

ORDINANCE

- O.1 The provisions contained in these regulations govern the conditions for imparting courses of instruction, conducting examinations and evaluation of students' performance leading to the Degree of Bachelor of Technology (B.Tech.)
- These regulations are effective for the batches of students admitted in the Academic Session 2018-19 onwards.
- O.2 Disciplines: The disciplines in which the courses of study are available and degrees will be offered are:
- (i) Civil Engineering (CE)
 - (ii) Mechanical Engineering (ME)
 - (iii) Electrical Engineering (EE)
 - (iv) Electronics & Communication Engineering (ECE)
 - (v) Computer Science & Engineering (CSE)
 - (vi) Electronics and Instrumentation Engineering (EIE)
- O.3 (a) New disciplines may be added in future with approval of the competent authority. The number of seats in each branch of the B.Tech. Program for which admission is to be made in NIT Silchar, will be decided by its Senate. Seats are reserved for candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Disability etc. as per the Government of India orders from time to time.
- (b) The B.Tech. Program is monitored by Department Undergraduate Program Committee (DUPC). The DUPC composition, along with its function, is given in annexure I
- O.4 In addition, 15% supernumerary seats are available under ICCR, DASA, Study in India programs or any other similar programs for foreign nationals/persons of Indian origin/NRI/overseas citizens of India as per the schemes
- O.5 The provisions of these regulations shall also be applicable to any new discipline(s) that is (are) introduced from time to time and added to the list in Section O.2.
- O.6 A student becomes eligible for the award of the B.Tech. degree after fulfilling all the academic requirements and Extra Academic Activities (EAA) as prescribed in these regulations.
- O.7 Supplementary regulations, whenever necessary may be framed and implemented by the Senate.
- O.8 Notwithstanding all that have been stated in these regulations, the Senate has the power to modify and/or relax any of the clauses from time-to-time.
- O.9 A student registered for B.Tech. degree is not permitted to undertake any other full-time contact mode Program till completion of his/her B.Tech. Program.

REGULATIONS

1 Admission

- 1.1 Admission to all courses will be made in the first semester through a National level admission test for Indian students. Detailed rules of such test are available in the Information Brochure published by the examination conducting authority assigned by the Council of NITSER/Ministry of Human Resources Development, Government of India. For foreign students getting admitted under various schemes (presently like ICCR, Study in India, DASA etc.), the selection process shall vary from scheme to scheme as decided by the competent authority/Institute.
- 1.2 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Chairman, Senate with advice from Dean (Academic) may revoke the admission of the candidate and report the matter to the Senate.
- 1.3 Besides the Indian nationals, a specified number (15% supernumerary seats) of foreign nationals selected under the policy laid down by the Government of India may be admitted directly to the first semester of any of the courses covered by these regulations.
- 1.4 The selected Indian candidates have to take admission to the Institute on the dates specified by the counseling authority. However, under special circumstances, Chairman, Senate may condone delay for admission of foreign students as demanded by the circumstances.
- 1.5 Normally, there is no provision of transfer of students from other NITs/IITs. However, in exceptional cases to be defined and laid down by the Board of Governors (BOG), the Institute may admit students to a course on transfer from other NITs/IITs. Such admission may be made at any level considered appropriate except at first year level by a procedure to be defined by the Senate on case-to-case basis. In such cases, a Course Equivalence Committee (CEC) will be formed by the Senate to recommend the additional courses to be studied by the student so admitted.
- 1.6 The Institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her studies on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.
- 1.7 At the time of admission, the Indian student is required to produce in original and provide photocopies of the following documents:
 - (a) Mark sheets/Grade Cards: Class X and Class XII
 - (b) Class X admit card/ pass certificate/ birth certificate (anyone)
 - (c) Class XII pass certificate, if available
 - (d) Score Card of Qualifying Examination for Admission
 - (e) Admission Offer Letter
 - (f) Upgraded offer letter, if any
 - (g) In case OBC (NCL) category students, OBC-Non Creamy Layer Certificate as per appropriate format, issued on or after 1st April of the admission year
 - (h) In case of SC/ST category students, Caste Certificate as per appropriate format
 - (i) In case of PwD category students, Physical Disability Certificate as per appropriate format
 - (j) Medical fitness Certificate as appropriate format
 - (k) Coloured identical Passport Size Photographs with white background (3 numbers)
 - (l) Photo identity card issued by Govt. agencies/last attended School/Class XII admit card

- (m) Aadhaar card, if available
- (n) Anti-Ragging Affidavit (i) by the student and (ii) by Parent/Guardian on a Non-Judicial Stamp Paper of Rs. 10.00 (Ten only), as per appropriate format
- (o) Phone numbers and E-mail IDs of Parents/guardian and Local Guardians (if any)

In addition to these documents, he/she has to submit a filled-in application for enrolment in the course. Documents needed for foreign/NRI students may vary from scheme-to-scheme

- 1.8 A provisional admission may be given if any of the certificates is not produced. However, it has to be submitted within the dates specified by the counseling authorities, or any other date to be fixed by the Senate, failing which admission will be cancelled and fees deposited will be forfeited.
- 1.9 The number of seats in each branch of the undergraduate program for which admission is to be made will be decided by the Senate of the Institute. Seats are reserved for candidates belonging to Other Backward Classes, Scheduled Castes, Scheduled Tribes, Physically challenged candidates etc. as per the decision of Government of India/Council of NITs from time to time.

2 Semesters: Odd and Even

The Institute follows a credit based semester system. There are two regular semesters in a year: odd semester (July-November) and even semester (January-May). In addition to these, the Institute also runs an additional semester during the summer vacation, known as summer semester (May-June) to offer summer courses. A faculty can offer at the most two courses (including lab course) only in summer semester. The objective for the summer semester is to facilitate the students to clear backlog courses, if any. Only backlog subjects arising out of regular course registration is permissible to register in the summer semester as regular course registration.

3 ACADEMIC CALENDER

- 3.1. Each academic session is divided into two regular semesters of approximately 16 weeks duration: an odd semester and an even semester, along with summer semester of approximately 8 weeks duration.
- 3.2. The senate approved schedule of academic activities for a session, including dates of registration, mid-semester, and end-semester examinations, inter-semester breaks etc. shall be laid down in the Academic Calendar for the session.
- 3.3. The academic calendar will also reflect the scheduled vacations.

4. Faculty Advisor

To help the students in planning their courses of study and getting general advice on the academic program, the concerned department shall assign Faculty Advisor(s). The Faculty Advisors will monitor academic progress, approve selection of courses and other course registration formalities etc. of the concerned students.

5 Residence

- 5.1 Institute is wholly residential and all students shall be required to reside in and be members of the hostels to which they are assigned by Dean of Students' Welfare (Dean (SW)). Only in exceptional circumstances, a student may be permitted to change from one hostel to another hostel.

Under special circumstances, the Director/Dean (Academic) may permit a student to reside with his/her parent/guardian in the Institute campus or within a reasonable distance from the Institute. However, this permission may be withdrawn at the discretion of the authority concerned at any time considered appropriate without assigning any reason thereof. However, such student shall be liable for the payment of necessary Hostel seat rent and obligatory Hostel dues.

5.2 No married accommodation shall be provided to any student.

5.3 All students must abide by the rules and regulations of the hostel as may be framed from time to time by appropriate body/ authority and approved by the Senate.

6 Curriculum

6.1 Every Department has a prescribed course structure, known as curriculum or course of study. It includes all the curricula and course contents.

6.2 The terms course and subject are used interchangeably in these regulations. The minimum and maximum durations of the course leading to B.Tech. degree are four and six years, respectively.

6.3 In order to qualify for a B.Tech. degree of the Institute, a student is required to complete the credit requirement as prescribed in the curriculum for a particular Program. The credit requirements for a B.Tech. Program will be 200 credits distributed over all the semesters and some noncredit but compulsory Extra Academic Activities (EAA) courses.

6.4 Teaching of the courses shall be reckoned in credits or credit points; Credits are assigned to the courses based on the following general pattern:

- One credit for each lecture hour
- One credit for each tutorial hour
- One and two credits for each Practical/Project session of two and three hours duration, respectively.

6.5 The total academic course package for a department consists of the following components:

- (a) Institutional core subjects, consists of science, humanities, engineering, and technical skills such as workshop etc.
- (b) Department specific core subjects, including projects
- (c) Department specific elective subjects
- (d) Institutional elective subjects, which are interdisciplinary in nature

6.6 Normally, every course shall have a course coordinator, while the number of teachers teaching a course (instructor) may be more than one. A course instructor may be assisted by adjunct faculty, teaching assistants, postgraduate and research students, and by other faculty members. The coordinator, in consultation with the instructors and based on the approved syllabus, shall finalize the contents of instruction and question papers. Furthermore, submission of grades shall rest solely on the course coordinator.

Final and pre-final year UG students may take PG (M.Tech., M.Sc., MBA) courses as electives if the curriculum so permits.

6.7 In addition to the prescribed credit requirement, a student shall also have to complete the requirements of EAA courses as per curriculum. The EAA may be YOGA, NSS, NCC, NSO, or any other Physical Training. The detailed instructions will be imparted and practice supervised by the concerned faculty/instructor and/or officers. EAA course shall have syllabi,

instruction, and examinations like academic courses. The class timing of the EAA courses will be chosen differently from the other academic courses, depending on weather conditions. Students will be awarded PP grade for passed or NP grade for not passed in an EAA, which will be recorded in the Grade card, but not taken into account for computing the SGPA (semester grade point average) and CGPA (cumulative grade point average). But, award of degree is subject to PP grade in all the compulsory EAA courses as per curriculum.

- 6.8 The curricula to be followed in the first year of all the disciplines shall be common.
- 6.9 The curricula will also include a course of “Industrial Training” of minimum 6 weeks duration and carrying two credits after the sixth/fourth semester. Industrial/research experience for this course may be obtained in any reputed industry, research laboratory, IIT, other NIT or any other organization of comparable repute. Summer internship Program in any IIT/NIT/other organization of comparable repute of at least 6 weeks duration will also be considered as an industrial training course. On completion of the course, the student shall submit a report to the department for evaluation. The evaluated credit of this course shall be reflected in the seventh/fifth semester grade card.
- In special circumstances, the total period of six weeks may be split into two parts to be completed during the same or different vacation (including summer vacation after eighth semester) periods.
- 6.10 Under exceptional circumstances to be recorded in writing, a student may be permitted by the Head of the concerned department to carry out a mini-project of 6 weeks duration at NIT Silchar in lieu of the external Industrial Training/internship course. Such projects should preferably be based on real life industrial or social problems under the supervision of a faculty member of the Institute.
- 6.11 In addition to regular course work and Industrial training, a student must carry out a major project in the final year under the guidance of one or more teachers, known as supervisor(s).
- 6.12 When circumstances so permit, it will be possible for a student to spend a semester or more in another NIT, IIT or a reputed Institute of comparable standard and transfer the credits to NIT Silchar. In that case, the courses, however, need to have a one-to-one correspondence between the participating institutions. The concerned DUPC/CEC (Course Equivalence Committee) constituted by the Senate shall establish the adequacy of the education so received in another institution. The DUPC/CEC recommendations shall be place before the Senate for consideration and approval

7 Registration

Every student is required to register, in person, for the approved courses as per the advice of the assigned Faculty Advisor at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar till he/she completes his/her program. The Dean (Academic) may cancel the registration of one or more courses, if they are found to violate some rules or if there are restrictions imposed due to disciplinary reasons. There are two parts to the registration process: academic registration and administrative registration. Academic registration involves selection of courses consistent with the specific program of study as per rules.

Administrative registration involves payment of requisite fees along with outstanding dues, if any, and submitting the filled-in registration form complete in all respect to the office of Dean (Academic).

The responsibility for completing both parts of this process rests with the students. **If a student fails to register during any semester, his/her studentship is liable to be cancelled**

- 7.1 Students who do not register on the day announced for the purpose may be permitted late registration under special circumstances only on payment of a fine, unless the fine is waived. Normally, no late registration shall be permitted after the due date from the scheduled date, except in special cases like those
- (i) dictated by counseling authorities in first semester. Normally, registration for first semester courses shall not be done during the dates specified in the academic calendar. After the admission, the academic section shall notify the dates and procedure for the same. The students are to register accordingly.
 - (ii) a serious and genuine medical illness
 - (iii) a family calamity or natural calamity stopping the candidate to report for registration on the scheduled date
 - (iv) participation in a national/international event

Permission from Dean (Academic) is needed for late registration.

The minimum percentage of attendance requirement of a student registering late will be calculated from the date of their registration. But, no special consideration is admissible in the matter of assessment/evaluation or grading. Normally, late registration is permitted till a specified date as per academic calendar. However, he/she may apply for registration of the same during the next year in the same semester without any extension of the total allowed duration of study.

Under very exceptionally, unforeseen, and unavoidable circumstances late registration beyond the specified deadline may be allowed on case-to-case basis by the Dean (Academic)/Chairman, Senate. This is possible only when the reasons cited are genuine and the authorities are satisfied with the same. In this case, the total attendance requirement shall be calculated from the last date of late registration.

- 7.2 Only those students will be permitted to register who have
- cleared all Institute, Hostel, and Library dues and fines (if any)
 - paid all required advance payments of Institute and Hostel dues
 - cleared the minimum academic requirement
 - not been debarred from registering on any specific ground.
- 7.3 When a student registers a course for the first time, the said course is called a regular course. The minimum attendance requirement must be fulfilled by the student to become eligible to appear examinations for a regular course. On the other hand, when he/she registers a failed (F grade) theory course, the said course can be registered as a regular or compartmental course. In case of compartmental courses, attending classes is not mandatory. But, he/she has to appear the mid and end semester exams compulsorily. No fresh sessional assessment shall be made. The overall assessment is based on the performance of these two (mid and end semester) exams and already secured sessional mark of that course registered last as a regular course.
- 7.4 A theory course where a student scored F grade can be registered as a regular course only if the class time table permits, that is, there is no overlap with other regular courses he/she registered. Institute has no responsibility to see whether there is/are any class time table overlap of such

subjects with other regular courses. However, a student can always register a backlog (F-graded) theory course as a compartmental course within the credit limits, irrespective of clash in the time table.

- 7.5 A W-graded course and an F-graded lab/project course has to be registered as a regular course only.
- 7.6 As per curriculum, there may be some courses for which some other course(s) offered during previous semesters is/are prerequisite. Without successfully completing (scoring a pass grade) such prerequisite courses cannot be registered. Students having backlog courses, the permitted credit registration shall be restricted to the average credit clearance capacity during the immediate last two semesters. The students must register the backlog courses first giving priority to the oldest backlogs offered in a given session.
- 7.7 During registration following conditions must be fulfilled:
- (a) The maximum allowed number of credits registered for a regular semester (odd and even semesters) is 30. *However, under special circumstances, the Dean (Academic) may permit a student to register for one more course, including lab course/project, exceeding the maximum credit limit.* On the other hand, the maximum number of courses (including lab courses) a student is permitted to register in a summer semester is only three.
 - (b) Subject to pre-requisites, a student can register courses upto fourth semester with any number of backlogs. But, to register for third year (fifth and sixth semesters) and fourth year (seventh and eighth semesters) courses, he/she needs to clear (obtain a pass grade) all the courses upto first year (first and second semesters) and second year (third and fourth semesters) courses, respectively.
 - (c) While registering an F-graded elective course, the students can replace it by another course from same elective group. But, such replacement has to be registered as a regular course only, when it is registered first time. In such a case, the transcript shall show the replaced course only.
 - (d) In case of failure in a project or in any course having practical/lab component, the student will have to re-register for it in the next appropriate semester as regular course only. If there is a time-table clash for such an F graded course then the department shall arrange additional slot (without any clash with his/her other regular course) so that the student can attend classes for the same.
 - (e) Similarly, in case of failure in courses categorized as EAA, the student will have to re-register for it in the subsequent appropriate semester as a regular course.
- 7.8 Students may add and drop subject(s) with the concurrence of the Faculty Advisor, and with intimation to the concerned course coordinator and the academic section provided this is done within the date mentioned in the Academic Calendar.
- 7.9 If the CGPA falls below 6.00 a student may enter a slow pace program in his/her own interest. In a slow pace program, a student is to re-register in the lower semester for all the 'F' graded courses as regular courses. However, these students are not eligible for any prize or medal. The minimum requirement to become eligible for a medal/prize is all the courses must be cleared in a single registration only.

7.10 An 'F' graded course must be registered as a regular course only, when the awarded 'F' grade is because of one or more of the following reasons.

- as a measure of disciplinary action
- for adopting malpractice in an examination
- unsatisfactory attendance

8 Attendance

8.1 A student having less than 75% attendance shall be debarred from appearing the end-semester exam. His/her registration for that course shall be treated cancelled and is awarded "W" grade (registration cancelled for want of minimum attendance). This 'W' grade shall appear in the grade card. The name of the students who have attendance less than 75% in a given course must be announced in the class by the teacher himself/ herself on monthly basis from the date of starting of classes. The minimum attendance requirement is also applicable to EAA courses. For the purpose of calculating percentage attendance, there shall be a cutoff date as per the academic calendar.

However, under exceptional situations, a committee comprising of the Chairman, Senate, Dean (Academic), and the concerned Head of the department may consider condoning of the required attendance.

8.2 Attendance Calculation

The attendance shall be calculated as:

$$\frac{\text{Actual no. of classes (including tutorial, if any) attended}}{\text{Total no. of classes held till the cutoff date}}$$

It may be noted that the total number of class for a subject may vary among various groups because same number of tutorial class may not be held for all the groups.

9 Leave of Absence

9.1 If the period of leave is for a short duration (upto two weeks), prior application for leave shall have to be submitted to the Head of the department concerned stating fully the reasons for the leave requested for along with supporting document(s). Such leave will be granted by the Head of the Department.

9.2 Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the Head of the Department provided he/she is satisfied with the explanation

9.3 If the period of absence is likely to exceed two weeks and within one month, a prior application for grant of leave will have to be submitted through the Head of the Department to the Dean (Academic) with supporting documents in each case. The decision to grant leave shall be taken by the Dean (Academic) on the recommendation of the Head of the Department.

9.4 The Dean (Academic) may, on receipt of a leave application also decide whether the student be asked to withdraw from the course for that particular semester because of long absence.

9.5 It will be the responsibility of the student to intimate the warden of the hostel in which he/she is residing and the concerned coordinator about his/her absence before availing the leave.

- 9.6 The Director, as Chairman Senate may approve leave of absence beyond one month on ground of prolonged illness or unusually serious circumstances. Consideration will be given to students who give prior and continuous information either directly or through parents, project guide or faculty advisor.
- 9.7 Students representing the Institute for authorized academic/extracurricular activities need to take permission from the Dean (Academic) for leave of absence.
- 9.8 The leave of absence as per clauses 9.1 – 6 will not be condoned for attendance. However, leave of absence as per clause 9.7 shall be condoned for attendance.
- 9.9 No sanction of leave is necessary if a student wants to leave station over weekend or holidays, except when there is a scheduled compensatory class. No mess rebate is admissible for such absentees. The student, however, is required to inform the Warden of his/her hostel.
- 9.10 Form NITS/AC/105 is to be used to apply for leave of absence.

10 Duration of the Program

Normally a student should complete all the requirements for undergraduate program in eight semesters. However, academically weaker students who do not fulfill some of the requirements in their first attempt and have to repeat them in subsequent semesters may be permitted up to 12 consecutive semesters (from the first semester registration) to complete all the requirements of the degree.

11 Temporary Withdrawal from the Institute

- 11.1 A student who has been admitted to an undergraduate program of the Institute may be permitted to withdraw temporarily from the Institute on the grounds of serious or prolonged illness or grave calamity in the family for a period of one semester or more, provided:
- (a) He/she applies to the Institute within at least 6 weeks of the commencement of the semester or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for withdrawal together with supporting documents and endorsement of his/her guardian.
 - (b) The Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the B.Tech. degree within the time limit of six years.
 - (c) There are no outstanding dues or demands in the Institute/ Hostel/ Library/NCC/NSO.
- 11.2 A student who has been granted temporary withdrawal from the Institute under the provisions of clause 11.1 will be required to pay compulsory fees/charges (except tuition fees and hostel dues) till such time as his/her name is on the Roll List. However, any fees once paid will not be returned.
- 11.3 Normally, a student will be permitted only one such temporary withdrawal during his/her tenure as a student of the undergraduate program.

12 Restriction/Termination from the Program

A student is required to leave the Institute on the following grounds:

- (a) If a student is absent for more than one month in a semester without sanctioned leave his/her name will be struck off the rolls.

- (b) A student may also be required to leave the Institute on disciplinary grounds on the recommendations of the Students Disciplinary Committee.
- (c) On having been found to have produced false documents or having made false declaration at the time of seeking admission
- (d) On having been found in any activities which may tarnish the name of the Institute.

13 Conduct and Discipline

- 13.1 Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance.
- 13.2 As per the order of the Hon'ble Supreme Court of India, ragging in any form is banned: acts of ragging will be considered as gross indiscipline and will be severely dealt with.
- 13.3 The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
 - (a) Ragging
 - (b) Lack of courtesy and decorum; indecent behaviour anywhere within or outside the campus.
 - (c) Willful damage or stealthy removal of any property/belongings of the Institute/Hostel or of fellow students.
 - (d) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs
 - (e) Mutilation or unauthorized possession of library books
 - (f) Noisy and unseemly behaviour, disturbing studies of fellow students.
 - (g) Hacking in computer systems (such as entering other person's area without prior permission, manipulation and/or damage of computer hardware and software etc.)
 - (h) Furnishing false statement to the disciplinary committee, or willfully withholding information relevant to an enquiry.
 - (i) Organizing or participating in any activity that has potential for driving fellow students along lines of religion, caste, home state, admission batch, hostel or any other unhealthy criterion.
 - (j) Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
 - (k) Physical or mental harassment of fresher's through physical contact or oral abuse.
 - (l) Adoption of unfair means in the examinations.
 - (m) Organizing or participating in any group activity except purely academic and scientific programs in company with others in or outside the campus without prior permission of the Dean (SW).
 - (n) Disturbing in drunken state or otherwise an incident in academic or student function or any other public event.
 - (o) Not obeying traffic rules in campus, not following safety practices or causing potential danger to oneself or other persons in any way.
 - (p) Any other act of gross indiscipline.

Commensurate with the gravity of the offence, the punishment may be reprimand, fine, and expulsion from the hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.

- 13.4 For an offence committed in (a) a hostel (b) a department or in a classroom and (c) elsewhere, the Warden, the Head of the Department and the Dean (SW), respectively, shall have the authority to reprimand or impose fine. All cases involving punishment other than reprimand shall be reported to the Chairman, Students Disciplinary Committee.
- 13.5 All major acts of indiscipline, which may have serious implications on the general body of students, and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Students Disciplinary Committee, appointed by the Senate.
- 13.6 Cases of adoption of unfair means in an examination shall be reported to the Dean (Academic) for taking appropriate action.
- 13.7 In the event of a major punishment, the aggrieved party shall have the right to appeal to Chairman, Senate

Overall conduct and discipline shall be governed by the rules appended in Annexure II.

14 **Change of Branch**

- 14.1 Normally a student admitted to a particular discipline of the UG program will continue studying in that branch till completion.
- 14.2 Only those Indian students will be eligible for consideration of a change of branch after the second semester, who have
 - (a) completed all the common credits required in the first two semester of their studies, in their first attempt without having had to pass any course in the re- examination.
 - (b) obtained a CGPA of not less than 8.00 at the end of the second semester.
- 14.3 Applications for a change of branch must be made by intending eligible students in the prescribed form. The Dean (Academic)/Deputy Registrar (Academic) /Assistant Registrar (Academic) will call for applications in the beginning of the odd semester of each academic year and completed forms must be submitted by the last date specified in the notification.
- 14.4 Students may enlist up to three choices of branch, in order of preference, to which they wish to change over. It will not be permissible to alter the choice after the application has been submitted.
- 14.5 Change of branch for Indian nationals shall be made strictly in order of merit of the applicants. For this purpose, the CGPA obtained at the end of the second semester shall be considered. In case of a tie, the qualifying examination (for B.Tech. admission) rank of the applicants will be considered.
- 14.6 The applicants may be allowed a change in branch, strictly in order of *inter se* merit, subject to the limitation that the strength of a branch should not fall below/go up by more than ten percent of the sanctioned strength. However, Dean (Academic) will have the power not to change the sanctioned strength of any department considering the limited space in class room and laboratory and other facilities available in the department.
- 14.7 All changes of branch made in accordance with the above rules will be effective only from the third semester of the applicants concerned. No change of branch shall be permitted after wards.

- 14.8 All changes of branch will be final and binding on the applicants. No students will be permitted, under any circumstances, to refuse the change of branch so offered.

15 Grading System

15.1 Subjects Covered under Theory, Practical, and Project (Credit Courses)

Based on the performance of a student, each student is awarded a final letter grade in each theory and practical subject, including project, at the end of the semester. The letter grades and the corresponding grade points are as follows:

| Grade | Grade Points | Remarks |
|-------|--------------|--|
| AA | 10 | |
| AB | 9 | |
| BB | 8 | |
| BC | 7 | |
| CC | 6 | |
| CD | 5 | |
| DD | 4 | |
| F | 0 | (Fail) |
| W | --- | (Registration cancelled due to lack of minimum attendance) |

A student passes the course if he/she gets any grade in the range of AA to DD, but fails if he/she gets the F/W grade. Attending end semester exam is a must to be eligible for a pass grade. Irrespective of performance in all other components, an F grade is automatically awarded to an absentee in the end semester examination in a given course.

In addition, there shall be one transitional incomplete grade, called I grade, eligible for one repeat end semester examination. I grade may be awarded in specific cases as explained below:

15.2 The I Grade

- I grade may be awarded to a student if the student was compelled to remain absent from the end semester examination on account of (i) Illness or accident which disabled him/her from appearing the examination, (ii) A calamity in the family at the time of the examination, which, in the opinion of the Institute/course coordinator, required the student to remain away from the campus. A student will be eligible for the award of grade 'I' only if his/her attendance at classes and performance in other components of assessment are complete and satisfactory in the opinion of the course instructor.
- An awarded I grade must be converted by the concerned course instructor to an appropriate letter grade and communicated to the Academic Section within the prescribed date. Any outstanding 'I' grade after the prescribed date will be automatically converted to 'F' grade

15.3 Conversion of Grades: Wherever it is expedient to convert the SGPA/CGPA into percentage of marks, the obtained SGPA/CGPA may be multiplied by 10. For example, SGPA/CGPA 5.5 is equivalent to 55%.

16. Semester Grade Point Average (SGPA)

SGPA will be computed for each semester as follows:

$$SGPA = \frac{C_1 G_1 + C_2 G_2 + \dots + C_n G_n}{C_1 + C_2 + \dots + C_n}$$

where n is the number of courses registered for the given semester, C_i is the total credit allotted for the ith course, and G_i is the grade points (as defined in 15.1) awarded to the ith course.

17. Cumulative Grade Point Average (CGPA)

CGPA will be computed at the end of each semester and communicated to the students along with the SGPA in the form of a grade card. The CGPA gives the cumulative performance of the student from the first semester up to the end of the semester to which it refers, and will be calculated as follows:

$$CGPA = \frac{C_1 G_1 + C_2 G_2 + \dots + C_m G_m}{C_1 + C_2 + \dots + C_m}$$

where m is the number of courses registered upto that semester, C_i and G_i as defined in 16.

Whenever a student repeats or substitutes a course in any semester, the lower grade(s) obtained by him/her in the course is to be ignored in the computation of CGPA from that semester onwards.

Both SGPA and CGPA will be rounded off to second place of decimal and recorded as such. Whenever these CGPA are to be used for the purpose of determining the merit ranking of a group of students, only the rounded off values will be used.

18. Audit Courses

A course is called an audit course for a given student when it is neither compulsory nor any credit earned is taken into consideration for SGPA or CGPA calculation. The faculty advisor may permit a student to register for an audit course provided the course coordinator allows auditing the course. The word “AU” shall be written alongside the course name in the grade card. Pass or fail status will be shown in the grade card as “PP” for passed and “NP” for not passed. Since it is optional and is not credited, a student is not required to register again for passing a failed audit course to earn the degree.

19. Assessment of Performance

There will be continuous assessment of a student’s performance throughout the semester and grades will be awarded by the concerned course coordinator or the appropriate committee appointed for this purpose on the following basis.

19.1 Theory Subjects

- (a) The evaluation will be based on performances on the minor test, mid semester examination, end semester examination, and internal assessment. The combined assessment of minor test and internal assessment is known as the sessional assessment.
- (b) Centralized examinations are conducted for the mid and end semester examinations for one and two hours durations, respectively. The minor test is conducted by the course coordinator in a suitable time between the mid and end semester examinations of durations varying between 45 minutes to 2 hours, to be decided by the course coordinator.
- (c) The internal assessment is made by the teacher teaching the course and is based on class test, quiz, attendance, class performance, impression in the class, assignment performance, sincerity etc. It may vary from teacher-to-teacher. The teacher has to spell out the exact evaluation for internal assessment at the beginning of the semester along with lecture plan, preferably in the first class.

- (d) The overall performance in a course is decided by the following component-wise waightage:

| components | | % weightage |
|----------------------|---------------------|-------------|
| Mid semester exam | | 30% |
| End semester exam | | 50% |
| Sessional assessment | Minor test | 10% |
| | Internal assessment | 10% |

19.2 Practical/lab Subjects

The evaluation will be on the basis of attendance, assessment of the tasks assigned including experimental works, and the test/viva/exam, to be decided by the concerned department/course coordinator. As such, the assessment procedure may vary from department to department or instructor to instructor. However, the evaluation procedure needs to be declared by the course coordinator at the beginning of the semester.

19.3 Project Works

The projects normally consist of two stages, each spread over a semester in the final year. The project is to be carried out under a supervisor to be nominated by the concerned Department. At the end of first stage (odd semester), the student is required to submit a preliminary report of his/her work by a prescribed date to the Project Coordinator/Secretary, DUCP and present (viva-voce/oral examination) it to a Project Evaluation Board (PEB) to be constituted by the concerned Head of the department. The PEB shall make the assessment twice for each stage: sometime at the middle of the semester (mid semester evaluation) and sometime at the end of the semester (end semester evaluation). The second stage of the work in the following semester is continuation of the first stage. However, an independent project for the second stage may also be carried out if there is no scope for continuation of the first stage. But, there has to be a single thesis to be submitted after successful completion of the second stage.

The second stage of project work is also evaluated in the same manner as in the first stage. However, in the second stage, the students are required to submit unbounded copies of the thesis of the combined works of both the stages for examination. On successful completion of the project viva-voce/oral examination, each student will be required to submit corrected bound copies of the thesis one each to the department and to the supervisor(s) as per the standard format of the Department.

Evaluation of both the stages of the project works will be carried out separately and is based on the performance of the project assigned by the supervisor, seminar, project report, and assessment by project evaluation board. For the purpose of awarding grades, the following will be the weightage of different components in both the stages.

| components | Full marks (100) |
|--------------------------------------|------------------|
| Assessment by the Supervisor | 40 |
| Mid semester assessment by the PEB | 10 |
| End semester assessment by the PEB | 30 |
| Project report (assessed by the PEB) | 20 |

Concept of I grade is also applicable to projects. However, those who fail (F grade) in any of the stages of the projects are required to re-register for the same in the following semester.

As such, if a student fails in any stage of the project, s/he has to register for the same in the next (even/odd) semester. In such a case, a student cannot complete the degree in the minimum time (4 years).

Students are encouraged to work on research topics with a potential for creation of new technologies and patents. Rights to all intellectual property generated in project shall be distributed equally among the students, technicians, and the supervisors, except where the concerned workers mutually settle on a distribution formula. If a project is supported by a sponsor, the sponsoring organization will be given intellectual property right as per the contract, and the balance divided among the faculty, students, and technicians.

19.4 Industrial Training

The performance will be evaluated by a committee constituted by the concerned Head of the department. Every department shall work out modalities for assessment and inform/notify for information to the students.

19.5 Subjects under EAA

Evaluation procedure of all the subjects covered under EAA is decided by the grade awarding authority and declared at the beginning of the semester.

20. Award of Grades

Total marks for which a student is evaluated in a subject of all categories shall be normalized to 100, irrespective of the marks for which evaluation is made, and the grades as described below shall be awarded as per secured total marks.

20.1 Theory subjects

| First Year Courses | |
|---------------------------|---------------|
| Marks Obtained | Grade Awarded |
| 100 – 91 | AA |
| 90 – 81 | AB |
| 80 – 71 | BB |
| 70 – 61 | BC |
| 60 – 51 | CC |
| 50 – 41 | CD |
| 40 – 30 | DD |
| Below 30 | F |

| Second to Fourth Year Courses | |
|--------------------------------------|---------------|
| Marks Obtained | Grade Awarded |
| 100 – 91 | AA |
| 90 – 81 | AB |
| 80 – 71 | BB |
| 70 – 61 | BC |
| 60 – 52 | CC |
| 51 – 43 | CD |
| 42 – 35 | DD |

| | |
|----------|---|
| Below 35 | F |
|----------|---|

20.2 Other than Theory Courses

| Marks Obtained | Grade Awarded |
|----------------|---------------|
| 100 – 91 | AA |
| 90 – 82 | AB |
| 81 – 73 | BB |
| 72 – 64 | BC |
| 63 – 55 | CC |
| 54 – 46 | CD |
| 45 – 40 | DD |
| Below 40 | F |

The results of performance of the students in the semester examinations shall be announced by the course coordinator/teacher(s) of the subjects concerned after duly approved by the DUPC. It is mandatory for the course coordinator/subject teacher to show all evaluated answer scripts to the students in stipulated dates as per academic calendar. The students should point out discrepancies in the evaluation by the coordinator, if any, on the spot. After conclusion of the spot verification of answer scripts, no claim whatsoever shall be entertained after words.

20.3 Audit Courses

As mentioned in Sec. 18, awarded grade shall be either 'PP' (\geq lower limit for DD) or 'NP' ($<$ lower limit for DD).

20.4 Extra Academic Activities

As explained in 19.5, evaluation method of performance in Extra Academic Activities will be done by the authorities conducting them and the performance shall be normalized to 100. The evaluated grade shall be PP (≥ 40) or NP (< 40).

21. Preserving Answer Scripts and Marks

End semester examination answer scripts shall be preserved by the concerned department/teacher(s) for a period not less than one semester. However, the sheet containing details of marks converted to grades must be preserved by DUPC till the students complete their course of study.

22. Submission of Grades

22.1 Courses Other than EAA Courses

The final grades for a subject must be submitted by the course coordinator(s) after the end semester examination to their Chairperson, DUPC for scrutiny and approval by DUPC and onward transmission by the Chairperson, DUPC to the Academic section within the specified date.

22.2 EAA Courses

As explained in 16.3, evaluation of performance in Extra Academic Activities will be done by the authorities conducting them and the awarded grade will be directly communicated to the Academic Section

23 Changes in Grades and Grievance Redressal

After seeing the end semester answer script, if a student feels that the marks awarded, and hence, the grade awarded to him/her in a course is not justified, he/she may request the course coordinator for a review of the awarded grade. The course coordinator, if satisfied, may review the awarded grade, makes a correction to the grade, with due justification for a change in grade. Such a correction must be done and submitted to the academic section within the specified time as per academic calendar.

However, if the student is not satisfied with the course coordinator's re-evaluation, he/she may approach the higher authority (within a week from the last date for the stipulated time) following the hierarchy – the Chairman, DUPC, Dean (Academic), and then the Chairman, Senate for necessary action. In such a case, the stipulated time shall get extended till the authorities concerned resolves the issue.

24 Examinations

In assessing the students' attainment in subjects (Theory and Practical), seminars, project work, EAA etc. the system of continuous assessment is adopted by the Institute. In conformity with this practice, there will be one mid semester examination and one end semester examination for every theoretical subject, in addition to minor test, and internal assessment. The mid semester and the end semester examination will be conducted centrally by the Academic Section of the Institute. The minor test shall be conducted by the concerned department/course coordinator, while the class tests or quizzes will be organized by the concerned teacher/course coordinator.

24.1 A student may be debarred from appearing in the end semester examination due to the following reasons:

- (a) If any disciplinary action is taken against him/her
- (b) If his/her attendance in the Lecture/Tutorial /Practical classes has not been satisfactory during the semester.

24.2 The Institute shall provide sick room facility inside the Institute building or in a nearby hospital as deemed convenient by the Institute to assist students who may fall sick during the examinations

24.3 The examinations will normally be "closed book type," where the students are not permitted to bring any study material. All necessary charts and tables will be provided by the Institute. If recommended by the course coordinator, data sheets without any marking and in the book form is only permitted. No photocopy of data book shall be allowed to be used in the examination hall. It is the course teacher's responsibility to recommend the material to be provided, and to check with the Examination office that the arrangement has indeed been made. While normal scientific calculators are permitted, other electronic devices such as programmable calculators and calculators containing communication devices, MOBILE

phones are strictly forbidden. Any exception to these provisions must be specially approved by the Senate.

- 24.4 All question papers submitted by the teachers will be treated as “confidential documents” till the end of the examination of the subject concerned. It is an open document after the examination is over.
- 24.5 In the event of final year student failing in a Laboratory subjects and/or Project works, the teacher concerned may, at his/her discretion, grant the student an extension of time not exceeding 3 months and award an ‘I’ grade. If no such extension is given to a student he/she have to re-register for the same requirement in the earliest succeeding semester in which it is offered.
- 24.6 If it is medical ground, the student has to submit the medical certificate from the Institute Doctor or the recommendation of the Institute Doctor for treatment elsewhere. In case of treatment outside the Institute including hospitals referred by the Institute), the student must produce all medical documents (discharge certificate, prescriptions, visit slips, pathological reports, medicine purchase receipts etc.) in original. The reason for leaving the campus must also be genuine and with permission of competent authority. In case of family calamity the student’s application must be supported by a letter from the parent/guardian along with copies of documents such as medical records, death certificates (if that happens).

25 Student Feed Back

Course Evaluation form (NITS/AC/109) submitted by a student will assist a teacher to improve the contents and delivery. It is the duty of every student to give his/her thoughtful response to the queries given in the Form. It is mandatory for a student to submit the form soon after completion of a course. The Dean (Academic) office will issue a notice mentioning how the form will be submitted.

26 MOOCs/online courses

- 26.1 A student may be permitted to undertake MOOCs/online/other such courses of relevant area as additional courses to enhance his/her knowledge base. Such courses shall be over and above the standard requirement of the B.Tech. Program
- 26.2 On the recommendation of the DUPC and with the approval from the Dean (Academic), a student may register courses under MOOCs /online/other platforms in the sixth, seventh, and eighth semesters with a maximum of 24 weeks contact per semester. To undertake such a course, the students are to apply to the Chairman, DUPC. The DUPC shall scrutinize the application whether it is suitable or not. Based on the recommendation of the DUPC, Dean (Academic) shall finally take a decision on whether to permit for such registration. Approval for registration for such course(s) must be taken in advance and not after the completion of the course(s)
- 26.3 Once permitted and after completion, the student has to submit the official transcript of the grades obtained by her/him to the concerned DUPC, along with other related documents for evaluation and forwarding the same to Dean (Academic). Under no conditions will the grades earned at any other Institution/from MOOCs/online courses appear on the Semester Grade Report. All such courses and/or requirements will be deemed to carry zero credit for CGPA/CGPA calculation for awarding degree from this Institute
- 26.4 The grades obtained in such course(s) shall be reflected in the official transcript of the Institute against the student. However, if completion date of such course(s) falls after the date of 8th Semester result announcement, then these courses will not be reflected in the official transcript.

27 Withholding of Grades

Grades shall be withheld when the student has not paid his/her dues or when there is a disciplinary action pending against him/her. Also the results shall remain withheld as per clause 24.5.

28 Eligibility for the Award of Degree

28.1 A student shall be declared to be eligible for the award of B.Tech. degree if he/she has

- (a) completed all the credit requirements for the degree with grade 'DD' or higher grade in each of the subjects (Theoretical, Laboratory, Workshop etc.), Seminar, Project etc.
- (b) satisfactorily completed all the non-credit requirements for the degree viz.- Extra Academic Activities etc.
- (c) no dues to the Institute, Department, Hostels, NCC and NSO; and
- (d) no disciplinary action is pending against him.

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

DEPARTMENTAL UNDERGRADUATE PROGRAM COMMITTEE (DUPC)

Composition:

| | | |
|-------|--|-------------|
| (i) | Head of the Department (ex-officio) | Chairperson |
| (ii) | A maximum of six and a minimum of three faculty members to be nominated by the Departmental faculty members. From the members so nominated, one of them shall be nominated by the Head of the department as the Member Secretary | Member(s) |
| (iii) | One faculty member from another department. The department will be chosen by the departmental faculty. The faculty member from the chosen department will be nominated by the Head of the concerned department | Member(s) |
| (iv) | Two students with CGPA not less than 7.5 to be nominated by the Head of the department from the 3 rd /4 th year | Members(s) |

Tenure:

Two years for faculty members and one year for student members.

Functions:

- (i) To oversee the conduct of all undergraduate courses of the department.
- (ii) To ensure academic standard and excellence of the courses offered by the department.
- (iii) To discuss and recommend the syllabi of all the undergraduate courses offered by the department from time to time before sending the same to the Senate
- (iv) To consider any matter related to the undergraduate program of the department.

National Institute of Technology Silchar

Application for leave of absence from class (To be submitted to Academic Section through the HOD)

Type of Leave Personal¹ Medical Leave²

1. Name :

2. Regn no. :

3. Department:

4. Reason for seeking leave (give details)

5. Period : From To:

6. No of working days :

7. Leave already availed during the semester: Medical: Personal:

8. Address during the leave:

9. I understand that this leave does not entitled me to extra class, alternative examinations, credit for class test or any evaluation or mess rebate

Signature of the student

Recommended for approval

Faculty advisor

Approved (upto two weeks)

Departmental office

Recommended (beyond two weeks)

Head of the Department

Approved (upto one month)

Recommended (beyond one month)

Dean (Academic)

Approved

Director

To

The Asst. Registrar (Academic)

¹ students can avail personal leave only for a serious medical ground or natural calamity in the family, but not for other reasons

² Medical leave may be availed for prolonged illness. Photocopies of supporting documents must be enclosed

Conduct and Discipline Rules for the Students of NIT Silchar

Following rules shall be in force to govern the conduct and discipline of all the students:

1. Students shall show due respect to the teachers of the Institute, the Assoc. Wardens of the Hostels, the Sports Officers, and the Officers of the National Cadet Corps; proper courtesy must also be extended to the employees of the Institute and of the Hostels. They shall also pay due attention and courtesy to visitors.
2. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Law bans ragging in any form to anybody. Any act of physical or mental pressurization of junior students, individually or in group, will be considered as an act of ragging. Ragging also includes forcing junior students to meet seniors outside institute premises, or in places where a student has no valid reason to be present, asking irrelevant questions or using abusive language. Ragging will be considered as gross indiscipline and will be severely dealt with, which may include expulsion from the institute.
Any incident of ragging inside or outside the campus must be reported to an Assoc. warden, the chief warden or a faculty member designated to look after ragging issues by any student, senior or fresher, who has witnessed an incident. Failure to report a ragging incident will be considered a serious offence, even if one is not personally involved in it. If a junior student yields to any form of ragging by senior students and does not inform the Institute or hostel authorities, or wilfully withholds the information in an enquiry of ragging incident, the matter will be treated as indiscipline on the part of the junior student and invite punishment comparable to those against ragging itself. Wilful withholding of complaint by a junior student does not automatically exempt a senior from punishment.
3. The following acts of omission and/or commission and comparable offences shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
 - (i) Furnishing false statement of any kind in the form of application for admission or for award of medal, scholarship, prize etc.
 - (ii) Furnishing false statement to the Disciplinary Committee, or will fully withholding information relevant to an inquiry.
 - (iii) Organizing or participating in any activity that has potential for driving fellow students along lines of religion, caste, home state, admission batch, hostel or any other unhealthy criterion.
 - (iv) Physical or mental harassment to fresher's through physical contact or oral abuse.
 - (v) Getting involved in a brawl or fight with persons outside the Institute, either alone or in a group, irrespective of who initiated the conflict.
 - (vi) Wilfully damaging or stealthily removing any property belongings of the Institute, Hostels or fellow students.
 - (vii) Adoption of unfair means in the examinations.
 - (viii) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
 - (ix) Organizing or participating in any group activity except purely academic and scientific programs in company with others in or outside the campus without prior permission of the Dean (SW).
 - (x) Mutilation or unauthorized possession of library books.
 - (xi) Not cooperating with faculty, officers or security personnel investigating a disciplinary issue.
 - (xii) Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
 - (xiii) Disturbing in drunken state or otherwise an incident an academic or student function or any other public event.

- (xiv) Not obeying traffic rules on campus, not following safety practices or causing potential danger to oneself or other persons in any way.
- (xv) Displaying lack of courtesy and decorum, resorting to indecent behavior anywhere within or outside the campus.
- (xvi) Not intimating his/her absence to the Assoc. Warden of the hostel before leaving campus.
- (xvii) Getting involved in an activity that violates state or national laws.

4. Commensurate with the gravity of the offence, the punishment may be

- (i) Reprimand
- (ii) Additional work in the institute
- (iii) Debarment from student activities and elections and captaincy of sports teams
- (iv) Partial (one month or one semester) or complete debarment from campus placement
- (v) Reduction in grade in one or more courses
- (vi) Award of F or NP, as the case may be, grade in one or more courses with or without forcing to study in slow pace
- (vii) Expulsion from the hostel
- (viii) Rustication for a specified period
- (ix) Outright expulsion from the Institute.

Punishments under items 4(v) – (ix) will constitute “Major Punishments” and will debar a student from all academic medals and prizes, as well as important non-academic awards. In addition, for economic offences (either misappropriation of money or damage to Institute property), the cost to the Institute will be recovered along with a penalty which may be up to ten times of the cost recovered.

5. For a minor offence committed (a) in a hostel, (b) in the department or a class room and (c) elsewhere, the Assoc. warden, the head of the department and the dean of student welfare, respectively, shall have the authority to reprimand, impose fine or take any other suitable measure. All cases involving punishment other than reprimand or fine shall be reported to the chairman of the standing disciplinary committee in a formal manner.

6. Disciplinary Committees

(a) All major acts of indiscipline, which may have serious repercussion on the students in general and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Institute Disciplinary Committee appointed by Senate. The standing Disciplinary Committee consists of the following ex-officio and other members:

| | | |
|-------|---|---------------|
| (i) | Dean (SW) | : Chairperson |
| (ii) | Associate Warden(s) of the concerned Hostel, if staying at the institute hostel(s) | : Member(s) |
| (iii) | Two faculty members nominated by the Senate, for a period of two years | : Members(s) |
| (iv) | Two senior students nominated by the Director for a period of one year | : Members(s) |
| (v) | Deputy/Asst. Registrar (Academic) | : Member |
| (vi) | Any other faculty member(s) or officer(s) may be invited at the discretion of the Chairman to proceedings | |

The standing Disciplinary Committee shall investigate complaints, examine available evidence, and recommend punishment. Recommendation of the committee, along with suggested punishment in cases of guilt proven, will be forwarded to the Chairman, Senate for necessary approval.

Proof of guilt need not necessarily be at the same level as necessary in a court of law. The committee, in order to protect the academic rights of a greater body of the student community, may award disciplinary measures if it is reasonably satisfied that such measures are in the greater interest of the students. The Director/Chairman, Senate, at his discretion may take additional measures keeping in mind long term issues and impact on other aspects of Institute management. Furthermore, the Director in the capacity of Chairman, Senate may make minor changes in the nature of punishment recommended. On approval of Director, the Deputy / Assistant Registrar (Academic) will bring out appropriate orders with copies to the parents / guardians of the student.

If the Director feels that the nature and/or quantum of punishment is not commensurate with the offence and may create long term problems, he may refer the matter to the full Senate. The decision of the Senates decision in the matter will be final.

Acts which may be classed as “crimes” rather than acts of indiscipline will be reported to the state authorities; they include such acts as causing serious injury to fellow students or others, causing major damage to Institute property, being involved in activities prejudicial to national security or to that maintaining communal harmony etc.

(b) Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee consisting of the following members:

| | | |
|-------|---|--------------------|
| (i) | Dean (Academic) | : Chairperson |
| (ii) | Associate Dean (Exams) | : Member |
| (iii) | The concerned examiner(s) and the invigilator reporting the incident | : Member |
| (iv) | One faculty member nominated by the Senate, for a period of two years | : Member |
| (v) | Deputy/Asst. Registrar (Academic) | : Member secretary |
| (vi) | Any other faculty member(s) or officer(s) may be invited at the discretion of the Chairman to proceedings | |

If adoption of unfair means is proved, the punishment may be, depending on the quantum of the offence and prior record, reduction of grade in the concerned or more subjects, de-registration of the concerned or more courses, expulsion for one or more semesters or outright expulsion from the Institute. The Committee shall recommend appropriate measures to the Chairman of the Senate for awarding the punishment. In case of minor offences in the examination hall, like disobeying advice, instructions etc. the invigilator can enter a punitive deduction of marks (upto 10 marks) on the answer script which will be implemented by the course teacher at the time of evaluation of the script.

(c) Any act of indiscipline in a hostel will be investigated by a Hall Disciplinary Committee which will decide the course of action to be taken and implement it. However, in case the matter is in serious nature, the Assoc. warden will forward it to the Dean (SW). The Dean (SW) who is the Chairman of the standing Institute Disciplinary Committee shall take necessary action. The Hall Disciplinary Committee shall consist of the following members:

| | | |
|-------|---|---------------|
| (i) | Associate Warden | : Chairperson |
| (ii) | VP, Gymkhana | : Member |
| (iii) | Prefect and one boarder of the hall to be nominated by the Associate Warden | : Member(s) |

- (d) Cases of indiscipline in a class room or laboratory can be handled by the class teacher by expelling from the class, marking the student absent for few classes or penalizing on marks under sessional assessment

Any act of indiscipline and steps taken by the Director will be reported to the Senate in its next meeting. If opportunity still exists, the Senate may deliberate and alter the nature and/or quantum of punishment awarded. A punishment, once awarded and notified cannot be changed by the Director, the Standing Disciplinary Committee, or any administrative authority. However, when new facts come to light, the Senate can amend the punishment and take any other corrective measures that it feels appropriate. Ordinarily minor disciplinary offences and punishments will not be reflected in a students' Conduct Certificate. But in serious cases, Disciplinary Committee, the Director or the Senate may decide to make an appropriate entry in the students' Conduct Certificate

**NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR
COURSE EVALUATION FORM (NITS/AC/109)**

| | | | | |
|------------|---|-------------|---|----------|
| Department | : | Instructor | : | Session: |
| Course no | : | Course Name | : | Date: |

- Please respond to each statement carefully. Your independent and well-considered responses will contribute to the Institute's ongoing effort to improve the teaching-learning environment. **DO NOT WRITE YOUR NAME/ROLL NUMBER ANYWHERE.** Detailed comments are welcome
- **PUT A TICK MARK IN THE APPROPRIATE BOX/CELL.**

a. About Myself

| S no | Attributes | Very poor (1) | Poor (2) | Average (3) | Good (4) | Very good (5) |
|------|---|---------------|----------|-------------|----------|---------------|
| 1 | My attendance in the classes of the course is | | | | | |
| 2 | My preparation before going to the class was | | | | | |
| 3 | My expected grade in the course is | | | | | |

b. About the Course

| S no | Attributes | Strongly disagree (1) | Disagree (2) | Neutral (3) | Agree (4) | Strongly agree (5) |
|------|--|-----------------------|--------------|-------------|-----------|--------------------|
| 1 | A detailed course syllabus was provided at the beginning of the course | | | | | |
| 2 | Text books were appropriate for the course | | | | | |
| 3 | Reference books provided good support for the course | | | | | |
| 4 | The course timing in the time-table was appropriate | | | | | |
| 5 | The course load was very heavy | | | | | |
| 6 | The course was highly enjoyable | | | | | |

c. About the Instructor/teacher

| S no | Attributes | Strongly disagree (1) | Disagree (2) | Neutral (3) | Agree (4) | Strongly agree (5) |
|------|---|-----------------------|--------------|-------------|-----------|--------------------|
| 1 | The course material was organized properly | | | | | |
| 2 | The concepts were explained properly | | | | | |
| 3 | Classes were held regularly and as per the time-table | | | | | |
| 4 | The instructor's voice was clear and understandable | | | | | |
| 5 | Board work/visual presentations were of good quality | | | | | |
| 6 | Topics were covered in a logical sequence | | | | | |
| 7 | Assignments were useful and followed the lectures | | | | | |
| 8 | Questions and discussions were encouraged | | | | | |
| 9 | Evaluation was done regularly and feedback was given | | | | | |
| 10 | Overall, the instruction was excellent | | | | | |

d. About the Tutorials (for courses having tutorial only; otherwise write NA)

| S no | Attributes | Strongly disagree (1) | Disagree (2) | Neutral (3) | Agree (4) | Strongly agree (5) |
|------|--|-----------------------|--------------|-------------|-----------|--------------------|
| 1 | Tutorials were held regularly and followed the lectures | | | | | |
| 2 | Tutorials clarified basic concepts taught in the lectures | | | | | |
| 3 | Tutorials helped in learning problem-solving in a methodical way | | | | | |
| 4 | Questions and discussion were encouraged | | | | | |
| 5 | Overall, tutorials were useful | | | | | |

MENTION STRONG AND WEAK POINTS OF THE COURSE/INSTRUCTIONS (WRITE OVERLEAF)