

# **ORDINANCES GOVERNING UNDERGRADUATE PROGRAMMES (UG MANUAL)**

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**RAJIV GANDHI INSTITUTE OF PETROLEUM  
TECHNOLOGY, JAIS  
Amethi- 229304**

# Contents

	<b>Preamble</b>	<b>4</b>
<b>1.</b>	<b>INTRODUCTION</b>	<b>5</b>
	<b>1.1 Undergraduate (UG) Programme</b>	<b>6</b>
	<b>1.2 Senate under-Graduate Committee (SUGC)</b>	<b>7</b>
	<b>1.3 Office of Dean (Academic Affairs)</b>	<b>7</b>
	<b>1.4 Waiver Clause</b>	<b>8</b>
<b>2.</b>	<b>ACADEMIC SESSION</b>	<b>8</b>
	<b>2.1 Academic Calendar</b>	<b>8</b>
<b>3.</b>	<b>ADMISSION</b>	<b>8</b>
	<b>3.1 Undergraduate Programmes</b>	<b>8</b>
	<b>3.2 Change of Programme</b>	<b>9</b>
	<b>3.3 Admission of Non-degree Transfer Students</b>	<b>9</b>
	<b>3.4 Cancellation of Admission</b>	<b>10</b>
	<b>3.5 Fulfillment of Admission Requirements</b>	<b>10</b>
<b>4.</b>	<b>CURRICULA</b>	<b>10</b>
<b>5.</b>	<b>REGISTRATION</b>	<b>10</b>
	<b>5.1 Registration Procedure</b>	<b>10</b>
	<b>5.2 Registration of a Deficient Student</b>	<b>11</b>
	<b>5.3 Late Registration</b>	<b>11</b>
	<b>5.4 Adding and Dropping of Courses</b>	<b>11</b>
	<b>5.5 Academic Load</b>	<b>12</b>
	<b>5.6 Summer Term Registration</b>	<b>12</b>
	<b>5.7 Cancellation of Registration</b>	<b>12</b>
<b>6.</b>	<b>TEACHING AND EVALUATION</b>	<b>12</b>
	<b>6.1 Teaching</b>	<b>12</b>
	<b>6.2 Attendance</b>	<b>13</b>
	<b>6.3 Evaluation</b>	<b>14</b>
	<b>6.4 Grading System</b>	<b>14</b>

<b>7.</b>	<b>INADEQUATE ACADEMIC PERFORMANCE</b>	<b>16</b>
7.1	Warning	17
7.2	Academic Probation	17
7.3	Termination	17
7.4	Appeal Against Termination	18
<b>8.</b>	<b>LEAVE OF ABSENCE</b>	<b>18</b>
8.1	Mid-Semester Recesses and Vacation	18
8.2	Temporary Withdrawal	18
8.3	Permission to Proceed to Other Institutions	18
<b>9.</b>	<b>REQUIREMENT FOR DEGREE</b>	<b>19</b>
9.1	Residence	19
9.2	Academic	20
9.3	Graduation	20
9.4	Relaxation Provisions	20
<b>10.</b>	<b>DEGREES</b>	<b>20</b>
10.1	Award of Degree	20
10.2	Withdrawal of Degree	20
<b>11.</b>	<b>SCHLORSHIPS, PRIZES AND MEDALS</b>	<b>20</b>
11.1	Scholarships	21
11.2	Prizes and Medals	21
<b>12.</b>	<b>CONDUCT AND DISCIPLINE</b>	<b>21</b>
12.1	Code of Conduct	21
12.2	Disciplinary Actions and Related Matter	21
<b>13.</b>	<b>AMENDMENTS</b>	<b>22</b>
Appendix 1	Academic Calendar	23
Appendix 2	Guidelines for change of Programmes	24
Appendix 3	Credit Assignment to Each Component of the Course	25
Appendix 4	Format for Request for Change of Grade	26
Appendix 5	Format for Application for Make-up Examination	27
Appendix 6		
Appendix 7		

## Preamble

The Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais was established by the Ministry of Petroleum and Natural Gas, Government of India. The Institute is accorded the status of "Institute of National Importance" along the lines of the Indian Institutes of Technology (IIT) under an Act of Parliament ("Rajiv Gandhi Institute of Petroleum Technology Act 2007"). RGIPT is a domain specific Institute and the prime objective of the Institute is to provide world class education, training, and research to roll out efficient human resources to meet the growing requirements of the Petroleum & Energy sector. The aspiration is to develop India as a global manpower hub for the entire Petroleum and Energy Sector. The Institute is empowered to award degrees in its own right. What makes our UG and PG programmes unique is the active participation of the leading Oil Companies in the academic activities. RGIPT is co-promoted as an energy domain specific institute by six leading Oil Public Sector Units (ONGC, IOCL, OIL, GAIL, BPCL and HPCL) in association with the Oil Industry Development Board (OIDB). The Institute has association with leading International Universities/Institutions specializing in the domain of Petroleum Technology.

The Institute has at present two Engineering Departments, i.e. Department of Petroleum Engineering and Department of Chemical Engineering. The Institute has a Basic Sciences and Humanities Department consisting of faculty members from different branches of Sciences including Chemistry, Physics and Mathematical science and various social sciences areas including English, Sociology etc. The institute has a Department of Management Studies consisting of faculty members from diverse areas ranging from Accounting, Economics, Finance, Marketing, Human resources to Business Strategy.

The Institute offers four year B.Tech. degree programmes, two year Master of Technology (M.Tech.) programmes, and two year MBA programme. All the academic units offer Ph.D. programmes also.

Engineering and Technology is the backbone of the development of the society. Living, health and economic standards of the people of the society depend on the availability of advanced materials, devices and support service systems. These are made available by manufacturing and service industries. UG degree holders in engineering and technology are directly employed by these Industries. A few of them go for higher studies in engineering and technology or management. Engineering education requires expert knowledge and skills in respective branches of engineering, whereas Technology education requires broad based fundamental knowledge of both science and engineering with analytical and innovative skills. Quality Engineering education should inculcate broad foundation, depth of knowledge and expertise in subject of specialization, including skills (Communication, technical, analytical and managerial etc.), humanism, social responsibility and business aptitude in students.

The goal of undergraduate engineering and technology education is that the student; (i) learn the concepts and develop skills related to his/her discipline, (ii) have a broad base of humanities and science and (iii) builds character. Objectives and methodologies of education system run by organizations like RGIPT are diverse. To serve the objective of diversified class of students with different capabilities (mental, emotional and physical), the educational programmes should have sufficient flexibility both in terms of structure and duration. An

attempt can be made by redefining the undergraduate programmes in terms of its academic units “course” and session unit “semester”. Course is unique in terms of its **specific subject** referred by its **Title and Content**. Semester is a unit of educational programme for different class room, curricular, co-curricular and other activities.

In educational program **Learning** is multifaceted process of building **knowledge, intellect** and **skills** through **teachings** from learned and knowledgeable persons (Teachers) and through **self efforts** and **practices**. Learning cannot be assessed in the absolute scale. It can be assessed by defining the **Teaching and Learning Objectives** and by comparison. To categorize the levels of learning a suitable **grading system** is adopted. **Grading** is a process that identifies **learning in a course**. It guides and motivates students towards learning and determines the abilities (memory, analytic, mathematical, practical etc.) and effort of students. **Grade** is a symbol that represents the degree to which students have met a set of well-defined teaching and learning objectives.

A set of compulsory and elective courses constitute a programme. Course, Semester and Programme are quantified in terms of credits. Credits are supposed to be earned by the candidate/students by perusing/ studying different courses in a semester and obtaining a Pass Grade. The courses are linked together so as to they form a unified body or structure of the programme. Implementation of educational programme depends on the structure and organization of semesters and their sequencing. Thus candidate/student accumulates the credits and is supposed to qualify for the award of a degree in respective programme whenever his/her accumulated credits and performance cross the minimum credit requirement and standard of respective Programme.

The programme has some **objectives** i.e. the pursuance of the programme by a candidate will enhance his/her academic proficiency and skills in specified field of knowledge. **The people pursuing a programme become professionals.**

## 1. INTRODUCTION

Institutes of higher learning can set their objectives by adopting this simple philosophy in such a way that it can satisfy the needs of diversified classes of students and Institute produces world class scientists, engineering and technology professionals.

The objectives of the Under Graduate Programmes can be listed as:

1. To develop and upgrade curriculum of different UG programmes at regular intervals in such a way that the students undergoing through it, become excellent professionals in respective branches of Engineering and Technology with sound background in Science, Philosophy, Ethics, Humanities and Business.
2. To create infrastructure, for development of knowledge base, innovation and creativity of highest quality amongst students and faculty of the Institute.
3. To create an ethical and healthy interactive environment amongst Departments/Schools, faculty and students for smooth running of the academic activities in class rooms, laboratories, workshop, library, sports ground etc. This is to promote overall academics, skill and personality development of the students, so that they can serve the society to their best.

Traditionally class room and laboratory activities, based on theory lecture and practical are important components of academics. However, library and web based learning are also finding their ways in academics. In library and web based learning, self-study, seminars, projects, practical training are important components. These are successful, only when smaller groups of students have larger number of interactive sessions with their teachers and/or supervisors. Interactions with laboratory, workshop and library staff are also very important for the success of interactive learning and skill development process.

Award of Degree to persons going through the UG programmes requires a well-structured curriculum divided into parts, i.e. semesters and subjects, a systematic method of evaluation, examinations and grading system, with rigidity of a part (course) and flexibility of choice of different parts (course). In curricula flexibility of choice needs some elaboration:

Horizons of science, technology and engineering are advancing day by day with new innovations and methodologies in different areas. Knowledge is being created every day. To create expert knowledgeable personnel with a depth of understanding, branching has been done in the field of science, technology and engineering. Today knowledge base is interdisciplinary. With interdisciplinary interactions new branches are also emerging. Innovation and growth is more and more when people work across the boundary of their disciplines. An Institute can serve the objective of various classes of students in a better way when some flexibility of choice of subjects is also available across these boundaries.

**This manual sets out the procedures and requirements of the undergraduate programmes. These procedures and requirements shall be applicable to all the students of UG programmes admitted in July 2019 session onwards.**

## 1.1 Under Graduate (UG ) Programmes

**4- Year Bachelor of Technology (B.Tech.)** programme in:

- i) Petroleum Engineering
- ii) Chemical Engineering

## 1.2 Senate Under-Graduate Committee (SUGC)

### Constitution of the Committee

The following members constitute the SUGC of the Institute.

- |  |          |
|--|----------|
| • The Dean (Academic Affairs)                                    | Convener |
| • All the Conveners of Department Undergraduate Committee (DUGC) | Members  |
| • Assistant Registrar  | Member   |
| • Two UG Student Representatives                                 | Members  |

The **Senate Undergraduate Committee** is a standing committee of the Senate. Senate manual prescribes the constitution of SUGC, and also the process of election of its Chairperson who convenes and presides over the meetings.

The SUGC has jurisdiction in the following matters concerning the undergraduate programmes of the institute:

- formal approval of new courses of instruction,
- desirable modifications of courses already approved,
- credit valuation of courses,
- formal approval of the admission of first year students,
- conduct of examinations,

- evaluation of academic performance, and
- such other related matters as may be referred to it by the Senate.

Functions of the SUGC consist primarily of general policy determination, coordination and review, but, the Senate retains the power of final review and decides such matters as may be brought 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 **Course Curriculum Committee (CCC)** and **Academic Performance Evaluation Committee (APEC)**, and is assisted by the Departmental Under-Graduate Committees (DUGCs). The Chairman Senate appoints the Chairpersons of both CCC and APEC. These Chairpersons, in consultation with the SUGC Chairperson, form their respective committees consisting of three faculty members drawn from amongst the SUGC members. The CCC 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 by DUGCs in the case of deficient students. *Both these committees make their recommendations to the SUGC.*

The **Department Under-Graduate Committee (DUGC)** consists of a Convener (nominated by the Head of the Department in consultation with the faculty of the Department), the Head of the Department, a minimum of four (4) and a maximum of eight (8) faculty members, and two student representatives (chosen by undergraduate students of the Department) for a one-year period. The tenure of the faculty members shall be two years, half of them retiring each 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.

### 1.3 Office of Dean (Academic Affairs)

The office of the Dean (Academic Affairs), 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. The under-graduate (UG) office of the Academic Section assists the SUGC and its subcommittees in their tasks

### 1.4 Waiver Clause

On the recommendation of SUGC the procedures and requirements set out in this manual, other than those in Sections 3 Admissions, 6.3 Evaluation, 7. Inadequate Academic Performance, 9. Requirements for Degree and 10. Degrees may be waived in special circumstances by the Chairman Senate. All such exceptions are, however, reported to the Senate.

## 2. ACADEMIC SESSION

The academic session normally begins in the last week of July or first week of August every year and ends in the middle of July in the subsequent year. It is divided into three parts roughly as follows:

<b>Semester Odd</b>	From the last week of July or first week of August to the last week of November or first week of December
<b>Semester Even</b>	From the First week of January to the First week of May
<b>Summer Term</b>	From the middle of May to the middle of July

Each of the two semesters consists of about eighteen (18) weeks which includes one Mid Term and one end semester examinations and also one week of intra-semester recess. The summer term is a normal semester run at faster pace which consists of about nine (9) working weeks, including the seven days taken up for one Mid Term and one end-term examinations.

## 2.1 Academic Calendar

The dates of all important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, Institute festivals and functions, examinations, submission of grades, vacation, mid-semester recess, etc., during the Academic Session are specified in the *Academic Calendar* of the Institute, approved by the Senate every year (Appendix 1).

## 3. ADMISSIONS

### 3.1 Under Graduate (UG) Programmes

- a) **Through Joint Entrance Examination** - Admissions to all UG Programmes are made once a year in July through Joint Entrance Examination (JEE) conducted on an All India level by IITs. The procedures and requirements for admission to these programmes are specified in the JEE Information Brochure brought out every year.
- b) *A few admissions (not exceeding 10% of the total seats) are offered under the Cultural Exchange Fellowship Programme of the Government of India, administered by Indian Council of Cultural Relations (ICCR), New Delhi or Study in India programme. For these admissions, the candidates are required to apply through the Indian High Commission/Embassy in their respective countries.*
- c) Reservations of Seats and Admission for reserved seats
  - i) Reservation of seats for various categories shall be as prescribed by the Board of Governors. The admission process for the reserved seats is as stated below:
  - ii) **SC and ST Candidates** – Reserved seats are filled on the basis of JEE qualifying norms specified for them. In case these reserved seats remain vacant, SC, ST and PwD candidates (who appeared in JEE and satisfy certain relaxed conditions) are offered admission to the Preparatory Course of one year duration in Physics, Chemistry, Mathematics and English. On completion of the preparatory course and passing of the examination conducted by the Institute, the candidates are offered admission to the first year of UG programme of the IIT in which they are admitted.
  - iii) **Other Backward Classes (OBC) Candidates (Not belonging to creamy layer)** Reserved seats are filled on the basis of JEE qualifying norms specified for them.

iv) **Persons with Disability (PwD) Candidates:** Reserved seats are filled on the basis of JEE qualifying norms specified for them. In case these reserved seats remain vacant, other candidates in their respective categories are offered admission.

v) **Economically Weaker Sections (EWSs) Candidates:** Reserved seats are filled on the basis of JEE qualifying norms specified for them. In case these reserved seats remain vacant, the seats are filled by general category candidates only.

vi) **Girl Candidates:** The supernumerary reserved seats for girls (14% of the total seats) are to be filled as per the norms of MHRD.

**3.2 Change of Programme** - The students shall normally pursue the respective programme allocated to them at the time of admission. However, the SUGC may permit a limited number of students to change their programme as per the approved guidelines and the same will be reported to the Senate. (Appendix 2).

### **3.3 Admission of Non-degree Transfer Students**

A transfer student is a student who is officially sponsored by an Institute or University or Organization to complete a part of his/her academic programme at the Rajiv Gandhi Institute of Petroleum Technology (RGIPT). She/he is also a non-degree student as the Institute does not give its degree to such students. The non-degree student may carry out research, take courses for credit and may use Institute facilities. An official transcript of work done at the Institute along with grades obtained, if any, would be given to the non-degree student concerned for his/her use as she/he may deem appropriate. However, any credits earned at the Institute, by a non-degree student, cannot be applied for any degree programme of RGIPT.

A person will be admitted as a non-degree transfer student on a duly recommended application through DUGC and SUGC to the Dean (Academic Affairs). The applications will be finally approved by the Chairman, Senate. A non-degree student may be admitted for a maximum period of one year only at any time. The strength of non-degree students in any programme should not be more than 5% of the programme strength. A non-degree student will be required to pay all applicable fees depending upon the status, programme, and nationality. **Students so admitted will be governed by all rules, regulations and discipline of the Institute.**

### **3.4 Cancellation of Admission**

All students admitted provisionally or otherwise to any programme shall submit copies of their mark sheets, provisional certificates, etc. of the qualifying examination and other documents by the last date specified for the purpose in the Academic Calendar. If any student fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s) his/her admission shall be cancelled. The admission will also be cancelled at any later time if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

### **3.5 Fulfilment of Admission Requirements**

Admission to any undergraduate programme requires that the applicant

- a) be eligible,
- b) *go through the laid-down admission procedure*, and
- c) pays the prescribed fees.

All admissions to the undergraduate programmes should be formally approved by the SUGC.

## 4. CURRICULA

Details of the curricula for the undergraduate programmes as well as the courses are approved by the Senate. It is implemented in terms of Institute requirement and Professional requirement.

These are divided into two distinct but compatible parts called **Institute requirements (Core Curriculum)** and **Professional Programme requirements (Professional Curriculum)**. Each student is required to go through the **Institute requirements**, irrespective of his/her chosen branch of specialization. It consists of a package of prescribed compulsory and elective courses in Basic Sciences, Basic Engineering, Engineering Science, Computing, Engineering Graphics and Manufacturing, Humanities, Social Sciences, Finance, Management etc. The **Professional Programme requirement** for the chosen programme of study consists of a set of compulsory courses, electives, and project/research work and may contain dissertation work.

## 5. REGISTRATION

All students are required to register at the beginning of each semester on the dates specified in the Academic Calendar for the courses to be pursued by them, as per the programme. A student must ensure that he/she has completed the pre-requisites, if any, for each course to be registered. ***The sole responsibility for registration rests with the student concerned.***

### 5.1 Registration Procedure

A list of courses to be offered during the semester is made available by the DUGC and is put up on the notice boards/ website.

SUGC will nominate Registration Advisors from amongst the faculty to provide necessary information on the Institute requirement courses offered and changes, if any, during registration in each semester. Similarly, DUGC will nominate Registration Advisors to advise students on registration for courses of the departmental requirements.

The registration procedure involves:

- a) filling of the registration form, mentioning the courses to be credited in the semester
- b) payment of fees and clearance of outstanding dues (mess, library and others if any), and
- c) signing of the registration roll in the office of the Dean, Academic Affairs as notified.

### 5.2 Registration of a Deficient Student

The programme of a deficient student (Section 7) must be framed by DUGC in such a manner that as many backlog courses as are available (in that semester) are included but taking care that the credit load of the student does not exceed the average semester load of the academic programme. Further, backlog courses must be arranged as far as possible in the sequence of their accumulation.

A deficient student due to academic performance may be advised not to register for the **progressive courses** if any of the following holds:

- (i) His/her earned credits up to that particular academic year is less than 60% of the cumulative required credits.
- (ii) He/she has a total backlog of seven or more courses of the curriculum.

### 5.3 Late Registration

Students must report in person on the registration date to complete the registration procedure. No proxy shall be allowed to complete the registration related formalities. Under

extraordinary circumstances, if a student is unable to register on the specified registration date for any compelling reason like illness, internship etc., he/she may be permitted for late registration within next three working days on payment of the late registration fee. For this, the student has to submit an application to the Dean (Academic Affairs) through the Convener, DUGC citing the reason of absence with valid supporting documents. Dean (Academic affairs) on recommendation from the Convener DUGC may approve the late registration after assessment. Late registration due to prolonged summer internship is not permitted beyond the specified late registration date. However, if a student seeks prior permission to register late on valid grounds, Dean (Academic Affairs) may allow and exempt him/her from payment of late registration fee. Any request for late registration beyond three days of the specified registration date is subjected to suitable recommendations from the Convener, Head of the department & Dean (Academic Affairs) and approval from the Chairman Senate of the Institute.

In case of student failing to report and register on or before the date of late registration due to some medical emergency then he/she may apply for special permission (with medical certificate and other medical records) but within two weeks of the date of late registration to Dean (Academic Affairs) through the respective HOD/DUGC convener. Dean (Academic Affairs) may recommend the same to Chairman Senate as an extraordinary case for permission of registration. If not permitted, then the student will be required to drop the semester.

#### **5.4 Adding and Dropping of Courses**

A student may add or drop course(s) on or before the date specified in the Academic Calendar with the permission of the Dean (Academic Affairs). For this, he/she must fill the appropriate form, get the endorsement of the convener of the course and the Convener, DUGC and submit the form to the Office of Dean (Academic Affairs) for approval.

A student may be permitted to withdraw course(s) till four weeks after the commencement of semester with the following conditions.

- i. Withdrawing from course(s) should not result in a net registration of less than 50% of credits of that semester.
- ii. The request to withdraw course(s) must be endorsed by the convener of the course, DUGC and Dean (Academic Affairs).

A student may be required to drop a course at any stage if it is found that he/she does not meet the pre-requisites of the course, or if there is a clash in the student's time table preventing him/her from attending the course, or if he/she is found not entitled to register for that course for any other reason.

#### **5.5 Academic Load**

A student will normally register for around 50-60 credits in a semester as per the respective programme. Each course carries a weightage in terms of credits depending upon the number of contact hours (lectures, tutorials, practical and self-study (Appendix- 2).

A student may, however, be permitted by DUGC to take an overload of extra 25% or under load of 25% less (one course more or one course less) of the prescribed load to enrich his/her knowledge or due to his/her inability to do so from the third semester onwards. Extra academic over load are normally be permitted to only those students whose CPI is  $\geq$  8.5. Further, a student can register for an overload of 5-10 research units from the 3<sup>rd</sup> semester onwards after approval of research convener (supervisor) and DUGC.

An overload of one course from III semester onwards is also permitted to clear the backlog of courses with the permission of DUGC and Dean (Academic Affairs).

## 5.6 Summer Term Registrations

Courses of VII and VIII Semesters only may be offered during Summer Term. A list of courses offered is brought out normally before March 30 every year. However, a few courses may be added by Dean (Academic Affairs) in the beginning of the summer term depending on the requirement of the deficient students. Students register for these courses at the beginning of the Summer Term on the recommendation of the APEC and/or DUGC and approval of Dean (Academic Affairs). The student will be allowed to register for only a maximum of half of the regular semester load or 3 Courses whichever is lower, in consultation with the DUGC/APEC considering the inputs of the Counselling Service, Instructors, etc. Late registration in Summer Term will be permitted with fine up to three days (including the Day of Registration) from the announced Date of Registration.

## 5.7 Cancellation of Registration

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

## 6. TEACHING AND EVALUATION

### 6.1 Teaching

a) **Medium** - The medium of instruction is **ENGLISH**. However, teaching of courses on literature, if any, may be in other languages. Whenever needed, possible help may be provided to groups of students in tutorials or otherwise in a language, in which they are comfortable

b) **Approval of Courses** - Each course along with its type (Level) and weight in terms of credits is approved by SUGC as per the procedures laid down by the Senate. Only approved courses may be offered during any semester/summer-term.

c) **List of Courses** - The list of courses to be offered by a Department is finalized before the beginning of the semester/ summer term by the concerned DUGC, 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 **course convener** with the assistance of the required number of teachers and/or tutors and teaching assistants (TAs). The **course convener and other teachers** are responsible for conducting the course, holding the examinations, evaluating the performance of the students, awarding grades at the end of the semester/summer term and transmitting the grades to the undergraduate office within the prescribed time limit.

e) **Teaching Assignments** - The **course convener**, teachers, tutors and TAs for all the courses offered by a department/school during the semester/summer term are designated by the concerned DUGC. If any other department/school is also required to participate in teaching a particular course, the respective DUGC designates the teachers, tutors and /or TAs.

f) **Auditing of courses** - A student may audit a course in addition to the prescribed academic load requirement with the permission of the course convener. 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 Report.

### 6.2 Attendance

Attendance of students in lectures, tutorials, practical and project work is important for learning process. Participation of students in different class room, curricular, co-curricular and other activities facilitates interactive process of learning making the attendance a very

important component of Academic Programme. It also help to bring discipline in the student's life thus enhances the overall personal development of the students.

The student is expected to be present in all the classes i.e. 100% attendance. However, it is noted that a student may miss few classes due to several exigencies. A grace of 25% in attendance is allowed for minor illness and urgencies, for which no application will be required to be submitted. Further, relaxation of seven days in form of Permitted Leave of Absence (PLA) will be provided to a student who has obtained prior approval of the Dean (Academic Affairs) through Dean of Student Affairs, Dean of Research & Development or the concerned Head of Department to represent the institute in various activities and for presenting a research paper. This relaxation may also be granted by the Dean (Academic Affairs) for prolonged illness for the period exceeding 2 weeks on recommendation of DUGC. Any illness of duration less than 2 weeks shall not be considered for the above mentioned relaxation. The course convener will calculate the attendance %age on the basis of the actual number of classes held in a course for each student by considering all the permitted leaves by the competent authority. The calculated %age attendance will be converted to the nearest higher whole number (i.e.  $74.4 \approx 75$ ) for consideration. If a student fails to reach minimum threshold attendance of 75% including all the approved leave, then the obtained grade will be converted to "F" grade. The course will be considered while calculating the SPI and CPI of the candidate. The student is responsible to keep a record of his/her attendance in each course. However, the course convener may inform the student, if the attendance of any student falls below 60% at point during the semester. Two successive absences in a class should be reported to the Head of the Department by the course convener. If the effective attendance falls below 75%, he/she shall be deregistered from the course and awarded "Z" grade although he/she might have appeared in the End-semester examination and secured a pass grade.

### 6.3 Evaluation

6.3.1 A student shall be continuously evaluated for his/her academic performance in a course through tutorials, practicals, home assignments, term papers, field work, seminars, quizzes, Periodical Tests, Mid Term Examination, the End-Semester Examination, as applicable.

6.3.2 The distribution of weightage for each component shall be as follows:

(a) <b>Theory Courses with Laboratory:</b>	
(i) End Semester Examination	50
(ii) Mid Semester Examination	20
(iii) Laboratory Work	20
(iv) Quizzes/short tests, tutorials, assignments	10
<b>Total</b>	<b>100</b>
(b) <b>Theory Courses without Laboratory:</b>	
(i) End Semester Examination	60
(ii) Mid Semester Examination	30
(iii) Quizzes/short tests, tutorials, assignments	10
<b>Total</b>	<b>100</b>
(c) <b>Laboratory Courses:</b>	
(i) Sessional work, quizzes and regularity	50
(ii) Practical examination	50
<b>Total</b>	<b>100</b>

6.3.3 For each type of project a Project Coordination Committee (PCC) shall be constituted by DUGC in consultation with the respective Head of the Department. Such committees will be formed towards the end of the semester previous to the semester in which the project has to commence. Committee once constituted shall ordinarily remain unchanged till the completion of the project.

The Coordination Committee will invite titles of projects from the faculty towards the end of the semester previous to the semester in which the project has to commence. The list of projects will be communicated to students and a tentative assignment of projects will be completed by the committee before the end of the previous semester. In assigning projects interest of students for working in chosen areas should also be considered. Students may also submit project proposals to the coordination committee with the consent of faculty.

Before assigning supervisor(s), students will be given time to interact with faculty. The maximum number of students permitted with a faculty may be reasonably fixed by the departments/ schools. Normally not more than two supervisors (Supervisor and Co Supervisor) be assigned to a student. One of the supervisors may be from other departments/ schools.

The final assignment of projects and supervisor(s) be completed by the Department by the First Week of the semester in which the project has to commence.

The Coordination Committee must ensure that once projects are assigned, students in consultation with their supervisors submit synopses/ work plans for the entire duration of projects within **THREE WEEKS** from the beginning of the semester.

After receipt of synopses/ work plans, the Coordination Committee will form Evaluation Panel(s) for all Projects or Group of Projects, as decided by the Committee. The Evaluation Panel once formed will do monitoring and evaluation of projects for the whole duration of projects based on the synopses and work plan.

The projects shall be evaluated twice in a semester (Mid Term and End Semester Examination). Supervisor(s) will award marks out of 30 based on performance. The Evaluation Panel(s) will conduct viva - voce/ seminar on specified dates and evaluate in 70 marks on the performance in the mid semester and the end semester examination and the regular monitoring during the semester. Concerned supervisor of student (if not already a member) shall be invited in the evaluation meeting of the student when he/ she is examined.

6.3.4 The Summer Training shall normally be evaluated through the quality of work carried out, the report submission and seminar presentation(s).

#### **6.3.5 Coordination Committee:**

- (a) For each course of a semester, a Coordination Committee shall be constituted by the DUGC shall also nominate one faculty from amongst the members of the committee to act as the Convener of the committee. For subjects requiring class room instructions the Coordination Committee shall consist of all the teachers involved in teaching and conducting classes for that course (lectures, tutorials, field works, drawing/design work, practical laboratories, workshop classes, seminars, etc.). The committee shall have at least two members. If only one teacher is involved in teaching, the DUGC will include one additional faculty of the area related to the course as member in the committee. In no case a tutor or teaching assistant is permitted to conduct theory courses. They may be engaged for tutorial classes and for laboratory classes under the guidance of course convener.

- (b) The Coordination Committee\* shall have the following functions during the semester.
- i) Planning and coordination of teaching theory as well as practical subjects.
  - ii) Scheduling home assignments, quizzes, tutorials, etc.
  - iii) Conducting and assessing the Periodical Tests, etc.
  - iv) Setting of question papers for Mid Term and End Semester Examinations. The following should be observed by the Coordination Committee:
    - i) Planning and coordination of teaching theory as well as practical subjects.
    - ii) Scheduling home assignments, quizzes, tutorials, etc.
    - iii) Conducting and assessing short Tests, etc.
    - iv) Setting of question papers for Mid Term and End Semester Examinations. The following should be observed by the Coordination Committee:
      - a) Question paper should be designed in such a manner that it covers the complete syllabus as per course structure and content given in course booklet/Academic Portal and announced to the student by the concerned teacher at the beginning of the semester.
      - b) Question paper should be designed in a manner that it contain the questions of varying difficulty levels.  
For example: Paper should have the fair balance of questions containing direct question/ logical reasoning/ analytical ability/ mathematical ability/ case studies and questions of applied nature depending upon the subject.
      - c) The question paper should be designed in a manner that students should complete the paper in the prescribed duration of the examinations. The question paper should not be short or long duration i.e. time distribution should be fair.
      - d) Marks assigned to the questions should be fairly distributed over all units of the course content of the concerned subject.
  - v) Evaluation of Answer books and preparation of final marks list and submission of grades to the Examination Section, Office of Dean (Academic Affairs).

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\* If only one teacher is involved in teaching, all the functions except setting of question papers for Mid Term and End Semester Examination shall be carried out by the convener only.

#### **a) Schedule of Examinations:**

The schedule for the mid-term examination, the end semester examination and the make-up examination (if any) in courses required to fulfil the Institute requirement is prepared and announced by the Dean (Academic Affairs), whereas the schedule for these examinations in Departmental courses is prepared and notified by the respective DUGCs. All the examinations should be held during the periods/days specified in the Academic Calendar.

#### **b) Make-up Examinations:**

If a student, for cogent reasons such as illness, etc., fails to appear in the mid-semester or end- semester examination in one or more course(s), he/she may make a request personally or through someone to Dean (Academic Affairs) through DUGC for a make-up examination within two days of the date of the scheduled examination. Such a request must,

however, be made on a prescribed form(**Appendix 3**), available in the Academic Office, giving reasons for the failure to appear in the end-semester examination with a certificate from a Medical Officer designated by the Institute, in case the failure was due to illness.

## 6.4 Grading System

### a) Grades and Grade Points

At the end of the semester/summer term, a student is awarded a letter grade in each of his/her courses by the concerned course convener taking into account his/her level of learning based on performance in the various examinations, quizzes, assignments/term paper, laboratory/project work (if any), etc. as per the weightage declared in the beginning of the course. The grading should reflect the level of learning by the student, for such a purpose a relative grading system will be used. In **Relative Grading system** the Grade of a student is awarded based on the student's performance compared to the others in the class.

The grades are submitted in the undergraduate office within the prescribed time limit after the end semester examination as prescribed by DOAA office. **Normally, these are 72, 96 and 120 hrs for student strength  $\leq 50$ , 51-150 and  $> 150$ .**

A candidate will register for research/project/training units. For these units of the undergraduate programme there will be only satisfactory 'S' or unsatisfactory 'X' grades in the unit of 5 credits without grade points. That means the possible grades for 5 research credits will be S, or X; 10 research credits will be 2S, S+X or 2X; and so on. If some component of the research work is not complete then I grade will be awarded which will be later on converted into S or X after completion.

Courses such as Physical Education, Modules on Literature, Social Sciences, and English etc will carry "S" (If satisfactory) or "X" (If unsatisfactory) Grade.

If a student does not complete all the requirements for a course for a genuine reason, the instructor may award the grade I (Incomplete). An I grade may also be awarded if the student has not appeared in the end semester examination for cogent reasons. If the reason for missing the end semester examination is not accepted as a cogent reason by the competent authority, I grade shall be converted to fail grade F; otherwise, a make-up end semester examination shall be conducted and the grade I shall be replaced by the grade obtained by the student. An I grade must be converted by the convener/teacher to a regular letter grade by the last date for such conversion specified. In case the student is permitted not to take the make-up exam on the dates specified in the Academic Calendar due to reasons of continuing illness (beyond the end semester exam), the make-up exam for such students may be conducted later but no later than the date of registration of the beginning of next semester. Failing this, the 'I' grade will automatically be converted to an F grade by the Dean (Academic Affairs) Office.

A student getting F or X grade in a course must repeat it or replace it (if it is an elective). If the Course happens to be an Elective, he/she can substitute the same by another Elective with the permission of the DPGC.

The grading systems and attendance rules shall be applicable to all students of B. Tech., students of RGIPT of the session 2019-20 and onwards as given below.

Grade	Grade Point	Description
A*	10	Outstanding (Extraordinarily high level of learning)
A+	10	Excellent
A	9	Very Good
B+	8	Good
B	7	Very Fair
C+	6	Fair
C	5	Average
F	0	Fail (Extremely low level of learning)
S	---	(Research Unit) Satisfactory
X	---	(Research Unit) Unsatisfactory
I	---	Incomplete
Z	0	Deregistered from the Course

b) Absolute grading system is followed in case of the UG projects. The details of Marks secured and the corresponding grade to be awarded is as given below:

<u>Grade</u>		<u>Marks</u>
A+	≥	90
B+	≥	70 and less than 90
C+	≥	50 and less than 70
F	<	50

***(No A, B, C and D grades to be awarded)***

The above grading system is applicable for all UG projects for students admitted in academic year 2019-20 and onwards. The marks awarded to a candidate may be the average of the marks awarded by the individual members of the committee.

c) **Change of Grade Already Awarded** - A letter grade once awarded shall not be changed unless the request is made by the course convener and is approved by the Chairman, Senate. Any such request for change of grade must, however, be made within six weeks of the start of the next semester in the prescribed form (**Appendix 4**) with all relevant records and justification.

d) **Semester Performance Index (SPI)** – The Semester Performance Index (SPI) is a weighted average of the grade points obtained by a student in courses 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 credits of courses are  $C_1, C_2, C_3, C_4,$  and  $C_5$  respectively, the SPI is given by

$$SPI = \frac{(C_1 \times G_1) + (C_2 \times G_2) + (C_3 \times G_3) + (C_4 \times G_4) + (C_5 \times G_5)}{C_1 + C_2 + C_3 + C_4 + C_5}$$

S and X grades and associated credits shall not be considered in the computation of the SPI.

**d) Cumulative Performance Index (CPI)** - The Cumulative Performance Index (CPI) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/summer term. It is computed in the same manner as the SPI, considering all the courses (say, n), and is given by

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

Whenever a student is permitted to repeat or substitute a course, the new letter grade replaces the old letter grade in the computation of the CPI, but, both the grades appear on his/her Grade Report.

**d) Grade Report** - A Provisional Semester Grade Report is issued to each student at the end of the semester (including summer term) having a record of cumulative performance also. Final Grade Report is issued on completion of all requirements of the Degree. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

**e) Withholding of Grades** - The grades 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, or for any other valid reason.

## 7. INADEQUATE ACADEMIC PERFORMANCE

The academic performance of each undergraduate student is reviewed by Academic Performance Evaluation Committee (APEC) at the end of a semester/ term and is considered inadequate if his/her performance is as under:

If, a student fails to clear 75% of the required cumulative credit at the end of the given academic year, he/she will be termed as '**academically deficient**'. 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 and/or not registering course(s) for health or other reason(s), etc.

His/her performance will be monitored on semester to semester basis. Depending on the degree of inadequacy, a deficient student may be placed on **Warning or Academic Probation, or his/her academic programme may be terminated.**

### 7.1 Warning

A student is placed on Warning if his/her earned credits at the end of a regular semester are as follows:

- a) Cumulative earned credits are in the range 60 - 75% of the normal cumulative credits at the end of summer term of the given academic year.
- b) Earned semester credits are in the range 30 - 50% of the total semester credits at the end of the given semester.

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

- i) He/She shall register for the courses for which he/she failed in an appropriate semester to earn the pass credits,
- ii) He/She shall not hold any office in the Hostel, Students Councils or any other organization/body during academic probation.

iii) Any other term/condition laid down by SUGC/Senate.

The parents/guardian will be informed about the academic performance of such students.

## **7.2 Academic Probation**

A student is placed on Academic probation if his/her earned credits at the end of a regular semester are as follows:

- a) Cumulative earned credits are in the range 40 - 60% of the normal cumulative credits at the end of summer term of the given academic year.
- b) Earned semester credits < 30% of the total semester credits at the end of the given semester.

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

- i) He/She shall register for courses (if available) in which she/he failed to earn the pass credits as per section 5.2.
- ii) He/She shall not hold any office in the Hostel, Students Councils or any other organization/body during academic probation.
- iii) Any other term/condition laid down by SUGC/Senate.

The parents/guardian will be informed about the academic performance of such students.

## **7.3 Termination**

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

- a) is on Academic Probation and his cumulative earned credits < 40% of the normal cumulative credits at the end of summer term of the given academic year.
- b) is absent without authorized leave of absence for more than four weeks in a semester and does not appear in the end-semester examination of the courses in which he/she is registered.
- c) fails to report and register on or before the date of late registration without any bona fide reason and also does not report to the Institute the reason for the same within two weeks of the date of late registration.
- d) involves himself/herself in violation of the code of conduct. and the Senate Student Affairs Committee (S-SAC)/ a special Institute committee makes a recommendation to that effect.

For students in the termination list after the end of their first year, may be given an option to repeat the entire first year. In such case, the academic records will be reset. All such cases shall be reported to the Senate.

## **7.4 Appeal against Termination**

A student, whose programme is terminated on account of inadequate academic performance or otherwise, has the right to appeal for reconsideration. While making the appeal against termination, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. An appeal committee appointed by the senate under the chairmanship of Dean (Academic Affairs) may be formed to take a final decision after considering all the available inputs. However, no further appeal for review will be entertained unless substantial additional information is brought to its notice.

## **8. LEAVE OF ABSENCE**

Application for permission of absence should be addressed to the Chairperson, SUGC and submitted to the undergraduate office with proper documentary proof, if applicable. Absence must not usually be availed of without prior approval of the SUGC.

### **8.1 Mid-semester Recess and Vacation**

Undergraduate students are entitled to avail of intra-semester recess and vacation as specified in the Academic Calendar.

### **8.2 Temporary Withdrawal / Semester Leave**

A student is not normally allowed to withdraw from the academic programme temporarily. He/she is expected to complete his/her studies without any break. However, for bona fide reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence for an extended period at the discretion of Chairman Senate on the recommendation of Chairperson SUGC. Such leave of absence(s) shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme.

Continuous permitted absence for a period more than four weeks in a semester 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 Registered Medical Practitioner 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.

### **8.3 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 transfer student. A student who satisfies the minimum eligibility conditions given below may spend up to two semesters and/or two summer terms in any academic institution of repute in India or abroad with prior permission of Dean (Academic Affairs).

**a)**

- i) Completion of first four semesters of course work,
- ii) CPI of at least 8.0 (preferably), and
- iii) no backlog of courses.

**b)** The student shall make an application to Dean (Academic Affairs) 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 examine the student's proposal to determine whether the proposed programme is of a suitable nature, both in quality and quantity. On the recommendation of the DUGC, Dean (Academic Affairs) 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. In such a case, the student will be informed about the requirements he/she must fulfill and to apply for waiver of academic credit on his/her return.

**c)** Permission to proceed to another institution as a non-degree student does not imply that the student will automatically get waiver from the academic and other requirements of his/her ongoing undergraduate programme at the Institute. However, on return, he/she may apply for waiver with an official transcript of the grades obtained by him/her at the selected institution as a non-degree student and other documents/material that the concerned DUGC may require for evaluation. The DUGC will determine, by whatever means it deems fit, the equivalent courses and/or requirements for which the student may be given

a waiver in his/her undergraduate programme at the Institute.

On the recommendation of the DUGC, Dean (Academic Affairs) may allow a student waiver for a maximum of 60 credits in case of B.Tech. programme in-lieu of his/her successful completion of the programme elsewhere as a non-degree student. Against each course or requirement for which a waiver is granted, a 'T' would appear on the Grade Report with an explanatory note that it stands for waiver granted due to courses taken and/or work done at the selected institution elsewhere. All such courses and/or requirements will not be considered in the final calculation of the SPI/CPI.

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 8.3c for the transfer of academic credits, waiver, etc.

## 9. REQUIREMENTS FOR DEGREE

### 9.1 Residence

The residence of one semester for fulltime student is equivalent to registration by him/her for the normal academic load of courses during a semester. The minimum duration and maximum limit of residence for completion of various undergraduate programmes are:

Programme	Minimum Duration (Semesters)	Maximum Limit of Residence (Semesters)
B.Tech.	Seven (07)	Twelve (12)

### 9.2 Academic

A student is required to complete successfully all the courses of the curriculum prescribed for his/her undergraduate programme and earn a minimum level of, professional knowledge i.e., obtain **a minimum** value of CPI 5.0 and accumulated credits.

DEGREE	Credits to be Earned for Qualifying for the Degree
B.Tech.	430-460

### 9.3 Graduation

A student is deemed to have completed the requirements for graduation if he/she has

- a) met the residence and academic requirements outlined in Sections 9.1 and 9.2;
- b) satisfied additional requirements, if any, of the concerned department,
- c) paid all dues to the Institute and the hostel, and
- d) no case of indiscipline is pending against him/her.

### 9.4 Relaxation Provisions

Senate may grant relaxation in the prescribed minimum residence and/or academic requirements to a student in view of the work done by him/her in the Institute or elsewhere, to the extent considered appropriate according to the merit of the case. 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 9.3 is recommended to the Senate of RGIPT, Jais for award of the appropriate degree in the ensuing convocation.

### **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 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.

### **11.1 Scholarships**

A number of Merit-cum-Means scholarships, free ships (i.e., tuition waiver), and endowment scholarships /fellowships are awarded to the undergraduate students according to the rules and procedures laid down by the Senate.

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

### **11.2 Prizes and Medals**

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate awards a number of prizes and medals, established by the Institute on its own or through endowments/ grants made by donors, with the approval of the Board of Governors.

## **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 neighborly behavior 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 behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and is considered a serious cognizable offence.

## 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, 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.

### Rules to handle use of Unfair practices during Examination

If a student is found to have adopted or suspected of adopting unfair means during or after the examination that provides him/her undue advantage in matter of performance over fellow students, the following action shall be taken by the Institute to uphold the sanctity and integrity of the examination system and credibility of the Institute.

- All cases of use of unfair practices during examination may be reported by the invigilator/course convener or any person to the Dean (Academic Affairs) for consideration.
- In the event of detection of use of unfair mean by any student during examination, the invigilator shall report the matter to the Examination incharge in the prescribed form clearly stating the mode of use of unfair mean and attaching the written/printed material along with the form if found in possession of the student during the examination. The other invigilators present in the examination hall shall witness the reported use of unfair mean.
- The invigilator shall take the answer book provided to the student and store the same for record purposes and provide another answer book to write the remaining answers
- The Examination incharge shall submit the (1) report by the invigilators on alleged use of unfair mean, (2) documentary evidence such as printed or handwritten matters found in possession of the concerned student, (3) answer book of the student and (4) the written declaration from the student in a sealed envelope to the Dean (Academic Affairs) for further action
- The Dean (Academic Affairs) being the Chairman of the Unfair Means Committee (UMC) will deliberate with the members of the UMC in a meeting preferably to be held within two working days from the day of report received and propose suitable punishment to the student as elaborated in Table below.

Nature of Unfair Mean	End Semester Examination		Mid Semester Examination
	Theory	Practical	
Smuggling of answer book or pages thereof, use of abusive language, manhandling, assault or tearing of answer book	Fail grade (F) in all the theory subjects of the semester	Fail grade (F) in that subject	Zero marks in all subjects of the examination
Found copying by invigilators	<ul style="list-style-type: none"> <li>• Fail grade (F) in that theory subjects</li> <li>• Any subsequent act on same examination or further</li> </ul>	Fail grade (F) in that subject	<ul style="list-style-type: none"> <li>• Zero marks in that subjects of the examination</li> <li>• for repeated offence in the same or</li> </ul>

	examinations; fail grade in all theory subjects		subsequent examinations zero marks in all subjects of the examination
Found in possession of written materials related to the examination.	<ul style="list-style-type: none"> <li>• Warning</li> <li>• for repeated offence in the same or subsequent examinations “F” grade in all theory subjects</li> </ul>	Fail grade (F) in that subject	<ul style="list-style-type: none"> <li>• Warning</li> <li>• for repeated offence in the same or subsequent examinations zero marks in all subjects of the examination</li> </ul>
Talking and Consultation	Fail grade (F) in the subject for repeated consultation even after warning by invigilator	Fail grade (F) in the subject for repeated consultation even after warning by invigilator	Zero marks in that subject for repeated consultation even after warning
Impersonation	Fail grade (F) in all theory subjects of the examination and disciplinary action against the impersonating person	“F” grade in that subject and disciplinary action against the impersonating person	Zero marks in all subjects of examination and disciplinary action against the impersonating person
Found in possession of electronic items	The particular examination will be cancelled and “F” grade will be awarded in the subject.		Zero marks in that subjects of the examination

- Any other reported matter of unfair means and plagiarism in an examination shall be brought to the notice of the Unfair Means Committee for examination and recommendation of suitable punishment.
- The recommendation of the UMC shall be presented before the Director for approval. The Director on his/her wisdom or discretion may reduce or pardon the student. In such cases, the decision of the Director shall be final.
- The student punished for use of unfair mean in a semester however will be eligible for registration in the higher semester if otherwise qualified for the same.

The Senate Student Affairs Committee (S-SAC) investigates alleged misdemeanors, complaints, etc. and recommends a suitable course of action. Violation of the Code of Conduct by an individual or of a group of students can be referred to this committee by a student, teacher or other functionary of the Institute. 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.

A student who feels aggrieved with the punishment awarded may, however, appeal to the Chairman, Senate stating clearly the case and explaining his/her position, and seeking reconsideration of the decision.

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

### **13. INTERPRETATION OF ORDINANCE (MANUAL) AND REMOVAL OF DIFFICULTIES**

In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these ordinances, the decision of the Chairperson, Senate shall be final and binding. Notwithstanding anything contained in this manual, the Senate of the Rajiv Gandhi Institute of Petroleum Technology, Jais reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its undergraduate programmes.

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY**  
**Academic Calendar-YYYY-YY**

<b>Event</b>	<b>Odd</b>	<b>Even</b>	<b>Summer</b>
Registration of II-V <sup>th</sup> Year UG & old PG			
Registration of other UG, and new PG			
Registration of I year UG			
Late registration			
Classes commence			
Last date for adding courses for both UG and PG			
Last date for dropping courses (normal drop) UG/PG			
Last date for dropping courses (special provision for UG only)			
Last date for documents submission			
Ist Periodical examination			
Intra-semester recess			
IInd Periodical examination			
Academic pre-registration			
End semester examination			
Make-up examination			
Last date for submission of grades of end semester exam			
Last date for submission of grades of make-up exams and Conversion of 'I' grades			
Authentication of grades			
Vacation			

## **Rules and Procedures for Change of Discipline for students admitted in B.Tech. Programmes**

### **Back Ground**

The students admitted to RGIPT are offered admissions in different undergraduate Engineering programmes depending on the ranking in JEE-Adv examinations and number of available seats in such programmes in the Institute. These offers are made as per the choices filled by the students; however, generally an option is given to the admitted students to apply for a change of programmes during the course of study. The guideline for branch change at RGIPT is described below;

### **A. Guidelines for Change of Discipline**

Student will be allowed change of programme on the basis of his/her academic performance subject to strength constraints of the of different UG programmes of different Departments, using the guidelines given below. Change of programme is a privilege and not a right. Change of programme shall be permitted in the beginning of the 2<sup>nd</sup> semester as well as the 3<sup>rd</sup> semester.

Foreign Nationals who have been sponsored by their respective Governments and/or Government of India for specific courses are not eligible for change of programme.

### **B. At the beginning of the 2<sup>nd</sup> Semester:**

#### **1. Eligibility criteria**

- a) The student should have passed all 1<sup>st</sup> Semester courses and her/his SPI at the end of 1<sup>st</sup> Semester should be 8.0.
- b) The merit of the students will be determined on the basis of Performance Index (PI) calculated on the basis of grades of Institute Science and Institute Engineering courses.

#### **2. Procedure**

Students, who are expecting to fulfill the above eligibility criteria, will apply for change of discipline towards the end of first semester to the office of the Dean (Academic Affairs) on notification.

Change of discipline shall be notified by the Office of the Dean (Academic Affairs) after the declaration of the 1<sup>st</sup> semester results and before the beginning of the 2<sup>nd</sup> Semester.

As many programme changes as possible will be granted in decreasing order of Performance Index (PI) to applicants, subject to eligibility and strength constraints of the programmes.

In case of a tie, the SPI of the 1<sup>st</sup> Semester shall be considered. If SPI's are also equal, the decision shall be made on the basis of All India Rank (AIR) of JEE (Advanced).

### **C. At the beginning of the 3<sup>rd</sup> of Semester:**

Student may be permitted change of discipline after the 2<sup>nd</sup> semester provided vacancy exists at the end of the 2<sup>nd</sup> semester in a programme and the student had no change of discipline at the beginning of 2<sup>nd</sup> semester.

#### **1. Eligibility criteria**

- a) The student should have passed all courses upto the 2<sup>nd</sup> semester and her/his CPI at the end of the 2<sup>nd</sup> Semester should be  $\geq 8.0$ .

- b) The merit of the students will be determined on the basis of Performance Index (PI) calculated on the basis of grades of the Institute Science and the Institute Engineering courses of the 1<sup>st</sup> and the 2<sup>nd</sup> semesters together.

## **2. Procedure**

Students, who are expecting to fulfill the above eligibility criteria, will apply for change of discipline towards the end of the 2<sup>nd</sup> semester to the office of the Dean (Academic Affairs) on notification.

Change of discipline shall be notified by the Office of the Dean (Academic Affairs) after the declaration of the 2<sup>nd</sup> semester results and before the beginning of the 3<sup>rd</sup> Semester.

As many programme changes as possible will be granted in decreasing order of Performance Index (PI) to applicants, subject to eligibility and strength constraints of the programmes.

In case of a tie, the CPI of the 2<sup>nd</sup> Semester shall be considered. If CPI's are also equal, the decision shall be made on the basis of SPI of the 2<sup>nd</sup> semester.

## **D. Strength and other constraints**

While making the change of discipline of a student, the number of students in a programme would not fall below 50% of the sanctioned strength in that programme. Further the number would not exceed the sanctioned number of students by more than 10%.

The change of discipline/branch will be there from one discipline to another within their respective programmes only i.e. the students of 4-year programmes may change disciplines within 4-year programmes.

If an student was offered change of discipline at the beginning of the 2<sup>nd</sup> Semester, he/she shall not be entitled for change of discipline in the beginning of the 3<sup>rd</sup> Semester.

## **E. Requirement for Branch Changed students**

There may be a difference of Institute Science and Institute Engineering courses from his/her old programme with his/her new programme. In such cases the DUGCs may direct the students to study the courses of respective programmes or considering that the other courses studied by the students also serve the breadth requirement for their programme may allow waiver on case to case basis.

In addition, if change of discipline has been permitted in the 3<sup>rd</sup> semester, the student will also have to study all departmental courses of the new programme offered in 2<sup>nd</sup> semester.

The DUGC will prepare a list of such courses for each student who has been offered change of discipline and submit in the office of Dean (Academic Affairs) on prescribed proforma at the beginning of the semester in which such change was announced.

**Credit Assignment to each component of the course:**

The subject in each lecture hour be covered in such a way that student is required to study two extra hours with books and other reading material or do assignment or prepare term paper. Problem solving in tutorials also be such that one hour/ tutorial hour home work is to be done by the student. Practical hours are such that the student do not require any extra hour. Writing observations, making reports and evaluation are to be completed in the assigned hours. For each hour of study/ week by a student he/she earns a credit.

The students are supposed to devote 50-60 hours per week in a semester to earn 5 credits.

Credits for a course  $C = L$  (lecture hrs) +  $T$  (Tutorial hr.) +  $P$  (Practical Hrs.) +  $SS$  (self study hrs.)

$$SS = 2L + T + A$$

Where,  $A$  is additional work and it is normally 'Zero 0' for UG courses.

Thus  $C = L + T + P + SS (2L + T) = 3L + 2T + P$

**Nature of Courses:**

1. Courses with lecture component only; no need of extra contact for solutions of problems based on the subject taught. Contact hours 2-3 lectures / week;  
**Credits  $C = 3L$**
2. Courses with lecture and tutorial component; Contact hours 2-3 lectures, and 1 tutorial / week; **Credits  $C = 3L + 2T$**
3. Courses with lecture and Practical components; no need for tutorials; 2-3 lectures and 2-3 practical contact hours / week;  
**Credits  $C = 3L + P$ .**
4. Courses with lecture, tutorial and Practical components; 2-3 lectures, 1 tutorial and 2-3 practical contact hours / week  
**Credits  $C = 3L + 2T + P$ .**
5. Courses with Practical component only;  
**Credits  $C = P$ .**
6. Projects, Training will also earn credits as practical. However, the credits may be assigned considering the magnitude of work not with the hour spent.

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY**

**Request for Change of Grade**

Academic Session: \_\_\_\_\_ Semester: Odd / Even / Summer Term  
Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_  
Roll No.: \_\_\_\_\_ Name of Student: \_\_\_\_\_  
Original Grade: \_\_\_\_\_ Proposed corrected Grade: \_\_\_\_\_

Reasons for change

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*(Please attach photocopies of relevant documents)*

Name of the Course Convenor: Dr. \_\_\_\_\_

Signature of **Course Convener**  
Dated \_\_\_\_\_

Signature of **Convenor, DUGC**  
Dated \_\_\_\_\_

\_\_\_\_\_  
Signature of **Dean (Academic Affairs)**  
Dated \_\_\_\_\_

**Approved / Not approved**

\_\_\_\_\_  
Signature of **Chairman, Senate**  
Dated \_\_\_\_\_

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**Note :** 1 Request for change of grade be made positively within six weeks of the start of the next semester.  
2. No information about the recommendation of the change of grade be given to the concerned student.