
3.	One closely related HoD (nominated by Chairman, Senate)	Member
4.	Two professors of the Institute (nominated by Chairman, Senate)	Members
5.	Two external experts from industry and/or academia (nominated by Chairman, Senate)	Members

The proposal shall be further deliberated in the SBPC and recommendations along with comments/suggestions shall be sent to the SENATE through Dean (Academic) for approval. After approval, the case shall be further recommended by the SENATE to the Board of Governors (BOG) for final approval.

7. EVALUATION AND GRADING SYSTEM FOR BACHELOR PROGRAMME

7.1 Evaluation System

The evaluation of a student in a particular course shall be based on his/her performance in Continuous Semester Assessment (tutorials, assignments, class tests, quizzes, laboratory work, viva, etc.), Mid Semester Examination and End Semester Examination. The complete transparency shall be maintained in evaluation system. The evaluation of answer sheets of Mid Semester Examination, quizzes and class tests and home assignments shall be done within reasonable time and shown to the students. The answer sheets of the End Semester Examination will also be shown to the students after evaluation within reasonable time as per the Schedule of Academic Calendar. Similar practices shall also be followed during supplementary examination.

For each course, there will be a Course Coordinator (CC) appointed by Head of respective Department. The course coordinator shall be responsible for setting the question paper, maintaining its secrecy, evaluating and awarding the grades. For the courses, where more than one faculty members are involved in teaching, one of them shall be appointed as course coordinator by Head of respective Department but question paper will be set by Course Coordinator in consultation with associated faculty members and evaluation shall be done by the concerned associated faculty members.

7.1.1 Evaluation of Theory/Practical/Drawing/Studio Courses

The weightage of various components for award of Grades in Theory/Practical/Drawing/Studio Courses shall be as under:

A. Courses Having Lectures/Lectures and Tutorials

SN	Component	Weightage
1.	Continuous Semester Assessment (Based on performance in assignments/quizzes/tests/tutorials, etc.)	20%
2.	Mid Semester Examination	30% (1½ Hours)
3.	End Semester Examination	50% (03 Hours)

B. Courses Having Practicals

SN	Component	Weightage
1.	Continuous Semester Assessment (Based on quantity and quality of experiments/jobs, skills in handling equipment, performance in viva/tests, accuracy of outcomes/features, etc.)	60%
2.	End Semester Examination (Performance in practical/job/test/quiz/viva, etc.)	40%

C. Courses of Engineering Workshop/Architectural Workshop/Engineering Graphics

SN	Component	Weightage
Continuous Evaluation		
1.	Continuous Semester Assessment (Based on quantity and quality of experiments/jobs/drawings, skills in handling equipment, performance in viva/tests, accuracy of outcomes/features, etc.)	60%
End Semester Evaluation		
1.	Minor Practice Test (Written)	20% (01 Hour)
2.	End Semester Examination (Based on quality of job/drawing/project)	20% (03 Hours)

D. Courses Having Lectures, Tutorials and Practicals

SN	Theory Component (Overall Weightage: 80%)		Practical Component (Overall Weightage: 20%)	
1.	Continuous Semester Assessment (Based on performance in assignments/quizzes/tests/tutorials, etc.)	20%	Continuous Semester Assessment (Based on quantity and quality of experiments/jobs, skills in handling equipment, performance in viva/tests, accuracy of outcomes/features, etc.)	60%
2.	Mid Semester Examination	30% (1½ Hours)	End Semester Examination (Performance in practical/job/test/quiz/viva, etc.)	40%
3.	End Semester Examination	50% (03 Hours)		

E. Studio Courses Having Lectures and Drawings in B.Arch.

SN	Component	Weightage
1.	Continuous Semester Assessment (Based on quantity and quality of experiments/jobs, skills in handling equipment, performance in viva/tests, accuracy of outcomes/features/design problems, etc.)	80%
2.	End Semester Examination (Performance in practical/job/test/quiz/viva, etc.)	20%

The schedule for the Mid Semester Examination and End Semester Examination shall be prepared by Associate Dean (Examination and Evaluation) in consultation with Dean (Academic). All the examinations shall be usually held during the period specified in the Academic Calendar of respective Academic Year.

7.1.2 Evaluation of Major Project

The Major Project (Stage-I and Stage-II) shall normally be evaluated on the basis of quality of work carried out, the reports submitted, contents and presentation. The Convener, DBPC shall act as Coordinator of all project groups. Formation of Major Project (Stage-I) groups shall be done during sixth semester or as per approved scheme by the DBPC along with allotment of guide(s) to each group. Generally, the same group shall continue in the Major Project (Stage-II) during eighth semester or as per approved scheme under the supervision of already allotted guide(s).

For B.Arch. Major Project the Convener, DBPC shall act as Coordinator of all projects. Formation of project groups and allotment of guide(s) shall be done in the semester previous to the semester in which the project is floated as per the approved scheme.

Each project shall be evaluated twice i.e. during Mid Semester and End Semester by a Committee as per the schedule mentioned in Academic Calendar. The Evaluation Committee(s) shall be constituted by the concerned HoD as per modality decided by the concerned Department or at the Institute level.

The weightage of various components for evaluation of project shall be as under:

SN	Component	Weightage
1.	Mid Semester Evaluation (to be awarded by the Committee)	20%
2.	End Semester Evaluation (to be awarded by the Committee)	40%
3.	Evaluation by the Project Guide	40%

7.1.3 Evaluation of Industrial/Onsite/Office Training

B.Tech./Dual Degree students are required to undergo 4-6 weeks of Industrial/Onsite Training after the end of sixth semester (during summer vacations). B.Arch. students are required to undergo one semester Office Training outside the Institute as per approved scheme. The evaluation and award of grades for Industrial/Onsite/Office Training shall

be done by Evaluation Committee(s) constituted by HoD as per modality decided by the concerned Department or at the Institute level.

The slots for evaluation/presentation for the Industrial Training undertaken by the students shall be mentioned in the Time Table of the concerned Department in the semester immediately following the Training. The Evaluation Committee(s) shall evaluate the students during these slots. Interested B.Tech./B.Arch./Dual Degree students may also undergo Industrial Training/Internship after second/fourth/sixth (for B.Arch. only) semester (during summer vacations) for which No Objection Certificate (NOC) may be obtained from the concerned HoD. However, there shall not be any evaluation for this Industrial Training/Internship and also it will not be mentioned in the Grade Report Card of the student.

7.1.4 Evaluation of General Proficiency

General Proficiency (GP) shall be based on the participation, performance in various co-curricular activities and conduct of the student during the entire duration of the programme. The evaluation and award of grades for General Proficiency (GP) shall be done by Evaluation Committee(s) constituted by HoD as per modality decided by the concerned Department or at the Institute level.

7.2 Grading System

The Institute follows absolute grading system. A student shall be awarded a letter grade in each course he/she is registered for, indicating his/her overall performance in that course. There are eight letter grades: A, AB, B, BC, C, CD, D and F. The correspondence between letter grades, grade points (on a 10 point scale), percentage marks and academic performance is given below:

Letter Grade	A	AB	B	BC	C	CD	D	F
Grade Points	10	9	8	7	6	5	4	0
Marks (%)	≥ 80	$<80 \text{ \& } \geq 70$	$<70 \text{ \& } \geq 60$	$<60 \text{ \& } \geq 50$	$<50 \text{ \& } \geq 45$	$<45 \text{ \& } \geq 40$	$<40 \text{ \& } \geq 30$	<30
Academic Performance	Outstanding	Excellent	Very Good	Good	Average	Below Average	Marginal	Fail

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

1. All evaluations of different components of a course announced in the Course Plan shall be done in terms of marks for each student.
2. The marks of various components shall be added to get total marks secured on a 100-point scale.
3. For any course, the above table will be used to award grades corresponding to the secured marks.
4. A student, who does not appear in the End Semester Examination for any reason, shall be awarded F grade irrespective of his/her performance in the Continuous Semester Assessment.
5. The concerned teacher shall award and submit the final grades online and also forward a copy of these grades to the HoD for onward transmission to Academic Section as per the schedule mentioned in Academic Calendar.

7.3 Grade Point Index (GPI)

The method of grading is an integral part of the course structure prescribed for Bachelor Programme. A student shall be issued Grade Point Index (GPI) on the basis of his/her performance in opted courses of study. The GPI shall be computed Semester-wise as well as in a cumulative manner at the end of each semester.

The SGPI (Semester Grade Point Index) is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. For example, if the grades awarded to a student are G_1, G_2, \dots, G_m in courses (say, m) with corresponding credits C_1, C_2, \dots, C_m , the SGPI is given by

$$SGPI = \frac{C_1 G_1 + C_2 G_2 + \dots + C_m G_m}{C_1 + C_2 + \dots + C_m}$$

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

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

Note: NIT Hamirpur has not evolved any formula to convert the CGPI into percentage. However, for the purpose of employment or requirement of any external body that NIT Hamirpur Bachelor student wishes to join, the CGPI may be notionally converted to percentage by multiplying the CGPI with 10. This is applicable to all Bachelor Students since adoption of Grading System for Bachelor Programmes. Moreover, the Institute shall not issue any separate certificate/document in this regard.

7.4 Improvement in CGPI

A student who has passed all the requisite courses of a programme but fails to score minimum requisite CGPI for the award of degree, may be allowed to improve

1. By appearing in Supplementary Examination in the course(s) where he/she has scored D grade(s), provided he/she is allowed to continue in the programme as per Clauses of Section 8. Marks in Continuous Semester Assessment and Mid Semester Examination shall remain same as per the previous record.
2. Continuous Semester Assessment and Mid Semester Examination of the course (theory, practical, minor/major project, etc.), where he/she has secured D grade and has less than 50% marks in these components (reduced marks in case of attendance is less than 75%). However, the student will only be allowed to register after completion of minimum residential requirement given in Clause 8.2 (four years in case of B.Tech. and five years in case of B.Arch./Dual Degree). This registration will be allowed along with students of regular semester at that point of time where this course is floated (odd semester or even semester). The requests of the student to resolve any clash in Time Table and allotment of hostel will not be entertained. Marks secured by the student in Continuous Semester Assessment and End Semester Examination during this semester registration will be counted for awarding the grade.

7.5 Supplementary Examination

There shall be a Supplementary Examination every year during June-July as per the schedule mentioned in Academic Calendar. The weightage of Supplementary Examination will be same as for End Semester Examination of respective subject. Following are the eligibility criteria to appear in Supplementary Examination:

1. A student who registered for a course during the regular semester and who got F grade after appearing in the End Semester Examination.
2. A student who registered for a course during the regular semester, but, could not appear in the End Semester Examination.
3. A student who has earned D grade in a course and is eligible for improvement of CGPI as per Clause 7.4.

7.6 Grade Report Card and Transcript

A Grade Report Card (GRC) shall be issued to each student who is not having any course with F grade at the end of the semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee. A student with F grade in one or more courses may get hardcopy of his/her semester result verified by the Academic Section on request (**Annexure: BPP-04**).

Transcript contains the record of the grades obtained in each and all Courses, Projects, Seminars, etc. registered by a student during his/her entire Bachelor Programme. It also includes the courses which have been repeated and/or replaced. Transcript can also be obtained on payment of the prescribed fee. The Grade Report Card and Transcript of a student can be withheld by the Institute if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her.

8. ACADEMIC PERFORMANCE REQUIREMENTS FOR BACHELOR DEGREE

B.Tech./B.Arch./Dual Degree student is required to complete successfully all prescribed courses of the approved Course Structure of concerned Department and attain a minimum prescribed CGPI. The minimum CGPI requirement for award of B.Tech./B.Arch./Dual degree is 5.0 with no F grade in any course.

8.1 Attendance Requirement

Attendance in all classes (lectures/tutorials, laboratories, etc.) is compulsory. All B.Tech./B.Arch./Dual Degree students are normally required to have full (100%) attendance in each theory/laboratory course. However, a student having deficient attendance on account of illness, participation in extra-curricular and co-curricular activities or any other genuine ground, can be given attendance relaxation to the maximum extent of 25%.

If the attendance is less than 75%, then the marks obtained in Continuous Semester Assessment (CSA) will be reduced in proportion of deficient attendance less than 75%. Therefore, if the student has secured Marks_CSA in Continuous Semester Assessment, his/her marks shall be reduced to Marks_R.

Such attendance shortage cases (i.e. less than 75%) shall be dealt as under:

1. A student having attendance less than 75% but higher than or equal to 50% in a course will be allowed to appear in End Semester Examination of that course and his/her reduced marks shall be computed as
$$\text{Marks}_R = \text{Marks}_{CSA} \left(1 - 2 \times \frac{75 - \% \text{Attendance}}{100} \right).$$
2. A student having attendance less than 50% in a course will not be allowed to appear in End Semester Examination of that course and will be declared fail in that course. However, the student may appear in the next Supplementary Examination to be conducted by the Institute. His/her reduced marks shall be computed as
$$\text{Marks}_R = 0.5 \times \text{Marks}_{CSA}.$$

8.2 Minimum and Maximum Duration Requirement

The following table lists the minimum residential and maximum duration allowed in the Bachelor Programmes for graduation. To satisfy the minimum residential period requirement, registration must be over consecutive semesters. Maximum duration is counted from the student's first registration date.

Programme	Minimum Residential Period	Maximum Duration of the Programme
B.Tech.	4 Years	6 Years from 1 st Registration
B.Arch.	5 Years	7 Years from 1 st Registration
Dual Degree	5 Years	7 Years from 1 st Registration

8.3 Performance Through Carry Over System

The Institute shall follow carry over system for promotion of students to next semester with rider on result of the regular examination held at the end of fourth semester. A student will be allowed to register in fifth semester provided he/she attains minimum CGPI of 4.0 after Supplementary Examination held at the end of fourth semester. Non-fulfillment of this condition shall result in termination of the programme on the recommendation of DBPC, Chairperson, SBPC and Dean (Academic) and with final approval of Chairman, Senate. Dean (Academic) will issue the Termination letter and the student will not be allowed to register in fifth semester.

The hostel facility shall not be made available to a student after he/she completes minimum residential period of four years for B.Tech. and five years for B.Arch./Dual Degree in the programme.

A candidate getting CGPI less than 4.0 at the end of second semester (including Supplementary Examination) is to be issued advisory note by the Head of concerned Department in the beginning of third semester. Such student and his/her parent/guardian have to give undertaking to the Head of Department in person that the student will be serious in his/her studies and responsibility of clearing the backlog shall be solely of the student and no relaxation will be entertained with regard to the following:

1. Adjustment of Time Table slot
2. Date sheet of Mid/End Semester Examination/Supplementary Examination
3. Attendance benefit

8.4 Academic Performance Requirement for Continuation

A student shall be promoted to next higher semesters of Bachelor programme as per following guidelines:

1. A student shall not be allowed to register for fifth semester of B.Tech./B.Arch./Dual Degree programme, if his/her CGPI is less than 4.0 (even after availing Supplementary Examination) at the end of fourth semester.
2. A student shall not be allowed to continue in the B.Tech./B.Arch. programme if he/she is unable to complete all the courses within maximum allowed duration of the programme
3. In case of Dual Degree, the maximum allowed duration to achieve minimum CGPI of 5.0 for B.Tech. Degree is six years (i.e. at par with B.Tech. students). In case of Dual Degree, all exceptions to the above conditions will be dealt with as per following:
 - (a) If a student passes the required courses for B.Tech. with CGPI less than 5.0, then the student will be permitted to improve the CGPI as per the provisions under Clause 7.4. In case B.Tech. CGPI of 5.0 or more is achieved within the stipulated duration of six years, the student will be eligible for award of B.Tech. Degree and in case the same is not achieved, no degree (B.Tech. or M.Tech.) will be awarded to the student.
 - (b) If a student passes required courses for Dual Degree Programme with B.Tech. CGPI of 5.0 or more but M.Tech. CGPI less than 6.0, the student will be permitted to improve the M.Tech. CGPI as per the provisions in Master Ordinances. In case, M.Tech. CGPI of 6.0 or more is achieved within the stipulated duration mentioned in Clause 8.2, the student will also be eligible for award of M.Tech. Degree.

9. PROCEDURE FOR AWARD OF BACHELOR DEGREE

9.1 Requirement for Degree

A student shall be deemed to qualify for Bachelor Degree of the Institute, if he/she has

1. Passed all the prescribed courses with no courses having F grade
2. Attained the minimum required CGPI of 5.0 at the end of the programme
3. Completed the residential requirements as per Clause 8.2

4. Satisfied all the requirements specified by the concerned Department, if any
5. 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 Hostels

9.2 Award of Degree

A student, who completes all the academic requirements specified in Clause 8.4 and Clause 9.1, shall be eligible for the award of Bachelor Degree. Names of such students shall be recommended by the SENATE to the Board of Governors (BOG) for the award of the appropriate Degree in the ensuing Convocation. The Degree shall be awarded only after the BOG accords its approval. However, a student eligible for the award of Degree may be issued the Provisional Degree Certificate (PDC) before the Convocation.

9.3 Termination of Programme

The Programme of a student shall stand terminated if he/she is not able to achieve minimum CGPI requirement as mentioned in Clause 8.4 within maximum permissible duration for the Programme as given in Clause 8.2. The Dean (Academic) will inform the concerned HoD to issue Termination Letter to the student. The concerned HoD will issue the Termination Letter to the student with intimation to his/her parents and Dean (Academic).

In rare exceptional cases on the basis of recommendation of duly constituted committee, 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 Withdrawal of Degree

Under extremely exceptional circumstances, where any gross violation of the graduation requirements is detected at a later stage, the SENATE may recommend to the BOG for the withdrawal of Degree already awarded.

10. HOLIDAYS, VACATIONS AND SEMESTER LEAVE

A Bachelor student shall be entitled for vacations and other leaves given in this Section.

10.1 Holidays and Vacations

Bachelor students are entitled to avail mid-semester breaks, winter breaks and summer breaks as specified in the Academic Calendar. They are also entitled for holidays mentioned in the Academic Calendar and declared by the Institute from time to time.

10.2 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 bona-fide reasons and/or in exceptional circumstances, a student may be allowed to avail leave (**Annexure: BPP-05**) for two semesters with prior approval of Chairman, Senate on the recommendation of the DBPC, the SBPC and the Dean (Academic). Such semester leave shall not exceed two semesters during the entire period of the academic programme (applicable to B.Tech./B.Arch./Dual Degree students).

Except for medical reasons, such leave would not normally be sanctioned before a student has completed first year of study. In no case, the total duration of the programme (given in Clause 8.2), shall exceed the maximum permissible duration.

Though, a semester leave hypothetically means a leave for one semester only, but due to the fact that courses/subjects offered in odd and even semesters in particular branch of Engineering/Architecture are mutually exclusive and also there is requirement of studying the courses/subjects of a semester before allowing a student to register for the courses/subjects of next semester, so, leave for one semester will result in semester leave of two consecutive semesters in one stretch. Therefore, a student will be required to apply leave for two semesters and if approved, the student will be allowed to register for the semester (i.e. the semester in which he/she had discontinued for availing the leave) during next academic year and has to attend the regular classes.

Registration fee already paid at the time of semester registration by the student shall be forfeited. However, if such leave is approved before the semester registration, the student needs not to register during the semester of leave.

10.3 Absence without Sanctioned Leave

Absence without sanctioned leave or any intimation for more than four weeks continuously in a semester may result in the cancellation of registration for that semester on the recommendation of the DBPC, the SBPC and the Dean (Academic), and approval of Chairman, Senate.

11. CONDUCT AND DISCIPLINE RULES

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

11.1 Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute. He/she 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 faculty members, 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. In all such matters, duly constituted committee(s) shall decide upon the penalties to be imposed.

11.2 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, and Debarring from Examinations, Withdrawal of Scholarship and/or Placement Services, Withholding of Grades and/or Degrees, Debarring from Residency, Cancellation of Registration of the Semester and even Expulsion from the Institute.

For indiscipline of a student in a class, the course coordinator/teacher may

- i. Debar him/her from few subsequent classes for which he/she shall not be liable to get relaxation in attendance/favourable consideration in mercy appeal, and
- ii. Report the matter to Dean (Student Welfare) for necessary disciplinary action.

11.3 Unfair Means

The Instructor/Invigilator(s)/Member(s) of Observer Committee may bring cases of unfair means to the notice of the Dean (Academic) along with all the supporting evidences (**Annexure: BPP-06**).

Unfair means shall comprise of following:

- i. Copying from the papers/mobile/electronic gadgets/other sources
- ii. Possession of the relevant material
- iii. Gross indiscipline in examination hall

All such cases shall be looked into by Unfair Means Committee (UMC) consisting of the following:

1.	Dean (Academic)	Chairperson
2.	Dean (Student Welfare)	Member
3.	Chairperson, SBPC	Member
4.	Chairperson, SMPC	Member
5.	Chairperson, SDPC	Member
6.	Concerned HoD	Member
7.	Associate Dean dealing with Examinations, if any	Member
8.	Deputy Registrar/Assistant Registrar of the Academic Section	Convener

UMC shall meet within reasonable time after Mid Semester/End Semester/Supplementary Examination. The Committee shall give opportunity to the student concerned and recommend the punishment. The UMC may decide the level of punishment as deemed suitable, on case to case basis and ensure that consistency is maintained while handling similar cases.

The recommendations of the Unfair Means Committee shall be implemented after getting the approval of the Chairman, Senate.

A student who feels aggrieved with the punishment awarded may, however, appeal to the Chairman, Senate stating clearly the case and explaining his/her position, and seeking reconsideration of the decision.

11.4 Stay at Hostel

The Dean (Student Welfare), the Chief Warden, the 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 Hostels.

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

1.	Dean (Student Welfare)	Chairperson
2.	Chief Warden (Hostel)	Member
3.	Concerned HoD	Member
4.	Concerned Warden	Member
5.	Associate Dean dealing with Student Discipline & Counseling, if any	Member
6.	Deputy Registrar/Assistant Registrar of the Student Section	Convener

A student, teacher or other functionary of the Institute can report case of misconduct of student to this Committee for consideration. Further, in very exceptional circumstances, the Director may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a group 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 SENATE for its final decision.

11.5 Appeal Against Termination

A student whose programme is terminated/cancelled on account of inadequate academic performance or otherwise has the right to appeal to the Chairman, Senate for reconsideration through the DBPC and the SBPC (**Annexure: BPP-07**). While making the appeal, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. The SENATE shall take a final decision after considering all the available inputs. However, the Chairman, Senate may 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.

12. AWARD OF STIPENDS AND SCHOLARSHIPS

A number of Stipends and Scholarships are awarded to the students of Bachelor programme according to the rules and procedures laid down by the awarding agencies and/or Institute from time to time.

These Stipends/Scholarships shall be liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material, facts and/or giving false information.

13. AWARD OF PRIZES AND MEDALS

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the SENATE may award a number of Prizes and Medals, established by the Institute on its own or through endowments/grants made by donors, with the approval of the Board of Governors.

The SENATE shall determine the general policy regarding recommendations for the award of different types of Prizes and Medals available to Institute students. The detailed norms and conditions for the award of various Prizes and Medals (contained in the brochure entitled “Rules and Procedures for Prizes and Medals” of the Institute) shall be framed by the SENATE from time to time.

14. INTERPRETATION OF CONTENTS OF BACHELOR ORDINANCES

14.1 General

These Ordinances shall be in force immediately after the approval of the SENATE/BOG NIT Hamirpur. Notwithstanding anything contained in these Ordinances, all categories of students/candidates shall be governed by the Rules and Regulations framed by the SENATE in this behalf and in force from time to time. Also, the SENATE reserves the right to modify/amend without notice, the curricula, procedures, requirements and rules pertaining to its Bachelor Degree Programmes.

14.2 Interpretations

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

14.3 Waiver of Requirements in Special Cases

The procedures and requirements stated in these Ordinances, other than those in Clauses covering Eligibility, Admissions and Academic/Programme Requirements may be waived in special circumstances by the Chairman,

Senate on the recommendation of SBPC and comments of Dean (Academic). All such exceptions shall be reported to the SENATE for ratification.

14.4 Jurisdiction

These ordinances set out the procedure and requirements of the B.Tech./B.Arch./Dual Degree programmes of study that fall under the jurisdiction of the SENATE, NIT Hamirpur. Further, any legal dispute arising from this set of Ordinances shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.



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Annexure

BG-01
Clause 1

Bachelor Programmes

Bachelor of Technology (B.Tech.): 4 Years (8 Semesters)

Branch	Department
Chemical Engineering	Chemical Engineering
Civil Engineering	Civil Engineering
Computer Science & Engineering	Computer Science & Engineering
Electrical Engineering	Electrical Engineering
Electronics & Communication Engineering	Electronics & Communication Engineering
Materials Science & Engineering	Materials Science & Engineering
Mechanical Engineering	Mechanical Engineering
Mathematics and Computing	Mathematics and Scientific Computing
Engineering Physics	Physics and Photonics Science

Bachelor of Architecture (B.Arch.): 5 Years (10 Semesters)

Branch	Department
Architecture	Architecture

Dual Degree Programmes

Dual Degree (B.Tech. and M.Tech.): 5 Years (10 Semesters)

Branch	Department
Computer Science & Engineering	Computer Science & Engineering
Electronics & Communication Engineering	Electronics & Communication Engineering



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Annexure: BPP-01

Clause 2

Application for Academic Matter

Name of Student		
Roll Number		
Programme (tick ✓ appropriate)	B.Tech. / B.Arch. / Dual Degree	
Department		
Mobile and Email	Mobile:	Email:

Description of the Request/Problem

--

Date:

Signature of the Student

For Official Use	
Application Received On:	Signature of Dealing Assistant
Remarks/Decision of HoD	
Signature of HoD	
Date:	
Forwarded for Necessary Action (Convener DBPC / Dealing Assistant / _____)	



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Annexure: BPP-02

Clause 4.3

Application for Change of Branch

Name of Student										
Roll Number										
Department										
Gender (tick ✓ appropriate)	Male					Female				
Programme (tick ✓ appropriate)	B.Tech.					Dual Degree				
Present Branch (tick ✓ appropriate)	CE	CH	CS	EC	EE	ME	MS			
Mobile and Email	Mobile:					Email:				
Category (tick ✓ appropriate)	OP	EWS	SC	ST	OBC-NCL	OP-PwD	EWS-PwD	SC-PwD	ST-PwD	OBC-PwD
JEE (Main) Application Number										
Category of Admission (tick ✓ appropriate)	OP	EWS	SC	ST	OBC-NCL	OP-PwD	EWS-PwD	SC-PwD	ST-PwD	OBC-PwD
JEE (Main) Rank [Enclose Proof]	CRL:					Category Rank:				
B.Tech. Result [Enclose Proof]	SGPI: First Semester		SGPI: Second Semester			CGPI (at the end of Second Semester)				
Order of Preference of Branches (use appropriate Branch Code*)										
1	2	3	4	5	6					

Date:

Signature of the Student

For Official Use	
Recommendation of HoD	
Signature of HoD	Date:
Application Received On:	Signature of Dealing Assistant (Academic Section)
Recommendation from Academic Section / Committee	
Signature	
Branch Allotted : Yes / No	
If Yes, Allotted Branch :	
Roll Number :	Signature of Dean (Academic)

***Branch Codes:**

CE: Civil Engineering

CH: Chemical Engineering

CS: Computer Science & Engineering

EE: Electrical Engineering

EC: Electronics & Communication Engineering

ME: Mechanical Engineering

MS: Materials Science & Engineering



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Annexure: BPP-03

Clause 4.4

Application for Withdrawal of Admission

Name of Student		
Roll Number		
Department		
Programme (tick ✓ appropriate)	B.Tech. / B.Arch. / Dual Degree	
Present Semester		
Mobile and Email (of the Student)	Mobile:	Email:
Address		
Mobile (of Parent/Guardian)		
Reasons of Withdrawal		

Declaration

I would like to withdraw my admission from NIT Hamirpur. I request to refund the fee/dues paid as per the Institute refund rules.

Date:

Signature of the Student

Consent of Parent/Guardian

Signature of Parent/Guardian
Date:

For Official Use

Recommendation of Department

Signature of Convener DBPC
Date:

Signature of HoD
Date:

Application Received On:
Recommended by

Signature of Dealing Assistant (Academic Section)

Dean (Academic)

Approved by

Chairman, Senate



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
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(An Institute of National Importance under Ministry of HRD)

Annexure: BPP-04

Clause 7.6

Application for Issuing Certificates/Documents

Name of Student		
Roll Number		
Programme (tick ✓ appropriate)	B.Tech. / B.Arch. / Dual Degree	
Department		
Semester		
Mobile and Email	Mobile:	Email:

Certificate(s)/Document(s) Required (tick ✓ appropriate)	<ul style="list-style-type: none">▪ Bonafide Certificate▪ Duplicate Grade Report Card (GRC)[Enclose FIR for Loss]▪ Attested/Verified Copy of Semester Result (Mention Semester Number(s) _____)▪ No Objection Certificate▪ Character Certificate▪ Migration Certificate▪ Transcript▪ Any Other (give Description) _____ _____ _____
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Date:

Signature of the Student

For Official Use

Recommendation of Department

Signature of HoD
Date:

Application Received On:

Signature of Dealing Assistant (Academic Section)

Dealing Assistant

Superintendent

DR(Academic)



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Annexure: BPP-05

Clause 10.2

Application for Semester Leave

Name of Student		
Roll Number		
Programme (tick ✓ appropriate)	B.Tech. / B.Arch. / Dual Degree	
Department		
Previous Registration Detail	Semester:	Date:
Mobile and Email	Mobile:	Email:
Reasons for Semester Leave		
Period of Leave	From _____ to _____	

Declaration

I would like to avail leave during the above mentioned period. I understand that the registration fee already paid for present semester shall be forfeited as per the Institute rules.

Date:

Signature of the Student

Recommendation / Endorsement of Parent/Guardian

Signature of Parent/Guardian

Date:

For Official Use

Recommendation of Department

Date of DBPC Meeting (held for Discussion of Case):	
Signature of Convener DBPC Date:	Signature of HoD Date:
Application Received On:	Signature of Dealing Assistant (Academic Section)
Date of SBPC Meeting (held for Discussion of Case):	
Signature of Chairperson, SBPC Date:	Signature of Dean (Academic) Date:
Chairman, Senate	



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Annexure: BPP-06

Clause 11.3

Form for Reporting Cases Regarding Use of Unfair-Means

Note:

- One form should be used for one case only
- Please send one question paper along with the case(s)

(A) To be filled in by the Instructor/Invigilator(s)/Member(s) of Observer Committee:

1. Name of Examination :
2. Name of student :
3. Registration No. :
4. Programme/Branch :
5. Room No. :

6. Subject/Paper in which the student is suspected or reported to have used or attempted to use unfair means or shown disorderly conduct

Subject Code	Subject Name

7. Date and time of incident :
8. Type of Unfair Means :

i. Copying from the paper/material

ii. Possessing materials leading to Unfair-means

iii. Copying from the answer booklet of neighbouring student

iv. Misbehaved with invigilator

Date.....

Signature and Full Name of the Instructor/Invigilator(s)/Member(s) of Observer Committee

(B) Student's Statement:

I have read the report of the Instructor/Invigilator(s)/Member(s) of Observer Committee made against me as given in column **A** and submit the following statements:

- (i) I undertake that this statement has been given by me under no pressure or fear.
- (ii) Do you agree with the report of the Instructor/Invigilator(s)/Member(s) of Observer Committee made against you? **Yes/No**
- (iii) If you agree with the report, then:
 - (a) What explanation have you to offer for possessing/using the unfair-means or for your misconduct/disorderly conduct as mentioned in the report?
 - (b) Have any other thing to say, by way of self-defence or clarification?
- (iv) If you do not agree with the report then give your explanation, if any, in your defence against the report of the Instructor/Invigilator(s)/Member(s) of Observer Committee.

(Signature of Student)

(C) Statement of Witness, if any:

Statement of Witness, if any, in case the student denies the allegations of the Instructor/Invigilator(s)/Member(s) of Observer Committee or refuses to give his/her statement on the spot or runs away from the examination hall without giving his/her statement.

Name and Signature of Witness



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Annexure: BPP-07

Clause 11.5

Application for Mercy Appeal Against Termination

Name of Student		
Roll Number		
Programme (tick ✓ appropriate)	B.Tech. / B.Arch. / Dual Degree	
Department		
Semester		
Mobile and Email	Mobile:	Email:
Reasons of Mercy (attach Proof)		

Date:	Signature of the Student
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Recommendation of the Convener, DBPC:

Signature with date

Remarks of HoD:

Signature with date

Observations of Chairperson, SBPC:

Signature with date

Decision of Chairman, Senate

Signature with date

Recorded in Academic Section