ACADEMIC RULES AND REGULATIONS

Silicon Institute of Technology
|An Autonomous Institute|
Bhubaneswar

CONTENTS

CHAPTER 1

GOVERNANCE

1.1 Vision

"To become a center of excellence in the fields of technical education & research and create responsible citizens"

1.2 Mission

To provide the best of Technical skills, Professional ethics and Human values in enriching the discipline of Science, Engineering and Technology for Social development and Nation building

1.3 Genesis

Silicon Institute of Technology has established itself as one of the premier destination for technical education with an excellent academic record in Odisha. The Institution was established in the year 2001 by the Silicon Institute of Technology trust under the guidance and advice of a panel of accomplished academicians, educational entrepreneurs, industry personnel and educationists having global exposure. Silicon's Board of Trustees comprises of high caliber professionals with a drive to settle for nothing less than the best.

The major strength of Silicon is its determination to build an accomplished Institute that would move beyond teaching with creative leadership and a culture of teamwork. The Institute has been constantly changing and improving to adapt to the needs of students through accepting innovations and embracing modern technology and techniques. Silicon's endeavour has been to make "success" a habit with the students – whether it is bridging into the corporate world or pursuing higher studies in management or technical research.

Silicon's growth has been possible because of its commitment to excellence and yearns for innovativeness and dynamism. The untiring efforts of a highly dedicated team have been a cornerstone of its success and fast growth.

1.4   Statutory Bodies

The following committees ensure proper governance at various levels including academic, financial and general administrative affairs. The following are the statutory bodies constituted as per the guidelines of UGC/AICTE:

1.   Governing Body
2.   Academic Council
3.   Board of Studies
4.   Finance Committee

1.5   Governing Body

The Governing Body (GB) is the highest body that monitors the progress of the Institute and suggests activities for its growth and overall development. It also aims at giving desired shape to the Institute to meet the highest standards in the field of technical education.

The Governing Body for the present shall consists of not less than 10 members and will not exceed 16 at any time as may be decided by the Board of Trustees from time to time.

The main objective of the Governing Body is to offer transparent and effective governance in building and developing the Institute, taking the confidence of stakeholders.

The Trust envisages a Governing Body consisting of the Trustees, Trust Nominees, Academicians, Researchers, Administrators, Employee Representatives, Social Activists, Eminent personalities and Luminaries. The Governing Body lays down the overall guiding principles for the Institution. The Governing Body shall be the supreme authority of the Institute.

Without prejudice to the generality of the aims and objectives of the Governing Body as defined in the rules and matters, specifically dealt with in the rules, the Governing Body will have the powers to do all such acts as shall be deemed to be essential and conducive to the attainment of the objects of the Trust, provided the same are not specifically reserved for the Trust and provided the same do not conflict with the various provisions contained in the Trust deed.

The composition of the GB is as under:

Members	Category	Nature
5 members	Management	Trust members/nominees/ representatives
1 member	Principal	Ex-Officio Member
2 members	Faculty	Nominated by the Director
1 member	Educationist	Nominated by Board of Trustees
1 member	Industrialist	Nominated by Board of Trustees
1 member	AICTE/UGC Nominee	Nominated by UGC
1 member	University Nominee	Nominated by the Parent University
1 member	State Govt. Nominee	Nominated by State Government
1 member	Director	Ex-Officio Secretary

1.5.1 Role of Governing Body

1. Approve the Vision and Mission of the Institution.

2. Formulate of the guiding principles for achieving the Vision and Mission.

3. Review periodically the progress of the Institute for its compliance with the Vision and Mission and statutory norms of the government.

4. To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability.

5. To monitor institutional performance and quality assurance arrangements.

6. To put in place suitable arrangements for monitoring the performance of managerial and administrative positions.

7. To promote of transparency and openness at every level.

8. Carrying out the objectives of the Trust specified in the Trust deed. Make rules of business, service conditions, as they deem proper.

9. To procure, accept, collect and receive subscription, donations, gifts, legacies, contributions and endowments, i.e., Annual Finance Plan for the benefit of the Institute.

10. To manage and administer the funds and the properties vested in the Institute in any manner chosen for accomplishing the aims and objects of the Trust.

11. To determine the academic character and for facilitating its attainment.

12. To monitor efficient uses of resources, the solvency of the Institute and safeguarding its assets.

13. Appointing, grading, suspending, dismissing and determining the pay and conditions for all employees under the Institute.

14. To set a framework for the pay and conditions of all employees under the Institute.

15. To appoint Committee/s with or without remuneration and on such terms and conditions as they think proper to function.

16. To cause the accounts of the Institute to be maintained and get the accounts audited by a chartered accountant.

17. Approve the Annual Budget for the Institute.

18. Approve/ratify the Audit Report and Annual Report.

19. Approve a long term plan of the Institute.

20. Approve Annual Business plan of the Institute.

21. If any time it is observed that the Director willfully omits or refuses to carry out the provisions of the rules or abuses powers vested in him and if the continuance of the Director in office is detrimental to the interests of the Institute, the Chairman of the Governing Body may, after making such inquiry as he deems proper, shall recommend to the Governing Body for removal of the Director.

22. The Chairman of the Governing Body shall have power to suspend the Director during pendency or in contemplation of any inquiry.

1.5.2 Terms of Members

The term of the nominated members shall be three years except in the case of UGC nominee who shall have a term of five years.

1.5.3 Meetings

The Director shall convene a meeting of the Governing Body at least twice a year.

1.6 Executive Council

The Executive Council advises the Director on improvements in policies, procedures, and operational aspects of the institution. The primary function of the Executive Council is to establish and maintain cohesiveness of policy and operation throughout the Institute. The Executive Council acts upon recommendations from other governance committees/councils.

The Executive Council is comprised of executive, administrative leadership for all academic, administrative and service units of the Institute. It shall also be responsible for the improvement of standards of teaching, research, extended collaboration programs in academic matters. As the executive leadership of the Institute, members have the authority to carry out the action items and activities resulting from meetings and other duties assigned by the Director. Executive Council meetings are chaired by the Director, and meeting agenda items are coordinated through the office of the Director. The Dean (Administration) shall be the ex-officio secretary of the Executive Council. The Executive Council shall meet as often as may be necessary, but not less than once every month.

1.6.1 Role of the Executive Council

1. To define and monitor the Institute's Goals and Objectives.
2. To make recommendations with respect to academic and professional matters.
3. To make recommendation to Governing Body with regard to policies governing the functioning of the Institute and make

amendments to the existing ones, if required, from time to time.

4. To monitor and evaluate the functioning of all committees/divisions/cells.

5. Preparing the Long Term Plan and Annual Plan of the Institute.

6. To make recommendations for approval of the Institute Budget, Annual Report and Action Taken Report to the Governing Body.

7. To make recommendations for establishing new departments, programs, and new guidelines for admissions.

8. To recommend collaborations with other institutions, professional bodies, and organizations.

9. To approve the requirement of faculty and employees in relation to the strength of students, and other activities of the Institute.

10. To monitor the Research activities of the Institute.

11. To advise on the fixation of the fee structure, from time to time.

12. Any other matter concerning the Institute at large.

1.7   Academic Council

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policies, approval of courses, regulations, syllabi, etc.,. Academic Council shall propose ways and means to maintain quality norms. The Council will involve faculty at all levels and also experts from outside, including representatives of the Parent University and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other Statutory Bodies of the Parent University. The decisions of the Academic Council are to be placed before the Executive Council for final approval and changes, if any, by its member secretary.

1.7.1   Structure

The Academic Council shall be the principal academic body of the Institute and shall have the control over and be responsible for the maintenance of the standard of education, teaching, interdepartmental coordination, research, examination and evaluation and such other powers that perform such other duties and functions as may be prescribed. The composition of the Academic Council shall be as under:

1. The Principal (Chairman).
2. Controller of Examination.
3. Dean Academics of the Institute (Ex-officio Secretary).
4. All other Deans of the Institute
5. All the heads of department in the Institute.
6. Four teachers of the Institute representing different categories of teaching staff by rotation on the basis of seniority of service in the Institute.
7. Not less than four experts from outside the Institute representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body.
8. Three nominees of the Parent University.

1.7.2   Terms of Members

The term of the nominated members shall be three years.

1.7.3   Meetings

The Principal shall convene a meeting of the Academic Council at least twice a year.

1.7.4   Functions

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

1. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
2. Approve the Academic Calendar.
3. Implement the orders issued time to time by the State Government and Parent University in the admission of students to different programmes of study.

4. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

5. Frame regulations consistent with Parent University norms to conduct examinations and initiate measures for improving the quality of teaching, students' evaluation and advisory system in the Institute.

6. Approve the list of successful candidates for the award of degree / certificate.

7. Encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.

8. Recommend to the Governing Body, proposals for Institute scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

9. Recommend to the Governing Body, proposals of new programmes of study for the Institute.

10. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.

11. Perform such other functions as may be assigned by the Governing Body.

1.8 Board of Studies

1.8.1 Functions

The Board of Studies is the basic constituent of the academic system of the Institute. Its functions will include:

1. Prepare syllabi for various courses keeping in view the objectives of the Institute, the interest of the stakeholders and national requirement for consideration and approval of the Academic Council.

2. Suggest methodologies for innovative teaching and evaluation techniques.

3. Suggest a panel of names to the Academic Council for appointment of examiners.

4. Coordinate research, teaching, extension and other academic activities in the department Institute.

5. Framing the syllabi for various courses,
   - Reviewing and updating syllabi from time to time,
   - Introducing new courses of study,
   - Determining details of continuous assessment,
   - Recommending panels of examiners under the semester system etc.

There shall be Board of Studies for each Department of the Institute.

1.8.2   Composition

The composition of the Board of Studies shall be as under:

1. Head of the department concerned (Chairman)
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert, nominated by the Vice Chancellor from a panel of six recommended by the Institute.
5. One representative from industry/corporate sector/allied area relating to placement
6. One postgraduate meritorious alumnus, nominated by the Principal.
7. The Chairman, Board of Studies, may with the approval of the Principal, co-opt:
   - (a) Experts from outside the Institute whenever special courses of studies are to be formulated.
   - (b) Other members of staff of other departments of the Institute.

1.8.3   Term

The term of the nominated members shall be three years.

1.8.4   Meeting

The Principal shall draw the schedule for meetings of the Board of Studies for different departments. The meeting may be scheduled as and when necessary, but at least once a year.

1.9   Finance Committee

The Finance Committee will advise the Governing Body on financial matters.

1.9.1 Composition

1. The Principal (Chairman).

2. One person, nominated by the Governing Body for a period of two years.

3. Finance Officer of the affiliating University

4. One senior-most teacher of the Institute, nominated by the Director, in rotation, for two years.

5. The Accounts Officer of the Institute.

1.9.2 Functions

The Finance Committee will be an advisory body to the Governing Body, and will meet at least twice a year to consider:

1. The finance committee shall examine the accounts and to scrutinize proposals for expenditure.

2. Prepare the budget estimates for approval of the Governing Body.

3. The annual accounts and financial estimates of the Institute shall be placed before the finance committee for consideration and thereafter submitted to the Governing Body together with the comments of the finance committee for approval.

4. The finance committee shall fix the limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.

CHAPTER 2

Academic Regulations

2.0 Preliminary Definitions and Nomenclature

In these regulations, unless the context otherwise specifies:

i.   **"University"** means BPUT, Odisha.

ii.   "**Programme**" means UG Degree Programme, i.e., B.Tech. Degree Programme.

iii. **"Branch"** means specialization or discipline of B.Tech./MCA/M.Tech Degree Programme like Computer Science Engineering, Electronic and Communication Engineering etc.

iv.   "**Course**" means a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, etc.,

v.   **"Credit"** means a numerical value allocated to course units to describe the student's workload required per week.

vi.   **"Grade"** means the letter grade assigned to each course based on the range of marks specified.

vii. **"Grade point"** means a numerical value (0 to10) allocated based on the grade assigned to each course.

viii. "**CBCS**" means Choice Based Credit System

ix.   "**Controller of Examinations**" means the authority of the Institution who is responsible for all the activities of the Examinations of this Institute.

x.   "**Head of the Institution**" means the Principal of the College / Institution / who is responsible for all the academic activities of the College / Institution and for implementation of relevant rules of this Regulations.

xi.   "**Head of the Department**" means Head of the Department concerned

2.1 Curricular Programmes

1. The provisions contained in these regulations govern the conditions for imparting courses of instruction, conducting

examinations and evaluation of students' performance leading to the Degree of:

- Bachelor of Technology (B. Tech.),

- Master in Computer Applications (MCA), and

- Master of Technology (M. Tech).

The Governing Body of the Institute may, on the recommendation of the Executive Council, change any or all parts of these regulations at any time.

2. The nomenclatures shall continue to be used for the Degree programmes under the Parent University, as required by the Council and the Commission:

(i) Bachelor of Technology (B.Tech.) degree programmes in,

    1. Electrical and Electronics Engineering;
    2. Computer Science & Engineering;
    3. Electronics and Communication Engineering;
    4. Electronics and Instrumentation Engineering

A student may opt for additional courses as offered by the Department to receive a B. Tech. degree with Honours.

(ii) Master in Computer Applications (MCA)

(iii) Master of Technology (M. Tech.) programmes in,

    1. Electronics and Communication Engineering
    2. Computer Science and Engineering
    3. Electrical and Electronics Engineering (Power System Engineering)

New disciplines may be added or modified in future with approval of the Governing Body. The provisions of these regulations shall also be applicable to any new discipline(s) that is (are) introduced from time to time. Other regulations including those for supplementary/summer courses, whenever necessary, may be framed and implemented by the Executive Council.

2.2 Programme Duration and Calendar

1. The duration of the programme shall be governed by the regulations of AICTE that may change from time to time. As per the prevailing regulations,
   - B.Tech. programme is of Four years (Eight Semesters),
   - MCA programme is of Three years (Six Semesters),and
   - M.Tech. programme is of Two years (Four Semesters) duration.

2. Each year shall be divided into two Semesters:
   - Autumn Semester (July to December), and
   - Spring Semester (January to June).

   The Autumn semester shall ordinarily begin in July for students already on rolls and the Spring semester shall ordinarily begin in January. However, the first semester (Autumn, for newly admitted students) may begin a little later depending on completion of admission formalities. The number of teaching weeks in each semester shall be fifteen to eighteen with a minimum of 90 teaching days excluding the period of examination.

3. Each year the Institution shall draw out a calendar of academic and associated activities, which shall be adhered to. The same is non-negotiable. Details of curricula and syllabi shall be as decided by the Academic Council with provision for modification from time to time as per the needs of the specializations concerned.

4. The maximum period which a student can take to complete a full time academic programme shall be double the nominal duration of the programme, i.e.,
   - Eight years for B. Tech.,
   - Six years for MCA, and
   - Four years for M. Tech.

5. The programme of studies leading to a degree consists of prescribed courses sequentially distributed over the required number of semesters. Whenever summer months are used, either

for academic or for administrative purposes, recourse is always to be taken through what is known as Summer Term.

6. The JEE selected candidates have to take admission to the institute on the dates as per Academic Calendar. Under special circumstances, e.g., foreign students nominated by the Government of India or a student with serious medical illness, the Principal may condone delay up to one month from the starting of classes. Executive Council may condone delay beyond one month if satisfied with the situation.

7. The Academic Council will approve the academic calendar consisting of schedule of activities for a session inclusive of dates for registration, Mid-Term Examination and End-Term Examination; inter-semester breaks etc. well in advance of start of a semester. The academic calendar shall usually provide the number of teaching weeks in each semester which shall be fifteen to eighteen with a minimum of 90 teaching days excluding the period of examination, holidays and days when classes are suspended.

8. The academic calendar will also reflect the scheduled holidays. In addition to holidays, the Principal, may announce suspension of classes when the situation so demands. Such suspended classes may or may not be compensated on a weekend/holiday as per decision of the Principal.

2.3 Admission

1. The admission of students to various UG/PG Degree programmes shall be governed by the State Government and/or Parent University Policies/Practices in this regard.

2. There shall be provision for direct admission for a limited number of Management students. Details of criteria for admission shall be as per provisions of the rules formulated for the purpose.

3. The candidates with a Polytechnic Diploma or any other qualification approved by the State Government/AICTE are eligible to join UG Degree programmes at the beginning of the second year (third semester), as per the prevailing practice in the Parent University (Lateral Entry).

4. A student admitted directly to the third semester under lateral entry scheme shall complete all the courses within a period of 6 academic years from the date of first admission to B. Tech. program failing which the student has to discontinue the programme.

5. Admissions shall ordinarily close on a specified date before commencement of the first semester instruction, through a notification / academic calendar.

   • Candidates shall have to register as bonafide students with the Institution as per the regulations before commencement of instruction in First Semester and for Lateral entry students in Third Semester.

   • A student is allowed to attend classes only for those subjects that he / she has registered in a semester.

   • A student who has been promoted with a backlog, has to first register for the backlog subject(s) if the same is being offered in a semester.

6. Any student pursuing B. Tech programme, may be allowed a change of branch in the institution after completion of course requirements for the first (autumn) and second (spring) semesters of the first year programme, subject to availability of seats in a programme. The selection shall be on the basis of merit, assessed through the combined results of the first and second semester examinations declared in the form of Cumulative Grade Point Average (CGPA) at the end of the first year which should be 8.5 or more. This is an incentive to meritorious students.

   The change of branch shall be accorded to only such students who have cleared all examination items of both the semesters in first attempt, in examinations held during academic session of his / her first admission to the programme. Change of branch may be accorded subject to the condition that the consequent total student strength in the 'gainer' programme shall not exceed by 10% of the approved seats and the net student strength in the loser programme shall not deplete by more than 10% of the actual student strength existing on the rolls prior to the change during the

process. However, change of branch is not allowed in the first semester / year of admission.

The Director shall form a committee to award benefit of branch change with the Principal as its Chairman. The committee shall invite options from the students. The committee will prepare a merit list based on CGPA and allot change of branch in order of their preferences. The committee shall announce the decision on branch change before the start of 3rd semester.

The change of branch facility shall not be available to students of M. Tech. courses. There shall be no opportunity of a change of branch mid-way during the programme.

7. If a student fails to join the Institute and attend classes within a week of starting of classes, s/he will be deemed to have abandoned the programme. In case of serious illness or a family calamity, s/he may be granted leave by the Principal. In serious cases, a student may, with approval of the Executive Council, take break for a year and join the Institute along with the next batch of students.

8. The Institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.

2.4 Approach to Curriculum

1. **Objective**: As a major objective of education in India now is to develop professionals having competencies, intellectual skills and knowledge equipping them to contribute to the society through productive and developing careers as *innovators, decision makers and leaders* in the national and global economies. The *Approach to Curriculum* for *UG Degree Programmes* needs to lay special emphasis on educating/preparing the students well for being able to demonstrate the following abilities:

   (a) Effective application of *knowledge* of mathematics, science and technical subjects;

   (b) Planning and design to conduct scientific and technical experiments;

(c) Analysis and interpretation of scientific, technical and economic data collected;

(d) Design of parts, subsystems, systems and/or processes to meet specific needs;

(e) Identification, formulation and solving of problems using simulation or otherwise;

(f) Use of techniques/tools including software in all disciplines, as may be required;

(g) Effective communication skills and leadership/participation in team work;

(h) Fulfillment of professional, social and ethical responsibilities;

(i) Sensitivity to environmental and energy issues and concerns;

(j) Planning, development and implementation of strategies for life-long learning.

2. **Preparation:** To prepare the students to excel in various educational programmes or to succeed in industry / technical profession through further education/training;

3. **Core Competence:** To provide the students with a solid foundation in mathematical, scientific and fundamentals required to solve related problems.

4. **Breadth:** To train the students with a breadth of scientific and knowledge to comprehend, analyze, design and create novel products and solutions for real life problems.

5. **Professionalism:** To inculcate in the students professional/ethical attitude, effective team work skills, multidisciplinary approach and to relate issues to a broader context.

6. **Learning Environment:** To provide the students with academic environment of excellence, leadership, ethical guidelines and life-long learning needed for a long/productive career.

7. **Definitions/Descriptions:** In framing a suitable curriculum for the *UG Degree Programmes,* the following definitions/descriptions have been followed for the different terms used. This is expected to

help in maintaining uniformity of presentation in the *Model Scheme of Instruction and Syllabi* for the various *Programmes* covered here:

(a) **Academic Year**: Two consecutive (one odd + one even) semesters constitute one academic year.

(b) **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).

(c) **Credit Based Semester System (CBSS)**: Under the CBSS, the requirement for awarding a degree or certificate is prescribed in terms of number of credits to be completed by the students. Number of Credits to be earned by a student for the four year UG Degree Award is 162. It is 125 for the three year UG Degree (through lateral entry). For MCA credit to be earned is 125 (82 for MCA Lateral Entry) and for M. Tech it is 68.

(d) **Semester Scheme:** Each UG Degree Programme to be ordinarily of 4 academic years (=8 Semesters), with the year being divided into two Semesters of 20 weeks (≥90 working days) each for course delivery, followed by Continuous Teacher Evaluation (CTE) throughout the Semester, Mid-Term Examination (MTE) and End-Term Examination (ETE) as reforms in Achievement Testing;

(e) **Credit Point**: It is the product of grade point and number of credits for a subject.

(f) **Credit**: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work per week.

(g) **Credit System:** A system enabling quantification of course delivery, with *one credit being assigned to each unit* after a student completes its teaching-learning process, followed by passing in *CTE, MTE and ETE.* Further, *Choice Based Credit System (CBCS)* to be helpful in customizing the course delivery for a student, through *Core and Electives*;

(h) **Credit Courses:** All Courses registered by a student in a Semester to earn credits; In a widely accepted definition, students to earn One Credit Point by registering and passing:

- One hour/week/Semester for *Theory/Lecture* (L) *Courses;* and,

- One hour/week/Semester for *Tutorials*

- Two hours/week/Semester for *Laboratory/Practical* (P) *Courses*

Note: Other student activities not demanding intellectual work or enabling proper assessment like, mandatory courses, extra-curricular activities, induction program, practical training, study tour and guest lecture not to carry *Credits.*

(i) **Credit Representation:** *Credit* values for different academic activities to be represented by following the well accepted practice, as per the example in Table 1:

Table 1: Credit Representation

Lectures (hrs/wk/Sem.)	Tutorials (hrs/wk/Sem.)	Practical Work (hrs/wk/Sem.)	*Credits* (L: T: P)	Total *Credits*
3	0	0	3:0:0	3
4	0	0	4:0:0	4
3	1	0	3:1:0	4
2	0	0	2:0:0	2
0	0	2	0:0:1	1
0	0	3	0:0:1.5	1.5
0	0	4	0:0:2	2
0	0	6	0:0:3	3

(j) **Course Load***:* Every student to register for a set of *Courses* in each *Semester,* with the total number of their *Credits* being limited by considering the permissible *weekly Contact Hours*

(typically: 28/Week). For this, an average *Course Load* of 20-20.5 *Credits/Semester* (e.g., 4 to 6 theory and 2 to 4 practice courses) is generally acceptable.

(k) **Mandatory Courses:** Course works on peripheral subjects in a programme, wherein familiarity considered mandatory, are included as *non-Credit, Mandatory Courses,* where C grade is the minimum pass grade.

(l) **Grading & Grade Points:** Irrespective of the credit, a course will be evaluated out of 100 marks and the uniform absolute Grading System to be followed for all Academic Programmes shall be as described below :

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	O	90 & above up to 100	10
Excellent	E	80 & above but less than 90	9
Very Good	A	70 & above but less than 80	8
Good	B	60 & above but less than 70	7
Average	C	50 & above but less than 60	6
Poor	D	40 & above but less than 50	5
Failed	F	Below 40	0
Incomplete	I	Permitted to appear supplementary examination	0
Debarred	X	Poor Class Attendance/ Disciplinary action/ Malpractice	0

(m) **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various subjects registered in a semester and the total credits during that semester. It shall be expressed up to two decimal places, leading finally to *CGPA* for evaluating student's performance at the end of two or more *Semesters* cumulatively; this reform serving as a better performance index than total marks or %;

Semester Grade Point Average (SGPA)

$$SGPA = \frac{CREDIT\ INDEX}{\Sigma\ CREDITS}\ for\ a\ Semester$$

Cumulative Grade Point Average (CGPA)

$$CGPA = \frac{\Sigma\ CREDIT\ INDEX\ of\ all\ previous\ Semester}{\Sigma\ CREDITS\ of\ all\ previous\ Semesters}\ upto\ a\ Semester$$

(n) **Passing Standards:** To pass a theory course a student has to secure a minimum D grade with at least 24 marks out of 60 in End-Term examination. Appearance in Mid-Term examination is also mandatory for qualifying the course. For other courses (practical, seminar, viva, project and other sessionals) Grade C is the minimum pass grade with at least 50% marks in the final test / final presentation.

Both SGPA and CGPA serve as useful performance measures in the *Semester System.* Student can be declared successful at the Programme-end only when

- The CGPA earned at the end of the program is greater than or equal to **6.00** with none of the *Courses* registered in for the Degree Award counting F/X Grade.

- In addition to this there should not be any pending disciplinary proceedings against the student.

- Number of Credits to be earned by a student for the four year UG Degree Award is 162. It is 125 for the three year UG Degree (through lateral entry). For MCA credit to be earned is 125 (82 for MCA Lateral Entry) and for M. Tech it is 68.

2.5 Criteria for Award of Gold Medals

1. The Gold medal winner will be selected based on the highest Cumulative Grade Point Average secured by the student passing out in the academic year in the B. Tech. and MCA programmes.

2. For award of Gold medal more than one candidates may be declared Joint Winner if they have same CGPA.

3. The Silver medal winner will be selected based on the highest Cumulative Grade Point Average secured by the student passing out in the academic year in the particular branch of the B. Tech. programme.

4. Candidate securing less than 8.50 CGPA will not be considered for award of Gold Medal.

2.6 Curriculum Structure

1. The curriculum shall meet the basic requirements with a focus on research and development. A key area of focus for the curriculum will be the emphasis on problem solving through case based teaching pedagogy and the development of 'soft skills' including effective communication, presentation skills etc. The curriculum for undergraduate courses shall include subjects in various domains for IT applications. Electives in humanities subject will include sociology, political science, business administration, economics, accounting and marketing and soft courses such as presentation skills, communication skills, team building, leadership, motivation, project management, performance management, interviewing skills and language.

   The curriculum will be designed to meet the student aspirations and the industry requirement and shall take into consideration the following points:

   (a) *Research experience as part of undergraduate curriculum*: Courses will emphasize projects and research experience. Additional opportunity for good students to study advanced subjects under Honours category by help of MOOCS.

   (b) A set of domain courses in science and engineering which will provide extensiveness to the students.

   (c) Special attention would be paid to human values, as these are essential in contemporary society. Specially designed courses on human values would be made a regular part of the B. Tech. curriculum.

   (d) Introduction of induction program in the curriculum to equip the students with communication skills, and get them acquainted with the culture of institution and human values. A

student has to undergo this induction program after joining the institute and before the commencement of classes. Normal classes of the engineering program shall begin after the students have undergone a minimum two weeks induction program.

2. The curriculum will contain the following subjects:

(a) **Institute Core**: The Institute core will consist of semester specific compulsory courses like Basic Sciences (BS), Engineering Sciences (ES) and Humanities and Social Sciences (HS). All undergraduate students should satisfy the institute core requirement.

   (i) *Basic Sciences (BS)* shall include subjects like Engineering Chemistry, Engineering Physics, Biology for Engineers, Mathematics

   (ii) *Humanities and Social Sciences (HS)* shall include subjects like Communicative & Technical English, Engineering Economics & Costing, Fundamentals of Management

   (iii) *Engineering Sciences (ES)* shall include subjects like Basic Electrical Engineering, Basic Electronics Engineering, Computer Programming, Data Structures & Algorithms, Engineering Graphics, Engineering Mechanics, Manufacturing Practices, OOP Using Java, Thermodynamics

(b) **Professional Core:** These courses are the core of the branch of study and are compulsory for the students of the respective branch. These courses provide the basics and mandatory knowledge and skill required for a professional of the respective branch.

(c) **Professional Electives:** These are elective courses within the discipline and will be offered in each semester, starting second/third year. Elective courses will provide the students with in-depth knowledge, and therefore students are advised to choose elective courses according to the field of their interest.

(d) **Open Electives:** Open Electives are courses outside the discipline. There will be a minimum number of open electives that all students will have to complete. These are advanced courses from the broad areas of Engineering, Sciences, and Mathematics etc,. The first two years provide the foundation required for taking these courses.

(e) **Mandatory Courses**: Course work on peripheral subjects in a programme, wherein familiarity considered mandatory. These shall include subjects like Constitution of India, Environmental Science & Engineering, Professional Ethics & Values, Yoga and shall be non-credit subjects but the actual grade received shall be reflected in the grade sheet.

(f) **Projects:** These will be the paradigm of the proposed curriculum. Practicum is an integral part of the curriculum, and many courses feature a 'practice' component, which requires programming, working on embedded systems, or using computational tools to understand the concepts studied in sciences. The curriculum also requires students to write term papers in various subjects (like humanities). Further, students can take projects in areas of their interest. The B.Tech. project will have a year-long practicum that will help students to showcase their understanding in a specific area by solving a problem, building a system, or making a major technological advance.

(g) **Industrial Interaction**: The curriculum will provide students the opportunity to take up summer internships in industry. This is aimed at exposing them to the world of work, and giving a firsthand experience of working on projects in industrial environment.

(h) **Practice School**: As part of the four-year degree programs in engineering, students are provided with an option to choose Practice School (PS) or Project. The Practice School (PS) course exposes the student to real-time experience in an organizational environment. It is an internship of minimum one semester with 16 credits in reputed industries and is completed during the final year. The deserving students are also paid stipend during their internship.

3. The model curriculum structure for B. Tech. shall be as mentioned below:

Course delivery -Subject Area	Range of Total Credits (%) Minimum Maximum	Suggested Breakdown of Credits
Humanities and Social Sciences (HS), including Management;	5-10	12
Basic Sciences(BS) including Mathematics, Physics, Chemistry, Biology;	12-20	25
Engineering Sciences (ES), including Materials, Manufacturing Practices, Drawing, Basics of Electrical/Electronics/ Mechanical/ Computer Engineering, Instrumentation;	12-20	24
Professional Subjects-Core (PC), relevant to the chosen specialization/branch; (May be split into Hard (no choice) and Soft(with choice), if required;)	30-40	55
Professional Subjects – Electives (PE), relevant to the chosen specialization/ branch;	10-15	18
Open Subjects-Electives (OE), from other technical and/or emerging subject areas;	5-10	12
Project Work, Seminar and/or Practice School/Internship in Industry or elsewhere.	8-12	16

The suggested *Course Work (162 Credits, at 20-20.5/Semester on an average* needs to be completed successfully by a student.

Sequencing Plan for Courses

Semesters	Subject Area Coverage
I –II	*HS Courses* common for all Branches; some *BS* and *ES courses branch specified*
III-IV	*HS Courses* common for all Branches; some *BS* and *ES courses branch specified*); *PC* (Hard/Soft) *Courses* in two/three groups (like Electrical, Non-Electrical); Area wise Orientation; *Add-On Courses;*
V-VII	*HS Courses* common for all Branches; some *BS* and *ES courses branch specified*; *PC* (Hard/Soft), *PE and OE Courses*; Branch-wise Orientation; *Add-On Courses;* Seminar;
VIII	*HS Courses* common for all Branches; some *BS* and *ES courses branch specified*; *PE* and *OE Courses*; Project work and Dissertation, Seminar: *Add-On Courses;* Final wrap-up of Programme;

Indicative Structure for UG programme

Course Work – Subject Area	Credits/Semester				Credits/Semester				Credits -Total
	I	II	III	IV	V	VI	VII	VIII	
Humanities and Social Sciences *(HS)*	4	0	3	3	0	2	0	0	12
Basic Sciences *(BS)*	9.5	8.5	0	4	0	3	0	0	25
Engineering Sciences *(ES)*	5.5	9.5	5	4	0	0	0	0	24
Professional Subjects-Core			15	9	15	12	4	0	55
Professional Subjects-Electives					3	3	6	6	18
Open Subjects- Electives (OE)					3	3	3	3	12
Project Work, Seminar and/or Internship			1		3		5	7	16
TOTAL	**19**	**18**	**24**	**20**	**24**	**23**	**18**	**16**	**162**
Contact hours/week (Including Mandatory courses of 8 hrs/week in all semester together)	26	27	28	25	28	28	22	21	205

4. **Supplementary Examination** – The supplementary examinations will be conducted every year in the month of July and results shall be declared before the commencement of the next academic session. The candidates, who have completed the attendance requirements for that course, appeared in the End-Term Examination and have been awarded 'F' Grade can register for the examination. The weightage of this examination will remain same as the weightage of the regular semester in which the student was awarded 'F' Grade. A student can register for a maximum of four courses for appearing in supplementary examination.

A student who could not appear the End-Term due to genuine medical or other problem may also register for supplementary examination without any restriction in number of subjects.

Students with X grade in a subject are not permitted to register for the supplementary examination for that subject.

2.7 Registration

1. All Students have to register for each of the subjects they are required to study before commencement of a semester. Except in the first semester, where a student is automatically registered for all subjects of the semester.

2. Every student is required to be physically present and register at the commencement of each semester on the date fixed and notified in the Academic Calendar.

3. The registration process has 4 components:

    (a) Pre-Registration for the said semester, to be done during the previous semester. The student shall identify the elective / optional subjects for the semester during this process.

    (b) Physical presence of the student in campus on the first day of the semester. This may not be applicable to students permitted officially to go out. Their cases will be dealt with on case to case basis depending on the nature of permission granted.

(c) Payment of semester fees including any unpaid dues of past semester(s), and

(d) Selection of courses to be studied during the semester.

4. Semester fees including hostel dues are to be paid during the period as decided by the Institute. In deserving cases, particularly students receiving an external scholarship or a bank loan, the Institute may permit deferment of payment of fees beyond the date notified with a late fee. If a student fails to pay the fees, his result for the semester will remain withheld and he will not be in a position of registering for the next semester, unless specifically approved by the competent authority.

5. A student who does not register on the day announced for the purpose can register within next 10 working days on payment of an additional fee as prescribed by the Institute. However, under no circumstances, even with approved leave, late registration after 45 calendar days from the scheduled date of registration is allowed. A student must repeat the semester in the following year. In case of late registration, all classes between the expected date of registration and the actual date will be considered as absence.

6. Registration of only those students will be approved who have:

   (i)   Completed their pre-registration.

   (ii) Cleared all Institute dues of the previous semester(s),

   (iii) Paid all prescribed fees for the current semester during the period notified (unless otherwise permitted).

   (iv) Not been debarred from registering for a specified period on disciplinary or any other ground.

   (v)   Satisfied the academic requirements.

   (vi) Not been struck off the rolls of the Institute.

7. *Registration Rules*

Semester	General Rules
New admission (1stsem)	After Reporting at the Institute
2nd Semester	Student should be physically present in campus on 1st day of 2nd

	Semester to complete formalities within one week as per Rule 2.7 (4,5,6)
3rd Semester	Pre registration to be done in mid of 2nd semester and student should be physically present in campus on 1st day of 3rd Semester to complete formalities within one week as per Rule 2.7 (4,5,6)
4th Semester	Pre registration to be done in mid of 3rd semester and student should be physically present in campus on 1st day of 4th Semester to complete formalities within one week as per Rule 2.7 (4,5,6)
5th Semester	Pre registration to be done in mid of 4th semester and student should be physically present in campus on 1st day of 5th Semester to complete formalities within one week as per Rule 2.7 (4,5,6)
6th Semester	Pre registration to be done in mid of 5th semester and student should be physically present in campus on 1st day of 6thsem to complete formalities as per Rule 2.7 (4,5,6)
7th Semester	Pre registration to be done in mid of 6th semester and student should be physically present in campus on 1st day of 7th Semester to complete formalities as per Rule 2.7 (4,5,6)
8th Semester	Pre registration to be done in mid of 7th semester and student should be physically present in campus on 1st day of 8ths Semester to complete formalities as per Rule 2.7 (4,5,6)

8. To be able to register in the 2nd year (3rdsemester) and continue his/her study in the Institute at the end of 1st year, a student must have secured a pass grade in all subjects of 1st year except a maximum up to four. In no case a student with F grade in more than four papers shall be permitted to register for 3rd semester.

9. While registering for 3, 5 or 7 semesters, a student may register for backlog papers of 1, 3 or 5 semester respectively and while registering for 4, 6 or 8 semester, s/he may register for backlog papers of 2, 4 or 6 semester respectively. A student need not attend classes in papers registered as "backlog papers". He has to sit for both Mid-Term and End-Term examinations and the grade will be awarded based on the scores of the latest examinations. The Teacher's assessment component will be same as that given by the instructor in the original semester, when he attended classes. The registration for backlog papers must be done at the time of semester registration.

10. A student will be promoted to the Spring Semester if in the Autumn Semester s/he appears the End Term examination in minimum three theory subjects and passes in minimum two practical subjects. A student will be promoted to next higher year if the number of back logs after the supplementary examination is less than or equal to four. To be promoted to 3rd year a student must have cleared all the papers of first year and to be promoted to 4th year a student must have cleared all papers of second year.

11. Ordinarily a student is not permitted to re-register in a course when s/he has secured a "D" or higher grade. But it is allowed for students who have secured a CGPA below 6.00 after the completion of last semester and need to improve their score for the award of degree. It is not possible to improve the score in a course by writing examinations only.

12. Those who have been awarded grade 'X' ("debarred") because of very poor attendance, examination malpractice or disciplinary measure or for any other reason are not permitted to register in those subjects for supplementary examination. They need to

register for the course during next odd/even semester as applicable.

2.8 Attendance and Leave

1.   (a) Silicon's academic programme is based primarily on the teaching-learning process. Attendance in classes, participating in classroom discussions and participating in the continuous evaluation process are the most essential components of the academic programme. All teachers and students must appreciate that the number of classes scheduled for a course under the approved academic calendar and time table must be held during the semester.

   (b) If because of personal leave or official duty, or on student request, a teacher is unable to hold a class on the scheduled hour, s/he will hold the compensating classes at a mutually convenient hour. A teacher may communicate with his/her class by announcing in the class, through messages on Institute notice boards or through e-mail or in ERP. Attendance in these compensatory classes is mandatory for every student.

   (c) Under special situations, when a teacher is unable to communicate with the students in advance about his/her absence from a scheduled class, the students present may mark their attendance in the Academic Section. If the class is compensated by the teacher on a later date, this attendance sheet will be replaced by the attendance record provided by the teacher.

   (d) A teacher, at his discretion, may hold additional classes beyond what is originally scheduled, particularly when several classes are lost due to holidays or suspension of classes. Attendances in these classes are also mandatory for the students.

2.   Attendance in all classes (Lectures, Tutorials, Laboratories, and Seminars etc.) is compulsory. A student shall be debarred from appearing at an examination or, if s/he has already written the examination, the grades will be rejected on ground of

unsatisfactory attendance, if the attendance is below what is prescribed, or if in the opinion of the course teacher the student has not participated effectively in the class in terms of home assignments, class tests etc,.

In such a case a student shall be given X grade and the student will need to register for the course once again and attend classes with seriousness.

3. (a) Considering that attendance in classes, participating in the teaching-learning process is the basic foundation of our academic programme, a student is expected to attend all classes conducted as per Institute calendar and time table. However, to provide for exigencies, absence to the extent of 20% of scheduled number of classes in every course will be condoned as a matter of routine.

    (b) In deserving cases, a further relaxation of 15% (i.e., 35% of scheduled number of classes) may be made by Dean Academics.

4. If a student has attendance lower than that prescribed, s/he will get a X grade. S/he needs to register for the course during next odd/even semester as applicable to complete the course.

5. The institute will fix a cutoff date before every examination to compute the missed classes.

6. If a student is engaged officially outside the classroom, e.g, in a placement programme, an institute level meeting or in a specially approved Institute activity, s/he needs to apply for leave to Dean Academics for sanction of leave. Academic Section will update the attendance record after approval by Dean Academics.

2.9 Assessment of Performance

1. There will be continuous assessment of a students' performance throughout the semester and grades will be awarded by the Subject Teacher / Academic Coordination Committee formed for this purpose.

2. The assessment of performance will be done in different components as mentioned below.

(a) For theory subjects, the subcomponents and the respective weights assigned to these are given below.

Subcomponent	Weightage
Teaches' Assessment (TA)	15%
Mid-Term Examination	25%
End-Term Examination	60%

(b) For assigning marks in Continuous Teacher's Evaluation (CTE), performance in home assignments, surprise tests, quizzes, etc,. are to be considered. The weights of different subcomponents of CTE may be announced to the students by the teacher at the beginning of the Semester.

(c) For assignment of marks in laboratory component (P - component) the relevant subcomponents that are to be considered are: regularity, day-to-day work, pre-class study, practical skill, quality of observation and quality of lab records etc. Percentage weights of the different subcomponents in deciding the final marks are to be announced at the beginning of the Semester. The evaluation process must be completed before the beginning of End-Term examination.

3. The laboratory courses will put greater emphasis on day to day work than on End-Term examinations. To the extent possible, design and laboratory work should be completed and evaluated every class thus ensuring continuous evaluation. The evaluation of laboratory courses shall be done as per the guidelines as approved by the Academic Council.

2.10 Promotion Policy

From Semester	To Semester	General Rules
1st	2nd	i) Must have appeared the End Term Examination in at least three theory subjects ii) Must have passed at least two practical / sessional subjects

2nd	3rd (2nd Year)	The number of subjects with F/I/X grade must less than or equal to 4 at the end of 2nd semester supplementary examination.
3rd	4th	i) Must have appeared the End Term Examination in at least three theory subjects ii) Must have passed at least two practical / sessional subjects in 3rd semester iii) For degree certificate in M. Tech. they should have cleared all papers
4th	5th(3rd Year)	All the subjects of 1st year must be cleared and not more than four subjects as F/I/X grade at the end of 4th semester supplementary examination
5th	6th	i) Must have appeared the End Term Examination in at least three theory subjects ii) Must have passed at least two practical / sessional subjects in 5th semester iii) For degree certificate in MCA they should have cleared all papers
6th	7th (4th year)	All the subjects of 2nd year must be cleared and not more than four subjects as F/I/X grade at the end of 6th semester supplementary examination
7th	8th	i) Must have appeared the End Term Examination in at least three theory subjects ii) Must have passed at least two practical / sessional subjects in 7th semester
8th	Degree Certificate	All the papers cleared including mandatory subjects.

2.11 Examinations

1. The Examination Unit of the Academic Section will centrally conduct the Mid-Term and End-Term Examinations in respect of theory subjects unless otherwise arranged. The Institute shall provide sick room facility within the Institute or in a nearby hospital as deemed convenient by the Institute to assist students who may fall sick during the examinations.

   The examinations will normally be "closed book type", where the students are not permitted to bring any material from home or hostel. All necessary charts and tables will be provided by the Institute. It is the questions setters' responsibility to recommend the material to be provided, and to check with the Examination unit that the arrangement has indeed been done. While normal scientific calculators are permitted, other electronic devices such as programmable calculators, calculators containing communication devices and mobile phones are forbidden. Any exception to these provisions must be specially approved by the Executive Council.

   For B. Tech. programs at most one subject from 5th and 6th semester each may be identified by the Board of Studies for which an open-book examination may be conducted during End-Term examination. During an open-book examination a student shall be permitted to carry a limited number of books as specified by the Board of Studies.

2. Question papers for Mid-Term and End-Term examinations shall be prepared primarily electronically as per the process defined in the ERP system. All teachers teaching the subject and/or having expertise in the subject shall contribute in the question bank for the subject created inside the ERP system. The paper setter may chose one of the formats suggested and set the question paper accordingly by using the question bank. The paper setter shall be nominated by the Board of Studies and may be one of the teachers teaching the subject or a faculty member of the Institute having the expertise on the subject. Board of Studies shall nominate external paper setters in 20% of the courses and the same needs the approval of the principal.

All question papers submitted by the teachers will be treated as "confidential documents" till the end of the examination of the subject concerned. It is an open document after the examination is over. The institute will archive question papers in physical and electronic form, and make them available to future students.

3. After the completion of examination (Mid-Term or End-Term) for a subject the answer scripts shall be scanned and uploaded with necessary processing to be available to the appointed examiners. Examiners are appointed by CoE as per the recommendations of the Board of Studies. There will be arrangements inside the Institute to evaluate the answer scripts electronically. However facilities will be there for the electronic evaluation from home also. The evaluation of answer scripts must be completed within a week of its availability

4. In order to provide an additional opportunity to the students who failed (obtained an 'F' grade) in one or more subjects in the Autumn and/or the Spring Semester in a year, Supplementary Examinations equivalent to the End-Term Examination arranged centrally by the Examination Unit, will be conducted before commencement of the next session every year. Regulations relating to the Supplementary Examination and Summer Course are given separately. Supplementary examination will be offered only if there are at least 3 students have failed or if there is some other compelling reason.

5. A student will be permitted to appear in an examination, only if he/she has:

   (a) Formally registered for the subjects at the beginning of the semester.

   (b) Attendance record as prescribed in these regulations in theory and laboratory classes and has completed the assignment works given.

   (c) Paid all Institute dues of the semester.

   (d) Not been debarred from appearing in the examination as a result of disciplinary proceedings or on recommendation of the subject teacher or Chairman Coordination committee.

(e) A student may be debarred from appearing at the Mid-Term or End-Term Examination in the subject on the report of Subject Teacher / Dean (Academics), if his/her

- Attendance at lecture/tutorial/laboratory classes in that subject has not been satisfactory during the period, and/or,

- Performance in the assignment works in that subject during the semester has not been satisfactory.

6. A student will be permitted to appear in the examinations in only those subjects for which he/she has registered at the beginning of the semester and has not been debarred.

(a) Class tests, surprise tests, assignments, quizzes, viva-voce, laboratory assignments, etc., are the constituent components of continuous assessment process, and a student must fulfill all these requirements as prescribed by the teacher / coordination committee of the subject. If due to any compelling reason (such as participation in national / international events with due approval of the institute, his/her illness, calamity in the family, etc.,) a student fails to meet any of the requirements within/on the scheduled date and time, the teacher/coordination committee may take such steps (including conduction of compensatory tests/examinations) as are deemed fit.

(b) Appearing both at the Mid-Term and End-Term Examination of theory courses is compulsory. Normally, if a student fails to appear in the Mid-Term Examination without any valid reason he/she should get zero for that component. If a student misses the Mid-Term Examination due to compelling reason like participation in a national / international event with due approval of the Institute, serious illness of himself or a calamity in the family, s/he may appeal to the Dean Academics, through Head of the Department for permitting him/her to appear a Supplementary Mid Term examination. If permitted, the student will sit for the Supplementary Mid-Term examination towards the end of the semester but before the End Term examinations.

(c) If a student misses the End-Term Examination due to compelling reason like participation in a national / international event with due approval of the Institute, serious illness of himself or a calamity in the family, s/he may appeal to the Dean Academics, through Head of the Department for permitting him/her to appear at the supplementary examination, if conducted, subject to fulfilling of attendance requirement.

7. A student will be given an 'I' grade (Incomplete) till the supplementary examinations are conducted. I grades will be converted to a valid grade as per the results of supplementary examinations.

In case of prolonged illness of a student, if he/she misses both the End-Term Examination and Supplementary examinations, if any, the student must register for the courses as a backlog paper. In that case the student shall be awarded an 'I' grade till he clears the paper.

8. Display of grades by a teacher is for benefit of students and cannot be cited for legal purposes.

9. For the benefit of and as a process of learning by the students, the scripts after correction of all class tests, Mid-Term Examinations, assignments etc., will be shown to the students within 3 weeks from the date of Tests / Examinations. The evaluated scripts of the End-Term Examinations are to be shown to the students electronically once the results are declared.

10. If a student is dissatisfied with his/her marks in Mid-Term or End-Term examination, he/she may apply to Controller of Examination in a prescribed format for revaluation. This has to be done within one week of declaration of Marks/Result. The Controller of Examination shall initiate the reevaluation of the script with some selected faculty member and may update the marks/results accordingly. If no complaint is filed within in the time limit the student is deemed to have accepted the results and no further change is permitted.

11. Teachers are expected to retain all answer scripts, assignments and laboratory records for a period of two months from the starting of classes in the next semester. After that the material may be disposed off, except for the students who have filed a complaint. In case of complaint filed before the expiry of two months, the material need to be saved till all disputes are settled and final grade awarded. The relevant material will be handed over by the teacher to the Head of the Department for safe keeping. The teacher, at his discretion, may keep photocopy in his records.

2.12 Project Work

1. The project is an important component of the Institute's undergraduate programmes. It gives an opportunity to the student to express his/her creative talents and prepare for his future career.

2. The HOD will invite research topics for U.G. projects from its own faculty (including adjunct faculty) and from other departments across the Institute at the beginning of the 6th semester. One member of the faculty may be designated to coordinate this activity. Faculty members may propose project topics, singly or in collaboration with a colleague from the same or another department. A co-supervisor from other departments, industry or other institutions may also be accepted.

3. Projects may be analytical, computational, experimental or developmental or combinations thereof. The department will make the necessary resources available to the students, including access to laboratory and computing facilities outside normal working hours. It will be the moral and legal responsibility of the supervisor(s) to arrange the facilities. Students are encouraged to discuss such matters with their supervisors, and if not satisfied, with HODs and higher authorities. The evaluation of Project in the final year of a program shall be done as per the approved guidelines.

2.13 Practice School

The Practice School (PS) course is a continuous activity throughout the calendar year. In a calendar year a batch of final year students carry out the PS, normally, from fourth week of July to first week of December (during 7th semester); while the second batch of final year students carry out PS from 1st week of January to 1st Week of May (during 8th semester).

The PS Course is for a total of four months of internship carrying 16 credits for every student who opts PS. The student sticks to the working hours and timings of the industry like any other personnel of the PS Station and will be under the supervision of a PS Coordinator (a senior and top level executive of the Industry). The Institute assigns two faculty members to each student, namely, a "PS Faculty" (one for each branch) and a "PS Mentor" (one for each student).

As per the requirement of the concerned Industry a student opted for PS may go for pre-PS during the summer after 6th semester or for a post-PS during the summer after 8th semester.

Through a day to day supervision, the PS Mentor ensures a thorough supervision of the student that the student adheres to the concerned PS Station's (industry's) rules in attending to the activities at the industry like any other employee over there. In addition, PS Mentor ensures to coordinate with industry personnel to arrange required site visits or gap lectures to enable students' learning process and working at the PS Station. PS Faculty coordinates with industry personnel and PS Mentor ensures their involvement in timely conduction of evaluation components.

The Institute faculty assigned as PS Mentor is considered to be a subject expert in the specific discipline in which the student is pursuing his/her first degree. Thus the faculty assigned as "PS Mentor" has the obligation to live up to the expectation of student in offering required subject guidance to carry out professional studies/projects as assigned to the student in concurrence with the PS Coordinator of the PS Station (industry). PS Mentor is held responsible for the quality of learning professional skills a PS student is expected to acquire during his/her industry internship.

There will be two components of evaluation of PS. One of these is the Industry component carrying 60 marks which will be done by the PS Coordinator (Industry). The evaluation under Industry component may consist of criteria namely Punctuality (15), Conduct & Team work (15),

Knowledge & Competence (15) and Performance (15). The evaluation may be done through quizzes, viva, assigned project work, group discussions within the working team and performance analysis.

The second component of evaluation is the Institute component carrying 40 marks, 20 marks each for a report and a presentation on the works carried out and experience gained through the PS.

2.14   Revision of Regulations and Curriculum

The Academic Council of the College reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

Any condition which has not been covered in the above regulations may be referred in the Academic Council for a decision.

2.15 Interpretation

In case conflicting arguments arise due to the interpretation of statements contained in the document, the appropriate authorities including, but not limited to, the Dean (Academics), Controller of Examinations, Principal and Director will address such issues on a case-by-case basis. If required the same may be referred to Academic Council for necessary review.