

REGULATIONS FOR
THE DEGREE OF
BACHELOR OF TECHNOLOGY
(B. Tech)

(EFFECTIVE FROM ACADEMIC SESSION 2012-13)



NATIONAL INSTITUTE OF TECHNOLOGY SILCHR
Silchar , Assam 788010

“Purity, patience, and perseverance are the three essentials to success”

Swami Vivekandanda

National Institute of Technology Silchar



Message from the Director

I feel happy that a new rules and regulations for the B. Tech programme in NIT Silchar have come into existence. With the change in education policy, there is a sea change in the education system, so that the old rules were not fitting to the need of students. An effort has been made to encourage the learning habit of a student and to promote an overall development of the education across the Institute. This book will give a clear picture of the education policy of this Institute and will help students to follow the desired path. I hope most of the doubts and conflicts will be solved instantly through this book. I request all the teachers and students to please go through the book carefully and find out a solution to your problem.

The rules have given an ample scope for academically weak students to build up their career without compromising the quality of education. A continuous evaluation process has been maintained so that all the students concentrate more on studies. The teachers will also get enough time to promote research and consultancy activities during working hours.

Let us all work together with more dedication and sincerity to lift this Institute to top five.

With my very best wishes,

N. V. Deshpande
Director

Contents

Sl.No.	Page No.
Ordinance	7
1. Admission	7
2. Academic Calendar	8
3. Faculty advisor and student counsellors	8
4. Residence	8
5. Course structure	8
6. Registration	10
7. Attendance	11
8. Leave of absence	11
9. Duration of the programme	12
10. Temporary withdrawal from the Institute	12
11. Restriction/Termination from the programme	12
12. Conduct and Discipline	12
13. Change of Discipline or Branch	13
14. Grading system	14
15. Assessment of performance	15
16. Award of grades	16
17. Preserving answer scripts and marks	16
18. Submission of grades	16
19. Changes in grades and Grievance redressal	16
20. Examinations	17
21. Student feed back	18
22. Re-examinations	18
23. Withholding of grades	18
24. Eligibility for the award of B. Tech Degree	18
Departmental Undergraduate Programme Committee	19
Annexure I	
Conduct and Discipline rules for the students of NIT Silchar	20

QUOTES

The first problem for all of us, men and women, is not to learn, but to unlearn.
Gloria Steinem

The roots of education are bitter, but the fruit is sweet.
Aristotle

Success is walking from failure to failure with no loss of enthusiasm
Winston Churchill

Failure defeats losers, failure inspires winners
Robert T. Kiyosaki

Live as if you were to die tomorrow. Learn as if you were to live forever
Mahatma Gandhi

Education is the most powerful weapon which you can use to change the world
Nelson Mandela

LIST OF FORMS

Form No.	Form Title	Page
NITS/AC/101	Address Slips	25
NITS/AC/102	Request for permission to stay outside hostel	26
NITS/AC/103	Request for payment of Fees through e-banking	27
NITS/AC/104	Semester Registration Form	28
NITS/AC/105	Application for Leave of Absence from classes	
NITS/AC/106	Request for Permission to Travel for Academic Work, Conferences or Student Activity	32
NITS/AC/107	Medical Certificate for Missing examinations	34
NITS/AC/108	Request for appearing alternative mid semester / end semester examination	35
NITS/AC/109	Course Evaluation Form	36
NITS/AC/110	Application for change of branch	37

ORDINANCE

- 0.1 The provisions contained in these regulations govern the conditions for imparting courses of instruction, conducting examinations and evaluation of students' performance leading to the Degree of Bachelor of Technology (B.Tech.)

These regulations are effective for the batches of students admitted in the Academic Session 2012 – 13 onwards.

- 0.2 Disciplines: The disciplines in which the courses of study are available and degrees will be offered are:

- (i) Civil Engineering (CE)
- (ii) Mechanical Engineering (ME)
- (iii) Electrical Engineering (EE)
- (iv) Electronics & Communication Engineering (ECE)
- (v) Computer Science & Engineering (CSE)
- (vi) Electronics & Instrumentation Engineering (EI)

New disciplines may be added in future with approval of the competent authority.

- 0.3 The provisions of these regulations shall also be applicable to any new discipline(s) that is (are) introduced from time to time and added to the list in Sec. 0.2.
- 0.4 A student becomes eligible for the award of the B.Tech. degree after fulfilling all the academic requirements and Extra Academic Activities (EAA) as prescribed in these regulations.
- 0.5 Supplementary regulations, whenever necessary, may be framed and implemented by the Senate from time to time.
- 0.6 Notwithstanding all that have been stated in these regulations, the Senate has the power to modify any of the clauses from time-to-time.

REGULATIONS

1 Admission

- 1.1 Admission to all courses will be made in the first semester through a National Level admission test. Detailed rules of such test shall be available in the "Information Brochure" published by the examination conducting authority assigned by the Ministry of Human Resources Development, Government of India.
- 1.2 The selected candidates have to take admission to the Institute on the dates specified by the counseling authority. Under special

circumstances, e.g. for foreign students nominated by the Government of India or students with serious medical illness, the Senate may condone delay for admission.

- 1.3 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Dean (Academic) may revoke the admission of the candidate and report the matter to the Senate.
- 1.4 In addition to the students admitted as per clause 1.1, a specified number of foreign nationals selected under the policy laid down by the Government of India may be admitted directly to the first semester of any of the courses covered by these regulations.
- 1.5 The Institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her studies on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.
- 1.6 At the time of admission, the student is required to produce in original and provide photocopies of the following documents:
- (a) A valid certificate for proof of age (Birth certificate or Board certificate as laid down in the information brochure of the admission)
 - (b) Pass certificate of the qualifying examination
 - (c) 10+2 mark/grade sheet
 - (d) College/School leaving certificate
 - (e) Caste/category certificates
 - (f) Migration certificate, if applicable.

In addition to these documents, he/she has to submit two recent passport size color photographs along with a filled-in application (Form AC/104) for enrolment in the course.

- 1.7 A provisional admission may be given if any of the certificates is not produced. However, it has to be submitted within the dates specified by the counseling authorities, or any other date to be fixed by the Senate, failing which admission will be cancelled and fees deposited will be forfeited.
- 1.8 The number of seats in each branch of the undergraduate programme for which admission is to be made will be decided by the BOG on recommendation of the Senate of the Institute. Seats are reserved for candidates belonging to Other Backward Classes, Scheduled Castes, Scheduled Tribes, Physically challenged candidates, and children of defence personnel who died fighting for the country as per the

decision of Government of India/Council of NITs from time to time.

2 **ACADEMIC CALENDER**

- 2.1 Each academic session is divided into two semesters of approximately 16 weeks duration so that a minimum of 40 lecture classes are made available for each course. The sessions are: odd semester (July–December) and even semester (January–June).
- 2.2 The schedule of academic activities approved by the Senate for a session including dates of registration, mid-semester, and end-semester examinations, inter-semester breaks etc. shall be laid down in the Academic Calendar for the session.
- 2.3 The academic calendar will also reflect the scheduled vacations. Further, the Director, in the capacity of Chairman Senate, may announce suspension of classes when the situation so demands. Such suspended classes may or may not be compensated on a weekend/holiday or by other means as announced on case-to-case basis.

3 **Faculty Advisor and Student Counselor**

3.1 **Faculty Advisor**

To help the students in planning their courses of study and getting general advice on the academic programme, the Dean (Academic) shall assign Faculty Advisors during the first year primarily from Science and Humanities departments. From second year onwards, the concerned department shall assign Faculty Advisor(s) from the department. The Faculty Advisors will monitor academic progress, approve selection of electives and registrations of other courses etc. of the concerned students.

3.2 **Student Counselor**

Soon after admission of new batch of students, Dean (Academic) office will nominate students' counselors for a group of 20-25 students. The students shall maintain a regular liaison with concerned counselor, by meeting at least once in a month and report his/her progress/grievances/difficulties etc. The counselors will render meaningful counseling (both emotional and psychological), liaison with course teachers in matters of attendance and performance, recommend leave of absence of the students to higher authorities, communicate with their parents etc. Their role is critical for personality development, career planning, and welfare of the group particularly for academically weak or de-motivated students, who

need to be guided out of their academic or social situations. Office of the Dean (Academic) will provide all sorts of assistance to the counselors for academic development of the students. Counselors will continue to act till all the students of the concerned group graduate or leave the Institute. The student counselors are to report to the Dean (Academic) for any unusual observation among the students of his/her group.

4 **RESIDENCE**

- 4.1 Institute is by and large residential and all students shall be generally required to reside in, and be a member of the hostels to which they are assigned by Dean (Students Welfare) (Dean (SW)). Under special circumstances, the Director/Dean (SW) may permit a student to reside with his/her parent/guardian in the Institute campus or within a reasonable distance from the Institute. However, such permission may be withdrawn at the discretion of the Institute authority, at any time considered appropriate, without assigning any reason thereof.
- 4.2 No married accommodation shall be provided to any student of the UG courses.
- 4.3 All students must abide by the rules and regulations of the hostel as may be framed from time to time by appropriate body/authority and approved by the Senate.

5 **COURSE STRUCTURE**

- 5.1 The terms course and subject are used synonymously in these regulations. The duration of the course leading to B.Tech. degree will ordinarily be four years. A student may, however, opt for the slow pace programme if he/she does not feel comfortable with the work load. Under certain cases, e.g., poor grades, he/she is required to proceed in slow pace to minimize the time required to complete the programme. The maximum duration of B.Tech. Programme is six years.
- 5.2 In order to qualify for a B.Tech degree of the Institute, a student is required to complete the credit requirement as prescribed in the curriculum for a particular programme. The credit requirements for a programme will be 320 credits distributed over all the semesters and some EAA.
- 5.3 Teaching of the courses shall be reckoned in terms of credits or credit points; Credits are assigned to the courses based on the following general pattern:
 - Two credits for each lecture period
 - Two credits for each tutorial period

- One credit for each Practical or Project session of one hour.
- 5.4 The total academic course package for a department consists of the following components:
- (a) Institutional core subjects
 - (b) Departmental core subjects, including projects
 - (c) Departmental elective subjects
 - (d) Institutional elective subjects

5.5 Normally, subjects based on engineering or scientific principles or on thought provoking information, where it is possible to conduct a closed book examination will be taught as theory courses, whereas those based on applications and practice (conceptual, computational or experimental) will be covered under Practical courses. In any case the nature of the subject (theory/practical) shall be decided by DUPC.

5.6 Normally, every course identified by a single course identifier, shall be taught by a single teacher (course coordinator), who may be assisted by adjunct faculty, teaching assistants, postgraduate and research scholars, and by other faculty members. The administrative responsibility including decision on contents of instruction and examination as well as submission of grades shall rest solely on the course coordinator.

However, larger classes may be divided into several sections, each section being taught by one teacher (course coordinator). Of course, a single teacher may also teach more than one section for the same course. Teachers of all sections of a subject will form a coordination committee for the course which will collectively take all decisions on the course. The Head of the Department will choose one of the members as the coordinator of the committee.

- 5.7 The course work requirements may be broadly divided into following four main groups of subjects:
- (a) Humanities and Social Sciences
 - (b) Basic Sciences and Mathematics
 - (c) Engineering Sciences and Practice
 - (d) Professional subjects

Final and pre-final year UG students may take PG (M.Tech., M.Sc., MBA) courses as electives where the departmental curriculum so permits.

5.8 In addition to the prescribed credit requirement, a student shall also have to complete the requirements of EAA, carrying no credit points, during the first four semesters. The EAA may be N.S.S., N.C.C., Sports or any other physical

activities. The detailed instructions and practices will be imparted and supervised by the concerned faculty and/or officers. EAA course shall have syllabi, instruction, and examinations like academic courses. The class timing of the EAA courses will be chosen differently from the other academic courses, depending on weather conditions. Students will be awarded PP grade for passed or NP grade for not passed in an EAA, which will be recorded in the Grade card, but not taken into account for computing the SPI and CPI (refer clause 14).

5.9 The curricula to be followed in the first year by the students of all the disciplines shall be common.

5.10 The curricula for B.Tech. course will also include an audit course (Sec. 14.3) "Industrial Training" of 4 – 6 weeks duration after the fourth/sixth semester. Industrial/research experience for this course may be obtained in any reputed industry, research laboratory, IIT, NIT or any other organization of comparable repute. Summer internship programme in any IIT/NIT/other organization of comparable repute of at least 4 weeks duration will also be considered as an industrial training course. On completion of the course, the student shall submit a report to the department. The earned grade (PP/NP) shall be reflected in the seventh semester grade card.

The total period of this course may be split into two parts, to be completed during the same or different vacation periods.

5.11 Under special circumstances, a student may be permitted by Head of the concerned department to carry out a mini-project of 4- 6 weeks duration at NIT Silchar in lieu of the external experience Industrial Training course. Such projects should preferably be based on real life industrial or social problems under the supervision of a faculty member of the Institute.

5.12 In addition to regular course work, a UG student must carry out a major project in the final year under the guidance of one or more teachers, known as supervisor(s).

5.13 When circumstances so permit, it will be possible for a student to spend a semester or more in another NIT, IIT or a reputed Institute of comparable standard and transfer the credits to NIT Silchar. In that case, the course, however, need to have a one-to-one correspondence between the participating institutions. The CEC constituted by Senate shall establish the adequacy of the education so received in another institution.

6 Registration

6.1 Every student is required to register, in person, for the approved courses through the assigned Faculty Advisor at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar. The Dean (Academic) may cancel the registration of one or more courses if they are found to violate some rules or if there are restrictions imposed due to disciplinary reasons.

6.2 Students who do not register on the day announced for the purpose may be permitted late registration under special circumstances only on payment of an additional fee. Normally no late registration shall be permitted after the due date from the scheduled date, except in special cases like those

- (i) dictated by counseling authorities in first semester
- (ii) a serious and genuine medical illness
- (iii) a family calamity or natural calamity stopping the candidate to report for registration on the scheduled date
- (iv) participation in a national/international event

All terms and conditions of late registration against case (i) is fully governed by the guidelines of the counseling authorities.

The minimum percentage of attendance requirement of a student registering late will be calculated from the date of their registration. But, no special consideration is admissible in the matter of assessment/evaluation or grading. Late registration is permitted till a specified date as per academic calendar. If a student does not register within the specified date, he/she is automatically demoted and he/she may register for the same during the next year in the same semester without any extension of the total allowed duration of study.

However, under very exceptional, unforeseen, and unavoidable circumstances late registration beyond the specified deadline may be allowed on case-to-case basis by the Chairman Senate on recommendation of the Dean (Academic). This is possible only when the reasons cited are genuine and the authorities are satisfied with the same. In this case, the total attendance requirement shall be calculated from the last date of late registration.

6.3 Only those students will be permitted to register in the next semester who have

- cleared all dues of the Institute, Hostel, and Library and fines (if any) of the previous semesters

- paid all required advance payments of Institute and Hostel dues for the current semester
- cleared the minimum academic requirements
- not been debarred from registering on any specific ground.

6.4 When a student registers a course for the first time, the said course is called a regular course for the given student. The minimum attendance requirement must be fulfilled by the student to become eligible to appear examinations for a regular course.

6.5 When a student registers for a theory course with "F" grade, the said course can be registered as a regular or compartmental course with an additional fee of Rs. 400/- per course.

If the course is registered as a regular course, he/she has to fulfill the minimum attendance requirement and his/her performance assessment shall be done as per clause 15.

On the other hand, attending classes is not mandatory when the course is registered as a compartmental course. However, he/she has to appear the mid and end semesters examinations compulsorily. No fresh sessional assessment shall be done. The overall assessment is based on the performance of these two (mid and end semester) examinations and already secured sessional mark of that course registered last as a regular course.

6.6 During registration following conditions must be fulfilled:

- (a) Normally, the maximum allowed number of credits registered for a semester is limited to 48. However, under special circumstances, the Dean (Academic) may permit a student to register for a maximum of 54 credits including compartmental subjects.
- (b) Students who obtained 'F' grade in any compulsory course in any semester may clear it in the re-examination. Else, he/she has to register the course in a next appropriate semester when it is offered.
- (c) Those who obtain 'F' grade in an elective subject in any semester may clear it in the re-examination. Alternatively, he/she may register for any elective subject from within the same group of electives offered in a next appropriate semester.
- (d) In case of failure in a project or in any course having practical component, the student will have to re-register for it in the next appropriate semester as regular course.

- (e) Similarly, in case of failure in courses categorized as EAA the student will have to re-register for it in the appropriate semester of the next academic session as a regular course.
- 6.7 When a student obtains 'F' grades in more than six subjects in a year (after the even semester) he/she may opt for demotion for improving his/her academic performance. For a demoted student, all the courses in the demoted semesters are treated as regular courses.
- 6.8 Once a student appears his/her eighth semester end Semester Examinations, he/she has to leave the hostel. Subsequently, he/she is to register all the 'F' graded subjects, as the case may be, and attend classes (if required) with his/her own residential arrangement.
- 6.9 Students may add and drop subject(s) with the concurrence of the Faculty Advisor, and with intimation to the concerned course coordinator and the academic section provided this is done within the date mentioned in the Academic Calendar and as per the conditions given in clause 6.5.
- 6.10 If the CPI falls below 6.00 a student may enter a slow pace programme in his/her own interest. In a slow pace programme, a student is to re-register in the lower semester for all the 'F' grade courses as regular courses. However, these students are not eligible for any prize or medal.
- 6.11 A student must continue his/her registration in Institute till he/she completes all the requirements for the award of the degree by paying prescribed fees even if he/she is registered for no course in a particular semester [A situation of "zero course" registration shall arise when a student has cleared all courses except some even or odd semester course(s).]
- 6.12 A 'F' graded course must be registered as a regular course only, when the awarded 'F' grade is because of one or more of the following reasons.
- as a measure of disciplinary action
 - for adopting malpractice at an examination
 - unsatisfactory attendance
- 7 Attendance**
- 7.1 Attendance in all Lectures, Tutorials, Practicals, and Workshops etc. in each subject must be at least 75 percent of the total classes. A student will not be allowed to write the end semester examination and is automatically awarded F grade in a subject, if his/her attendance falls below 75% in that subject.
- 7.2 This minimum attendance requirement (75%) is also applicable to EAA, i.e., NCC, NSS, NSO etc., including camps and some other pre-notified programmes covered under EAA.
- 7.3 For the purpose of calculating percentage attendance, the Dean (Academic) will fix a cut off date before every end semester examination.
- 7.4 In case there are truly exceptional circumstances, the Senate or the Chairman, Senate, may relax attendance requirements (with reduction of grade by at least one grade) as deemed fit.
- 7.5 After the end of first month from the starting of classes DUPC shall take up the matter of attendance of the students and shall warn the students who will have shortage of attendance. After the second month, DUPC again shall review the attendance of the students and shall caution the concerned students accordingly with a copy to the guardian/parents, and the Dean (Academic) of the Institute. If the course coordinator so desires, additional classes may be arranged within the semester to cover shortage of attendance.
- 8 Leave of Absence**
- 8.1 For a period of leave upto two weeks, prior application for leave shall have to be submitted to the Head of the department concerned stating fully the reasons for the leave requested for along with supporting document(s). Such leave will be granted by the Head of the Department.
- 8.2 Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the Head of the Department provided he/she is satisfied with the explanation.
- 8.3 If the period of absence is likely to exceed two weeks and within one month, a prior application for grant of leave will have to be submitted through the Head of the Department to the Dean (Academic) with supporting documents in each case. The decision to grant leave shall be taken by the Dean (Academic) on the recommendation of the Head of the Department.
- 8.4 On receipt of a leave application, the Dean (Academic) may decide whether the student be asked to withdraw from the course for that particular semester because of long absence.
- 8.5 It will be the responsibility of the student to intimate the Assoc. warden of the hostel in which he/she is residing and the concerned course coordinator/Head about his/her absence before availing the leave.

- 8.6 The Chairman Senate may approve leave of absence beyond one month on ground of prolonged illness or unusually serious circumstances. Consideration will be given to students who give prior and continuous information either directly or through parents, project supervisor(s) or faculty Counselor/Advisor. Family functions (social or religious), illness of family members, participation in student activities such as organizing functions or raising money, preparing for other examinations or searching of jobs are not adequate grounds for leave of absence from classes (including project work).
- 8.7 The leave of absence as per clauses 8.1 – 8.6 will not be condoned for attendance. Form AC/105 is to be used for applying such leave of absences.
- 8.8 Form AC/106 will be used by students seeking permission, with or without financial support to travel for authorized academic or extra curricular activities. Such absence from classes may be condoned for attendance. However, it is the responsibility of the students to furnish relevant sanctioned documents to the concerned Head. The student is also required to take permission of the Assoc. Warden of his/her hostel in case of any absence from the hostel.
- 9 Duration of the Program**
- Normally a student should complete all the requirements for undergraduate programme in eight semesters. However, academically weaker students who do not fulfill some of the requirements in their first attempt and have to repeat them in subsequent semesters may be permitted up to 12 consecutive semesters (from the first semester registration) to complete all the requirements of the degree.
- 10 Temporary Withdrawal from the Institute**
- 10.1 A student who has been admitted to an undergraduate programme of the Institute may be permitted to withdraw temporarily from the Institute on the grounds of serious or prolonged illness or grave calamity in the family for a period of one semester or more, provided:
- He/she applies to the Institute within at least 6 weeks of the commencement of the semester or from the date he last attended his/her classes whichever is earlier, stating fully the reasons for withdrawal together with supporting documents and endorsement of his/her guardian.
 - The Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the B.Tech. degree within the time limit of six years.
- (c) There are no outstanding dues or demands in the Institute/Hostel/Library/NCC/NSO/Department.
- 10.2 A student who has been granted temporary withdrawal from the Institute under the provisions of clause 10.1 will be required to pay fees/charges (except tuition fees and hostel dues) till such time as his/her name is on the Roll List. However, any fees once paid will not be returned.
- 10.3 Normally, a student will be permitted only one such temporary withdrawal during his/her tenure as a student of the undergraduate programme.
- 11 Restriction/Termination from the Programme**
- A student is required to leave the Institute on the following grounds:
- If a student is absent for more than one month in a semester without sanctioned leave or intimation to Dean (Academic) his/her name will be struck off the rolls.
 - A student may also be required to leave the Institute on disciplinary grounds on the recommendations of the Students Disciplinary Committee.
 - On having been found to have produced false documents or having made false declaration at the time of seeking admission
 - On having been found to be pursuing regular studies and /or correspondence courses (Leading to degree or diploma) in any other college, university or an educational Institution.
 - On having been found to be concurrently employed and performing duty or carrying out business in contravention to academic schedule of the Institute and without approval from the Institute.
 - On having been found in any activities which may tarnish the image of the Institute.
- 12 Conduct and Discipline**
- 12.1 Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an Institute of national importance.
- 12.2 As per the order of the Hon'ble Supreme Court of India, ragging in any form is banned: acts of ragging will be considered as gross indiscipline and will be severely dealt with.

12.3 The following acts shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

- (a) Ragging
- (b) Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus.
- (c) Willful damage or stealthy removal of any property/belongings of the Institute/Hostel or of fellow students.
- (d) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs
- (e) Mutilation or unauthorized possession of library books
- (f) Hacking in computer systems (such as entering other person's area without prior permission, manipulation and/or damage of computer hardware and software etc.)
- (g) Furnishing false statement to the disciplinary committee, or willfully withholding information relevant to an enquiry.
- (h) Organizing or participating in any activity that has potential for driving fellow students along lines of religion, caste, home state, batch of admission, hostel or any other unhealthy criterion.
- (i) Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
- (j) Physical or mental harassment of freshers through physical contact or oral abuse.
- (k) Adoption of unfair means in the examination.
- (l) Organizing or participating in any group activity except purely academic and scientific programmes in company with others in or outside the campus without prior permission of the Dean (SW).
- (m) Disturbing in drunken state or otherwise an incident in academic or student function or any other public event.
- (n) Not obeying traffic rules in campus, not following safety practices or causing potential danger to oneself or other persons in any way.
- (o) Any other act of gross indiscipline.

Commensurate with the gravity of the offence, the punishment may be reprimand, fine, and expulsion from the hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.

12.4 For an offence committed in (a) a hostel (b) a department or in a classroom and (c) elsewhere, the Assoc. Warden, the Head of the Department and the Dean (SW), respectively, shall have the

authority to reprimand or impose fine. All cases involving punishment other than reprimand shall be reported to the Chairman, Students Disciplinary Committee.

12.5 All major acts of indiscipline, which may have serious implications on the general body of students, and/or which may warrant a formalized nature of investigation, shall be handled by the Students Disciplinary Committee, appointed by the Senate.

12.6 Cases of adoption of unfair means in an examination shall be reported to the Dean (Academic) for taking appropriate action.

12.7 In the event of a

(i) Minor punishment, the aggrieved party shall have the right to appeal to Chairman, Senate.

(ii) Major punishment, the aggrieved party shall have the right to appeal to the Senate, through Dean (A).

Overall conduct and discipline shall be governed by the rules appended in annexure I.

13 Change of Discipline or Branch

13.1 Normally a student admitted to a particular discipline of the UG programme will continue studying in that branch till completion.

13.2 However, the Institute may permit a student admitted as per clause 1.1 to change from one branch of studies to another after the first two semesters. Such changes will be permitted, in accordance with the provisions laid down hereinafter, from a B.Tech programme in any branch to a B.Tech. programme in any other branch.

13.3 Only those students will be eligible for consideration of a change of branch after the second semester, who have

(a) Completed all the common credits required in the first two semesters of their studies, in their first attempt without having had to pass any course in the re-examination.

(b) Obtained a CPI of not less than 8.00 at the end of the second semester.

13.4 Applications for a change of branch must be made by intending eligible students in the prescribed form (AC/109). The Dean (Academic)/Deputy Registrar (Academic) /Assistant Registrar (Academic) will call for applications in the beginning of the odd semester of each academic year and completed forms must be submitted by the last date specified in the notification.

- 13.5 Students may enlist up to three choices of branch, in order of preference, to which they wish to change over. It will not be permissible to alter the choice after the application has been submitted.
- 13.6 Change of branch shall be made strictly in order of merit of the applicants. For this purpose, the CPI obtained at the end of the second semester shall be considered. In case of a tie, the AIEEEE/JEE rank of the applicants will be considered.
- 13.7 The applicants may be allowed a change in branch, strictly in order of *inter se* merit, subject to the limitation that the strength of a branch should not fall below/go up by more than ten percent of the sanctioned strength. However, Dean (Academic) will have the power not to change the sanctioned strength of any department considering the limited space in class room and laboratory and other facilities available in the department.
- 13.8 All changes of branch made in accordance with the above rules will be effective only during the beginning of the third semester of study of the applicant concerned. No change of branch shall be permitted after wards.
- 13.9 All changes of branch will be final and binding on the applicants. No students will be permitted, under any circumstances, to refuse the change of branch so offered.

14 GRADING SYSTEM

14.1 Subjects Covered under Theory, Practical, and Project (Credit Courses)

Based on the performance of a student, each student is awarded a final letter grade in each theory and practical subject, including project, at the end of the semester. The letter grades and the corresponding grade points are as follows:

Grade	Points
AA	10
AB	9
BC	8
CC	6
CD	5
DD	4
F	0

In addition, there shall be one transitional grade 'I', stands for incomplete grade, may be used by the course coordinators.

14.1.1 The Transitional Grade 'I'

- (a) The teacher of a subject may award the grade 'I' to a student if the concerned student was compelled to remain absent from the end semester examination on account of (i) Illness or accident which disabled him/her from appearing the examination, (ii) A calamity in the family at the time of the examination, which, in the opinion of the Institute/course coordinator, required the student to remain away from the campus. In case the appeal of the concerned student is not considered by the course coordinator, he/she may apply to Dean (Academic) for a final decision in awarding 'I' grade. A student will be eligible for the award of grade 'I' only if his/her attendance at classes and performance in other components of assessment are complete and satisfactory in the opinion of the course coordinator.
- (b) An awarded 'I' grade must be converted by the concerned course coordinator to an appropriate letter grades and communicated to the Academic Section within the prescribed date. Any outstanding 'I' grade after the prescribed date will be automatically converted to 'F' grade.

14.1.2 A student is considered to have completed a subject successfully and earned the specified credits if he/she secures a letter grade other than 'F' in that subject. A letter grade 'F' in any subject implies a failure in that subject.

14.1.3 Semester Performance Index (SPI)

SPI will be computed for each semester as follows:

$$\text{SPI} = \frac{C_1G_1 + C_2G_2 + \dots + C_nG_n}{C_1 + C_2 + \dots + C_n}$$

Where n is the number of courses registered for the semester, C_i is the total credit allotted for the i th course, and G_i is the grade points (as defined in 14.1) awarded in the i th course.

14.1.4 Cumulative Performance Index (CPI)

CPI will be computed at the end of each semester and communicated to the students along with the SPI in the form of a grade card. The CPI gives the cumulative performance of the student from the first semester up to the end of the semester to which it refers, and will be calculated as follows:

$$\text{CPI} = \frac{C_1G_1 + C_2G_2 + \dots + C_mG_m}{C_1 + C_2 + \dots + C_m}$$

Where m is the number of courses registered upto that semester, C_i and G_i as defined above (14.1.3).

Whenever a student repeats or substitutes a course in any semester, the lower grade obtained by him/her in the course is to be ignored in the computation of CPI from that semester onwards.

- 14.1.5 Both SPI and CPI will be rounded off to second place of decimal and recorded as such. Whenever these CPI are to be used for the purpose of determining the merit ranking of a group of students, only the rounded off values will be used.

14.2 Non-Credit Subjects Under EAA

In all the EAA subjects, student will be awarded following two grades viz., ‘PP’ – Passed and ‘NP’ – Not Passed. No grade points are associated with these grades and performances in these subjects are not taken into account in the calculation of the SPI or CPI. However, the award of the degree is subject to obtaining a ‘PP’ grade in all these subjects.

14.3 Audit Courses

A course is called an “audit course” for a given student when it is neither compulsory nor any credit earned is taken into consideration for SPI or CPI calculation. The faculty advisor may permit a student to register for an audit course provided the course coordinator allows auditing the course. The word “AU” shall be written alongside the course name in the grade card. Pass or fail status will be shown in the grade card as “PP” for passed and “NP” for not passed. However, a student is not required to register again for passing a failed audit course as the course is not compulsory to earn the degree.

14.4 Conversion of Grades

The Institute adopts a 10 point scale for conversion of grade to equivalent percentage of marks. For example, CPI 7.0 is equivalent of 70% of marks, CPI 6.25 is equivalent to 62.5% etc.

15 Assessment of Performance

There will be continuous assessment of a student’s performance throughout the semester and grades will be awarded by the concerned course coordinator or the appropriate committee appointed for this purpose on the following basis.

15.1 Theory Subjects

- (i) The evaluation will be based on performances on the minor test, mid semester examination, end semester examination, and internal

assessment. The combined assessment of minor test and internal assessment is known as sessional assessment.

- (ii) Centralized examinations are conducted for the mid and end semester examinations for one and two hours durations, respectively. The minor test is conducted by the course coordinator in a suitable time between the mid and end semester examinations of durations varying between one hour to three hours, to be decided by the course coordinator.
- (iii) The internal assessment is based on students’ performance in class test/quiz/viva/assignment/class impression/attendance etc., as decided by the course coordinator and declared at the start of the semester.
- (iv) The overall performance in a course is decided by the following component-wise weightage:

Components		% weightage
Mid semester exam		30%
End semester exam		50%
Sessional assessment	Minor test	10%
	Internal assessment	10%

15.2 Practical Subjects

The evaluation will be on the basis of attendance, assessment of the tasks assigned including experimental works, and the test/viva/exam, to be decided by the concerned department/course coordinator. As such, the assessment procedure may vary from department to department or instructor to instructor. However, the evaluation procedure needs to be declared by the course coordinator at the beginning of the semester.

15.3 Project Works

The projects normally consist of two stages, each spread over a semester. At the end of first stage the student is required to submit a preliminary report of his/her work by a prescribed date to the Project Coordinator/Secretary, DUPC and present it to a Project Evaluation Committee. The second stage of work is continued in the following semester.

The second stage of project work is also evaluated in the same manner as in the first stage. However, in the second stage the students are required to submit unbounded copies of the report for examination. On successful completion of the oral examination, each student will be required to submit corrected bound copies of the project report one each to the department and the supervisor(s) as per the standard format.

Evaluation of both the stages of the project work will be carried out separately and is based on project/sessional work assigned by the teacher (supervisor), seminar, project report, and assessment by project evaluation board (to be constituted by Head).

For the purpose of awarding grades, the following will be weightage of the different components in each semester.

components	% weightage
Mid semester assessment by Supervisor	20%
Mid semester assessment by Evaluation Board	20%
End semester assessment by Supervisor	20%
End semester assessment by Evaluation Board	20%
Project report (assessed by Evaluation Board)	20%

Extension of time usually not exceeding 3 months from the announced last date for submission of the project report may be granted by the DUPC in the case of students with insufficient progress in the project work. In such a case the concerned students will be awarded 'I' grade. Furthermore, his/her result shall be kept withheld until the awarded "I" grade is converted to a valid grade by the deadline. As usual, if the "I" grade is not converted to a valid grade within the given deadline, it will automatically be converted to 'F' grade.

Those who fail (F grade) in any of the stages of the projects are required to re-register for the same in the following corresponding semester.

Students are encouraged to work on research topics with a potential for creation of new technologies and patents. Rights to all intellectual property generated in project shall be distributed equally among the students, technicians, and the supervisors, except where the concerned workers mutually settle on a distribution formula. If a project is supported by a sponsor, the sponsoring organization will be given intellectual property right as per the contract, and the balance divided among the faculty, students, and technicians.

15.4 Subjects Covered under EAA

Evaluation procedure of all the subjects covered under EAA is decided by the grade awarding authority and declared at the beginning of the semester.

16 Award of Grades

16.1 Theory, Practical, and Project Courses

Total marks for which a student is evaluated in a subject will be finally normalized to 100 and a relative grading pattern shall be followed, subject to the lower cutoff for a minimum pass grade (DD) shall be as follows:

First year courses: 30

Second year onwards: 35

The awarded grade shall be scrutinized and approved by DUPC before forwarding to the academic office.

The results of performance of the students in the semester examinations shall be announced by the teachers of the subjects concerned. It is mandatory for the course coordinator to show all evaluated answer scripts to the students during the stipulated period as mentioned in the academic calendar. For end semester examinations, normally the answer scripts are to be shown within the first week of the commencement of next semester classes. The students should point out discrepancies in the evaluation by the coordinator, if any, on the spot.

16.2 Audit Courses

As mentioned in Sec. 14.3, awarded grade shall be either 'PP' (≥ 30) or 'NP' (< 30).

16.3 Extra Academic Activities

As explained in 15.5, evaluation of performance in Extra Academic Activities will be done by the authorities conducting them and they will directly communicate grades to the Academic Section.

17 Preserving Answer Scripts and Marks

End semester examination answer scripts shall be preserved by the teacher(s) concerned for a period of one semester. However, the sheet containing details of marks converted to grades must be preserved by DUPC till the students complete their course of study.

18 Submission of Grades

18.1 Courses Other than EAA Courses

The final grades for a subject must be submitted by the course coordinator(s) after the end semester examination to their Chairman, DUPC for scrutiny and approval by DUPC and onward transmission by the Chairman, DUPC to the Academic section within the specified date.

18.2 EAA Courses

As explained in 16.4, evaluation of performance in Extra Academic Activities will be done by the authorities conducting them and they will directly communicate grades to the Academic Section

19 Changes in Grades and Grievance Redressal

19.1 Changes in Grades

After seeing the end semester answer script, if a student feels that the marks awarded in a course is not justified, he/she may request the course coordinator for a review of the awarded marks. The course coordinator, if satisfied, may review the awarded marks, make a correction to the grade (if required), and send the same to Dean

(Academic), with due justification for a change in grade. Such a correction must be done within one week of the start of the next semester or the due date specified in the academic calendar. Beyond this, no change in grade shall be entertained under any circumstance.

19.2 Grievance Redressal

If a student is not satisfied with the mid semester evaluation in a theory subject, he/she may approach the Chairman, DUPC for a review. The DUPC shall review the matter and decision of the DUPC in this regard shall be final.

However, if the student is not satisfied with the course coordinator's evaluation in the end semester examination of a theory subject, he/she may approach the Chairman, DUPC for a review of the awarded marks/grade within two working days from the last date of submission of the corrected grade as per academic calendar. On receiving such a prayer, DUPC shall review the matter and intimate the Academic Section regarding change of grade (if any) within seven working days from the last date of submission of the corrected grade.

In case, the student is not satisfied with the review of the DUPC, he/she shall have the option to approach the Dean (Academic). Dean (Academic) in consultation with the Chairman, Senate shall do the needful in this regard and his/her decision shall be the final and no further appeal will be entertained. Such appeal shall be entertained only upto three weeks from the date of commencement of classes of next semester. No appeal, what so ever, shall be entertained after the stipulated time mentioned above.

20 Examinations

In assessing the students' attainment in subjects (Theory and Practical), seminars, project work, EAA etc., the system of continuous assessment is adopted by the Institute. In conformity with this practice, there will be one mid semester examination and one end semester examination for every theoretical subject, in addition to minor test, and internal assessment. The mid semester and the end semester examination will be conducted centrally by the Academic Section of the Institute. The class test or quizzes will be organized by the concerned course coordinator(s).

20.1 A student may be debarred from appearing in the end semester examination due to the following reasons:

- (a) If any disciplinary action is taken against him/her.
- (b) If his/her attendance in the Lecture/Tutorial /Practical classes has not been satisfactory during the semester.

20.2 The Institute shall provide sick room facility inside the Institute building or in a nearby hospital as deemed convenient by the Institute to assist students who may fall sick during the examinations

20.3 The examinations will normally be "closed book type", where the students are not permitted to bring any material from home or hostel. All necessary charts and tables will be provided by the Institute. It is the course coordinators responsibility to recommend the materials to be provided, and to check with the Examination office that the arrangement has indeed been done. While normal scientific calculators are permitted, other electronic devices such as programmable calculators and calculators containing communication devices, MOBILE phones are forbidden in the examination halls. If such devices are found to be possessed,

- The possessors shall forfeit the devices to the Institute
- It will be treated to be an unfair means in examinations and dealt with as per conduct and discipline rules

Any exception to these provisions must be specially approved by the Senate.

20.4 All question papers submitted by the teachers will be treated as "confidential documents" till the end of the examination of the subject concerned. It is an open document after the examination is over. The institute will archive question papers in physical and electronic form, and make them available to future students.

20.5 In the event of final year student failing in a Laboratory subject and/or Project work, the teacher concerned may, at his/her discretion, grant the student an extension of time not exceeding 3 months and award an 'I' grade. If no such extension is given to a student he/she have to re-register for the same requirement in the earliest succeeding semester in which it is offered.

20.6 If it is medical ground, the student has to submit the medical certificate from the Institute Doctor or the recommendation of the Institute Doctor for treatment elsewhere. In case of treatment outside the Institute including hospitals referred by the Institute, the student must produce all medical documents (discharge certificate, prescriptions, visit slips, pathological reports, medicine purchase receipts etc.) in original. The reason for leaving the campus must also be genuine and with permission of competent authority. In case of family calamity the student's application must be supported by a letter from the parent/guardian along with copies of documents such as medical records, death certificates (if that happens).

21 Student Feed Back

Course Evaluation form (AC/109) submitted by a student will assist a teacher to improve the contents and delivery. It is the duty of every student to give his/her thoughtful response to the queries given in the Form. It is mandatory for a student to submit the form soon after completion of a course. The Dean (Academic) office will issue a notice mentioning how the form will be submitted.

22 Re-examinations

22.1 Students who obtain an 'F' grade in one or more subjects of the just concluded End-Semester Examination may appear in the Re-examination to clear one or more subjects in which he/she failed to obtain a higher grade. However, if the awarded 'F' grade is due to any one or more of the reasons stated in clause 6.12, he/she is not eligible to write the re-examination.

For appearing in one or more subjects in Re-examination, students are to apply to Dean (Academic)/Deputy Registrar (Academic)/Assistant Registrar (Academic affairs) and pay the requisite re-examination fee.

22.2 There is no limit on number of subjects for which a student will sit for a re-examination. Two grade sheets will be issued to all those students who will sit for the re-examination. The final grade sheet/transcript will show two grades obtained by a student from these two examinations. Since both the question papers will be of the same standard, there will be no reduction of grade for the re-examination.

22.3 Also students who have missed an end semester examination on valid reasons and awarded 'I' grade are eligible to appear the re-examination.

Of course, unlike 'F' graded course, no separate grade card will be issued.

22.4 No re-examination will be scheduled for the mid semester examination and minor test. In case of absentees, it is entirely up to the course coordinator to ascertain the proficiency of the student by whatever means considered appropriate if he/she is satisfied of the bonafides of the cases.

22.5 Re-examinations will be held as per dates notified in the Academic Calendar.

23 Withholding of Grades

Grades shall be withheld when the student has not paid his/her dues or when there is a disciplinary action pending against him/her. Also the results shall remain withheld as per clause 20.5.

24 Eligibility for the Award of B.Tech. Degree

24.1 A student shall be declared to be eligible for the award of B.Tech. degree if he/she has

- (a) Completed all the credit requirements for the degree with grade 'DD' or higher grade in each of the subjects (Theoretical, Laboratory, Workshop etc.), Seminar, Project etc.
- (b) Satisfactorily completed all the non-credit requirements for the degree viz.- Extra Academic Activities etc.
- (c) No dues to the Institute, Department, Hostels, NCC and NSO; and
- (d) No disciplinary action is pending against him.

24.2 The award of B.Tech. degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

DEPARTMENTAL UNDERGRADUATE PROGRAMME COMMITTEE (DUPC)

Composition:

- | | | |
|-------|--|----------|
| (i) | Head of the Department (ex-officio) | Chairman |
| (ii) | 50% of the faculty members of the Department with a maximum of eight or a minimum of three faculty members to be nominated by the Head of which one will be nominated as the Member Secretary. | Members |
| (iii) | One faculty member from another department. The department will be chosen by the committee. The faculty member from the chosen department will be nominated by the Head of the concerned department. | Member |
| (iv) | Two students with CPI not less than 7.5 to be nominated by the following committee | Members |
| | (a) Dean (Academic) : Member and
Convenor | |
| | (b) Dean (SW) : Member | |
| | (c) Dean (R & C) : Member | |
| | (d) Head of the concerned department : Member | |

Tenure:

Two years for faculty members and one year for student members.

Functions:

- (a) To oversee the conduct of all undergraduate courses of the department.
- (b) To ensure academic standard and excellence of the courses offered by the department.
- (c) To discuss and recommend the syllabi of all the undergraduate courses offered by the department from time to time before sending the same to the Senate
- (d) To consider any matter related to the undergraduate programme of the department.

Annexure I

Conduct and Discipline Rules for the Students of NIT Silchar

Following rules shall be in force to govern the conduct and discipline of all students:

1. Students shall show due respect to the teachers of the Institute, the Assoc. Wardens of the Hostels, the Sports Officers and the Officers of the National Cadet Crops; proper courtesy should also be extended to the employees of the Institute and of the Hostels. They shall also pay due attention and courtesy to visitors.
2. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Law bans ragging in any form to anybody. Any act of physical or mental pressurization of junior students, individually or in group, will be considered as an act of ragging. Ragging also includes forcing junior students to meet seniors outside institute premises, or in places where a student has no valid reason to be present, asking irrelevant questions or using abusive language. Ragging will be considered as gross indiscipline and will be severely dealt with, which may include expulsion from the institute.

Any incident of ragging inside or outside the campus must be reported to an Assoc. warden, the chief warden or a faculty member designated to look after ragging issues by any student, senior or fresher, who has witnessed an incident. Failure to report a ragging incident will be considered a serious offence, even if one is not personally involved in it. If a junior student yields to any form of ragging by senior students and does not inform the Institute or hostel authorities, or willfully withholds the information in an enquiry of ragging incident, the matter will be treated as indiscipline on the part of the junior student and invite punishment comparable to those against ragging itself. Willful withholding of complaint by a junior student does not automatically exempt a senior from punishment.

3. The following acts of omission and/or commission and comparable offences shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
 - ◆ Furnishing false statement of any kind in the form of application for admission or for award of scholarship or prizes etc.
 - ◆ Furnishing false statement to the Disciplinary Committee, or willfully withholding information relevant to an inquiry.
 - ◆ Organizing or participating in any activity that has potential for driving fellow students along lines of religion, caste, home state, batch of admission, hostel

or any other unhealthy criterion.

- ◆ Physical or mental harassment of freshers through physical contact or oral abuse.
 - ◆ Getting involved in a brawl or fight with persons outside the Institute, either alone or in a group, irrespective of who initiated the conflict.
 - ◆ Willfully damaging or stealthily removing any property belongings of the Institute, Hostels or fellow students.
 - ◆ Adoption of unfair means in the examinations.
 - ◆ Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
 - ◆ Organizing or participating in any group activity except purely academic and scientific programmes in company with others in or outside the campus without prior permission of the Dean of Student Welfare.
 - ◆ Mutilation or unauthorized possession of library books.
 - ◆ Not cooperating with faculty, officers or security personnel investigating a disciplinary issue.
 - ◆ Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
 - ◆ Disturbing in drunken state or otherwise an incident an academic or student function or any other public event.
 - ◆ Not obeying traffic rules on campus, not following safety practices or causing potential danger to oneself or other persons in any way.
 - ◆ Displaying lack of courtesy and decorum, resorting to indecent behavior any where within or outside the campus.
 - ◆ Not intimating his/her absence to the Assoc. Warden of the hostel before leaving campus.
 - ◆ Getting involved in an activity that violates state or national laws.
4. Commensurate with the gravity of the offence, the punishment may be
 - 4.1 Reprimand,
 - 4.2 Additional work in the institute,
 - 4.3 Debarment from student activities and elections and captaincy of sports teams,
 - 4.4 Partial (one month or one semester) or c
 - 4.5 complete debarment from campus placement,
 - 4.6 Reduction in grade in one or more courses,
 - 4.7 Award of F or NP, as the case may be, grade in one or more courses with or without forcing to study in slow pace,
 - 4.8 Expulsion from the hostel,

- 4.9 Rustication for a specified period, or
4.10 Outright expulsion from the Institute.

Punishments under items 4.5 – 4.9 will constitute “Major Punishments” and will debar a student from all academic medals and prizes, as well as important non-academic awards. In addition, for economic offences (either misappropriation of money or damage to Institute property), the cost to the Institute will be recovered along with a penalty which may be up to ten times of the cost recovered.

5. For a minor offence committed (a) in a hostel, (b) in the department or a class room and (c) elsewhere, the Assoc. warden, the head of the department and the dean of student welfare, respectively, shall have the authority to reprimand, impose fine or take any other suitable measure. All cases involving punishment other than reprimand or fine shall be reported to the chairman of the standing disciplinary committee in a formal manner.
- 6(a) All major acts of indiscipline, which may have serious repercussion on the students in general and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Institute Disciplinary Committee appointed by Senate. The standing Disciplinary Committee consists of the following ex-officio and other members:

(i)	Dean of Student Welfare	: Chairman
(ii)	Chief Warden	: Members
(iii)	Two members of faculty nominated by the Senate, for a period of two years	: Members
(iv)	Two senior students nominated by the Director for a period of one year	: Members
(v)	Deputy/Asst. Registrar (Academic)	: Member Secretary
(vi)	Assoc. Wardens of the hostels of the concerned students, Vice Presidents of SAC and other faculty members may be invited to the proceedings of the ISDC at the discretion of the Chairman as per need	

- 6(b) The standing Disciplinary Committee shall investigate complaints, examine available evidence and award punishment.
- 6(c) Recommendation of the committee, which will

include the suggested punishment in cases of guilt proven, will be forwarded to the Chairman, Senate for necessary action.

- 6(d) Proof of guilt need not necessarily be at the same level as necessary in a court of law. The committee, in order to protect the academic rights of a greater body of students, may award disciplinary measures if it is reasonably satisfied that such measures are in the greater interest of the students.
- 6(e) The Director, at his discretion may take additional measures keeping in mind long term issues and impact on other aspects of Institute management. The Director in the capacity of Chairman, Senate may make minor changes in the nature of punishment awarded.
- 6(f) On approval of Director, the Deputy / Assistant Registrar (Academic) will bring out appropriate orders with copies to the parents / guardians of the student.
- 6(g) If the Director feels that the nature and/or quantum of punishment is not commensurate with the offence and may create long term problems, he may refer the matter to the full Senate. The Senate’s decision in the matter will be final.
7. Acts which may be classed as ‘crimes’ rather than acts of indiscipline will be reported to the state authorities; they include such acts as causing serious injury to fellow students or others, causing major damage to Institute property, being involved in activities prejudicial to national security or to that maintaining communal harmony etc.
8. Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee consisting of the following members:

(i)	Dean (Academic)	: Chairman
(ii)	Assoc. Dean (Exam)	: Member
(iii)	The concerned examiner(s) and the invigilator reporting the incident	: Members
(iv)	One faculty member nominated by the Senate for a term of two years	: Members
(v)	Deputy/Asst. Registrar	: Member

	(Academic)/HOS (academic)	Secretary
--	------------------------------	-----------

If adoption of unfair means is proved, the punishment may be, depending on the quantum of the offence and prior record, reduction of grade, de-registration of a course, expulsion for one or more semesters or outright expulsion from the Institute. The Committee shall recommend appropriate measures in each case to the Chairman of the Senate for awarding the punishment. In case of minor offences in the examination hall, the invigilator can enter a punitive deduction of marks on the answer script which will be implemented by the course teacher at the time of evaluation of the script.

9. Any act of indiscipline in a hostel will be investigated by a Hall Disciplinary Committee which will recommend the action to the Assoc. warden, Hostels, who will decide the course of action to be taken and implement it. However, in case the matter is in serious nature, the Assoc. warden will forward it to the Dean (SW) through Chief Warden, Hall. The Dean (SW) who is the Chairman of the standing Institute Disciplinary Committee shall take necessary action. The Hall Disciplinary Committee shall consist of the following members:

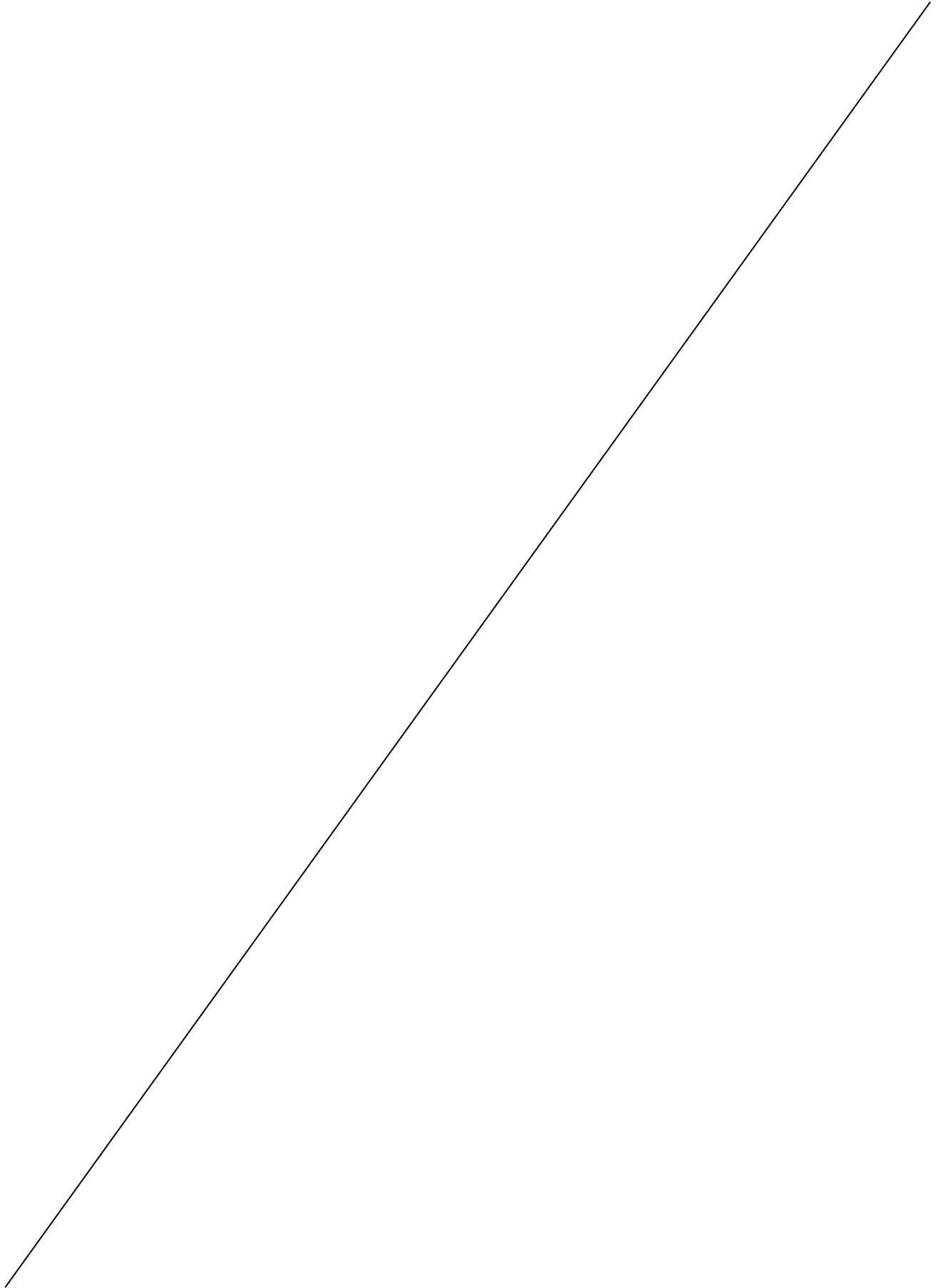
(i)	Assoc. Warden	: Chairman
(ii)	General Secretary, Gymkhana	: Members
(iii)	One boarder of the hall to be nominated by the Chief Warden of Hotels in consultation with the Assoc. Warden	: Members

10. Cases of indiscipline in a class room or laboratory can be handled by the class teacher by expelling from the class, marking the student absent for a few classes or penalizing on marks under sessional assessment.
11. An invigilator in an examination hall may recommend deduction of marks (up to 10 marks) on the answer script for indiscipline in the examination hall, disobeying advice of the

invigilator or other minor offences. In case of adoption of unfair means or creation of serious disturbance in the examination hall, the invigilator shall report the matter to the examination malpractice committee.

12. Any act of indiscipline and steps taken by the Director will be reported to the Senate in its next meeting. If opportunity still exists, the Senate may deliberate and alter the nature and/or quantum of punishment awarded.
13. A punishment, once awarded and notified cannot be changed by the Director, the Standing Disciplinary Committee, or any administrative authority. However, when new facts come to light, the Senate can amend the punishment and take any other corrective measures that it feels appropriate.
14. Ordinarily minor disciplinary offences and punishments will not be reflected in a students' Conduct Certificate. But in serious cases, Disciplinary Committee, the Director or the Senate may decide to make an appropriate entry in the students' Conduct Certificate.

FORMS





NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

ADDRESS SLIPS

FATHER'S / GUARDIAN'S ADDRESS SLIP

To

Dr. / Shri.....

.....

.....

Pin CodeState.....

FATHER'S / GUARDIAN'S ADDRESS SLIP

To

Dr. / Shri.....

.....

.....

Pin CodeState.....

FATHER'S / GUARDIAN'S ADDRESS SLIP

To

Dr. / Shri.....

.....

.....

Pin CodeState.....

FATHER'S / GUARDIAN'S ADDRESS SLIP

To

Dr. / Shri.....

.....

.....

Pin CodeState.....

SPECIMEN SIGNATURE FOR IDENTITY CARD

NAME : _____

- 1.
- 2.
- 3.



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

REQUEST FOR PERMISSION TO STAY OUTSIDE HOSTEL

1. Name : _____ 2. Roll No. _____

3. Programme: _____ 4. Department _____ 5. Year _____

6. Reason for not staying in the Hostel:

7. Name & address of with whom student will stay: _____

Phone : _____

8. Relationship with the student: _____

9. Distance from the Institute: _____ km.

10. Proposed mode of travel _____

(If proposed to travel by a motor vehicle, a photo copy of Driving licence to be enclosed. I promise to wear safety helmet or seat belt while driving, and promise not to drive in the hostel area.)

11. We certify that adequate physical facility exists for accommodation of Shri / Ms _____ and the place is conducive for studying. The place of stay is close to the Campus and the student shall face no difficulty in attending classes and laboratories both during and outside regular working hours. Adequate safety measures will be taken during travel for female students.

The student shall pay full seat rent for his allotted hostel seat and all other dues (except Mess dues) as decided by the Warden of the Hostel.

12. Signature :

Student_____
Parent / Guardian_____
Guardian with whom student
will live.

Recommendation : _____

Faculty Advisor-----
Head of the Department
Approved / Not Approved

Dean, Academic -----



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR
REQUEST FOR PAYMENT OF FEES THROUGH E-BANKING
(To be submitted on approval of application)

Date: _____

1. Name of the Candidate in full :
2. Regn no : Department :
4. Program :
5. Head of Account and amount of fees to be paid

Sl no	Head of Account	Amount (Rs.)
(i)	Semester Registration fee	
(ii)	Thesis submission fee	
(iii)	Re-examination fee	
(iv)	Summer Course Registration fee	
(v)	Fines	
(vi)	Transcripts & Certificates	
(vii)	Hostel dues	

6. I may kindly be permitted to deposit the fees mentioned above in appropriate Institute account through e-banking.

Signature of Student

Permitted to deposit the fees through e-banking. Appropriate entry has been made on the computer for accepting the fees.

Office Assistant (Academic Section)

Asst./Deputy Registrar (academic)

To

Assistant/Deputy Registrar (Accounts)



National Institute of Technology Silchar

Semester Registration form for B.Tech. Programs

1. Name : 2. Sex :
3. Regn No : 4. Semester :
5. Dept. : 6. Hostel :
6. Date of Registration : 7. Year :
8. Category (Gen/SC/ST/OBC/Minority) : 9. PH (Y/N) :
7. Subjects Registered:

(a) F Grade subjects not cleared so far, if any:

Semester	Subject code	Subject Name	Credit pts	Subject Registered as		Remarks
				Regular	Compartmental	

(b) Regular Subjects of Current Semester:

Subject code	Subject Name	Credit pts	Remarks

8. Total Credit pts (7(a)+7(b)) :

Signature of the student with date

Signature of the faculty advisor with date

12. Details of Registration Fees paid

Rs.	Receipt no.	Date:

13. Fee for extra load : Rs. _____ 14. Fine : Rs. _____

15. Any Other Fee : Rs. _____ 16. Total Fees : Rs. _____
Paid

17. CLEARANCE

From Hostel	From Library	From Accounts	Other, if any

18. PRESENT ADDRESS

Home ----- Pin -----STD Code ----- Phone/Mobile -----	Hostel Hostel no. ----- Room no. ----- Mobile/contact no. ----- Email id : -----
--	---

All particulars stated in this Registration Form are true. If any information given by me is found to be false at any stage, I shall be liable to any action that the NIT authority may deem fit and proper.

Date: ----- Signature of the student -----

N.B. Students are to retain a Xerox copy before final submission to Academic section.

FOR OFFICE USE ONLY

Received, verified and found in order. Dealing Assistant: May be allowed to register and be listed in the appropriate Roll sheet Superintendent:	Remarks, if any: Assistant Registrar (Acad): Dean (Academic)
---	--

Instructions on Semester Registration

1. This form is to be used by every student of NIT SILCHAR at the beginning of a semester. Through this form, the student requests the courses that he/she intends to study during the semester or to write exams as backlog papers.
2. All roll sheets for classes and lists of examiners are from these registration forms. If you forget to mention a course here, you will not have another opportunity to attend classes or to sit in examination on that paper.
3. Please consult Institute time table before filling up this form. There should be no more than one course during a time slot. Please note that no department or teacher or administrator can change the time table later, except with the consent of every single stake holder. Do not ever give your consent to a change of time table if the change would create a conflict in your own schedule.
4. Please choose your electives in a manner that avoids time table conflict.
5. If you have 'F' grades more than one year old, please register for those courses first. You can register the course as a regular or compartmental course. Please refer clause 6.5 of B.Tech rules and regulations for further details.
6. Only after registering for the backlog and repeat courses, register for the current semester courses, starting with the core subjects. Your Faculty Advisor will guide you on choice of courses and electives.
7. If your CPI is low (< 6.00), you are advised to enter the slow pace programme. Do not load yourself excessively and get more F grades in future.
8. You must complete the full B.Tech. programme in 6 years.
9. Attendance in class is extremely important. The minimum attendance should be 75% of total number of classes held in any subject. Absence beyond these limits will mean loss of grade points, and in extreme cases, outright failure. Please do not take the risk.
10. Your Faculty Advisor is your best friend and your interface with the Institute. Always remain in touch with him. Any application to institute authorities should preferably be through your faculty advisor.



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

APPLICATION FOR LEAVE OF ABSENCE FROM CLASSES

(To be submitted in duplicate to the Department office. Please do not submit to Academic section)

(Please do not use this form for visiting other Institutions/ Industry for academic work)

Type of Leave: Personal Leave * Medical Leave **

1. Name :

2. Regn No. :

3. Department :

4. Reasons for seeking leave (Give details):

5. Period : from _____ To _____

6. No. of working days of absence :

7. Leave already availed during the semester : Medical : _____ Personal: _____

8. Address during the leave with tel. no.

9. I understand that this leave does not entitle me to extra classes, alternative examination, credit for class tests / home assignments or mess rebate.

10. Enclosures :

* Students can take personal leave only for a serious medical problem in the family, but not for other casual reasons.

** Medical leave may be availed for prolonged illness. Photocopy of medical card with Institute Medical officer's recommendation enclosed. In case of outstation illness, all relevant medical papers (prescriptions, medicine purchase receipts, diagnostic reports etc) are also enclosed along with endorsement by Institute Medical officer.

Signature of the student

Recommended for approval:

Faculty advisor_____
Department Office Approved (upto two weeks) Recommended (beyond two weeks) Approved (upto one month) Recommended (beyond one month)_____
Head of the Department_____
Dean (Acad) APPROVED_____
Director

To

Assistant Registrar / HOS (Acad) for records

Copy to: Student concerned (through HOD & Faculty advisor)



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

Request for permission to travel for academic work, conference or student activity
(Please submit in duplicate if involves absence from classes)

1. Name of student : _____ 2. Regn. No. _____
3. Hostel of residence : _____
4. Purpose of travel : Academic Conference Student activity Other
5. Details of activity : _____

6. Place of visit : Organisation _____ City : _____
7. Duration of absence including travel From : _____ To : _____
8. Expenses :
 Round trip train fare in appropriate class (with concession if applicable) : _____
 Local travel : Rs. _____ Living expenses : Rs _____
 Registration fees : Rs _____
9. Special request if any : _____
10. Enclosures : Correspondence with Institute to be visited
 Acceptance of paper Abstract of paper Conference brochure
 Other _____
11. Signature of student _____ 12. Date _____
12. Recommendation of faculty advisor/thesis supervisor
(for project related travel only)

Thesis supervisor (if applicable) Faculty advisor

For project work without financial support or with financial support from Research projects	For academic purpose with financial support	For student activity with financial support
Recommendation of Project PI (if applicable) Travel grant will be provided from _____ Signature of PI _____ Approved _____ Dean (SW) / Prof T & P is requested to issue student concession _____ Head of the Department	Funds will be provided from Departmental operating grant as per rule towards registration fee and/or fees charged by host institution. Supervisor _____ _____ Head of the Department Travel expenses approved. Dean (SW) / Prof T & P is requested to issue student concession Dean (Acad)	May be permitted Head of the Department Funds may be provided from Gymkhana grant as per rules to the extent of Rs _____ _____ V.P./ Secretary of concerned society. Approved Dean (SW)

Policy Regarding Travel Assistance to Students

A student may need travel support under three types of activities:

(a) For academic work such as using an instrument or library in a different institution, or for collecting data as a part of his/her project work

All fees for use of equipment or services are to be borne from the operating grant of the Department

(b) For presenting a paper in a conference based on his/her project/research work or attending a short term or training programme essential for carrying out the proposed research programme .
Participation in a training programme should be justified by the supervisor for long term benefit to the department.

All fees for registration are to be borne from the Project fund or the operating grant of the Department

or

(c) Participating in a student activity such as paper presentation, model competition, poster presentation not based on any mandatory academic assignment.

The Institute will ordinarily bear the expenses towards round trip sleeper class train fare or bus fare, when an official team is led by a faculty member or sports officer. The Institute will bear expenses towards local travel, living expenses and registration fees as decided by the **Student Union body/ Gymkhana**.

This facility is provided only in cases where the student has been nominated to represent the Institute in a national level competition after going through an open competitive process within the Institute. The number of such travel supports and the mode of selection will be decided by the Student Union body.

Regulations:

In cases of (A) and (B), if financial support is requested, the applications should be sent to Dean(AA) through supervisor and HOD. The following documents need to be enclosed with the application.

1. A formal request through this form.
2. Acceptance from the host institute or conference organizers.
3. A brief description of the work to be done or abstract of the paper to be presented.
4. A summary of the research topic being pursued at NIT.

In case of (C), the application should be sent to Dean(SW) through concerned Vice President of the student union body.

No advance will be paid to the student by the Institute. Reimbursement will be made against expenses made on production of proper receipts. The student must claim reimbursement using prescribed form within a week of returning from the journey. Mess rebate as per rules will be available if Warden of the concerned hall is informed before leaving the campus.

Students must submit a copy of the approved form to Academic Section if absence from classes is involved.

Note : Approval of travel against this form shall not entitle a student to alternative mid-sem or end-sem examination or class test.

Financial assistance will be given subject of availability of fund.



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

REQUEST FOR APPEARING ALTERNATIVE MID SEMESTER / SUPPLEMENTARY END SEMESTER

EXAMINATION (ODD / EVEN) YEAR 20 - 20

ALTERNATIVE MID SEMESTER SUPPLEMENTARY END SEMESTER

- 1 Name of student : _____ 2 Regn No. _____
 3 Department : _____ | 4. Year of Admission : _____
 5 Papers want to appear _____

Sl. No.	Subject code	Subject name	L-T-P	Credits	Attendance in class (%)

- 6 Reasons for missing regular examination (Give complete detail):
 (a) Admitted to hospital on recommendation of Institute Medical Officer
 [Attach photocopies of medical record book, hospital discharge certificate]
 (b) Granted leave of absence by Dean (AA) for family calamity.
 (c) Any other _____.
- 7 Alternative / Supplementary examination fee as per rules may be added to my dues payable during registration for the next semester.
- 8 Enclosure : Relevant documents and copies of prior communications:

Signature of the student

- 9 Recommended with following justification :

Faculty advisor

Head of the Department

To
Assistant Registrar (Acad)

- To be filled by all students seeking an alternative mid semester or supplementary examination on grounds of illness, family calamity, participation in a national/international event or any other reason..
- Not to be submitted by students securing F grade in examination.



National Institute of Technology Silchar

COURSE EVALUATION FORM

FORM A

DEPARTMENT OF

Instructor **Course No.** **Course Name** **Date (dd/mm/yy)** **1. Session**

- Please respond to each statement carefully. Your independent and well-considered responses will contribute to the Institute's ongoing effort to improve the teaching-learning environment. **DO NOT WRITE YOUR NAME/ROLL NUMBER ANYWHERE.** Detailed comments are welcome.

- PUT A TICK MARK IN THE APPROPRIATE BOX/CELL.**

1. About myself

		Very poor (1)	Poor (2)	Average (3)	Good (4)	Very good (5)
1.	My attendance in the classes of the course is					
2.	My preparation before going to the class was					
3.	My expected grade in the course is					

2. About the Course

		Strongly disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly agree (5)
1.	A detailed course syllabus was provided at the beginning of the course					
2.	Text books were appropriate for the course					
3.	Reference books provided good support for the course					
4.	The course timing in the time-table was appropriate					
5.	The course load was very heavy					
6.	The course was highly enjoyable					

3. About the Instructor

		Strongly disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly agree (5)
1.	The course material was organized properly					
2.	The concepts were explained properly					
3.	Classes were held regularly and accordingly to the time-table					
4.	The instructor's voice was clear and understandable					
5.	Black-board work/visual presentations were of good quality					
6.	Topics were covered in a logical sequence					
7.	Assignments were useful and followed the lectures					
8.	Questions and discussions were encouraged					
9.	Evaluation was done regularly and feedback was given					
10.	Overall, the instruction was excellent					

4. About the Tutorials

		Strongly disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly agree (5)
1.	Tutorials were held regularly and followed the lectures					
2.	Tutorials clarified basic concepts taught in the lectures					
3.	Tutorials helped in learning problem-solving in a methodical way					
4.	Questions and discussion were encouraged					
5.	Overall, tutorials were useful					

MENTION STRONG AND WEAK POINTS OF THE COURSE/INSTRUCTIONS (WRITE OVERLEAF):



NITS/AC/110

NATIONAL INSTITUTE OF TECHNOLOGY SIKHAR

APPLICATION FOR CHANGE OF BRANCH

(Students Are Advised To Go Through the Rules Regarding Change of Branch Mentioned Overleaf Carefully Before Filling The Application Form)

1. NAME (in BLOCK letters) : _____
2. PRESENT BRANCH : _____
3. REGISTRATION NUMBER : _____
4. RANK IN AIEEE : _____
6. PREFERENCES (in terms of Branch)

Order of Preference	Branch
1	
2	
3	

Date:

Signature of the student

NOTE: The duly filled in application form should be submitted to the Academic office in person on production of Identity Card on or before the date mentioned in the Academic Calendar/notified by Dean (Academic) by signing on the Roll Sheet. Applications will not be entertained beyond the last date.

(For Office use)

Date of Receipt: _____ CPI (upto to 2nd Sem): _____

Dealing Asst.

Assistant Registrar (Academic)

P.T.O.

RULES REGARDING CHANGE OF BRANCH

1. Change of branch may be considered, only if vacancy exists and if no department falls below 10% of its sanctioned strength because of branch change. **However, Dean (Academic) will have the power not to allow for any change of the sanctioned strength of any department considering the limited space in class rooms and laboratories, and other relevant facilities in the department.**
2. Change of Branch is not permissible for the students admitted against the quota for MEA/ICCR/SAARC countries/DASA Scheme, readmitted in the first semester due to any reason.
3. Students whose branch will be changed are advised to submit a no objection certificate from their parents/ guardian on the official date of registration to the 3rd Semester.
4. Application received after the due date will not be considered.
5. Only those students will be eligible for consideration for a change of branch after the second semester who have
 - (a) completed all the credits/course prescribed in the 1st and 2nd semesters of their studies, in the first attempt, without having had to pass any course requirement in the re-examination/complementary examination
 - (b) must have secured a CPI not less than 8.0 at the end of second semester
 - (c) has not been awarded any punishment on disciplinary grounds.
6. Application once submitted can not be withdrawn.
7. Incomplete/over writing application in any reason will be rejected.
8. Change of Branch shall be made strictly on the basis of inter se merit of the applicants. For this purpose the CPI obtained at the end of the Second semester shall only be considered. In case of ties, AIEEE/JEE rank shall be the deciding factor.
9. All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch so offered.
10. Vacancies will be counted at the end of second semester results.