

B.Tech. REGULATIONS

(Effective from 2017 onwards)

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**NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY
KARAİKAL – 609 609.**

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B.1 QUALIFICATION FOR ADMISSION

1. Candidates for admission to the first year of the B.Tech., degree programmes shall be required to have passed the Higher Secondary Examination (Academic stream) with Mathematics, Physics and Chemistry as three of the four subjects of study under Part III or any Examination recognized as equivalent.
2. The selection is governed by JoSAA.
3. The Minimum marks required and the age limit as per the criteria prescribed by the admitting authority.
4. The duration of the programme for the Degree of Bachelor of Technology will be four academic years, with two semesters in each year. The duration of each semester will normally be 90 working days. However, a student may complete the programme at a slower pace by taking more time, but not more than eight years.

B.2 PROGRAMMES OF STUDY

The following are the programmes of study offered:

1. Civil Engineering
2. Computer Science and Engineering
3. Electrical and Electronics Engineering
4. Electronics and Communication Engineering
5. Mechanical Engineering

B.3 STRUCTURE OF THE PROGRAMME

Every programme will have a curriculum with a syllabi consisting of theory, practical, project work, etc., as follows:

(i) General Core Courses

1. Mathematics
2. Basic Sciences
3. Engineering Sciences
4. Humanities

(ii) Programme core courses

Engineering / Technology

(iii) Elective courses

Engineering / Technology / Management Entrepreneurship / Business
Communication and allied fields.

(iv) Practice courses

1. Work shop Practice
2. Computer Practice
3. Engineering Graphics
4. Laboratory Practices

(v) **Project work**

- (a) The curriculum in the first and second semester shall be common for all the B.Tech. programmes.
- (b) Each course is normally assigned a certain number of credits as follows:
- 1 credit per lecture period per week,
 - 1 credit per tutorial period per week,
 - 2 credits per 2 or 3 periods of laboratory practice per week,
 - 6 credits for project work.
- (c) The curriculum for any programme of study will be designed with maximum total credits of 160.
- (d) At least Ten Elective courses will be offered during V-VIII semesters. For the entire programme, a candidate will be permitted to take a minimum of 3 electives from allied and other department elective courses.
- (e) **INDUSTRIAL TRAINING:** The student should undergo industrial training for a minimum period of two months during 2nd (or) 3rd year vacation periods and submit a report on the training, to the Head of the Department.
- (f) **NCC/NSS/NSO TRAINING:** NCC/NSS/NSO training is compulsory for all the undergraduate students:
1. The activities will include Practical / field activities / Extension lectures.
 2. The activities shall be carried out outside class hours
 3. The student participation shall be for a minimum period of 45 hours per semester during the first year.
 4. The activities will be monitored by the respective faculty in charge and the First Year Coordinator.
 5. Grades will be awarded on the basis of participation, attendance, performance and behavior. Grades shall be entered in the mark statement as follows:

VERY GOOD, GOOD, SATISFACTORY, UNSATISFACTORY

If a candidate gets an unsatisfactory Grade, he/she has to repeat the above activity in the subsequent years, along with the first year students.
 6. The Grades awarded by the Faculty in-charge shall be entered in the 2nd Semester Mark Statement.
 7. A student who has not completed the NCC/NSO/NSS requirements in the first four Semesters will not be permitted to continue the B.Tech. programme.

B.4 REGISTRATION AND ENROLLMENT

- (a) Except for the first semester, registration for a semester will be done during a specified week before the commencement of the semester. Late registration/enrollment will be permitted with a fine amount up to two weeks from the last date specified for registration.
- (b) A student will be eligible for enrolment only if he/she has cleared all the dues to the Institute, Hostel, Library and the NCC unit up to the end of the previous semester, provided he/she is not debarred for enrolment by a disciplinary action of the Institute.
- (c) The registration sheet contains the course number, course title, number of credits, and category for each course taken in that semester. The student makes the choice of courses in consultation with the Faculty Advisor concerned.
- (d) The curriculum for any semester, except for the final semester will normally carry credits between 18 and 22. If a student finds his/her load heavy in any semester, or for any other valid reason, he/she may drop courses within three weeks of the commencement of the semester but before the commencement of the first cycle test with the written approval of his/her Faculty Advisor & Head of the department.

B.5 FACULTY ADVISOR

To help the students in planning their courses of study and to render general advice regarding either the academic programme or any other activity, the Head of the Department concerned, will assign every year, a certain number of students from the first semester to a faculty member who will be called Faculty Advisor. The set of students thus assigned will continue to be under the guidance of this Faculty Advisor till they complete the programme.

B.6 ASSESSMENT PROCEDURE -TESTS AND EXAMINATIONS

- (a) In each theory course and in the theory portion of each theory and practical combined course, the assessment pattern will be as follows:

S. NO	ASSESSMENT DURATION	DURATION	MARKS
1	I Cycle Test	1 hour and 30 minutes	20
2	II Cycle Tests	1 hour and 30 minutes	20
3	Assignment/Seminar	--	10
4	End Semester Examination	3 hours	50

Assignments will be given one week before each cycle test and the end-semester examination. The assignments will cover both the theory and the problems of the portion covered for the cycle test. The submitted assignment has to be corrected and returned to the students at least two days before the cycle test.

(b) In each practical course, the assessment pattern will be as follows:

SL.NO.	ASSESSMENT	MARKS
1	Continuous Assessment	75
2	End semester Examination	25

The assessment in laboratory course will be based on supervision of the students' work, their performance in viva-voce examinations and group discussions, the quality of their work as prescribed through laboratory manual and an end-semester test that contains an experiment and/or a written exam.

(c) For the theory and practical combined courses the percentage weightage between theory and practical will be based on the relative credits allotted for the theory (Lecture +Tutorial) and practical of that course.

(d) For design and drawing courses the duration of cycle test/semester examination may be different from other theory courses and it will be given in the respective curriculum. Normally both question paper setting and valuation of answer papers for all the examinations shall be carried out by the teacher who has handled the course. However, the Director will have the discretion to appoint any other teacher or external expert for setting question papers and valuing the answer scripts.

(e) In the case of project work, a committee consisting of the Project Coordinator (appointed by the Head of the Department) and the project guide will carry out the continuous assessment based on at least two reviews. In case the Project Coordinator or the Head of the Department happens to be the guide of few students, the Head of the Department will nominate another faculty to carry out the continuous assessment for those students. After the submission of project report by the student, an evaluation of the project and an oral examination will be conducted as the end semester examination by a panel consisting of the Project Coordinator, project guide and one faculty from the allied department or an external examiner from institutions such as centrally funded technical institutions, or a government or government-funded technical institutions, or from reputed industries, having R&D facilities. The weightage for continuous assessment and end semester examination shall be 40% and 60% respectively.

(f) **RETEST:** Those students who are absent for cycle tests on genuine grounds (admission to hospital and reporting to the HOD concerned within two days of rejoining or representing the Institute with prior permission) can alone, take the Retest with the permission of the HOD concerned. Retest cannot be taken as an improvement test. Retest will be conducted after the 2nd cycle test. The portions for the Retest shall be the combined portions of I and II cycle tests and shall be conducted for 20 marks.

(g) **SUPPLEMENTARY EXAMINATION:** Those students who have obtained "F" grade in a course will have only two chances to clear the course by supplementary examination. This examination will be of 100% weightage and will be held at the beginning of the subsequent semester. In such examination, the maximum grade to be awarded shall be limited to "C" grade in absolute scale defined as marks obtained between ≥ 40 and ≤ 50 is awarded "E" grade, marks obtained > 50 and ≤ 60 is awarded "D" grade, marks obtained between > 60 and ≤ 100 is awarded "C" grade and marks obtained < 40 is awarded as "F" grade. Those students who have obtained "W" grade in a course will have only one chance to clear the course. This examination will be held for 50% weightage and other 50% will be taken from the internal marks obtained by the student. This examination will be conducted along with the supplementary examination conducted for those who obtained "F" grade. After the examination, the student is entitled to an appropriate grade on the basis of his/her internal and examination performance. If the student misses or secures "F" grade in the examination, he/she will have to re-do the course when the course is offered in the subsequent semester/summer course.

B.7. CLASS COMMITTEE

(a) CONSTITUTION OF THE CLASS COMMITTEE

For all the branches of study during the first semester, a common class committee will be constituted by the Dean (Academic) and for other semesters, separate class committees will be constituted by the respective Heads of Departments, as given as follows:

THE FIRST YEAR CLASS COMMITTEE

Chairman

A Professor, preferably not teaching the first year class (or) Senior faculty in the institute not teaching the first year class

Members

1. Course coordinators of each lecture based course.
2. One student member from each department to be nominated by the First Year Coordinator.
3. First Year Coordinator.

III TO VIII SEMESTER CLASS COMMITTEES

Chairman

One senior faculty of the department concerned preferably, not associated with the teaching of that class, to be nominated by the Head of the Department concerned.

Members

1. Faculty of all the courses of study
2. Four student members from the class concerned to be nominated by the Head of the Department concerned.

(b) FUNCTIONS OF THE CLASS COMMITTEE

The class committee shall meet thrice during the semester. The first meeting will be held within two weeks from the date of commencement of the semester in which the nature of the cycle tests as well as broad assessment procedure for the different tests and practical courses will be discussed. The second and third meetings will be held two weeks after the first and second cycle tests respectively to meaningfully interact and express opinions and suggestions to improve the effectiveness of teaching - learning process and analyze the performance of the students in the cycle tests. The chairman of the class committee should send the minutes of the class committee meetings to the Dean (Academic) through the Head of the Department, immediately after the class committee meetings.

B.8 ELIGIBILITY FOR APPEARING IN SEMESTER EXAMINATION

It is desirable that students possess 100% attendance to appear for the end semester examination in a course of any semester, provided there is no adverse remarks regarding his/her conduct by the Head of the Department.

- 8.1. The minimum attendance for appearing for the semester examination is 75% in each course. Those students whose attendance falls below 75% but above 60% in a course, shall attend mandatory classes after the semester examinations of the current session. Only those students who have completed the mandatory classes will be eligible for condonation and be permitted to appear for supplementary examination. A certificate from the concerned faculty member regarding successful completion of mandatory

classes by the student has to be sent to the Dean (Academic), for the student to become eligible for appearing for supplementary examination. However, the mandatory class requirement can be relaxed for students for the following reasons:

- a) Undergoing internship in foreign countries with prior permission, if the internship is approved officially. However, the maximum period of such extension is limited to 10 working days.
- b) Participating in the Institute approved extra-curricular activities such as Sports, Games, Cultural meets, Seminar, Workshop, and Conference with prior permission from competent authority shall be considered as on-duty. The maximum period for such events is limited to 7 working days in a semester.
- c) Prolonged illness and/or hospitalization and admitted to hospital with appropriate medical certificate with an endorsement from the medical officer to the HoD concerned, on the date of rejoining classes after the illness.

8.2 Students having less than 60% of attendance have to rejoin the programme after a year along with the next batch and undergo the courses for which the attendance was less than 60% earlier.

8.3 Students must obtain the minimum pass marks as 40% in internal evaluation in order to appear for the semester examination and 40% in semester examination to pass in any subject.

8.4 **Condonation of Attendance:** Every student is expected to put in 100 % attendance. The minimum attendance requirement is 75%. For cases of casual absenteeism, no condonation of attendance is permissible. If a student has less than 75 % attendance, he/she should be assigned 'W' grade in that subject along with 'P' as the attendance code. The percentage of attendance in a subject shall be computed as:

a) For calculation of attendance in normal cases:

$$\text{Percentage of attendance} = \frac{\text{Actual number of classes attended}}{\text{Total no. of classes held till date of compilation of attendance}} \times 100$$

This should be 75 % for the student to appear for semester examinations. Such cases will not come under the purview of condonation of attendance.

b) For calculation of attendance in case of prolonged illness and/or hospitalization with medical certificate:

Percentage of attendance =

$$\frac{\text{Actual no. of classes attended}}{\text{Total No. of Classes held till date of compilation of attendance - No. of Classes held during the days of prolonged illness (or) hospitalization}} \times 100$$

The percentage of attendance is calculated up to three days before the last working day in the respective semester, and the percentage will be indicated by a code number/ letter as follows:

S. No.	ATTENDANCE ROUNDED TO	REMARKS	CODE
1	91 - 100 %	Very Good	VG
2	85 - 90 %	Good	G
3	84 - 75 %	Marginal	M
4	74 - 50 %	Poor	P
5	< 50%	Very Poor	VP

B.9 WITHDRAWAL FROM EXAMINATION

A student may, for valid reasons and on the recommendation of the first year Coordinator / Head of the Department and with the approval of the Dean (Academic), be permitted to withdraw from appearing for the entire Semester Examination as one unit. Withdrawal application shall be valid only if it is made earlier than the commencement of the last examination pertaining to the semester. Such withdrawal shall be permitted only once during the entire programme and shall not be considered as an appearance for the eligibility of a candidate for the award of classification. If a candidate falls sick in the middle of the Semester Examinations, he/she can withdraw from one or more subjects on production of valid medical certificate.

B.10 TEMPORARY BREAK OF STUDY FROM THE PROGRAMME

A student may be permitted by the Dean (Academic) to withdraw from the programme for one year for reasons of ill-health or other valid reasons on the recommendation of Head of the Department. Such a candidate on rejoining will be governed by the rules under section B.13 (a) & B.13 (b).

B.11 PERFORMANCE ANALYSIS COMMITTEE

The Performance Analysis Committee (PAC) will consist of the same members as the class committee but including the Head of the Department and excluding the student members. An external member from an allied department shall be nominated by the Chairman (Senate) to the PAC. The meeting of the PAC is to be held within seven days from the last day of the end semester examinations to analyze the performance of the students in all courses of study and finalize the grade ranges for each course and forward the statement of grades to the Dean (Academic) immediately, through the Head of the Department. The PAC, by collective wisdom, should ensure that the clustering / grading /pass-fail decisions have been reasonably balanced.

The attendance registers of all the courses along with all the cycle test marks, assignment marks, end-semester marks, grades and grade-ranges entered in the register are also to be sent to the Dean (Academic) immediately through the Head of the Department. The Dean (Academic) (or duly authorized Associate Dean) shall go through the statement of grades (and the attendance register). In case of any problem that cannot be set right by the Dean (academic), the Chairman, Senate is authorized to take appropriate action in this regard. The finalized list shall then be conveyed to the Chairperson, PAC. It is proposed that the Chairperson, PAC will then arrange to display a copy of the statement of grades in the departmental notice board. It is expected that the results could be displayed within a day from the date of the finalization of the grades. Finalization of grades for supplementary examinations shall be made by the HOD and the teacher concerned. The results of which shall also be arranged to be displayed on the department notice board.

B.12 GRADING

(a) All assessment of a course will be done on the basis of marks. The class teacher concerned may adopt any method (uniform distribution) to decide the cluster (range) of the total marks (cycle test, assignment, and semester examination put together for each student) scored for grading. The minimum marks for E grade is fixed as 40 marks (40% of continuous assessment and semester examination separately in order to pass in any subject)

(b) The letter grades and the corresponding grade points are as follows:

LETTER	S	A	B	C	D	E	F	U	W	Z
GRADE POINT	10	9	8	7	6	5	0	--	--	--

Students scoring less than the passing minimum marks shall be deemed to have failed and be given 'F' grade. The letter grade 'U' indicates prevention from appearing for Semester Examination due to shortage of attendance or less than 20 marks (30 marks for practical) in continuous internal assessment, 'W' indicates the authorized withdrawal and 'Z' grade shall be awarded if the student absent for the semester/supplementary examination. A student having U grade can appear in the supplementary examination in the following semester after attending mandatory classes. The U grade once awarded stays in the record of the student and is deleted when he/she completes the course later, indicating also the number of attempts made in that course. The CGPA will be accordingly revised deleting the 'U' in the earlier attempts in that course. The grade acquired by the student later will be indicated in the grade card of the appropriate semester. Student with Z grade shall appear for supplementary examination as and when conducted.

- (c) A student who earns a minimum of 5 grade points in a course is declared to have successfully completed the course.

B.13 MOVEMENT TO HIGHER SEMESTER

- (a) A student proceeding to the III Semester should satisfy the following condition to move to the third semester: A student should have earned a minimum of 12 credits in the first semester. Otherwise, he/she will have to join only in the first year. However, after satisfying this stipulated condition such students will be permitted to rejoin the Institute at the beginning of the Third Semester in a latter year along with the regular students.
- (b) Students having more than six 'F' grades at the end of each academic year (odd and even semesters put together) should join the programme only after satisfying the requirement. (Number of F grades should be less than or equal to six)
- (c) A student who is permitted to discontinue may rejoin the course at the appropriate semester only along with the regular students at the time of normal commencement of that semester.
- (d) A student who discontinues and rejoins shall be governed by the rules, regulations, courses of study and syllabus in force, at the time of his/her rejoining the course.

B.14 REVALUATION OF ANSWER PAPERS

In case of any student feeling aggrieved over the valuation, he can contact the teacher concerned within 10 working days from the commencement of the semester immediately following the announcement of the results. The student shall have access to his answer paper(s) in the end

semester examination which may be shown to him by the teacher(s) concerned. If the student is still not satisfied, he/she can apply for reevaluation in the prescribed format available in the office of the Dean (Academic), who will forward the application to the Chairman, PAC concerned. The Chairman, PAC in consultation with the HoD will arrange for reevaluation of the answer scripts by assigning a faculty in the department, other than the course teacher concerned, who can evaluate the answer scripts. If there is 10% variation of marks awarded by the first and the second evaluators, the Chairman, PAC in consultation with the HoD again will arrange for a third evaluation. If there is no competent faculty available in the department, HOD can invite competent faculty from CFTIs, or a government or government-aided technical institutions. TA and DA shall be paid to the invited faculty as per the Institute norms. The arithmetic average of marks awarded by the second and the third evaluator will be considered for revised grade. The grade range of the first evaluator shall be followed. The Chairman, PAC will forward the revised grade through the HoD to the Dean (Academic).

B.15 COURSE REPETITION

A student securing F or W grade in an elective course, may change the elective course or repeat it if he/she desires to get a successful grade. A course successfully completed cannot be repeated.

B.16 SUMMER-TERM COURSE (for U, F, W Grade)

- (a) A summer term course may be offered by a department on the recommendation of the Head of the Department and the faculty offering the course with the approval of the Dean (Academic). An elective course may also be offered in summer.
- (b) A summer term course is open only to those students who had taken the course earlier and had obtained a 'U, F, W' Grade.
- (c) No student should register for more than two courses during a summer term.
- (d) Summer term courses will be announced by the Dean (Academic) before the commencement of the end-semester examinations. A student will have to register within the time stipulated in the announcement by paying the prescribed fees.
- (e) The number of contact hours in any summer term course will be the same as in the regular semester course. The assessment procedure in a summer term course will also be similar to the procedure for a regular semester course.
- (f) Withdrawal from a summer term course is not permitted. No supplementary examination will be given for a summer term course.

B.17 GRADE CARDS

- (a) After the results are declared, Grade Cards will be issued to each candidate. Grade card contain the list of courses for that semester and the grades obtained by the candidate.
- (b) The Grade Point Average (GPA) for each semester will be calculated only for those students who have passed all the subjects of that semester. Similarly Cumulative Grade Point Average (CGPA) upto any semester will be calculated only for those students who have passed all the subjects up to that semester. GPA is the ratio of the sum of the products of the number of credits of a course (C_i) and the grade points scored in that course (G_i), taken for all the courses, to the sum of the number of credits of all the courses (n) in the semester.

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

where 'n' is the number of courses in that semester.

- (c) On successful completion of the programme, the CGPA will be calculated as follows:

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

where C_i is the credit and G_i is the grade point obtained by the candidate and N is the total number of courses for the entire programme.

B.18 CLASSIFICATION

After successful completion of the programme, degree will be awarded as per the following classifications based on the CGPA.

1. Students who successfully complete the programme within eight consecutive semesters getting a CGPA of 8.5 and above, passing all the courses in the first appearance will be declared to have passed in first class with distinction. For this purpose, withdrawal from examination (vide regulation B.9) and authorized break of study (vide regulation B.10) will not be counted.
2. Students who get a CGPA of 6.5 and above, but below 8.5 and who complete the course within 9 semesters plus authorized break, (vide regulation B.10) will be declared to have passed in first class.
3. Students who get a CGPA of below 6.5 and above 5 and who complete the course within the maximum prescribed period after joining the Institute will be declared to have passed in second class.

B.19 CONSOLIDATED STATEMENT OF GRADES

A student should have appeared for the semester examination in any particular subject (mere appearance for the continuous assessment tests is not sufficient) to be eligible for the award of the grade in the subject. At the end of the programme, all successful candidates (vide regulation B.20) will be furnished with a consolidated statement of grades which will contain the following particulars:

1. Grades in the subjects of all the semesters and grades for audit courses
2. CGPA
3. Classification (First class with Distinction / First class / Second class)

B.20 ELIGIBILITY FOR THE DEGREE

A student shall be eligible for the award of the degree of the Bachelor of Technology (B.Tech.) only if he/she:

1. has undergone the prescribed programme of study by earning the minimum total number of credits specified in the curriculum of the relevant programme of study within a maximum duration of 8 years.
2. has no dues to the Institution, Library, Hostels, etc.
3. has no disciplinary action pending against him/her.

B.21 DISCIPLINARY & GRIEVANCE COMMITTEE

This Committee is constituted for the smooth functioning of the various Undergraduate Programmes of the Institute and it consists of the following members:

Dean (Academic)	Convener
Dean (Students)	Member
Associate Dean (Academic -1)	Member
Respective Head of the Department /First Year Coordinator	Member

This Committee will be looking into the following:

1. The matters relating to condonation of attendance shortages of candidates.
2. All grievances and disciplinary problems of the students relating to malpractices in tests and end- semester examinations etc. The Committee will meet as and when necessary and send the recommendations to the Senate for consideration / ratification / approval. Competent authority for condoning attendance / conducting remedial classes due to the shortage of attendance will be Dean, Academic, the respective department coordinator / HOD and First year coordinator.

B.22 CHANGE OF BRANCH

As an incentive for excellent academic performance in the first two semesters, a limited number of students shall be allowed transfer to the branches of their choice. All students who have successfully completed the first two semesters of the courses in the first attempt with CGPA of not less than 9.5 shall be eligible for consideration for change of branch. Eligible students shall apply through the HoD on issue of notification. Maximum number of inward transfers allowed to a branch is two while the maximum number of outward transfers from a branch is also two. This transfer is with subject to the availability of the sanctioned seats. Final list of candidates with permitted branch changes will be published by the academic section with copies to the Dept. Rules for change of branch are subject to revision from time to time and the decision of the Senate shall be final and binding.

B.23 RAGGING

Ragging is a Criminal and Non-bailable offense, punished by dismissal from the Institute, with a fine of Rs 10,000/- and imprisonment up to two years.

B.24 DRESS CODE

Boys: All the boy students should come with formal dress to the class rooms and computer Labs, in full pant and shirt. Wearing T-shirts and other informal dresses in the class rooms and computer Labs is strictly prohibited.

Girls: All the girls students should come with formal dress to the class rooms and computer Labs, in saree or churidhar with dupatta. Wearing T-shirts and other informal dresses in the class rooms and computer labs is strictly prohibited.

B.25 STUDENT APPRAISAL

It is mandatory for every student to submit the feedback on each and every course, he/she has undergone, at the end of every semester. Students having more than 75% attendance are only permitted to provide feedback.

B.26 REVISION OF REGULATIONS AND CURRICULUM

The Senate may from time to time revise, amend, or alter the regulations, courses of study and syllabus as and when found necessary. Any other relevant rules needing urgent revisions may be framed and implemented by the Director/Chairman of the Senate and ratified in the subsequent Senate meeting. In case of difference of opinion regarding the interpretation of any of the regulations, the decision of the chairman of the Senate shall be final.

B.27 POWER TO MODIFY

Notwithstanding all that has been stated above, the Senate has the right to modify any of the above rules and regulations from time to time.