

Rules and Regulations

For

Under Graduate Programmes

(B.Tech./B.Arch.)

[UG MANUAL]

[Amended in the 21st Senate Meeting Held on 14.03.2015]



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

March 2015

Preface

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

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

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

Contents

Abbreviations.....	Vi
Definitions.....	vii
1. INTRODUCTION	1
1.1 Office of the Dean Academic.....	2
1.2 Under Graduate Programmes.....	2
1.3 Senate Under Graduate Committee (SUGC).....	3
1.3.1 Constitution of SUGC.....	3
1.3.2 Jurisdiction of SUGC.....	3
1.3.3 Functions of SUGC.....	4
1.4 Departmental Under Graduate Committee (DUGC).....	4
1.4.1 Constitution of DUGC.....	4
1.4.2 Responsibilities of DUGC.....	4
2. ADMISSIONS	5
2.1 Academic Session.....	5
2.2 Admission Calendar.....	5
2.3 Admission Procedure.....	6
2.3.1 B.Tech./B.Arch. (Through Centralized Counseling).....	6
2.3.2 Admission Under Cultural Exchange Programme	6
2.3.3 Admissions Under DASA Scheme.....	6
2.4 Reservation Policy in Admission.....	6
3. REGISTRATION	6
3.1 Late Registration.....	7
3.2 Semester Load Requirements.....	7
3.3 Changing of Courses.....	7

4.	LEAVE RULES	7
4.1	Vacation.....	8
4.2	Medical Leave.....	8
4.3	On Duty Leave.....	8
4.4	Semester Leave.....	8
4.5	Medical Certificate.....	8
4.6	Absence Without Sanctioned Leave.....	8
5.	ACADEMIC REQUIREMENTS	9
5.1	Course Work.....	10
5.2	Audit Courses.....	10
5.3	Minimum and Maximum Residential Requirements.....	10
5.4	Extension of Programme.....	10
6.	EXAMINATION AND GRADING SYSTEM	10
6.1	Distribution of Weightage of Marks.....	11
6.2	Supplementary Exams and Summer Classes	12
6.3	Project, Industrial Training and GP Evaluation.....	12
6.4	Guidelines for the Award of Grades.....	13
6.5	Computation of Grade Point Index.....	15
6.6	Academic Performance Requirement.....	15
7.	Approval of New Programme and Curriculum	15
7.1	Approval of New Programme.....	16
7.2	Approval of New Curriculum or modification to existing one.....	16
8.	FINANCIAL ASSISTANCE, PRIZES AND MEDALS	16
8.1	Financial Assistance.....	16
8.2	Prizes and Medals.....	17

9.	CONDUCT AND DISCIPLINE	17
9.1	Attendance Requirement.....	17
9.2	Code of Conduct.....	18
9.3	Disciplinary Actions and Related Matter.....	18
9.4	Appeal Against Termination.....	19
10.	UNDER GRADUATION REQUIREMENTS	20
11.	GENERAL	20
12.	Re-evaluation System	21
	ANNEXURES	1
I	General Guidelines for Project Report Writing.....	1

Abbreviations

BOG	Board of Governors
BOD	Board of Discipline
CGPI	Cumulative Grade Point Index
DFB	Departmental Faculty Board
DPGC	Departmental Post Graduate Committee
DUGC	Departmental Under Graduate Committee
GMC	Grade Moderation Committee
HoD	Head of the Department
SGPI	Semester Grade Point Index
SPGC	Senate Post Graduate Committee
SUGC	Senate Under Graduate Committee
UMC	Unfair Means Committee

Definitions

Unless the context requires, otherwise,

- **"Applicant"** shall mean an individual who applies for admission to any Under Graduate (UG) programme of the Institute
- **"Board"** shall mean Board of Governors of the Institute
- **"CGPI"** shall mean the Cumulative Grade Point Index of a student
- **"Council"** shall mean the Council of the India's National Institutes of Technology
- **"Course"** shall mean a curricular component identified by a designated code number and a title
- **"Course Coordinator"** shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades
- **"CSAB"** shall mean Central Seat Allocation Board constituted by MHRD Govt. of India
- **"Dean-A"** shall mean the Dean Academic, NIT Hamirpur
- **"Department"** would mean any academic department or a centre imparting education and/or pursuing research
- **"SPGC"** shall mean the Senate's Post Graduate Committee of the Institute
- **"SUGC"** shall mean the Senate's Under Graduate Committee of the Institute
- **"DPGC"** shall mean the Post Graduate Committee of the Department
- **"DUGC"** shall mean the Under Graduate Committee of the Department
- **"Degree"** shall mean the B.Tech./B.Arch. degree and such other degrees of the Institute as may be approved by the Board
- **"Educational Institution"** shall mean those institutions which offer Bachelor's and/or higher degrees in Science, Engineering/Technology/Architecture, Management, Humanities, etc.
- **"Grade Moderation Committee"** shall mean the committee appointed by the department to moderate grades awarded by the course coordinators in different courses in a semester at a given level of a curriculum
- **"Institute" or "NITH"** shall mean the National Institute of Technology, Hamirpur

- **"Minimum Registration Period"** shall mean the minimum period for which a student must be registered for the under graduate degree
- **"SGPI"** shall mean the Semester Grade Point Index of a student
- **"SC/ST/OBC"** shall mean the scheduled castes, scheduled tribes and other backward class (non-creamy layer) as notified by the Government of India from time to time
- **"Sponsored Candidate"** shall mean a UG student receiving full financial support from the Sponsoring Organization
- **"Supervisor"** shall mean a faculty member of the Institute, and/or from outside the Institute approved by the DUGC and/or SUGC and/or Senate, to supervise the student for the designated academic activity
- **"Synopsis"** shall mean the summary of the work done towards project which shall be sent to the external examiners for requesting their consent for evaluation
- **"Teaching Scheme"** shall mean the scheme of teaching and examination for a UG programme approved by the Senate

1. INTRODUCTION

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

- to provide the highest level of education in technology and science and to produce competent, creative and imaginative engineers and scientists
- to provide a broad grasp of the fundamental principles of the engineering sciences and scientific, technological and managerial methods through its curriculum
- to be a role model of educational institutions in the Country
- to promote a spirit of free and objective enquiry in different fields of knowledge
- to cultivate high standard of performance in teaching and research
- to develop the scientific, engineering and managerial manpower of the highest quality to cater to the needs of the industry, R&D organizations, academia and nation as a whole
- to provide an innovative ability to solve new and open problems
- to develop the students with a capability for:
 - o Free and objective enquiry
 - o Courage and integrity
 - o Awareness and sensitivity to the needs and aspirations of society

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

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

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

The effect of year to year (periodic) refinements in the Academic Regulations & Curriculum, on the students admitted in earlier years shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of

Regulations & Curriculum, without any undue favour or considerations.

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

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

1.1 Office of the Dean Academic

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

- i. Receives, processes and maintains all records relating to the under graduate and post graduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes.
- ii. Disseminates information pertaining to all relevant academic matters.
- iii. Issues necessary memoranda/orders.
- iv. Acts as a channel of communication between the students, departments/centres/interdisciplinary programmes and SPGC/SUGC.

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

1.2 Under Graduate Programmes

The Institute shall offer the following undergraduate programmes or as decided by the Institute with approval from appropriate bodies such as MHRD/AICTE from time to time:

- 1.2(a) **Bachelor of Technology (B.Tech.)**: 4 years (8 Semesters)
- (i) Chemical Engineering
 - (ii) Civil Engineering

- (iii) Computer Science and Engineering
- (iv) Electrical & Electronics Engineering
- (v) Electronics and Communication Engineering
- (vi) Mechanical Engineering

1.2(b) **Bachelor of Architecture (B.Arch.)** :5 years (10 Semesters)

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

1.2(c) **Dual Degree Bachelor and Master of Technology : 05 Year**

- (i) Computer Science and Engineering
- (ii) Electronics and Communication Engineering

1.3 Senate Under Graduate Committee (SUGC)

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

1.3.1 Constitution of SUGC

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

- | | |
|--|--------|
| 1. Dean Academic | Member |
| 2. Convener, DUGC from all Academic Departments | Member |
| 3. Six Additional Members | |
| i. Immediate former Chairman, SUGC (if not otherwise a member) | Member |
| ii. Chairman, SPGC | Member |
| iii. Two Nominees of Chairman, Senate (from Senate Members) | Member |
| iv. Two Undergraduate Students (to be nominated by the Dean Academic from amongst the class seniors on the basis of merit) | Member |

Chairman of the SUGC shall be nominated by the Chairman, Senate.

1.3.2 Jurisdiction of SUGC

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

- 1. the recommendation of new UG programmes
- 2. the recommendation of new courses
- 3. formal approval of the new course
- 4. desirable modification of courses already approved
- 5. the credit value of courses

6. the admission of qualified students to candidacy for degrees
7. periodic evaluation of academic performance of programmes
8. recommendations for granting of degrees
9. other related matters as may be referred to it by the Senate

1.3.3 Functions of SUGC

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

1.4 Departmental Under Graduate Committee (DUGC)

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

1.4.1 Constitution of DUGC

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

1. The Head of the Department (HoD) as Chairman, DUGC
2. Convener, to be nominated by Department Faculty Board (DFB)
3. Convener, DPGC
4. Four faculty members to be nominated by the HoD in consultation with Convener, DUGC from the Department; [In case there are not sufficient faculty members, Chairman, Senate may nominate adjunct faculty from other departments of the Institute]
5. One faculty member from other department to be nominated by the HoD in consultation with Convener, DUGC
6. Two student representatives chosen from undergraduate students of the Department amongst the class seniors on the basis of merit (from pre-final and final year) for one year.

The DUGC Convener shall be nominated by the Faculty Board of the Department for a term of two years. The duration of the Committee shall be two years. The fifty percent of the initial members of the Committee shall be replaced after one year.

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

1.4.2 Responsibilities of DUGC

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

1. Supervision and conduct of lecture, tutorial and practical classes
2. Supervision and conduct of mid term exam, class tests, quizzes, practical tests, end semester examination, seminar and project presentation and ensuring its quality. However, end semester theory examination may be conducted centrally with the assistance of department
3. Monitoring of quality of instructions to students
4. Proposing and implementing new courses and programs as approved by Senate/BOG
5. Attending to the problems of students and advising, counseling them in academic matters
6. To recommend the cases of B.Tech./B.Arch. students for continuation/extension/termination/cancellation of programme.
7. Acting as Student Grievance Committee for UG students
8. Any other work assigned to it by SUGC/Dean-A/Senate

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

2. ADMISSIONS

2.1 Academic Session

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

Semester I (Odd Semester). Starts around the last week of July and ends around the beginning of December.

Semester II (Even Semester). Starts around the first week of January and ends around the beginning of May.

2.2 Admission Calendar

Admissions to B.Tech./B.Arch. programmes are made once a year in Odd Semester.

The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, submission of documents, examinations, submissions of grades, vacation, mid-semester break, etc., during the Academic Session are specified in the

Academic Calendar of the Institute, approved by the Senate.

2.3 Admission procedure

2.3.1 B.Tech./B.Arch. (Through Centralized Counseling)

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

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

2.3.2 Admissions Under Cultural Exchange Programme

A few admissions are offered under the Cultural Exchange Fellowship Programme of the Government of India, administered by the Indian Council of Cultural Relations (ICCR), New Delhi. For these admissions, the candidates are required to apply through the Indian High Commission/Embassy in their respective countries.

2.3.3 Admissions Under DASA Scheme

Admissions of foreign nationals and Indian students studying abroad can be made to various B.Tech. programmes under Direct Admission of Students Abroad (DASA) scheme of 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 MHRD to coordinate the process on behalf of Centrally Funded Institutions (CFIs).

2.4 Reservation Policy in Admission

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

3. REGISTRATION

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

- i. Submitting a duly approved course programme to be followed in the semester in the prescribed registration card. This may also

include an online procedure, if any.

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

iii. Signing on the registration register in person.

3.1 Late Registration

If for any compelling reason like illness, a student is unable to register on the day of registration, he/she will be allowed to register till the last date of registration specified in the Academic Calendar (which is about one week from the date of registration). Any student registering late will be required to pay a late fee as decided by the Senate from time to time. However, in genuine cases supported by the authenticated documents the late fee can be waived off by the Dean Academic. Such application shall only be considered if forwarded and recommended by the concerned Head of Department based on genuineness of the case.

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

3.2 Semester Load Requirements

A student is normally expected to register for 4-6 courses every semester as per the respective programme. Each course carries a weightage in terms of credits depending upon the academic load which, in turn, is determined by the number of contact hours (lectures and tutorials), laboratory hours (if applicable) and additional hours that a student is expected to devote per week. A total number of about 30-35 hours of engagement per week constitutes the normal academic load per semester.

3.3 Changing of Courses

Changing of course (dropping older course and adding new one) after registration is permitted only if the student's request is endorsed by both the course coordinators (older as well as new) in the registration card and is also endorsed by the Registration Coordinator/Convener DUGC. The last date for changing of course will be the last date of late registration as specified in the Academic Calendar and no change will be allowed after this date.

4. LEAVE RULES

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

4.1 Vacation Leave

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

4.2 Medical Leave

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

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

4.3 On Duty Leave

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

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

4.4 Semester Leave

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

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

4.5 Medical Certificate

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

4.6 Absence Without Sanctioned Leave

Absence without sanctioned leave for more than three weeks may result in the termination of the student's programme on the recommendation of

the DUGC and approval of Chairman, Senate.

5. ACADEMIC REQUIREMENTS.

1. A B.Tech./B.Arch./Dual degree student is required to complete successfully all prescribed courses in the scheme of concerned programme approved by the Senate and attain a minimum CGPI. Therefore, the minimum CGPI for award of B.Tech./B.Arch./Dual degree is 5.0 and 6.0 respectively.

2. Clause 5 (2) of UG Manual is as under:-

There is carry on system for promotion of students to next semester with the rider at the end of fourth semester. A student will be allowed to registered for 5th semester provided he/she attains minimum CGPI requirement of 3.0 after availing summer semester at the end of 4th semester. Candidate can avail ample opportunity to clear backlogs and attain bare minimum of 3.0 CGPI after appearing in four regular semester examinations, two summer semesters and one supplementary examination.

The hostel facility shall not be made available to a student after he/she completes minimum residential period of 4 years for B.Tech. and 5 years for B.Arch./Dual Degree in the programme.

3. A candidate getting CGPI less than 3.0 at the end of second semester (including summer semester) is to be issued advisory note by the Head of concerned department in the beginning of 3rd semester. Such student and his/her parents 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 that of candidate and no relaxation will be entertained with regard to the following:-

- (i) Adjustment of time table slot.
- (ii) Date sheet of End semester examination/Summer semester examination/Supplementary examination.
- (iii) Attendance benefit etc.

Such candidates may also have to appear in two examinations in a day.

5.1 Course Work

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

5.2 Audit Courses

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

5.3 Minimum and Maximum Residential Requirements

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

The following table lists the minimum residential and maximum duration allowed in the programme for graduation in the various B.Tech./B.Arch. programmes. To satisfy the minimum residential period requirement, registration must be over consecutive semesters; exception will be made only if the student is on authorized leave. Maximum duration is counted from the student's first registration date.

5.4 Extension of Programme

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

6. EXAMINATION AND GRADING SYSTEM

Generally, the course coordinator is responsible for setting the question paper, maintaining its secrecy, conducting the examination of a course, evaluating and awarding the grades. However, with the approval of the Chairman, Senate, end semester theory question papers

for few subjects may be got set from external experts (outside the Institute). The complete transparency shall be maintained in evaluation system. For a course, where more than one faculty member is involved in teaching one of them shall act as coordinator. The graded scripts of quizzes, tests, and mid semester examination will be given to the students within reasonable time. The answer scripts of the final examination will also be shown to the students after evaluation within reasonable time.

6.1 Distribution of Weightage of Marks

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

A. Theory Courses

SN	Particulars	Weightage
Continuous Assessment		
1.	Mid Semester Examination	20% (duration 1½ Hours)
2.	Class test(s) (to be conducted by the concerned teacher)	10%
3.	Assignments, quizzes, projects, attendance, etc.	10%
End Semester Evaluation		
4.	End Semester Examination	60% (duration 03 Hours)

No student can pass a theory course without securing at least one third of the maximum marks in **end semester examination**.

B. Laboratory Courses

Continuous Assessment		End Semester Evaluation	
Particulars	Weightage	Particulars	Weightage
Record Mark (based on continuous assessment of Lab/Practical works considering regularity and timely submission of Lab records)	30%	Lab Experiment/Procedure Writing/Tabulation/Innovation, etc. as applicable	20%
Viva-Voce	30%	Viva-Voce	20%
Total	60%	Total	40%

C. Seminar

SN	Particulars	Weightage
1.	Presentation and Response to Questions/Queries Raised (the student shall deliver the seminar in front of his classmates and answer the questions/queries raised)	60%
2.	Report Submission	40%

D. Project

SNo	Particulars	Weightage	Remarks
1.	Mid Term Evaluation	20%	To be awarded by the Project Evaluation Committee
2.	End Term Evaluation	40%	
3.	Supervisor	40%	To be awarded by the Supervisor

6.2 Supplementary Exams and Summer Classes

A student getting F grade in a course (excluding courses of 1st and 2nd semesters) due to non-fulfillment of minimum percentage of marks may appear for supplementary examination as per Academic Calendar.

However, 1st and 2nd semester students getting F grade in a course shall be allowed to avail the facility of summer classes during summer vacations. In case, student does not pass a course even in summer classes, he/she may be eligible to avail summer class facility in next summer.

6.3 Project, Industrial Training and GP Evaluation

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

A. Project

There are two major projects during 7th (Major Project-I) and 8th (Major Project-II) semesters. Convener, DUGC shall act as Project Coordinator. Project groups (consisting of maximum four students) shall be formed during 6th semester by the DUGC and will also allot supervisor(s) to each group. Generally, the same group shall continue in the 8th semester under the supervision of already allotted supervisor.

1. Evaluation During 7th Semester

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

- | | | |
|------|--|----------|
| i. | Head of Department or his/her nominee | Chairman |
| ii. | Faculty Members
from the Department (minimum two) | Members |
| iii. | Convener, DUGC | Convener |

2. Evaluation During 8th Semester

During Mid-Term a Committee shall evaluate the performance as per the schedule mentioned in Academic Calendar. The Committee is to be constituted by the concerned HoD as per the composition mentioned above 1.

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

- | | | |
|------|---|----------|
| i. | Head of Department or his/her nominee | Chairman |
| ii. | External expert
<i>(Outside the Institute, to be nominated by Dean Academic in consultation with Chairman, Senate)</i> | Member |
| iii. | Convener, DUGC | Convener |
| iv. | Faculty Members
from the Department (minimum two) | Members |

B. Industrial and Office Training

B.Tech. students are required to undergo 4-6 weeks of industrial training (on site training for civil students) after the end of sixth semester (during summer vacations). Also, B.Arch. students are required to go for 5-6 months office (on site) training during 9th semester. The evaluation and award of grades for industrial/office training shall be done by the committee constituted by HoD consisting of:

- HoD or his/her nominee
- Coordinator Training (Convener)
- Two faculty members nominated by HoD from the Department

The slots for evaluation/presentation for the training undertaken by the students shall be mentioned in the departmental time table of the semester immediately following the training. The Committee shall evaluate the students during these slots.

C. General Proficiency

The evaluation and award of grades for General Proficiency (GP) shall be done by the committee consisting of:

- Director cum Chairman Senate or his nominee
- Head of the Department
- Coordinator of departmental society/student activities
- One coordinator of co-curricular activities (Institutional level)

6.4 Guidelines for the Award of Grades

“A teacher is the best judge in awarding the grades”. However, he/she has to be impartial, logical and maintain complete transparency while awarding grades. The Institute follows absolute grading system. A student is awarded a letter grade in each course he/she is

registered for, indicating his/her overall performance in that course. There are seven letter grades: A, AB, B, BC, C, D, 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	D	F
G Point	10	9	8	7	6	4	0
Acad. Perf. (Marks)	≥ 85	$< 85 \& \geq 75$	$< 75 \& \geq 65$	$< 65 \& \geq 55$	$< 55 \& \geq 45$	$< 45 \& \geq 40$	< 40
Acad Perf.	Outstanding	Excellent	V Good	Good	Average	Marginal	Fail

No student can pass a theory course without securing at least **one third of the maximum marks in end semester examination.**

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 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. The teacher will ensure coverage of all the contents of a course taught during the semester. The end semester examination question paper shall cover all the sections of the syllabus. At the end of the semester a teacher will submit a complete course file to the HoD having following documents:
 - (a) Course Plan
 - (b) Attendance record
 - (c) Tutorial sheets/Assignment sheets
 - (d) Question papers of mid term examination and class test
 - (e) Quizzes
 - (f) Question paper of end semester examination
 - (g) Complete details of marks with final grades
5. The grades so awarded shall be moderated by a Grade Moderation Committee (GMC) of the Department, if required. This committee will finalize the grades and the concerned teacher shall submit the final grades online as well as forward an authenticated copy of these grades to the HoD for onward transmission to Academic Section as per the schedule mentioned in Academic Calendar. The GMC shall consist of:
 - (a) Head of the Department

- (b) Convener, DUGC
 - (c) Two members from DUGC
 - (d) Course Coordinator/Teacher
6. A student who has passed all the requisite courses of a programme but fails to score minimum requisite CGPI of 5.0 for the award of degree, may be allowed to improve by appearing in supplementary exams in the subject(s) he/she has scored D grade(s), provided he/she is allowed to continue in the programme as per provisions of Clause 5 and Clause 6.6.

6.5 Computation of Grade Point Index

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

$$\text{SGPI} = \frac{C_1G_1 + C_2G_2 + \dots + C_mG_m}{C_1 + C_2 + \dots + C_m}$$

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 term. It is computed in the same manner as the SGPI, considering all the courses (say, n), and is given by

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

The Institute follows absolute grading system, however, for the conversion, equivalent percentage marks of CGPI may be considered.

6.6 Academic Performance Requirement

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

1. The minimum CGPI for award of B.Tech./B.Arch. degree is 5.0.
2. A student shall not be allowed to register for 5th semester of B.Tech./B.Arch. programme, if his/her CGPI is less than 3.0 at the end of 4th semester.
3. A student shall not be allowed to continue in the B.Tech./B.Arch. programme if he/she fails to complete all the courses during maximum allowed period of the programme and attain a CGPI of 5.0.

7. APPROVAL OF NEW PROGRAMME AND CURRICULUM

7.1 Approval of New Programme

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

Generally, the committee will have following composition:

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

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

7.2 Approval of New Curriculum or Modification to Existing One

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

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

8. FINANCIAL ASSISTANCE, PRIZES AND MEDALS

8.1 Financial Assistance

The Institute shall award the scholarships, fee-waivers, and such other scholarships as may be approved by the Senate. The other scholarships may be instituted by grant from individuals, trusts, organizations and the Governments with a view to provide financial

assistance to needy students under the terms and conditions specified by the Institute. Announcements of these scholarships stating eligibility and the number and value of scholarships, etc. shall be made while inviting applications from time to time.

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

8.2 Prizes and Medals

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

9. CONDUCT AND DISCIPLINES

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

9.1 Attendance Requirement

Attendance in all classes (lectures/tutorials, laboratories, etc.) is compulsory. All B.Tech./B.Arch 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 condonation to the maximum extent of 25%. The attendance shortage cases with less than 75% shall be dealt as under:

1. Students having attendance less than 75% but higher than or equal to 60% in a theory course will be allowed to appear in End Semester Examination of that course. However, the marks obtained for the 20% component of the Internal Assessment (Class Test+Assignments) will be reduced to half (i.e. 50%). In case of lab course, the marks obtained for the 30% component of the Internal Continuous Assessment will be reduced to half (i.e. 50%).
2. Students having attendance less than 60% but higher than or equal to 40% in a theory course will be allowed to appear in End Semester Examination of that course. However, the marks obtained for the 20% component of the Internal Assessment (Class Test+Assignments) will be reduced to one fourth (i.e. 25%). In case of lab course, the marks obtained for the 30% component of the Internal Continuous Assessment will be reduced to one fourth (i.e. 25%).
3. The students having attendance less than 40% in a theory/lab course will not be allowed to appear in End Semester Examination of that

course and will be declared fail in that subject. However, the candidate may appear in the next supplementary examination to be conducted by the Institute. For such candidates, the marks obtained for the 20% component of the Internal Assessment (Class Test+Assignments) will be reduced to zero. In case of lab course, the marks obtained for the 30% component of the Internal Continuous Assessment will be reduced to zero.

9.2 Code of Conduct

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

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

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

9.3 Disciplinary Actions and Related Matter

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, awarding Black dots, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

(a) Indiscipline

The faculty member/course coordinator shall have the power to take appropriate action against a student who misbehaves in his/her class with intimation to HOD and Dean Academic.

(b) Unfair Means

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

- | | | |
|-----|----------------|----------|
| i. | Dean Academic | Chairman |
| ii. | Chairman, SPGC | Member |

- | | |
|--|--------|
| iii. Chairman, SUGC | Member |
| iv. Controller of Examination | Member |
| v. Concerned HoD | Member |
| vi. Two Senate nominees
(nominated by Chairman, Senate) | Member |

(c) Stay at Hostel

The Dean (Students & Alumni Affairs), Chief Warden, Warden of a Hostel has the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or rules and regulations pertaining to the concerned Hostel.

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

- | | |
|-------------------------------------|------------------|
| i. Dean (Students & Alumni Affairs) | Chairman |
| ii. Chief Warden, Hostels | Member |
| iii. Training & Placement Officer | Member |
| iv. Concerned HoD | Member |
| v. Concerned Warden | Member |
| vi. Proctor | Member Secretary |

A student, teacher or other functionary of the Institution can refer a case to this Committee for consideration. Further, in very exceptional circumstances, the Chairman, Senate may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Chairman, Senate for its final decision.

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

9.4 Appeal Against Termination

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

10. UNDER GRADUATION REQUIREMENTS

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

- i. passed all the prescribed courses,
- ii. attained the minimum required CGPI with no course having F grade,
- iii. satisfied the minimum academic and residence requirements,
- iv. satisfied all the requirements specified by the concerned department, if any,
- v. satisfied all the requirements specified by the Senate and the Ordinances.

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

11. GENERAL

(a) General

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

(b) Interpretations

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

(c) Waiver of Requirements in Special Cases

The procedures and requirements stated in this Manual, other than those in Clauses covering Eligibility, Admissions and Academic Requirements may be waived in special circumstances by the Chairman, Senate on the recommendation of the DUGC, Chairman, SUGC and Dean Academic. All such exceptions shall be reported to the Senate for ratification.

(d) Jurisdiction

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

12. Re-evaluation System

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

In case, students have some doubts regarding marks, the concerned HOD shall try to resolve the issue. Still if the student want the answer sheets to be re-evaluated, he/she have to apply for re-evaluation on the recommendation of concerned HOD within 10 days from the declaration of result for that particular semester by paying re-evaluation fee of Rs.1000/- (Rs. One thousand only) per answer sheet. Academic section shall initiate the process for re-evaluation of answer sheet from examiner within the Institute/ outside the Institute.

Evaluator of the answer sheet be given remuneration of Rs.100/- Per Paper with a minimum amount of Rs.500/-.

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

**General Guidelines for Project Report
Writing**

Format of Project Report

1. Title Pages

- Outer title page
- Inner title page
- Copyright (*on reverse side of inner title page*)

2. Preliminary Pages (page i, ii, iii, ...)

- Candidate's declaration
- Acknowledgements
- Abstract
- Contents
- List of figures
- List of tables
- List of abbreviations
- List of symbols

3. Main body pages (1, 2, 3, ...)

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

Description of Different Sections of a project

General guidelines

- ✓ Times New Roman font of size 12 must be followed consistently throughout the project report
- ✓ 1½ space throughout the text on both side of the paper
- ✓ Margins: Left - 38 mm, Right - 25 mm, Top - 25mm, Bottom - 25mm
- ✓ Paper size: A4
- ✓ Units and symbols should conform to the international system of units
- ✓ Avoid the use of jargon, nouns as adjectives, split infinitives, improper matching of subjects and verbs, changes of tense in mid-paragraph and redundancy and verbosity. More errors in spelling or typography leave an impression of carelessness on the examiners

Abstract

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

Introduction

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

Literature Review

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

Design, Setup and Methodology

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

Results and Discussions

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

- o Description of the symbols, if applicable
- o Description of the statistics used, if applicable
- ✓ The figure or table and their legend should appear on the same page
- ✓ Avoid repeating a description of the results – keep the description of the results in the body of the results section and not in the figure or table legend
- ✓ Emphasize the most important contributions of the prproject. The discussion must not merely recapitulate results or review the literature
- ✓ It is essential to discuss the research in relationship to the literature and to assess the significance of the findings

Conclusions and Scope for Future Work

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

References

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

Appendices

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

Auxiliary Format

Binding

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


Front and Back Covers' Colour

Black

Over Lettering

Front: Embossed in silver colour

Side: Embossed in silver colour

B.Tech. Project	<p>TITLE OF PROJECT TITLE OF PROJECT</p> <p>TITLE OF PROJECT</p> <p>B.Tech. Project</p> <p><i>By</i></p> <p>NAME OF THE CANDIDATE</p> <p>(Registration Number: Candidate's Registration Number)</p>  <p>NAME OF THE DEPARTMENT</p> <p>NATIONAL INSTITUTE OF TECHNOLOGY</p> <p>HAMIRPUR (HP) – 177 005, INDIA</p> <p>Month, Year</p>
Name of the Candidate	
Month Year	

TITLE OF PROJECT TITLE OF PROJECT

TITLE OF PROJECT

A PROJECT

*Submitted in partial fulfilment of the
requirements for the award of the degree
of*

BACHELOR OF TECHNOLOGY

By

NAME OF THE CANDIDATE

(Registration Number: Candidate's Registration Number)

*Under the guidance
of*

Dr. Supervisor's Name



NAME OF THE DEPARTMENT

NATIONAL INSTITUTE OF TECHNOLOGY

HAMIRPUR – 177 005 (INDIA)

Month, Year

Copyright © NIT HAMIRPUR (HP), INDIA, Year



NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR (HP)

CANDIDATE'S DECLARATION

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

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

Sd/-

(NAME OF THE CANDIDATE)

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

Date:

Sd/-

(Dr. Supervisor's Name)
Supervisor's Designation

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

.....

Signature of Supervisor(s)

Signature of External Examiner

