

**RULES AND REGULATIONS FOR
UNDERGRADUATE
PROGRAMMES (B.Tech. & B.Arch.)**



**NATIONAL INSTITUTE OF TECHNOLOGY
HAMIRPUR -177 005 (H.P.)**

**NATIONAL INSTITUTE OF TECHNOLOGY
HAMIRPUR (HP)**

UNDERGRADUATE MANUAL

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1. INTRODUCTION

The objectives of the undergraduate programmes at National Institute of Technology, Hamirpur (NIT Hamirpur) are:

- *to provide the highest level of education in technology and science and to produce competent, creative and imaginative engineers and scientists*
- *to be a role model of educational institutions in the Country*
- *to promote a spirit of free and objective enquiry in different fields of knowledge*
- *to make a significant contribution towards the development of skilled technical manpower, and*
- *to create an intellectual reservoir to meet the growing demands of the nation.*

The undergraduate programmes are designed to achieve these objectives and to inculcate in the students concept of intellectual skills, courage and integrity, awareness and sensitivity to the needs and aspirations of the society.

This manual sets out the procedures and requirements of the undergraduate programmes of study that fall under the jurisdiction of the Senate Under Graduate Committee.

The set of regulations, on approval by the senate, shall supercede all the corresponding earlier set of regulations of the institution, with all the amendments thereto, and shall be binding on all parties concerned including students undergoing UG programmes, Faculty, Staff, Departments and Institute Authorities.

In order to guarantee fairness and justice to all the parties concerned, in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed separately, by the appropriate authorities, as and when found necessary.

The effect of year to year (periodic) refinements in the Academic Regulations & Curriculum, on the students admitted in earlier years shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of Regulations & Curriculum, without any undue favour or considerations.

The senate may consider any issue or matters of concern relating to any or all the Academic Activities of the Institute, for appropriate action, irrespective of whether a reference is made (or the nature and extend of any reference if so present) to the set of regulations or otherwise.

This manual sets out the procedure and requirements of the B.Tech./ B.Arch. programmes of study that fall under the jurisdiction of the Senate, NIT Hamirpur (H.P.). Further, any legal dispute arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.

1.1 Undergraduate Programmes

The Institute shall offer the following undergraduate programmes or as decided by the Institute with approval from appropriate bodies such as MHRD/AICTE from time to time.

1.1 (a) Bachelor of Technology (B.Tech.) – 4 year programmes (8 Semesters)

- i) Civil Engineering
- ii) Computer Science and Engineering
- iii) Electrical & Electronics Engineering
- iv) Electronics and Communication Engineering
- v) Mechanical Engineering

1.1 (b) Bachelor of Architecture (B.Arch.) - 5 year programme (10 Semesters)

The number of seats in each branch of B.Tech./B.Arch. programme will be decided by the Senate following the instructions issued by MHRD, Govt. of India agencies.

1.2 Senate Under-Graduate Committee (SUGC)

The **Senate Undergraduate Committee**, established according to the bye-laws of the Senate, consists of one representative (Convener DUGC) from each of the academic departments and interdisciplinary programmes and four additional members of whom two are Senate representatives and two undergraduate students (*overall topper at the end of third year among all the UG Programmes and branch topper at the end of second year by rotation excluding the branch of overall topper at the end of third year*) nominated for the purpose. The Chairman of the SUGC, shall be amongst the conveners of DUGC and approved by the Senate, and shall convene and preside over the meetings.

The SUGC shall have jurisdiction over the following matters pertaining to the undergraduate programmes of the institute:

- *formal approval of new courses of instruction,*
- *desirable modifications of courses already approved,*
- *credit valuation of courses,*
- *granting of degrees,*
- *evaluation of academic performance and*
- *such other related matters as may be referred to it by the Senate from time to time.*

Functions of the SUGC shall consist primarily of general policy determination, coordination and review, but, the Senate retains the power of final review and decide such matters as may be brought in appeal before it. In discharging its responsibilities, the SUGC shall make full use of the appraisals and recommendations of the various academic departments concerned. The SUGC has two standing sub-committees, namely Curriculum Committee (CC) and Academic Performance Evaluation Committee (APEC), and is assisted by the Departmental Undergraduate Committees (DUGCs).

The Chairman of SUGC nominates the Conveners of both CC and APEC. These Conveners, in consultation with the SUGC Chairman, form their respective committees consisting of five faculty members drawn from amongst the SUGC members. The CC oversees the core curriculum, coordinates its various facets and performs all other relevant functions. The APEC evaluates the academic performance of the undergraduate students to make recommendations regarding (i) their further programme of studies and (ii) action to be taken in the case of deficient students. *Both these committees make their recommendations to the SUGC.*

The Departmental Undergraduate Committee (DUGC) Convener is nominated by the Head of the Department in consultation with the faculty of the Department. The DUGC consists of the Head of the Department, Convener DUGC and a minimum of two and maximum of four departmental faculty members, one faculty member from other department/interdisciplinary programme, and two student representatives chosen from undergraduate students of the Department amongst the class seniors on the basis of merit (from third and fourth year) for one year. The tenure of the faculty members shall be two years, half of them retiring every year. In the first year, lots will be drawn to decide on the retiring members. The Department Undergraduate Committee (DUGC) advises the students in their academic programmes and makes recommendations to the SUGC in all academic matters. The DUGC shall ensure that all the Rules and Procedures given in this manual are adhered to and implemented without any change. While considering an issue if the manual does not specifically mention something, the same shall be forwarded to SUGC for its consideration.

1.3 Office of the Dean of Academics

The office of the Dean Academics (DA), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the Senate and the SUGC. It (i) receives, processes and maintains all records relating to the undergraduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes, (ii) disseminates information pertaining to all academic matters, (iii) issues necessary memoranda/orders, (iv) acts as a channel of communication between the students, instructors, departments/ interdisciplinary programmes and SUGC. Academic Section assists the SUGC and its subcommittees in their tasks.

2. ACADEMIC SESSION

The academic session normally begins in the last week of July and ends in first week of May. It is divided into two parts.

First Semester : From the last week of July to first week of December.

Second Semester : From the last week of December to First week of May.

Note: *Academic Session of the first semester students will be decided based on counseling schedule*

Each of the two semesters consists of about eighteen (18) weeks with one week of mid – semester break. The last week of each semester is used for the end semester examination and one week period during the semester is utilized for the two mid-semester examinations. Thus, there are about 15 teaching weeks in each semester.

The academic programmes of the Institute follow the credit system. Each degree programme shall have 185- 194 credits.

2.1 Academic Calendar

The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, submission of documents, examinations, submissions of grades, conversion of I-grades, vacation, mid-semester break, etc., during the Academic Session are specified in the *Academic Calendar* of the Institute, approved by the Senate.

3. ADMISSION

3.1 Admission Criterion

The admission to various undergraduate programmes are made once a year in July by Central Counseling Board (CCB) on the basis of All India Engineering Entrance Examinations(AIEEE) conducted by Central Board of Secondary Education (CBSE), New Delhi.

3.2 Admission Under Cultural Exchange Programme

A few admissions are offered under the Cultural Exchange Fellowship Programme of the Government of India, administered by the Indian Council of Cultural Relations (ICCR), New Delhi. For these admissions, the candidates are required to apply through the Indian High Commission/Embassy in their respective countries.

3.3 Reservation Policy

Institute shall follow the reservation policy as notified by MHRD, Govt. of India from time to time.

The Chairman Senate in consultation with Dean Academics and Chairman SUGC shall nominate members for coordinating the admissions with the Entrance examination body.

No candidate, though may have qualified the entrance examination, shall be admitted, if still awaiting the final results of their qualifying examination. The candidate should be pass in PCM combination.

3.4 Fulfillment of Admission Requirements

Admission to any undergraduate programme requires that the applicant

i) be eligible

ii) go through the laid-down admission procedure, and

iii) pay the prescribed fees.

All admissions to the undergraduate programmes should be formally approved by the Senate on the recommendations of the SUGC.

3.5 Cancellation of Admission

All students admitted to any programme shall submit copies of their mark-sheets, provisional certificates, etc. of the qualifying examination and other requisite documents by the last date specified for the purpose in the Academic Calendar. *The Dean Academics in consultation with the Chairman SUGC may cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s) and report the matter to the senate.* The Senate may also cancel the admission at any later stage if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

3.6 Change of Branch

(a) The students shall normally pursue the respective B.Tech. programmes allocated to them at the time of admission. However, the Senate may permit a limited number of academically meritorious students, as assessed by their performance in the Institute for at least two regular semesters, to change their branch as per the guidelines given below:

(i) Change of branch in the beginning of the 3rd semester, shall be allowed on merit basis from amongst the students;

Who have completed all the common course credits required in the first two semesters of their studies, in their first attempt.

(ii) Who have obtained CGPI of not less than 7.5 (for General Category Students) and 6.5 (for SC/ST students) at the end of the second semester.

(iii) Students who have taken re-admission in 1st semester after seeking temporary withdrawal will not be considered for branch change in 3rd semester (2nd year).

The change of branch clause will not be applicable to B.Arch. students.

(b) Application for a change of branch must be made by all eligible students in the prescribed form. The Dean (Academic) will call for applications at the beginning of 3rd semester of each academic year and completed forms must be submitted by the last date specified in the notification.

- (c) 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.
- (d) Change of the discipline will be permitted strictly in the order of merit as determined by their CGPI at the end of first year subject to the limitation that 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 the strength of the discipline from which transfer is being sought does not fall below 75% of sanctioned strength.
- (e) Change of branch will be allowed against the vacant seats in particular branch strictly in order of inter-se-merit, subject to the condition that change so allowed shall not exceed sanctioned strength of that discipline.
- (f) For a student with CGPI 9.5 or above if a vacancy does not exist, he/she will be permitted to change provided the strength in the discipline to which the change is being sought does not exceed by 5% of the approved strength. These seats will be super numerary.
- i) The change of branch shall be made in accordance with the above rules and shall be effected in the beginning of 2nd year (3rd semester). After this no change of branch shall be permitted.
- (j) All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change offered.

4. CURRICULUM

The academic programmes of the Institute follow the credit system. Details of the curriculum for the undergraduate programmes as approved by the Senate on the recommendations of SUGC and as contained in the "Courses of Study" bulletin, is published periodically by the Institute. The medium of instruction, examination and project reports will be in English. The institute shall strive to design all programmes focusing on OUTCOME in order to ensure quality and technical competency of the students undergoing a programme.

4.1 B.Tech., Programmes

These are divided into two distinct but compatible parts called Core Curriculum and Professional Curriculum. Each student is required to go through the Core Curriculum, irrespective of his/her chosen branch of specialization. It consists of a package of compulsory courses in Physics, Chemistry, Mathematics, Computing, Basic Electronics, Basic Electrical Engineering, Engineering Graphics, Thermodynamics, Engineering Mechanics, Strength of Materials, Material Science, Environmental Studies, Workshop Practice besides General Proficiency which includes physical education, cultural activities, value education, NCC, NSS and other co-curricular activities and a few other courses (as approved by the Senate on the

recommendations of SUGC from time to time).

The Professional Curriculum is meant for the chosen branch of specialization. It consists of a set of compulsory courses, electives (open as well as branch specific), and project work besides courses in Humanities and Social Sciences. Most of the departments may organize educational tours and training as part of the Professional Curriculum.

4.2 B.Arch. Programme

It consist of professional courses along with the courses from Civil Engineering, Mathematics, Humanities & Social Sciences & Management. Educational tours & training are an integral part of the curriculum.

*Students, if facing difficulty in any regular course may be transferred, on the request of the student and on the recommendations of the DUGC and Head of the Department, to Slow Paced programme by the Chairman SUGC. Though the contents of such courses and the regular ones are exactly the same, but, these are taught at a slow-pace and load of one semester is covered in two semesters instead of one semester. However the total **maximum** duration of the programme shall not be changed. All such cases have to be reported to the Senate.*

5. REGISTRATION

Registration is a very important procedural part of academic system. All students are required to register in person for each semester for the courses to be pursued by them, as per the programme, on the dates specified in the Academic Calendar.

The sole responsibility for registration rests with the student concerned.

5.1 Registration Procedure

A list of courses to be offered during the 1st year shall be put up on the notice boards/ website by the Chairman SUGC and for 2, 3 and 4th years the same shall be put on the notice board/website by the Head of the concerned Departments. The list of courses shall also be made available to the *Convener, DUGC and Registration Advisors*.

The SUGC nominates Registration Advisors from amongst the faculty to provide necessary information on the core-curriculum courses offered and changes, if any, during registration in each semester. Similarly, the DUGC nominates Registration Advisors to advise students on registration for courses of the professional curriculum.

The registration procedure involves:

- a) filling of the prescribed registration form mentioning the courses to be credited in the semester.

b) payment of fees and clearance of outstanding dues (if any).

The candidates admitted to the institution in their first year in any programme are required to submit documents of having passed the qualifying examination by the last date given in the Academic Calendar to get their registration regularized. The students of NIT Hamirpur whose results have not been declared and are seeking registration in other semesters shall be admitted only provisionally. They shall have to fulfill all the requirements of registration after the results are declared.

5.2 Registration of a Deficient Student

A deficient student is one who either has not taken or has taken but failed in course(s) of previous semester(s). The deficiency may be due to poor grades, not registering course(s) for health and /or other reason(s), etc.

The programme of a deficient student must be framed by APEC/DUGC in such a manner that as many backlog courses as are available are included. Further, backlog courses must be arranged as far as possible in the sequence of their accumulation. A deficient student may be advised not to register for the professional courses if any of the following holds:

- i) His/her CGPI is less than 5.0 or SGPI is less than 4.5
- ii) He/she has a total backlog of more than three courses of the core-curriculum.

Registration of deficient students is done as per the recommendations of APEC and/or respective DUGC.

5.3 Late Registration

If for any compelling reason like illness, etc. a student is unable to register on the day of registration, he/she can register on the last registration day (i.e., after about a week from the beginning of the semester) specified in academic calendar on payment of the late registration fee as prescribed by the institution from time to time.

5.4 Academic Load

A student is normally expected to register for five/six courses every semester as per the respective programme. Each course carries a weightage in terms of credits depending upon the academic load which, in turn, is determined by the number of contact hours (lectures and tutorials), laboratory hours (if applicable) and additional hours that a student is expected to devote per week. A total number of about 30 hours of engagement per week constitutes the normal academic load per semester.

An undergraduate elective course will only be run if there is a minimum registration of 10 students if the department so decides.

A student may, however, be permitted by SUGC to take an overload of one extra course

to enrich his/her knowledge subject to the condition that his/her CGPI is ≥ 8 .

Similarly, SUGC may allow a student, for bonafide reasons, to take a reduced load. Also, a deficient student may be required to take a reduced load as per the provisions/ recommendations of DUGC/SUGC/decisions of the Senate.

5.6 Cancellation of Registration

Absence for a period of three or more weeks at a stretch during a semester shall result in automatic cancellation of the registration of a student from all the courses in that semester.

5.7 Summer Term Course

- a) A summer term course may be offered by a department on the recommendations of DUGC and with the approval of the Chairman (Senate) based on the recommendation of SUGC to the students having secured 'F' Grade.
- b) The summer term course may also be offered to the students to improve one or more courses in which he/she has secured 'D' grade subject to the condition that his/her SGPI < 4.5 and/or CGPI < 5.0 .
- c) Department may offer a course (including both elective as well as open elective) during a summer term subject to the condition that a student can register for a maximum three courses. A summer term course is open only to those students who had taken the course earlier and failed.
- d) Summer term courses will be announced by the office of Dean (Academic) as per academic calendar. A student will have to register within the time stipulated in the academic calendar by paying prescribed fees as approved by Senate from time to time.
- e) The number of contact hours in any summer term course will usually be the same as in the regular semester course which is approximately 40. The assessment procedure in a summer course will also be same as that for a regular semester course.
- f) The effective duration of summer term course shall be 8+1 weeks (classes+ examinations)
- g) Withdrawal from a summer course is not permitted.
- h) Further in the summer term, the load will be assigned to a faculty member by the Head of the concerned department.

6 TEACHING AND ASSESSMENT

6.1 Teaching

- a) **Medium** -The medium of instruction is English.
- b) **Approval of Courses** -Each course along with its weightage in terms of units is approved by the SUGC as per the procedures laid down by the Senate. Only approved courses shall be offered during any semester.
- c) **List of Courses** -The list of courses to be offered by a department/ interdisciplinary programme is finalized before the beginning of the semester by the concerned Head, taking into consideration all the requirements and the recommendations of the standing committees of the Senate.
- d) **Conduct of Courses** -Each course is conducted by the Faculty-in-charge with the assistance of the required number of tutors. The Faculty-in-charge is responsible for conducting the course, holding the examinations, evaluating the performance of the students, awarding grades at the end of the semester and transmitting the grades to the Office of the Dean Academics within the prescribed time limit (i.e., one week after the conduct of the End Semester Examination in that subject).
- e) **Teaching Assignments** -The Faculty-in-Charge, and tutors for all the courses offered by a department / interdisciplinary programme during the semester are assigned by the concerned Head. If any other department/interdisciplinary programme are also required to participate in teaching a particular course, the respective Head assigns the tutor.
- f) **Auditing of courses** -A student may audit a course in addition to the prescribed academic load requirement with the permission of the Instructor-in-Charge. There will, however, be no obligation on the part of department to reschedule the time-table if any clash arises. Under this arrangement, the student is simply auditing the course and the grade (if any) awarded to him/her in that course will not be entered in his/her Grade card.

6.2 Assessment Procedure

a) Credit System

Assessment procedure follows a model of credit system and a suitable grading/evaluation system for under graduate programmes of the institute.

b) Course Credits

Each course shall have an integer number of credits, which reflects its weightage. The number of credits of a course in a semester shall ordinarily be calculated as under:

$$\text{Number of Credits} = L + \frac{T + P}{2}$$

Where L, T and P represent the No. of lecture, tutorial and practical hours/week
The fraction to be rounded off to next integer value.

6.3 Evaluation System

The evaluation of students in a course is a continuous process and is based on their performance in different examinations/tests as mentioned below:

a) Theory Courses

i) Continuous Assessment Examinations (CAE) carrying 50% weightage. ii) End Term Examination (ETE) carrying 50% weightage.

b) Laboratory Courses

i) Continuous Assessment Examinations (CAE) carrying 60% weightage. ii) End Term Examination (ETE) carrying 40% weightage.

c) Continuous Assessment Examinations (CAE) for Theory Courses

The Continuous Assessment Examinations shall be conducted as per the notification in the academic calendar. However, quizzes/ class tests/ MCQ tests/ Open book tests/ Group activities can be conducted by the teacher during the semester as per his/her course plan. The distribution given to each component during Continuous Assessment Examination for theory courses is given below in Table 1.

Table 1. Distribution of Weightage for Theory Courses

S.No.	Particulars	Weightage (%)
1.	Periodical Exam.-I Periodical Exam.-II	30%
2.	Assignments/Tutorials/Class Performance/Quizzes/ Projects	20%
Total Weightage		50%

Duration of periodical examination shall be of one and half hour. The question paper shall consist of both objective (Multiple Choice) as well as subjective questions.

d) End Term Examination (ETE) for Theory Courses (Weightage 50%)

There will be an End Term Examination at the end of each semester for three hour

duration for each course and it is mandatory for a student to appear in End Term Examination. The date-sheet of the examination will be announced by Dean (Academic). The question paper shall consist of both objective (Multiple Choice) as well as subjective questions covering entire syllabus of a course.

e) Evaluation for Laboratory Courses

For the laboratory and practical works, the continuous assessment and end term examination, marks distribution shall be as given in Table 2.

Table 2. Distribution of Weightage for Laboratory Courses

Continuous Assessment		End Term (Lab final)	
Components	Weightage	Components	Weightage
Record Mark (based on continuous assessment of Lab/Practical works considering regularity and timely submission of lab records)	20%	Lab experiment/Procedure writing/Tabulation/ Innovation etc. as applicable	20%
Viva-Voce	40%	Viva -Voce	20%
Total	60%	Total	40%

f) Evaluation Procedure

i) The course coordinator is responsible for setting the question paper and maintaining its secrecy, conducting the examination of a course, evaluating and awarding the grades. The complete transparency shall be maintained in evaluation system. For a course, where more than one faculty member is involved in teaching one of them shall act as coordinator. The graded scripts of quizzes, tests, and periodical examinations will be given to the students within reasonable time. The answer scripts of the final examination will also be shown to the students after evaluation within reasonable time.

ii) The evaluation and award of grades for minor project and industrial training shall be done by the committee consisting of:

- Head of the Department
- Two members from DUGC
- Coordinator(s)/ or Supervisor(s) of the Minor Projects/Training/Course counselor.

The industrial training and minor project shall normally be evaluated through the quality of work carried out, the report submissions, contents and presentation in the particular semester, while General Proficiency (GP) of the student will be based on the participation, performance in various co-curricular activities and conduct of the student during the entire course. The evaluation and award of grades for GP shall be done by the committee consisting of:

- Head of the Department
- Coordinator of departmental society/student activities
- One coordinator of co-curricular activities (Institutional level)
- One nominee of the senate.

Students are required to undergo 4-6 weeks of industrial training (on site training for civil and architecture students) after the end of fifth semester.

- iii) The evaluation and award of grades for major project shall be done by the committee consisting of:
- Project Coordinator
 - An External Examiner nominated by the Chairman (Senate) from the panel of examiners submitted by Head of the Department in consultation with DUGC.
 - Minimum two faculty members nominated by Head of the department preferably one from other department.

6.4 Grading System

a) Grades and Grade Points

At the end of the semester a student is awarded a letter grade in each of his/her courses taking into account his/her performance in the various examinations, quizzes, assignments, laboratory work (if any), etc., besides regularity of attendance in classes. The awards/grades are submitted in the Dean Academics office positively within the prescribed time limit of five days after the end semester examination.

There are seven letter grades: A, AB, B, BC, C, D and F. The letter grades and their numerical equivalents on a 10-point scale (called Grade Points) are as follows:

Letter Grade	A	AB	B	BC	C	D	F
Grade Points	10	9	8	7	6	4	0

In addition, there are three letter grades, viz; I, S and X, which stand for Incomplete, Satisfactory and Unsatisfactory, respectively. Further, for courses with zero weightage (Audit) only Pass (P)/Fail; (F) grades are awarded. The institute will follow absolute grading system.

b) Criterion for the Award of Grades

The following are the general guidelines for the award of grades:

- i) All evaluations of different components of a course announced in the course plan shall be done in marks for each student.

- ii) The marks of various components shall be added to get total marks secured on a 100 point scale for theory courses and laboratory courses.
- iii) For any course, criterion as list in Table-3 shall be used for the award of grades.
- iv) The teacher will ensure coverage of all the contents of a caught during the semester. The end semester examinations question paper shall cover all the sections of the syllabus. At the end of the semester a teacher will submit a complete course file to the Head of the Department having following documents.
- Lecture wise breakup of syllabus covered during semester (course plan).
 - Attendance record
 - Tutorial sheets/Assignment sheets
 - Question papers of periodical/minor exams
 - Quizzes
 - Question paper of end semester examination
 - Complete details of marks with final grades
- v) Concerned teacher shall submit on-line as well as forward an authenticated copy of these awards to the head of the department for onward transmission to Dean (Academic) office. He will also display the list of students getting 'F' grade (marks < 40%) in the Department.

c) **Criterion for Award of Grades**

Table-3:

The grades will be awarded as under: -

Grade		Percentage score, X
A	-	$X \geq 90\%$
AB	-	$80 \leq X < 90\%$
B	-	$70 \leq X < 80\%$
BC	-	$60 \leq X < 70\%$
C	-	$50 \leq X < 60\%$
D	-	$40 \leq X < 50\%$
F	-	$X < 40\%$

The following formula for converting grades into percentage of marks be adopted.

$$\%age \text{ of marks} = CGPI * 10$$

d) Awarding Incomplete Grade 'I'

A student may be awarded the grade 'I' (Incomplete) in a course if he/she has missed, for a genuine reason which are in the knowledge of DUGC, the end semester examination but has done satisfactorily in all other parts. An 'I' grade is not awarded simply because a student has failed to appear in examination(s). An 'I' grade must, however, be converted by the Faculty-in-Charge into an *appropriate letter grade within ten days from the completion of end semester examinations and communicated to the Dean Academics office by the last date specified in the academic calendar*. Any 'I' grade still outstanding two days after the last scheduled date, shall be automatically converted into F grade.

e) Project Grades

Project grades finalized as per approved procedure shall be submitted by the last date specified for the submission of grades (i.e., within one week of the last date of the end semester examination). An 'I' grade will not be given for mere non-completion of project due to the lack of facilities, etc. An 'I' grade may be given only on medical grounds. If the department feels that a student has to complete his/her project in another semester, the DUGC will seek prior permission of SUGC and the student will be required to get formally registered.

f) Repeating of F-Grade

F –grade is a fail grade. The course(s) in which a student has earned F-grade will be termed as back-log course (s).

F-grade is awarded when a student has attended at least 75% of the Lectures, Tutorials or Practicals and undergone all the evaluation process prescribed for the courses. A student with 'F' grade has to improve by repeating/replacing the course (s) during summer term as per the provision 5.7 of UG manual and for this the student will have to pay an additional fee which may be revised from time to time for any course by the institute.

F-grade is also awarded to a student who is not allowed to appear in end semester examination in a particular subject due to shortage of attendance, though he might have undergone other components such as mid semester exams, assignments, class tests, projects etc. Such a student will be required to repeat the course in which he/she has secured F-grade in the summer term.

g) Semester Grade Point Index (SGPI)

The Semester Grade Point Index (SGPI) is a weighted average of the grade points earned by a student in all the courses credited and describes his/her academic performance in a semester. If the grade points associated with the letter grades awarded to a student are $g_1, g_2, g_3, g_4,$ and g_5 in five courses and the corresponding weightages (credits) are $w_1, w_2, w_3, w_4,$ and w_5 , the SGPI is given by:

$$SGPI = \frac{w_1 g_1 + w_2 g_2 + w_3 g_3 + w_4 g_4 + w_5 g_5}{w_1 + w_2 + w_3 + w_4 + w_5}$$

S and X grades shall not be considered in the computation of the SGPI. Similarly, Pass (P) and Fail (F) grades awarded for courses of zero weightage shall not be considered in the computation of SGPI.

h) Cumulative Grade Point Index (CGPI)

The Cumulative Grade Point Index (CGPI) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as the SGPI, considering all the courses (say, n), and is given by:

$$CGPI = \frac{\sum_{i=1}^n w_i g_i}{\sum_{i=1}^n w_i}$$

i) Academic Performance

A student is required to complete successfully all the courses of the curriculum prescribed for his/her *undergraduate* programme and attain a minimum level of academic performance, i.e., obtain a minimum CGPI **5.0**.

j) Grade Card

A copy of the Grade Card is issued to each student at the end of the semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

k) Withholding of Grade Card

The grade card of a student may be withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her.

7. INADEQUATE ACADEMIC PERFORMANCE

The academic performance of each undergraduate student is reviewed by APEC at the end of a regular semester and is considered inadequate if his/her SGPI/CGPI is as under:

SGPI less than 4.5 and CGPI less than 5.0

Such a student is termed 'academically deficient'. Depending on the degree of inadequacy, a deficient student may be placed on *warning* or *Academic Probation*. *The HOD of concerned department will issue the warning.*

A student shall not be allowed to register in the fifth semester if he/she has a backlog of first semester. Similarly he/she shall not be allowed to register in the subsequent sixth, seventh and eighth semester if he/she has a backlog of second, third and fourth semesters respectively. Similarly, in case of B.Arch., students shall not be allowed to register in fifth, sixth, seventh, eighth, ninth and tenth semester, if they have a backlog of first, second, third, fourth, fifth and sixth semester respectively.

7.1 Academic Probation

A student is put on academic probation if his/her SGPI and/or CGPI at the end of a regular semester are/is as follows:

$$4 \leq \text{SGPI} < 4.5 \text{ and /or } 4.5 \leq \text{CGPI} < 5.0$$

Such a student is required to sign an undertaking incorporating the following terms and conditions:

- i) He/She shall attend at least 75 per cent of all lecture, tutorial and laboratory

classes of each course. ii) His/Her academic load may be reduced by at least one course. iii) He/She shall register for all courses (if available) in which the letter grade F is

obtained. iv) He/She shall, in addition, repeat those courses (if available) in which the letter grade D is secured if his/her CGPI/SGPI drops below the prescribed minimum

(5.0 & 4.5) respectively and is likely to improve above prescribed minimum by crediting courses in which the student has got D grade. v) He/She shall obtain a minimum SGPI of 4.5 and CGPI of 5.0 vi) He/She shall not hold any office in the Hostels, Students Club/Gymkhana or any other organization/body during academic probation. vii) Any other term/condition laid down by SUGC/Senate. viii) His/her programme shall automatically be terminated if fails to fulfill any of the above conditions.

A student will be declared Fail in a semester if he/she obtains SGPI < 4 and/or CGPI < 4.5. He/she will have to repeat that semester subsequently. He/she will not be allowed to move to higher semester without clearing that semester as well as obtaining the required minimum SGPI (4.5) and CGPI (5.0).

7.2 Termination of Programme

The undergraduate programme of a student may be terminated by the Senate if he/she:

- (i) is on academic probation and fails to satisfy the conditions thereof in a particular semester or is absent without authorized leave of absence for a major part of the semester and does not appear in the end-semester examination of the courses in which he/she is registered.
- (iii) fails to report and register by the last date of registration without any bonafide reason.
- (iv) involves himself/ herself, in violation of the code of conduct, in ragging, etc. and the Board of Discipline (BOD) / a special Institute committee makes a recommendation to that effect.

7.3 Reduced Academic Load

A student placed on **warning** or **academic probation** will be permitted a reduced load up to a maximum of three courses, if he/she so desires. However, the courses for which he/she registers will be decided by DUGC considering the input obtained from the Head, Dean Academic, Faculty, etc. The parents/guardian of such a student will be kept informed of his/her progress.

7.4 Appeal against Termination

A student whose programme is terminated on account of inadequate academic

performance or otherwise has the right to appeal to the Chairman (Senate) for reconsideration. While making the appeal against termination, he/she is expected to give valid reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. The Chairman (Senate) shall take a final decision after considering all the available inputs. However, the Senate will not entertain any further appeal for review unless substantial additional information is brought to its notice. All such decisions shall be ratified by the Academic Senate. The Chairman (Senate) normally shall not entertain the appeal more than two times from such student.

8. LEAVE OF ABSENCE

Application for leave of absence should be forwarded to HOD/DUGC through the convener DUGC with a medical certificate from the Institute Health Centre/Medical Officer of the Govt. Hospital along with prescription slip (if applicable). Leave must not usually be availed of without prior approval of the convener DUGC.

8.1 Mid-semester Break and Vacation

Undergraduate students are entitled to avail mid-semester break and vacation as specified in the Academic Calendar.

8.2 Short Leave

Leave of absence during the semester shall be discouraged for all registered students. However, for bonafide reasons, a student may be granted leave of absence during the semester by convener DUGC as under:

Maximum of 15 days – on medical grounds

Maximum of 7 days – for any valid reason

However the attendance should not fall below 75% of the total lectures delivered (including tutorials and practicals, if any).

8.3 Temporary Withdrawal / Semester Leave

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to complete his/her studies without any break. However, for bonafide reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence at the discretion of Senate on the recommendations of the SUGC for an extended period. Such leave of absence(s) shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme. The total duration of the programme, however, shall be inclusive of all types of leaves availed by the students.

Authorized leave of absence for a period of four or more weeks at a stretch will result in automatic withdrawal from all courses in that semester.

A student who remains on authorized leave of absence due to ill health is required to submit a certificate from a District /Chief Medical Officer to the effect that he/she is sufficiently cured and is fit to resume his/her studies. The student will be allowed to register only when SUGC is fully satisfied of his/her state of health.

8.4 Permission to Proceed to other Institutions

In order to help a student to broaden his/her horizon and gain course/work experience, he/she may be permitted to proceed to other academic institutions in India or abroad as a non-degree student. The following guidelines and procedures apply for this purpose:

A student who satisfies the minimum eligibility conditions given below may spend up to two semesters in any academic institution of repute in India or abroad with prior permission of SUGC.

a) Eligibility

i) Completion of first four semesters of course work, ii) CGPI of at least 8.0, and iii) No backlog of any course.

b) Procedure

The student shall make an application to SUGC through the concerned DUGC, giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the institution where he/she has chosen to spend time as a non-degree student.

The DUGC will then examine the student's proposal to determine whether the proposed programme is of appropriate nature, both in quality and quantity. On the recommendation of the DUGC, SUGC may approve the proposal and grant permission, with leave of absence, to the student to proceed as a non-degree student to the selected institution.

Those students who are selected by the Institute, using prescribed rules and procedures, to proceed on any Institutional Exchange Programme will also be governed by clause 8.4b for the transfer of academic credits, etc.

9 REQUIREMENTS

9.1 Minimum Residency and Maximum Duration

The minimum residency and maximum duration requirements for undergraduate programme are as under:

Programme Minimum Residency Maximum Duration

B.Tech. Eight Semesters (Four Year)	Seven years (from 1 st registration)
B.Arch. Ten semester (Five Year)	Eight Years (from I st registration)

The residency requirement of one semester is equivalent to registration for the normal academic load of courses during a semester.

9.2 Attendance requirement.

Being residential institute all the students are normally required to have full (100%) attendance. However, in no case it should be less than 75% even after giving the attendance benefits because of illness, participation in sports and cultural activities, NCC, NSS, Mountaineering, skiing course/competitive examination or any other genuine ground. Candidates having attendance less than 75% shall not be allowed to appear in the examination and will be awarded F grade.

9.3 Academic Performance Requirement

A student is required to complete successfully all the courses of the curriculum prescribed for his/her *undergraduate* programme and attain a minimum level of academic performance, i.e., obtain a minimum CGPI **5.0**.

9.4 Additional Requirements

a) Extra Curricular Activities.

In addition to the above mentioned academic requirements, the extra-curricular activities which are very essential for overall personality growth of the students, is given weightage. Each student is required to devote at least two hours per week towards these activities. The final degree shall be awarded only if the student has successfully complete this requirement and has devoted a minimum qualifying hours (50 hours with 25 hours in each semester)

The institute through President Club in consultation with the Dean of Student Affairs shall identify the activities to be offered in a particular semester and shall communicate to Dean (Academic) well before the due date of registration for the semester. The Senior Lecturer Physical Education shall keep a record of the student's participation in the

activities (Some of the activities to be covered are Institute Development Service, NCC, CSS, Sports, Yoga, Health Awareness (at least Two), Debates, Culture Activities etc..

b) *Department may introduce additional specific requirements during the professional curriculum.*

9.5 Graduation

A student is deemed to have completed the requirements for graduation if he/she has met the residence and academic requirements outlined in Sections 9.1, 9.3 and 9.4, satisfied additional requirements, if any, of the concerned department, paid all dues to the Institute and the Hostels, and no case of indiscipline pending against him/her.

A student failing to complete the programme even within the maximum duration specified may be allowed by the Senate to continue depending on the merits of the case.

10. DEGREES

10.1 Award of Degrees

A student who completes all the graduation requirements specified in **Section 9** is recommended by the Senate to the Board of Governors (BOG) for the award of the appropriate degree in the ensuing convocation. The degree can be awarded only after the BOG accords its approval.

10.2 Withdrawal of the Degree

Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the Board of Governors for withdrawal of a degree already awarded.

11. SCHOLARSHIPS, PRIZES AND MEDALS

The Senate Scholarships and Prizes Committee (SSPC) determines the general policy regarding recommendations for the award of the different types of scholarships, stipends, medals and prizes available to Institute students. It also coordinates and reviews the application of the policy and makes recommendations to the Senate for its final decision. The detailed norms and conditions for the award of various scholarships, prizes and medals are contained in the brochure entitled “Rules and Procedures for Scholarships and Prizes” of the Institute.

11.1 Merit-cum-Means Scholarships

A number of Merit-cum-Means scholarships are awarded to the undergraduate students

according to the rules and procedures laid down by the Govt of India.

11.2 Poverty-cum-Brilliance (Merit) Scholarship

Poverty-cum-Brilliance (Merit) Scholarship from Department of Technical Education, Himachal Pradesh is awarded to Himachali Bonafide students @ of Rs.3600/-per annum for General category and Rs.6000/- per annum for SC/ST category students.

11.3 Scholarship for students from other States.

Scholarship for students from other States are also available from there respective State Govt. through State Technical Education Department/Welfare Department etc.

11.4 Any Other Scholarship

Associated Cement Companies Ltd.(ACC) awards ten Scholarships for Meritorious bonafide Himachali students studying at NIT Hamirpur or other institution out side the state @ Rs.1000/-per month for four year duration.

The scholarships, etc. are paid up to the month in which a student completes all the requirements of his/her undergraduate programme.

These scholarships, etc. are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material, facts and/or giving false information.

A student leaving the Institute on his/her own accord without completing the programme of study may be required to refund the amount of scholarship, etc. received during the academic session in which he/ she leaves the Institute.

11.5 Prizes and Medals

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the institute awards a number of prizes and Director's Medals, established by the Institute.

12 CONDUCT AND DISCIPLINE

12.1 Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. He/She should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighbourly behaviour to fellow students. Due attention and courtesy is to be paid to visitors to the Institute and residents of the Campus.

Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), willful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the code of conduct. Involvement of a student in ragging may lead to his/ her expulsion from the Institute.

12.2 Disciplinary Actions and Related Matter

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, awarding Black dots, debarring from examinations, withdrawal of scholarship and/ or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

a) Indiscipline

The Faculty/Tutor shall have the power to take appropriate action against a student who misbehaves in his/ her class.

The Dean (Students & Alumni Affairs), Chief Warden, Warden-in-Charge of a Hostel has the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or rules and regulations pertaining to the concerned Hostel.

Violation of the Code of Conduct by an individual or by a group of students can be referred to a Board of Discipline (BOD) by the Director.

Constitution of Board of Discipline (BOD) shall be as under:

- i) Dean (Students & Alumni Affairs) Chairman
- ii) Two Heads of Teaching Deptts.
- (on rotation basis) Member iii) Registrar Member iv) HOD of concerned Dept. Member v) Chief Warden Member Secretary

b) Unfair Means

The Instructor-in-Charge of a course shall have the power to debar a student from the examination in which he/she is detected to be using unfair means. All such cases should

be brought to the notice of the Dean (Academic) along with all the supporting evidences.
All such cases shall be looked into by a standing committee consisting of the

following officials:

- | | |
|--------------------------------------|----------|
| i) Dean (Academic) | Chairman |
| ii) Chairman SPGC | Member |
| iii) Chairman SUGC | Member |
| iv) Concerned Head of the Department | Member |
| v) Two Senate nominees | Members |

A student, teacher or other functionary of the Institution can refer a case to this committee for consideration. Further, in very exceptional circumstances, the Chairman (Senate) may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Senate for its final decision.

The Senate may **not recommend** a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree/diploma/certificate even if he/she has satisfactorily completed all the academic requirements from time to time.

13. Transcripts, Degrees and other Certificate

Additional transcripts, Duplicate Degrees/Certificate can be obtained on the payment of prescribed charges.

14. Waiver Clause

The procedures and requirements set out in this manual, other than those in Sections 3, 6.3, 7, 9, and 10 may be waived in special circumstances by the Chairman (Senate) on the recommendation of SUGC. All such exceptions are, however, reported to the Senate.

15. Migration

Migration from and to other institution/University shall not be permitted in between the course studies.

16. Amendments

Notwithstanding anything contained in this manual, the Senate of the National Institute of Technology Hamirpur, reserves the right to modify/amend without notice, the

curricula, procedures, requirements, and rules pertaining to its undergraduate programmes.

17. Interpretation

Any doubt or dispute arising about the interpretation of the Rules & Regulations shall be referred to the Chairman Senate whose decision shall be the final.