

Ordinance of Bachelor of Technology (B.Tech.) Honours Under-Graduate Degree
Programme

(w.e.f. the academic session 2024-25)

APPLICABILITY

This ordinance shall apply to all programmes following the semester system and leading to the degree of Bachelor of Technology.

1. DEFINITIONS

Herein this Ordinance, the following definitions shall apply:

- 1.1 **Programme / Academic Programme:** A programme shall mean a program/ sequence of courses and/or any other component(s) leading to the award of a Bachelor of Technology (B.Tech.) Degree.
- 1.2 **Course/Subject:** A course or subject means a component of the academic programme, carrying a distinctive code number. Each credit course shall be assigned specific credits. Each audit (i.e., non-credit) course shall be mandatory to pass but no credits shall be assigned to it.
- 1.3 **Credit:** Credit is a weightage given to each course of study. It is the numeric value assigned to a course according to the relative importance of the contents and the number of contact periods required to teach the prescribed syllabi of the course. Normally, a theory course shall carry credits equal to the number of contact periods (lectures + tutorials), however, a practical / laboratory course shall carry credits equal to half the number of contact periods.
- 1.4 A course in this programme shall be one of the following types:
 - a) **Core Course (CC):** A core course is a theoretical course dealing with essentials of the discipline/ branch of the programme and is taught by a teacher through lectures and other pedagogical tools.
 - b) **Practical Course (PC) / Laboratory Course:** A practical course enables students to learn or attain skills or to get procedural knowledge or hands-on experience for the contents of a core course through practical / laboratory activity and to apply the learnt/ studied principles/ theory/ concepts related to the chosen field of learning under the supervision of one or more teacher(s) in an equipped laboratory setup. Size of a group in a practical course shall not be of more than 25 students.
 - c) **Discipline-specific Elective Course (DEC):** A discipline-specific elective course is a course aimed at imparting options for varied knowledge and skills in the specialized fields of a discipline/subject. A student can opt for one course out of the given options for elective courses. A **Massive Open Online Course (MOOC)** is also considered as elective course that can be selected from **NPTEL**, **SWAYAM** or other online educational portal(s).
 - d) **Seminar:** A course or a component of a course which makes students to learn a specific topic through in-depth exploration and analysis of facts about the topic in a set-up that involves presentations, interactive discussions, and collaborative learning under the supervision of a teacher. Seminar is offered as a **Skill Enhancement Course (SEC)**. Further General Seminar Guidelines are subsumed in this document.

- e) **Industrial Training / Internship (INT):** This course requires students to participate in professional employment-related activity or work experience or co-operative education activity normally with an entity external to the autonomous institution, normally under the supervision of an employee of an organization or an individual professional. A key aspect of the internship is induction into actual, formal, and organized work situation. Internship involves working with government or private industry, training or high-end educational organizations (such as IITs, etc.), business establishments, etc. to provide opportunities for students to actively engage in on-site experiential learning. Further Internship Guidelines are subsumed in this document.
 - f) **Value-Added Courses (VAC):** These courses are aimed at enabling the students to acquire and demonstrate the acquisition of knowledge and understanding of Human Values and Ethics, Intellectual Property Rights, Indian Knowledge System (IKS), Environmental Science and Education, Health and Wellness, Yoga Education, Sports and Fitness, etc.
 - g) **Minor & Major Project (P):** To reinforce the concepts learnt through an array of courses, B.Tech. programme in each discipline / branch shall have a Minor Project in 7th sem. and a Major Project in 8th sem. to be executed as per Guidelines subsumed in this document.
- 1.4 **Contact Period:** The time duration of one unit of the time-slots set aside for different courses in the Time Table of the programme.
 - 1.5 **Semester:** A semester shall comprise of 6 months (with at least 90 working days). The odd semester may be scheduled from July to December and even semester from January to June. Final schedule will be notified in the academic calendar of the Department/ Institute.
 - 1.6 **Academic Year:** An academic year is a period of nearly 12 months (with at least 180 working days) divided into two consecutive semesters (one odd and one even semester) and devoted to the completion of requirements specified in the Scheme of Studies and Examinations for the Programme.
 - 1.7 **Department:** Department shall mean the concerned Department offering the B.Tech. degree programme in a specific branch/ discipline.
 - 1.8 **Student:** A student shall mean a person admitted to the Institute to pursue the regular Bachelor of Technology programme in one of the disciplines / branches.
 - 1.9 **Autonomous Institute:** Autonomous Institute shall mean Panipat Institute of Engineering & Technology, Samalkha, Panipat (Haryana)- India.
 - 1.10 **Parent University:** University / Parent University shall mean Kurukshetra University, Kurukshetra.
 - 1.11 **Governing Body:** A statutory body of the Autonomous Institute to ensure proper management of academic, financial, and general administrative affairs, and constituted under the regulations issued by the University Grants Commission (UGC) vide its notification 'UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023'.
 - 1.12 **Academic Council (AC):** A statutory body of the Autonomous Institute to regulate all academic matters of the Institute and constituted under the

regulations issued by the University Grants Commission (UGC) vide its notification 'UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023'.

1.13 U.G. Board of Studies (UGBoS) shall mean the Board of Studies (constituted as per UGC Regulations, 2023) for the under-graduate programme(s) of the Department concerned.

1.14 Sessional Test: The Internal Assessment (I.A.) test conducted towards a component or whole of Continuous Internal Evaluation (CIE) shall be termed as sessional test.

1.15 Internal Examiner: An internal examiner shall mean an examiner who is in the employment of this Institute and who has been duly approved to be an examiner by the UGBoS/ Head of Department (HoD).

1.16 External Examiner: An external examiner shall mean an examiner who is not in the employment of this Institute but has been duly approved to be an examiner by the UGBoS/ Head of Department (HoD).

2. DURATION AND STRUCTURE

2.1 The duration of the programme leading to the Degree of Bachelor of Technology (B.Tech.) Honours shall be four academic years, comprising of eight Semesters. Each academic year shall be divided into two Semesters, each of minimum 90 working days, of which the calendar will be notified well in advance.

2.2 The structure of the programme consisting of theory courses, laboratory courses, industrial training/internship and minor/major projects and other components / requirements as specified in the Scheme of Studies & Examinations and the Syllabi of the concerned programme, shall be as approved by the Academic Council.

2.3 Each credit course shall be assigned a weightage in terms of specified Credits, however, each audit or non-credit course shall be mandatory to pass but no credits shall be assigned to it.

2.4 The Semester End Examinations (SEE) for the odd Semesters (I/III/V/VII) shall ordinarily be held in the month of December/January and those for the even Semesters (II/IV/VI/VIII) shall ordinarily be held in the month of May/June on the dates to be notified by the Examination Branch.

3. ADMISSION ELIGIBILITY

3.1 Student who has passed (10+2) Examination from recognized Board/ University or an examination recognized as equivalent thereto with Physics & Mathematics as compulsory subjects along with one of the following subjects: (a) Chemistry; (b) Bio-Technology; (c) Computer Science; (d) Biology and Obtained at least 45% marks (40% for SC/ST candidates) in the above subjects taken together.

3.2 Candidates who have passed minimum 3-years/2-years (Lateral Entry) Diploma examination with at least 45% marks (40% marks in case of candidates belonging to SC/ST category).

Or

Passed B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% marks in case of candidates belonging to SC/ST

category) and passed 10+2 examination with Mathematics as a subject

may be allowed Lateral Entry at 3rd Semester of B. Tech. Honours Degree Course.

(The Institute will offer suitable bridge courses such as Mathematics, Physics, Engineering Drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme).

- 3.3 Admission on migration to the Third Semester may be allowed, in the beginning of the session, to candidates who are permitted to migrate in accordance with the Migration Rules framed by Panipat Institute of Engineering and Technology, Panipat. An expert committee constituted by the Director may decide the equivalence or additional courses, if needed.

Note: Candidates with Diploma in Architecture are eligible to seek admission under Lateral Entry Programme only for B.Tech. Civil Engineering.

4. DEGREE REQUIREMENTS

- 4.1 After completion of his / her studies for the whole duration of the programme up to 8th Semester, a student will be allowed to appear in examinations only as an ex-student for the left-out papers.
- 4.2 A candidate, who fails to pass all the requisite B.Tech. (Hons.) Examinations within a period of 8 years after his/her admission to the 4 years Honours programme, shall be deemed to be unfit for the Bachelor of Technology (Hons.) programme at this Institute. Provided further that for the lateral entry to the second year (third semester), this duration shall be of 6 years.
- 4.3 A student shall be eligible for the award of degree only on obtaining grade 'D' or above in all the courses prescribed for the programme leading to such a degree and a minimum CGPA of 5.
- 4.4 For the award of B.Tech. (Hons.) Degree, the minimum credit requirement is 180 credits. For the students admitted to second year (third semester) through lateral entry, the minimum credit requirement for the Hons. degree is 140 credits. However,
- 4.4.1 a student shall be allowed to exit B.Tech. (Honours) Programme with a B.Tech. Degree provided that the student has completed 4 years course work as regular student and has earned at least 160 credits. The maximum period for such a candidate to complete B.Tech. degree is also 8 years.
- 4.4.2 a student admitted in second year (third semester) through lateral entry shall be allowed to exit B.Tech. (Honours) Programme with a B.Tech. Degree provided that the student has completed 3 years course work as regular student and has earned at least 120 credits. The maximum period for such a candidate to complete B.Tech. degree is also 6 years.

5. GENERAL

- 5.1 The Institute shall hold examinations for all such branches of the B.Tech. programme as are approved by the Academic Council and as it may notify

from time to time for assessment of the programme as per the prescribed Schemes of Studies & Examinations and the Syllabi approved by the Academic Council.

- 5.2 Examinations of the Institute shall be open to regular students, i.e., candidates who have undergone a programme of study in a Department of the Institute for specific periods specified for different semesters of the B.Tech. programme in the Scheme of Studies & Examinations. Provided that the Academic Council may allow any other category of candidates to take the University Examinations for any specified academic programme(s) subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.
- 5.3 Provided further that a student may be debarred from appearing in the semester end examinations if he/she does not meet the requirements (regarding attendance, discipline, fees, etc.) as specified in this Ordinance and in the Ordinance for Conduct & Evaluation of Examinations from time to time.

6. EXAMINATION FEES

- 6.1 The amount of examination fee to be paid by a candidate for each Semester shall be as prescribed by the Governing Body from time to time. The Controller of Examinations (COE) shall notify the examination fee and the last date for fee submission payable by the students for various examinations, after the same are approved by the Chairperson of Governing Body. A student who has not paid the prescribed fees before the stipulated dates shall not ordinarily be eligible to appear in the examinations. The Director may, at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.
- 6.2 A candidate, who re-appears in one or more number of papers including practical examinations for a semester, shall pay full prescribed examination fee for that semester.

7. ATTENDANCE

- 7.1 A student shall be required to have a minimum attendance of 75% in each of the subjects separately in a semester, provided that the Head of the Department, on recommendation of the concerned class In-charge, may condone attendance shortage up to 5% for individual student for reasons to be recorded.

Under special circumstances, Dean of the respective Faculty may condone the attendance shortage up to 5% (in addition to the condonation by the respective HoD) for the reasons to be recorded. The Director may further condone the attendance shortage up to 5% (in addition to above condonations).

The attendance of a student, who actually appears in the sessional test(s), shall be included in his/her overall attendance of the course.

- 7.2 Besides availing the above 'condonations', a student, who participates at the following Level(s) in Sports/ Games / Cultural / Co-curricular activities / Hackathons or other competitions (as certified by the concerned HoD), will be treated 'on duty' for the actual period(s) spent on the competition(s) plus travel for the same; attendance for such period(s) shall be added as follows to such student's actual attendance to the extent specified in the following respective cases:

- (i) **STATE LEVEL:** Up to 5% by the (i) concerned HoD, on recommendation of the

concerned Class In-charge(s); up to 10% by the Dean of the concerned Faculty, on recommendation of the concerned HoD(s); and up to 15% by the Director, on recommendation of the concerned Dean(s), with reasons of 'granting' attendance to be recorded by each granting authority.

(ii) **NATIONAL OR INTER-UNIV. LEVEL:** With due recommendations by preceding officer as stated in above para, up to 10% by the concerned HoD, up to 15% by the Dean of the concerned Faculty and up to 20% by the Director, with reasons of 'granting' attendance to be recorded by each granting authority.

(iii) **INTERNATIONAL LEVEL:**

a) With due recommendations by preceding officer as stated in above para (i), up to 15% by the concerned HoD, up to 20% by the Dean of the concerned Faculty and up to 25% by the Director, with reasons of 'granting' attendance to be recorded by each granting authority.

b) The Director may, on the recommendation of a Committee, cause the above 'duty periods' to be revised upwards to the extent of granting full attendance in case of exceptional / rare brilliance and outstanding promise / performance in said domains at the International fora.

7.3 In granting marks, if any, of attendance, although attendance shortage 'condoned' for a candidate shall not be considered as 'added' to actual attendance, thus no marks awarded for condoned attendance, but marks shall be awarded for attendance obtained by the student by being 'on-duty period' as per previous clause for HoD-certified co-curriculars.

7.4 A student, whose attendance falls short of 75% or falls short of the minimum attendance requirement even after condonation and / or after grant of attendance for 'on-duty periods', shall not be allowed to appear for SEE for that(those) subject(s)/course(s). A student, who has been detained in the given course(s), shall have to attend the course(s), i.e., classes for that(those) subject(s) again when such subject(s) is(are) offered, and meet the minimum attendance requirement in that(those) subject(s) in order to be eligible to appear in SEE of such subject(s). Moreover, such detained student has also to again appear in and pass in CIE (as per applicable components) without any carry over of marks in any CIE component in that(those) subject(s) from the earlier semester. If a subject has no SEE component, but has only CIE component, even then the student has to fulfill the attendance criteria to become eligible to be passed in such a subject.

7.3 Although a student, who is detained in one or more subjects in a semester, shall be promoted to the subsequent semester(s), yet it shall be the sole responsibility of the student to meet the minimum attendance requirements in the subject(s) he/she was detained in. An exception to this clause is the case of a student who, after admission / registration to first year of B.Tech., does not attend classes in any subject or gets detained in all subjects in 1st semester; such a student shall not be promoted to the second semester, as he/she shall be lacking in fundamentals, thereby hindering his/her comprehension of subsequent subjects. Such a student shall repeat his/her first semester the next year with consequential fees, etc.

NOTE: IT SHALL NOT BE BINDING ON THE INSTITUTE TO ADJUST SUCH DEFAULTER'S TIME-TABLE, SO EACH STUDENT NEEDS TO EXERCISE GREAT CARE TO AVOID ATTENDANCE SHORTAGES BECAUSE HE/SHE MAY NOT BE ABLE TO ATTEND CLASSES AND PASS IN CIE DUE

TO CLASH IN TIME-TABLE / SCHEDULE OF HIS / HER CURRENT SEMESTER CLASSES & HOUSE TESTS, ETC. WITH THAT OF PREVIOUS SEMESTER, THEREFORE, HE /SHE MAY GET AN OPPORTUNITY TO CLEAR SUCH BACKLOG (DUE TO ATTENDANCE SHORTAGE) ONLY AFTER THE COMPLETION OF LAST SEMESTER OF THE PROGRAMME, THUS ENTAILING ONE/ MORE EXTRA YEARS TO COMPLETE THE PROGRAMME.

- 7.4 In case any student, who in fact has been detained by the department, appears by default in the Semester End Examinations, his/her result shall be treated as null and void.

8. SCHEME AND SYLLABI

- 8.1 The subjects of study and the examinations in each semester, shall be as proposed by the respective U.G. Board of Studies (UGBoS), recommended by the concerned Faculty Board, and approved by the Academic Council from time to time.
- 8.2 The medium of instructions and examinations shall be English only.
- 8.3 Each academic programme will have a certain number of credits which will reflect its weightage. A student's performance / progress will be measured by the number of credits that he/she has earned / completed satisfactorily.
- 8.4 All evaluations of different components of the course shall be first done in marks for each student and later converted to Grades as per Table-7.
- 8.5 Each credit course shall be assigned specific credits depending upon the number of contact periods of instructions required per week and reflecting the weightage of the course. Credits of a course / subject shall generally be assigned as under:
- For each theory subject, one credit per lecture / tutorial period per week.
 - For laboratory subjects, half a credit per Lab. / Practical contact period per week.
 - For each of the other courses such as Seminar, Project, Industrial Training, Internship, etc., the number of credits and contact periods will be as assigned in the Scheme of Studies & Examinations.

8.6 INDUCTION PROGRAM:

Students come with diverse thoughts, backgrounds and preparations. It is important to assist them adjust in the new environment and inculcate in them the ethos of the institution with a sense of larger purpose. The purpose of Induction Program is to make the students feel comfortable in their new environment, set a healthy daily routine, create bonding in the batch as well as with the faculty, develop awareness, sensitivity and understanding of the self, society at large, and nature.

Induction program for students shall be offered for 21 days (as per Scheme of Studies & Examinations) right at the start of the first year and shall include the Sports, Creative Arts, Literary Activities, Lectures on Universal Human Values (UHV), Visits to Local Area, and Lectures by Eminent People of the Society.

- 8.7 BRIDGE COURSE:** Upon admission, the Institute will offer additional suitable bridge course(s) in subjects (such as Mathematics, English, etc.) to such students who will be assessed to have inadequate background in said subjects at the 10+2 or Diploma level to achieve the desired learning outcomes of the programme.

9. EXAMINATION & EVALUATION

9.1 Evaluation of Theory Courses:

In each theory course, the assessment of a student shall be based on Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE).

9.1.1. Continuous Internal Evaluation (CIE) with 40% weightage.

For a theory course, the CIE shall have three components, as given in Table-1.

- i) There shall be two Internal Assessment (IA) tests called sessionals in each course in a semester. The third IA test shall also normally be a formal test, open only to those who produce evidence (to the satisfaction of the respective Class In-charge and Head of the Dept.) of reasons beyond their control forestalling them from appearing in either or both of the first two IA tests or those who wish to improve upon their score. The 3rd IA test shall be of higher level of difficulty (possibly, by including more syllabus than prescribed for each of the first two tests) than the first two tests and the standard of evaluation shall be commensurate with that in first two tests.
 - a) The two best scores out of the three sessionals will be taken in arriving at component-1 of the final CIE score in the course. This will provide relief for contingencies arising out of illness or other extra-ordinary circumstances and it avoids the need for special tests for the absentees.
 - b) The relative weightage of the components of assessment will be as given in Table-1. The final score in any course shall comprise of score in three components of Continuous Internal Evaluation (CIE) combined with performance in Semester End Examination (SEE):

| Table-1: Component Weightages of Theory Courses | | |
|--|--|--|
| Component | Description of the Component | Relative Weightage (Out of 100) |
| CIE Components | | |
| Component-1 | Two best of three Sessionals | 25 each, total 50 which is finally scaled down to 25 |
| Component-2 | Attendance | 05 |
| Component-3 | Assignments/ Seminars/ surprise test(s)/ quizzes | 10 |
| CIE Total | | 40 |
| SEE | Semester End Examination (SEE) | 60 |
| Grand Total | | 100 |

The requirement of passing marks in theory courses is as given in Table-2:

| Table-2: Minimum Passing Marks for Each Course | |
|--|-------------|
| CIE | Minimum 40% |
| SEE | Minimum 40% |
| CIE + SEE | Minimum 45% |
| NOTE: If both components CIE and SEE are applicable for a course, | |

the above are the requirements for passing the course, however, if a 'single' component is applicable, then 45% shall be the pass marks for 'that sole component', or, for that matter, for passing that course.

Marks of attendance for theory and laboratory courses shall be awarded as per Table-3:

| Table-3: Marks of Attendance for Different Courses | | | |
|---|--------------------------|--------------------------|-----------------------------|
| S. No. | Percentage of Attendance | Marks for Theory Courses | Marks for Practical Courses |
| 1. | <75 | 00 | 00 |
| 2. | ≥75 to < 79 | 01 | 02 |
| 3. | ≥79 to < 83 | 02 | 04 |
| 4. | ≥83 to < 87 | 03 | 06 |
| 5. | ≥87 to < 91 | 04 | 08 |
| 6. | ≥91 | 05 | 10 |

- ii) The answer scripts of the sessional tests shall be shown to the respective students, however, after signature of the concerned students on respective answer books, these may be re-collected back by the teacher for departmental record, if so required.
- iii) In granting marks of attendance, only such attendance shall be considered as is actually obtained by the student (by attending classes / by appearing in sessionals / by being 'on-duty period' for HoD-certified co-curriculars), excluding the attendance shortage condoned for him/her to whatever extent such condonation(s) is(are).
- iv) Internal assessment tests (Sessionals) I, II and III may be spaced out with an interval of about a month.
- v) There shall be no retest in any sessional I, II and III in the current/running semester.
- vi) A student, who is absent in all three IA tests or who scores less than 40% in CIE, *but has put in the necessary minimum attendance*, he/she shall be permitted to take the IA Tests (without attending classes for the same subject(s)) in a subsequent semester when the course is on offer in the department. However, his / her marks of Attendance and of Assignments, etc. (i.e., components-2 & -3 of Table-1) will be carried forward in arriving at the CIE score.
- vii) If the student fails in the course, on the basis of CIE and SEE taken together, *but has put in the necessary minimum attendance*, the student shall be allowed to take the sessionals/IA tests in a subsequent semester when the course is on offer in the department and/or reappear in SEE.
- viii) Even Semester sessionals / IA Tests shall be held in the Even Semester(s) and the Odd Semester sessionals / IA Tests shall be held in the Odd Semester(s). Notwithstanding the above, the Director, on the recommendation of CoE, may allow, under special circumstances, an Odd Semester Test to be conducted in the Even Semester and vice versa.
- ix) For evaluation of Component-3 of Table-1, the concerned faculty may employ one or more assessment tools such as home assignments, objective type tests, surprise test(s)/ quizzes, paper presentations,

seminars, problem solving, laboratory work, etc., suitable to the course.

9.1.2 Conduct of Semester End Examinations (SEEs)

- i) If a student has not passed the SEE (whether of theory or practical / laboratory course, etc.), he/she will have to appear in SEE again whenever held for that subject. Notwithstanding the above, the Director may allow, under special circumstances, an odd semester subject's examination to be conducted in the even semester and vice versa.
- ii) All Semester End Examinations shall be conducted by the Controller of Examinations (CoE).
- iii) The schedule of examinations shall be notified by the CoE at least fifteen (15) days prior to the first day of the commencement of Semester End Examinations.
- iv) For theory as well as practical examinations (including dissertation / thesis / project / training / internship, etc.), all paper-setters and examiners shall be appointed by the CoE with the approval of the Director. Names of paper-setters and examiners shall be obtained from the panel approved by the concerned U.G. Boards of Studies through the concerned Head of the Department.
- v) In emergent situations, where, for some reason the recommendations cannot be obtained from the U.G. Board of Studies, recommendations may be obtained from one of the Deans nominated by the Director.
- vi) The CoE shall be authorized to add one or more names in the panel of paper-setters and examiners received by him from the U.G. Boards of Studies/ authorized Dean, from the panel approved in previous years (provided that the paper-setter / examiner to be so added hasn't been black-listed and that there are no adverse comments against him/ her from the concerned HoD/ Dean) by the BoS before the list is submitted to the Director for approval. However, the Director, if deems fit, may appoint paper-setters and examiners from outside of the list proposed by the CoE.
- vii) After the receipt of the question paper(s) from the paper setter, the same may be got moderated by the moderator(s) to be appointed by the CoE with the approval of Director.
- viii) CoE shall ensure that minimum of two question papers (duly moderated, if need be) in each subject are available in the question paper bank.
- ix) The paper-setter appointed by the CoE, out of the approved panel for setting the Question paper, shall set the Question Paper in accordance with the approved Scheme of Studies & Examinations and the Syllabus.
- x) Some of the question papers will be got set by the paper setters from outside the Institute as per the discretion of the Director.

9.2 Evaluation of Laboratory Courses/ Subjects:

9.2.1 In each laboratory course, the assessment of a student shall be based on:

- a) Continuous Internal Evaluation (CIE) with 50% weightage (except

that for Minor / Major Projects, CIE shall carry 60% weightage). For a Lab. course, the CIE shall have four components as given in Table-4.

- b) Semester End Examinations (SEE) with 50% weightage (except that for Minor / Major Projects, SEE shall carry 40% weightage), which shall comprise of two components as per Table-4.

9.2.2 As a part of CIE, each practical shall be evaluated on the same or the very next turn as per components-1, 2 & 3 of Table-4 (however, marks of attendance shall be granted at the end of the semester as per Table-3 last column).

| Table-4: Component Weightages of Laboratory / Practical Courses | | |
|--|--|--|
| Component | Description of the Component | Relative Weightage (Out of 100) |
| CIE Components | | |
| Component-1 | Performance in Viva-Voce | 20 |
| Component-2 | Performance in Practical | 10 |
| Component-3 | Practical File Record | 10 |
| Component-4 | Attendance (marks as per last col. of Table-3) | 10 |
| CIE Total | | 50 |
| SEE Components | | |
| Component-1 | Performance in Practical | 20 |
| Component-2 | Performance in Viva-voce | 30 |
| SEE Total | | 50 |
| Grand Total | | 100 |

The requirement of passing marks in a laboratory course is also as given in Table-2. The marks of attendance for laboratory courses shall be awarded as per the last column of Table-3.

- 9.2.3 The SEE shall be conducted by a panel of two examiners, one of whom, as internal examiner, shall be a teacher of the Lab. course, however, if a Lab. course is conducted by more than one teacher, the HoD of the concerned Dept. (offering & regulating that course) shall depute one teacher as the internal examiner. The second examiner, appointed by the Director from the panel of examiners recommended by the Department's U.G. BoS, may be an external examiner from outside the Institute.

9.3 Industrial Training/Internships:

- (a) The candidate shall be required to undergo industrial trainings/internships (as defined in a sub-section of 'Definitions' section) each of the specified duration, wherever required/provided in the Scheme of Studies & Examinations, in an industry/ business enterprise/organization approved by the Head of the Department.
- (b) If the concerned Department perceives any limitations from the industry to accommodate all the enrolled students, a student may be permitted to complete a skill-oriented e-content course (of sufficient duration) relevant to the industry or undertake a project-based / research project under the supervision of a faculty of a premier Institute (such as I.I.T., I.I.Sc.) with

prior approval from the competent authority.

- (c) The Training will be completed under the supervision of an officer (herein called Company Training Supervisor) of the Company/Organization/ under whose guidance and supervision the training was allotted to the candidate. However, the Department shall appoint a faculty member as Training Supervisor / Guide (for a class of trainees / interns) who shall liaison with Training Dept. / Training & Placement Officer to look into allotment & other logistics of training.
- (d) The Dept. shall additionally depute faculty mentor(s) / observer(s) to conduct surprise checks on training sites or otherwise periodically review / monitor/ supervise the quality & continuity of training. The mentor may add his/her remarks in the Training Log Book, which may be considered by the Training Supervisor (Faculty) while evaluating the training.
- (e) The candidate shall be required to submit to the Training Supervisor (Faculty) a comprehensive training report within one month of completion of the training along with Company Training Supervisor's certificate in the beginning of the report stating that the report is an out-come of the work done by the candidate during his/her training. The CIE of the Training shall be conducted as per Table-5:

| Table-5: CIE of Training | | |
|--------------------------|--|--------------------|
| Component | Description of the Component | Relative Weightage |
| Component-1 | Award by Training Supervisor of the Company | 30% |
| Component-2 | Daily Diary & Training Report evaluation by Training Supervisor/ Guide (Faculty) | 30% |
| Component-3 | Evaluation of Presentation & Internal Viva-voce by Training Supervisor/Guide (Faculty) | 40% |

The SEE, if applicable as per Ordinance / Scheme of Studies & Examinations, shall be conducted and evaluated as specified in the Scheme & the Syllabus.

9.4 Project (Minor / Major) Evaluation:

- 9.4.1 Subject to the provision in the Scheme of Studies & Examinations, each student shall undertake a minor project in the pre-final, i.e., 7th semester and a major project in the final semester of the Programme. On completion of the project, a student is required to submit a project report in the format as prescribed by the Dean (Acad.).
- 9.4.2 All faculty members are eligible to be appointed as Project Guides/ Supervisors. The Head of the department shall allocate project guides based on the fields of projects & specializations of the teachers, as per Project Allocation & Evaluation Guidelines.
- 9.4.3 The Project topics & expected outcomes will be approved by the Departmental Committee comprising of Head of the Department or his nominee, a seniormost teacher of the Department, departmental Coordinator of Projects and the concerned Project Guides.
- 9.4.4 The CIE of the Project shall be conducted as per Table-6 (with components-2 & -4 assessed by the Committee stated in above clause).
- 9.4.5 The candidate shall submit two copies of project report (duly signed by resp. Project Guide) to the Departmental Coordinator of Projects before the commencement of SEE of the relevant semester.

9.4.6 SEE for Projects shall be conducted by a panel of two examiners (out of the panel recommended by the U.G.BOS), one of them shall be the Departmental Project Coordinator as the Internal Examiner, and the second to be appointed by the Director. Subject to the discretion of the Director, one of the examiners may be an examiner from outside the Institute.

The project evaluation shall have components as given in Table-6.

| Table-6: Minor / Major Projects Evaluation | | |
|---|--|--|
| CIE Components: | | |
| Component | Description of the Component | Relative weightage (out of 100) |
| Component-1 | Student-Guide Interaction. | 05 |
| Component-2 | Mid-term Project Progress Presentation before the Committee. | 15 |
| Component-3 | Quality of the project report assessed by the Guide. | 15 |
| Component-4 | Pre-submission Presentation Evaluation by the Committee. | 25 |
| Weightage of CIE | | 60 |
| SEE Components: | | |
| Component-5 | Project Presentation &/or Demonstration | 10 |
| Component-6 | Project Report | 10 |
| Component-7 | Viva Voce | 20 |
| Weightage of SEE | | 40 |
| Grand Total of CIE and SEE | | 100 |

The requirement of pass marks in a project is as also as given in Table-2.

9.5 Seminar Evaluation:

The allocation of Seminar (if applicable as per Scheme of Studies & Examinations) topics, monitoring and evaluation (CIE and/ or SEE, as applicable) shall be conducted as per Scheme and Syllabi and the Guidelines issued by the Dean (Academics).

10. TRANSPARENCY IN EVALUATION

After the Semester End Examinations for theory courses, and after the answer books have been evaluated, the COE shall invite the students to view / inspect, in a stipulated period, their respective answer books before the following Committee:

- i) Dean of the Faculty or his nominee not below the rank of Professor – Chairperson of Committee.
- ii) Head of the Department or his nominee – Member.
- iii) Answer book evaluator – Member.
- iv) One subject expert from the Faculty either from same Dept. or other Dept. or from outside the Institute – Member.
- v) Concerned Class In-charge – Member-Secretary.

The student, upon checking his /her answer book, shall bring the discrepancy, if any, to the notice of the Committee. The decision of the Committee shall be final in this regard. If a student is still not satisfied, or even otherwise, he/she may apply for

re-evaluation as per Rules of Re-evaluation.

9. CRITERIA FOR PASSING A COURSE

The minimum pass marks for a course / subject shall be 45% (in CIE+SEE, if both components are applicable to the course, else in the sole component applicable) or 'D' grade on the seven-point scale.

The grades and grade points shall be awarded as given in Table-7.

| Academic performance | Percentage of Marks | Grade | Grade Point |
|-----------------------------|----------------------------|--------------|--------------------|
| Outstanding | 92 – 100 | O | 10 |
| Excellent | 82 – 91 | A+ | 9 |
| Very Good | 72 – 81 | A | 8 |
| Good | 62 – 71 | B+ | 7 |
| Above Average | 56 – 61 | B | 6 |
| Average | 50 – 55 | C | 5.5 |
| Pass | 45 – 49 | D | 5 |
| Fail | <45* | F | 0 |
| Absent | - | Ab | 0 |

* As grades are awarded not in individual CIE or SEE but in (CIE+SEE), so for a course, minimum passing marks are 45% if only one component, i.e., CIE or SEE is applicable.

10. SEMESTER & OVERALL PERFORMANCE: CALCULATIONS OF SGPA & CGPA

10.1 Grade Letter and Grade Points: Based on the grand total awards (CIE+SEE, or else of the component if a sole component is applicable) obtained in a course, the grade letters and grade points shall be awarded as given in Table-7.

A student's performance/progress will be measured by the number of credit points that he/she has earned satisfactorily in each semester and the complete programme.

10.2 Calculation of Semester Grade Point Average (SGPA)

The overall performance of a candidate in a semester shall be evaluated in terms of Semester Grade Point Average (SGPA) given by:

$$SGPA = \frac{\sum_{i=1}^n C_i \times P_i}{\sum_{i=1}^n C_i} = \frac{\text{Total Credit Points earned in a Semester}}{\text{Total credits in a Semester}}$$

where,

C_i = Number of credits earned in the i^{th} course of a semester for which SGPA is to be calculated.

P_i = Grade point earned in the i^{th} course. A grade lower than D in a course shall not be taken into account.

$C_i \times P_i$ = Credit Points earned in the i^{th} course of the Semester of the Programme for which SGPA is to be calculated.

$i = 1, \dots, n$, where 'n' represents the number of courses in which a student is registered in the concerned semester and obtained a grade not lower than D in the semester of the Programme for which SGPA is to be calculated.

Example of Computation of SGPA

| Semester | Course | Credit (C_i) | Grade Letter | Grade Point (P_i) | Credit Points (Credit x Grade Point) ($C_i \times P_i$) |
|--|----------|---------------------|-------------------------|-----------------------------|--|
| 1 | Course-1 | 3 | A | 8 | $3 \times 8 = 24$ |
| 1 | Course-2 | 4 | B+ | 7 | $4 \times 7 = 28$ |
| 1 | Course-3 | 3 | D | 5 | $3 \times 5 = 15$ |
| 1 | Course-4 | 3 | O | 10 | $3 \times 10 = 30$ |
| 1 | Course-5 | 3 | C | 5.5 | $3 \times 5.5 = 16.5$ |
| 1 | Course-6 | 4 | B | 6 | $4 \times 6 = 24$ |
| $\sum C_i$ | | 20 | $\sum (C_i \times P_i)$ | | 137.5 |
| SGPA of 1st semester | | | | | $137.5/20=6.87$ |

10.3 Calculation of Cumulative Grade Point Average (CGPA)

The overall performance of a candidate in a programme shall be evaluated in terms of Cumulative Grade Point Average (CGPA) given by:

$$CGPA = \frac{\sum_{j=1}^m C_j \times S_j}{\sum_{j=1}^m C_j}$$

where,

C_j = Total Number of credits for all the courses in the j^{th} Semester of the Programme.

S_j = SGPA of the j^{th} Semester of the Programme.

$j = 1, \dots, m$, where 'm' represents the number of Semesters in a Programme.

Example of Computation of CGPA

| Semester 1 | Semester 2 | Semester 3 | Semester 4 |
|--|---------------------------------|---------------------------------|---------------------------------|
| Total Credits: 20 SGPA: 6.87 | Total Credits: 24 SGPA: 7.83 | Total Credits: 22 SGPA: 5.69 | Total Credits: 18 SGPA: 6.05 |
| $CGPA = \frac{(20 \times 6.87 + 24 \times 7.83 + 22 \times 5.69 + 18 \times 6.05)}{(20 + 24 + 22 + 18)} = \frac{559.4}{84} = 6.66$ | | | |

Alternatively, CGPA can also be computed from weighted-average of total credit-points earned in a programme as follows:

$$CGPA = \frac{\sum_{j=1}^m C_j \times P_j}{\sum_{j=1}^m C_j}$$

Where,

C_j = Number of credits earned in the j^{th} course of the Programme for which CGPA is to be calculated.

P_j = Grade point earned in the j^{th} course; A grade lower than D in a course shall not be taken into account.

$j = 1, \dots, m$, where 'm' represents the number of courses in which a student was registered and obtained a grade not lower than D up to the last semester of the Program for which CGPA is to be calculated.

- 10.4 The SGPA and CGPA shall each be rounded off to 2 decimal places.
- 10.5 In case of any difficulty regarding the award of grades or working out SGPA or CGPA, the decision of the Director shall be final.
- 10.6 SGPA shall be computed for a semester only if all requirements are satisfied for that semester, i.e., the candidate is at least pass in all the subjects of that semester and met other prescribed requirements. Similarly, CGPA for a programme shall be computed at the end of the programme only if the candidate satisfies all requirements (including non-credit courses, if any) for the programme.

11. CONTINUING THE DEGREE PROGRAMME AS EX-STUDENT

After completion of his/ her studies for the stipulated duration of the programme up to the last semester, a student shall be allowed to appear in examination(s) only as an ex-student for the left-out papers.

12. UNFIT FOR A DEGREE

A student, who fails to complete his / her degree within the stipulated duration as specified in this Ordinance, shall be deemed to be unfit for the award of the B.Tech. Degree.

13. CRITERION FOR AWARD OF GRACE MARKS

- 13.1 A student shall be eligible for grace marks for clearing one or more courses / semesters up to a maximum of 1% (rounded off to the next higher integer) of the concerned semester maximum marks. These marks can be distributed across subjects as needed, but the total grace marks per semester should not exceed the limit per semester. Grace marks are not a matter of right of the student but the discretion of the Institute.
- 13.2 Grace marks shall be given only if the candidate has appeared in the concerned paper(s).
- 13.3 The grace marks shall be added to the individual CIE or SEE score (or to the overall CIE+SEE score, if such score is less than 45%) of the subject(s) whichever have deficiency of maximum up to 1% of the concerned semester maximum marks. Such grace marks shall thus be reflected in the semester aggregate, SGPA and finally in the CGPA.
- 13.4 If a student has been made to pass by way of grant of grace marks in one or more subjects, he/she shall not be entitled for the award of such honours as 1st, 2nd, or 3rd position, or Gold, Silver or Bronze Medal, however, he/she shall be entitled to earn an Honours Degree if requirements for the same are met with.

14. APPLICABILITY OF COURSE SYLLABUS TO OLD STUDENTS

- 14.1 A student, who has to reappear in Semester End Examinations and /or in Sessionals of one / more subject(s), shall be examined as per the current syllabi of such subject(s). If, in the view of the Director, the syllabus(syllabi) for the subject(s) in question has(have) gone through a major change (in title and content), the student may be allowed to reappear in the SEE(s) and/or sessionals as per the syllabus(syllabi) which was(were) applicable at the time of his/her joining the concerned course.
- 14.2 If the subject(s) (in which a candidate was to reappear) has(have) been

phased out, then the candidate shall reappear in the subject(s) with the syllabus(syllabi) which was(were) applicable at the time of his/her joining the concerned course.

15. USE OF UNFAIR MEANS

All cases regarding reported / alleged use of Unfair Means in the examinations shall be placed before a Standing Unfair Means Committee for decision in individual cases, and recommending penalties, if any, as per Ordinance of Conduct and Evaluation of Examinations. The actions deemed as "Use of Unfair Means" shall be specified by the Academic Council and procedure for dealing with cases of suspected / alleged / reported use of unfair means shall also be approved by the Academic Council.

16. STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

In case of any written representation / complaints received from the students along with specific recommendations of the Head of the Department routed through the concerned Dean (within seven days after completion of the examinations) regarding inappropriateness of question paper(s), conduct of examinations, etc. or any grievance un-resolved even after viewing the answer books (before the Committee constituted for the same purpose) or after re-evaluation, the same shall be considered by the Students Grievance Redressal Committee (SGRC) to be constituted by the Director. The Director shall take appropriate decision on the recommendations of the SGRC, before the declaration of result(s) of the said examinations.

17. ADMINISTRATION OF EXAMINATIONS

Subject to the provisions of the Act, the Statutes and the Ordinances, such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees / diplomas, instructions to observers/ flying squads, paper setters, examiners and examinees, superintendents, invigilators, their remuneration and any other matters connected with the setting up of question papers, conduct of examinations, etc. will be dealt with as per the guidelines approved for the purposes by the Academic Council.

18. AWARD OF DEGREE

A student shall be eligible for the award of the B.Tech. degree if:

- 18.1 If he/she obtains, within the stipulated duration, a pass grade, i.e., grade 'D' or above in all the courses prescribed for the programme leading to this degree and a minimum CGPA of 5.
- 18.2 He/ She bears a good moral character.
- 18.3 There are no dues outstanding in his/her name to the Institute.
- 18.4 No disciplinary action is pending against him/her.

19. CONVERSION OF CGPA TO PERCENTAGE OF MARKS

The multiplier factor to convert the CGPA to percentage of marks shall be 9.9 and the same shall be stated on the last Detailed Marks Card (DMC) of the Programme.

20. TRANSCRIPT /GRADE CARD

Based on the grades and credit points earned, a grade card shall be issued by

the Kurukshetra University, Kurukshetra to each registered student after each semester. The grade card will display the Name of the University, Institute Name, Programme name, course details (code, title, grades, credits) along with SGPA of each semester and CGPA earned in each even semester. A consolidated Transcript containing the CGPA earned in the programme and other required details & a Degree Certificate shall also be issued to a student.

21. UNFORESEEN CIRCUMSTANCES

Notwithstanding anything stated herein, for any unforeseen issues arising and not dealt with in this Ordinance, or in the event of differences of interpretation, the Director may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Deans / Principals of the Schools/ Faculties. The decision of the Director shall be final.

- - -