

# **RULES AND REGULATIONS**

## **Bachelor of Technology (B.Tech.) Programme**



**Academic Affairs**

**(2013-2014)**

**With amendments till July 2025**

**NATIONAL INSTITUTE OF TECHNOLOGY GOA**

**B. Tech. ORDINANCES AND REGULATIONS  
(Effective from 2013-14 Admissions)**

## **ORDINANCES**

1. Eligibility for admission, admission policy and procedure shall be decided from time to time by the Board of Governors (BOG) of the Institute, following guidelines issued by MHRD, Government of India.
2. The duration of the B. Tech. programme will normally be for 8 semesters.
3. The award of B. Tech. degree shall be in accordance with the regulations of the Senate of the Institute.
4. Notwithstanding any that are stated in the regulations, the Senate has the right to modify any of those from time to time.

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## **RULES AND REGULATIONS**

### **B1. Admission**

- B1.1. Admission to all courses is made in the ODD semester of an academic year at the first year based on relative performance in Joint Entrance Examination (JEE main), and Direct Admission of Students Abroad (DASA) as per the guidelines issued by the Ministry of Education (MoE), New Delhi from time to time.
- B1.2. The number of seats in each branch of the B.Tech. programme is decided by the Senate of the Institute following the instructions from MoE, Government of India. Reservation of seats to different states, castes, tribes, and other categories shall be as per the directives from MoE, Government of India. Some seats are allotted by MoE under DASA (Direct Admission Student Abroad) category, offered to Foreign Nationals and Indians living abroad in accordance with the rules applicable for such admissions issued from time to time by MoE.
- B1.3. At the time of admission the candidates should have passed/appeared and awaiting results of the final examination of the 10+2 system or its equivalent with Mathematics, Physics and Chemistry as main subjects of study.
- B1.4. Candidates have to fulfill the medical standards required for admission as set out in the information brochure of JEE-Main/or by the Central Seat Allocation Board (CSAB).
- B1.5. The selected candidates will be admitted to the B. Tech. programme after he/she fulfills all the admission requirements set by CSAB/Institute after payment of the prescribed fees.
- B1.6. In all matters relating to admission to the B. Tech. programme, the decision of the CSAB and its interpretation given by the Chairperson of the Senate shall be final.
- B1.7. If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by CSAB/Institute, the Institute may revoke the admission of the candidate and report the matter to the Senate.

### **B2. Structure of the B. Tech. programme**

- B2.1. The medium of instruction, examination and project reports are in English.
- B2.2. Undergraduate B.Tech Degree programmes are offered by the departments (i) to (v) and all the below listed departments offer courses in the B.Tech Programme.
  - i) Computer Science and Engineering (CSE)
  - ii) Electrical and Electronics Engineering (EEE)
  - iii) Electronics and Communication Engineering (ECE)
  - iv) Mechanical Engineering (MCE)
  - v) Civil Engineering (CVE)
  - vi) The Department of Applied Sciences (APS) covers areas such as:
    - a. Mathematics (MA)
    - b. Physics (PH)
    - c. Chemistry (CY)
    - d. Environmental Studies (ES)
  - vii) The Department of Humanities and Social Sciences (HSS) covers areas such as:
    - a. Economics (HS)
    - b. English (HU)

B2.3. The programme structure consists of the following:

- i) A general (common) core programme comprising of basic sciences, engineering sciences, humanities and technical arts;
- ii) An engineering core programme introducing the student to the foundations of engineering in the respective branch;
- iii) An elective programme enabling the student to opt and undergo a set of courses of interest;
- iv) Professional practice including project, seminar and industrial training/internship and,
- v) Courses on Environmental Studies (ES), Physical Education (Phy. Ed.), Value Education (VE).

B2.4. Every branch of the B.Tech. programme will have a curriculum and syllabi for the courses approved by the Senate. Every department has a prescribed course structure which in general terms is known as Curriculum or Course of Study. It prescribes courses to be studied in each semester. The courses of study bulletin are available in the Institute's website.

B2.5. The Institute follows a credit-based semester system. There are two regular semesters in a year. The semester that begins in July (*July to December*) is known as 'ODD' semester and the semester that begins in January (*January to May*) is known as 'EVEN' semester.

B2.6. The complete programme will consist of 6 classifications (as given in the Table 1), namely- Basic Sciences, Basic Engineering Sciences, Humanities and Languages, Technical Arts, Professional Theory & Practice, and Others, distributed over eight semesters with two semesters per academic year. Professional Core courses will commence from the third semester onwards. The elective courses will normally be offered from the sixth semester onwards.

B2.7. The academic programmes of the Institute follow the credit system. The general pattern is: one credit for each lecture hour per week per semester; two credits for each laboratory/practical of three hours per week per semester. Three credits for Drawing course of one Lecture plus three hours of drawing.

B2.8. The curriculum of any branch of the B. Tech. programme shall have a total of minimum **170 credits**.

B2.9. Every course of the B.Tech. programme will be placed in one of the 6 classifications as listed in Table.1. Minimum credits to be earned for the award of B. Tech. Degree are 170 (of which 5 credits of course work done under the Pass/Fail option are not counted towards calculation of Cumulative Grade Point Average (CGPA)).

(Abbreviations used in Table 1)

MA: Mathematics

PH: Physics

CY: Chemistry

EM: Engineering Mechanics

ME: Elements of Mechanical Engineering

EL: Elements of Electrical and Electronics Engineering

PC: Professional Communication

ECO: Economics

ED: Engineering Drawing

WP: Workshop Practices

VE: Value Education

ES: Environmental Studies

CPPS: Computer Programming and Problem Solving

Phy Ed.: Physical Education

MOOCs: Massive Open Online Courses

**Table 1: Course classifications**

Sl. No.	Classifications	Minimum Credits		Remarks
		For CGPA	For Pass/Fail	
1	Basic Sciences (BS)	27	0	MA→14, PH→8, CY→5
2	Basic Engineering Sciences (ES)	14	0	EM→3, ME→2, EL→5, CPPS→4
3	Humanities & Languages (HL)	9	0	PC→3, ECO→6
4	Technical Arts (TA)	5	0	ED→3, WP→2
5	Professional Theory & Practice (PT) (Core, Electives (including MOOCs or any other Approved by Institute), Project, Seminar)	110	0	PT
6	Others (Environmental Studies, Physical Education, Value Education) (OT)	-	5	ES →3, Phy. Ed → 1 VE→1
<b>Total Credits</b>		165	5	

**B3. Faculty Advisor**

B3.1. To help the students in planning their courses of study and for getting general advice on the academic programme, the concerned department will assign a certain number of students to a faculty member who will be called as their faculty advisor.

- Faculty advisor is nominated by the Head of the Department (HoD).
- In the first year, a faculty advisor shall be allotted by the first year HoD for a duration of one year.
- A new faculty advisor shall be allotted in the second year (when the student enters their parent department), and the student shall have the same faculty advisor till the completion of the programme.

B3.2. Responsibilities of a Faculty Advisor (FA) are as below-

- A faculty advisor must help the students in planning their courses and activities during the study.
- They should guide, advice and counsel the students on academic programme and registrations.
- They should register the students for the course work in both the even and odd semesters.
- Any application made by a student shall be forwarded by FA with recommendations.
- Any action taken with regard to the student shall be communicated to the FA
- Must convene all the class committee meetings
- FA should present the results of even and odd semesters to Department Class Committee (DCC) in consultation with the Course coordinators.

**B4. Change of Branch**

B4.1. The Institute may permit a student to change from one branch of studies to another after the completion of first two semesters who have –

- i) completed all the common credits required in the first two semesters of their studies, in their first attempt;
  - ii) obtained a CGPA of not less than 8.50 at the end of SECOND semester. Pass/Fail courses will not be considered for change of branch criteria.
- B4.2. Application for branch change must be made by the interested students against a notification made by the Dean (Academics) office.
- B4.3. The applicants may be allowed a change in branch, strictly in order of merit, subject to the mandatory clause that “The actual number of students in the third semester in any particular branch to which the transfer is to be made, should not exceed the sanctioned strength and the actual number of students in any branch from which transfer is being sought does not fall below 75% of the total sanctioned intake. *(Amended in 10<sup>th</sup> Senate Meeting)*

## **B5. Course Registration and Enrolment**

- i) The first semester course registration will be carried out by the Institute and hence no separate registration by the students will be required.
- ii) Students in the second and higher semesters are required to register for courses in accordance with the semester-wise published course schedule at the beginning of the corresponding semester. Students are required to submit course registration form duly filled, in consultation with their faculty advisor.
- iii) A student who has cleared all the academic requirements up to the previous semester will register for all courses of the current semester as per Institute norms.
- iv) All the provisions of B26 (termination of registration) will be applicable and have to be checked before course registration.
- v) Backlog (“F” grade and “W” grade) courses must be mandatorily registered first if offered, followed by dropped courses if offered, and only then can regular courses be registered.

In case of timetable slot clashes between backlog courses from different semesters, the student must obtain approval from both the Faculty Advisor and the Head of the Department (HoD) to determine which backlog course to register for.

Since the same courses are offered in both semesters of the first year across different sections, the following guidelines must be followed:

- (a) Students are not allowed to register for backlog courses in their second semester of admission.
- (b) A second-year student may be allowed to register for first-year backlog course(s) for the first time, corresponding to the original semester in which the course was first attempted, provided it falls within the permissible academic regulations. Any deviation from this distribution of backlog courses across semesters for first-year courses shall require prior approval at the time of course registration. Such approval must be based on the recommendation of the respective Faculty Advisor and Head of the Department (HoD), and shall be granted only with the permission of the Dean (Academics).
- vi) A maximum of 6 theory subjects (each having minimum 2 lecture hours per week) (including Minor course/early completion) per semester is allowed for all students of the Institute, except in cases of slow pace learning, where exceptions may apply. In addition, the student may register for 1-credit courses of the concerned semester, and a maximum of 4 laboratory courses may be registered in a semester. Any deviation from the above guidelines must have prior approval from the Director.

- vii) The theory course registration for students with two or more theory backlog courses (excluding practical/laboratory courses, MLC, and 1 credit courses) and a  $CGPA \leq 5$  shall be carried out according to the following table.

Total No. of Theory Backlogs	CGPA	Maximum No. of theory subjects permitted for registration
2 to 4	$\leq 5$	5
More than 4	$\leq 5$	4

The student may register for 1-credit courses, and laboratory courses as applicable.

*[Amended in 30<sup>th</sup> Senate Meeting]*

- viii) A student can enroll in a higher semester if they satisfy all above constraints in addition to:
- having cleared all dues in the Institute, Hostel and Library up to the end of the previous semester and
  - not debarred from enrolment by a disciplinary action of the Institute.
- ix) If the students find their course load heavy in any semester or for any other valid reason, they may drop courses within three weeks of the commencement of the semester or as mentioned in the academic calendar, whichever is earlier, with the written approval from their faculty Advisor and HoD.
- x) ***Slow-paced learning***: Courses to be registered normally are specified in the curriculum. However, a student may register for a lesser number of courses than specified in the curriculum, provided it does not extend their programme for more than 4 semesters (i.e., 8+4 semesters or 6 years).

#### B5.2. MOOCs Programme (*Amended in 6<sup>th</sup> Senate Meeting*)

- MOOCs courses will be offered as an elective course in B.Tech programme (for Semester VI, VII and VIII) for each of the branch.
- A student can register for a maximum of 4 MOOCs courses upto a total of 14 credits within their B.Tech program. Course codes will be generated accordingly.
- The courses offered and credits earned will be decided by Heads of the Dept. in consultation with AAC.
- Procedure of evaluation and attendance requirements are as per Institute norms.

#### B6. Additional courses for registration

- B6.1. Academically well performing students, with  $CGPA \geq 7$ , who never had any backlogs, are allowed to register for an additional course in each semester, within the prescribed four years duration.
- B6.2. Such a student is permitted to register for one additional course from **4<sup>th</sup> Semester** to allow early completion of course work by 7<sup>th</sup> Semester, so that the student can pursue project internship at Industry/IISc/IITs/NITs during the final semester of the B.Tech programme.
- B6.3. However, a student registered in a minor programme will not be allowed to do early completion of B.Tech programme.

#### B7. Transfer of Credits

- B7.1. The students are allowed to credit courses offered by reputed Indian or Foreign

Institutions (or) Institutions with which MOU is signed, during their study period at NIT Goa, with approval of the competent authority. The credits obtained through successful completion of the course may be counted towards the credit requirements for the award of degree. The transferred credits will reduce the number of courses to be registered by the student at NIT Goa. The guidelines for such transfer of credits are as follows:

- i) B.Tech students with consistent academic performance and **CGPA  $\geq 8.5$**  or as per the MOU provision of the other Institution, can credit courses approved by the concerned department, in other Institutions during 3<sup>rd</sup> and 4<sup>th</sup> year and during summer breaks.
  - ii) Credits transferred will not be used for SGPA/CGPA computations. However, credits transferred will be considered for overall credit requirements of the programme.
  - iii) Students can earn external credits only from IISc/IITs/NITs/IIMs and other Indian or foreign Universities/Institutes/Colleges with which NIT Goa has an MOU (and that MOU must have a specific clause for provision of credit transfer by students).
  - iv) Credits transfer can be considered only for the courses at same level i.e UG/UG equivalent, and is allowed **only for elective courses**.
  - v) All the department core courses have to be carried out at NIT Goa only.
  - vi) A student must provide all details (original or attested authentic copies) such as course contents, number of contact hours, course instructor/project guide and evaluation system for the course for which credit transfer request is made. These details will be evaluated by the concerned department and they will then decide the number of equivalent credits the student will get for such course(s) in NIT Goa. The complete details will then be forwarded to Dean (Academics) for approval.
  - vii) The maximum number of credits that can be transferred by a student from any other approved Institute (where a student had spent a semester or taken a course) shall be limited to **15** (as per NIT Goa's equivalence) and can be done **from 5<sup>th</sup> Semester onwards**.
  - viii) A student has to get minimum passing grades/marks for such courses for which the credit transfer is to be made.
  - ix) Credit transfers availed by a student shall be properly recorded on academic record(s) of the student.
- B7.2. A student should submit a request for credit transfer from online platforms like SWAYAM-NPTEL/MOOCs Courses at the semester starting and the grades obtained after successful completion has to be informed before the last instruction day of the eighth (8<sup>th</sup>) Semester of the B.Tech. programme as specified in the Academic Calendar. A student can register for a maximum of 2 MOOCs courses upto a total of 8 credits within their B.Tech programme.

## **B8. Temporary discontinuation**

- B8.1. A student may be permitted by the AAC to discontinue temporarily from the programme for a semester or a longer period for reasons of medical problems or other valid reasons. Application for semester withdrawal must be made as early as possible and latest by the course drop deadline in the academic calendar **[Amended in 30<sup>th</sup> Senate Meeting]**. Normally, a student will be permitted to discontinue from the programme only for a maximum duration of two semesters.
- B8.2. Once the student resumes back to his/her course work, post temporary discontinuity, the creditable courses to be registered will be decided by the faculty adviser in consultation with Head of the Dept. The same shall be communicated to AAC.

## **B9. Maximum duration of the programme**

- B9.1. The normal duration of the programme is eight semesters. However, a student may

complete the programme at a slower pace by taking more time, but in any case, not more than 12 semesters excluding the semesters withdrawn on medical grounds, or for valid reasons beyond control of the student.

#### **B10. Discipline**

- B10.1. Every student is expected to observe discipline and decorous behavior both inside and outside the campus and should not indulge in any activity which will tend to bring down the dignity of the Institute. Please refer **B29** for more details on disciplinary actions taken due to unfair means during examinations.
- B10.2. Any act of indiscipline including any act of ragging by a student reported to the AAC will be referred to Disciplinary Committee (DC) constituted by the Chairperson of the Senate. The Committee will enquire into the charges and decide suitable punishment if the charges are substantiated. The DC will also work with the AAC to implement the decision.
- B10.3. The student may appeal to the Chairperson, Senate whose decision will be final. The AAC will report the action taken at the next meeting of the Senate.

#### **B11. Attendance**

- B11.1. Students are expected to attend all lectures, tutorials, and practical classes. A student whose attendance is less than 75% (inclusive of all types of leave, such as participation in technical, cultural, or sports events, as well as absences due to medical or personal reasons) for a course is not eligible to appear for the End-semester examination of that course and will be awarded “W” grade. All absences, irrespective of the reason, will be counted towards the 25% permissible limit.
- B11.2 A student with “W” grade in a course is not eligible to appear for End Semester examination, Re-examination & Summer Term of that course.

*[Amended in 30<sup>th</sup> Senate Meeting]*

#### **B12. Assessment Procedure**

- B12.1. The CC/DCC will decide from time to time the system of tests and examinations in each subject in consultation with AAC and inform the same to the Senate.

#### **B13. Internal Evaluation**

- B13.1. For lecture or lecture cum practical courses, two tests will be conducted. The details of weights of marks for the tests and assignments will be decided by the course coordinator in consultation with the DCC. These details will be announced to the students in the beginning of the semester. The AAC should be informed of these details in the beginning of the semester. For laboratory practical, the teacher of the laboratory in consultation with the DCC decides the number of tests.
- B13.2. For all Lecture based courses, mid-term exam (25%) and internal evaluation (25%) through class tests/assignments/quizzes, etc, together carry 50% weight and the End-term examination carries 50% weight. For laboratory practical, End-term exam is not mandatory. If End-term exam is planned for a practical course, it should be conducted before the last instructional day *and the weight for it should not exceed 40%*. For lecture cum practical courses assessment procedure is to be a properly weighted combination of those for lecture and those for practical components and is to be decided in the DCC. For all Pass/Fail courses, the concerned faculty, in consultation with the AAC shall decide the

assessment procedure.

#### **B14. Mid and End term examination**

- B14.1. There will be one mid-term examination of *one and a half hours* duration for each lecture based or lecture cum practical course. There will be one End-term examination for *three hours duration* on each lecture based or lecture cum practical course.
- B14.2 All necessary charts & tables required in the exam will be provided by the Institute. While normal scientific calculators are permitted during exam, other electronic devices such as programmable calculators, calculators containing communication devices, smart watches and mobile phones are strictly prohibited to examinations. Any exception to these provisions must be specially approved by the Senate.

#### **B15. Make-up examination**

- B15.1. Students who miss the mid-term or the end-term examinations for valid reasons with due approval from the Institute, serious illness of self or a calamity in the family, are eligible for a make-up examination.
- B15.2. Those who miss mid-term and/or end-term exam should apply (in person or by email) to the HoD of the concerned course department (in the case of third and higher semesters) or to the first year HoD (in the case of first/second semester) through the faculty advisor within five days after the missed exam, giving the reasons for absence. Applications received after this period will not be entertained. All make-up exams for mid-term test should be completed with evaluation within 10 days prior to the end-term exam. All the make-up exams pertaining to the end-term exam should be conducted and evaluated within the dates as laid down in the academic calendar or as notified separately.
- B15.3. Permission to appear for make-up exam will be given under exceptional circumstances such as admission to a hospital due to illness or grave family calamities or with appropriate permission, etc.
- Students residing in the Hostels should produce a Medical Certificate issued by Institute Medical Officer (IMO), certifying that he/she was admitted to hospital during the period of exam. The application should be routed through and approved by Chief Warden.
- Students residing outside the campus must produce a medical certificate from a Registered Medical practitioner and the same should be duly endorsed by parent/guardian and also by IMO, within five days.
- B15.4. A student who misses the make-up exam will normally not be given another make-up exam. However, in exceptional cases of prolonged illness resulting in the student missing a make-up exam, the Chairperson of the Senate may permit the student to appear for a second make-up exam.

#### **B16. Re-Examination**

- B16.1 In order to provide an additional opportunity to the students who obtained 'F' (Fail) grade in one or more registered subjects in the ODD and/or EVEN semester in an year, re-examination equivalent to the End-semester examination are centrally arranged by the exam cell of the Institute. They will be conducted within fifteen days from the declaration of the ODD or EVEN semester results. Re-examination will be offered only if there is at least one student failed in any course pertaining to respective semester.

***The student(s) proved to have carried out Unfair means during the End Semester Examinations, are not eligible to write Re-Examination.***

- B16.2 In case of prolonged illness of a student, if he/she misses both the end term examination and its re-examination, the student must register for the course(s) as a backlog paper when it is offered.
- B16.3 The re-examination shall be held on dates laid down in the Academic Calendar or as notified separately.
- B16.4 The re-examination will be conducted for the End term exam component only [while the marks of minor and mid evaluation component will be retained]. The make-up examination for eligible students (if any) may also be conducted in this re-examination slot. The student will be awarded a grade as per the grading criteria followed for the course during the semester. The result will be published within a week from the last examination.
- B16.5 Students intending to appear in re-examination must submit their application in the prescribed format to the concerned HoD within five days after publication of the results of the respective semester.
- B16.6 *The highest grade that can be awarded in re-examination is 'A'.***

### **B17. Summer Term Courses**

- B17.1. A student shall be eligible to register for the summer term of a course only if he/she has got an 'F' grade in that course in at least one of the previous examinations [***Amended in 30<sup>th</sup> Senate Meeting***]. However, the highest grade that can be awarded in summer term is 'A'. A student is allowed to register for a maximum of 12 credits in summer term.
- B17.2. Summer term courses will be announced by the AAC after the publication of results of the even semester, if a minimum of 20% of the total registered regular students fail in a course.
- A summer term course may be offered by a department on the recommendation of the CC/DCC and with the approval of the AAC. A student will have to register within the time stipulated in the announcement by paying the prescribed fees.
- B17.3. *The total number of contact hours in any summer term course will be the same as in the regular semester course.* The assessment procedure and grading policy in a summer term course will also be similar to that for a regular semester course.
- B17.4. Student drop from a summer term course is not permitted.
- B17.5. A student will have to register within the time stipulated in the announcement by paying the prescribed fees of **₹ 5000/- per course**. The amount will change periodically as per Senate approval. (***Amended in 23rd Senate meeting***)

### **B18. Repetition of a Course**

- B18.1. A student who was awarded 'F', 'W' or 'US' grade in a course has to repeat it compulsorily when it is offered next. However, a student if he/she is awarded 'F' or 'W' grade in an elective course can choose a different elective.

### **B19. Courses under OT category**

- B19.1. The courses on Environmental Studies, Value Education and Physical Education belongs to Pass/Fail category which will be not included in the computation of SGPA/CGPA.

## **B20. Project Evaluation**

- B20.1. The B.Tech. project is done in the final year of the undergraduate programme and is divided into two stages.
- B20.2. Normally, the first stage is done in ODD semester and the second stage in subsequent EVEN semester. Through the project work, the student has to exhibit both the analytical and practical skills. On completion of the project, the student will submit a project report that will be evaluated by duly appointed examiners. A panel of examiners should be finalized by HoD in consultation with all faculty members of the concerned department. The project evaluation will be based on combining the reports of internal and external examiners (outside the department). Suitable weights must be given to the qualitative and quantitative results of the project and are evaluated by a viva-voce exam.
- B20.3 The Institute promotes industrial training and internships at B.Tech level. The students can opt for project internships at Industries, Indian (IIT/NIT)/ Foreign Universities, CSIR Labs, R&D Labs, Public sector undertakings, Government, Social Internships (NGO) or with any other reputed organisation. Institute Policy for B.Tech Students in carrying out 8th Semester Internship is provided in the ANNEXURE (*Amended in 25<sup>th</sup> Senate Meeting*)

## **B21. Grading**

- B21.1. The faculty will return evaluated tests, assignments, tutorials, term papers, etc., within two weeks after their respective test/examination etc.
- B21.2. Only the final grades (after approval by DCC) and attendance of all the students should be communicated by the teachers of the courses. Students may seek clarification regarding grades etc., from the concerned Course coordinator, if required.
- B21.3. The DCC meeting will be convened within ten days after the last day of the end-term examination. The letter grades to be awarded to the students for different subjects will be finalized in the meeting.
- B21.4. Based on the relative performance, each student is awarded a final letter grade for each of the course. The letter grades and the grade points are as follows. (*Amended in 6<sup>th</sup> Senate Meeting*)

<b>Grade</b>	<b>Grade Points (GP)</b>
S	10
A	9
B	8
C	7
D	6
P	5
F	0 (Failure)
W	0 (Failure due to insufficient attendance)
I	0 (Actual grade to be awarded later)
SA	0 (Satisfactory, only for Pass/Fail Courses)
US	0 (Unsatisfactory, only for Pass/Fail Courses)

- B21.5. A student is considered to have credited a course or earned credits for a course only if he/she secures a grade other than F, W or I for that course.
- B21.6. A 'W' grade is treated as equivalent to 'F' for the purpose of CGPA calculation, and the following criteria, in addition to poor attendance (less than 80%) may be considered for the award of 'W' grade:
- (i) badly incomplete in-semester record (due to non-medical reasons),

- (ii) misconduct or use of unfair means in the examination, assignments, etc., or a behavior serious enough to call for disciplinary action in the opinion of the Faculty advisor or teacher of a course.

In such cases, award of 'W' grade is taken up as an immediate action. Further, the case may be referred to the DC for consideration of further punishment depending on the seriousness of the offence.

## **B22. Declaration of Results**

B22.1. The course instructor may allow the students to see the evaluated answer scripts at his/her discretion, as long as this is done before finalization of grades. The time limit fixed for such a disclosure is five days before the last date for receiving grades in the Exam Cell.

B22.2. Two copies of the result sheets for the respective course containing the final grade along with two copies with the absolute marks & grades should be submitted to the concerned DCC.

After finalization of the grades at the DCC meeting, hard and soft copies of consolidated result with

a) absolute marks and grades

b) only grades, will be forwarded by the HoD to the Exam cell.

A record of the approved consolidated result should be sent by the Exam cell back to the concerned HoDs.

B22.3. The Exam cell must announce the results of all the courses.

B22.4. Once grades are published, changes if any, will be allowed in case of tabulation errors only. A request for re-tabulation can be made by student to the course teacher within 2 days of result publication. A request for changes in grade due to tabulation errors (if any) can be made by the teacher of the course, upon Director's approval (duly forwarded by DCC, Exam Cell, Dean (Acad)).

## **B23. Grade Point Averages**

B23.1. The academic performance of a student in a semester is indicated by the Semester Grade Point Average (SGPA).

$$SGPA = \frac{\sum(C \times GP)}{\sum C}$$

Where, 'C' is the credit of the registered course and the summation is taken over all the registered courses by the student in the semester, except Pass/Fail courses.

'GP' is the grade point obtained for the creditable course. The performance of a student up to and including a particular semester (and summer term) is indicated by the earned credits and the Cumulative Grade Point Average (CGPA).

$$CGPA = \frac{\sum(C \times GP)}{\sum C}$$

Where, the summation is taken for all the courses registered for by the student except Pass/Fail courses, up to and including the current semester and the summer terms.

**Note:** SGPA and CGPA should be corrected up to two decimal places.

The conversion formula to obtain percentage from CGPA is as follows.

$$\text{Percentage} = (CGPA - 0.5) \times 10.$$

## **B24. Grade Card**

B24.1. The Grade Card issued at the end of the semester students, will contain the following:

- a) the code, title, credit, and category of each course registered in the semester,
- b) the letter grade obtained,
- c) the total number of credits earned by the student up to the end of that semester in each category and grand total, and
- d) SGPA and CGPA.

B24.2. Class/Division

Class/Division classification is based on CGPA calculated on a 10 point scale, and is as follows:

CGPA of 8.50 and above	:	<b>First Class with Distinction</b>
CGPA of 6.50 and above, but less than 8.50	:	<b>First Class</b>
CGPA of 5.50 and above, but less than 6.50	:	<b>Second Class</b>
CGPA of 5.00 and above, but less than 5.50	:	<b>Pass</b>

**Awards:** In order to encourage academic excellence, an Institute level award is constituted for the best outgoing student based on recommendations made by the HoD's to Director through the AAC. Additionally, department wise merit certificates will be awarded based on recommendations of Director in consultation with the AAC and department HoDs. The decisions will be reviewed and need to be approved by Chairperson Senate and the Board of Governors (BOG).

## **B25. Permanent disqualification**

A student will be permanently disqualified from the B.Tech programme if any of the following conditions is encountered:

B25.1. Due to unsatisfactory academic performance

If a student exceeds more than 12 regular semesters from the date of first registration, excluding those semesters in which drop was taken on medical ground or for valid reason beyond control of the student. If this condition is met then the case will be referred to the Academic Advisory Committee (AAC).

B25.2. Due to Non-attendance, Non-registration or Indiscipline

- i) If a student neither gets permission for temporary discontinuation nor registers for any course during a semester before earning the minimum credit requirements for the award of the degree, then he/she is deemed to have discontinued the programme permanently and will not be permitted to continue the programme. However, such students may appeal to the Chairperson, Senate to reconsider their cases on merit basis.
- ii) A student may be required to leave the Institute on disciplinary grounds on the recommendation of the Disciplinary Committee.

## **B26. Eligibility for the award of B. Tech. Degree**

B26.1. A student will be declared to be eligible for the award of the B.Tech. degree if he/she has-

- i) Registered and successfully credited all the core courses with a minimum CGPA of 5.5 for the entire programme,
- ii) Successfully acquired the credits in the different categories as specified in the curriculum corresponding to the discipline (branch) of his/her study within the stipulated time,

- iii) Has no dues with any sections of the Institute including hostels,
- iv) Completed all the required course as specified in Table 1 with minimum credits of 170,
- v) Has no pending disciplinary action against him/her.

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

## **B27. Minors in various disciplines**

B27.1. A “minor” is a thematic set of courses offered by a department for the students of other departments. When a student completes the set of minor courses, they are deemed to have acquired the knowledge related to the theme of the minor. The Institute is offering minors in the following four disciplines: (*Applicable from 2022-23 admissions*)

- i) Computer Science and Engineering
- ii) Electronics and Communication Engineering
- iii) Electrical and Electronics Engineering
- iv) Computational Mathematics

The features and rules of this scheme are as follows.

### **B27.2. Features**

- i) Courses for Minor specialization start from 4<sup>th</sup> semester and will normally be till 8<sup>th</sup> Semester.
- ii) Students from one department could register for the minor offered by any other department and NOT in the minor offered by their parent department.
- iii) Minor course depth would be set in view of the fact that the students of other departments will be able to opt for it.
- iv) Number of credits for earning a minor specialization range between 18-20. The department board of studies will decide the semester-wise courses to be offered in minor.

### **B27.3. Rules**

- i) Students who have cleared all the courses of the first and second semesters in the first attempt and have obtained a **CGPA  $\geq 7.0$  upto 2<sup>nd</sup> semester** are eligible to register for minor courses. Registration for minors will be optional for all eligible students.
- ii) A student can opt for only one minor specialization and can apply for the minor towards the end of the third semester.
- iii) A student registered in a minor programme will not be allowed to do early completion of B.Tech programme, as per **B6**.
- iv) Students will give their minor discipline preferences, and their registration will be conducted as per the merit list prepared for the purpose.
- v) A maximum number of 30 (thirty) students will be allotted to a particular minor discipline, and the minimum number of students required to offer a minor will be 5 (five). If the number of students interested in a minor is less than 5, the decision to run the minor course or not will be at the discretion of the department.
- vi) When a department cancels the minor offering due to less registration or for any other reason, re-allotment will be done to the next preferred minor opted by the student in their preference order.
- vii) Minor, once allotted, cannot be changed. Also, the student will have to complete the minor along with their B.Tech degree. No additional semesters will be permitted to complete the minor.

- viii) Credits registered for minors will be over and above the minimum credits required for the award of B.Tech degree. Minor courses are to be registered over and above the normal registration of the student.
- ix) CGPA for minors will be calculated separately, independent of that calculated for the award of B.Tech degree.
- x) If a candidate gets an 'F' grade in any of the courses registered under a minor (including in re-examination), their minor will be discontinued.
- xi) After successful completion of the Minor specialization requirements, the student will be awarded a degree in "name of the parent department" with minor specialization in "name of the minor specialization" along with the details of the obtained CGPA.

## **B28. Withdrawal of Admission**

As per the Institute policy updated from time to time.

## **B29. Unfair means during examinations**

- B29.1 Based on the nature of unfair means carried out by the student in the Theory/Practical/ Dissertation/Project examinations, action will be taken as per the Institute policy updated from time to time (Ref: ANNEXURE).
- B29.2 If a student is caught with/using unfair means in the examination, that student will be allowed to complete the exam (within the exam duration) with a fresh answer script after seizing all the unfair means material. The student shall be given a chance for appeal to the disciplinary committee before any action is taken. In the meanwhile, parents/guardian will also be intimated. Later disciplinary committee shall decide the quantum of punishment and counsel the student accordingly.

## **B30. Academic Committees**

### ***B30.1. Class Committee (CC) and Department Class Committee (DCC)***

Every class of the B. Tech. programme shall have a Class Committee (CC) consisting of faculty and students. For the first/second semester of the B. Tech. programme, there will be a common CC constituted by the first year HoD. For third or higher semester classes of the B.Tech. programme, a semester wise, branch wise Department Class Committee (DCC) shall be constituted by the respective department HoD.

### ***Constitution of the first/second semester CC:***

- a) One Professor or a senior faculty not associated with teaching the class to act as Chairperson, who will be nominated by the Chairperson Academic Advisory Committee (AAC),
- b) Course coordinator of each of the courses,
- c) One student from each batch nominated by the Chairperson of the CC/elected with representation from all streams/batches,
- d) One of the faculty advisors of first/second semester students.

### ***Constitution of third to eight semester DCC:***

- a) HoD/HoD's nominee to act as Chairperson,
- b) All the Course coordinators offering courses,
- c) Faculty advisor of the class,
- d) Two students of the class nominated by the faculty advisor or elected by students among themselves.

The term of the CC/DCC shall be one semester. The committee shall meet at least twice during the semester. The Director and AAC shall have the right to be present in any meeting of any class committee. The faculty advisor shall record the proceedings of each meeting and communicate a copy of each meeting to the concerned HoD and AAC within three working days after the meeting.

***Responsibilities of the CC/DCC:***

- i) Review the progress of the classes periodically,
- ii) Discuss problems concerning curriculum, syllabi and conduct of the classes,
- iii) The CC/DCC, without the student members, is responsible for the finalization of the semester results,
- iv) The method of assessment for any course will be decided by the respective course coordinators in consultation with the CC/DCC (without the student members) and are announced to the students at the beginning of the semester.

***B30.2. Department Board of Studies (BoS)***

The constitution of the Department Board of Studies (BoS) is as follows:

***Constitution:***

- a) H.O.D ----- Chairperson
- b) All the regular faculty members of the department ----- Members
- c) Two outside/external experts from Academia/Industry/R&D Organisation ----- Members

***Functions:***

- i. The Chairperson may co-opt one more special invitee from Academia/Industry/R&D Organisation/Alumnus who will be invited for specific meetings, as nominated by BoS, with the approval of Chairperson Senate.
- ii. The tenure of the two outside/external experts will be for two years
- iii. Each department shall have a Board of Studies (BoS)
- iv. The BoS will look into all the programme requirements, curriculum and syllabus of courses offered by the department
- v. The quorum for each meeting shall be 70%.

***Responsibilities:***

- i. To monitor the conduct of all undergraduate and post graduate courses of the department
- ii. To ensure academic standard and excellence of the courses offered by the department
- iii. To develop/revise the curriculum for courses offered by the department, and recommend the same to Academic Advisory Committee (AAC).
- iv. Any appropriate responsibility or function assigned by the Senate or the Chairperson of the Senate or the BoS or the Chairperson of the BoS.

***B30.3. Academic Advisory Committee (AAC)***

The constitution of the Academic Affairs Committee (AAC) is as follows:

***Constitution:***

- a) Dean (Academics) – Chairperson
- b) Assistant Registrar (Academics) – Secretary
- c) Immediate previous Dean (Academics) – Member
- d) Associate Dean (Academics) – Member
- e) Two Director nominees - Member

Tenure of the Director nominee members will be for two years, who will be retiring alternate years.

***Responsibilities:***

- i. To scrutinize the degree requirements, syllabus, course content proposed by Board of Studies.
- ii. To review the academic performances of slow learners and assess the causes of their unsatisfactory performance.
- iii. To consider the applications of students for special academic provisions under exceptional circumstances.
- iv. To review the cases for termination of students and recommend termination of students to the Senate.
- v. To formulate/recommend changes in the rules and regulations for various academic programmes and recommend to the Senate.

**B31. Power to Modify**

B31.1. Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time and it will be ratified in the subsequent senate meeting.

# ANNEXURE

## *Institute Policy for B.Tech Students in carrying out 8<sup>th</sup> Semester Internship*

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National Institute of Technology Goa promotes industrial training and internships at B.Tech level. The students can opt for Internships at Industries, Indian (IIT/NIT)/Foreign Universities, CSIR Labs, R&D Labs, Public sector undertakings, Government, Social Internships (NGO) or with any other reputed Institutes.

### **1. Objectives**

- i. The main objective of internship is to provide the real time technical/research skills to the students, and thus promoting industry/research ready professionals.
- ii. To gain practical exposure to the current industrial/research developments and apply the technical knowledge in solving real problems.
- iii. The students are exposed to acquire roles and responsibilities of an engineer.
- iv. To promote the development of engineering professional's in innovative problem solving approach supporting both academic as well as personal development.

### **2. Student benefits**

- i. An opportunity to get absorbed by the Industry/Organization.
- ii. Practical exposure in an organizational setting & Industry environment, where theoretical aspects learned in classes are integrated into the practical world
- iii. To decide which among industry or research is a well-suited career option to pursue.
- iv. Opportunity to learn new skills, practice communication, teamwork and supplement knowledge.
- v. Opportunity to learn strategies like time management, multi-tasking, etc.
- vi. Make a valuable addition to their resume.
- vii. Enhances candidacy for higher education.
- viii. Networking to expand social circles and developing technical relationships.
- ix. An opportunity to evaluate the organization before committing to a full-time position.

### **3. Finding Internship**

- i. Internship is a student centric activity. The task of finding an internship via Training and Placement cell (T&P Cell) for is a collective effort by the students and T&P Cell.
- ii. Students can find internships on their own also or through T&P Cell.
- iii. The students can forward contacts they have, if any, in various companies or through their Alumni, so that the Cell may formally invite these companies for Internships.
- iv. Any faculty member of the department, through his/her industry/academic contacts, can find internships for students.
- v. If a student finds an internship on his/her own, or a faculty member finds an internship for students, it is expected to inform the T&P Cell immediately about such internships.
- vi. The faculty coordinators/advisors will facilitate/guide and oversee the activities, and assist the students and T&P Cell wherever needed.
- vii. Internship as per the terms and conditions entered with institutions with which MOU has been signed.

## *Institute Policy for B.Tech Students in carrying out 8<sup>th</sup> Semester Internship*

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### **4. Roles and Responsibilities of Training & Placement Cell (T&P Cell)**

The organizational structure of Training and placement cell while facilitating internships is as below:



- i. The Training & Placement Cell (T&P Cell) will coordinate and ensure smooth implementation of internship provisions through department heads and department's faculty and student coordinators.
- ii. T&P Cell will develop appropriate application forms, evaluation proforma or any other document needed for smooth execution of internships.
- iii. The role of T&P Cell would be of a facilitator and counsellor for internship related activities. It does NOT guarantee internship to a student even on his/her being registered with the cell. Applying for internship following the due procedure is entirely the responsibility of the student concerned.
- iv. Further, T&P Cell does not guarantee hiring/guaranteed position by the organisation eventually.

### **5. Internship with or without Pre-placement Offer (PPO) execution procedure**

The T&P cell will normally arrange internship for students in industries/organizations of repute as per Institute guidelines. The following procedure is generally followed while arranging internships:

- i. Request Letter/Email from the office of Training & Placement cell ([tpo@nitgoa.ac.in](mailto:tpo@nitgoa.ac.in)) of NIT Goa shall go to the industry/organisation seeking their willingness for providing the internship training/internship with Pre-placement Offer (PPO) for students of NIT Goa.
- ii. Upon industry/organisation's acceptance, the training slots and the number of seats allocated for internships will be communicated by the industry/organisation via Confirmation Letter/ Email.
- iii. Further, students' profile (*upon approval from the department*) is submitted to industry/organisation for their willingness for providing internship/internship with PPO.
- iv. In case the students arrange the internship themselves, the confirmation letter will be submitted by the students in the office of Training & Placement through concerned department.
- v. Based on the number of slots agreed by the Industry, T&P Officer (TPO) will allocate the students to the industry/organisation. In addition, the internship slots may be communicated by the TPO or other members of the T&P cell/coordinators who are looking after the Internship.
- vi. The internship policy is 'One-Student-One-Internship'. If a student earns an internship through the T&P cell, on accepting the internship offer, the student stands out of the internship process. As an exception to this rule occurs only if the industry/organisation fails to comply with their initial commitment (i.e., changes stipend, duration, role)

## *Institute Policy for B.Tech Students in carrying out 8<sup>th</sup> Semester Internship*

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during/after the interview process, then the student shall have the right to not accept the internship offer.

- vii. Selected students on joining internship at the concerned Industry/Organization, should submit the Joining Report.
- viii. Students will submit internship report after completion of internship.
- ix. Internship certificate is to be obtained from the industry/organisation.
- x. List of students who have completed their internship successfully will be recorded by T&P cell.

### ***6. Institute Policy for 8<sup>th</sup> Semester B.Tech Students***

**6.1. Eligibility:** Students who have successfully completed their seven semesters coursework without any backlogs are eligible to apply for internship in their 8<sup>th</sup> Semester.

#### ***6.2. Registration process***

- i. All the 7<sup>th</sup> Semester B.Tech. students who is interested to carry out B.Tech Internships in collaboration with Industry/organisation will have to take approval from the Head of the concerned department, in the prescribed format. This will be facilitated by the department coordinators.
- ii. Upon approval from the department, the application is forwarded to T&P Cell.
- iii. The students should avoid making this request at the last minute, as this may lead to losing the opportunity to sit for internship process.
- iv. The student can apply for the internship on their own also. However, the permission to allow students for such internship will be considered with due recommendation of the department, after evaluating the Industry/organisation profile and internship terms. Department's recommendation will be forwarded to T&P Cell to ascertain the Industry/organisation credentials before providing consent for internship.
- v. After a student gets selected for the internship, the duration of the internship has to be informed to the HoD.

#### ***6.3. 8<sup>th</sup> Semester coursework completion***

- i. The students interested to carry out internship in the 8<sup>th</sup> semester are encouraged to complete their 8<sup>th</sup> Semester course work requirements in the earlier semesters, as facilitated by the Institute rules and regulations.
- ii. In case, there are pending 8<sup>th</sup> Semester courses to be completed, they can be done through MOOCs platform and the successful credits earned through MOOCs shall be counted by the Institute for overall credit calculation.
- iii. The maximum number of allowed MOOC courses is prescribed in their B.Tech regulations.
- iv. The equivalence of the MOOC courses shall be decided by a committee comprising of HoD, Faculty advisor and concerned B.Tech Supervisor(s).
- v. It is the student's responsibility to register for the MOOCs course(s) within the due date and successfully complete the course(s).

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- vi. The certificate of course(s) completed through MOOC along with the obtained grade is to be submitted to the department at least a week before final result submission, as per Institute academic Calander.

### ***6.4. Project Evaluation procedure***

- i. All the departments will allocate B.Tech Supervisors by the start of 7<sup>th</sup> Semester.
- ii. As the students have carried out their 7<sup>th</sup> semester project work in NIT Goa, the student opting for B.Tech 8<sup>th</sup> Semester internship will continue his/her B.Tech project work under the same supervisor of NIT Goa.
- iii. Student proceeding for internship work to an Industry/organisation does not imply that there is a waiver from the academic requirements of NIT Goa. Candidate must follow the Institute academic calander or as intimated by the department and be physically present at NIT Goa during the Project's Mid Semester and End Semester evaluations and present his/her project progress report whenever required.
- iv. If the project work is not found to be of the required quality, the project duration will be extended.

### ***7. On Campus Internship Opportunities***

- i. Any student willing to undergo a winter/summer internship at NIT Goa, for a duration of 4 to 8 weeks, whether belonging to NIT Goa or any other Institute, must send an email request along with their Bio-data to the T&P cell/HoD/Faculty.
- ii. After scrutinising the application(s) by the departments, internship Supervisor allocation will be done.
- iii. Upon receiving confirmation for carrying out internship, the student can register for internship, by depositing a fee of Rs 500/- to the concerned account of T&P Cell.
- iv. No financial assistance will be provided by the Institute. However, if any Supervisor has any Research Project/Consultancy fund, stipend will be given as per the project/consultancy fund availability, whose details will be provided in the offer letter.
- v. Boarding will be provided by the Institute based on the availability of accommodation, on payment basis. Details will be informed in the offer letter.
- vi. Upon successful completion of the internship,
  - a. Students will have to submit an internship report to supervisor,
  - b. The supervisor will submit an evaluation report to T&P (Cell) through HoD,
  - c. T&P Cell will issue an Internship/Training certificate to the student.

## *Action taken in case of Unfair Mean Practices in Examinations*

Rule No.	Unfair Practice	Found Copying	Action taken
1	If a student is caught having a mobile phone <i>or</i> Digital/Smart Watch/gadgets <i>or</i> High-End Calculators in which information can be stored; for the <b>first time</b> , even after announcement.	No	<ul style="list-style-type: none"> <li>The mobile will be ceased by the exam cell for that day.</li> <li>The candidate is to be warned against carrying mobiles.</li> <li>He/She <u>can</u> continue to write the exam.</li> <li>His/Her Roll No. will be noted down by exam cell.</li> <li>Parents will be informed and may be asked to report to Dean (Academics)</li> </ul>
2	If a student is caught having a mobile phone <i>or</i> Digital/Smart Watch/gadgets <i>or</i> High-End Calculators in which information can be stored; for the <b>second time</b> , even after announcement.	No	<ul style="list-style-type: none"> <li>The specific paper will be cancelled.</li> <li>Mobile will be ceased by the exam cell for that day.</li> <li>He/She <u>can</u> continue to write subsequent exams.</li> <li>His/Her Roll No. will be noted down by exam cell.</li> <li>Parents will be informed to report to Dean (Academics)</li> </ul>
3	If a student is caught having a mobile phone <i>or</i> Digital/Smart Watch/gadgets <i>or</i> High-End Calculators in which information can be stored; for <b>more than two times</b> , even after announcement.	No	<ul style="list-style-type: none"> <li>The specific paper and <u>all</u> the subsequent paper's will be <u>cancelled</u>.</li> <li>Mobile will be ceased by the exam cell for that day.</li> <li>His/Her Roll No. will be noted down by exam cell</li> <li>Parents will be informed to report to Dean (Academics)</li> </ul>
4	If a student is caught having a mobile phone <i>or</i> Digital/Smart Watch/gadgets <i>or</i> High-End Calculators in which information can be stored; for the <b>first time</b> .	Yes	<ul style="list-style-type: none"> <li>The specific paper will be cancelled.</li> <li>The mobile will be ceased by the exam cell for that day.</li> <li>The candidate is to be warned against carrying mobile and cheating.</li> <li>He/She <u>can</u> continue to write subsequent exams</li> <li>His/Her Roll No. will be noted down by exam cell.</li> <li>Parents will be informed to report to Dean (Academics)</li> </ul>
5	If a student is caught having a mobile phone <i>or</i> Digital/Smart Watch/gadgets <i>or</i> High-End Calculators in which information can be stored; for the <b>second time</b> , even after warnings.	Yes	<ul style="list-style-type: none"> <li>The specific paper will be cancelled.</li> <li>Mobile will be ceased by the exam cell for that day.</li> <li>He/She <u>cannot</u> continue to write subsequent exams.</li> <li>His/Her Roll No. will be noted down by exam cell.</li> <li>Parents will be informed to report to Dean (Academics)</li> </ul>
6	If a student is caught having a mobile phone <i>or</i> Digital/Smart Watch/gadgets <i>or</i> High-End	Yes	<ul style="list-style-type: none"> <li>The specific paper and all the subsequent paper's will be cancelled.</li> <li>Mobile will be ceased by the exam cell for that day.</li> </ul>

## *Action taken in case of Unfair Mean Practices in Examinations*

	Calculators in which information can be stored for <b>more than two times</b> , even after warnings.		<ul style="list-style-type: none"> <li>His/Her Roll No. will be noted down by exam cell.</li> <li>Parents will be informed to report to Dean (Academics)</li> </ul>
7	For any other methods of cheating for <b>first time</b> .	<b>Yes</b>	<ul style="list-style-type: none"> <li>The specific paper will be cancelled.</li> <li>The candidate is to be warned against cheating.</li> <li>His/Her Roll No. will be noted down by exam cell.</li> <li>Parents will be informed to report to Dean (Academics)</li> </ul>
8	For any other methods of cheating for <b>second time</b> .	<b>Yes</b>	<ul style="list-style-type: none"> <li>The specific paper and subsequent papers will be cancelled.</li> <li>The candidate is to be warned against cheating.</li> <li>His/Her Roll No. will be noted down by exam cell.</li> <li>Parents will be informed to report to Dean (Academics)</li> </ul>
9	For any other methods of cheating for <b>more than two times</b> .	<b>Yes</b>	<ul style="list-style-type: none"> <li>The specific paper and subsequent papers will be cancelled.</li> <li>Case referred to Disciplinary Committee (DC)</li> <li>The DC may recommend Year Back</li> <li>Parents will be informed to report to Dean (Academics)</li> </ul>
10	Communicating with any student or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination	<b>Yes</b>	<ul style="list-style-type: none"> <li>The specific paper will be cancelled.</li> <li>Case referred to Disciplinary Committee (DC)</li> <li>The DC will enquire and submit a report for further actions on the persons involved.</li> <li>Parents will be informed to report to Dean (Academics)</li> </ul>
11	The cases of Suspected Mal Practice (SMP) observed while valuing the answer scripts or other material: such as insertion of answer sheets, revealing of identity or enclosure, common mistakes in different answer scripts possibly by SMP	<b>Yes</b>	<ul style="list-style-type: none"> <li>The specific paper of the concerned students will be cancelled.</li> <li>If the act is repeated for more than once, all the papers in the concerned semester will be cancelled.</li> <li>Parents will be informed to report to Dean (Academics)</li> </ul>
12	cases of destroying any evidence of malpractice, like tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination hall or premises	<b>Yes</b>	<ul style="list-style-type: none"> <li>The specific paper and all the subsequent paper's will be cancelled.</li> <li>His/Her Roll No. will be noted down by exam cell.</li> <li>Parents will be informed to report to Dean (Academics)</li> </ul>
13	Exchange of question papers by writing some hints/formulas/answers etc.	<b>Yes</b>	<ul style="list-style-type: none"> <li>The specific paper will be cancelled.</li> <li>His/Her Roll No. will be noted down by exam cell.</li> <li>Parents will be informed to report to Dean (Academics)</li> </ul>
14	Identified with SMP material and misbehaved	<b>Yes</b>	<ul style="list-style-type: none"> <li>The specific paper will be cancelled.</li> </ul>

## *Action taken in case of Unfair Mean Practices in Examinations*

	with officials/ any kind of rude behavior in and around Examination Hall/ using obscene or abusing language/ uses resistance or violence against the invigilator/ consistently refuses to obey the instructions.		<ul style="list-style-type: none"> <li>• Case referred to Disciplinary Committee (DC)</li> <li>• The DC may recommend for cancellation of subsequent papers based on the severity of the issue.</li> <li>• Parents will be informed to report to Dean (Academics)</li> </ul>
15	<ol style="list-style-type: none"> <li>1) Before any punishment is levied on the student, he/she will be given a chance to appeal to the Exam Cell/Disciplinary Committee as the case be.</li> <li>2) Any cases not covered in the above Guidelines, the disciplinary committee shall investigate and recommend the quantum of punishment based on the severity of the case.</li> <li>3) Malpractice and punishments imposed on the students shall invariably be intimated to the concerned parents in writing by the concerned authority.</li> <li>4) The punishment shall be uniform and commensurate with the offence for all students committing similar offences.</li> <li>5) A report on all the actions taken by the Exam Cell, with regard to conduction of Mid and End Sem Examinations is to be submitted to Disciplinary Committee (DC) forwarded through Head of the Department and Dean (Academics).</li> <li>6) The DC recommendations will be submitted to the office of the Director. Upon approval, the concerned authorities to implement the same and notify the punishments for circulation.</li> </ol>		