



**BHILAI INSTITUTE OF TECHNOLOGY, DURG**  
(An Autonomous Institute; Affiliated to CSVTU, Bhilai)

**ACADEMIC REGULATIONS**

**BITD Version 1.1**

**Effective from Academic Year 2021-22**

**Table of Contents**

<b>S.No.</b>	<b>Title</b>	<b>Page No.</b>
-	Table of Contents	1
1.	Short Title & Commencement	2
2.	Abbreviations & Definitions	3
3.	Preamble	3
4.	About Bhilai Institute of Technology, Durg	3
5.	Governance of Institute	5
6.	Monitoring of Institute	5
7.	Nomenclature and Programmes Offered	6
8.	Duration of Programme	8
9.	Starting of New Courses	8
10.	Admission Procedure and Fees	9
11.	Enrolment and Registration	9
12.	Academic Calendar and Scheme	10
13.	Examination Cell and System	10
14.	Eligibility to Appear at Examinations and Results	11
15.	Conduct of Examinations	17
16.	Degree in Bachelor of Technology (B.Tech.)	22
17.	Degree in Master of Technology (M.Tech.)	28
18.	Degree in Master of Business Administration (M.B.A.)	32
19.	Degree in Master of Computer Applications (M.C.A.)	36
20.	Degree in Bachelor of Vocational Courses (B.Voc.)	40
21.	Code of Conduct for Students	44
22.	Information on Institute Website	45
23.	Annex I: Governing Body (GB)	46
24.	Annex II: Academic Council (AC)	47
25.	Annex III: Board of Studies (BoS)	48
26.	Annex IV: Finance Committee (FC)	49
27.	Annex V: Non-Statutory Committees	50
28.	Annex VI: Internal Quality assurance Cell (IQAC)	55

# **BHILAI INSTITUTE OF TECHNOLOGY, DURG**

(An Autonomous Institute; Affiliated to CSVTU, Bhilai)

## **ACADEMIC REGULATIONS**

### **1.0 Short Title & Commencement:**

- 1.1 University Grants Commission has granted Autonomous Status to Bhilai Institute of Technology, Durg affiliated to Chhattisgarh Swami Vivekanand Technical University, Bhilai for a period of Ten Years from the Academic Session 2020-21 to 2029-30 vide Letter No. F. 22-1/2017(AC) dated 15.07.2020.
- 1.2 In pursuance of the UGC letter under reference, Honourable Vice Chancellor, Chhattisgarh Swami Vivekanand Technical University, Bhilai has been pleased to accord approval on conferment of Academic Autonomy in favour of Bhilai Institute of Technology, Durg vide Letter No. CSVTU/Admn./2020/2019 dated 29.08.2020.
- 1.3 The regulations listed herein are applicable to various programmes offered by Bhilai Institute of Technology, Durg and are formulated based on University Grants Commission (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018 and various ordinances of Chhattisgarh Swami Vivekanand Technical University, Bhilai.
- 1.4 These regulations, formulated for the purpose of fulfilling the objectives for conferring the Autonomy status, shall be effective from academic year 2021-22, and will be known as “**BITD Version 1.1**” academic regulations.
- 1.5 The regulations are subject to amendments made by the Academic Council of the Institute with the approval of the Governing Body of the Institute from time to time. Such amendments will be effective from such date and to such batches of candidates, as may be decided by the Academic Council of the Institute.
- 1.6 The Institute will exercise autonomy provisions for students admitted only from the Academic year 2020-21, the students admitted before will remain to be under the governance of Chhattisgarh Swami Vivekanand Technical University, Bhilai till all students pass-out.

However, the lateral entry students admitted in second year of a programme, for the Academic Year 2020-21 only, will be under the governance of Chhattisgarh Swami Vivekanand Technical University, Bhilai.

- 1.7 In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Chairman, Academic Council of the Institute shall be final and binding.
- 1.8 Notwithstanding anything contained in these regulations, the Chairman, Academic Council of the Institute may, in emergent situations take action on behalf of the Academic Council of the Institute, as he deems appropriate and report it to the next meeting of the Academic Council of the Institute for its approval.

## 2.0 Abbreviations & Definitions:

- i. “Institute” means Bhilai Institute of Technology, Durg (BIT)
- ii. “CSVTU” means Chhattisgarh Swami Vivekanand Technical University, Bhilai
- iii. “UGC” means University Grants Commission, New Delhi
- iv. “AICTE” means All India Council for Technical Education, New Delhi
- v. “DTE” means Directorate of Technical Education, Government of Chhattisgarh.
- vi. “Course” means a subject either theory or practical identified by its title and code
- vii. “B.Tech.” means Bachelor of Technology
- viii. “M.Tech.” means Master of Technology
- ix. “M.B.A.” means Master of Business Administration
- x. “M.C.A.” means Master of Computer Applications
- xi. “Ph.D.” means Doctor of Philosophy
- xii. “B.Voc.” means Bachelor of Vocational Courses

Please be noted that where the words “he”, “him”, “his”, occur, they also mean “she”, “her” and “hers”.

## 3.0 Preamble:

Highlighting the importance of autonomous colleges, the UGC document on the profile of higher education in India clearly states that: “The only safe and better way to improve the quality of undergraduate education is to the delink most of the colleges from the affiliating structure. Colleges with academic and operative freedom are doing better and have more credibility. The financial support to such colleges boosts the concept of autonomy.”

The affiliating system of colleges was originally designed when their number in a university was small. The university could then effectively oversee the working of the colleges, act as an examining body and award degrees on their behalf. The system has now become unwieldy and it is becoming increasingly difficult for a university to attend to the varied needs of individual colleges. The colleges do not have the freedom to modernize their curricula or make them globally competent, locally relevant and skill oriented to promote employability. The regulations of the university and its common system, governing all colleges alike, irrespective of their characteristic strengths, weaknesses and locations, have affected the academic development of individual colleges. Colleges that have the potential for offering programmes of a higher standard do not have the freedom to offer them. The 1964-66 Education Commission pointed out that the exercise of academic freedom by teachers is a crucial requirement for development of the intellectual climate of our country. Unless such a climate prevails, it is difficult to achieve excellence in our higher education system. With students, teachers and management being co-partners in raising the quality of higher education, it is imperative that they share a major responsibility. Hence, the Education Commission (1964-66) recommended college autonomy, which, in essence, is the instrument for promoting academic excellence.

## 4.0 About Bhilai Institute of Technology, Durg

In 1986, few stalwarts in the public domain, transformed their spirited vision and dream to reality in the shape of Bhilai Institute of Technology in the loving memory of Seth Balkrishan, a renowned philanthropist of the region. Fired with the zeal of promoting the cause of technical education, the college was set up at Durg under the benign auspices of the Bhilai

Institute of Technology Trust in 1986. BIT, set up as the first self-financed Engineering College in the erstwhile Madhya Pradesh has now shaped as one of the most sought after professional institutes in the central region. BIT is standing tall and steadfast in its commitment to provide qualitative education for the students.

The programmes offered by BIT are approved by All India Council for Technical Education (AICTE). The Institute is affiliated to Chhattisgarh Swami Vivekananda Technical University, Bhilai (CSVTU) and bringing laurels to the University by providing the best results in the University examinations and Research and Development activities. BIT has produced the maximum number of Ph.D. holders in the State leaving other professional colleges far behind. In a good number of occasions, the faculty members of BIT have presented research papers in various countries across the globe. BIT is known for its environment-friendly Campus with a well-equipped infrastructure, outstanding faculty with rich experience, valuable research and academic programs, and dedicated staff.

BIT, spread over a lush green campus in the heart of Durg town, has earned separate identity and societal recognition among the Engineering and Management aspirants. It is adorned with all modern facilities and backed by experienced and talented faculty members to mould the students and make them ready for the present day need. BIT has created facilities with a judicious mixture of co-curricular and extra-curricular activities and has represented the State on many occasions.

Apart from academics, BITinas are also engaged in various social and philanthropic activities through its various professional bodies of students and National Service Scheme.

BIT is equipped with a fully computerized and resourceful library, functioning on the basis of an ‘open access’ system. Students are provided the facility of computers with high-speed internet connectivity and access to e-journals. State of the art facilities has been provided in laboratories to carry out regular lab works as well as research activities. Extra and co-curricular activities are organized in a planned manner to extract the hidden talents of the students and to develop them to undertake the challenges of present day requirements.

BIT is a dynamic place with the Institute’s Motto “Aspire To Excel”. “Educate to Elevate” is the guiding light in the pursuit of BIT to provide Qualitative Higher Education to the students, who can be a catalyst for greater social change. BIT always strives to amalgamate various resources and systems of the Institute with a clear focus on 3 E’s – Enrichment, Enlightenment and Employment.

BIT, Durg is the first Technical Institute in the state to be conferred Autonomous Status by UGC. The National Board of Accreditation (NBA) has accredited all Seven Undergraduate programs of the Institute. The Institute has also been accredited by National Assessment and Accreditation Council (NAAC) as “A” grade in cycle 1 i.e. 2017-2022. National Institute of Ranking Framework (NIRF) has also ranked the Institute under the Engineering category in the ranking band of 251-300 under NIRF 2020. The Institute is also ISO 9001:2015 Certified Institution. Under AICTE Margdarshan Scheme, the Institute is mentoring ten technical institutions of the region to encourage best practices. The Institute has been conferred with the prestigious AICTE – Utkrisht Sansthan Vishwakarma Award – 2020 (under category-03).

## **Vision**

To become one of the Premier Technical and Management Educational Institutions in the Country, delivering excellent professional education, creating value based globally competitive professionals and achieving excellence in all our endeavour.

## **Mission**

Putting in well directed and honest efforts to create peace, prosperity and growth for all stakeholders by exhibiting teamwork, commitment and zeal to excel in all our endeavour and striving to be the best.

## **Quality Policy**

To provide quality technical education to improve the knowledge of the students. This is achieved through faculty up gradation, giving placement assistance, providing opportunities for extracurricular development and updates the students with latest technical developments in the related fields.

## **5.0 Governance of Institute**

The Institute is governed by Bhilai Institute of Technology Trust. It provides overall guidance and control and ensures financial stability. Bhilai Institute of Technology functions as a trust which consists of industrialists / philanthropists, Senior Bureaucrats, CEOs of business establishments, elected public representative (MP & MLA). The trust is the highest policy making body for the Institute. It provides overall guidance and control, scrutiny of audit report and accounts ensuring stability of finance. The Head of the Institute plays a significant role in the Institute decision making policies and its implementation.

The Institute has constituted following statutory bodies / committees to ensure proper management of academic, financial and general administrative affairs:

Governing Body (**Annex I**)  
Academic Council (**Annex II**)  
Board of Studies (**Annex III**)  
Finance Committee (**Annex IV**)

The Institute has, in addition, other non-statutory Committees / Cells such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Library Committee, Student Welfare Committee, Women Security Cell, Extra-Curricular Activities Committee, Academic Audit Committee, Training & Placement Cell and Alumni & Industry Linkage Committee. (**Annex V**)

## **6.0 Monitoring of Institute**

Internal Quality Assurance Cell (IQAC) (**Annex VI**) is established in the Institute for regular monitoring of the college under intimation to UGC. The Cell shall have an external Peer Team comprising of academicians of repute and will send report to UGC regarding the performance of the Institute. The report shall also be put on public domain on the website of the College. The external peer review shall be conducted at least once in a year.

## 7.0 Nomenclature and Programmes Offered

### 7.1 Nomenclature

Institute provides the avenue for the development of an individual as well as the Nation in the field of professional education. The Institute uses the nomenclature for their Degree programmes as specified by the UGC / CSVTU, and the Degree Certificates issued by CSVTU to their awardees bears the name of the Institute as well. This helps in maintaining the identity of each programme conducted at the Institute and ensuring its accountability.

Therefore, the nomenclatures and their abbreviations as given below, shall continue to be used for the Degree programmes offered by the Institute:

- (i) Under Graduate Level: Bachelor of Technology (B.Tech.)
- (ii) Post Graduate Level: Master of Technology (M. Tech.)  
Master of Business Administration (M.B.A.)  
Master of Computer Applications (M.C.A.)
- (iii) Doctoral Level: Doctor of Philosophy (Ph.D.).

Besides, the branch, the subject of specialization, if any, is indicated in brackets after the abbreviation; e.g., B.Tech. (Civil Engineering), M.Tech. (Structural Engineering).

Apart from this, the Institute also offers an Undergraduate Programme, Bachelor of Vocational Courses (B.Voc.).

### 7.2 Programmes Offered

At present, the Institute is offering the following courses:

#### 7.2.1 Under Graduate degree programmes

S.No.	UG Programme	Title of the UG Programme	Current Annual Intake	Abbreviation	Established
1.	B.Tech.	Civil Engineering	120	CE	1986
2.	B.Tech.	Mechanical Engineering	120	ME	1986
3.	B.Tech.	Electrical Engineering	120	EE	1986
4.	B.Tech.	Electronics & Telecommunication Engineering	120	ETC	1986
5.	B.Tech.	Computer Science & Engineering	120	CSE	1998
6.	B.Tech.	Information Technology	60	IT	2000
7.	B.Tech.	Electrical & Electronics Engineering	60	EEE	2007
8.	B.Tech.	Computer Science & Engineering (Artificial Intelligence)	60	CSE(AI)	2021
9.	B.Tech.	Computer Science & Engineering (Data Science)	60	CSE(DS)	2021

**7.2.2 Post Graduate degree programmes****Master of Technology (M.Tech.)**

S. No.	Title of the PG Programme	Current Annual Intake	Offered by	Established / Closure
1.	M.Tech.(Production Engineering)	0	ME	2004 / 2021
2.	M.Tech. (Instrumentation & Control Engineering)	0	ETC	2004 / 2021
3.	M.Tech. (Structural Engineering)	18	CE	2006
4.	M.Tech. (Computer Networks)	0	CSE	2014 / 2021
5.	M.Tech.(E-Security)	0	IT	2014 / 2021
6.	M.Tech.(Industrial Drives & Control)	0	EE	2015 / 2021
7.	M.Tech. (Electrical Power & Energy System)	18	EEE	2018
8.	M.Tech. (Data Sciences)	18	CSE	2018
9.	M.Tech. (Environmental Science & Engineering) (Part Time)	15	CE	2004

**Master of Business Administration (M.B.A.)**

S.No.	Title of the PG Programme	Current Annual Intake	Established
1.	M.B.A.	120	1999
2.	M.B.A.	30	2006

**Master of Computer Applications (M.C.A.)**

S. No.	Title of the PG Programme	Current Annual Intake	Established
1.	M.C.A.	60	1998

**7.2.3 Doctoral degree programmes**

The Institution also offers the Doctoral Program leading to degree of Ph.D. in the departments. The intake depends upon the exact number of vacant positions under the supervisors and co-supervisors in various disciplines.

**7.2.4 Bachelor of Vocational Courses (B. Voc.)**

Vocational or skill-based education is becoming more and more significant with passing time. This is an emerging course in India that aims at providing adequate skills required for a particular trade to candidates. The course is different from traditional academic programmes as it deals more with application based studies rather than focusing on only theoretical knowledge. The Institute provides B.Voc. as follows:

S. No.	Title of the UG Programme	Current Annual Intake	Established
1.	B.Voc. (Banking Finance Services and Insurance)	25	2019
2.	B.Voc. (Graphics and Multimedia)	25	2019
3.	B.Voc. (Software Development)	25	2019
4.	B.Voc. (Electronic Manufacturing Services)	25	2019

B.Voc. is a three-year (six semesters) Undergraduate course. A student pursuing B.Voc. has multiple exit points during the programme and continued industry exposure.

### 8.0 Duration of Programme

8.1 The duration of the programme shall be governed by the regulations of AICTE / UGC / CSVTU that may change from time to time. As per the prevailing regulations, the duration of various programmes is as follows:

Programme	Duration	Maximum Duration
B. Tech.	Four Years	Eight Years
M. Tech. (Full Time)	Two Years	Four Years
M. Tech. (Part Time)	Three Years	Six Years
M.B.A. (Full Time)	Two Years	Four Years
M.B.A. (Part Time)	Three Years	Six Years
M.C.A.	Two Years	Four Years

8.2 Each year shall be divided into two Semesters – Autumn (ODD) and Spring (EVEN) Semesters. Each semester would be approximately of six-month duration including vacation / preparatory leave / examination / industrial training etc. The Autumn semester shall ordinarily begin in July for students already on rolls and the Spring semester shall ordinarily begin in January. However, the first semester (Autumn, for newly admitted students) may begin a little later depending on completion of admission process and formalities.

8.3 A candidate shall not be permitted to continue the course, if he/she fails to pass all the semesters within the maximum duration of the course.

### 9.0 Starting of New Courses

9.1 The Institute shall introduce new Undergraduate/Postgraduate, Degree/Diploma Programme(s) or increase/reduce the intake in the existing Programme(s), with the approval of the Academic Council and Governing Body of the Institute, only after obtaining approval from AICTE and affiliation from CSVTU.

9.2 The Institute shall start new certificate course(s) with the approval of the Academic Council and Governing Body of the Institute. Such certificates shall be issued under the seal of the Institute and CSVTU will be duly informed of such proceedings.

9.3 The new programme(s) introduced by the Institute as above (i.e. after the conferment of autonomous status), shall automatically come under the purview of autonomy.

## **10.0 Admission Procedure and Fees**

### **10.1 Admission Procedure**

Admission for B.Tech. / M.Tech. / M.B.A. / M.C.A. / B.Voc. will be through Online / Institute level counselling by the Directorate of Technical Education, Government of Chhattisgarh.

The dates of counselling programme shall be published in the State / National level newspapers and shall also be uploaded on its website [www.cgdteraipur.cgstate.gov.in](http://www.cgdteraipur.cgstate.gov.in) by DTE. Process of online counselling shall also be published on this website by DTE before the commencement of admission process.

The Eligibility criteria, Intake capacity, Various Quotas, Tuition Fee Waiver Scheme, Lateral Entry in Second Year of B.Tech. and the Reservation Policy in Admission are all as per the procedure laid down by AICTE / UGC / CSVTU / DTE.

However, the admission in M.Tech. for the sponsored seats will be done at Institute level as notified by DTE.

### **10.2 Fees**

The Tuition, Development, Miscellaneous other fee and Caution money charged to students over the duration of programmes shall be as recommended / proposed by “Admission and Fee Regulatory Committee” constituted under the “Chhattisgarh Private Professional Educational Institute (Regulation of Admission and Fixation of Fees) act, 2008 and notified by Government / University for the same.

## **11.0 Enrolment and Registration**

### **11.1 Enrolment of Admitted Candidates**

Admitted Candidates shall have to enrol with CSVTU (if not already enrolled) as per the University regulations (Ordinance No. 4 of CSVTU) during First Semester and for Lateral entry students in Third Semester.

The Enrolment number and Roll Number shall be provided by the University and the Institute will provide a Unique Identification Number to each student.

No student shall be deemed to have been admitted to any programme of study as a regular student of the Institute unless his/her name is borne on the register of enrolled students of CSVTU.

Any student pursuing B.Tech. programme, may be allowed a change of branch in the Institute in Third Semester, on merit basis (as per the norms of DTE), subject to availability of seats in a programme.

## **11.2 Registration of Eligible Candidates**

- 11.2.1 All eligible students of the Institute have to register themselves before commencement of a semester. Except in the first semester, where a student is automatically registered at the time of admission, a student has to apply to the Institute in a specified format for registration in a particular semester through his/her Head of concerned Department. The list of eligible candidates will be provided by the student section of the Institute to the Department.
- 11.2.2 The tuition and other fees for a particular semester will have to be paid by the student, prior to the registration in that semester.

## **12.0 Academic Calendar and Scheme**

- 12.1 Each Year, the Institute shall draw out an Academic Calendar containing details of various academic and associated activities, which shall be adhered to. The Academic Calendar will be available on the Institute website.
- 12.2 The Scheme of Teaching and Examination for each programme, shall be approved by the Academic Council of the Institute, keeping the recommendations of respective Board of Studies of the Institute in view.
- 12.3 The scheme of Teaching and Examination for each programme will provide details about the courses of study prescribed in various semesters, the number of Lecture / Tutorial / Practical periods per week assigned for these courses, the maximum marks allotted to these courses and the credit for these courses.
- 12.4 The course outcomes and the syllabus of different courses in the scheme of Teaching and Examination for each programme shall be as prescribed by the respective Board of Studies of the Institute and published on the website of the Institute.
- 12.5 The schedule of classes shall be notified through a Time Table before the beginning of the classes in the Semester.
- 12.6 There shall be normally fourteen weeks of teaching in every semester.

## **13.0 Examination Cell and System**

- 13.1 The Institute shall have an Examination Cell headed by Controller of Examination. The Controller of Examination will be a permanent faculty member of the Institute, nominated by the Principal. The Controller of Examination shall be assisted by Deputy Controller of Examination, along with other office support. The Principal shall be the Chief Controller of Examination.
- 13.2 At the end of each semester, there shall be an examination (hereinafter called End Semester Examination) conducted by the Institute as per the programme announced at the beginning of each academic year.
- 13.3 The End Semester Examinations will generally be held in Nov/Dec. and April/May in each year.

13.4 At least 40 % of the Question Papers of End Semester Examination shall be from outside the Institute.

13.5 The duration of examination period normally should not exceed 20 working days.

13.6 The medium of Examination for all the programs shall be English.

#### **14.0 Eligibility to Appear at Examinations and Results**

14.1 In these regulations, unless provided otherwise, lectures, shall include tutorials and seminars. In tutorials, a class will be split into batches of 30 students.

14.2 No regular candidate shall be admitted to an examination of the Institute unless he/she

- (a) Has been enrolled as a student in CSVTU.
- (b) Possesses the minimum academic qualification for admission to the examination to which he/she seeks admission, and
- (c) Has prosecuted a regular course of study for that examination.

14.2.1 If a candidate has already passed a semester examination in full he/she shall NOT be permitted to reappear in that examination for improvement in division/marks or any other purpose.

14.3 In computing the attendance for fulfilment of the condition regarding prosecution of a regular course of study

- (a) Attendance at lectures delivered and practicals, if any, held during the academic session shall be counted.
- (b) Attendance at any lecture delivered or in practical held within fourteen days preceding the first day of written examination which shall be treated as preparation leave, shall not be counted.
- (c) Attendance kept by a regular candidate in higher class shall be counted towards the percentage of attendance for the examination of lower class to which he may revert as a result of his/her failure to pass in the examination.
- (d) Attendance at NCC/NSS Camp during the session shall be taken as full attendance at lectures/practicals on each such day of camp and the days of journey to such camp.
- (e) Participation as a member of a University/College team in any Inter-University or Inter-Collegiate Competition, or of a District/State/National team in any Sports event organized by recognized Federations, shall be taken as full attendance at lectures/practicals on each such day of event and the days of journey for participating therein.
- (f) For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent i.e. up to ten percent and a further five percent of the total number of lectures delivered and practical held in each subject may be condoned by the Head of the Department and by the Principal respectively.

14.4 Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the Institute

- (a) Submit an application for an admission to the examination in the prescribed form duly affixing his/her latest passport size photograph at the appropriate place, through the Head of the Department indicating the subject or subjects in which he/she desires to present himself for the examination.
- (b) Pay along with the application, the fee prescribed for the examination concerned.
- (c) Application submitted by regular candidate together with the examination fee receipt shall be forwarded by the Head of the Department to the Controller of Examination on or before the last date prescribed for the purpose by the Principal.
- (d) In case of each application, the Principal shall certify that the candidate:
  - (i) Possesses the minimum academic qualification for appearing at the examination to which he/she seeks admission.
  - (ii) Is of good conduct.
- (e) The Principal may detain a regular candidate from taking an examination if he/she does not pay outstanding Institute dues, or does not return the Institute property and all the articles and uniform issued to him/her for sports or NCC or does not pay the cost thereof in case of loss, by 15 days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his/her application form to the Controller of Examination for admission to the examination and the date of the commencement of the examination.

14.5 No ex-student candidate shall be admitted to an examination of the Institute unless he/she submits with his/her application for appearing in the examination, along with

- (a) The statement of marks (in original) obtained by him/her at the said examination issued by the Institute together with an attested copy thereof, or
- (b) In case he/she was duly admitted to the said examination as a regular candidate but could not appear there at, a certificate from the Principal of the Institute showing the year, the roll number and the examination to which he/she was admitted as a regular candidate.

14.6. An ex-student candidate for an examination shall

- (a) Submit through the Principal an application for admission to the examination in the prescribed form on or before the last date notified by the Institute and specify therein
  - (i) Whether he/she is a candidate for the examination entitled.
  - (ii) The subject(s) in which he/she desires to present himself for the examination.
- (b) Submit with his/her application evidence of having been admitted to the examination earlier as required in paragraph 5 above.

- (c) Attach with his/her application for admission to the examination, his/her latest passport size photograph duly attested by the Principal.
- (d) Pay the fee prescribed for the examination.

14.7. An Ex- student candidate shall be required to appear in examination in accordance with the syllabus of different subjects in force in the Institute at the time of examination.

However, on account of change in the scheme of teaching and examination the candidate may be permitted to appear in the examination in accordance with the syllabus of the subject of previous scheme.

14.8. Every ex - student candidate shall appear at the examination centre at which the regular candidates from the Institute in which he/she had prosecuted a regular course of study shall be appearing. Provided that the Principal may for sufficient reason require or allow a candidate to change his/her examination centre.

14.9 No candidate shall appear in more than one degree examination or for the Master's degree in one and the same year.

14.10 For a candidate who has passed a part of the Bachelor's degree examination or a part of a Master's degree examination of another University may, on the recommendation of Chairman Board of studies concerned and Academic Council of the Institute, be admitted with the permission of Principal to the next higher examination of the Institute for the degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the Institute for the corresponding examination.

14.11 No person who has been expelled or rusticated from any college or University or has been debarred in appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.

14.12 (i) An application for admission to an examination received by the Institute after the last date notified by the Institute, but not later than fifteen days after such last date may be entertained on payment of a late fee prescribed by the Institute but not later than the fifteen days before the commencement of examination.

(ii) Notwithstanding anything contained in the Academic Regulations relating to admission of candidates to an examination of the Institute, the Principal may, in special cases in which he/she is satisfied that the delay to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his/her application is rejected, allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the Institute even though the same is received after the expiry of the period of fifteen days mentioned in the forgoing paragraph.

14.13 The Institute shall issue an admit card in favour of a candidate, if

(a) (i) The application of the candidate is complete in all respect in accordance with the provisions applicable to him/her and in order.

(ii) The candidate is eligible for admission to examination, and the fees as prescribed have been paid by the candidate.

- (iii) Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be deemed to have been admitted to the examination until he/she is issued an admission card for appearing in the examination.
- (b) The admission card issued in favour of a candidate to appear at an examination may be withdrawn if it is found that
- (i) The admission card was issued or permission was given through mistake or the candidate was not eligible to appear in the examination.
- (ii) Any of the particulars given or document submitted by the candidate in or with the application for enrollment or examination is false or incorrect.
- (c) The Controller of Examination may on the specific recommendation of the Principal, and if he/she is satisfied that an admit card has been lost or destroyed, grant a duplicate admit card on payment of further fees as prescribed by the Institute. Such card shall show in a prominent place the word duplicate.
- 14.14 (a) The Controller of Examination shall identify the prohibited area referred to in Section 3(c) of the Chhattisgarh Recognized Examination Act, 1937 (as amended from time to time) by visible signs, and it shall be produced.
- (b) A candidate shall not be entered in to the Examination hall unless he/she produces the admit card before the Controller of Examination or the invigilator or satisfies such Officers that it shall be produced. A candidate shall produce his/her admit card whenever required by the Controller of Examination or the invigilator. The Controller of Examination and invigilators shall have all powers to exercise check on unfair means including those of search and seizure.
- 14.15 (a) A candidate who, due to sickness is unable to present himself/herself at an examination shall not receive a refund of fees but in case it is satisfied about the genuineness, or merit of it, the examination fee and statement of marks fees can be adjusted towards the immediately next examination after deduction of an amount as decided by the Institute.
- (b) Application for such adjustment from a candidate accompanied by a Medical Certificate of illness if applicable, must be sent so as to reach the Controller of Examination not earlier than and not later than 30 days from the date of commencement of the Examination at which the candidate was to appear, provided that the medical certificate should be issued by the competent medical officer of Govt. Hospital duly countersigned by the Civil Surgeon.
- (c) The fees paid by a regular candidate who is debarred from appearing at an examination due to shortage in attendance at lectures/practicals, may be refunded through the Principal after deduction of an amount as decided by the Institute.

- (d) Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his/her form within the prescribed date, necessary fees having been paid in Institute accounts, may be refunded after deduction of an amount as decided by the Institute.
  - (e) The examination and marks fee of a candidate who dies before appearing at the examination may be refunded in full to his/her guardian or his/her successor.
  - (f) The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.
- 14.16 (a) Any candidate, who has appeared at an examination conducted by the Institute, may apply to the Principal for the scrutiny of his/her marks in the written papers in any subject and rechecking of his/her result, such application must be made so as to reach the Controller of Examination within 07 days after the declaration of result.
- (b) Such application must be accompanied by fees as prescribed by the Institute.
  - (c) The result of the scrutiny shall be communicated to the candidate.
  - (d) If as a result of scrutiny it is found that the examinee should be declared as having passed or placed in a higher division the result of the candidate shall be revised accordingly.

#### **14.17 Revaluation**

If a candidate is not satisfied with his/her result, he/she may apply to the Controller of Examination for revaluation of his/her answer books (no restriction on number of subjects), in the prescribed form, along with prescribed fee, within 07 days from the declaration of the result of the examination.

14.17.1 Where a candidate applies for revaluation, the answer book in which revaluation is sought will be evaluated again by a three member committee, consisting of:

- (i) Head of the Department concerned (Chairman of the committee)
- (ii) Two subject experts appointed by the Principal - One from the Institute and other from outside the Institute (other than the one(s) who initially evaluated the answer book).

A copy of the memorandum of Instructions shall preferably be provided to the committee (if prepared by the paper setter) to enable them to evaluate the answer book concerned in the light of the standard set by the paper setter.

14.17.2 Better marks between the two (one original and one after revaluation) will be taken into consideration.

14.17.3 If the result is modified on account of above and /or a mistake in the result originally published is detected, necessary correction shall be notified by the Institute.

- 14.17.4 No Revaluation shall be allowed in case of Practicals(ESE), Teacher's Assessment, Class Tests, Field Work, Summer Training, Viva-Voce, Project Reports, Research Reports and thesis submitted in lieu of paper at the examination.
- 14.17.5 Process of Revaluation will be common for all courses.
- 14.18 The Institute will announce Results, Merit Lists, issue Mark Sheets, Provisional Certificate and Transfer Certificate; however, the Degree and Migration Certificate shall be awarded by CSVTU, with the name of the Institute.
- 14.19 A candidate who has passed any final degree examination can apply to the Principal, for a Provisional Certificate of passing the examination, in prescribed form, along with prescribed fees, after the declaration of his/her result and before the date of the next convocation.
- 14.20 No person who is under sentence of expulsion or rustication or is debarred from appearing at examination of the Institute for any period of time shall be granted a Migration Certificate during the period for which the sentence is in operation.
- 14.21 Duplicate copies of the following certificates shall be granted on payment of prescribed fee by the Institute:
- (i) Mark sheet
  - (ii) Transfer Certificate
  - (iii) Provisional Certificate
- 14.22 Duplicate copies of the following certificates shall be granted on payment of prescribed fee by CSVTU:
- (i) Migration Certificate.
  - (ii) Degree / Diploma
- 14.22.1 Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar of CSVTU is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.
- 14.22.2 Duplicate of University Degrees, Diplomas shall not be granted except in cases in which the Vice-Chancellor is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force, that the applicant has lost his/her degree/diploma or that it has been destroyed, and the applicant has real need for a duplicate. In such cases, a duplicate of the degree/diploma may be granted on receipt of a fee as prescribed by the University.

- 14.23 (i) Notwithstanding any thing contained in the concerned Academic Regulations, with a view to moderate hard-line cases in the examination, the following rules shall be observed:
- (a) The Principal may award one grace mark in case the candidate is failing by one mark in total of a subject or in aggregate or missing a division by one mark. Where the deficiency is so condoned, one mark shall nowhere be added.
  - (b) This benefit however will not be available to a candidate getting any advantage of condonation of deficiency upto five marks due to provision in the concerned regulations.
- (ii) The Principal shall award 5 grace marks in case the candidate is not able to complete the programme, due to aggregate marks being less than 50% of total marks in one semester. This benefit shall not be available to those candidates who have already availed the benefit of 5 grace marks as per other provisions of these regulations.
- 14.24 Any matter connected with the conduct of examination and declaration of results, not specifically covered under the Academic Regulations, the decision of the Principal, thereon, shall be final.

## **15.0 Conduct of Examination**

- 15.1 In accordance with direction issued by Governing Body in consultation with Academic Council of the Institute, Controller of Examination shall make all arrangement for the conduct of examination to be held by the Institute.
- 15.2 The End Semester Examinations will generally be held in Nov/Dec. and April/May in each year. The Controller of Examination shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.
- 15.3 The Controller of Examination shall be responsible for the safe custody of question papers and the answer books sent to him/her and shall keep a complete account of used and unused question papers and answer books.
- 15.4 The Controller of Examination shall supervise the work of invigilator working under him/her and shall conduct the examinations strictly according to these regulations.
- 15.5 The Controller of Examination shall submit a confidential report to the Academic Council of the Institute about the conduct of examination, mentioning therein the performance the invigilators and the general behaviour of the examinees. He shall also maintain a daily report on the number of examinee attending each of examinations, absentee roll numbers and such other information relating to the examinations being held at the Institute as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the Academic Council. He shall also be responsible for maintenance and submission, of the account of advance money

received and expenditure incurred in connection with the conduct of the examinations to the Finance Committee of the Institute.

- 15.6 Unless otherwise directed, only faculty of the Institute shall be appointed as Invigilators by the Controller of Examination.
- 15.7 It shall be the duty of Controller of Examination to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form and signatures (One already on the form and the other to be obtained in the examination hall), for all candidates.
- 15.8 The Principal may, on the recommendation of the Controller of Examination appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself / herself on account of severe short sightedness or sudden illness or being blind, physically handicapped or dyslexic. Such examinee shall be allowed an additional time 20 minutes per hour in each paper. An amanuensis shall be a man/woman possessing qualification of at least one class examination lower than the examination concerned.
- 15.9 The Principal may from time to time appoint observers or Board of observers (from outside the Institute) to see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the observer pointing out serious breach or procedure, the Principal may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination and if any such action is taken, a report of the action taken shall be made to the Academic Council at its next meeting.
- 15.10 The Academic Council may cancel an examination, if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
- 15.11 The Academic Council of the Institute may issue such general instructions for the guidance of the Examiners and Controller of Examination, as it considers necessary for the proper discharge of their duties.
- 15.12 The Academic Council may from time to time make, alter or modify rules and procedure about the conduct of examinations.
- 15.13 The Result Committee for each of the Faculties will be constituted by the Academic Council of the Institute. The functions of the Results Committee shall be (i) To scrutinise and pass the results of the examinations conducted after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Principal the action to be taken in any case where the result is unbalanced; (ii) To scrutinise complaints against question papers and to take necessary action; (iii) To decide cases of candidates who answered wrong paper; (iv) To decide cases of candidates whose answer books were lost; and (v) To exercise such other powers as the Academic Council may delegate to it from time to time.

Note : If any action is to be taken against any Examiner, Controller of Examination, Deputy Controller of Examination or Invigilator the matter shall be referred to the Academic Council with the recommendation of the Result Committee.

- 15.14 The Principal shall appoint two tabulators or two sets of tabulators for tabulating the results of the examinations and collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the result of the examination.
- 15.15 If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Principal directly.
- 15.16 Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Principal who shall place the matter before the Academic Council.
- 15.17 Except as otherwise decided by the Academic Council, the examination answer books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed off after 6 months from the date of the declaration of the results.
- 15.18 The Principal will publish the results of the examination as passed by the Results Committee, within the date prescribed in academic calendar, on the notice board of the office and/or website of the Institute. The results, when published, shall simultaneously be communicated to the respective Head of Department. The result of the candidate will show the marks awarded to him/her in End Semester Examination (ESE), Class Test (CT), Teachers Assessment (TA) of various subjects/practicals along with total marks, Percentage of marks, Semester Performance Index (SPI) and Cumulative Performance Index (CPI).
- 15.19 The remuneration of the Examiners, Controller of Examination, Deputy Controller of Examination, Invigilators, Tabulators and Collators and the deductions to be made in remuneration for errors noticed shall be as decided by the Finance Committee from time to time.
- 15.20 No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatsoever and no late comer will be permitted for the examination after half an hour of its commencement.
- 15.21 Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded & if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.
- 15.22 A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilator, the answer book of such examinee shall be withdrawn and a second answer book supplied. The first answer book shall be cancelled & only the second answer book shall be sent for valuation by the Controller of Examination.

### 15.23 Unfair Means

15.23.1 The Controller of Examination shall take action against an examinee who is found assisting or attempting to use unfair means in the examination hall or within the premises of the Institute during the hours of examination, in the following manner:

- i) The examinee shall be called upon to surrender all the objectionable materials found in his / her possession including the answer book and a memorandum shall be prepared with date and time.
- ii) The statement of the examinee and the invigilator shall be recorded.
- iii) The examinee shall be issued a fresh answer book marked 'Duplicate-UFM' to attempt answer within the remaining time prescribed for the examination.
- iv) All the material so collected and the entire evidence along with a statement of the examinee and the answer book duly initialed shall be forwarded to the Principal, in a separate confidential sealed packet marked 'Unfair means' along with the observations of the Controller of Examination.
- v) The material so collected from the examinee together with both the answer book collected while using unfair means and the other supplied afterward, will be sent to the Examiner by the Principal for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.
- vi) The cases of the use of unfair means at the examination as reported by the Controller of Examination along with the report of the Examiner shall be examined by a UFM Committee.

15.23.2 The UFM Committee, to be appointed by the Academic Council every Year, shall consist of One member of the Academic Council (to be the Chairperson of the UFM Committee), One Senior faculty member, and Controller of Examination (to be the Secretary of the UFM Committee).

The UFM Committee shall after examining the cases, decide the action to be taken in each case and report to the Academic Council all cases of the use of unfair means together with the decision of the Committee in each case.

15.23.3 Details of various categories of punishment under UFM case:

**Category-A:** Examination of that theory paper will be cancelled in which the candidate has been found using Unfair means

**Category-B:** Present full examination (Theory) will be cancelled.

**Category-C:** Present examination will be cancelled in full and student will be debarred from appearing in next examination and therefore candidate cannot be admitted in next coming semester / year.

**Category-D:** Present examination will be cancelled in full and the candidate will be debarred for next two examinations.

**Category-E:** Cancellation of present full examination and debarred for next three examinations and case will be reported to the police for criminal proceeding against the candidate.

**Category-F:** Cancellation of present full examination and debarred for appearing in next four examinations and FIR will be sent to police for criminal proceeding on the candidate.

- 15.23.4 (a) In the Examination Hall the candidate shall be under the disciplinary control of the Controller of Examination and he/she shall obey his/her instructions. In the event of a candidate disobeying the instructions of the Controller of Examination or his/her undisciplined conduct or insolent behaviour towards the Controller of Examination or any invigilator, candidate may be excluded from that day of examination and if he/she persists in misbehaviour he/she may be excluded from the rest of the examination by the Controller of Examination.
- (b) If a candidate acts in a violent manner or uses force or makes a display of force towards the Controller of Examination or any invigilator at the centre or in its precincts endangering the personal safety of either of them or acts in a manner likely to the authorities in the discharge of their duties, the Controller of Examination may expel the candidate from the centre and he may take police help.
- (c) If a candidate brings any dangerous weapon within the precincts of the examination centre  
He/she may be expelled from the centre and/or handed over to the police by the Controller of Examination.
- (d) A candidate expelled on any of the grounds mentioned in (b)) or (c) above will not be allowed to appear in the subsequent papers.
- (e) In every case where action is taken by the Controller of Examination under (a), (b) or (c) above, a full report shall be sent to the Principal and the Academic Council may according to the gravity of the offence further punish a candidate by cancelling his/her examination and/or debarring him/her from appearing at the examination for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.
- (f) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him/her in the examination hall material connected with the examination or failure of an examinee to handover his/her answer-book to Controller of Examination/Invigilator or taking away his/her own answer book, walks out of the examination hall or in any other manner whatsoever, the Academic Council or the UFM Committee may cancel his/her examination and also debar him/her from appearing at any of the examination of the Institute for one or more year according to nature of the offence.

- (g) The Academic Council may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the Institute for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or has abetted the tampering of Institute/University records including the answer books, marks-sheet, result charts, degree, diplomas and the likewise.
- (h) The Academic Council may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the Institute for one or more years, if it is discovered afterwards that candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.
- (i) When the Institute intends to award any of the aforesaid penalties under clause (f), (g) or (h) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such “show-cause” letter as to why the proposed penalty may not be imposed on him/her and shall consider the explanation if any, if filed within the specified time, before awarding the penalty.
- (j) A list of such candidates so disqualified shall be circulated to all the universities in India requesting them not to admit the students during the period of their disqualification.
- (k) The action taken by the Institute referred to above, will be over and above the action which the police might take under the provisions of the Chhattisgarh recognized Examinations Act, 1937 (as amended from time to time).

## **16. Degree in Bachelor of Technology (B.Tech.)**

**16.1** The first degree in Engineering of four-year (eight semester) course, shall be designated as Bachelor of Technology (B.Tech.), in respective Branch.

### **16.2 Examinations**

16.2.1 There shall be two end semester examinations during each Academic Year. These examinations will be designated as follows.

- (a) During First Year: First Semester B.Tech. Exam., Second Semester B.Tech. Exam.
- (b) During Second Year: Third Semester B.Tech. Exam., Fourth Semester B.Tech. Exam.
- (c) During Third Year: Fifth Semester B.Tech. Exam., Sixth Semester B.Tech. Exam.
- (d) During Fourth Year: Seventh Semester B.Tech. Exam., Eighth Semester B.Tech. Exam.

16.2.2 There will be a full examination at the end of each semester consisting of theory papers and the laboratory practicals of all semesters. The First (Nov./Dec.) Examination shall be the Main examination for First, Third, Fifth and Seventh semesters and Supplementary examination for Second, Fourth, Sixth and Eighth semesters. The Second (Apr./May) Examination shall be the Main examination for Second, Fourth, Sixth and Eighth semesters and Supplementary examination for First, Third, Fifth and Seventh semesters.

16.2.3 A candidate will be eligible for admission to the higher semester in accordance with the following sub rules:

16.2.3.1 A candidate who has appeared in First Semester Exam. will be eligible for admission in Second Semester, who has appeared in Second Semester Exam. will be eligible for admission in Third Semester, who has appeared in Third Semester Exam. will be eligible for admission in Fourth Semester, irrespective of any number of subjects cleared/passed by him/her.

16.2.3.2 A candidate who has neither filled examination form nor deposited the required amount of Examination fees and/or detained due to shortage of attendance or failing in sessionals in a particular semester will have to repeat the same semester which shall commence after about a year as a regular candidate.

16.2.3.3 A candidate appearing in eighth semester will not be issued any marksheet or provisional certificate after eighth semester until he/she has passed all the semesters.

16.2.4 A candidate shall not be admitted in the fifth and sixth semester examination unless he/she has fully passed/cleared the first and second semester examinations, respectively. Likewise, candidates shall not be admitted in the seventh or eighth semester examination unless he/she has fully passed/cleared the first three or four semester examinations, respectively. For promotion to the next higher semester, the sequence shall be strictly adhered to.

16.2.5 (i) Candidates having passed three-year diploma in any branch of engineering and technology, admitted through lateral entry in third semester will be required to pass the subject of Applied Physics, Applied Chemistry, Applied Mathematics –I and Applied Mathematics –II of B.Tech. First year before admission to Sixth Semester.

(ii) Candidates having passed B.Sc. (Mathematics) Examination, admitted through lateral entry in third semester will be required to pass the subject of Engineering Graphics and Design, Engineering-I (Sec A – Environment and Ecology & Sec B – Basic Electrical Engineering), Engineering – II (Sec A – Internet and Web Technology & Sec B – Programming for Problem Solving) and Workshop / Manufacturing Practices (Lab) of B.Tech. First year before admission to Sixth Semester.

(iii) Such candidates shall be admitted in fifth semester examination even if he/she has not cleared the required subjects of B.Tech. First Year as mentioned in (i) / (ii), but he/she will not be admitted in Sixth semester unless he/she passed these subjects. A candidate shall not be admitted to seventh and eighth semester unless he/she has fully passed/cleared up to Third and Fourth semester respectively including subjects of B.Tech. First Year as mentioned in (i) / (ii).

16.2.6 A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters as per clause 16.2.4 / 16.2.5 are declared at which he/she had appeared.

## 16.3 Passing Examinations

### 16.3.1 Basis of Marks

16.3.1.1 The performance of a candidate in each semester shall be evaluated subject-wise. There shall be Class test (CT), Teacher's Assessment (TA) and End Semester Examination (ESE) for each Theory paper; TA and ESE for each practical and TA for Non-credit courses, with the following distribution and passing standards.

Name of Examination	Minimum Passing %
Teacher's Assessment (TA) Theory	60 %
Class Test (CT) Theory	Nil
End Semester Exam (ESE) Theory	35 %
Total of ESE & CT in Theory	35 %
Total of ESE, CT & TA in Theory	35 %
End Semester Exam (ESE) Practical	50 %
Teacher's Assessment (TA) Practical	60 %
Non-Credit Courses	60 %

16.3.1.2 The candidate must also obtain a minimum of 50% of total aggregate marks in a semester for passing a particular semester.

16.3.1.3 For the evaluation of End Semester Exam in Practicals, one external examiner shall always be there from outside the Institute and one internal examiner from the Institute.

16.3.1.4 Grace marks will be applicable at the ESE node only if the student has cleared other subjects at ESE + CT.

16.3.1.5 If a student has failed at ESE + CT node but passed at ESE + CT + TA node; the final grade should be considered as Fail [FF].

### 16.3.2 Basis of Credits

16.3.2.1 One period of Contact in lecture (L) and Tutorial (T) and two periods of Contact in practical (P) will be equal to one credit. Thus,  $Credit = \{L + T + P/2\}$ . Credit in a subject will be a full, not in a fractional number. If a credit in a subject turns out in fraction then it will be taken as next full number.

16.3.2.2 A candidate shall earn all the credits allotted to a semester only when he/she passes the said semester.

## 16.4 Merit Lists

16.4.1 Merit list of top five candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in first division in first attempt.

16.4.2 Branch wise final merit list shall be declared by the Institute only after the main examination of the eighth and final semester for B.Tech. degree, on the basis of the

integrated performance of all the four years. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

## 16.5 Attendance

16.5.1 Candidates appearing as regular students for any semester examination are required to attend 85 percent of the lectures delivered and of the practical classes held, separately in each subject, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Head of the Department and Principal of the Institute respectively for satisfactory reasons.

16.5.2 A candidate who fails to secure the attendance below 70% (including the concession contained in clause 16.5.1 above) shall be liable to be detained by the order of the Principal, from taking semester examination and will be required to take readmission in same semester whenever the semester classes commence.

## 16.6 Assessment and Grading

### 16.6.1 Mode of Assessment and Valuation

Continuous evaluation system will be followed with three components as Class Test (CT), Teacher's Assessment (TA) and End Semester Exam (ESE). To make TA more objective one, this will depend upon attendance, home assignments, take home tests, closed and open book tests, group assignments, viva-voce, quizzes etc. There will be two Class Tests in each theory subject in a semester the results of which will be shown to the class students along with test answer books under intimation to the Controller of Examination. Weightings of CT, TA and ESE will be as given in the scheme of teaching and examination.

A candidate shall have to mandatorily undertake Skill Development Courses / Internship / Vocational Training in Industry or appropriate work place / academic and research institutions in India/Abroad, of twelve weeks duration (can be completed in parts) during the entire duration of the programme and the outcome of this should be presented in the form of a report.

### 16.6.2 Grading System

Percentage as well as absolute grading system will be followed. In every subject, theory or practical, a candidate will be awarded a letter grade based on his/her combined performance of all the components, e.g., TA, CTs and ESE. These grades will be described by letters indicating a qualitative assessment of the candidate's performance through a number equivalent called "Grade Point" (GP) as given below. A course is completed successfully, or a credit is earned for a course when letter grade C or better is obtained in the course. Grades will be awarded for every subject, theory and practical separately. This will be done as described below.

Letter Grade (LG)	A+	A	B+	B	C+	C	F
Grade Point (GP)	10	9	8	7	6	5	0

### 16.6.3 Absolute Grading System

The absolute grading system of the type explained below will be adopted for theory and practical subjects:

Grades	Theory	Practical
A+	85 ≤ Marks < 100%	90 ≤ Marks < 100%
A	75 ≤ Marks < 85%	82 ≤ Marks < 90%
B+	65 ≤ Marks < 75%	74 ≤ Marks < 82%
B	55 ≤ Marks < 65%	66 ≤ Marks < 74%
C+	45 ≤ Marks < 55%	58 ≤ Marks < 66%
C	35 ≤ Marks < 45%	50 ≤ Marks < 58%
F	0 ≤ Marks < 35%	0 ≤ Marks < 50%

Thus, letter grades A+, A, B+, B, C+, C, and F and the corresponding Grade Point will be available for each subject evaluated by the examiner.

### 16.6.4 Fail Grade “F”

Additionally, further categorizations of F will be

FF : Failing in any theory/practical subject.

FI : Incomplete grade failing to appear in ESE due to illness or so, but otherwise satisfactory performance, thus eligible for re-exam in that subject.

FS : Failing in sessionals, i.e. in TA, so repeat the semester.

FX : Failing due to short of attendance so repeat the semester.

WW: Result withheld due to various reasons.

FA : Failing due to aggregate marks being less than 50% of total marks, so eligible to appear upto four subjects (theory only) of one's choice.

### 16.6.5 Constraints of Minimum Qualifying Marks

To be eligible to secure a letter grade A+ to C a candidate must be eligible to appear in an ESE and obtain minimum passing marks as per 16.3.

### 16.6.6 Semester Performance Index (SPI)

Performance of a student in i-th semester is expressed by SPI which is a weighted average of course grade points obtained by a student in the semester and is expressed by

$$SPI_i = \frac{[C_1 G_1 + C_2 G_2 + \dots] i}{[C_1 + C_2 + \dots] i} = \frac{[\Sigma CG] i}{[\Sigma C] i} = \frac{N_i}{D_i}$$

where C and G stand for Credit and Grade, respectively. SPIs will be calculated up to two places of decimal without rounding off. SPI will be calculated only when a student clears a semester without F in any subject, theory or practical.

### 16.6.7 Cumulative Performance Index (CPI)

This is a weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree program with 50% weightage of I and II semester marks and 100% for remaining semesters. Thus, CPI in i-th semester with “i” greater than 2 will be calculated as

$$CPI_i = \frac{0.5 (N_1 + N_2) + \sum_{i=3}^{i \geq 3} N_i}{0.5 (D_1 + D_2) + \sum_{i=3}^{i \geq 3} D_i}$$

If a student repeats a course or is declared fail in a subject, then only the grade points obtained in the latest attempts are counted towards CPI. CPI will be calculated in every semester with SPI, so that a student knows how his/her CPI is changing.

### 16.6.8. Award of Class or Division

16.6.8.1 The class/division awarded to a student with B. Tech. Degree is decided by the student’s Percentage of Marks as per the following table:

Class / Division	% Marks
First Division with Distinction or Honours	75% and above
Class I or First Division	60% and above
Class II or Second Division	Below 60% but Greater than or equal to 50%

16.6.8.2 Division shall be awarded only after the eighth and final semester examination, based on integrated performance of the candidate for all the four years.

16.6.8.3 No candidate shall be declared to have passed the final B.Tech. unless he/she has fully passed all the previous examinations of the eight semesters. The results of the eighth and final semester of those candidates who have not passed examination of any previous semester will be withheld. They, however, will be informed about the deficiency. He/she shall be deemed to have passed the final B.Tech. examination in the year in which he/she passes all the examinations of all eight semesters.

### 16.6.9 Transcript

The transcript issued to a student will contain consolidated record of all the courses taken by the student, grades obtained and the final CPI with class or division obtained, if available.

### 16.7 Eligibility of Admission in a Semester

16.7.1 A candidate shall be eligible for admission to Fifth, Sixth, Seventh and Eighth semesters, provided he/she has passed First, Second, Third and Fourth semesters, respectively.

16.7.2 A candidate shall be allowed to carry over all the subjects, i.e. theory and practical of a semester in the higher semester as per section 16.7.1 above. A candidate shall be required to clear the next ESE only in those subjects (theory/practical) in which he/she was awarded WW or FI or FF grades.

### **16.8 Rules for Condonation of Deficiency in Marks**

With a view to moderate hard line cases in the examination, the following rules shall be observed:

16.8.1 Deficiency up to five marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.

This facility shall be available only to those candidates who clear that particular semester examination in full (i.e. in all theory, practicals and sessionals) by availing five Grace Marks.

16.8.2 While declaring result of the candidate, no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the courses (subjects) cleared through clause 16.8.1 After condoning the deficiency, the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.

16.8.3 One grace mark will be awarded to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Principal in the DEGREE examination. This benefit will not, however, be available to a candidate getting advantage under clause 16.8.1.

### **17.0 Degree in Master of Technology (M. Tech.)**

17.1 The Post Graduate course leading to the Degree of Masters of Technology (M.Tech.) will be of two years (four semesters) in the case of full time candidates and will be of three years (six semesters) in the case of part time candidates.

17.2 There shall be two end semester examinations each year. The first Nov./Dec. examination shall be the main examination for Autumn semesters and supplementary examination for Spring semesters. The Apr./May Examination shall be the main examination for Spring semesters and supplementary examination for Autumn semesters.

- 17.3 a) An examinee who fails to obtain minimum marks in not more than two theory paper(s)/Practical(s)/Viva Voce at any of the semester examinations shall be declared to have obtained A.T.K.T. (allowed to keep term). Such candidates may be admitted provisionally to the class for next higher semester. In case he/she fails to clear the backlog in the A.T.K.T. examination (in two attempts) he/she shall be treated as fail.
- b) A candidate failing in more than two theory paper or practical/viva voce in any semester examination shall be treated to have failed.
- c) The failed candidate as per para (a) and (b) above shall not be permitted to continue in the course.
- d) The candidate failing in the final (fourth in case of full time and sixth in case of part time) semester examination may seek re-admission in the semester. However, he/she shall submit his/her dissertation after necessary improvement and/or modification or re-written dissertation on a different topic suggested by the Head of the Department in the college.

17.4 Minimum pass marks for each subjects in each semester shall be as under:

- a. Each written Theory Paper - 40 % of the total marks allotted to that paper.
- b. Each Practical Examination - 50 % of the total marks allotted to practicals.
- c. Each Sessional/TA Examination- 60 % of the total marks allotted to sessional/TA.
- d. Class test - No restriction for minimum pass marks.
- e. ESE + CT + TA of each theory course - 40 % of the total marks allotted to ESE+CT+TA
- f. Total aggregate marks - Equal to or more than 50%.

17.5 Division shall be awarded in the Final semester examination based on integrated performance of the candidate for all the semester examinations in the following manner:

- a) First Division with Distinction or Honours – 75% and above
- b) First Division – 65% and above
- c) Second Division – Below 65%

Provided the candidate has secured the minimum pass marks as specified under clause 17.4 above.

17.6 The Principal shall award one grace marks to the candidate who is either failing or missing the division by one mark. However, it will not be added anywhere.

17.7 The Fourth semester in the case of full time candidates and fifth-sixth semester in the case of part time candidates is the major project semester. During this semester the candidate shall devote himself for the research work in connection with any of the aspects of technology relevant to the course selected and assigned to him/her by the Head of the Department concerned in the Institute. At the end of the semester the candidate shall submit three typed or printed copies of the major project reports written by him/her, to the Controller of Examination through the Principal, accompanied by the certificate from the from the Head of the Department and the project supervisor to the effect that it embodies actual work carried out by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree.

- 17.8 (i) The candidate is required to present a pre-submission seminar and successfully defend the major results and conclusions emerging from the research, before submitting his/her major project report.
- (ii) The candidate is also required to publish at least one research paper in a reputed Journal / two research papers in National Conferences, based on his/her project work. Such evidence (reprints or acceptance letter) has to be appended at the end of the project report.
- 17.9 A candidate who has discontinued the course due to satisfactory reasons, during any semester may, on the recommendation of the Principal be permitted to take re-admission to the course at the beginning of the semester concerned in a subsequent year, within the maximum duration of this course.
- 17.10 In the notification declaring the results of the final semester examination for the Degree of M.Tech., the names of the first five candidates in order of merit in each post graduate course shall be notified separately for full time and part time courses.
- 17.11 Candidates appearing as regular students for any semester examination are required to attend 75 percent of lecturers delivered and of the practical classes held, separately in each subject, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Head of the Department and Principal of the Institute respectively for satisfactory reasons.

## **17.12 Assessment and Grading**

### **17.12.1 Mode of Assessment and Valuation**

Continuous evaluation system will be followed with three components as Class Test (CT), Teacher's Assessment (TA) and End Semester Exam (ESE). To make TA more objective one, this will depend upon attendance, home assignments, take home exam, closed and open book tests, group assignments, viva-voce, quizzes etc. There will be two Class Tests in each theory subject in a semester the results of which will be shown to the class students along with test answer books under intimation to the Controller of Examination. Weightings of CT, TA and ESE will be as given in the scheme of teaching and examination.

**17.12.2 Grading System**

Percentage as well as absolute grading system will be followed. In every subject, theory or practical, a candidate will be awarded a letter grade based on one's combined performance of all the components, e.g., TA, CTs and ESE. These grades will be described by letters indicating a qualitative assessment of the candidate's performance through a number equivalent called "Grade Point" (GP) as given below. A course is completed successfully, or a credit is earned for a course when letter grade C or better is obtained in the course. Grades will be awarded for every subject, theory and practical separately. This will be done as described below.

Letter Grade (LG)	A+	A	B+	B	C+	C	F
Grade Point (GP)	10	9	8	7	6	5	0

Additionally, further categorizations of F will be

- FF : Failing in any theory/practical subject.  
 FI : Incomplete grade failing to appear in ESE due to illness or so, but otherwise satisfactory performance, thus eligible for re-exam in that subject.  
 FS : Failing in sessionals, i.e. in TA, so repeat the semester.  
 FX : Failing due to short of attendance so repeat the semester.  
 WW : Result withheld due to various reasons.  
 FA : Failing due to aggregate marks being less than 50% of total marks, so eligible to appear upto four subjects (theory only) of one's choice.

**17.12.3 Absolute Grading System**

The absolute grading system of the type explained below will be adopted for theory and practical subjects:

Grades	Theory	Practical
A+	85 ≤ Marks ≤ 100%	90 ≤ Marks ≤ 100%
A	75 ≤ Marks < 85%	82 ≤ Marks < 90%
B+	65 ≤ Marks < 75%	74 ≤ Marks < 82%
B	55 ≤ Marks < 65%	66 ≤ Marks < 74%
C+	45 ≤ Marks < 55%	58 ≤ Marks < 66%
C	40 ≤ Marks < 45%	50 ≤ Marks < 58%
F	0 ≤ Marks < 40%	0 ≤ Marks < 50%

Thus letter grades A+, A, B+, B, C+, C, and F and the corresponding Grade Point will be available for each subject evaluated by the examiner.

**17.12.4 Constraints of Minimum Qualifying Marks**

To be eligible to secure a letter grade A+ to C a candidate must be eligible to appear in a ESE, a candidate must score minimum 60% marks in TA in each theory and/or practical separately failing which he/she will have to repeat the semester; No minimum score requirement of marks in CTs.; Minimum score 40% marks in each theory paper; Minimum score 50% marks in each practical exam; Minimum score 50% of total aggregate marks failing which, but otherwise satisfying minimum score requirements of TA, theory paper and practical exam, he/she shall be kept in compartment in not more than one theory paper of his/her choice.

**17.12.5 Semester Performance Index (SPI)**

Performance of a student in i-th semester is expressed by SPI which is a weighted average of course grade points obtained by a student in the semester and is expressed by

$$SPI_i = \frac{[C_1 G_1 + C_2 G_2 + \dots]_i}{[C_1 + C_2 + \dots]_i} = \frac{[\sum CG]_i}{[\sum C]_i} = \frac{N_i}{D_i}$$

where C and G stand for Credit and Grade, respectively. SPIs will be calculated up to two places of decimal without rounding off. SPI will be calculated only when a student clears a semester without F in any subject, theory or practical.

**17.12.6 Cumulative Performance Index (CPI)**

This is a weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree program with 100% weightage. Thus, CPI in i-th semester will be calculated as

$$CPI_i = \frac{\sum_{i=1}^{i \geq 1} N_i}{\sum_{i=1}^{i \geq 1} D_i}$$

If a student repeats a course or is declared fail in a subject, then only the grade points obtained in the latest attempts are counted towards CPI. CPI will be calculated in every semester with SPI, so that a student knows how his/her CPI is changing.

**18.0 Degree in Master of Business Administration (M.B.A.)**

**18.1** The Post Graduate course in Management leading to the Degree in Master of Business Administration (M.B.A.) will be of two years (four semesters) in the case of full time candidates and will be of three years (six semesters) in the case of part time candidates.

**18.2 Examination**

- (a) The MBA course shall consist of:
  - i) Such courses / papers as may be prescribed by the respective Board of Studies.
  - ii) Such in-house / and Summer training as may be prescribed by the respective Board of Studies.
  - iii) Such research and project reports as may be prescribed by the respective Board of Studies.
  - iv) Such labs/development workshops as may be prescribed by the respective Board of Studies.
  
- (b) There shall be an examination at the end of each semester on the basis of course contents and the scheme of teaching and examination as may be prescribed by the Board of Studies from time to time.

- (c) No candidate shall be considered to have pursued a regular course of study either full time or part time course of study unless he/she has attended the 75% of the total number of classroom sessions conducted in each semester concerned. Any student not complying with this requirement will not be allowed to appear in the end semester examination.
- (d) Continuous evaluation system will be followed with three components as Class Test (CT), Teacher's Assessment (TA), and End Semester Exam (ESE).
- (e) The internal assessment marks shall be based on factors such as class test, submission of written assignments, case discussions, terms & viva voce, classroom participation and attendance, participation in seminars, etc.

**18.3. In order to pass a semester examination:**

- (a) A student must obtain in every paper at least 40% in end semester theory paper examination and 60% marks in teacher's assessment separately and 50% pass marks in aggregate in all the papers and courses in the semester together.
- (b) A student must also obtain at least 50% pass marks in presentation /workshop/viva- voce and at least 50% pass marks in summer training/ research /project study and report.
- (c) If a student obtains 40% marks in the theory paper examination and 60% marks in teacher's assessment of the prescribed papers separately but fails to obtain 50% marks in aggregate of all the paper and courses passed, he/she can appear in the semester examination of any two of the theory papers which he/she has passed in order to make up the aggregate of 50% marks in the end semester exam papers passed by him/her.
- (d) If a student does not obtain at least minimum qualifying marks in the semester examination up to three of the semester subjects – theory or practical, he/she can carry these as ATKTK (Allowed To Keep Term) in the higher semester. However, a student shall be allowed to carry not more than three ATKTKs in a particular semester and not more than five ATKTKs at a time. A student can appear in the ATKTK subject(s) in the same semester examination next year.
- (e) If a student fails to obtain at least 60% marks in internal assessment of a paper/course, he/she will be required to repeat the semester.
- (f) If a student is detained from appearing in the semester examination of courses due to shortage of attendance in that course as per Academic Regulations, he/she will be required to repeat that semester.

**18.4. A student shall be promoted to the next semester ONLY IF:**

- (a) He/she fulfils all the requirements as stated above.
- (b) Total number of ATKTKs carried does not exceed three papers per semester and five at a time.
- (c) Total number of ATKTKs carried at any time include the courses which he/she has to repeat, as provided in clause 18.3(d) above.
- (d) Whenever a student appears in a ATKTK examination repeat a course or does any course after a gap, he/she will do so according the syllabus & scheme of teaching and examination in vogue at that time and fulfill the requirements of the course in force at that time.

(e) A student shall be eligible for admission to nth semester (n being any integer) provided he/she has passed all semesters up to and including (n - 3)th semester.

18.5 The specializations in the corresponding year will be offered by the Institution/Department as per the course curriculum and as per the minimum students availability (minimum criteria will be fixed by the Institution) and the resources available.

### 18.6 Passing of Examination

In order to pass a semester examination, a student must obtain

S.No.	Name of Examination	Minimum Passing Marks
1.	Class Test (CT)	None
2.	End Semester Examination (ESE) Theory	40%
3.	End Semester Examination (ESE) Practical	50%
4.	Teacher's Assessment (TA) Theory	60%
5.	Teacher's Assessment (TA) Practical	60%
6.	(CT + ESE + TA) Theory	40%
7.	(ESE + TA) Practical	40%
8.	Aggregate	50%

There will be two Class Tests in each theory subject in a semester the results of which will be shown to the class students along with test answer books under intimation to the Controller of Examination. Weightings of CT, TA and ESE will be as given in the scheme of teaching and examination.

### 18.7 Grading System

Percentage as well as absolute grading system will be followed. In every subject, theory or practical, a candidate will be awarded a letter grade based on one's combined performance of all the components, e.g., TA, CTs and ESE. These grades will be described by letters indicating a qualitative assessment of the candidate's performance through a number equivalent called "Grade Point" (GP) as given below. A course is completed successfully, or a credit is earned for a course when letter grade C or better is obtained in the course. Grades will be awarded for every subject, theory and practical, viva separately. This will be done as described below.

Letter Grade (LG)	A+	A	B+	B	C+	C	F
Grade Point (GP)	10	9	8	7	6	5	0

#### 18.7.1 Absolute Grading System

The absolute grading system of the type explained below will be adopted for theory and practical subjects:

Theory		Practical	
A+	$90 \leq M \leq 100$ %	A+	$90 \leq M \leq 100$ %
A	$80 \leq M < 90$ %	A	$82 \leq M < 90$ %
B+	$70 \leq M < 80$ %	B+	$74 \leq M < 82$ %
B	$60 \leq M < 70$ %	B	$66 \leq M < 74$ %
C+	$50 \leq M < 60$ %	C+	$58 \leq M < 66$ %

C	40 ≤ M < 50 %	C	40 ≤ M < 58 %
F	0 ≤ M < 40 %	F	0 ≤ M < 40 %

Thus letter grades A+, A, B+, B, C+, C, and F and the corresponding Grade Point will be available for each subject evaluated by the examiner.

Additionally, further categorizations of F will be

- FF : Failing in any theory/practical subject.
- FI : Incomplete grade failing to appear in ESE due to illness or so, but otherwise satisfactory performance, thus eligible for re-exam in that subject.
- FS : Failing in sessionals, i.e. in TA, so repeat the semester.
- FX : Failing due to short of attendance so repeat the semester.
- WW : Result withheld due to various reasons.
- FA : Failing due to aggregate marks being less than 50% of total marks, so eligible to appear upto four subjects (theory only) of one's choice.

**18.7.2 Semester Performance Index (SPI)**

Performance of a student in i-th semester is expressed by SPI which is a weighted average of course grade points obtained by a student in the semester and is expressed by

$$SPI_i = \frac{[C_1 G_1 + C_2 G_2 + \dots] i}{[C_1 + C_2 + \dots] i} = \frac{[\sum CG] i}{[\sum C] i} = \frac{N_i}{D_i}$$

where C and G stand for Credit and Grade, respectively. SPIs will be calculated up to two places of decimal without rounding off. SPI will be calculated only when a student clears a semester without F in any subject, theory or practical.

**18.7.3 Cumulative Performance Index (CPI)**

This is a weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree program. Thus, CPI in i-th semester will be calculated as

$$CPI_i = \frac{\sum_{i=1}^{i \geq 1} N_i}{\sum_{i=1}^{i \geq 1} D_i}$$

If a student repeats a course or is declared fail in a subject, then only the grade points obtained in the latest attempts are counted towards CPI. CPI will be calculated in every semester with SPI, so that a student knows how his/her CPI is changing.

**18.7.4 Division shall be awarded on the basis of aggregate marks obtained in the semester.**

- a) First Division with Distinction or Honours – 75% and above
- b) First Division – 60% and above
- c) Second Division – Below 60%

Provided the candidate has secured the minimum pass marks of 50% as specified under clause 18.6 above.

18.8 A student will be eligible for the award of the M.B.A. degree ONLY IF he/she Fulfils all the requirements prescribed from time to time for the satisfactory completion of each course of study in each of the prescribed semesters, and of all the semesters individual as well as jointly, within the maximum duration of the course.

18.9 A candidate after passing at the internal assessment of all the papers and Project Report and is eligible to be admitted to the end semester examination fails to appear at the semester examination in to due to illness or any other unavoidable reasons, he/she will be permitted to appear at one of the next two subsequent examinations of the semester concerned as an Ex-student of the semester only and in case he/she fails to pass the examination, he/she shall cease to be a student of the M.B.A, Full time or part time course of study.

18.10 There shall be no second full or supplementary examination for any semester examination.

18.11 No person shall be admitted to M.B.A. course if he/she has already passed the M.B.A. examination of any University or statutory body.

### **19.0 Degree in Master of Computer Applications (M.C.A.)**

19.1 The Post Graduate Degree in Computer Applications is a two years (four semesters) Course and shall be designated as Master of Computer Applications and abbreviated as M.C.A.

### **19.2 Examinations**

19.2.1 There will be one Examination at the end of each semester.

19.2.2 These examinations will be designated as follows.

- (a) During First Year: First Semester M.C.A. Exam., Second Semester M.C.A. Exam.
- (b) During Second Year: Third Semester M.C.A. Exam., Fourth Semester M.C.A. Exam.

19.2.3 The examination of First and Third Semesters, called as Autumn Semesters, shall be generally held in the months of Nov– Dec and that of Second and Fourth Semesters, called Spring Semesters, shall be held in the months of Apr–May.

19.2.4 The Fourth Semester, being kept for fulfilment of the academic requirement, is devoted for major project. In this Semester the major project is to be completed by the candidate in the stipulated period.

19.2.5 If a candidate is unable to clear some subjects (a subject means a theory or a practical or a sessional treated separately) of any semester, he/she shall be permitted to appear in these subjects as an ex-student in the subsequent semester examinations. To enable the candidate to clear their backlog subjects as quickly as possible, the examinations of all theory papers and practical shall be held during every semester examination.

19.2.6 A candidate shall not be admitted to the next higher semester class unless he/she has cleared all the semesters except just the two preceding semesters and in these two

preceding semesters too he/she should NOT have in total more than four subjects (theory/practicals) to clear. However, in any case the result of fourth and final semester examination of M.C.A. shall not be declared unless he/she has fully cleared all the previous semesters including the project work.

19.2.7 A candidate discontinuing any semester may be permitted to take readmission as per rules at the beginning of the concerned semester. However, he/she shall not be permitted to do so beyond a gap of four continuous semester or two continuous years of studies in any case.

### 19.3 Passing of Examinations

19.3.1 In order to pass M.C.A. Examination of any semester, a candidate shall have to secure following percentage of minimum marks:

- (a) 40% of the maximum marks allotted to each Theory Paper
- (b) 50% of the maximum marks allotted to each Practical/Viva-voce.
- (c) 60% of the maximum marks allotted to each sessionals/Term work/Teacher's Assessment.
- (d) There is no restriction of minimum passing marks in Class Test (CT).
- (e) 40% of (ESE + CT + TA) of each theory course
- (f) Equal to or more than 50% of total aggregate marks in the semester.

19.3.2 At the end but before the examination of the Fourth semester the candidate shall have to submit three typed copies of the major Project, Thesis along with certificate of the Head of the Department of the organization in which the candidate undertook the said project.

### 19.3.3 Basis of Credits

19.3.3.1 One period of Contact in lecture (L) and Tutorial (T) and two periods of Contact in practical (P) will be equal to one credit. Thus,  $Credit = \{L + T + P/2\}$ . Credit in a subject will be a full, not in a fractional number. If a credit in a subject turns out in fraction than it will be taken as next full number.

19.3.3.2 A candidate shall earn all the credits allotted to a semester only when he/she passes the said semester.

### 19.4 Awards of Division

19.4.1 Division shall be awarded only after the Fourth and final semester examination, based on integrated performance of the candidate for all the years.

19.4.2 Successful candidates in all the semester examination shall be awarded the division at the end of final semester examination taking the aggregate of marks obtained, as follows:

- a) First Division with Distinction or Honours— 75% and above
- b) First Division — 65% and above
- c) Second Division — Below 65%

Provided the candidate has secured the minimum pass marks as specified under clause 18.4.1 above.

19.5 No candidate shall be declared to have passed the final M.C.A. unless he/she has fully passed all the previous examinations of the fourth semesters. The results of the fourth and final semester of those candidates who have not passed examination of any previous semester will be withheld. They, however, will be informed about the deficiency. He/she shall be deemed to have passed the final M.C.A. examination in the year in which he/she passes all the examinations of all four semesters.

19.6 Merit list of first Five candidates in the order of merit shall be declared at the end of fourth semester on the basis of the integrated performance of all the semesters.

19.7 Candidate appearing as regular student for any semester examination shall be required to attend at least 75 % of the lectures delivered and of the practical classes held separately in each paper, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Head of the Department and Principal of the Institute respectively for satisfactory reasons.

## **19.8 Assessment and Grading**

### **19.8.1 Mode of Assessment and Evaluation**

Continuous evaluation system will be followed with three components as Class Test (CT), Teacher's Assessment (TA) and End Semester Exam (ESE). To make TA more objective one, this will depend upon attendance, home assignments, take home exam, closed and open book tests, group assignments, viva-voce, quizzes etc. There will be at least two Class Tests in each theory subject in a semester the results of which will be shown to the class students along with test answer books under intimation to the Controller of Examination. Weightings of CT, TA and ESE will be as given in the scheme of teaching and examination.

### **19.8.2 Grading System**

Percentage as well as absolute grading system will be followed. In every subject, theory or practical, a candidate will be awarded a letter grade based on one's combined performance of all the components, e.g., TA, CTs and ESE. These grades will be described by letters indicating a qualitative assessment of the candidate's performance through a number equivalent called "Grade Point" (GP) as given below. A course is completed successfully, or a credit is earned for a course when letter grade C or better is obtained in the course. Grades will be awarded for every subject, theory and practical separately. This will be done as described below.

Letter Grade (LG)	A+	A	B+	B	C+	C	F
Grade Point (GP)	10	9	8	7	6	5	0

### 19.8.3 Absolute Grading System

The absolute grading system of the type explained below will be adopted for theory and practical subjects:

Grades	Theory	Practical
A+	85 ≤ Marks < 100%	90 ≤ Marks < 100%
A	75 ≤ Marks < 85%	82 ≤ Marks < 90%
B+	65 ≤ Marks < 75%	74 ≤ Marks < 82%
B	55 ≤ Marks < 65%	66 ≤ Marks < 74%
C+	45 ≤ Marks < 55%	58 ≤ Marks < 66%
C	40 ≤ Marks < 45%	50 ≤ Marks < 58%
F	0 ≤ Marks < 40%	0 ≤ Marks < 50%

Thus, letter grades A+, A, B+, B, C+, C, and F and the corresponding Grade Point will be available for each subject evaluated by the examiner.

### 19.8.4 Fail Grade “F”

Additionally, further categorizations of F will be

FF : Failing in any theory/practical subject.

FI : Incomplete grade failing to appear in ESE due to illness or so, but otherwise satisfactory performance, thus eligible for re-exam in that subject.

FS : Failing in sessionals, i.e. in TA, so repeat the semester.

FX : Failing due to short of attendance so repeat the semester.

WW : Result withheld due to various reasons.

`FA : Failing due to aggregate marks being less than 50% of total marks, so eligible to appear upto four subjects (theory only) of one's choice.

### 19.8.5 Constraints of Minimum Qualifying Marks

To be eligible to secure a letter grade A+ to C a candidate must be eligible to appear in a ESE, a candidate must score minimum 60% marks in TA in each theory and/or practical separately failing which he/she will have to repeat the semester; No minimum score requirement of marks in CTs.; Minimum score 40% marks in each theory paper; Minimum score 40% marks in ESE+CT+TA in each theory paper, Minimum score 50% marks in each practical exam; Minimum score 50% of total aggregate marks.

**19.8.6 Semester Performance Index (SPI)**

Performance of a student in i-th semester is expressed by SPI which is a weighted average of course grade points obtained by a student in the semester and is expressed by

$$SPI_i = \frac{[C_1 G_1 + C_2 G_2 + \dots] i}{[C_1 + C_2 + \dots] i} = \frac{[\sum CG] i}{[\sum C] i} = \frac{N_i}{D_i}$$

where C and G stand for Credit and Grade, respectively. SPIs will be calculated up to two places of decimal without rounding off. SPI will be calculated only when a student clears a semester without F in any subject, theory or practical.

**19.8.7 Cumulative Performance Index (CPI)**

This is a weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree program. Thus, CPI in i-th semester will be calculated as

$$CPI_i = \frac{\sum_{i=1}^{i \geq 1} N_i}{\sum_{i=1}^{i \geq 1} D_i}$$

If a student repeats a course or is declared fail in a subject, then only the grade points obtained in the latest attempts are counted towards CPI. CPI will be calculated in every semester with SPI, so that a student knows how his/her CPI is changing.

**19.8.8 Transcript**

The transcript issued to a student will contain consolidated record of all the courses taken by the student, grades obtained and the final CPI with class or division obtained.

**20.0 Degree in Bachelor of Vocational Courses (B. Voc.)**

**20.1 Vocational Educational Programmes**

20.1.1 The certification levels will lead to Diploma/Advanced Diploma/B. Voc. degree on stream based sector specific specialization of Vocational Educational programme.

20.1.2 Each certification level requires 1000 hours of education and training per annum. For the vocational stream leading to Degree or Advance Diploma or Diploma, these hours shall have two components - Vocational (skill) and Academic one. The Vocational component will go on increasing as the level of certification increases.

20.1.3 The skill modules or vocational content at a certification level could be a single skill or a group of skills of number of hours prescribed.

## 20.2 Rules for Examination

20.2.1 There shall be End Semester examination at the end of each level.

20.2.2 There shall be Class Test (CT), Teacher's Assessment (TA) and End Level Examination (ELE) and End Level Practical Examination (EPE) for academic part of vocational course.

20.2.3 There shall be Teacher Assessment (TA) and End Level Practical Examination (EPE) for skill part of vocational course.

20.2.4 Minimum passing marks in percentage for each component of Academic part and each component of skill part are as stated below:

### (I) Academic part in Institution

Name of Examination	Minimum passing marks in percentages
Class Test (CT)	Nil
Teacher Assessment (TA)	60%
End Level Examination (ELE)	35%
All the component (Together)	35%

### (II) Skill part in SKP and Practical subjects of academic part in Institution

Name of Examination	Minimum passing marks in percentages
Teacher Assessment (TA)	60%
End Level Practical Examination (EPE)	50%
All the component (Together)	50%

20.2.5 For the evaluation of End level Practical Exam in skill part, one external examiner shall always be there from outside the SKP (Skill Knowledge Provider) and one internal examiner from the SKP. Similarly, for the conduction of the Practical examination of subjects in Academic part, one internal examiner from the institution and one external examiner outside from institution shall be appointed.

20.2.6 There will be at least two class test in each subject of the academic part of vocational course. Teacher's Assessment in each subject of theory and/or practical of academic part and each practical of skill part of vocational course will depend upon home assignment, quizzes, take home test and viva-voce etc. Whereas Vocational Skill test will be done on actual job work and skill performance.

## 20.3 Basis of Credits Calculations

20.3.1 Following formula is used for conversion of time into credit hours:

20.3.1.1 One credit would mean equivalent of 15 periods of 60 minute each, for theory, workshop/labs and tutorials.

20.3.1.2 For internship/field work, the credit weightage for equivalent hours shall be 50% of that for lectures/workshops.

20.3.1.3 For self learning based on e-content or otherwise, the credit weight age for equivalent hours of study should be 50% of lectures/workshops.

20.3.2 The suggested credits for each of the year are as follows:

Level	Entry Qualification	Skill Component Credits	General Education Credits	Normal Calender duration	EXIT Point/Award	Certification Body
III	XI	36	24	One Year		
IV	XII	36	24	One Year		
V	Year 1	36	24	One Year	Diploma (Vocational)	CSVT University
VI	Year 2	38	22	One Year	Advance Diploma (Vocational)	CSVT University
VII	Year 3	40	20	One Year	B.Voc. Degree	CSVTU University

#### 20.4 Rules for promotions to Higher Certification

These rules are applicable only from certification level III to VII. A Candidate shall be required to earn requisite credits in precedent certification level before being promoted to next higher certification level. However, the multi level entry and exit system shall allow the candidate to seek employment after any level and re-join the education as and when feasible to upgrade qualification/skill competency.

#### 20.5 Attendance

Candidates appearing for any level examination are required to attend 85% for subjects of academic part and skill part of vocational courses separately. A short fall in attendance up to 10% and further 5% can be condoned by the Head of the Department and Principal of the Institute respectively only for satisfactory reasons.

20.6 If a candidate has passed a Level examination Diploma / Advance Diploma / Degree in full, he/she shall not be permitted to reappear in that examination for improvement in division/marks or any purpose.

#### 20.7 Performance based Certification for Diploma, Advance Diploma and Degree Vocational Education Programmes.

S.No.	Name of Award	Basis
I	Certification level 3	1000 hrs of learning
II	Certification level 4	1000 hrs of learning
III	Certification level 5	1000 hrs of learning
IV	Certification level 6	1000 hrs of learning
V	Certification level 7	1000 hrs of learning
VI	Diploma (Vocational)	Cumulative performance of level 3, 4 and 5
VII	Advance Diploma (Vocational)	Cumulative performance of level 6 and 7
VIII	Degree (Vocational)	Cumulative performance of level 5, 6 and 7

## 20.8 Assessment and Grading

### 20.8.1 Grading System

Absolute grading system will be followed. In every subject of academic part the candidate will be awarded a letter grade based on one's combined performance of all the components, e.g., TA, CTs and ELE. Similarly in every practical subject of academic part as well as skill part of vocational course, the candidate will be awarded a letter grade based on one's combined performance of all components. e.g. TA and EPE. These grades will be described by letters indicating a qualitative assessment of the candidate's performance through a number equivalent called Grade point (GP) as given below. A subject is completed successfully, or credit is earned for a subject when letter grade C or better is obtained in the subject.

Letter Grade (LG)	A+	A	B+	B	C+	C	F
Grade Point (GP)	10	9	8	7	6	5	0

### 20.8.2 Absolute Grading System

Grades will be awarded for every subject taking into consideration of marks obtained by the students in a particular subject. This will be done on the basis of absolute grading system. The absolute grading system as adopted is explained below:

Grade	Theory	Practical
A+	85% ≤ Marks ≤ 100%	90% ≤ Marks ≤ 100%
A	75% ≤ Marks < 85%	82% ≤ Marks < 90%
B+	65% ≤ Marks < 85%	74% ≤ Marks < 82%
B	55% ≤ Marks < 65%	66% ≤ Marks < 74%
C+	45% ≤ Marks < 55%	58% ≤ Marks < 66%
C	35% ≤ Marks < 45%	50% ≤ Marks < 58%
F	0% ≤ Marks < 35%	0% ≤ Marks < 50%

### 20.8.3 Fail Grade “F”

Additionally, further categorizations of F will be

- FF : Failing in any theory/practical subject.
- FI : Incomplete grade failing to appear in ELE and /or EPE due to illness or so, but otherwise satisfactory performance, thus eligible for re-exam in that subject.
- FS : Failing in sessionals, i.e. in TA, so repeat the level.
- FX : Failing due to short of attendance so repeat the level.
- WW : Result withheld due to various reasons.
- FA : Failing due to aggregate marks being less than 50% of total marks of Academic part and Skill part together, so eligible to appear upto four subjects of Academic part of one's choice.

### 20.9 Award of Class or Division

The class/division awarded to student is as hereunder.

Distinction or Honours	75% ≤ Marks ≤ 100%
Class I / First Division	65% ≤ Marks < 75%
Class II / Second Division	50% ≤ Marks < 65%

20.10 A candidate who fails to secure a minimum of 70% of attendance shall be liable to be detained (Including the concession contained in Clause 5 above) by a order of the Principal, from taking level examination and will be required to take readmission in the same level of course whenever the level of course commences.

### **20.11 Rules for condonation of deficiency in marks.**

With a view to moderate hard line cases in the examination, the following rules shall be observed:

20.11.1 Deficiency up to five marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in a maximum of two theory, or one theory and one practical or two practicals.

This facility shall be available only to those candidates who clear that particular level examination in full. (i.e. in all theory, practicals and sessionals by availing 5 Grace Marks).

20.11.2 While declaring result of the candidate, no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the courses (subjects) cleared through clause 20.11.1. After condoning the deficiency, the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.

20.11.3 One grace mark will be awarded to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Principal. This benefit will not, however, be available to a candidate getting advantage under clause 20.11.1.

### **20.12 Placement**

20.12.1 Institute will establish appropriate linkages with industry and other service providers so that their products are given acceptability for their appropriate placement.

20.12.2. The Institute will make effort for Hands on Training under apprenticeship act of Government of India for their Vocational/Skills pass outs.

### **21.0 Code of Conduct for Students**

21.1 Every student in the Institute shall at all times be of good behaviour, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he/she is a student and of the University.

21.2 When a student has been guilty of breach of discipline within or outside the precincts of the Institution, or persistent idleness or has been guilty of misconduct, the Principal may according to the nature and gravity of the offence

- (a) suspend such a student from attending classes for not more than a week at a time, or
- (b) expel such a student from his/her institution,
- (c) disqualify such a student from appearing at the next ensuing examination, or
- (d) rusticate such a student

21.3 Before inflicting any punishment as aforesaid, the Principal shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing

- 21.4 The Principal shall have power to suspend for such time as may be necessary a student temporarily from the Institution pending inquiry into his/her conduct in connection with an alleged offence.
- 21.5 The period, during which a student remains suspended for completion of an enquiry, shall be reckoned in the calculation of his/her attendance for appearing at an examination provided he/she is found innocent.
- 21.6 A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of CSVTU. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- 21.7 The rustication of a student from an Institution shall entail the removal of his/her name from the register of enrolled students.

## **22. Information on Institute Website:**

The Institute shall, without fail, upload on its website ([www.bitdurg.ac.in](http://www.bitdurg.ac.in)) information regarding the courses offered by it, the fees for the courses, the details of the faculty along with qualification and unique ID, the admission procedure, the details of relevant infrastructures, research activities of the college along with the details of Ph.D. students enrolled, if any, with the date of enrolment, topics and supervisor.

The Institute shall also put on its website the creation of various Committees/Cells as mandated in the various UGC Regulations notified from time to time. The Institute shall conduct the meetings of the statutory bodies regularly and upload the minutes of the meetings on the Institute website.

The Institute shall upload on its website all the information about the Institute in the prescribed format and the same shall be sent to UGC while applying for fresh/extension of autonomous status. The Institute shall also submit progress report and utilization certificate annually as per the prescribed formats.

All the Regulations notified by the UGC shall be followed in letter and spirit by the Institute and an undertaking to this effect shall be uploaded on the Institute website.

### **Composition of Governing Body**

1. Chairman of BIT, TRUST as Chairperson
2. Representatives from BIT, TRUST
3. AICTE Nominee as Exofficio
4. Principal as Member Secretary
5. Two Teachers as Representative
6. Management Representative
7. UGC Nominee
8. State Government Nominee
9. Two University Nominee

**Term:** The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

**Meetings:** Meetings of the Governing Body shall be held at least twice a year. The minutes of each meeting will be recorded in a register.

### **Functions of the Governing Body:**

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- Guide the Institute while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/State Government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

### **Composition of Academic Council**

1. The Principal (Chairman)
2. All the Heads of Departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

**Term:** The term of the nominated members shall be three years.

**Meetings:** Academic Council shall meet at least twice a year. The minutes of each meeting will be recorded in a register.

### **Functions of the Academic Council:**

The Academic Council shall have powers to:

- 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 shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different programmes of study in the Institute keeping in view the policy of the Government.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body.

**ANNEXURE III**

**Composition of Board of Studies:**

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 to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
  - a) Experts from outside the college whenever special courses of studies are to be formulated.
  - b) Other members of staff of the same faculty.

**Term:** The term of the nominated members shall be three years.

**Meetings:** The Board of Studies shall meet at least twice a year. The minutes of each meeting will be recorded in a register.

**Functions of Board of Studies:**

The Board of Studies of a Department in the Institute shall:

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- Suggest methodologies for innovative teaching and evaluation techniques;
- Suggest panel of names to the Academic Council for appointment of examiners; and
- Coordinate research, teaching, extension and other academic activities in the department/college.

ANNEXURE IV

**Composition of Finance Committee:**

1. The Principal (Chairman).
2. One person to be nominated by the Governing Body of the college for a period of two years.
3. Finance Officer of the affiliating University
4. One senior-most teacher of the college to be nominated in rotation by the principal for two years.

**Term:** Term of the Finance Committee shall be three years.

**Meetings:** The Finance Committee shall meet at least twice a year. The minutes of each meeting will be recorded in a register.

**Functions of the Finance Committee:**

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- Audited accounts for the above.

## ANNEXURE V

**Non-Statutory Committees**

The Institute responsiveness is primarily enabled through energized faculty members who are kept informed, involved and have the authority to make decisions. The institute promotes a culture of participative management in keeping with its policy of decentralized governance. This agility necessitates new approaches to work, leadership and resource management to remain viable.

The administrative structure is ever responsive to the view of the faculty and students. Faculty representatives in the Governing Body participate in major decision and policy making. Suggestions of various committees are considered before major decision making. Inputs from parents, alumni and students are also considered. Faculty meetings are conducted with the management to take views on developing institution and its activities. Parents Teachers meeting is regularly organized to ask their view for the improvement of the institution. Students are allowed to represent their view as a Class Representative and other event coordinators.

Committees has been formulated by the Principal of the Institute so that the coordinator of the committees and member of the committees can discuss the functions of the various committees and promptly respond to the upcoming issues and hence play a key role for the progress of the institution. However, the Principal may dissolve any committee at any time. Each committee will record the activities during the year and submit an annual report to the Academic Council. Various Institutional committees and their functions are as shown below:

**Planning and Evaluation Committee:**

**Term of Members:** The term of the members shall be of two years.

**Meetings:** The Prof i/c shall convene a meeting of the committee at least twice in a semester.

**Functions:**

1. To review the academic and other related activities of the college.
2. To review the students and faculty development programmes.
3. To visualize and formulate perspective plans for the development and growth of the college.
4. To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan.
5. To draw new schemes of development for the college.
6. To plan for resource mobilization through industry interaction, consultancy and extra-mural funding.
7. To promote research and extension activities in the college campus.
8. To promote teaching innovations and student placement programmes.
9. To plan for sustaining the quality of education, quality improvement and accreditation of the college.
10. To recommend schemes to promote participation of academic departments in community development activities in the region.
11. To consider such other activities for furtherance of academic excellence.
12. Perform such other functions as may be assigned by the Principal.

**Grievance Redressal Committee:**

**Term of Members:** The term of the members shall be of two years.

**Meetings:** The Prof i/c shall convene a meeting of the committee at least twice in a semester.

**Functions:**

1. Obtain problems of students, faculty and staff members thereafter take or recommend suitable action without delay.
2. Suggest/recommend steps to resolve problems of any kind of harassment within the campus.
3. Try to resolve the issues at the committee level without violating the rules and policies of Institution.
5. Ensure unbiased and objective redressal of grievances.
6. Submit the report of grievance and redressal steps taken to the authorities.
4. Perform such other functions as may be assigned by the Principal.

**Examination Committee:**

The Examination Committee shall consist of:

- i) Principal (Chairman)
- ii) Controller of Examination as Member Secretary
- iii) Deputy Controller of Examination as Member.

**Term of Members:** The term of the members shall be of two years.

**Meetings:** The Member Secretary shall convene a meeting of the committee at least twice in a semester.

**Function:**

1. The committee shall ensure proper organisation of all examinations related works including Question Paper setting, Moderation, Exam conduction, Evaluation, Re-evaluation, Tabulation, Result processing and Declaration of results.
2. The committee shall finalize the time-table of Regular and Supplementary examinations.
3. The committee shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means.
4. Undertake exercise towards examination reforms.

**Library Committee**

**Term of Members:** The term of the members shall be of two years.

**Meetings:** The Convener shall convene a meeting of the committee at least twice in a semester.

**Functions:**

1. Seek requirement from all the departments and Scrutinize the requirements submitted by the departments.
2. Make decisions and recommend purchase of required books and journals as per demand and necessity of students and faculty members and course content.
3. Make regulations regarding the functioning of library and rules to be followed in the library.
4. Make regulations for proper maintenance of library.
5. Strive for enriching stock with e-resources
6. Make necessary arrangements for physical verification of library at the end of the year.
7. Perform such other functions as may be assigned by the Principal

**Student Welfare Committee**

**Term of Members:** The term of the members shall be of two years.

**Meetings:** The Dean Student Welfare shall convene a meeting of the committee at least once in a year.

**Functions:**

1. Help students in any difficulty and to see that the disciplinary rules are followed properly.
2. The committee should always be conscious and concerned about interests of the students.
3. To involve in planning and coordination among students, their discipline and conduct.
4. To establish and maintain cordial relationship among all stakeholders and involve in 360 degree feedback
5. Perform such other functions as may be assigned by the Principal.

**Women Security Cell**

**Term of Members:** The term of the members shall be of two years.

**Meetings:** The Prof i/c shall convene a meeting of the committee at least once in a year.

**Functions:**

1. To gain insight into the issues concerned with gender inequalities violence and insecurities faced by women employees and girl students
2. To evaluate grievances and to suggest measures and actions for achieving safe and healthy environment.
3. To conduct open forum
4. To conduct counselling sessions
5. To conduct workshops/seminars with renowned speakers sensitizing on the women's rights, privileges etc.
6. The women Security Cell to submit the report of any undue incident to the Principal of the institution as per rules.

### **Extra Curricular Activities Committee**

**Term of Members:** The term of the members shall be of two years.

**Meetings:** The Prof i/c shall convene a meeting of the committee at least thrice a semester

#### **Functions:**

1. Plan and organize the cultural activities for the students for the entire session.
2. Prepare college team for university level competitions and inter college competitions organized by other colleges and ensure effective and suitable representation.
3. Make and suggest regulations for cultural activities, and proper maintenance and functioning of the resources associated with it.
4. Prepare and execute the plan for annual Techfest of the college after the consent given by authorities.
5. All functions should be organized in consultation with the Principal.
6. Perform such other functions as may be assigned by the Principal

### **Academic Audit Committee**

**Term of Members:** The term of the members shall be of two years.

**Meetings:** The Prof. i/c shall convene a meeting of the committee at least twice a semester.

#### **Functions**

1. To monitor all aspects of institutional activities that contribute to the student's learning experiences.
2. To monitor and verify the teaching learning process.
3. To analyze the performance self appraisal reports of the faculty members
4. Perform such other functions as may be assigned by the Principal

### **Training & Placement Cell**

**Term of Members:** The term of the members shall be of two years.

**Meetings:** The Prof i/c shall convene a meeting of the committee at least twice a semester

#### **Functions:**

1. To facilitate good career opportunities to the students.
2. To take care of the employability skills training, placement and internship activities.
3. To conduct the on campus and off campus placement activities.
4. To conduct the pre placement training programs for the students.
- 5 To arrange various enrichment programmes for students.
6. To arrange career counselling activities for the students.
7. To provide guidance for preparation of competitive exams and self-employment.
8. Perform such other functions as may be assigned by Principal.

### **Alumni & Industry Linkage Committee**

**Term of Members:** The term of the members shall be of two years.

**Meetings:** The Prof. i/c shall convene a meeting of the committee at least twice a semester.

#### **Functions**

1. To make arrangements for constitutions, smooth functioning and framing guidelines of Alumni Association.
2. Enhance and maintain links among members of the Alumni and Institute.
3. To take Alumni feedback and suggestions for the academic improvement of the college.
4. To prepare and maintain a database of the BIT, Durg Alumni and act as a supporting committee to enhance the placement scenario of the Institute.
5. To maintain the website of BIT, DURG Alumni.
6. Make arrangements for career counselling and sharing of work experience with the college students by the Alumni Association.
7. Initiate seminars, lectures and other academic functions for the benefit of students and Institute.
8. To bridge the gap between Industry and Academia and initiate the linkages with the Industry
9. Perform such other functions as may be assigned by Principal.

## ANNEXURE VI

### Internal Quality Assurance Cell (IQAC)

Institute has established an Internal Quality Assurance Cell (IQAC) for its quality upgradation. Since quality enhancement is a continuous process, the IQAC will work towards realisation of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institution. It will channelize all efforts & measures of the institution towards promoting its holistic academic excellence.

### IQAC - Strategies

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad

### IQAC – Functions

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

### **IQAC – Composition**

IQAC has been constituted under the Chairmanship of the Head of the institute with heads of important academic and administrative units, faculty members, distinguished educationists and representatives of local management and stakeholders

The composition of the IQAC is as follows

- Chairperson: Head of the Institution
- A few senior administrative officers
- Three to eight faculty members
- One member from the Management
- One/two nominees from local society, Students and Alumni
- One/two nominees from Employers /Industrialists/stakeholders
- One of the senior teachers as the coordinator/Director of the IQAC

\*\*\*\*\*