

ACADEMIC ORDINANCES, RULES AND REGULATIONS

UPDATED IN JUNE 2021

Governing
Bachelor of Technology (B. Tech.),
Bachelor of Architecture (B. Arch.)
undergraduate (UG) programs
and
Master of Technology (M. Tech.),
Master of Science (M. Sc.)
post-graduate (PG) programs



**VISVESVARAYA NATIONAL INSTITUTE OF
TECHNOLOGY, NAGPUR
(INDIA) 440010**

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About the Institute:

The Visvesvaraya National Institute of Technology (VNIT), (formerly known as VRCE) Nagpur, is an Institute of National importance established by an Act of Parliament, National Institute of technology (Amendment) Act 2012 (No. 28 of 2012) in continuation of Principal Act (29 of 2007) and fully funded by Central Govt. of India. Earlier, the Institute was known as Visvesvaraya Regional College of Engineering (VRCE) named after the eminent Bharat Ratna awardee engineer, planner, and statesman of the country Sir M. Visvesvaraya. It was established in the year 1960 under the scheme sponsored by Govt. of India and Govt. of Maharashtra. The institute is centrally located in the state of Maharashtra and has green residential campus of 214 acres.

About the Ordinances and Rules:

As per “THE NATIONAL INSTITUTES OF TECHNOLOGY ACT, 2007, No. 29 of 2007, Dated 5th June, 2007”

The stipulations are reproduced below :

Section 27 :

Subject to the provisions of this Act and the Statutes, the Ordinances of every Institute may provide for all or any of the following matters, namely:—

- (a) The admission of the students to the Institute;
- (b) The courses of study to be laid down for all degrees and diplomas of the Institute;
- (c) The conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the Institute, and shall be eligible for degrees and diplomas;
- (d) The conditions of award of the fellowships, scholarships, exhibitions, medals and prizes;
- (e) The conditions and mode of appointment and duties of examining bodies, examiners and moderators;
- (f) The conduct of examinations;
- (g) The maintenance of discipline among the students of the Institute; and
- (h) Any other matter which by this Act or the Statutes is to be or may be provided for by the Ordinances.

Section 28(1) Same as otherwise provided in this section, Ordinances shall be made by the Senate.

IN ACCORDANCE WITH THE ABOVE , THESE ORDINANCES AND RULES ARE PASSED BY SENATE (ACADEMIC STATUTORY BODY OF THE INSTITUTE) AND ENACTED FOR GOVERNING THE UG/PG PROGRAMMES OF THE INSTITUTE.

INSTITUTE VISION STATEMENT

To contribute effectively to the national and international endeavour of producing quality human resource of world class standard by developing a sustainable technical education system to meet the changing technological needs of the country and the world, incorporating relevant social concerns and to build an environment to create and propagate innovative technologies for the economic development of the nation.

INSTITUTE MISSION STATEMENT

The mission of VNIT is to achieve high standards of excellence in generating and propagating knowledge in engineering and allied disciplines. VNIT is committed to providing an education that combines rigorous academics with joy of discovery. The Institute encourages its community to engage in a dialogue with society to be able to effectively contribute for the betterment of humankind.

1 ORDINANCES

- 1.1 These Ordinances will be called and referred as B.Tech./B.Arch.(UG) and M.Tech./M.Sc. (PG) Rules of Visvesvaraya National Institute of Technology Nagpur (VNIT)
- 1.2 This booklet provides comprehensive information on the Rules for B.Tech./B.Arch. (UG) and M.Tech./M.Sc. (PG) programs.
- 1.3 The provisions in these Rules govern the conditions for admissions, structure of program, imparting courses of instructions, conduction of examinations and evaluation of performance of students leading to the B.Tech./B.Arch.(UG) and M.Tech./M.Sc. (PG) degree programs in Visvesvaraya National Institute of Technology Nagpur (VNIT).
- 1.4 This ordinance supersedes all the previous ordinances, rules and regulations and are effective from the academic year 2021-2022 onward.
- 1.5 The curriculum intends to provide broad based knowledge and simultaneously builds a temper for the lifelong process of learning and exploring. At undergraduate level, a student needs to do compulsory foundation courses in the areas of Humanities, Basic Sciences and social sciences apart from the departmental requirements. Departmental courses (core and electives) constitute minimum 50% of the total curriculum. Further, students are allowed open category electives to broaden inter-disciplinary knowledge base and to specialize in an area outside the parent discipline.
- 1.6 The Institute follows the semester system. An academic year runs from July through June next year and comprises of two semesters and two terms. The First semester (Odd Semester) starts in the third week of July and ends in the middle of December, while, the second semester (Even Semester) starts in first week of January and ends in the middle of May. This is followed immediately by the Summer Term starts which ends in the second week of July.
- 1.7 Keeping in view the new technical developments and to allow students some freedom to explore topics of their interest, an Undergraduate Program curriculum provides additional opportunities and flexibility for students to optimize their learning experience. This needs continuous and meticulous planning of the academic profile on the part of each student to fully utilize the opportunities. The students, and parents/ guardians, are therefore, advised in their own interest to get fully familiar with the Academic system of the Institute. Student's attention is brought particularly to the assessment procedures and the specific rules governing the grading system, academic performance requirements etc. Institute offers its students best opportunities that are needed to create outstanding scientists and

engineers. It is hoped that students will strive hard to utilize the resources available to fully develop your potential as an engineer/scientist/designer/economist/social scientist.

- 1.8 The medium of instruction of all the UG/PG courses in the Institute is English.
- 1.9 The provisions of these Rules shall also be applicable to any new discipline that will be introduced from time to time and added to the list of Academic Program.
- 1.10 Notwithstanding all that has been stated in the Ordinance and Rules, Senate of the Institute has the right to review, Change, Modify the Rules from time to time or as the case may be.
- 1.11 In case of any doubt or dispute arising about the interpretation of the Ordinance and Rules, same shall be referred to the Chairperson, Senate whose decision shall be the final decision and binding for this course.

From the desk of Dean (Academics)

Visvesvaraya National Institute of Technology (VNIT), NAGPUR is one of the National institutes of Technology in the country, set up with the objective of making available facilities for higher education, research and training in various fields of Science and Technology. The institute is now recognized as a leader in science and engineers. It has established a firm foundation for education and research with a high-quality faculty base and having a vision to be the fountainhead of new ideas and innovations in technology and science. VNIT, Nagpur thrives to create an ambiance in which new ideas, research and scholarship flourish and from which the leaders and innovators of tomorrow emerge.

This booklet gives comprehensive information on the existing Rules and Regulations for B. Tech, B. Arch., M. Tech., & M .Sc Programmes for all the branches. All undergraduate and postgraduate programs will be governed by these rules and regulations.

VNIT, Nagpur gives freedom to its various departments /centers/IDP to tailor their academic programmes as per their specific needs, within the frame work of the Rules and Regulations approved by the Senate from time to time, keeping in view, the ever growing challenges and new developments. The revised programs, provide additional opportunities and flexibility for students to optimize their learning experience. This needs continuous and meticulous planning of the academic profile on the part of each student to fully utilize the opportunities. The students, and parents/guardians, are therefore, advised, in their own interest, to get fully familiar with the academic system of the institute, since in many ways it is different from what they would have come across earlier. Student's attention is brought particularly to the assessment procedures and the specific rules governing the grading system, academic performance requirements, etc.

VNIT, Nagpur is a very student-oriented place and our endeavor is always to ensure that our students are offered the best opportunities that are needed to create outstanding scientists and engineers.

Dean (Academics)

2 INTRODUCTION

All undergraduate and postgraduate programs will be governed by these rules and regulations.

The curriculum provides broad based knowledge and simultaneously builds a temper for the life long process of learning and exploring. At undergraduate level, a student needs to do compulsory foundation courses in the areas of basic sciences, humanities, social sciences and engineering, apart from departmental requirements. Further, students undergo instructions in open electives to develop broad inter-disciplinary knowledge base. At the postgraduate level, students are encouraged to specialize in a particular stream. **The medium of instruction throughout the course studies is English.**

The institute follows the semester system. An academic year is conducted from July through June next year and is comprised of two semesters. Typically, the 1st semester (Odd Semester/Autumn) of the academic year starts in the third week of July and ends in the last week of November; the 2nd semester (Even Semester/Spring) of the academic year starts in January and ends in the last week of April. Detailed schedule is given in the Academic Calendar, which is made available before the start of the academic year. Notwithstanding any clause that is stated in the regulations, the Senate has the right to modify any of those from time to time.

2.1 Organizational Structure for Academic Administration

The academic programs of the institute are governed by Rules and Regulations approved by the Senate from time to time. The Senate is a statutory and supreme body that governs all academic matters of the institute and the rulings of the Senate Chairman (Director of the Institute) are final in regard to all academic issues.

A definite time schedule is set by the Senate for various academic activities, through an Academic Calendar issued at the beginning of each academic year. The Senate continuously assesses the academic programs and makes appropriate revisions/modifications/improvements as and when required. Performance of each student is monitored by a Faculty Advisor. Administrative back-up for all academic matters is provided by the Academic office.

2.2 Academic Calendar

The academic activities of the Institute are regulated by Academic Calendar approved by the Senate, and released at the beginning of each academic year. It is mandatory for students / faculty to strictly adhere to the academic calendar for completion of academic activities. Academic Calendar can be seen at the Academic Office homepage on institute Website. (www.vnit.ac.in). There are two regular semesters in a year. The semester that begins in July

(July to Nov.) is known as the Autumn semester or odd Semester and the semester that begins in January (Jan. to April) is known as the Spring Semester or Even Semester.

2.3 Academic Departments

Each academic program is offered by a Department or Centre. Various departments and their two-letter code are given below:

Table 1 Academic Departments

S. N.	Name of Department	Code
1.	Applied Mechanics	AM
2.	Architecture and Planning	AR
3.	Centre for VLSI and Nanotechnology	EN
4.	Chemical Engineering	CM
5.	Chemistry	CH
6.	Civil Engineering	CE
7.	Computer Science and Engineering	CS
8.	Electrical Engineering	EE
9.	Electronics and Communication Engineering	EC
10.	Humanities and Social Sciences	HU
11.	Mathematics	MA
12.	Mechanical Engineering	ME
13.	Metallurgical & Materials Engineering	MM
14.	Mining Engineering	MN
15.	Physics	PH
16.	Students Activity and Sports Section	SA
17.	Inter-disciplinary (not covered by any one above)	ID

2.4 Academic Programs offered

VNIT offers academic programs in Engineering, Architecture and Science at Undergraduate and Post Graduate levels. Only the courses based programs (i.e., B. Tech., B.Arch., M. Tech. & M. Sc.) are included in this here. Research based programs such as Ph. D. shall be covered separately.

For all the undergraduate programs, students are admitted after 10+2 schooling while for all the postgraduate programs, the students are admitted after they have obtained at least a college level Bachelor's Degree. Admission to these programs is based on the performance in national level tests / entrance examinations followed by interviews in some cases. Details will be published every year in the admission notification.

Undergraduate and post-graduate programs offered by the Institute are mentioned in Table 2 and Table 3 respectively. The normal duration of the B. Tech. Programs is of 8 semesters, B.Arch. Program is of 10 semesters and M. Tech and M. Sc. program is of 4 semesters. For each academic program, there is a prescribed course structure which in general terms is known as the Curriculum of the Courses of Study. It prescribes all the courses/labs/other requirements for the degree and sets out the nominal sequence, semester-wise. It also gives the syllabus and a list of text/reference books for each course. The Details of Courses of Study are given in course book of each program, which is made available on the institute web site: www.vnit.ac.in.

Table 2 Undergraduate Programs

S N	Department	Programme Title	Discipline Code	Qualification
1	Architecture and Planning	B. Arch.	ARC	As per the norms decided by competent authority appointed by Ministry of Education (MoE), Govt of India
2	Chemical Engineering	B. Tech. in Chemical Engineering	CME	
3	Civil Engineering	B. Tech. in Civil Engineering	CIV	
4	Computer Science and Engineering	B. Tech. in Computer Science and Engineering	CSE	
5	Electrical Engineering	B. Tech. in Electrical & Electronics Engineering	EEE	
6	Electronics and Communication Engineering	B. Tech. in Electronics & Communication Engineering	ECE	
7	Mechanical Engineering	B. Tech. in Mechanical Engineering	MEC	
8	Metallurgical and Materials Engineering	B. Tech. in Metallurgical and Materials Engineering	MME	
9	Mining Engineering	B. Tech. in Mining Engineering	MIN	

Table 3 Postgraduate Programs

Postgraduate Programs in Engineering			
Department	Program Title	Discipline Code	Qualification
Architecture and Planning	1) M. Tech in Urban Planning	UPL	As per the norms decided by competent authority appointed by Ministry of Education (MoE), Govt of India
Applied Mechanics	2) M. Tech. in Structural Engineering	STR	
	3) M. Tech. in Structural Dynamics & Earthquake Engineering	SDE	
Civil Engineering	4) M. Tech. in Environmental Engineering	ENV	
	5) M. Tech. in Water Resources Engineering	WRE	
	6) M. Tech. in Construction Technology and Management	CTM	
	7) M. Tech. in Transportation Engineering	TRE	
Computer Science and Engineering	8) M. Tech. in Geo-technical Engineering	GTE	
	9) M. Tech. in Computer Science and Engineering	MCS	
Electrical Engineering	10) M. Tech. in Integrated Power System	IPS	
	11) M. Tech. in Power Electronics and Drives	PED	
Center for VLSI and Nanotechnology	12) M. Tech. in VLSI Design	MVD	

Electronics and Communication Engineering	13) M.Tech.in Communication System Engineering	CMN	
Mechanical Engineering	14) M. Tech. in Heat Power Engineering	HPE	
	15) M. Tech. in Industrial Engineering	IND	
	16) M. Tech. in CAD - CAM	CDM	
Metallurgical and Materials Engineering	17) M. Tech. in Materials Engineering	MTE	
	18) M. Tech. in Process Metallurgy	PME	
Mining Engineering	19) M. Tech. in Excavation Engineering	EXV	
Chemical Engineering	20) M. Tech. in Chemical Engineering	CME	
Inter-disciplinary (Mechanical Engineering as lead department)	21) M. Tech. in Engineering Applied to Medical Sciences	EMS	

Postgraduate Programs in Science

Department	Program Title	Discipline Code	Qualification
Chemistry	1) M. Sc. in Chemistry	CHM	As per the norms decided by competent authority appointed by Ministry of Education (MoE), Govt of India
Mathematics	2) M. Sc. in Mathematics	MTH	
Physics	3) M. Sc. in Physics	PHY	

2.5 Student's Identification Numbers

2.5.1 ID Number

Each student shall be allotted an Identity Number during the first registration and that will be a permanent identification number. The number shall indicate the serial number of admission. This number will never change and the allotted number will not be offered to any other student even after cancellation of admission. The number shall be valid till the student completes the program or cancels the admission or is removed from the roll. New number shall be assigned when a student takes fresh admission to the same or any other program.

2.5.2 Roll Number

B. Tech. /B. Arch. : The program of study for the first year is common to all the B. Tech. programs. Students are allotted in various sections and roll number is given section-wise, eg, Yxx means Y section and student number xx. First year B. Arch. Students have separate course of study and their roll numbers are Arxx, i.e. Architecture, student no. xx.

2.5.3 Enrollment Number

In the second year, B. Tech./ B. Arch. students are allotted an alpha-numeric enrollment number. The format is XXnnYYYmmm, where, 'XX' indicates Program Code (Table 4), 'nn' indicates year of admission, YYY indicates discipline code (Table 2), mmm indicates Sr. No. in the program. For example, BT13ECE001 indicates roll number 001 of B.Tech. (Electronics and Communication) student admitted in 2013

M. Tech. / M. Sc. : After completion of admission, students are allotted an alpha numeric roll no., XXnnYYYmmm, where, 'XX' indicates Programme Code (Table 4), nn' indicates year of admission, YYY indicates discipline code (Table 3), mmm indicates Sr. No. in program. For example, MT13STR001 indicates roll number 001 of M. Tech. (Structural Engineering) student admitted in 2013.

Table 4 Program Codes

Code	Program
BA	Bachelor of Architecture
BT	Bachelor of Technology
MT	Master of Technology
MS	Master of Science
RA	Master of Architecture (By Research)
RT	Master of Technology (By Research)
MB	Master of Business Administration
DA	Doctor of Philosophy in Architecture
DS	Doctor of Philosophy in Sciences
DT	Doctor of Philosophy in Technology
DH	Doctor of Philosophy in Humanities, Social Sciences & Other areas

3 COURSE STRUCTURE AND CREDIT SYSTEM

3.1 Credit system

Education at the institute is organized around the semester-based credit system of study. The prominent features of the credit system are a process of continuous evaluation of a student's performance/progress and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience, subject to fulfilling minimum requirements for continuation.

A student's performance/progress is measured by the number of credits he/she has earned, i.e. completed satisfactorily. Based on the course credits and grades obtained by the student, grade point average is calculated. A minimum grade point average is required to be maintained for satisfactory progress and continuation in the program. Also a minimum number of earned credits and a minimum grade point average should be acquired in order to qualify for the degree. Details are given in section on degree requirements, regulations and procedures (Section 4).

3.2 Course credits assignment

Each course, except a few special courses, has certain number of credits assigned to it depending on lecture, tutorial and laboratory contact hours in a week.

Lectures and Tutorials: One lecture hour per week per semester is assigned one credit.
 Practical/Laboratory/Studio: One laboratory / studio hour per week per semester is assigned half credit.

Example: Course XXXXXX: (3-0-2: 4 cr) has 3 hr. Lectures + 0 hr. Tutorial + 2 hr. Practical per week. The credits indicated for this course are computed as follows:

3 hours/week lectures = 3 credits

0 hours/week tutorial = 0 credit

2 hours/week practical = $0.5 \times 2 = 1$ credit .

Total = $3 + 0 + 1 = 4$ credits

A few courses are without credit and are referred to as non-credit (NC) courses.

3.3 Course Code scheme

A course code shall be of the format DDTNMM, where

DD indicates the code of the department as specified in Table 1, which is offering the course.

T indicates the type of the course,

N indicates the level of the course, and

MM indicates the course number in the category.

3.3.1 Types of Courses

Types of courses shall be as given in Table 5. The table indicates the code, type, structure, credits, and evaluation pattern, in which the subject can be offered.

Table 5 Types of courses, credits and evaluation pattern

Code	Type	Structure L+T+P	Credits	Evaluation Weightage	
				Method	Range
L	Lecture	L: 1/2/3 T: 0/1/2 P: 0	L + T	Sessional Exam. I	15-20
				Sessional Exam. II	15-20
				Teachers Assessment	10-20
				End Semester Exam.	50-60
L	Lecture with built-in practical	L: 1/2/3 T: 0/1/2 P: 2/4/6	L + T + 0.5P	Sessional Examination I	10-15
				Sessional Examination II	10-15
				Teachers Assessment	05-10
				End Semester Examination	50-60
				Mid-Session Evaluation (Pr.)	10-20
				Session-End Evaluation(Pr.)	05-10
P	Practical / Studio	L:0 T:0 P:2/3/4	0.5 P	Mid-Session Evaluation - I	30-35
				Mid-Session Evaluation - II	30-40
				Session-End Evaluation	25-40
	Practical / Studio with built-in lectures	L: 0/1 T:0/1/2 P:2/4/6/8	L + T + 0.5P	Mid-Session Evaluation - I	30-35
				Mid-Session Evaluation -II	30-40
				Session-End Evaluation	25-40
D	Project based courses	-	1-10	Mid-Session Evaluation – I	20-30
				Mid-Session Evaluation – II	20-30
				Session-End Evaluation	40-60
A	Audit course with exam.	As per requireme nt	0	Same as P type course but grade is either SS or ZZ	Same as P type course

3.3.2 Level of courses

Levels of the course shall be as given in Table 6. The table also indicates the guidelines to assign the level to a course.

Table 6 Level of courses

Course Level	Level of Course	Prerequisite (Optional)	Options available	Prerequisite Credits to be Completed by UG	Prerequisite Credits to be completed by PG	Eligible Students
100	Elementary	Nil	No	0	Not Applicable	Only UG
200	First Courses in the Area	Nil	Yes (electives only)	20	Not Applicable	Only UG
300	Second Level Courses (Core/Elective)	200 Level Courses	Yes (electives only)	40	Not Applicable	Only UG
400	Advanced / Elective UG / Basic PG / Ph D	200/300 Level Courses for UG, Nil for PG	Yes	60	NIL	3 rd and 4 th year UG, PG, PhD
500	Advanced – PG, PhD	400 Level Courses	Yes	100	15	4 th year UG, PG, Ph D
600	PhD/ M Tech by Research	600	Yes	NA	NA	Research students only

3.4 Earned Credits

At the end of every course, a two-letter grade is awarded in each course to which a student had registered. On obtaining a pass grade (Table 7), the student accumulates the course credits as earned credits. Student's performance is measured by the number of credits he/she has earned and by the weighted grade point average. A student has the option of registering some courses as Audit Courses. Grades obtained in the audit courses are not counted for computation of grade point average. A minimum number of earned credits are required in order to qualify for a degree and continuation of registration at every stage.

3.5 Course content description

Course content description consists of following components: (i) Course Code (ii) Title of the Course (iii) L-T-P structure and Credits assigned (iv) Pre-requisites (v) Overlapping/Equivalent courses (vi) Course outcomes (vii) Mapping with POs (viii) Description of the content (CO wise) and (ix) Text/ reference books. An example is given below:

<p>MEL304 Theory of Machine – II (3-0-2) 4 credits Pre-requisites: MEL208 Overlaps with: MEL213 Course Outcomes: Mapping with POs (Departmental reference): Contents : Text Books/ Reference Books</p>

3.6 Pre-requisites

Each course, other than 100 and 200 level courses, may have specified pre-requisites, which may be another course or a fixed number of earned credits (cannot be more than 100 for UG program and 25 for PG program) or both.

Course prerequisite indicates that a student is expected to have undergone that course (without W grade) in the past. However, a student who has not completed the prerequisite course(s) but is willing to study contents of the prerequisite course without the teacher's support to understand the course opted, may register for the course in question.

A student who has not earned requisite number of credits necessary as pre-requisite will not be eligible to register for that course. For example,

CEL310 XXXXXXX

Pre-requisite: CEL24O/CEL25O/CEL26O and earned credits 74

A student who has already undergone all the courses CEL24O, CEL25O, CEL26O and has earned 74 credits will be eligible to register for CEL310.

A student who has not undergone some or all of the courses CEL24O, CEL25O, CEL26O but is ready to study required topics from these courses and has earned 74 credits will be eligible to register for CEL310.

A student who has not earned the stipulated 74 credits will not be eligible to register for CEL310 course, irrespective of whether the courses CEL24O, CEL25O, CEL26O have been completed or not.

Pre-requisite for Major Project Phase _ I/ II are given below.

B.Tech. Major Project Phase _ I	--	100 credits
B.Tech. Major Project Phase _ II	--	B.Tech. Major Project Phase _ I
M.Tech. Major Project Phase _ I	--	25 credits
M.Tech. Major Project Phase _ II	--	M.Tech Major Project Phase_ I & all the course work
B Arch. Major Project Phase _ I	--	100 credits
B Arch. Major Project Phase _ II	--	B Arch. Major Project Phase _ I
M. Sc Major Project Phase _ I	--	25 credits
M. Sc. Major Project Phase _ II	--	M. Sc. Major Project Phase _ I

3.7 Overlapping/Equivalent courses

Wherever applicable, for a given course overlapping and equivalent courses should be identified. Any two courses having 60% content common can be generally considered as equivalent. A student is not permitted to earn credits by registering to more than one courses from a set of overlapping /equivalent courses.

3.8 Course coordinator

Every course is coordinated by a faculty member of the department, which is offering the course in a given semester. This faculty member is designated as the *Course Coordinator*. For some courses, faculty from other departments or even guest faculty can participate in teaching and/or coordination of a course. He/she has full responsibility for conducting the

course, coordinating the work of the other faculty members / teaching assistants associated with the course, holding the tests and assignments, and awarding the grades.

Weightage for tests, quizzes, assignments, laboratory work, workshop and drawing assignment, term paper, etc. will be the basis for award of grade in a course and the distribution will be decided by the concerned Course Coordinator (generally announced at the start of the semester).

For any difficulty related to a course, a student is expected to approach the respective course coordinator for advice and clarification.

3.9 Grading system

The grading reflects a student's own proficiency in the course. While relative standing of the student is clearly indicated by his/her grades, the process of awarding grades is based on fitting performance of the class to some statistical distribution. The course coordinator and associated faculty for a course formulate appropriate procedure to award grades. These grades are reflective of the student's performance *vis-à-vis* instructor's expectation.

3.9.1 Grade points

The grades and their equivalent numerical points are given in Table 7.

Table 7 Grade points

Grade	Grade points	Description
AA	10	Outstanding
AB	9	Excellent
BB	8	Very good
BC	7	Good
CC	6	Average
CD	5	Below average
DD	4	Marginal
FF	0	Poor /Unsatisfactory
LL	-	Absent in end-semester examination or re-examination
NP	-	Audit pass
NF	-	Audit fail
SS	-	Satisfactory performance in zero credit core course
ZZ	-	Unsatisfactory performance in zero credit core course
W	-	Insufficient attendance (refer section 4.7)
GG	-	Grade improvement for M. Tech. only, to acquire minimum prescribed CGPA 6.0 (See 5.2.2 for details)

3.9.2 Description of Grades

AA grade : This grade stands for outstanding achievement.

CC grade: The CC grade stands for average performance. This average performance refers to 'average' as per instructor's expectations in a holistic sense and not only the average marks obtained by the class.

DD grade: The DD grade stands for marginal performance. It is the minimum passing grade in any course. Minimum marks for award of DD grade should not be higher than 45% for L

type of courses and 50% for other types of courses. However, individual course coordinators may set a lower marks requirement.

FF grade: The FF grades denote poor and very poor performance, i.e. failing a course. A student is required to repeat all core courses in which he / she obtains FF grades, till he / she obtains a passing grade.

For other (elective) courses if FF grade is obtained, then, a student may register for the same course again or any other course from the same category.

Further, FF grades secured in any course **stay permanently on the grade card.**

Student securing FF grade in end-semester examination is eligible for re-examination and also for the subsequent summer term. (See 5.4).

LL grade: When a student is absent in end-semester examination or re-examination, LL grade is awarded to the student. (See for 3.11.1.4 for more details)

NP and NF grades: These grades are awarded in a course opted as an audit course by a student. The audit pass (NP) grade is awarded if the student's attendance is above 75% in the class and he/she has qualified for at least DD grade. If either of these requirements is not fulfilled, the audit fail (NF) grade is awarded. The grades obtained in an audit course are not considered in calculation of SGPA or CGPA. No credits are earned through Audit courses.

SS and ZZ grades: The SS grade denotes satisfactory performance and completion of a non-credit course / attendance based courses. The ZZ grade is awarded for non-completion of the course requirements. In case, if it is a core/compulsory course, the student must register for the course until he/she obtains the SS grade

GG grade: When an M Tech student needs to undergo additional courses, after earning all the requisite credits, for meeting the minimum 6.0 CGPA criterion, this grade is used. Details available in 5.2.2

3.10 Evaluation of Performance

The performance of a student will be evaluated in terms of two indices, viz, the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time.

CGPA will be rounded up to second decimal.

The Earned Credits (ECR) are defined as the sum of course credits for courses in which students have been awarded grades between AA to DD. Grades obtained in the audit courses are not counted for computation of grade point average.

Earned Grade Points in a semester (EGP) = Σ (Course credits x Grade point) for courses in which AA- DD grade has been obtained

SGPA = $EGP / \Sigma(\text{Course credits})$ for courses registered in a semester
in which AA- FF grades are awarded

CGPA = $EGP / \Sigma(\text{Course credits})$ for courses passed in all completed semesters
in which AA- DD grades are awarded

3.11 Course Evaluation

3.11.1 Course Evaluation for L type courses

3.11.1.1

Course evaluation of Lecture / Tutorial component shall be on the basis of two Sessional Examinations, one End Semester Examination and Teacher's Assessment through tests, quizzes, assignments, seminars, group discussions etc. Teacher's assessment shall be on the basis of at least two independent assessment heads. Refer Table 5 for weightages to be given to different evaluation components.

3.11.1.2

Sessional examinations & End-semester examination should be conducted and result shall be declared as per schedule in academic calendar. Sessional examination shall be of 1-hour & end semester examination shall be of 3-hour duration. Course coordinator can conduct longer duration examination but only with prior intimation (at the beginning of session) to the students and concerned HoD.

Answer books shall be shown to the students. There is no provision of revaluation/rechecking of the answer books. Students are advised to utilize this opportunity to get their doubts/grievances, addressed properly by the course coordinator. Students are advised not to pressurize the Course coordinator for undue increase in marks or lowering the "pass" cut off. Any act of this or similar nature will be treated as unfair means. In spite of all, if grievance exists, the student will immediately appeal to the concerned Head of the Department for redressal.

3.11.1.3

A student who remains absent for Sessional examination without intimation shall be awarded zero marks in the Sessional examination. Students who remain absent for Sessional examination, can be subjected to suitable mode of evaluation by the course coordinator within 10 working days from the last date of the respective Sessional Examination. This provision is made only for genuine cases accounting for illness and circumstances beyond control of student. A student should apply to the concerned course coordinator with recommendations of Faculty Advisor and with relevant documents.

Students who remain absent for sessional examinations due to medical reasons, shall approach Course coordinator for a make-up test immediately on return to the class. The request shall be supported with a medical certificate from the Institute Health Center. A certificate from a registered medical practitioner will also be accepted from students normally residing off-campus, provided registration and contact details of the medical practitioner appears explicitly on the certificate. Permission for the make-up test is at the discretion of course coordinator. Note that a medical certificate does not automatically entitle a student to an absentee test. It is the discretion of the course coordinator to consider the application.

3.11.1.4

A student who remains absent for End-semester examination will be awarded LL grade. Such a student will not be eligible to appear for re-examination also. Similarly, if the student remains absent in re-examination, LL grade will be awarded and such student will not be eligible for subsequent summer term also.

If the student is absent in the end semester examination on medical ground or due to circumstances beyond control of the student, and if the student wishes to appear in re-examination, then student shall make a written application to Dean (Acad) to give permission to appear in the re-examination.

This application shall be made through Faculty Advisor and HoD and shall reach Dean (Acad) before the completion of the entire end semester examination. 1st year B. Tech. students shall give application through Faculty Advisor/Faculty Mentor and 1st year B. Tech. co-ordinator. All the relevant documents which justify the reason for absentee from the end semester examination shall be attached to this application.

A Central Committee under the chairmanship of Dean (Acad) shall examine the case. This committee shall include Medical Officer, and two HoDs. Committee's decision on the student's request will be final.

Similarly, if the student is absent in the re-examination and if the student wishes to register for the subsequent summer term, the same procedure defined above is to be followed. There are additional conditions on registration for the summer term. (See 5.4)

Student remaining absent in End Semester Exam for reasons like appearing for other competitive exams on his/her own will not to be permitted for re-exam. Similarly, student remaining absent in re-examination for reasons like appearing for other competitive exams on his /her own will not to be eligible for subsequent summer term.

In case of death of close family members (parent/sibling/spouse) only, application for permission for re-exam / summer term could be considered.

3.11.1.5

For students with learning disability, special evaluation methods, as approved by the Senate are also available.

3.11.2 Course Evaluation of Practical (P Type) & Practical Component of L Type Courses

3.11.2.1

Course Evaluation of Practical Courses (P Type) and Practical Component of L type Courses shall be based on continuous evaluation.

3.11.2.2

Assessment can be made either in every class or in the phases, however manner in which the assessment is planned should be declared in the beginning. The weightage shall be 60-75% for continuous evaluation and 25-40% for end session evaluation.

3.11.2.3

The phase I assessment shall be frozen immediately after 1st Sessional examination for 30-35% assessment. Additional 30-40% assessment (phase II) shall be frozen immediately after 2nd Sessional Examination.

3.11.2.4

End session evaluation is the evaluation made at the end of session based on complete work in the session.

3.11.2.5

For End session evaluation, if recommended by the Department, examiner other than teacher, either from within the Institute or from outside the Institute can be nominated. Approval for external examiner, including financial aspect shall be obtained from the Director.

3.11.2.6

There will not be any make-up examination for Practical Courses.

3.11.3 Course Evaluation of Project Type Courses shall be on continuous evaluation basis.

3.11.3.1

Course evaluation shall be done in phased manner. Mid-session evaluations, two in number, shall be of 20-30% weightage each. End term evaluation shall be of 40-60% weightage.

3.11.3.2

For B Tech Project phase II, UG project examination board shall conduct the examination. If a student's performance is not satisfactory then, the project examination board may give additional time of maximum two months for improvement. Refer Annexure – I for details.

3.11.3.3

For M. Tech. project phase II, PG project examination board shall conduct the examination. If a student's performance is not satisfactory then, the project examination board may give additional time of maximum two months for improvement. Refer Annexure – II for details.

3.11.3.4

M. Tech. project can be done jointly with National Laboratories, IITs, IISc, Public Sector companies and industries, subject to the conditions defined by the Institute. Refer Annexure – III for details.

3.11.3.5

Absenteeism for assessment on genuine grounds beyond control of student can be condoned by the HoD, on recommendations from Faculty Advisor and Course Coordinator. Under such circumstances an alternate assessment chance is given to a student. However, grades should be finalized before stipulated date.

4 REGISTRATION AND ATTENDANCE

4.1 Registration & Enrollment

Registration is a very important procedural part of the academic system. The registration procedure ensures that the student's name is on the roll list of each course that he/she wants to study. Registration for courses to be taken in a particular semester will be done according to the specified schedule as announced in the academic calendar. Each student is required to complete the registration formality by indicating the slot-wise choice of courses. Web based registration facility is available. The choice of courses must be approved by his/her Faculty Adviser.

4.2 Advice on Courses

At the time of registration and enrollment, each student must consult his/her Faculty Advisor to finalize the academic program, keeping in view factors such as, minimum/maximum numbers of total credits, past performance, backlog of courses, SGPA/CGPA, pre-requisite, work load and student's interests, amongst others.

Special provisions exist for academically weak students. It is the responsibility of the student to confirm that credits earned under different categories (DC, DE etc) are more than or equal to the minimum required in those respective categories.

4.3 Addition, Deletion, Audit and Withdrawal from Courses

HoD will recommend the cases of add/drop of courses by students under peculiar circumstances like,

- a) Pre-registered courses could not be run due to non-availability of sufficient number of students.
- b) Some new courses are offered which were not available to the student at the time of registration.
- c) Department is withdrawing the offered courses for whatever reasons,
- d) Student has cleared the courses after completing the registration formalities (during re-examination or summer term) or
- e) Any other unforeseen but critical reasons, etc.

4.3.1 Audit Course

- a) Student can register a course as an audit course if, during his/her entire program,
 - i) The course is not available as a credit course OR
 - ii) The course is available as a credit course but due to various restrictions he/she could not register in past,
- b) The necessary prerequisites must be satisfied for registering a course as an audit course.
- c) Maximum 2 courses can be registered as Audit courses during entire program (but one at a time).
- d) The audit courses will be mentioned on the grade card with pass or fail grade.
- e) Grades obtained in the audit courses are not counted for computation of grade point average.

4.4 Limits on Registration

B.Tech./ B.Arch. : A Student cannot register more than six theory courses (L type) and four laboratory courses (including project) in a semester.

However, B. Tech/ B.Arch Students with CGPA > 8.5, can register one additional theory course in their final semester.

A student requiring less than 4 credits to complete his/her B.Tech/ B.Arch degree is allowed to register to 7th L type course (if available) in his/her Final semester only i.e, the semester in which the student will be acquiring the credits required for the award of degree, (170 B.Tech/ 219 B.Arch);

4.5 Semester Withdrawal

- a) If a student is absent for more than 20 teaching days in a semester on medical grounds or for valid reasons beyond control of the student, he/she may apply for withdrawal from that semester, i.e. withdrawal from all courses registered in that semester.
- b) Partial withdrawal from the courses registered in a semester is not allowed on medical ground.
- c) Application for semester withdrawal must be made as early as possible and latest by one week before the start of the End Semester Examination. No applications for semester withdrawal will be considered after this time limit.
- d) In case of request for withdrawal on medical ground, the student must produce a certificate from the Institute Health Center. Certificate from a registered medical practitioner will also be accepted, provided registration and contact details of the medical practitioner appear explicitly on the certificate. Such certificate will have to be endorsed by the Institute Health Center.
- e) In case of request for semester withdrawal for valid reasons beyond control, the student must produce appropriate documents in support of his/ her claim.
- f) Dean (Acad), depending on the merit of the case, may approve such applications.
- g) A UG student can withdraw for maximum **two** semesters during the course of completion of programme. A PG student can withdraw for maximum **one** semesters during the course of completion of program.

4.6 Continuous absence and enrollment status

- a) If a student is absent from the Institute continuously for more than four weeks without notifying the Faculty Advisor or Head of Department or Dean (Acad), his/her enrollment will be terminated and name will be removed from the Institute. The student may apply for semester drop as per the provisions specified at section 4.5 above
- b) A student/ course coordinator must inform the Dean (Acad) through FA and HoD immediately of any instance of continuous absence from classes.
- c) Name of the student who neither enrolls for the semester nor withdraws from the semester shall be removed from the roll of the Institute.

4.7 Attendance Rules

- a) All students must attend every class and 100% attendance is expected from the students. However, in consideration of the constraints/ unavoidable circumstances, the attendance can be relaxed by course coordinator only to the extent of not more than 25%. Every student must attend minimum of 75% of the classes actually held for that course.
- b) A student with less than 75% attendance in a course during the semester, will be awarded W grade. Even if such a student happens to appear for these examinations, then, answer books of such students will not be evaluated.
- c) Students will be informed about their attendance status after the 1st and 2nd sessional examinations.
- d) A student with W grade in a course is not eligible to appear for end semester examination, re-examination & summer term of that course.

4.8 Additional rules for M.Tech / M.Sc

4.8.1 Leave rules

A full-time M. Tech. Student during his/her stay at the Institute will be entitled for 30 days leave (including leave on medical grounds) per academic year.

Full time M. Tech. Students do not have vacation. Even during mid-semester breaks and summer and winter vacations, he/she will have to explicitly apply for leave. He/she, however, may be permitted to avail leave only up to 15 days during winter vacation at the end of the first semester. The leave will be subjected to approval by the Head of Department concerned and the department concerned shall be responsible for maintaining proper leave account of each student.

4.8.2 Assistantship Requirements

- a) M. Tech. student, irrespective of the source of assistantship, must attend at least 75 % of classes in each course in which he/she is registered. In case his/her attendance falls below 75 % in any course during a month, he/she will not be paid assistantship for that month. Further, if his/her attendance again falls short of 75 % in any course in any subsequent month in that semester, his/her studentship and assistantship will be terminated.
- b) All students who are offered assistantship are expected to put in 8 hours per week towards the work assigned by the Department / Faculty.
- c) Continuation of assistantship in a subsequent semester would be subject to the condition of obtaining a satisfactory academic performance and assigned task. If CGPA of a student, as calculated after re-examination falls below 6.75, then, his/her stipend will be reduced as per the Institute Norms. However, in the subsequent semesters, if student improves the CGPA equal to or above 6.75, then stipend will be restored from the immediate next month.
- d) If student has FF grade in one or two courses after re-examination, then stipend will be reduced. As and when student will credit that course with pass grade, then stipend will be restored from the immediate next month.
- e) If a student gets W grade in any course or if student has FF grade in three or more courses after re-examination, then stipend will be discontinued. Once discontinued, stipend will not be restored again under any circumstances.
- f) If a student seeks semester withdrawal then stipend will be discontinued and will not be restored.

5 DEGREE REQUIREMENTS, REGULATIONS & PROCEDURES

5.1 Overall requirements

5.1.1 Undergraduate Program

The total credits to be earned by the student for the B. Tech.(4-years program) is 170 credits, for B. Arch. (5-year program) 219 credits, for M. Tech (2 years program) 52 and for M. Sc (2 years program) 63 credits. The details of credits to be earned from various category of courses is given in Table 8.

Table 8 Earned credit requirements for various courses

SN	Category of Course	Symbol	Earned Credit Requirement			
			B. Tech. (4-Year)	B. Arch. (5 Year)	M. Tech. (2 Year)	M. Sc. (2 Year)
Program Core						
1	Basic Sciences (BS)	BS	18	04	-	-
2	Engineering Arts & Sciences (ES)	ES	20	18	-	-
3	Humanities	HU/ HM*	05	06	-	-
4	Departmental core	DC	79-82**	168	33-39**	54-57**
Program Elective						
3	Departmental Elective	DE	33-48	17-23	13-19	06-09
4	Humanities & Management	HM	0-6	0-3	-	-
5	Open Course	OC	0-6	0-3	-	-
Total requirement :BS + ES + DC+ DE + HM + OC =			170	219	52	63

*All the HU & HM courses are deemed to be equivalent for all the batches admitted in past.

** The range in DC credits is for the Board of Studies to specify the requirement.

5.2 Degree Requirements

5.2.1 Earned credits

For award of a degree, student must earn credits as per the Table 8. The range in DC credits is for the Board of Studies to specify the requirement. Student has to register for all the DC courses of his/her program. He/she has to earn all the DC and other core credits as specified for his /her program by the concerned BoS. Credits for DE, HM and OC as program electives have to be earned within the ranges specified in Table 8.

HU type courses are offered by the department of humanities, HM type courses can be offered by other departments also.

Open Course (OC) type are offered by a department for the students of other departments or programs. A BoS has to specify, whether the students of their program can register for their own OC courses or not.

The credit requirements stated here are the minimum requirements. To account for variation in credits of individual subjects, total earned credits of a student can exceed by maximum 3 over the prescribed requirement. (i.e. 173 for B. Tech., 222 for B. Arch, 55 for M. Tech. & 63 for M. Sc.).

5.2.2 Cumulative Grade Point Average (CGPA) requirement (For M. Tech.)

A student must obtain a CGPA of 6.0 to be eligible for the award of M. Tech. degree. If a student does not get CGPA of 6.0, then, he/she will be permitted to register for additional department course(s) of 400 level and above to enable him/her to achieve a CGPA of 6.0.

Such student may also apply for grade improvement in those courses, which the student has already passed. The rules of grade improvement scheme are as follows. However, the maximum permissible time duration for completion of these requirements is 3 years only.

GENERAL RULES for Grade Improvement

- Grade improvement is permitted for M.Tech program only.
- An M.Tech student is eligible for grade improvement only after he/she has earned all the credits required for the award of M.Tech degree with CGPA less than 6.
- Grade/CGPA improvement is not permissible, if the candidate has completed more than 3 years from the date of his/her first registration to the M.Tech Program.
- Grade improvement in a subject is permitted only once.
- Student will have to apply for Grade/CGPA improvement in prescribed format. Maximum 5 courses may be registered for grade improvement.
- GG grade (corresponding marks 00) will be used to indicate that the student has opted for the grade/CGPA improvement in that course.
- The marks or grades scored by the students in the course(s) opted for the grade improvement in the current semester shall be final and marks or grades of the old course(s) (against which the new courses are registered) shall not be restored in any case.
- The procedure mentioned above not to affect the stipend already paid.

5.2.3 Practical Training (UG Only)

A B.Tech. student **may** complete minimum 4 weeks of practical training to the satisfaction of the concerned department. This training will normally be arranged in the summer vacation following the 6th semester.

5.2.4 NCC / NSO/ NSS/ Sports (UG Only)

Satisfactory completion of one of these courses is a non-credit (NC) mandatory requirement and every student is required to complete this course in the first year by participating in the prescribed requirements. At the time of joining the Institute, all students have to opt for one of these activities. Based on the facilities available, a student will be registered to the corresponding course.

5.3 Termination of registration due to unsatisfactory academic performance

5.3.1 Rules for termination:

A student will be terminated if any of the following conditions is encountered:

- a) If number of active FF and W grade courses are more than seven*
- b) If student earns less than 10 credits in each of any two consecutive semesters*

- c) If student exceeds more than 12 regular semesters (for B Tech) or 14 regular semesters (for B.Arch.), excluding those semesters in which drop was taken on medical ground or for valid reasons beyond control of the student

**If this condition is met with at the end of the second semester(i.e., at the end of 1st year), then the case may be referred to Dean (Acad). Such a student may be given one opportunity, wherein, student can register for all the 1st year backlog courses in the next one year. In doing so, at the end of one year, if student is left with six or more backlogs again, then, student shall withdraw the admission.*

5.3.2 Maximum time for completing degree requirements

The maximum allowable period for completing all degree requirements is 6 years for B.Tech. and 7 years for B. Arch. And 3 years for M. Tech. / M. Sc. programs, from the date of first registration. This maximum allowable period excludes semester withdrawal granted to the student.

5.4 Summer Term (UG only)

- a) A summer course will run only for the designated courses of First Year and Final year provided teachers are available to conduct the courses.
- b) Summer term is offered in L type of courses only. If a course has built-in practical component, then summer term will be applicable only for the theory component of the course. Performance in practical component remains the same as in the associated main examination while evaluating the overall performance in the summer term.
- c) The summer term is of 30 contact hrs per course duration & maximum grade that can be awarded is CD.
- d) A student is permitted to register maximum **three** L (lecture) type courses.
- e) The students who have obtained FF grade in the end-semester examination as well as re-examination of a course in any one of the immediate two preceding regular semesters, are eligible to register for the summer term.
- f) Students involved in act of indiscipline are not eligible for registration to summer term.
- g) A student with W grade is also not eligible for summer term.
- h) If a student has got LL grade, see 3.11.1.4 for further details.

5.5 Change of program (UG Only)

5.5.1 Program change at the end of first year

The following regulations apply for change of program at the end of first year, i.e. end of the 2nd semester.

- a) A student is eligible to apply for change of branch/discipline at the end of first year only, provided he/she satisfies the following criteria:
 - i) CGPA : ≥ 8.50
 - ii) Candidate should have no FF and /or W grade
- b) Change of the discipline will be permitted strictly in the order of merit as determined by their CGPA at the end of first year subject to the limitation that
 - i) the actual number of students in the third semester in the discipline to which the transfer is to be made, should not exceed the sanctioned strength and,
 - ii) the strength of the discipline from which the transfer is being made, does not fall below 90% of the existing strength.

- c) If student of a particular branch does not get change in Branch A, due to ii) of b) above, then, the student of lower CGPA from any other branch will also not get change to Branch A.

5.6 Measures for helping SC/ST Students (UG Only)

A number of measures exist for helping students belonging to SC and ST categories. A senior faculty member is appointed as adviser to SC/ST students for advising them on academic and non-academic matters.

Additional tutorials shall be arranged for academically weak students over and above normal course requirement.

6 VARIOUS ACADEMIC BODIES

6.1 Academic Program and Performance Evaluation Committee (APPEC)

6.1.1 Constitution

Chairman: Dean (Academics)

Members: Immediate previous Dean (Academics), Associate Dean (Examinations), Four Senate members nominated by the Senate. Tenure of nominated members will be two years, with two of them retiring alternate years.

Secretary : Dy. Registrar (Academics)

6.1.2 Responsibilities

- a) To scrutinize the degree requirements, syllabus, course content proposed by BoS.
- b) To review the cases for termination of students and recommend termination of students.
- c) To consider the applications of students for special academic provisions under exceptional circumstances.
- d) To recommend to Senate changes in rules and regulations.
- e) To review academic result.
- f) To formulate the rules and regulations for academic programme.

6.2 Board of Studies (BoS)

Each Department shall have a Board of Studies. The BoS shall look after all the programs offered by the Department.

6.2.1 Constitution

Chairperson – Head of the Department

Member – All the regular faculty members in the Department

Member – One teacher (preferably Professor) from other department, (to be nominated by BoS, with approval of Chairman, Senate)

Member – One teacher from other Institutes, preferably from IIT / NIT, (to be nominated by BoS, with approval of Chairman Senate)

Member – One expert from Industry, (to be nominated by BoS, to be nominated with approval of Chairman Senate)

6.2.2 Responsibilities

- a) To frame the program qualification.
- b) To frame the program requirement.

- c) To prepare the course content.

6.3 Class Committee

A class committee shall be framed for group of courses, which are offered by large number of students simultaneously, or group of courses recommended by BoS.

6.3.1 Constitution

Chairman – Faculty of Department who does not teach any course prescribed for the program. (to be nominated by BoS)

Member – All course coordinators of courses covered in the group.

Member – Two students with CGPA of more than 8.0. (Not to participate in grades finalization)

6.3.2 Responsibilities

- a) To review conduct of the course and results of first sessional examination.
- b) To review conduct of the course and results of second sessional examination.
- c) To identify academically weak students based on performance in 1st and 2nd sessional examinations and report their names to HoD.
- d) To finalize grades awarded for the courses, if requested by the course coordinator(s).

6.4 Academic Grievance Committee

The following committee is constituted to address academic related grievances of the VNIT students. The tenure of every member will be of two years.

Sr. No.	Constitution
1	Chairperson - Dean (Acd), Ex-officio
2	Member - Senior Faculty Member to be nominated by the Director
3	Member - Senior Faculty Member to be nominated by the Director
4	Member - Senior Faculty Member to be nominated by the Director
5	Member Secretary 1 – Dy. Reg.(Academic), Ex-officio
6	Member Secretary 2 – Assist Reg. (Exam), Ex-officio
7	Member - Student Representative (From Student Council) - Ex Officio
	a. UG Academic Affairs Secretary, If the complainant is from UG Program
	b. PG Academic Affairs Secretary, If the complainant is from PG Program
	c. Secretary (Acd) Ph.D, If the complainant is from Ph.D Program
	OR
	As nominated by the Director in the absence of students council

6.5 Faculty Advisor (FA)

A group of students (preferably 20 to 30) shall be allotted to a faculty advisor.

Faculty advisor shall be from the same Department in which the student is enrolled.

Faculty advisor shall be allotted in the first year and the student shall have the same faculty advisor till he / she completes the program.

Each teacher shall act as Faculty Advisor. If there are more teachers in the Department, number of students allotted shall be less (not lesser than 20).

Teachers shall become Faculty Advisors in rotation.

If a department has lesser number of teachers, number of students allotted shall be more.

6.5.1 Responsibilities of Faculty Advisor (FA)

- a) Faculty advisor should approve the registration / enrollment of student.
- b) FA shall monitor the progress of the student and act as his / her mentor.
- c) Any application made by a student shall be forwarded by FA with recommendations.
- d) All applications made by student on medical ground shall be considered further only if recommended by FA.
- e) Any action taken against student shall be communicated to the FA.
- f) When a student leaves the institute on completion of program or without completing the program, that shall be communicated to FA.

7 Malpractices during Examinations and Quantum of Punishments

The nature of Malpractice during theory examinations and the prescribed Quantum of Punishments are given in Table 9. Student involved in malpractices at Practical/Dissertation/ Project Report Examinations will also be dealt with as per the punishment provided for the theory examination.

Table 9: Nature of Malpractice and the prescribed Quantum of Punishment

S. N.	Nature of Malpractice	Quantum of Punishment
1.	Possession of copying material	Annulment of the performance of the student in the concerned subject at the given examination i.e student will get zero marks in that subject.
2.	(a) Actual copying from the copying material in any sessional	1) He/ she will get 0 marks in both the sessionals.
	(b) Actually copying in the End – semester or Re-examination	1) Student will get FF grade in the concerned subject in that examination. 2) Student will not be allowed to register for that subject at the next possible opportunity.
3.	Possessions of another student's answer book.	1) Student will get FF grade in the concerned subject in that examination. 2) Both the students will not be allowed for admission /registration for the next one academic semester.

4.	Possession of another student's answer book + actual evidence of copying there from	<ol style="list-style-type: none"> 1) Student will get FF grade in the concerned subject in that examination. 2) Both the students will not be allowed for admission /registration for the next two Academics semesters.
5.	Mutual / Mass Copying.	<ol style="list-style-type: none"> 1) Student will get FF grade in the concerned subject in that examination. 2) All the guilty students will not be allowed for admission/registration for the next two academics semesters.
6.	a) Smuggling - Out or Smuggling – In of answer book as copying material.	<ol style="list-style-type: none"> 1) Student will get FF grade in the concerned subject in that examination. 2) The student will not be allowed for admission/registrations for the next two semesters.
	b) Smuggling - In of written answer book based on the question paper set at the examination.	<ol style="list-style-type: none"> 1) Student will get FF grade in the concerned subject in that examination. 2) The student will not be allowed for admission/registration for the next three semesters.
	c) Smuggling - In of written answer book and forgoing signature of the Invigilator Supervisor thereon.	<ol style="list-style-type: none"> 1) Student will get FF grade in the concerned subject in that examination. 2) The student will not be allowed for admission/registration for the next four semesters.
7.	Interfering with or counterfeiting of Institute seal or answer book/supplement	<ol style="list-style-type: none"> 1) Student will get FF grade in the concerned subject in that examination. 2) The student will not be allowed for admission/registration for the next four semesters.
8.	Insertion of currency Notes/ to bribe or attempting to bribe any of the person(s) connected with the conduct of examination	<ol style="list-style-type: none"> 1) Student will get FF grade in the concerned subject in that examination. 2) The concerned student will not be allowed for admission/registration for the next four semesters. (Note: This money shall be credited to the Students Aid Fund).
9.	Using obscene Language/ violence threat at the examination centre by a student at the Institute examination to Invigilator/ DEC/ HOD/ Any other person connected with the conduct of examination.	<ol style="list-style-type: none"> 1) Student will get FF grade in the concerned subject in that examination. 2) The concerned student will not be allowed for admission/registration for the next four semesters.
10.	Impersonation at the Institute Examination	<ol style="list-style-type: none"> 1) Student will get FF grade in the concerned subject in that examination. 2) The concerned student will not be allowed for admission/registration for the next four semesters.

11.	Found having written on palms or on the body, or on the clothes while in the examination	Annulment of the performance of the student in the concern subject in full at the given subject Examination.
12.	Any other malpractices/unfair means not covered above.	To be referred to a proper committee for deciding the quantum of punishment.
13.	If the student is caught copying second time	His/her performance in the exam of all the subjects of that semester will be made null and void.

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Annexure I

Guidelines for UG Project Phase – II Evaluation

- a) For B.Tech/B/Arch Project Phase -II Examination, the following board shall be constituted by the HoD concerned.
 - i) Chairperson
 - ii) External Examiner
 - iii) Supervisor
- b) The Chairman BoS/HOD will prepare, well in advance of the examination, the panel of external examiners and chairpersons in the prescribed format and send it to the academic section for endorsement. This endorsed list shall be attached along with TA/DA claim/settlement.
- c) The Chairperson will be a faculty from other departments of VNIT at Professor/Associate professor level. He/she will supervise the project examination and submit in the prescribed format the statement of marks to the HoD.
- d) HOD will propose in the prescribed format, the panel of external examiners and chairpersons for approval.
- e) If a student does not perform satisfactorily in the viva-voce, then, student may be given maximum two months time for another examination. The same or any other available external examiner from the approved panel will attend the re-examination.
- f) All B.Tech. project reports shall be submitted in the specified format. This format shall be available on website.

Annexure II

Guidelines for PG Project Phase – II Evaluation (M.Tech/M.Sc)

- a) The following project examination board shall be constituted by the Chairman BoS/HoD:
 - i) A faculty from other department of VNIT --- Chairperson
 - ii) Examiner from other institute (as given below) --- Member
 - iii) Examiner from within the dept. --- Member
 - iv) Supervisor --- Member
- b) Chairperson, i.e., faculty from other department (preferably at Professor/Associate Professor level) will not be the examiner, he/she will be like Director's nominee who will supervise the project viva. The final grades in the attached format shall be sent with the signature of all four members to HoD.
- c) The external examiner shall be selected from following organizations, in the given order of preference: IITs, NITs, Research organization, Govt. colleges/Dept, Reputed Institutes/ Industries (The examiner shall be of the level of Associate Professor or above).
- d) The Chairman BoS from each department shall form, well in advance of the examination, a panel of external examiners as well as Chairpersons in the prescribed format and send it to the Academic Section for endorsement. This endorsed list shall be attached along with TA/DA claim/settlement.
- e) Copy of the thesis (soft or hard) shall be sent to the examiners at least 15 days in advance.
- f) If student does not perform satisfactorily in the viva-voce, then, student may be given maximum two months time for another examination. The same or any other available external examiner from the approved panel will attend the re-examination.
- g) All M Tech. thesis, shall be submitted in the specified format. This format shall be available on website.

Annexure III

Terms & Conditions for M.Tech Project in Collaboration with Industry

- a) For projects to be done in collaboration with industries, Director's approval is necessary.
- b) Following documents are expected from the Industry concerned before the candidate proceeds for dissertation work.
 - i) Letter of consent
 - ii) Title & description of the dissertation work
 - iii) Benefit to VNIT & Industry
- c) The guide allotted by the Industry would be the co-supervisor of the dissertation work to be carried out by the student.
- d) The industry should not have any objection in student submitting the dissertation to VNIT for his/her Masters degree.
- e) The industry should agree to IP rights of VNIT Nagpur.
- f) The publications arising out of the work will be joint publications i.e. student, industry co- supervisor & VNIT supervisor will figure as authors in the published documents.
- g) The student will present himself/herself at VNIT for mid sem evaluations.
- h) The student must have completed all the course work at VNIT Nagpur.
- i) The industry will send monthly attendance report of the student to VNIT.