



PANDIT DEENDAYAL PETROLEUM UNIVERSITY
Faculty of Engineering & Technology
RULES FOR FOUR YEAR B.TECH. DEGREE PROGRAM
(For the Batch Year 2010 onward)

1. SEMESTER SYSTEM

An academic year consists of two semester's viz. the autumn (odd) semester generally from July to November & the spring (even) semester generally from December to April. During the teaching break/vacation period the Rural Internship Civic & Social Service Internship, and various other internships, exposure, orientation, training etc. as the case may be are carried out.

2. ELIGIBILITY AND ADMISSION CRITERIA

The applicants are required to possess a minimum academic qualification of 10+2 or its equivalent with Mathematics, Physics, and Chemistry, to appear and pass in JEE Mains examination being conducted by CBSE or any other qualifying examinations specified by the University from time to time and to apply separately as per the conditions announced by the University.

3. REGISTRATION

Registration at the beginning of each semester, on the prescribed dates announced in the academic calendar, is mandatory for every student until he completes his program. No student is allowed to attend a course without registration in that course. In case of compelling reasons, the School provides for Late Registration, whereby a student is allowed to register after the last date of registration on payment of a prescribed fine. The student registers for course(s) during a given semester, on the basis of the program as prescribed in the Curriculum.

Only those students can attend the academic sessions as per the class timetable of a semester who fulfill the eligibility criteria for admission to the respective semester. The semester fees paid by a student shall be valid for the admission/registration to

the respective semester only upon the fulfillment of the eligibility criteria for the same.

3.1 PROCEDURE FOR REGISTRATION

Registration is done in person, normally on the first day of each semester, for which the schedule is announced in advance. Students having outstanding dues to the School or hostel will not be permitted to register; if a student fails to register during any semester his studentship is liable to be cancelled.

4. CURRICULUM - COURSES, SEMINAR, PROJECTS

The program has a prescribed course structure, known as the Curriculum of Study, that specifies the course titles and content offered in each semester. The types of courses specified in the Curriculum:

- 1) Courses having theory only
- 2) Courses having theory and tutorials
- 3) Courses having theory and practical
- 4) Courses having theory, tutorials and practical
- 5) Laboratory courses

The credit (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of two (2) for lecture hours, one (1) for tutorial hours, and half (1/2) for laboratory hours. Thus, for example, a course having the structure of two lectures and one tutorial per week carries a credit of 5 and is designated as **2(L)-1(T)-0(P)-5(C) or simply as 2-1-0-5.**

Separate credits are specified for Industrial Training, Industrial Orientation, Rural Internship, Civic and Social Service Internship, Seminar, Project, Viva-voce, Dissertation, etc as the case may be. NSS/NSO is a non-credit requirement.

Seminar is a course requirement wherein under the guidance of a faculty member a student is expected to carry out an in-depth study in a specialized area through study, literature survey, understanding different aspects of the problem, and writing a

report. A student is required to present the seminar report before a panel constituted for the purpose.

B. Tech. Project is a course requirement, wherein under the guidance of a faculty member a student is required to carry out work involving the application of knowledge gained while undergoing various courses and laboratories in the earlier years. A student is expected to carry out the required literature survey, analysis, design, development and/or experimentation. In the project work he is expected to exhibit both analytical and practical skills.

The students of B. Tech. Petroleum Engineering will be allotted either Upstream or Down Stream as a major/minor on basis of the following criteria:

From the third year the students of the batches of '10 & '11 will be allotted downstream or upstream as major/minor as per their choice, but the students of the batch '12 onward shall be allotted downstream or upstream as a major/minor on the basis of the merit based on the CPI obtained by them at the end of the second year and further subject to the conditions prevailing in the job-market at that point of time.

A change of branch in the second year of the B. Tech. programmes to the interested students on the merit based on the CPI obtained at the end of the second semester result with effect from '11 batch, on the seats becoming vacant due to withdrawal of the admissions from the respective branch/es subject to the following conditions:

- a) The students desiring the branch change should have passed the semester 1 & 2 at the first attempt
- b) The student is required not to have any kind of in disciplinary case against him.
- c) Minimum 90% of the seat intake is to be maintained in all the branches involved in the process upon operating the branch change.
- d) Subject to the application from the students for the change of Branch even irrespective of the withdrawal of the admissions and further with a condition that the courses of the sem. 1 & 2 are required to be the same for the branches involved in the change-process.

4.1 NATIONAL CADET CORPES (NCC)/NATIONAL SERVICE SCHEME (NSS)/ NATIONAL SPORTS ORGANIZATION (NSO)

Students must register for either of these activities (NCC/NSS/NSO) during the first two semesters. The choice will be made on the basis of the aptitude of the student for

any of these activities. This requirement must be completed before the end of the second year. In case valid reasons exist, a student may be given special permission for completion of this requirement before the end of the third year, failing which he will not be permitted to register for the courses of the fourth year.

A student is awarded PP (*Pass*) grade for this activity in a semester provided the minimum requirement of this activity is met during that semester together with 80% minimum attendance, failing which the grade NP (*Fail*) is awarded. The award of the degree is subject to the successful completion of NCC/NSS/ NSO.

5. **EVALUATION SYSTEM**

To assess the academic performance of students, a continuous evaluation system is followed. At the end of each semester, each student is awarded a letter grade in each of his courses by the concerned instructor, based on his performance in mid-semester examination, end-semester examination, quizzes, tests, assignments, tutorials, laboratory work, seminars, projects, etc, and also on regularity of attendance in classes.

The assessment in a laboratory course is based on turn-to-turn supervision of the student's work, performance in *viva voce* examinations, and group discussions, the quality of work as prescribed through laboratory journals and an end-semester test that contains an experiment and/ or a written examination. The teacher will announce the mode of evaluation and distribution of marks at the beginning of the course. It is obligatory to maintain laboratory journal as prescribed by the course instructor. End-semester practical examinations for laboratory course are normally held at the end of the term before the final theory examination.

The percentage allocation for evaluating a Theory course will generally remain as given below:

☞ 30% for Mid Semester examination, 60% for End Semester and 10% for the Internal Assessment like Quiz, Class Assignments etc.

The percentage allocation for evaluating a Practical course will generally remain as given below:

☞ 50% for the Laboratory Work and 50% for the Laboratory related Examination.

The students' evaluation for Theory & Practical will be carried out separately wherever Theory &/or Practical components involved in the teaching scheme in a course/subject, wherein the Theory Head Grade will include the performance in the mid semester exam, end semester exam, class quiz, assignments & such other components as the case may be. Similarly the Practical Head Grade will include the performance in the practical exams, term work, lab assignments, Lab quiz & such other components as the case may be.

5.1 **LETTER GRADES**

Each course is assigned a numerical weightage termed as credits for that particular course. A letter grade is awarded to students as the final evaluation in each course, and each letter grade carries numerical points, known as grade points, as shown below:

Grade	Grade Points	Significance
AA	10	Excellent
AB	9	Very Good
BB	8	Good
BC	7	Fair
CC	6	Average
CD	5	Poor
DD	4	Marginal
PP		Pass
FF	0	Fail
NP		Not Pass

The following **table for allocation of the marks ranges to the Grades, w. r. t. the minimum passing marks to be 40% effective from the academic year 2012-13 at FoET examinations:

Grade Point	Grade	%Marks Range	Grade Point	Grade	%Marks Range
10	AA	90 – 100	6	CC	56 -63
9	AB	81 -89	5	CD	48- 55
8	BB	72- 80	4	DD	40 -47
7	BC	64 - 71			

In order to secure a passing grade in a course the students will be required to obtain minimum 40% marks in the respective course examination. This is effective from the students admitted in the academic year 2012-13 and onward.

A student passes the course if he gets any grade in the range of **AA to DD or PP**, but fails if he gets the grade **FF or NP or NA**. A student is awarded fail grade **FF** if his performance in the course is poor. He is eligible for re-examination as per the time-table announced.

The grade NA is assigned to the students absent in the examination, as a mark of Not Appeared.

Grade **FF** in a course is also awarded if a student does not maintain the minimum required attendance in Lecture/ Tutorial/ Laboratory classes. **FF** grade may also be awarded to students having bad or incomplete in-semester records without valid medical reasons and/or inadequate attendance. Such students are not permitted to take the end-semester examination in that course. They are permitted to take re-examination subsequently.

For batches '09, '10 & '11

A uniform method of Relative Grading is applicable for the evaluation of Theory Courses from the end semester examinations Dec. 2012 onwards and subsequent reexams thereof for the Bachelor level students of '09, '10, '11 batch students. However such students will be awarded the Grade whichever higher while calculating it with Relative Grading Method and with Absolute Grading Method. (Clarification: The students failing in the course-examination/s held before the Dec. 2012 end sem exams if appearing subsequently to pass the same, the passing criteria shall remain the same as decided by the course coordinator/s at the then course examinations held before the End sem exams-Dec. 2012.)

Assessment of theory courses shall be in numerical scores, which shall be converted to letter grades as per the following algorithm:

(i) Letter grades on a eight-point scale shall be used for all Theory courses in the examinations.

(ii) The grades shall be derived from aggregate scores of all components of the Theory evaluation e. g. mid semester (30%), end semester (60%), internal assessment (10%) as the case may be in the evaluation scheme of a Theory course.

(iii) The qualifying marks in each course shall be 33% (> 32 marks)

(iv) For awarding the grades, the faculty/university shall put all the passed students (from 33 to 85) in a rank order and will award grades as follows:

(v) AA: Candidates scoring marks from 86 to 100 (>85); as AA grade means 'outstanding', this grade has to be earned by the candidate

(vi) The number of Candidates scoring marks from 33 to 85 be divided into eight parts

(vii) AB: Top 2/8th of the candidates scoring from 33 to 85

(viii) BB: Next 2/8th of the candidates scoring from 33 to 85

(ix) BC: Next 1/8th of the candidates scoring from 33 to 85

(x) CC: Next 1/8th of the candidates scoring from 33 to 85

(xi) CD: Next 1/8th of the candidates scoring from 33 to 85

(xii) DD: Next 1/8th of the candidates scoring from 33 to 85

(xiii) FF: Candidates scoring marks from less than 33 (< 33)

Note:

(a) If calculated value of 1/8th ends up in to 'decimal', next integer will be considered.

(b) Minor variations in proportion of candidates to adjust ties will be made.

(b) In case of a tie, all the students getting the same score, will get the same grade.

(d) In order to maintain the 'standard' of the 'evaluation of the answer scripts', Class GPA (Grade point average) should be calculated. In case of GPA > 6.5, the faculty/university may review the evaluation and adjust accordingly.

(e) Any student getting AB grade shall have to score at least 65% marks in the subject.

(f) A grade review committee should be constituted to look into the variation of the grades submitted by the course coordinator and they should be empowered with correctional measures.

(g) A student is eligible for the passing grade if and only if he/she appears in the end semester examination or re-examination.

The course coordinator/examiner will follow the evaluation grading in PRACTICAL course examination as per own procedure of relative grading, but while doing so a student should not get what he could have earned thru the ABSOLUTE marks-grading system as mentioned **above.

5.2 RE-EXAMINATION

There would be two no. of re examinations for every end semester exam for the eligible students failed/not appeared in the End Sem exam. The first re-examination of a semester would be held in subsequent semester during working days &/or on holidays. The second re-examination shall be held in continuation of the current end-semester examinations on working days &/or on holidays.

The number of attempts a student takes to pass the courses shall appear on the grade sheet/transcript.

In case of re-examination, a student will be awarded one grade lower than that actually obtained by him and the highest grade that may be awarded to a student would be BC. The **DD** grade obtained however shall not be lowered. This re-examination shall be for the same portion of the course and same weightage of marks as that of the preceding end-semester examination in that course in the running academic session (autumn and Spring Semesters), and on payment of prescribed fees.

Students are not permitted to re-register or take re-examination for courses in which they have already obtained a pass grade or **PP**.

Registration, Examination etc. for re-examination is to be carried out as per the academic calendar, and the evaluation is to be carried out in the same manner as done in the regular semester courses. It is necessary for a student to complete all the

experiments in a Lab/Practical course as a requirement to appear in the practical examination at the respective end semester/reexaminations.

If a student having course-backlog/s wants to improve his/her mid sem score can appear along with the respective regular students during their mid sem examinations of the same syllabus by applying for it to the respective School-Admin during the week previous to the exam, subject to the nullification of the previous mid sem score of the student in the respective course/s. Rs. 500/- shall have to be paid by the student as the fees to reappear in the mid sem examination irrespective of the no. of courses-exam of a semester to re appear. The School-Admin shall inform the concerned course/coordinator for such reappearance of the student/s. The backlog-students opting for the repeat of the Mid Sem examination shall also have to appear at the subsequent end semester/reexamination to pass the respective course, as usual.

For the students appeared in the re examinations held on the working days the condonation will be grantable for the course attendance missed out during the examination hours and if any prior to the starting time or due to the overlapping hours of Lecture/Laboratory teaching with the examination hours,. The course wise list of the students appeared in the re examination will be provided to the Faculty members for the perusal in the matter.

5.3 RE-EVALUATION DUE TO ILLNESS OR ACCIDENT IN CASE OF MISSING QUIZ/MID-SEMESTER EXAMINATION

If a student misses a quiz or mid-semester examination due to personal illness or accident, or death or serious illness of Parent or Guardian, the student must apply to the concerned faculty member either for re-test or for merging his performance with his end-semester examination provided that the student has maintained 80% attendance in the course (theory, tutorial and practical separately) till that time. His application for re-test or merging his performance with his end-semester examination must be supported by proper medical certificate duly approved by the Medical Authority of the University along with the supporting case papers/document/s within seven days to the date of being able to resume the classes. In the event of death or serious illness of Parent or Guardian, the application should be supported by

adequate evidence of the same. The concerned faculty member's decision for acceptance or denial in this regard shall be final.

In the above reference the student shall have to contact the concerned course coordinator/s with the medical certificate duly approved by the Medical Officer of the University within seven working days to the date of his/her Medical Fitness.

5.4 **SEMESTER PERFORMANCE INDEX (SPI)/ CUMULATIVE PERFORMANCE INDEX (CPI)**

Based on the grades and their numerical equivalents, **Semester Performance Index (SPI)** and **Cumulative Performance Index (CPI)** of the student are calculated at the end of each semester: SPI and CPI are calculated up to the second decimal.

(i) SPI: The performance of a student at the end of every semester is evaluated in terms of the weighted average of grade points secured in all the courses for which the student registers in the semester, and is known as SPI.

(ii) CPI: It indicates the overall academic performance of a student in all the courses registered up to and including the last completed semester. It is computed in the same manner as the SPI, considering all the courses.

$$SPI = \frac{\sum_{i=1}^n C_i \cdot G_i}{\sum_{i=1}^n C_i}$$

where C_i = Credit for the course i

G_i = Grade points obtained for the course i (AA=10, AB=9, BB=8, etc.)

n = number of courses registered in a semester

$$CPI = \frac{\sum_{k=1}^m S_k \cdot C_k}{\sum_{k=1}^m C_k}$$

where m = total number of semesters under consideration

C_k = total number of credits registered for during a particular semester

S_k = SPI of the k^{th} semester

Example: Suppose a student earns 210 Grade Points (SPI of 6.55) in semester 1 of total registered credit 32, and if he obtains the following grades in semester 2 of total registered credit 34; his SPI and CPI calculation is as follows:

Course 1 (credit=4): BC, Course 2 (credit=7): BC, Course 3 (credit=5): BC; Course 4 (credit=5): CD, Course 5 (credit=6): AB, Course 6 (credit=5): CD, Course 7 (credit=2): BC. Thus the Grade Points earned in semester 2 is 230.

$$\text{SPI} = (4 \times 7 + 7 \times 7 + 5 \times 7 + 5 \times 5 + 6 \times 9 + 5 \times 5 + 2 \times 7) / (4 + 7 + 5 + 5 + 6 + 5 + 2) = 230/34 = 6.76$$

$$\text{CPI} = (230 + 210) / (34 + 32) = 6.67$$

The separate statement of Grades will be issued to the students for each examination in which he/she appears fully/partially.

5.5 MINIMUM PERFORMANCE

The CPI at the end of eight semester has to be at least 5.00 for being eligible for the award of B. Tech. degree.

5.6 EXAMINATION GRADE REPORT

The separate statement of Grades will be issued to the students for each examination in which he/she appears fully/partially.

5.7 IMPLICATIONS OF A FAIL GRADE ON CPI

CPI reflects all courses studied by the student including the courses if any wherein he has failed/ not appeared.

5.8 DISCLOSING THE EVALUATED ANSWER BOOKS & PERIOD OF ITS RETENTION

The students can see their evaluated answer books including the assignments and such other documents related to the evaluation for all examinations with the Course Coordinator on the date/s specified by the course coordinator (faculty/teacher) or as specified in the academic calendar as the case may be. Thereafter no claim regarding it shall be grantable. The evaluated answer scripts of every examination will be preserved by the teacher for a minimum period of one year from the date of examination.

5.9 TREATMENT OF MALPRACTICE / UNFAIR MEANS

The students found/ reported for malpractice/ using unfair means in an Examination/ Re-examination/ Assessment will be called in front of a Special Committee constituted for the purpose, which will recommend to the Director its decision about penalizing the concerned students. The Director's decision in such matters shall be final and binding.

5.10 ELIGIBILITY FOR ADMISSION TO THE NEXT SEMESTER

- (1) A student shall be eligible for admission to Semester II, provided
- (a) He has passed all prescribed courses of Semester I Examination.
- OR**
- (b) He has appeared and failed in all or some courses of Semester I Examination
- OR**
- (c) He was eligible to appear but missed to appear at Semester I Examination.
- (2) A student shall be eligible for admission to Semester III, provided he/she does not have more than **2 FF** grades in the semester 1 examinations, and
- (a) He has passed all prescribed courses for Semester II Examination
- OR**
- (b) He appeared and failed all or some courses for Semester II Examination
- OR**
- (c) He was eligible to appear but missed to appear at Semester II Examination.
- (3) A student shall be eligible for admission to Semester IV, provided he/she does not have more than **2 FF** grades in the semester 1 & 2 examinations altogether, and
- (a) He has passed all prescribed courses for Semester III Examination
- OR**
- (b) He appeared and failed all or some courses for Semester III Examination
- OR**
- (c) He was eligible to appear but missed to appear at Semester III Examination.
- (4) A student shall be eligible for admission to Semester V, provided he/she has no FF Grade in Semester I, II & III examinations, and
- (a) He has passed all prescribed courses for Semester IV Examinations
- OR**
- (b) He appeared and failed all or some courses for Semester IV Examination
- OR**
- (c) He was eligible to appear but missed to appear at Semester IV Examination.

- (5) A student shall be eligible for admission to Semester VI, provided he has no FF Grade in courses of Semester IV examination, and
- (a) He has passed all prescribed courses of Semester V Examination
- OR**
- (b) He has appeared and failed in all or some courses of Semester V Examination
- OR**
- (c) He was eligible to appear but missed to appear at Semester V Examination.
- (6) A student shall be eligible for admission to Semester VII, provided he has no FF Grade in courses of Semester V examination, and
- (a) He has passed all prescribed courses of Semester VI Examination
- OR**
- (b) He has appeared and failed in all or some courses of Semester VI Examination
- OR**
- (c) He was eligible to appear but missed to appear at Semester VI Examination.
- (7) A student shall be eligible for admission to Semester VIII, provided he has no FF Grade in courses of Semester VI examination, and
- (a) He has passed all prescribed courses of Semester VII Examination
- OR**
- (b) He has appeared and failed in all or some courses of Semester VII Examination
- OR**
- (c) He was eligible to appear but missed to appear at Semester VII Examination

The conditions regarding the no. of FF grades are obviously inclusive of the NP, NA & such other equivalent grades if any.

If a student having one or more backlog in a semester wants to repeat a semester completely can be permitted upon the approval of the Board comprising of the School Director, the Dean & the Director (Academics); subject to the nullification of all the previous academic data of the semester to be repeated. Rs. 20,000/- shall have to be paid by the student as the tuition fees for repeating a semester.

The students who have not been able to pass the concerned semester/s even upon its 2nd re-examination/s and consequently further if they are about to lose their one more year for not getting admitted in the respective higher semester (e. g.* fifth

semester) may be permitted to admit into the same upon his request in the prescribed format, with the condition that they have to pass all the concerned previous semester/s and to fulfill all other relevant conditions by the end of the semester in which the admission is sought, upon appearing at the routine re-examinations as scheduled in the academic calendar otherwise he shall not be eligible to move into the further higher semester (e.g.* sixth semester).

6. PERFORMANCE REQUIREMENTS

6.1 AWARD OF DEGREE

For award of the B. Tech. degree in respective discipline, a student must fulfill the following requirements:

- i) The student is required to have registered in and passed all the courses of semester I to Semester VIII as prescribed by the University in the Curriculum, within maximum period for completion of the programme.
- ii) His CPI is equal to or more than 5.00.
- iii) The student is required to have satisfactorily fulfilled other academic requirements such as Internships, industrial orientation and training programmes, NSS/NSO, work visits, seminar(s), and B. Tech. project.
- iv) The student is required to have paid all the University dues.
- v) No pending case of indiscipline against him.

Although CPI will be shown in the semester grade reports and transcript, the final degree certificate will not mention any class. CPI of 6.5 or above is considered as First Class, and indicated accordingly in the transcript.

For the students of batch '11 onward the Grade to Percentage conversion-formula devised from AICTE directive is as given below

$$PERCENTAGE = \frac{(CPI - 0.5)}{0.1}$$

For the students admitted in the year 2010-11, the criteria* cited by the IIMs for CAT eligibility on http://www.catiim.in/cat_eligibility.html may be referred for the percentage equivalence which mentions that *In case the university/ institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by

dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.

The students who passed all courses of the programme but not earned min 5 CPI can reappear at the ongoing exams in the course/s to earn minimum 5 C. P. I. to become eligible for the award of the degree. For such students the actual grade (without lowering further) obtained by them upon reappearing in the examinations shall be the final grades and the previous grades shall be null & void. To avail this provision the students shall require reappearing at least five nos. of Theory courses.

6.2 MINIMUM CPI FOR AWARD OF DEGREE

At the end of the eighth semesters the minimum CPI required for graduation in the B.Tech. program is 5.0. The students who passed all courses of the programme but not earned min 5 CPI will be permitted to reappear at the ongoing exams in the course/s in which he/she obtained the grade lower than CD, & thereupon they can become eligible to get modified CPI 5.0 only.

6.3 MAXIMUM PERIOD FOR COMPLETION OF PROGRAM

In any case, a student must fulfill the requirements of the B.Tech. degree within the maximum period of six years, excluding withdrawal in exceptional circumstances, failing which his case will be referred to the Academic Council for consideration.

6.4 STUDENTS WITH FF GRADE IN COURSES

Students with FF Grades are required to register in person for Re-Examination. They should regularly meet and seek advice from the Faculty Adviser. Students with FF Grades should continuously be in touch with parents about their performance.

7. FACULTY ADVISER

On joining the School, every student is assigned to a Faculty Adviser. Students are expected to consult the Faculty Adviser on matters relating to their academic performance and the courses they may take in various semesters. The role of Faculty Adviser is to extend guidance to students, enabling them to complete their courses of study in a smooth and satisfactory manner. The Faculty Adviser is the person to whom the Parents/ Guardians should contact for performance related issues of their ward.

Specific role of Faculty Adviser includes:

- ☞ Guidance about the rules and regulations governing the courses of study;

- ☞ Registration of students for courses, within the scope of the regulations.
- ☞ Special attention to weak students, including making revised plan of study for weak/bright students based on their academic performance.
- ☞ Guidance and liaison with Parents of students for their performances.
- ☞ Emotional and adjustmental issues

8. **INTERSHIPS**

Civic & Social Service Internship (CSSI): A student is required to undergo 3 weeks of Civic & Social Service Internship at the end of the second semester as partial requirement for the award of the degree.

Rural Internship: A student is required to undergo 3 weeks of Rural Internship generally at the end of the first year of the B.Tech. program as partial requirement for the award of the degree.

Industry Orientation: A student is required to undergo 3 weeks of Industry Orientation distributed along the 4th and 5th Semesters as partial requirement for the award of the degree. This would be at one or more related industry units.

Industrial Training: A student is required to undergo 6 to 8 weeks of Industrial Training in the non-teaching period of the Third year of the B.Tech. Program as partial requirement for the award of the degree. This training can be carried out either in Industry, at an R&D organization, or at the School/Department of Universities as permitted by the School.

The comprehensive evaluation/examinations of every internship/training/orientation will be held after its completion.

9. **ACADEMIC CALENDAR**

All academic activities of the School are carried out in accordance with the annual Academic Calendar declared in the beginning of the academic year, which is made available to the all in print and/ or electronic form.

10. **CONDUCT AND DISCIPLINE**

10.1 **ATTENDANCE**

Attendance in classes and laboratories is compulsory and will be monitored. Faculty members shall adopt appropriate measures to regulate attendance, penalize absence, and ensure smooth and undisturbed process of learning. A student

with less than 80% attendance due to whatsoever reason, including medical ground and participation in extra-curricular activities, in a course will be barred by concerned faculty member from appearing in his course in the end-semester examination and given FF grade. The concerned faculty member shall notify in this regard.

With reference to the present rule for minimum 80% attendance requirement for appearing in the end semester examination, the respective faculty members are authorized by the University in condoning the absence of a student to an extent of 10% for his/her involvement under the faculty mentorship in organizing the institutional activities &/or for institutional representation outside the campus. For getting such condonation such student shall have to apply to the faculty members soon after resuming *from such activity* along with the evidences in support of his/her plea.

However a student having less than 50% overall attendance in a semester shall have to repeat the semester. This is applicable for the students getting admitted from the Academic Year 2013-14 onwards.

It is to be noted that only those students can attend the academic sessions as per the class timetable of a semester who fulfill the eligibility criteria for admission to the respective semester.

Any absence during the semester teaching is to be reported to the concerned faculty/office bearer along with the supporting document/s within seven days to the date of being able to resume the classes.

10.2 ACADEMIC CONDUCT & DISCIPLINE

- a) The University attaches the utmost importance to strict integrity and honesty in all segments of academic work.
- b) Any form of dishonesty including attempts to copy or help others copy in any manner is strictly prohibited. Unless specified otherwise by the teacher concerned, students must not collaborate/ syndicate in any manner in completion of home assignments and projects.
- c) Canvassing for grades is strictly prohibited.
- d) Penalty for breach of academic discipline includes expulsion from the University.
- e) Marking proxy attendance for others or having attendance marked by others will attract severe punishment.

- f) Cases of indiscipline or misconduct such as mass abstention from classes, irresponsible behavior inside or outside the classes, use of unethical practices during Internships, or violation of the rules and regulations of the Program will be severely dealt with.
- g) The University reserves the right to impose fines for acts of indiscipline. In more severe cases, a student may be placed on Disciplinary Probation for a semester. Repetition of indiscipline during Disciplinary Probation may result in a student being expelled from the University for a semester or academic year.
- h) In any case where the result of an examination has been ascertained and published, and & it is prima facie found that such result has been affected by any malpractice, fraud or any other improper conduct on the part of a student, the Director General shall appoint an ad-hoc committee to examine the matter and seek its opinion. If the opinion of the Committee confirms the mal practice on the part of the student for seeking benefits, following the process of natural justice, the Director General shall amend the result as deemed necessary and order the withdrawal of the certificates/prizes/awards from the student.
- i) In any case where the result of an examination has been ascertained and published, and it is found within six months from the date of declaration of the result that such result has been affected by an error or omission, the Director General shall have power to amend such result in such manner as shall be in accordance with true position and to make such declaration as deemed necessary in that behalf.

10.3 GENERAL CONDUCT & DISCIPLINE

- a) The University attaches the utmost importance to strict integrity, honesty, and general conduct of the students.
- b) Every student shall conduct himself in a manner befitting his association with an institution of national importance. He is expected not to indulge in any activity that is likely to bring down the prestige of the University.
- c) He should also show due respect and courtesy to the teachers, administrators, officers and employees of the School, and good neighborly behavior to fellow students. Due attention and courtesy is to be paid to visitors to the School and residents of the campus.

- d) Lack of courtesy and decorum, unbecoming conduct (both within and outside the campus), willful damage and/ or removal of the University's property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations, noisy and unseemly behavior, and similar other undesirable activities may result in Disciplinary Probation and expulsion/ dismissal from the University.
- e) Every student, while on the university premises, should observe a decent civilized dress code.
- f) Smoking and consumption of alcoholic drinks is strictly prohibited on the University Campus.
- g) Ragging in any form is a criminal offence and is strictly prohibited.**
- h) Students are not permitted to run any commercial venture in or outside the University campus. They are also not permitted to associate/ help/ advise any organizations on a commercial basis and to receive any honorarium for the services rendered during their studies. They are free to work on the campus only if such an opportunity is provided by the University.

11. All the above rules are subject to the change from time to time.