

**Rajiv Gandhi University of Knowledge Technologies – AP**

**IIIT Nuzvid, IIIT Ongole, IIIT RK Valley, IIIT Srikakulam**



## **Academic Regulations**

# **Academic Regulations for six year Integrated B. Tech Programme (Comprising 2 year PUC and 4 year B. Tech) w.e.f. Academic Year 2017 – 18 for RGUKT-AP**

## **1. Introduction**

- 1.1 All the academic rules and regulations hereinafter specified shall be read as a whole for the purpose of governing the academics of RGUKT-AP.
- 1.2 These guidelines provide the frame work for the conduct of academic activities and are used as a guide for all the IIIT campuses of RGUKT-AP and provide a uniform direction for the operation of Constituent Institutes of the University.
- 1.3 RGUKT offers 6 year integrated B. Tech program, first two years PUC and next four years Engineering in any six branches (CHE, CE, CSE, ECE, ME and MME). Students enter the campus with 10<sup>th</sup> standard and all students during PUC shall study Mathematics, Physics, Chemistry, English, Telugu and Information Technology (non-credited). After PUC, engineering branches shall be allotted based on their performance in PUC and following the rule of reservation.
- 1.4 RGUKT always works in dynamic environment and tries to implement modern education models. Cooperative education model was introduced from the academic year 2015-16, with an aim to reach 100% employability. Flipped class room model was introduced from the academic year 2016-17.
- 1.5 Cooperative education model helps the students to get an opportunity to go for industrial internships for a period up to 2 years. The students shall complete foundation courses required for Engineering in 2 years of PUC. The core courses of Engineering shall be completed in first 2 years of Engineering and next 2 years of Engineering shall be used to go for industrial internships besides pursuing advanced courses as electives. The students are allowed to take up internship for a period up to 2 years, which can be done at a stretch with a company or, in two one-year stretches with different companies, or in multiple six-month periods in different companies related to their branch. Students with internships shall complete their elective courses through online education mode. The project work shall be based on the work done during their internship. Students who do not secure internship shall complete their remaining period of study on campus. They shall also go through an internship in a self-defined or department-defined mode.

## **2. Academic Governing Bodies**

- 2.1 Governing Council (GC)** is the highest administrative body at University level. Honorable Chancellor is the Chairman of GC and Vice-Chancellor is the Convener of GC.
- 2.2 Academic Council (AC)** shall be the principal academic body of the University and shall co-ordinate and exercise general supervision over the academic policies of the constituent Institutes. The Hon'ble Chancellor acts as Chairman and Director, CETLS is the Convener. The other members are Vice-Chancellor, Deans, Academics of all constituent Institutes, Dean, Academics, IIIT Hyderabad, and three eminent academicians nominated by the Governing Council.
- 2.3 Executive Committee (EC)** is the highest body at Institute level having authority to make policies and to execute the GC resolutions. Vice-Chancellor is the Chairman of the EC and the Administrative Officer is the Convener of EC.
- 2.4 Board of Studies (BOS)** shall be the principal planning and reviewing body and it shall also arrange for periodical monitoring of the development programs and of teaching and

research in the Institute. BoS is the academic body that frames the structure of curriculum and syllabus for all Programs. Each constituent Institute shall have its own Board of Studies. The Vice-Chancellor acts as the Chairman and the Dean of Academics is the Convener. The other members are, Director of the constituent Institute, three eminent persons nominated by the Governing Council.

**2.5 Departmental Academic Committee (DAC)** is the departmental academic body for which Dean Academics is the Chairman and HOD is the Convener. The other members are two eminent professors in the same department from other Institutes and one expert drawn from industry.

### **3. Admissions**

**3.1** Open notification shall be released by RGUKT-AP every year in the month of April/May for six year integrated B. Tech Program for an intake to be decided each year for each of the four IIT Campuses in Nuzvid, Ongole, RK Valley, Srikakulam . Additional seats from unrepresented Mandals and unrepresented Community may be created under supernumerary quota with the approval from the Govt. of AP.

**3.2** Counseling shall be conducted every year in the month of June/July.

**3.3** Eligibility criteria are:

- a. Regular students who passed SSC or its equivalent examination recognized by the state of Andhra Pradesh held in that year and completed in the first attempt.
- b. Age not more than 18 by the end of that year (21 years in case of SC and ST)
- c. Admissions to 85% of the total available seats shall be reserved for local candidates (Andhra Pradesh) and the remaining 15% of the seats are open to students of Andhra Pradesh and Telangana states as specified in the Presidential Order 371 Article D in consonance to section 95 of the AP Reorganisation Act 2014.
- d. Students of other States, Children of Indians working in Gulf Countries/ International/ NRI Students are eligible for admission under supernumerary seats.

**3.4** Allotment of seats shall be as per the rules of the University to be decided by the academic council each year.

**3.5** Selection of students to the six year integrated program is based on the 10<sup>th</sup> class merit or equivalent as prescribed by the University.

**3.6** The tuition fee for the candidates who studied in Schools situated in Andhra Pradesh & Telangana states for PUC and Engineering shall be decided every year by the Governing Council. Tuition fee decided for a batch shall remain fixed till the batch passes out.

**3.7** Students who are eligible for tuition fee reimbursement as per the guidelines issued by the respective State Governments.

**3.8** Every student has to pay a registration fee and a refundable caution to be decided by the University at the time of admission. The quantum of these fees will be decided by the University.

**3.9** The tuition fee and application fee for students from other than AP and Telangana states and Children of Indians working in Gulf Countries and NRI Students shall be decided each year by the University.

**3.10** Government of Andhra Pradesh shall give scholarship for six year integrated B. Tech programs for PUC and Engineering OC, BC and SC/ST category students. The Quantum of scholarship/year is to be decided by the AP Government.

**3.11** Mere selection for counseling and verification of certificates/ documents shall not guarantee admission to the candidate. The University reserves the right to cancel the admission of any student if it is found at any stage that he/she secured admission by giving false information of any kind.

- 3.12** If any student cancel his/her admission or taken the Transfer Certificate, the student will be charged an amount per Day for the number of days present in the campus. The amount is to be decided by the University.

#### **4. Six Year Integrated B. Tech Programme**

- 4.1 The programme offered by the RGUKT-AP consists of a six year integrated course after 10<sup>th</sup> class examination leading to a B. Tech degree. The first part of the six-year course is a two-year Pre University Course (equivalent to Board of Intermediate Education, AP) and followed by four-year Engineering Program.
- 4.2 The two year PUC offers foundation courses of Engineering such as Mathematics, Physics and Chemistry (equivalent to MPC) and also offers English, Telugu and Information Technology. Optional course, Biology shall be offered for the interested students to get M.Bi.P.C. After PUC, bridge courses shall be offered during summer semester, which includes pass/fail courses viz. Mathematics (Linear Algebra, ODE), Introduction to Engineering. Based on the performance in PUC and following the rule of reservation, the Engineering branch shall be allotted to the students. The student is having an option of exit after PUC.
- 4.3 The four year B. Tech Programme offers the respective basic and advanced courses of Engineering in the following six Major disciplines, Chemical Engineering (CHE), Civil Engineering (CE), Computer Science and Engineering (CSE), Electronics and Communications Engineering (ECE), Mechanical Engineering (ME), and Metallurgical and Materials Engineering (MME). Along with a Major degree a Minor degree also can be obtained in the following areas, Computer Science & Engineering, Electronics and Communication Engineering, Mathematics, Statistics, Physics, Chemistry, Management, English, Telugu, Fine Arts (Vocal, Kuchipudi, Mridangam), Humanities & Social Sciences. In B. Tech Programme, the students shall complete core courses during the first two years and elective courses in the next two years. Every student shall do a mini project in each Semester of third year and a project in each semester of fourth year. After third year, the students shall do summer internship from May to July for a duration of not less than 8 weeks. Students are also allowed to opt for long term internship up to a maximum period of 2 years after successful completion of second year of their B. Tech Programme as per the University rules and regulations. Offering of Environmental Science and Business Management courses and Community Service course are mandatory in B. Tech Programme. Upon completion of the prescribed requirements, the students shall be awarded a B. Tech degree.

#### **5. Academic Calendar**

- 5.1** The RGUKT-AP follows semester system.
- 5.2** Every year first semester normally starts on 1<sup>st</sup> August and end by 30<sup>th</sup> November. The semester consists of 14 weeks of instruction, one week Dusheera holidays, one week public holidays, one week preparation for end semester examinations and one week for examinations.
- 5.3** SUM-I starts normally on 1<sup>st</sup> December and end by 31<sup>st</sup> December. It consists of two weeks of teaching for first semester remedial courses followed by remedial exam slot and two weeks of teaching for first semester remedial courses followed by remedial exam slot. Students having no remedial may register for non-credited courses offered by the Institute. The Institute may offer certificate courses, non-credited courses.

- 5.4 Every year second semester normally starts on 1<sup>st</sup> January and end by 30<sup>th</sup> April. The semester consists of 14 weeks of instruction, one week Sankranthi holidays, one week public holidays, one week preparation for end semester examinations and one week examinations.
- 5.5 After second semester, summer vacation normally starts from 1<sup>st</sup> May and end by 31<sup>st</sup> May.
- 5.6 SUM-II normally starts on 1<sup>st</sup> June and end by 31<sup>st</sup> July. It consists of two weeks of teaching for second semester remedial courses followed by remedial exam slot, two weeks of teaching for second semester remedial courses followed by remedial exam slot, two weeks of teaching for first semester remedial courses followed by remedial exam slot and two weeks of teaching for second semester remedial courses followed by remedial exam slot. The Institute may offer certificate courses, non-credited courses, bridge courses etc.
- 5.7 The structure of the academic calendar shall follow in all IIIT Campuses. For circumstances beyond control if there is any change in the starting of a semester the ending of a semester will be automatically delayed to make sure the Instruction weeks are not reduced to less than 14 weeks in a semester.. This may reduce summer vacation period.
- 5.8 Academic Council shall prepare detailed academic calendar, examination and result declaration schedules each year by May 1.

## 6. Course Structure

### 6.1 PUC Course Structure for students admitted in A. Y. 2017-18 onwards

- 6.1.1 The foundation courses required for Engineering shall be offered in 2 years of PUC Program. Mathematics, Physics, Chemistry, English, Telugu and Information Technology in each semester shall be offered in PUC Program (equivalent to MPC).
- 6.1.2 Biology may be offered for the students interested in M.Bi.P.C as an optional course.
- 6.1.3 The list of courses to be offered and their credits shall be decided by the Academic Council. The curriculum shall be dynamic and the syllabus may be revised once in three years to make the curriculum and syllabus contemporary
- 6.1.4 The course and the credits approved for the 2017 -18 and 2018-19 batches is given below in Table 1 for PUC and in Table 2 for Engineering

Table1: Course structure for PUC

Year-Semester	Courses	Credits
PUCI SEM-I	Mathematics, Physics, Chemistry, English, Telugu, Information Technology, Biology.	MPC: (4+4+4+4+2+0)= 18 MBiPC: (4+4+4+4+2+0+4)= 22
PUCI SUM-I	Remedial courses/Non-credit courses	
PUCI SEM-II	Mathematics, Physics, Chemistry, English, Telugu, Information Technology, Biology.	MPC: (4+4+4+4+2+0)= 18 MBiPC: (4+4+4+4+2+0+4)= 22
PUCI SUM-II	Remedial courses/Non-credit courses	

PUCII SEM-I	Mathematics, Physics, Chemistry, English, Telugu, Information Technology, Biology.	MPC: (4+4+4+4+2+2)= 20 MBiPC: (4+4+4+4+2+2+4)= 24
PUCII SUM-I	Remedial courses/Non-credit courses	
PUCII SEM-II	Mathematics, Physics, Chemistry, English, Telugu, Information Technology, Biology.	MPC: (4+4+4+4+2+2)= 20 MBiPC: (4+4+4+4+2+2+4) = 24
PUCII SUM-II	Remedial courses / Non-credited bridge courses	
<b>Total Credits</b>		<b>MPC: 76</b> <b>MBiPC: 92</b>

The credits may be revised as per the decision of Academic Council. The total credits may be limited to 160. For brighter students, the University may consider giving B. Tech (Hons) degree by offering 20 additional credits and a minor project. These credits will be in the same discipline as per AICTE guidelines. Depth in contemporary subjects shall enhance the employability of the students.

Table 2: B. Tech Course Structure

<b>Proposed B. Tech Course Structure of RGUKT – AP from A.Y. 2018-19 onwards</b>							
<b>Category</b>	<b>No. of Credits</b>						
	<b>CHE</b>	<b>CE</b>	<b>CSE</b>	<b>ECE</b>	<b>ME</b>	<b>MME</b>	<b>AICTE</b>
<b>Humanities and Social Sciences including Management courses (HSMC)</b> (4 -English Labs & 2 - Management Electives)							12
<b>Basic Science courses (BSC)</b> (Mathematics, Physics, Chemistry)							25
<b>Engineering Science courses (ESC)</b> (workshop, drawing, basics of electrical/mechanical/computer etc)							24
<b>Professional core courses (PCC)</b> (Engg. Core Courses and Labs)							48
<b>Professional Elective Courses (PEC)</b> (Relevant to chosen Engineering specialization / branch)							18
<b>Open Electives (OEC)</b> (from other technical and /or emerging subjects)							18
<b>Project work, mini project and summer internship (PROJ)</b>							15

<b>Mandatory Courses (MC)</b> (Human Values, Environmental Science, Induction training, Indian Constitution, Essence of Indian Traditional Knowledge, Community Service)							Non-Credit
<b>Total Credits</b>	<b>160</b>	<b>160</b>	<b>160</b>	<b>160</b>	<b>160</b>	<b>160</b>	<b>160</b>

## 6.2 Minor Course Structure

- 6.2.1** Students with CGPA 8.0 and above up to engineering second year second semester, with passing all subjects, only are allowed for registering minor degree in first semester of third year engineering and enrolling to minor is optional and completely depends on the interest of the student.
- 6.2.2** Minor degree shall be offered in the fields of “Computer Science & Engineering, Electronics and Communications Engineering, Mathematics, Statistics, Physics, Chemistry, Management, English, Telugu, Fine Arts (Vocal, Kuchipudi & Mridangam), Humanities & Social Sciences”.
- 6.2.3** The minimum number of additional credits required to obtain the minor degree is 32 credits (8 Courses).
- 6.2.4** The minor degree shall be awarded if a student completes all the required courses to obtain minor degree by the end of 4th year of B. Tech program without any remedial(s).
- 6.2.5** If a student fails to complete all the required courses to obtain a minor degree, the student shall still be given the completed additional courses as a note in the major transcript.

## 6.3 Semester Registration

- 6.3.1** Semester registration shall only be permitted after clearing all dues to the Institute, Hostel and Library till end of the previous semester.
- 6.3.2** All courses (Major and Minor programs) in a semester shall be registered through online as per the slots given in the Academic Calendar.
- 6.3.3** Late registration shall be permitted with a fine to be decided by the University up to two weeks from the last date specified for registration.
- 6.3.4** Students shall not be permitted to the Classes/ Examinations unless they register for respective courses.

## 7. Teaching Methodology

- 7.1** RGUKT follows Co-operative education model and Flipped class room model. According to cooperative education model the course structure and syllabus were prepared and according to flipped class room model the syllabus shall be taught by faculty to students.
- 7.2** The entire syllabus of each course is divided into 6 Units. First 2 Units shall be completed for MID-I, second 2 Units shall be completed for MID-II and last 2 Units shall be completed for MID-III examinations.
- 7.3** Lecture plan of each course shall be prepared by Faculty well in advance before starting of the Semester and accordingly, the syllabus of courses shall be completed.
- 7.4** In flipped class room model, the video lectures (MOOCs: NPTEL, Khan Academy, EdX, MIT Open Courseware, Coursera, Udacity) shall be presented for students in big lecture halls and tutorial & problem solving shall be conducted in small class rooms.

- 7.5** A period is of one and half hour duration. For a typical 4 credit course, the instruction shall be 2 periods per week and tutorial & problem solving shall be 2 periods per week, in total for a typical 4 credit course shall consume 4 periods (6 hours) per week.
- 7.6** Students have to go through the video lectures available in our servers one day before the actual scheduled class period in the next day. On the next day, during the instruction period (1.5 hours), the class teacher shall present one hour or one and half hour video lecture (which were already gone through in the previous day) to the students in the bigger class room and followed by the smaller class room teaching.
- 7.7** The class teacher shall monitor the tutorial and problem solving session (3 hours) to the students in the small class rooms with the help of teaching assistants.
- 7.8** In addition to 6 hours of class room work (lectures, tutorials & problem solving sessions), students have to work 3 hours of assignments per subject per week at dorms.
- 7.9** The teaching assistants required for tutorials & problem solving to be taken from top 20% of E3 and E4 students.
- 7.10** These flipped classes shall be conducted for all regular courses offering from P1 to E2. E3 and E4 students may be in internships so they go through online mode.
- 7.11** Students shall have to attend 2 periods per week for a registered Lab (1 credit) in a semester.
- 7.12** Students shall register for mini-project (4 credits) and project (6 credits) during E3 & E4 and shall be dedicated 6 hours and 9 hours slots per week for mini-project & project in the respective Time Tables. The mini-project or project may be done either in the Campus or in the industry.

## **8. Attendance of Students**

### **8.1 General rules**

- 8.1.1** Students shall have minimum attendance of 75% to be eligible for taking the examination in the particular semester. In special cases, when supported by proper cause and documents, the HOD / PUC in-charge to condone the short fall of attendance. This relaxing is possible to an extent of 10%.
- 8.1.2** A student who does not put in the required minimum of attendance in any semester is automatically detained and shall repeat the academic year.
- 8.1.3** Students who attend NCC/NSS camps, or inter college, inter state or national or international sports/games or extra-curricular activities, or educational/industrial tours or any other activity approved by the institute involving journey outside their place of residence shall not be counted as absent. However, such leave shall not exceed a total of 14 working days in a semester.
- 8.1.4** Average attendance of subjects in a semester shall be considered for the eligibility of student in end semester examinations.

### **8.2 Rules for re-admitted students on medical grounds or extraordinary situations**

- 8.2.1** In genuine cases an absent of more than one year and up to a maximum period of two years can be granted by the Academic Council on prior application to only those students who were studying beyond the first year of Engineering.
- 8.2.2** The readmission granted for long absentees on medical grounds shall be for a maximum period of two years only in the entire six years integrated B. Tech program.



- 8.2.3** Students who are readmitted on medical grounds or other extraordinary grounds shall pay their mess charges for the period of days present for the semester during which the student has discontinued, besides the regular fee payable for the year. Readmitted students shall pay prescribed caution deposit and a registration fee irrespective of the semester in which the candidates seeks readmission, in addition to the regular tuition fee that may vary from time to time.
- 8.2.4** Students who take readmission are required to write examinations in the syllabus in force in that academic year.

### **8.3 Biometric Leave Rules for scholarship**

The following rules and regulations shall be followed for Biometric Attendance through Vidyawaan.

- 8.3.1** All the students of the Institute (Those who are not receiving the scholarship also) shall give biometric attendance twice (Morning and Evening slot) on every working day (excluding institute declared holidays). Student should give their biometric attendance even on the examination days also.
- 8.3.2** 75% of Attendance is mandatory to all the students to get the scholarship.
- 8.3.3** At least two days' prior intimation has to be given for leaves.
- 8.3.4** Students, those who are attending long term Internships, short term Internships, conferences, workshops, NCC Camps, NSS Camps, Sports and Games, Yoga and any other things representing the Institute has to give prior information at least before two days. (A format is available in the Online Notice Board (ONB) for representing the Institute. It has to be submitted to the Academic section through proper channel.)
- 8.3.5** Attendance shall not be considered, if information is not given at least two days before leaving the Institute to the Academic section through proper channel.
- 8.3.6** Timings for giving the biometric attendance.  
Morning Slot – 8.00 AM to 9.30 AM  
Evening Slot— 4.30 PM to 6.00 PM
- 8.3.7** It is the student's responsibility to give biometric attendance for getting the scholarships. Institute is not responsible for not getting the scholarship, if students fail to give biometric attendance.
- 8.3.8** If students do not receive scholarships for not giving the biometric attendance, they have to pay the total fee to the Institute.

## **9. Examinations**

### **9.1 Regular Examinations**

- 9.1.1** In this mode, students register for regular semester courses at the starting of the semester and the students shall attend the examinations (Weekly Tests, Mid 1, 2 and 3 and EST) in the same semester as per academic calendar.
- 9.1.2** As per the common academic calendar defined for the institutes, the End Semester Examinations shall be conducted in the given Examination Week of the semester. Usually the last week of November is given for Semester – I and last week of April is given for Semester – II.
- 9.1.3** The schedule for the End Semester Examinations should be given in such a way that main subjects like Mathematics, Physics, Chemistry, should fall on the beginning of the examination week. The results should be declared subject wise within 3 days from the scheduled date of the examination. For example, if the Mathematics End Semester Examination is conducted on Monday in the examination week, the results of the same should be announced by Thursday of the same week.

**9.1.4** The results of the subjects shall be shared to the respective students through online notice board (ONB)/ in the website of the institute and the same shall be communicated to the students through several ways like e-mails, SMS etc.

**9.2 Remedial/ Grade Improvement Examinations**

9.2.1 The students who did not clear the subjects in the End Semester Examinations of First Semester should appear for the subsequent remedial courses which shall be offered in the month of December. Two slots for the Remedial/GI Courses shall be offered in the month of December. In each slot, the supplementary examinations for EST shall be conducted for all the courses of First Semester. Any failed student can appear for maximum of two courses in each slot but he/she must do the registration and attend remedial class work for those courses. The students who have cleared all the courses in the regular EST examinations can opt for the Grade Improvement. These students should appear for the same supplementary examinations that shall be conducted for remedial courses. However, any student can register for maximum of two courses in the Grade Improvement in a slot. The grade improvement is given only once for a course.

9.2.2 Similarly, the students who did not clear the subjects in the End Semester Examinations of Second Semester should appear for the subsequent remedial courses which shall be offered in the month of June. Two slots for the Remedial Courses shall be offered in the month of June. In each slot, the supplementary examinations for EST shall be conducted for all the courses of Second Semester. Any failed student can appear for maximum of two courses in each slot but he/she must do the registration and attend remedial class work for those courses. The students who have cleared all the courses in the regular EST examinations can opt for the Grade Improvement. These students should appear for the same supplementary examinations that shall be conducted for remedial courses. However, any student can register for maximum of two courses in the Grade Improvement in a slot. The grade improvement is given only once for a course.

9.2.3 In the month of July, there shall be two slots (one slot for First Semester and one slot for Second Semester remedial) for the remedial courses. However, in July the supplementary examinations for the EST shall be conducted for all the courses of First Semester and Second Semester. Any failed student can appear for maximum of two courses in each slot but he/she must do the registration and attend remedial class work for those courses. There shall not be any Grade Improvement offered in these slots.

9.2.4 The students who don't clear required courses even after appearing for all the remedial courses should repeat those courses in the next academic year subjected to the promotion rules are satisfied.

9.2.5 Re-registered students shall write both internal assessment test for 40% marks and for 60% marks end semester test

9.2.6 Remedial and grade improvement students shall write only end semester test for 60% marks. Internal assessment for 40% marks will be carried over from the internal assessment test held already. No separate internal assessment test shall be held for this category.

9.2.7 All remedial and grade improvement examinations should be conducted only in SUM semesters.

9.2.8 The following are registration fee for the remedial/grade improvement examinations for each course for A.Y.2017-18 and 2018-19.

**Table: Remedial / Grade Improvement registration Fee (in Rupees)**

Item	Amount for each course
------	------------------------

First time appearing for Remedial	200/-
Second time appearing for Remedial	500/-
Third time appearing for Remedial	750/-
Grade Improvement / Re-Registration	750/-

### 9.3 Results Committee

9.3.1 The Results Committee should consist of the following members

- A. Director
- B. Dean & Associate Dean of Academics
- C. COE, Associate COE, Exam in-charge
- D. HODs of all disciplines
- E. PUC Coordinator

9.3.1 The committee should carefully scrutinize cutoff marks, malpractice issues, grades awarded etc. before the declaration of results. The grades for individual subjects shall examine and compare at the Department level.

9.3.2 The Examination Time Table and Results shall be placed on the website of individual campus from time to time and shall be announced by the authorities in the Institute.

### 9.4 Examination Pattern

9.4.1 The evaluation procedure for each course consisting of weekly tests/Assignments, Mid tests and End Semester Test (EST).

9.4.2 10% weightage is given for the weekly tests/assignments (Best 5 out of 10) by continuous assessment.

9.4.3 30% weightage is given for the Mid tests. Three Mid tests shall be conducted and best two will be considered. Each Mid exam shall be conducted with the internal choices.

9.4.4 60% weightage is given for the end semester examination. The question paper contains two parts in which Part-A consists of 18 objective questions for 18 marks (3 objective questions from each unit) and Part-B contains 12 descriptive questions with internal choice between 2 questions from each unit, and each question carries 7 marks (total 42 marks) Grand total will become  $18+42 = 60$  marks.

9.4.5 Laboratory course assessment shall consist of 40 marks for internal assessment which includes continuous assessment or weekly assessment, record books and observation books. 60 marks are given for end semester practical examination which includes viva-voce.

9.4.6 Summer internship is compulsory for all students, and internal & external guides assess the student for 40 marks as internal assessment for the summer internship. Department HOD has to constitute an evaluation panel for 60 marks. A student has to submit a report and present the project work before the panel.

9.4.7 If the mini project or project is done in the campus, the project guide assesses the student for 40 marks as internal assessment for mini project or project. Department HOD has to constitute an evaluation panel to evaluate the project for 60 marks. A student has to submit a report and present the project work before the panel.

9.4.8 If the project is in Industry (long term internship), the internal & external guides assess the student for 40 marks as internal assessment for mini project or project. Department HOD has to constitute evaluation panel to evaluate the project for 60 marks. A student has to submit a report and present the project work before the panel.

## 9.5 Grading Procedure

- 9.5.1 The marks secured by students, those who have appeared for the end semester examination, in a course shall be computed in descending order.
- 9.5.2 The expected percentages for each grade are given in below table. All the students, whose grade is below D, are considered to have failed (remedial) in the course.

Grade	Absolute Cut off	Expected %	Expected Cumulative %
X	90	5%	5%
A	80	25%	30%
B	70	30%	60%
C	60	25%	85%
D	50	10%	95%

- 9.5.3 The cut off mark for each grade will be calculated as per the expected percentages.
- 9.5.4 If the relative cut off marks is more than the absolute value specified for grades, the new threshold cut off marks (should not be lower than absolute value) will be calculated such that the new expected cumulative percentage should not exceed the values given in Table. However in case of C and D, if the relative cut off marks is more than the absolute value specified for grades they are limited to the absolute values.

Grade	New Expected Cumulative %
X	10%
A	50%
B	80%
C	--
D	--

- 9.5.5 All the people who secured a grade less than D shall be considered as that they have not cleared the course and they have to appear for remedial/supplementary examinations.

## 9.6 SGPA and CGPA calculations

$$SGPA = \frac{\sum_{i=1}^n C_i * GP_i}{\sum C}$$

Where,  $C_i$  = Credit for the course,  $GP_i$  = the Grade Point obtained for the course and the summation over all the courses taken in that semester and 'n' is the number of subjects registered for the semester.

$$CGPA = \frac{\sum_i^m S_i \times C_i}{\sum_i^m C_i}$$

Where 'm' is the total number of semesters under consideration.  $C_i$  the total number of credit registered for during a particular semester and  $S_i$  is the SGPA of that semester. Both SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such.

9.7 **Reduction in pass marks for PH students (G.O Ms. No. 183):** Following prevailing orders from the Government, PH students under the category of Hearing impaired, orthopedically handicapped, visually challenged, Deaf and dumb shall be given a concession of 10% over pass marks.

### 9.8 Recounting process

- 9.8.1 Students must submit their application to the academic section in the institute indicating clearly the subject in which recounting is to be made.
- 9.8.2 Application must be accompanied by a demand draft for the prescribed fee per course drawn in favor of the Director towards the subject(s) opted for recounting process.
- 9.8.3 Results after the recounting process shall be declared following the academic regulations in force then.
- 9.8.4 In case of any changes in marks after recounting is done, the higher of the original and recounted marks shall be taken as the final marks.

### 9.9 Examination Malpractice Rules

- 9.9.1 Students are expected to be in the exam hall in time. No student shall be allowed to enter the examination hall 15 minutes after the commencement of the examination.
- 9.9.2 Students are expected to strictly comply with the instructions given while in the examinations hall. Non-compliance shall amount to malpractice and suitable action shall be initiated. Disciplinary actions for malpractices and improper conduct in the examinations are listed in the below Table.

**Table: Malpractice Rules**

S.No.	Malpractice/Improper conduct	Disciplinary action
1.	In the examination hall, if the candidate possesses or keeps accessible such as any paper, note book, programmable calculators, Cell phones, pager, palm computers, pen drives, memory cards or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be an aid in the subject of the examination) <b>Note:</b> The Controller of Examination shall update the list of objectionable material from time to time according to the advancing methods in the malpractice.	Expulsion from the examination hall and cancellation of the performance in that subject only.
2	Gives assistance or guidance to any other candidate or Receives information from any other candidate	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved.

	(orally, body language methods, cell phones or any such media) in or outside the exam hall.	In case of an outsider, (1) Refer Clause 10 in the Table. (2). If the outsider is also the candidate of that particular exam, the same mentioned in the clause (10) is applicable.
3	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject. Student will not be permitted to appear for the remaining examinations of the subjects of that semester.
4	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. He would be debarred and his seat gets forfeited.  The performance of the original candidate who has been impersonated shall be cancelled in all the subjects of the examination (including practical's and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester. The candidate is also debarred for ONE semester from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeit of seat. If the imposter is an outsider, he will be handed over to the police and a police case will be registered.
5	Smuggling of answer scripts during or after the examination.  or Takes out or arranges to send out the question paper during the examination	Expulsion from the examination hall.  Cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work.  He shall not be permitted for the remaining examinations of the subjects of that semester.
6	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
7	Refuses to obey the orders of the Invigilators/Squad Team/Controller of Examination/any officer on duty  or Misbehaves or creates disturbance of any kind in and around the examination hall or organizes a	The student(s) of the institute shall be expelled from examination hall and shall not be permitted to appear for the remaining examinations of the subjects of that semester.

	<p>walk out or instigates others to walk out or</p> <p>Threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation or</p> <p>Assaults the officer-in charge, or any person on duty in or outside the examination hall or any of his relations or</p> <p>Indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the Institute campus or</p> <p>Engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.</p>	
8	<p>Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work.</p> <p>The candidate shall not be permitted for the remaining examinations of the subjects of that semester.</p>
9	<p>Possess any lethal weapon or firearm in the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practicals and project work.</p> <p>The candidate shall not be permitted for the remaining examinations of the subjects of that semester.</p> <p>The candidate is also debarred for two consecutive semesters.</p> <p>The continuation of course by the candidate is subject to the academic regulations in connection with forfeiture of seat.</p>

10	<p>If student of the institute, who is not a candidate for the particular examination or Any person not connected with the institute indulges in any malpractice or improper conduct mentioned in clause 6 to 8.</p>	<p>Student of the institute will be expelled from the examination hall along with cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work.</p> <p>The candidate shall not be permitted for the remaining examinations of the subjects of that semester.</p> <p>Maximum punishment: Based on the severity of the case, the candidate's seat shall be forfeited. Person(s) who do not belong to the Institute will be handed over to police and a police case will be registered against them.</p>
11	<p>Comes in a drunken condition to the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work. The student shall not be permitted for the remaining examinations of the subjects of that semester.</p>
12	<p>Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.</p>	<p>Cancellation of the performance in that subject only. <b>Note:</b> The Director is authorized to form a suitable committee and apply the above said rule.</p>
13	<p>Unauthorized uploading of jar file in online examination, unauthorized usage of the local servers (renaming the script file, uploading script file from the location other than the exam hall allocated to student, etc.)</p>	<p>Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work.</p> <p>The student shall not be permitted to appear for the examinations in the remaining subjects in that semester. The candidate shall be handed over to the police and case will be filed against them.</p>
14	<p>Unauthorized access to any of the examination archives, examination server and database, rooms, files etc.  Illegal manipulation of examination data through hacking etc.</p>	<p>The candidate shall be debarred for two years.</p> <p>The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.</p> <p>If the candidate is an outsider, he will be handed over to the police and case will be registered.</p>



**Note:** The authority (invigilator/Squad team/Controller of Examinations/Special invigilator) whoever is implementing the above disciplinary action must hold all the suitable evidences.

9.9.3 Any malpractice not covered in the above clause shall be reported to the Disciplinary committee for necessary action.

9.9.4 Disciplinary Committee on Prevention of Examination Malpractices consists of the following members:

- A. Dean of Academics - Chairman
- B. Controller of Examinations/ Faculty In-charge (Exam) - convener
- C. Head/Faculty-in-charge/PUC coordinator of the Department to which the reported student belongs – Member
- D. The Invigilator reporting the case (optional)– Member
- E. Two faculty members (Director nominees) – Members

9.9.5 The Committee shall recommend appropriate measures in each case to the Director of the institute for necessary action.

## **10. Branch Allocation rules**

10.1 Branch allotment shall be done as per the institute norms. The number of seats available shall be decided considering the total number of students passing the first two years of PUC course and going by the following ratio.

Chemical Engineering	60
Civil Engineering	180
Computer Science and Engineering	360
Electronics and Communication Engineering	360
Mechanical Engineering	180
Metallurgical and Materials Engineering	60

Note: -The Institute may increase/decrease number of seats in a department depending on the number of students admitted in the batch.

10.2 The number of seats in each branch of B.Tech Programme in each institute and criteria to allocate the branch for students shall be approved by the Governing Council with the recommendations of the Academic Council.

10.3 Students after successful completion of their Pre-University Course are eligible for branch allocation subjected to clearing all the Institute, hostel and library dues.

10.4 A student should have obtained a minimum of 6.5 CGPA and have passed all the courses of PUC is eligible for branch allocation.

10.5 A student who failed to satisfy the above qualification requirement shall re-register and re-appear for regular examinations during the next year in failed courses. However, this opportunity shall be given only once. Such candidates can opt to stay in the campus by paying the fee and mess bill as per the University norms.

10.6 Students shall be given an opportunity to give options to choose the desirable engineering branch before the commencement of engineering first semester. Branch allocation process shall be done for students as per Rule of Reservation and merit, through online.

10.7 Change of branch shall be allowed before the Mid - I of first year first semester of B. Tech programme based on the availability of the vacancies as per Rule of Reservation and merit.

- 10.8 An application/letter to change the branch should be forwarded through HOD's of concerned branches (i.e., both branch HOD's) to the Dean Academics.
- 10.9 Change of branch after first monthly test of first year first semester of B. Tech program shall not be entertained.

## **11. Promotion Rules**

### **11.1 Promotion from PUC to Engineering**

A student should have passed in all the courses of PUC and have secured minimum CGPA of 6.5 is eligible for branch allocation in B. Tech programmes.

### **11.2 Promotion from E1 to E2, E2 to E3, E3 to E4:**

The students should not carry more than 2 remedials in an academic year to promote to the next academic year and the student shall repeat those courses again in the next academic year along with Juniors. If they have one or two remedials, they shall be promoted to next academic year and they should clear those remedial through remedial examinations.

## **12. Internship Guidelines**

### **12.1 Guidelines for selection of Summer Internships**

- 12.1.1 Students should opt for summer internship that would provide to gain ample field knowledge in the relevant field of engineering such that theoretical knowledge gained in the class can be applied to solve the practical/ field problem.
- 12.1.2 Students should take a challenging task, may be small portion, and apply the knowledge gained to solve it. Summer internship can also involve data collection from different sources including generating experimental data, collection of data from field etc. Later on the student is required to analyze the data collected and arrive at meaningful conclusions.
- 12.1.3 Summer internship shall be aimed at solving some of the problems of the society/ local region that should have practical applications and benefit the society.
- 12.1.4 Students should devote full 8 weeks for summer internship. If any student undergoes internship duration is less than 08 weeks, such interns shall not be considered. If any credits are given to the internship program then student must register as per the course registration process.
- 12.1.5 Different central and state government organizations, CSIR labs, premier institutions like IITs and IIMs, DRDO, public sector undertaking organizations, top IT companies, skill enhancement centers recognized by state or central governments, research labs and Industries (small scale to large scale) can be considered for summer internships.
- 12.1.6 Students of RGUKT are permitted to undertake internships in RGUKT campuses. However, in house (RGUKT campuses) internships are permitted with the prescribed guidelines.
- 12.1.7 Head of the department should allocate faculty members as advisors for all E3 students at the end of E2 semester - II for advising the students in selecting proper summer internship. Entire process should complete by 31<sup>st</sup> March of every year.
- 12.1.8 Head of the department should depute faculty members for monitoring the student summer internship by communicating to the company guide.
- 12.1.9 The internship done by the student is assessed in two stages. i) External evaluation for 60 marks and internal evaluation for remaining 40 marks. HOD should constitute summer internship evaluation boards consisting of dept faculty members that may

include one faculty from other dept. The evaluation board should involve in the evaluation process. Board can take decision to reject the student summer internship if it doesn't meet the requirements of summer internships. Such students have to repeat the summer internship.

- 12.1.10 Individual department should send the recommended student list to the academic section by second week of March for further proceedings. The list should contain the student basic details, concern faculty details, research areas, expected outcome of the internships. For this to happen, the students should submit the request letter through single window application processing system for further proceedings from the department and academic section.
- 12.1.11 It is the responsibility of the concern faculty to monitor the day-to-day academic activities of their students. If any student found misbehaving, misconduct during summer internships (particularly during academic hours) and upon receipt of the complaint, immediately the disciplinary action shall be initiated against the student and faculty concerned should submit a report.
- 12.1.12 Maximum number of students allowed per faculty shall be decided by the individual department in consultation with Academic section.

## **12.2 Guidelines for Long-term internship**

- 12.2.1 Long term internship is an opportunity through which students can apply academic knowledge gained from their coursework in the workplace. Students enrich their educational experience through practical work in an organization. A student may have multiple internships (6 months), as long as each internship is linked to the student's educational goals. The student may improve communication skills and establish connections for a future career by gaining experience in an industry or similar organization.
- 12.2.2 Students are eligible to appear for selection process of long-term internships right after completion of engineering second year (E2 SEM-II). The duration of an internship is a minimum of three months, extendable to two years.
- 12.2.3 Different central and state government organizations, premier institutions across the world, research labs across the world, public sector undertaking organizations, IT companies (existing & start-ups), skill enhancement centers recognized by state or central governments, Industries (small scale to large scale) and any organization which shall satisfy the objectives of the program can be considered for long-term internships.
- 12.2.4 Students of RGUKT are permitted to undertake internships in RGUKT campuses under the in-house faculty, provided the offer should satisfy the objectives of the program.
- 12.2.5 Career Development & Placement Cell (CDPC) interacts with various companies to explore the possibility of finding long term internship and brief the organization on the strength of institutional resources. An internship proposal is drawn providing an explanation to the students of E3 or E4 how the long term internship shall contribute new knowledge and help their future career goals.
- 12.2.6 The students may also approach the companies directly for internship, and when a company offers internship they shall inform the concerned HOD and CDPC. When an internship is materialized either through CDPC or directly by the student, further processing shall be taken over by the Project supervisor and HOD.
- 12.2.7 Students shall be permitted to the internship only at the beginning of the semester.
- 12.2.8 Laboratory courses shall be completed in the first 2 years of Engineering.

- 12.2.9 HOD shall be involved in finalizing the project guide to facilitate the interaction with the student. This process enables the student to get acquainted with external/internal guides, instructor and dean in view of smooth completion of internship program.
- 12.2.10 It is the responsibility of each course instructor to make the arrangements for course content available to the students. The arrangements may include provision of MOOC courses, videos from reputed institutions, PPTs, lecture notes of the course, soft copies of the reference text books, scheduled interactions, online discussion forums and web links.
- 12.2.11 In case no video lecture is available, the faculty concerned shall be involved in developing the video content for the respective course.
- 12.2.12 The student is evaluated by continuous evaluation and end semester examination.
- 12.2.13 For continuous evaluation, assignments/project related to course work shall be considered in place of MID examination for 40 marks. The campus academic section in consultation with concern department should exercise the rules and regulations for evaluating the assignments/project for 40 marks.
- In respect of mini project for students who went for internship, the internship work should be considered as mini project for which the external guide should send the evaluation marks (in prescribed format).
  - In case of project, 40% marks can be considered from external guide and remaining 60% shall be awarded by the academic committee constituted by the HOD.
  - Online examination for 60 marks will be conducted under the supervision of the external guide.
- 12.2.14 The student must be evaluated by the aforementioned procedure even though he/she gets registered for MOOCs.
- 12.2.15 In case of any other practical issue, the Dean in consultation with Director, HOD can take the necessary measure for resolving the issue.

### 13. Code of conduct and Disciplinary Rules

S. No.	Act of Indiscipline	Punishment
1	Leaving campus without permission	Rs1000 fine with 2 weeks suspension
2	Robbery	Will be handed over to the police
3	Ragging	Strict action as per Government Anti ragging act
4	Damage of University properties	Replacement of property with same quality/company and suspension for one semester.
5	Harassment of girls, Misbehavior with girls, Commenting on girls, Messaging through mobiles, etc.	Strict Punishment leading to suspension based on the recommendations of the disciplinary committee.
6	Undignified/indecent behavior of boys and girls in the campus or classrooms	Information will be given to parents and TC will be issued
7	Consumption of alcohol, drugs, smoking	One Semester to One Academic Year
8	Encouraging outsiders into campus	Two to four months suspension and trespassers will be sent to police station
9	Misbehaving with University employees and University authorities	Passing information and taking undertaking from the parents.

		Two weeks to one month suspension(based on severity)
10	Bribing employees(security etc) for violating rules	Suspension for employees, one month suspension for students
11	If the students caught in disciplinary issues	Cancellation of placement registration
12	Cyber crimes	Issue of TC
13	Not reporting on reopen day	Parent explanation in person and imposition of fine up to Rs. 1000/-

**Note:** The level of punishment (case to case) shall be recommended by the disciplinary or committee constituted by the institute.

## 14. Eligibility to Award Degrees

### 14.1 Award of Degree

- 14.1.1 A student shall be declared to be eligible for award of B. Tech degree if he/she has registered and successfully completed all the courses in the curriculum (Theoretical, Laboratory, Internship/ Project, mandatory courses etc)
- 14.1.2 The student should finish all courses within prescribed maximum period mentioned in the academic rules.
- 14.1.3 A student who qualifies for the award of the B. Tech degree shall be placed in the following Divisions.

**Table:** Distinction/Division Awarded for range of CGPA

CGPA Range	Distinction/Division Awarded
$CGPA \geq 8.00$	Distinction
$7.00 \leq CGPA < 8.00$	First Class
$6.50 \leq CGPA < 7.00$	Second Class

- 14.1.4 Formula for converting CGPA into equivalent percentage of marks is shown below:

$$\text{Average percentage of marks} = CGPA * 10$$

### 14.2 University Rank and Gold Medals

- 14.2.1 Students fulfilling the conditions listed below shall be eligible for award of 'University rank' and 'gold medal':

- Should have CGPA of 8.00 and above
- Should have passed all the courses in 'first appearance' within 4 academic years
- Should not have been detained or prevented from writing the end semester examinations in any semester due to shortage of attendance or any other reason.
- Should not have been punished due to any in disciplinary action.

#### 14.2.2 Gold Medal for the Institute Topper

- It shall be awarded to the student who have passed all the courses within prescribed period and topped among all the branches in that Institute.
- Should have passed all the courses in 'first appearance' within 4 academic years
- Should not have been detained or prevented from writing the end semester examinations in any semester due to shortage of attendance or any other reason.

#### 14.2.3 Gold Medal for Engineering Department Toppers

- It shall be awarded to the student who has passed all the courses within prescribed period in his/her own department and topped among all the students in his/her department.
- Should have passed all the courses in 'first appearance' within 4 academic years
- Should not have been detained or prevented from writing the end semester examinations in any semester due to shortage of attendance or any other reason.

**15 Maximum duration of program**

The maximum duration of six year integrated B. Tech program is nine years (i.e. for PUC: 2+1 years & for Engineering: 4+2 years) reckoned from the year of admission which shall include any sort of discontinuity.

**16 Power to modify**

Notwithstanding all that had been stated above, the Governing Council/Academic Council has right to modify the above regulations from time to time.