

Silicon Institute of Technology
| An Autonomous Institute |

Academic Rules and Regulations



Silicon Institute of Technology
Silicon Hills, Patia, Bhubaneswar - 751024

Effective from Academic Year 2020-21
Build: 1.30 (27-02-2021)

Approval History

ACM#	Date	Resolutions/Revisions
AC-1	14/08/2018	The proposed academic rules and regulations is provisionally approved by the Academic Council.
AC-2	11/05/2019	The academic rules and regulations is approved by the Academic Council.
AC-4	18/08/2020	The amendments to the academic rules and regulations are approved by the Academic Council.
AC-5	27/02/2021	The amendments to the Section 2.13 Practice School of the academic regulations are approved by the Academic Council.

Contents

1 Governance	2
1.1 Mission	2
1.2 Vision	2
1.3 Genesis	2
1.4 Accreditation	3
1.5 3L Quality Policy	3
1.6 Statutory Bodies	3
1.7 Governing Body	3
1.7.1 Role of Governing Body	4
1.8 Executive Council	5
1.8.1 Role of the Executive Council	5
1.9 Academic Council	6
1.9.1 Composition	6
1.9.2 Tenure	7
1.9.3 Termination	7
1.9.4 Ineligibility of Members	7
1.9.5 Meetings	7
1.9.6 Powers	7
1.10 Program Coordination Committee	8
1.10.1 Composition	8
1.10.2 Meetings	8
1.10.3 Roles & Responsibilities	9
1.11 Boards of Studies	9
1.11.1 Functions	9
1.11.2 Composition	10
1.11.3 Tenure	10
1.11.4 Meetings	10
1.12 Finance Committee	10
1.12.1 Composition	10
1.12.2 Functions	11

2	Academic Regulations	12
2.0	Preliminary Definitions and Nomenclature	12
2.1	Curricular Programs	13
2.2	Program Duration and Calendar	14
2.3	Admissions	15
2.4	Approach to Curriculum	17
2.5	Awards of Merit	19
	2.5.1 Award of Gold Medals	19
	2.5.2 Best Engineering Graduate Award	20
2.6	Curriculum Structure	20
2.7	Registration	24
2.8	Attendance and Leave	26
2.9	Assessment of Performance	28
2.10	Promotion Policy	28
2.11	Examinations	29
2.12	Project Work	32
2.13	Practice School	33
2.14	Revision of Regulations and Curriculum	34
2.15	Interpretation	34

PRELIMINARY

Title and Commencement

These Rules may be called the Silicon Academic Rules and Regulations. These Rules shall be effective from 1st July 2020.

Repeal and Savings

All rules, orders and instructions, hitherto in force pertaining to the subject matter of any of the provisions of these rules are hereby repealed.

Provided that, save as otherwise specified in these Rules, any order made, instruction issued, things done or actions taken under the rules, orders, and instruction so repealed shall be deemed made under these rules and shall continue to have force and effect.

Chapter 1

Governance

1.1 Mission

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

1.2 Vision

“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 Accreditation

Three UG Programs in Engineering are accredited by National Board of Accreditation (NBA), AICTE. The institution has been accredited by NAAC with Grade A.

1.5 3L Quality Policy

Silicon is committed to offer the best academic services to our learners through continuous innovative practices by developing a team of highly qualified and motivated Lecturers, providing state-of-the-art Laboratories and having excellent Library facilities and ensuring its utilization.

1.6 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 and operational requirements of the institute for smooth conduction of all academic activities of the institute:

1. Governing Body
2. Executive Council
3. Academic Council
4. Program Coordination Committee
5. Board of Studies
6. Finance Committee

1.7 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 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.

The Governing Body for the present shall consists of not less than 10 (ten) members and will not exceed 21 (twenty one) 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.

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 mentioned below.

Members	Category	Nature
6 Members	Management	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 Member	Principal	Ex-Officio Member
4 Members	Educationist	Nominated by Board of Trustees
2 Members	Industrialist	Nominated by Board of Trustees
2 Members	Staff Members	Nominated by the Director

1.7.1 Role of Governing Body

1. Approve the Vision and Mission of the Institution.
2. Formulate 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 transparency and openness at every level.
8. To carry 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 objectives 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 safeguard its assets.
13. To appoint, grade, suspend, dismiss and determine 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. To approve the Annual Budget for the Institute.
18. To approve/ratify the Audit Report and Annual Report.
19. To approve a long term plan of the Institute.
20. To approve Annual Business plan of the Institute.
21. To approve the fees to be charged for the courses of study.
22. If at 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.
23. The Chairman of the Governing Body shall have power to suspend the Director during pendency or in contemplation of any inquiry.

1.8 Executive Council

The Executive Council advises the Director on improvements in policies, procedures, and operational aspects of the Institute. 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.

1.8.1 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 recommendations to the 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. In the event of there being a conflict inter-se between the functionary or functionaries or body or bodies and any other functionary or body of the Institute including the Academic Council, Board of Studies and Finance Committee, then the Executive Council shall refer the issue to the Governing Body and the decision in respect of the such issue shall be final and binding on the Institute.
5. To take appropriate decisions in the absence of Academic Council sitting.
6. To monitor and evaluate the functioning of all committees/divisions/cells.
7. Preparing the Long Term Plan and Annual Plan of the Institute.

8. To make recommendations for approval of the Institute Budget, Annual Report and Action Taken Report to the Governing Body.
9. To make recommendations for establishing new departments, programs, and new guidelines for admissions.
10. To recommend collaborations with other institutions, professional bodies, and organizations.
11. To approve the requirement of faculty and employees in relation to the strength of students, and other activities of the Institute.
12. To monitor the Research activities of the Institute.
13. Any other matter concerning the Institute at large.

1.9 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. The Academic Council shall propose ways and means to maintain quality norms and will involve faculty members 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 and then the Governing Body for final approval and changes, if any, by the respective member secretaries.

1.9.1 Composition

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 perform such other duties and functions as may be prescribed from time to time. The composition of the Academic Council shall be as under:

1. The Principal (Chairman).
2. Controller of Examinations.
3. Dean Academics of the Institute (Ex-officio Secretary).
4. All other Deans of the Institute.
5. All the Heads of Departments of 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.
9. One Alumni Member nominated by the Principal.
10. One Student Member nominated by the Principal.

1.9.2 Tenure

The tenure of the members of the Academic Council other than the Institute Nominee's members shall be for a period of three years. Members retiring from the Academic Council may be re-nominated by the Academic Council.

1.9.3 Termination

The following can terminate the membership of the Academic Council:

1. By resignation
2. By death

The Executive Council shall have the liberty and full power to remove any member of the Academic Council for all or one of the following reasons:

1. Withdrawal of the name by the Trust
2. Creating indiscipline among students and staff
3. Obstructing the smooth functioning of the Academic Council or the Institute in any manner
4. Indulging in any corrupt practice
5. Any activity, which brings bad name or financial loss to the Trust or to the Institute

1.9.4 Ineligibility of Members

A person shall not be eligible for being chosen as a member of the Academic Council if:

1. He has been adjudged by a competent authority to be of unsound mind
2. He is an undischarged insolvent
3. He has been convicted of any offence involving moral turpitude
4. He is so ineligible by any Rule or Byelaw of the Institute.

1.9.5 Meetings

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

1.9.6 Powers

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 from time to time by the State Government and Parent University in the admission of students to different programs 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 programs of study for the Institute.
10. Advise the Governing Body on suggestions(s) pertaining to academic affairs.
11. Perform such other functions as may be assigned by the Governing Body.

1.10 Program Coordination Committee

The Program Coordination Committee (PCC) shall be an institute level sub-committee of the Academic Council along with some important officials of the institute. The PCC will coordinate day-to-day academic operations and shall be authorized to take appropriate decisions on academic matters in favour of the Academic Council.

1.10.1 Composition

The composition of the Program Coordination Committee shall be as under:

1. The Principal (Chairman)
2. Dean Academics (Ex-officio Secretary)
3. All other Deans of the Institute
4. Controller of Examinations
5. All the Heads of Departments of the Institute
6. Faculty-In-Charge of ERP (Academics)
7. Faculty-In-Charge of Central Library
8. Faculty-In-Charge of Industry Interface Cell

1.10.2 Meetings

The Program Coordination Committee shall meet at least thrice a year. The Principal may also call for a meeting of the PCC as and when required. Other officials and in-charges of important establishments of the institute, such as hostel, canteen, etc., may be invited to the PCC meeting depending on the agenda of the meeting.

1.10.3 Roles & Responsibilities

The primary role of the PCC shall be to ensure smooth functioning of various academic activities and shall have the designated/delegated control over day-to-day academic affairs to ensure effective teaching-learning, coordination between different departments of the institute. The roles & responsibilities of the PCC shall include:

1. Prepare list of elective subjects to be floated in a semester.
2. Decide the dates and/or deadlines for important academic activities.
3. Allocate faculty members for courses across departments as per necessity.
4. Monitor course progress, student attendances, and take feedbacks from students.
5. Address operational issues (if any) in day-to-day academic activities.
6. Maintain quality of education and prepare action plans for continuous improvement.
7. Enforce the academic rules & regulations, examination and evaluation policies.
8. Promote, control, and monitor inter-disciplinary projects and research.
9. Initiate design & development of courses, course content, and lesson plans.
10. Discuss and prepare roadmaps for development of lecture halls, laboratories, purchase of equipment and/or software, procurement of books etc.
11. Examine, review, and formulate processes & policies to be discussed in Boards of Studies and subsequent ratification and/or approval by the Academic Council.
12. Perform such other duties and functions as may be necessary from time to time for smooth functioning of academic, co-curricular, and extra-curricular activities.

1.11 Boards of Studies

The Board of Studies is the basic constituent of the academic system of the Institute. There shall be a Board of Studies for each Department of the Institute.

1.11.1 Functions

The functions of each Board of Studies 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 departments of the Institute.
5. Frame the syllabi for various courses, including:
 - 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.

1.11.2 Composition

The composition of each of the Boards of Studies shall be as follows:

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 or staff of other departments of the Institute.

1.11.3 Tenure

The tenure of the members of the Board of Studies other than the Institute Nominee's members shall be for a period of three years. Members retiring from the Board of Studies may be re-nominated by the Academic Council.

1.11.4 Meetings

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

1.12 Finance Committee

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

1.12.1 Composition

1. Director (Chairman)
2. The Principal
3. One person, nominated by the Governing Body for a period of two years.
4. Finance Officer of the Parent University or any representative as nominated by the Vice Chancellor.
5. One senior-most teacher of the Institute, nominated by the Director, in rotation, for two years.
6. The Chief Finance Officer of the Institute.
7. The Accounts Officer of the Institute.

1.12.2 Functions

The Finance Committee will be an advisory body to the Governing Body, and will meet at least once a year.

1. The Finance Committee shall scrutinize proposals for all expenditures of the Institute.
 2. Recommend 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. Shall recommend to the Governing Body for necessary approval of Fees for different Courses of study.
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Chapter 2

Academic Regulations

2.0 Preliminary Definitions and Nomenclature

In these regulations, unless the context otherwise specifies:

- i. “**Academic Year**” means academic activities of the in a Year (Odd Semester followed by Even Semester).
- ii. “**University**” means the Parent University, i.e., BPUT, Odisha.
- iii. “**Program**” means an educational course leading to the award of a Degree or certificate like B. Tech., M. Tech., MCA or M. Sc.
- iv. “**Branch**” means a discipline of study like ‘Computer Science and Engineering’, ‘Electronics and Communication Engineering’ etc.
- v. “**Subject**” means a component of a program, usually referred to as “course” like Mathematics, Physics, etc. All subjects need not carry the same weight. The subjects should define Course outcome, Learning objectives and Evaluation Scheme. A subject may be designed to comprise solely or a combination of lectures, tutorials, laboratory work, field work, outreach activities, project work, viva, seminars, term papers, assignments, presentations, guided self-study, etc.
- vi. “**Credit**” means 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.
- vii. “**Choice Based Credit system (CBCS)**” means a system that provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses.
- viii. “**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 award of degree shall be as per the respective curriculum approved by the Academic Council. The number of credits required for award of degree shall be reduced by the total credits of 1st Year (i.e., credits of 1st and 2nd semesters) and the credit of Summer Internship after 1st Year (if any) for the programs where admission into 2nd Year through Lateral Entry is permitted.

- ix. “**Grade**” means an index of the performance of students in a said subject. Grades are denoted by letters O, E, A, B, C, D, F, S, and X.
- x. “**Grade Point**” means a numerical value (0 to 10) allocated based on the grade assigned to each course.
- xi. “**Credit Point**” means the product of Grade Point and number of Credits for a subject.
- xii. “**Semester Grade Point Average (SGPA)**” 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 is computed by the following formula and expressed up to two decimal places.
- $$SGPA = \frac{\sum \text{Credit Points}}{\sum \text{Credits}} \quad \text{for a Semester.}$$
- xiii. “**Cumulative Grade Point Average (CGPA)**” is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various subjects in all semesters and the sum of the total credits of all subjects in all the semesters. It is computed by the following formula and expressed up to two decimal places.
- $$CGPA = \frac{\sum \text{Credit Points of All Previous Semesters}}{\sum \text{Credits of All Previous Semesters}} \quad \text{up to a Semester.}$$
- xiv. “**Controller of Examinations**” means the authority of the Institution who is responsible for all the activities of the Examinations of this Institute.
- xv. “**Head of the Institution**” means the Principal of the Institute who is responsible for all the academic activities and for implementation of relevant rules and regulations.
- xvi. “**Head of the Department (HoD)**” means the faculty member of a department who is assigned to perform all administrative activities within the department.

2.1 Curricular Programs

- 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),
 - Master of Technology (M. Tech.), and
 - Master of Science (M. Sc.).

The Governing Body of the Institute may, on the recommendation of the Executive Council, take decision on addition or removal of any program at any time.

- The nomenclatures shall continue to be used for the Degree programs under the Parent University, as required by AICTE and UGC:

Under Graduate (UG) Programs:

- (i) Bachelor of Technology (B.Tech.) degree programs in:
 - Electrical & Electronics Engineering;
 - Computer Science & Engineering;

3. Computer Science & Technology;
4. Computer Engineering;
5. Electronics & Communication Engineering;
6. Electronics & Instrumentation Engineering

Post Graduate (PG) Programs:

- (i) Master in Computer Application (MCA)
- (ii) Master of Technology (M. Tech.) programs in:
 1. Electronics & Communication Engineering
 2. Computer Science & Engineering
 3. Electrical & Electronics Engineering (Power System Engineering)
- (iii) Master of Science programs in:
 1. Data Science

New programs or branches 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 or summer courses, whenever necessary, may be framed and implemented by the Academic Council.

2.2 Program Duration and Calendar

1. The duration of the programs shall be governed by the regulations of AICTE that may change from time to time. As per the prevailing regulations, the duration of various programs shall be as under:
 - B.Tech program is of 4 (Four) years, i.e., 8 (Eight) Semesters,
 - MCA program (prior to AY 2020-21) is of 3 (Three) years, i.e., 6 (Six) Semesters),
 - MCA program (from AY 2020-21) is of 2 (Two) years, i.e., 4 (Four) Semesters,
 - M.Tech. program is of 2 (Two) years, i.e., 4 (Four) Semesters, and
 - M.Sc. program is of 2 (Two) years, i.e., 4 (Four) Semesters.
2. Each year shall be divided into two Semesters, namely, (i) Autumn Semester (July to December), and (ii) 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 1st semester (Autumn, for newly admitted students) may begin a little later depending on completion of admission formalities.
3. Each semester shall have ≈ 15 teaching weeks with a minimum of 5 teaching days/week and a minimum of 72 teaching days excluding the period of examination, holidays and days when classes are suspended.
4. 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.

5. The maximum period which a student can take to complete a full time academic program shall be double the nominal duration of the program, i.e.,
 - 8 (Eight) years for B.Tech.,
 - 6 (Six) years for MCA (prior to AY 2020-21),
 - 4 (Four) years for MCA (from AY 2020-21),
 - 4 (Four) years for M.Tech, and
 - 4 (Four) years for M.Sc.
6. The program of studies leading to a degree consists of prescribed subjects 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.
7. The newly admitted students in the 1st or 3rd Semester have to take admission at the institute on the dates as per the 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.
8. 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 ≈ 15 weeks with a minimum of 5 teaching days/week and a minimum of 72 teaching days excluding the period of examination, holidays and days when classes are suspended.
9. 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 Admissions

1. The admission of students to various programs shall be governed by the State Government and/or Parent University Policies/Practices in this regard.
2. There may be a provision for direct admission for a limited number of students under NRI quota. Details of criteria for such admissions shall be as per the provisions of the rules formulated for the purpose by the appropriate authority.
3. The candidates with a Polytechnic Diploma or any other qualification approved by the State Government/AICTE are eligible to join UG Degree programs at the beginning of the second year (3rd semester), as per the prevailing practice in the Parent University (Lateral Entry).
4. A student admitted directly to the 3rd semester in undergraduate engineering programs under the lateral entry scheme shall complete all the courses within a period of 6 academic years from the date of first admission, failing which the student has to discontinue the program.

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 the First Semester and for Lateral Entry students in the Third Semester.
 - A student is allowed to attend classes only for those subjects that s/he 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. **Branch Change:**
 - (i) Any student pursuing B. Tech. program, 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 program. 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 8.50 or more. This is an incentive to meritorious students.
 - (ii) The change of branch shall be accorded to only such students who have cleared all examination subjects of both the semesters (including the mandatory courses) in first attempt, in examinations held during academic session of his/her first admission to the program. A student registering for supplementary examinations is not eligible for branch change.
 - (iii) Change of branch may be accorded subject to the condition that the consequent total student strength in a branch shall not increase or decrease by 10% of the approved intake of seats. However, change of branch is not allowed in the first year of admission.
 - (iv) There shall be a committee comprising of Dean Academics, Controller of Examinations and FIC ERP with the Principal as its Chairman to decide on the branch changes. 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 the 3rd semester.
 - (v) The change of branch facility *shall not* be applicable to students of PG programs, such as, M. Tech., MCA, and M. Sc. courses. There shall be no opportunity of a change of branch mid-way during the program.
7. If a student fails to join the Institute and attend classes within a week of starting of classes without any information, s/he will be deemed to have abandoned the program. 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, repeated attempt of malpractice in the examinations, willful violation of the rules & regulations of the Institute, or any other activity attributed as 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 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 programs 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, keeping in line with the global emphasis on STEM (Science, Technology, Engineering, and Mathematics).
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. **Semester Scheme:** Each academic year shall be divided into two Semesters, each of $\simeq 15$ weeks with a minimum of 5 teaching days/week) and minimum 72 teaching days, 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;
8. **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;

9. **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,
- One hour/week/Semester for Tutorials (T), and
- 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 etc., shall not carry any credits.

10. **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 Hours/Week). For this, an average Course Load of 20 – 21 Credits/Semester (e.g., 4 to 6 theory and 2 to 4 practical courses) is generally acceptable.

11. **Credit Representation:** Credit values for different academic activities to be represented by following the well accepted practice, as per the example given below:

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

12. **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 Programs 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	Less than 40	0
Absent	S	May be permitted to appear in the Supplementary Examination	0
Debarred	X	Shortage of Attendance (SA) / Disciplinary Action (DA) / Malpractice (MP)	0

Note: F/S/X grades are considered as backlog grades wherever mentioned.

13. **Mandatory Courses:** Course work on peripheral subjects in a program, wherein familiarity is considered mandatory, are included as Non-Credit/Mandatory Courses.

A student must secure a minimum of 50% marks (i.e., "C" Grade) in order to pass such non-credit/mandatory courses. Failing with an "F" grade in such courses shall be counted for semester/year promotion.

14. **Passing Standards:** The following passing standards shall be followed:

- To pass a credit theory course a student has to secure a minimum of "D" grade with at least 24 marks out of 60 in the End-Term examination.
- To pass a non-credit/mandatory course, a student has to secure a minimum of "C" grade with at least 30 marks out of 60 in the End-Term examination.
- For other courses (practical, seminar, viva, project and other sessionals) Grade "C" is the minimum pass grade.

Both SGPA and CGPA serve as useful performance measures in the Semester System. A student can be declared successful at the end of the Program only when:

- Number of Credits to be completed for award of degree for all students (including lateral entry) shall be as per the norms as approved by the Academic Council.
- 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/S/X Grade.
- There should not be any pending disciplinary proceedings against the student.

15. **Equivalent Percentage from CGPA:** The following formula shall be used obtain the equivalent percentage of marks for the CGPA earned by a student at the completion of the program:

$$\text{Equivalent \% of Marks} = (\text{CGPA} - 0.50) \times 10$$

2.5 Awards of Merit

The Institute shall give away the following awards of merit to the best performers of the passing out batch of various programs as a token of recognition of their achievements.

2.5.1 Award of Gold Medals

Award of Gold Medals shall be based on academic achievements only. The criteria for award of Gold Medals shall be as under:

1. The UG & PG programs in which Gold Medals shall be awarded in an Academic Year shall be decided by the Executive Council.
2. The Gold Medal winners in UG & PG programs approved by the Executive Council for the Academic Year will be selected based on the highest CGPA secured by the students passing out in that academic year.
3. A CGPA of less than 9.00 will not be considered for award of Gold Medal.
4. For branches in which the syllabi are same shall be considered jointly.
5. For award of the Gold Medals, more than one candidate may be declared as Joint Winner if they have the same CGPA.

2.5.2 Best Engineering Graduate Award

The award for Best Engineering Graduate will be based on academic as well as other achievements of the students. The criteria for this award shall be as under:

1. The winner for the “Best Engineering Graduate” will be selected based on the overall achievements of the student passing out in the academic year across all branches.
2. A CGPA of less than **8.00** will not be considered for this award.
3. A committee constituted by the Principal shall select the winner by considering achievements in various fields such as, co-curricular, extra-curricular, research, publications, National/International competitions, hackathons, innovations, social work, etc., as well as the behaviour, attitude, professional ethics, leadership quality and organizational skills.

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.
- (b) Opportunity for students to do guided self study of subjects by the help of Massive Open Online Courses (MOOC) shall be suitably provisioned in the curriculum.
- (c) A set of domain courses in science and engineering which will provide extensiveness to the students.
- (d) 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 curriculum.
- (e) 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 UG engineering programs shall begin after the newly admitted students have undergone a minimum two weeks induction program. In case the admissions are delayed due to any reason beyond control of the Institute, the Principal may curtail the duration of the induction program to accommodate the minimum number of teaching days of the 1st semester.

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 (PC):** 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 (PE):** 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 (OE):** 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, Science, and Mathematics etc. The first two years provide the foundation required for taking these courses.
 - (e) **Open Online Courses (OO):** These are guided self study courses offered in approved MOOC platforms, such as NPTEL/SWAYAM etc., which a student can choose based on his/her domain of interest. MOOC courses are helpful to inculcate self-learning abilities in the students for achieving global competency.
 - (f) **Mandatory Courses (MC):** Course work on peripheral subjects in a program, wherein familiarity is 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.
 - (g) **Projects (PJ):** Practicum is an integral part of the curriculum, curriculum, and many courses feature a “practice” component, which requires programming, working on various systems and equipment, or using other computational tools to understand the concepts studied during the program. Additionally, the curriculum will provide opportunity for project work through technical seminars, summer internships, capstone projects, and a semester/year long practicum, etc., as appropriate to achieve the desired outcomes.
 - (h) **Practice School (PS):** As part of the UG programs in engineering, students shall be provided with an option to choose Practice School (PS) or Project. The Practice

School (PS) course exposes the student to real-life work experience in an organizational environment. It is an internship for one full semester (i.e., ≈ 6 months) during the final year. A student may choose the PS course during the 7th semester or the 8th semester. The PS course shall be undertaken at a reputed industry approved by the Institute. The industry may also offer stipends to the deserving students during the internship. The PS course shall have 16 credits, and shall be governed by the rules & regulations as approved by the Academic Council.

(i) **Industry Internship:** The curriculum will provide students the opportunity to take up full-time 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. Full-time industry internship for one semester (i.e., ≈ 6 months) during the final year shall be considered equivalent to Practice School, provided that:

- a) it is offered by a recruiter of the student, preferably with a stipend;
- b) the offer is made through the institute & approved by Dean Academics; and
- c) the student undergoes the internship at the recruiter's venue for the specified duration, duly following their rules & regulations.

(j) **Viva Voce (VV):** Regular viva-voce shall be an integral part of all practical or sessional subjects as a mechanism for continuous evaluation. In addition, provision for a comprehensive viva-voce in the final semester of undergraduate engineering programs shall be kept in the curriculum.

3. The suggested Course Work for undergraduate engineering programs as specified in the approved curriculum needs to be completed successfully by a student.

4. **Sequencing Plan for Courses:** The curriculum for various programs consisting of a proper mix of courses shall be properly sequenced so as to enable the students begin with the broad areas of basic & engineering sciences and smoothly transition into professional & branch specific subjects. The sequencing plan for undergraduate engineering programs shall be as given below:

Semesters	Subject Area Coverage
I – II	All HS, BS, ES, and MC courses shall be common for all branches to facilitate branch change.
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 Program;

5. **Model Curriculum for Undergraduate Engineering:** The model curriculum for undergraduate engineering programs shall have a proper mix of various subjects so as to fulfill the desired outcomes of each program. The suggested model given below based on the guidelines issued by the AICTE is generally acceptable.

Course Delivery/Subject Area	Range of Total Credits Min – Max	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 Core (PC), relevant to the chosen specialization/branch; (May be split into Hard (no choice) and Soft (with choice), if required;)	25% – 35%	49
Professional Electives (PE), relevant to the chosen specialization/ branch;	10% – 15%	18
Open Electives (OE), from other technical and/or emerging subject areas;	5% – 10%	12
Massive Open Online Courses (MOOCs) in Guided Self Study Mode;	3% – 5%	6
Project Work, Seminar and/or Practice School/Internship in Industry or elsewhere.	8% – 12%	16

6. **Indicative Structure for Undergraduate Engineering:** The course load in the curriculum for various courses in different semesters shall be kept in accordance to the sequencing plan and range of credits in the model given above. The indicative structure of an undergraduate engineering program is given below. There may be some variations between different branches with total credits remaining the same.

Course Work/ Subject Area	Credits/Semester								Total Credits
	I	II	III	IV	V	VI	VII	VIII	
Humanities & Social Sciences (HS)		4			2	3	3		12
Basic Sciences(BS)	7	7	3	3		3			23
Engineering Sciences (ES)	9	9	8						26
Mandatory Courses (MC)	0	0		0					0
Professional Core (PC)			12	12	13	8	4		49
Professional Electives (PE)					3	3	6	6	18
Open Electives (OE)				3	3	3	3		12
MOOC Course (OO)							3	3	6
Project Work (PJ)			1		1	2	1	10	15
Viva-voce (VV)								1	1
TOTAL	16	20	24	18	22	22	20	20	162
Contact hours/week	23	28	27	25	25	26	17	26	197

7. **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 supplementary examination will remain same as the weightage of the regular end-term examination in which the student was awarded "F" Grade. A student can register for a maximum of 06 (six) courses in which the student was awarded "F" Grade for appearing in the supplementary examination.

A student who could not appear for the End-Term Examination due to genuine medical reasons or other unavoidable emergencies and was awarded "S" grade, may apply to the Dean Academics for permission to register for the Supplementary Examination with necessary documents in support of absence. The Dean Academics may allow the student to register for Supplementary Examination in some/all subjects depending on the reason and documents provided.

Students with "X" grade (debarred) 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 four 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 up to the actual date of registration 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) Satisfied the academic requirements.
 - (v) Not been debarred from registering for a specified period on disciplinary or any other ground.
 - (vi) Not been struck off the rolls of the Institute.

7. Registration Rules:

Semester	General Rules
New Admission (1st Semester)	After Reporting at the Institute
2nd Semester	Student should be physically present in the campus to complete the formalities within one week of commencement of 2nd semester 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 the campus to complete the formalities within one week of commencement of 3rd semester 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 the campus to complete the formalities within one week of commencement of 4th semester 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 the campus to complete the formalities within one week of commencement of 5th semester 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 the campus to complete the formalities within one week of commencement of 6th semester 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 the campus to complete the formalities within one week of commencement of 7th semester 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 the campus to complete the formalities within one week of commencement of 8th semester as per Rule 2.7 (4, 5, 6)

8. To be able to register in the 2nd year (3rd semester) 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 4 (four). In no case a student with F/S/X grades

- in more than 4 (four) subjects (excluding the Induction Program for undergraduate engineering programs and Summer Internship) shall be permitted to register for the 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". The student must appear the End-Term examination and the marks awarded based on the scores in the latest examination shall be considered. A student may opt to repeat the Mid-Term Examination and Teacher's Assessment component(s) to improve the marks awarded in the original semester when s/he attended the classes. If not, the marks previously awarded in these component(s) shall remain same. 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 at least half of the theory subjects and passes in at least half of the practical subjects (excluding Summer Internship & Induction Program). This requirement of "*Appearing at least half of the theory subjects and passing at least half of the practical subjects*" in Autumn semester is not applicable to year-back students who got the semester promotion in the previous year.
 11. In case a student is unable to appear in the End-Term examination in at least half of the theory subjects in the Spring semester due to compelling reasons like participation in a national/international event with due approval of the Institute, serious illness or a calamity in the family, etc., s/he may appeal to the Principal with all supporting documents within 7 (seven) days of completion of the End-Term examination for grant of promotion to the Autumn semester. However, the requirement of passing in at least half of the practical subjects must be fulfilled to be eligible to appeal for grant of promotion under this rule.
 12. A student will be promoted to next higher year if the number of backlogs (i.e., F/S/X grades) after the supplementary examination is less than or equal to 4 (four) excluding Induction Program for undergraduate engineering and Summer Internship. In addition, to be promoted to 3rd year a student must have cleared all the subjects of 1st year, and to be promoted to 4th year a student must have cleared all subjects of 2nd year.
 13. 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.
 14. Those who have been awarded grade "X" ("debarred") because of 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 the next odd/even semester as applicable.

2.8 Attendance and Leave

1. (a) Silicon's academic program 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 program. 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/her discretion, may hold additional classes beyond what is originally scheduled, particularly when several classes are lost due to holidays or suspension of classes. The teacher shall announce the date and time of such additional class(es) at least 24 hours in advance. 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 for an examination if the attendance is below what is prescribed, or if in the opinion of the course teacher the student has not fulfilled the terms of assignments, class tests etc.
- In such a case, a student shall be debarred from appearing the End-Term or Supplementary examinations and shall be given "X" grade in the subject. The student needs to register for the subject during next odd/even semester as applicable as backlog paper to appear examinations and pass the same.
3. (a) Considering that attendance in classes, participating in the teaching-learning process is the basic foundation of our academic program and 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., up to 35% of scheduled number of classes) may be made by the Dean Academics.
 - (c) The Principal shall have the discretion to further lower the attendance criteria by 15% (i.e., up to 50% of scheduled number of classes) in exceptionally deserving cases considering the academic merits of the student & exigency of the situation, and may permit the student to appear in some or all subjects of the semester.
4. If a student is debarred from appearing in an examination due to attendance, disciplinary, or malpractice issues, s/he will get an "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 attendance percentage of the students in each subject.

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

2.9 Assessment of Performance

- There will be continuous assessment of a student's performance throughout the semester and grades will be awarded based on assessment by the subject teacher and performance in different examinations.
- The assessment of performance will have different components as given below.
 - For theory subjects, the subcomponents and the respective weights assigned to these are given below.

Sub-Component	Weightage
Teacher's Assessment (TA)	15%
Mid-Term Examination (MTE)	25%
End-Term Examination (ETE)	60%

- 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.
 - 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.
- The laboratory courses will put emphasis on day to day work as well as final lab test & viva. To the extent possible, laboratory work should be completed & evaluated every class thus ensuring continuous assessment. The evaluation of laboratory courses shall be done as per the guidelines approved by the Academic Council.

2.10 Promotion Policy

From Semester	To Semester	General Rules
I	II	(i) Must have appeared for the End Term Examination in at least half of the theory subjects. (ii) Must have passed at least half of the practical/sessional subjects.

Cont'd...

From Semester	To Semester	General Rules
II	III	The number of subjects with F/S/X grade must less than or equal to 4 at the end of 2nd semester supplementary examination.
III	IV	(i) Must have appeared for the End Term Examination in at least half of the theory subjects (ii) Must have passed at least half of the practical/sessional subjects in 3rd semester.
IV	V	All the subjects of 1st year must be cleared and not more than four subjects as F/S/X grade at the end of 4th semester supplementary examination.
V	VI	(i) Must have appeared for the End Term Examination in at least half of the theory subjects (ii) Must have passed at least half of the practical/sessional subjects in 5th semester
VI	VII	All the subjects of 2nd year must be cleared and not more than four subjects as F/S/X grade at the end of 6th semester supplementary examination.
VII	VIII	(i) Must have appeared for the End Term Examination in at least half of the theory subjects (ii) Must have passed at least half of the practical/sessional subjects in 7th semester

Note:

1. The Induction Program and Summer Internship(s), wherever included in the approved curriculum, shall not be counted for deciding semester/year promotion. However, non-credit/mandatory courses shall be counted like credit courses for the same.
2. For a year back student who have been promoted to even semester (Spring Semester) in the previous year the promotion criteria of “*Appearing at least half of the theory subjects and passing in at least half of the practical subjects*” is not applicable.

2.11 Examinations

1. The Examination Cell 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.
2. The examinations will normally be “closed book type”, where the students are not permitted to bring any material from home or hostel. The examinations may be online or offline. 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, smart watches, mobile phones, wired/wireless headphones/headsets, and any other electronic devices are forbidden. Any exception to these provisions must be specially approved by the Academic Council.

3. For UG engineering programs at most one subject per semester from last 4 semesters and for PG programs at most one subject per semester from any 2 semesters excluding the 1st semester, may be identified by the Board of Studies for which an open-book examination may be conducted. During an open-book examination a student shall be permitted to carry a limited number of books as specified by the Board of Studies.
4. 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 choose 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. The 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.

5. 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 one or two weeks of its availability. The CoE shall take steps to publish the results within three to four weeks after the examinations.
6. 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.
7. A student will be permitted to appear for an examination, only if s/he 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 for the examination as a result of disciplinary proceedings or on recommendation of the HoD or Dean (Academics).

- (e) A student may be debarred from appearing for the Mid-Term or End-Term Examination in the subject on the report of subject teacher by the HoD or 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.
8. A student will be permitted to appear for the examinations in only those subjects for which s/he 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 deemed fit.
- (b) Appearing for both the Mid-Term and End-Term Examinations of theory subjects is required. Normally, if a student fails to appear for the Mid-Term Examination without any valid reason s/he should get zero for that component. However, if a student misses the Mid-Term Examination due to compelling reasons like participation in a national/international event with due approval of the Institute, serious illness 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 for a Repeat Mid Term examination. If permitted, the student will appear the Repeat Mid-Term examination within 4 weeks but before the End Term examination. However, the marks obtained in the Repeat Mid-Term examination shall be reduced by 20% for computation of final grade in that subject.
- (c) If a student misses the End-Term Examination due to compelling reasons like participation in a national / international event with due approval of the Institute, serious illness 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 for the Supplementary Examination, if conducted, subject to fulfilling the attendance requirements.
9. A student will be given an “S” grade (Absent) till the supplementary examinations are conducted. The “S” grades will be converted to a valid grade as per the results of supplementary examinations.
- In case of prolonged illness or other reasons, if a student misses both the End-Term Examination and the Supplementary examinations in any course, the student must register for the courses as a backlog paper. In that case the student shall continue to have an “S” grade till s/he clears the paper.
10. Display of grades by a teacher is for the benefit of students and cannot be cited for legal purposes.

11. 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.
12. If a student is dissatisfied with his/her marks in Mid-Term or End-Term examination, s/he may apply to Controller of Examinations in a prescribed format for re-evaluation. This has to be done within one week of declaration of Marks/Result. The Controller of Examinations 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.
13. No claims regarding the examinations and results, such as providing photocopy of answer scripts/ assignments/ lab records etc., shall be entertained after a period of 15 (fifteen) days from the date of publication of results of an examination or 7 (seven) days of commencement of the next semester whichever is later. All answer scripts/ assignments/ lab records etc., submitted by the students shall be preserved for a period of 1 (one) year from the date of examination/ submission as the case may be, after which the institute shall have the right to destroy these permanently.

2.12 Project Work

1. The project is an important component of the Institute's undergraduate and postgraduate programs. 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 UG and PG 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 the HoD and higher authorities.
4. In general, the evaluation of Project Work in the final year of UG/PG programs shall consist of the following assessment components:
 - i) Evaluation by Guide/Supervisor : 20%
 - ii) Interim Presentation & Viva-voce : 20%
 - iii) Project Report/Thesis/Publications : 20%
 - iv) Final Presentation & Viva-voce
 - a) Presentation : 10%
 - b) Quality of Work : 20%
 - c) Viva-voce/Defense : 10%

5. Notwithstanding with the above and depending on the specific requirements of a program and/or the nature of project work to achieve the desired outcomes, the Head of the Department may adopt different components & weightages for assessment with the approval of the Dean Academics.

2.13 Practice School

The Practice School (PS) course is a continuous activity throughout the academic year. In an academic year a batch of final year B. Tech. students carry out the PS, normally, from July to December (during the 7th semester); while the second batch of final year B. Tech. students carry out PS from January to June (during the 8th semester).

The PS Course is for a total of $\simeq 6$ months of continuous and rigorous internship carrying 16 credits for every student who opts for PS and is executed at an industry or research organization like NITs, IITs, or other reputed research laboratories etc., termed as a “PS Station”. The student sticks to the working hours and timings of the PS Station like any other personnel of the organization and will be under the supervision of a “PS Mentor” (a senior and top level executive of the Industry or the Research Scientist or the Professor-in-charge of the research lab/project). The Institute shall also assign a “PS Advisor” for a group of students. In addition, each department/branch shall have a “PS Coordinator” who will coordinate between the PS Mentors of the PS Station and the Institute.

If required by the concerned PS Station, a student who has opted for PS may be permitted to go for 1-month pre-PS training at the PS station with approval of the Dean (Academics) during the summer break after the 6th semester. In such cases, the pre-PS training shall be considered equivalent to the Summer Internship-III of 1-credit of the B. Tech. curriculum and shall be accordingly evaluated.

Through a day-to-day monitoring, the PS Mentor of the PS Station and the PS Advisor of the institute shall ensure a thorough supervision of the student that the student adheres to the rules of the concerned PS Station in attending to the assigned activities at the organization like any other employee over there. The PS Coordinator shall coordinate with the PS Mentors and PS Advisors to monitor their progress and ensure their involvement in timely conduction of evaluation components.

The Institute faculty assigned as PS Advisor should ideally be a subject expert in the specific discipline in which the student is pursuing his/her first degree, however any other faculty may be assigned as a PS Advisor upon recommendation of the HOD. The institute PS Advisor has the obligation to live up to the expectation of student in providing guidance to carry out professional studies/projects as assigned to the student in concurrence with the PS Mentor. Both the PS Mentor and PS Advisor are responsible for the quality of learning and maximizing the professional skills a PS student is expected to acquire during his/her practice school or internship.

There will be two components of evaluation of the PS course. The first component of evaluation is the PS Station component carrying 60 marks which will be done by the PS Mentor of the industry/research organization. The evaluation under PS Station component may consist of criteria namely Punctuality & Attitude (15), Conduct, Discipline, and Team work (15), Knowledge & Competence (15) and Overall Performance (15). The evaluation may be done through quizzes, viva, tests, assigned project works, group discussions within the working team and/or through other performance analysis mechanisms of the industry/research organization. The second component of evaluation is the Institute

component carrying 40 marks, out of which 20 marks shall be for a report and the rest 20 marks shall be for a presentation on the works carried out and experience gained through the PS course. The institute evaluation shall be done by a committee of faculty members. The PS Advisor of the student shall also participate in the evaluation.

The processes for selection, allocation, execution, and evaluation of the PS course shall be governed by the approved “Guidelines for Practice School” of the Institute.

2.14 Revision of Regulations and Curriculum

The Academic Council of the Institute reserves the right to revise, 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 this 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, decision and directions.
