

# **NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**

Ravangla, South Sikkim - 737139



## **Rules and Regulations for the Degree of Bachelor of Technology (B. Tech.)**

**2016**

**First Amendment in Rules & Regulation approved by 4<sup>th</sup>**

**Senate Dec. 2016 and made effective from Monsoon 2017**

## **1. B.Tech. Degree Programmes**

1.1. Under Graduate (B.Tech. Degree) programmes are offered in the following disciplines by respective departments:

- a. Bio-technology
- b. Civil Engineering
- c. Computer Science and Engineering
- d. Electrical and Electronics Engineering
- e. Electronics and Communication Engineering
- f. Mechanical Engineering

Other academic departments are:

- a. Department of Chemistry
- b. Department of Humanities and Social Sciences
- c. Department of Mathematics
- d. Department of Physics

1.2 The provisions of these regulations shall be applicable to any new discipline that may be introduced from time to time.

## **2. Admission**

2.1 Admission to National Institute of Technology Sikkim (hereafter may be referred as NIT Sikkim) will be made in accordance with the instructions received from the Ministry of Human Resource Development (MHRD), Government of India from time to time. Seats are reserved for candidates belonging to Scheduled Castes, Schedules Tribes, Other Backward Classes, Persons with Disability (PH/PWD) and other categories as per the guidelines issued by MHRD from time to time.

2.2 Admission to all courses will only be made in the odd semester (1<sup>st</sup> year 1<sup>st</sup> semester) starting from July/August of each session at the first year level based on the relative performance in a common central entrance test, presently, the Joint Entrance Examination (JEE) Mains, which may change as per the guidelines issued by the MHRD, Gov. of India from time to time.

2.3 The selected/allotted candidates for B.Tech programmes have to take admission to the Institute on the dates as per Academic Calendar of the Institute as notified.

2.4 Presently 15% (maximum) admissions may be offered to Foreign Nationals and Indians living abroad (NRI) in accordance with the rules applicable for such admission issued, from time to time, by MHRD. The current admissions are done via DASA (web: <http://www.dasanit.org>).

2.5 If, any time after admission, it is found that a candidate had not in fact fulfilled all the requirements stipulated in the offer of admission, in any form what so ever, including possible misinformation etc., legal action may be initiated in addition to cancellation of the admission. The matter shall be reported to the Senate.

- 2.6 All the students must have to register to the applicable semester within stipulated time period. If somebody fails to register due to some valid reason, he/she may apply to Dean (AA) for consideration. However, this process should be within the semester and before the end term examination.

In any case, if a student is unable to register during the semester, he/she is liable to discontinue the B Tech programme. The list of such students shall be conveyed to the IUG committee for necessary review and recommendation. The recommendation of IUGC shall be place to the Senate by the Dean (Academic Affairs) for final action.

- 2.7 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 career on the grounds of indiscipline or any misconduct.
- 2.8 The decision of the Senate regarding sections 2.4, 2.5, 2.6 and 2.7 above is final and binding.
- 2.9 Candidates must fulfil the medical standards required for admission as prescribed in the Institute Information Brochure or the Prospectus.
- 2.10 Every Under Graduate student of the Institute shall be associated with parent Department offering the degree programme that the student undergoes, throughout his/her study period.
- 2.11 Dean Academic or equivalent officer will assign a faculty member to the first year entrant students to serve as “**Faculty Adviser (FA)**”. He/she will serve as a counsellor and mentor to the students and shall proactively monitor their academic progress. He/she will contact with course teachers in matters of attendance and performance, recommend leave of the students to higher authorities, and communicate with their parents. His/her role is critical in case of academically weak or de-motivated first year students, who need to be guided out of their academic or social situations.
- 2.12 Following the first year, students in the subsequent academic years (from semester 3) will be counselled or guided by a Faculty Advisor (FA) appointed by the respective departments to which the students belong to.

### **3. Academic Calendar**

- 3.1 Semester results will be published after 2 weeks of end semester exam.
- 3.2 The Senate will approve the academic calendar consisting of schedule of activities for a session inclusive of dates for registration, Mid-semester and End-semester examinations; inter-semester breaks etc. well in advance of start of a semester.

## 4. Course Structure

- 4.1. The programme of instruction shall consist of the following:
- General (common) core programme comprising basic sciences, engineering, humanities, technical arts and mathematics;
  - Engineering core programme introducing the student to the foundation of engineering in the respective discipline;
  - Elective programme enabling the student to opt and undergo a set of subjects of interest to him/ her. If offered, students may be allowed to take maximum two global electives in last four semesters of the B. Tech programme.
  - Professional practice including laboratories, project, seminar and industrial training;

*The above structure may change from time to time depending on dynamic in the Industry, Academic and the Society.*

- 4.2. Every discipline of the B. Tech. Programme shall have a curriculum and syllabi for the courses approved by the Senate. Curriculum may be revised for any department, as and when required. The present curriculum with syllabus has been published at the Institute website.
- 4.3. The academic programmes of the Institute follow the credit system. The general pattern is:
- one credit for each lecture hour per week per semester for theory courses;
  - One credit for two hours laboratory classes per week per semester; and two credits for three hours laboratory classes.
  - The tutorial class may be given equal credit at par with lecture classes.
  - Two/three credits for drawing courses of one lecture plus Two/Three hour of drawing classes per week per semester.
  - Design, seminar, thesis and project courses with appropriate credits.

*Exact details of the courses and credits will be as per the approved curriculum.*

- 4.4. The curriculum of any discipline of the B.Tech. programme shall be of 160-170 credits. Students shall earn the total credits of particular discipline and score CGPA of 5 or above for their successful completion of the programme to receive the Degree.
- 4.5. No semester shall have more than six lecture-based courses and two/three laboratory and/or drawing /seminar/project courses as prescribed, in the curriculum. For promotion detail refer to clause 4.8.
- 4.6. Number of elective courses and other courses will be offered by the departments by and large based on faculty expertise pertaining to the curriculum.
- 4.7. The medium of instruction at the Institute is English. All examinations, project/seminar reports, presentations and communications will be in English only.

#### 4.8. **Promotion Rules:**

- a. There are no restrictions for promotion from odd semester to even semester.
- b. If a student fails in more than four (4) subjects in a year, he/she shall be considered as year back. Year back students have to register only for the failed subject of a particular year. Attendance in the failed subjects is mandatory for year back students.

In addition, for promotion to Third year, a student have to clear all the subject(s) of first Year and for promotion to Fourth year, a student have to clear all the subject(s) of first Year and second Year.

- c. If a student fails two times in a particular year without assigning of any reason can be termed as “Not Fit for Technical Education”. The list of such students shall be conveyed to the IUG committee for necessary review and recommendation. The recommendation of IUGC shall be place to the Senate by the Dean (Academic Affairs) for final action.

*The credit requirements mentioned above does not include audit courses, which are Pass/ Fail courses and are not considered for CGPA calculations.*

*For any supplementary examination, the achievable maximum grade will be one less than the scored grade allocation for the subject. Thus, supplementary exams will incur a penalty of one grade lower except in the case of temporary grade 'I' (see clause 9.1).*

- d. Maximum period for completing B.Tech programme is 7 years including a maximum of three probation periods of one year each at the end of each respective year.

### **5. Change of Branch–only for B.Tech. Programme**

- 5.1. As an incentive for excellent academic performance in the first two semesters, a limited number of students may be allowed transfer to the branches of their choice.
- 5.2. All students who have successfully completed the first two semesters of the courses in the first attempt with CGPA of not less than 7.50 shall be eligible for consideration for change of branch. Eligible students shall apply through the HOD/FIC/FA on issue of notification.
- 5.3. Maximum number of inward or outward transfers will be such that the strength of the branch should not fall below the existing strength by more than 10%. Also in no case the maximum number of students in a branch may exceed maximum departmental allocation of seats.
- 5.4. If a student with a higher CGPA is not offered a particular branch because of other constraints, this may be offered to eligible students who have applied.

- 5.5. Final list of candidates with permitted branch changes will be published by the academic section with copies to the Dept/FA.

## **6. Registration**

- 6.1 Every student is required to be present and register at the commencement of each semester on the day(s) fixed for and notified in the Academic Calendar.
- 6.2 Percentage of attendance for all students will be calculated from the date of commencement of the semester, irrespective of his/her date of registration, unless supported by a valid reason for late-registration. However, in case of first Semester, attendance will be counted from date of admission into the Institute or date of commencement of class work, whichever is later.
- 6.3 A student who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, for late registration within the next week on payment of additional late fee as prescribed by the Institute from time to time. Normally no late registration shall be permitted after one week from the scheduled date. The said rules may be waived, at the discretion of the competent authorities, in case extreme circumstances proven by a proper documents e.g. medical certificate from a registered government medical officer.
- 6.4 After registration in each semester, each student should collect a suitable registration acknowledgement document, which indicates the courses registered by him/her in that semester, signed by the Dean Academic or equivalent officer and HOD/FIC.
- 6.5 If a student fails to promote to the next odd semester, he/she has to register for the backlog courses.
- 6.6 Only those students will be permitted to register who
- Can be promoted according to promotion rule 4.8.
  - Cleared all the Institute and Hostel dues of the previous semesters.
  - Paid all required fees for the current semester, and
  - Has not been debarred from registering for a specified period on disciplinary or any other ground.
- 6.7 A student can register for a backlog subjects. The year back students needs to pay a fixed amount of Rs. 5000/- and, along with that Rs. 2500/- for each subject, registered under such circumstances (which will not exceed the standard registration fee)

## **7. Residential Requirement**

The Institute is residential and unless otherwise exempted/permitted or if there is a shortage of accommodation, every student shall be required to reside in and be a boarder of one of the Halls of Residence and mess to which he/she is assigned. Any alteration to the arrangement will be subject to the discretion of the Dean of Student Affairs/equivalent officer.

## 8. Attendance & Leave

Following are the rules relating to attendance requirements:

- 8.1 Students not having the mandatory requirement of minimum 75% attendance in any subject, shall not be permitted to appear for the end semester examination in that subject except some extenuating circumstances in the discretion HOD/FIC (e.g., on the grounds of medical/severe unavoidable situation) in that subject and is awarded “R” Grade in that subject [see 9.1]. Exemption up to 15% may be considered by the dean on recommendation of the department.
- 8.2 If the period of absence is for a short duration (of not more than two weeks), application for leave shall have to be submitted to the HOD/FIC concerned stating fully the reasons for the leave requested for along with supporting document(s). The HOD/FIC may grant such leave.  
  
Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reason for which prior application could not be made, may be condoned by the HOD/FIC provided he/she is satisfied with the explanation (in writing with documents).
- 8.3 If the period of absence exceeds two weeks, a prior application for grant of leave will have to be submitted through the HOD/FIC to the Dean Academic Affairs/equivalent officer, with supporting documents. The decision to grant or condone such leave shall be taken by the Dean Academic Affairs/equivalent officer.
- 8.4 A resident student must take prior permission from the corresponding warden before proceeding on leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions.
- 8.5 A student representing the Institute in approved extra-curricular activities such as Sports, Games, Cultural meets, Seminar, Workshop, Conference and Interview arranged through Training & Placement Cell, shall be considered as on-duty subject to a maximum of 08 days in a semester. Prior permission from HOD/FIC and concerned faculty, is required for availing on-duty permission. Special **mid-term** examination may be arranged for them if the student remains outstation and/ or remain engaged in such activity during **mid-term** examination time.
- 8.6 Teacher shall notify attendance to the students time to time.
- 8.7 An undergraduate student is eligible for following leaves per academic year to be permitted by the HOD/FIC/FA (first year):
  - a. **Medical leave:** A student may be permitted by the Dean Academic Affairs to discontinue temporarily from the programme for a semester or a longer period for reasons of ill health or other medical reasons, based on the recommendation from HOD/FIC/FA (first year), with the approval of Senate.
  - b. In case of ill health or other medical reasons, students must produce a medical certificate from a **Registered Medical Practitioner** stating that he/she is not in a position to continue with the studies temporarily specifying the period, and the same



should be duly endorsed by parent /guardian of the student and also by the Institute medical officer.

- c. Normally, a student shall be permitted to semester leave from the programme only for a maximum duration of **two semesters**.
- d. Penalty may be imposed on the students producing false medical documents or unauthorized leaves, which will be sanctioned by the competent authorities.
- e. **Family calamity:** HOD/FIC of concerned Department and Dean Academic Affairs/equivalent officer may sanction leave up to 20 working days in a semester on ground of a family calamity. Death of a parent or sibling, a serious illness (involving a serious heart, brain or kidney disease, any kind of cancer, or a major operation of a parent) will normally satisfy requirement for sanction of leave.
- f. Family functions (social or religious), illness of family members, participation in student activities such as organizing functions or raising money, preparing for other examinations or searching for jobs are NOT adequate grounds for leave of absence from classes including project work. Under exceptional case or certain occasions such leaves may be considered.
- g. Ordinarily leave must be sanctioned before the student leaves the campus. In case of emergency a student may leave campus without prior approval, but must inform FIC/HOD/FA (first year) over telephone/email at the first available opportunity.
- h. The total leave sanctioned shall not exceed 25 working days in a semester, under any circumstances.
- i. Attendance exemption may not be considered for the students during their suspension period.

## 9. Evaluation - Grading System:

9.1 As a measure of student's performance, a 7-point grading system using the following letter grades and corresponding grade points per credit shall be followed:

<i>Range of Marks score</i>	<i>Grade awarded</i>	<i>Grade point per credit unit</i>
<i>90 and above</i>	<i>S</i>	<i>10</i>
<i>Between 80 &amp;89</i>	<i>A</i>	<i>9</i>
<i>Between 70 &amp;79</i>	<i>B</i>	<i>8</i>
<i>Between 60 &amp;69</i>	<i>C</i>	<i>7</i>
<i>Between 50 &amp;59</i>	<i>D</i>	<i>6</i>
<i>Between 40 &amp;49</i>	<i>E</i>	<i>5</i>
<i>Below 40</i>	<i>F</i>	<i>0</i>

Pass marks for laboratory/Sessional is 50, and there is no E grade for it. Score less than 40 in theory course is awarded fail (F).

In special cases, the concerned faculty member may be allowed to use relative grading (using standard statistical procedures) after discussion with the concerned departmental committee who is empowered to discuss and advice on such issue.

In addition, there shall be three transitional symbols, which can be used by the examiners to indicate the special position of a student in the subject.

**I:** for “Incomplete assessment”, when the student misses the End-semester examination (fully/partially). If the student misses the End-semester examination (fully/partially) on **Medical grounds**. “I” will not be penalized for one grade point under grading system.

**R:** for 'Insufficient attendance' in the course, and they will not be allowed in the end semester. However, they will be allowed in first supplementary exam and will be penalized for one grade point under grading system (see clause 4.9e). **X:** for "Debarred" on grounds of indiscipline/ malpractices in examinations. 9.2 A semester Grade Point Average (SGPA) will be computed for each semester. The

$$SGPA \text{ will be calculated as follows: } SGPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

Where,  $C_i$  = Credits for the course

$GP_i$  = the grade point obtained for the course  $n =$

Number of subjects registered for the Semester.

9.3 Starting from first Year second Semester a Cumulative Grade Point Average (CGPA) will be computed for every student at the end of every semester. The CGPA would give the Cumulative performance of the student from the first semester up to the end of the semester to which it refers and calculated as follows.

$$CGPA = \frac{\sum_{T=1}^N S_T C_T}{\sum_{T=1}^N C_T}$$

Where,  $N$  = the total number of Semesters under consideration

$C_T$  = Credits of the semester.  $S_T$  = SGPA of the Semester.

- 9.4 The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester. In its place a consolidated grade sheet (with total credits) is issued at the end of all 8 semesters.
- 9.5 Both SGPA and CGPA will be rounded off to the **second place of decimal** and recorded as such. Whenever these grade point averages are to be used for the purpose of determining the inter-semester merit ranking of a group of students, only the rounded off values will be used.
- 9.6 A student with a **CGPA of 8.0 and above** is considered eligible for the award of First Class with Distinction.
- A student with a **CGPA of 6.5 and above but less than 8.0** is considered eligible for the award of First Class.
- A student with a **CGPA of 5 and above but less than 6.5** is considered eligible for the award of Second Class.

## 10. Assessment of Academic Performance

- 10.1 There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the subject teacher.
- 10.2 Each theory subject in a semester is evaluated to 100 marks, with the following weightages:

Examination	Mid-Semester Examination	Continuous Assessment (Assignment, attendance, students-teachers interaction)	End Semester
Marks	30	20 [10(Assignment**) + 5(studentsteachers interaction**) + 5(attendance)]	50
Times (hrs)	1:30	NA	2:30

\*\* Assignment marks of any subject may vary from 10 to 15. Students-teachers interaction may vary from 0 to 5. Total marks in Assignment and students-teachers interaction will be 15.

Number of examinations and weightages may be revised from time to time in accordance with the decision of the Senate.

- 10.3 Each internal examination will be conducted as notified in the academic calendar.
- 10.4 The mode and nature of the evaluation and the corresponding weightages, for the subcomponent shall be intimated to the students at the beginning of the semester along with the lecture schedule.
- 10.5 Each laboratory course in a semester is evaluated for 100 marks, with the following weightages:

Sub-Components	Weightage
Attendance	10
Continuous evaluation (Viva, quiz, Lab reports)	20 marks
Laboratory performance	30 marks
End Semester Exams	40 marks (viva-voce – 20, experiment – 20)

- 10.6 Project/Thesis work in the curriculum can be done individually or by a group of students as decided by the Department. This will be assessed by a panel formed by the Department. Method of assessment/evaluation will be decided by the panel.
- 10.7 A student can get an answer-script scrutinised upon the payment of Rs. 500, within the prescribed time-period as notified from time-to-time. In this regard, scrutiny may be done by two faculty-members of the concerned department proposed by Dean Academic/equivalent officer.
- 10.8 A student of the B.Tech degree programme must complete the prescribed course work with a minimum requirement of 160 credits within a maximum period of seven years [4.8].
- 10.9 **Evaluation method for Final year students involved in Internship for whole semester:**
- Attending classes are not mandatory. However attendance in the industry is mandatory and will be taken into account.
  - They have to appear in midterm and end term examination as per the academic calendar of the institute.
  - For continuous assessment (20) part, they may be given the assignment by the respective subject teacher.
  - The major project should be carried out at the organization/industry where they are taking internship. After completing the project, he/she will have to submit a report duly signed by the concerned person from the industry and give a presentation on the same.

## 11. Supplementary Examination

- 11.1 Students appearing in Supplementary examination shall be governed by the following rules:
- Students with “F”, “I”, “R” and “X” grade are eligible to write supplementary examination.
  - Supplementary examination is offered only once in a semester.
  - I* symbol is given when the student **misses the End-semester examination**

**(fully/partially).** If a student misses the end-semester examinations due to a compelling reason like **serious illness of himself/herself which necessitates hospitalization or a genuine calamity in the family**, he/she may appeal to the Dean-Academic/equivalent officer through his/her HOD/FIC within one week of his/her return to the campus. The application must be submitted before fifteen days of commencement of the supplementary examination. Final decision will be taken in the senate considering the genuineness of the reason.

For any supplementary examination, the achievable maximum grade will be one less than the scored grade allocation for the subject. Thus, supplementary exams will incur a penalty of one grade except in the case of temporary grade 'I' **on Medical grounds.**

## 12. Temporary Withdrawal From The Institute (See Clause 8.7):

- 12.1 A student who has been admitted to an undergraduate degree course of the Institute may be permitted to withdraw temporarily for a period of one semester or more from the Institute on grounds of prolonged illness or acute problem in *the* family, which compelled him/her to stay at home, provided that
- He/she applies stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parent/guardian.
  - There are no outstanding dues against him/her or demands from him/her in the Institute/Hostel/Department/Library/NCC etc.
- 12.2 A student, who has been granted temporary withdrawal from the Institute, under the aforesaid provision, will be regarded as absent. He will be required to pay a nominal fee as decided in the Senate.

## 13. Malpractices

Students will not be permitted to enter the examination hall after 30 minutes of commencement of the examination and to leave the examination within first hour of the commencement of the examination.

Further, any kind of malpractice is punishable. Punishment for various malpractices or breaking of rules are given below:-

Sl. No.	Nature of the Malpractice	Punishment
1	Taking out, used or unused answer booklets outside the examination room.	
2	Possession of any incriminating material inside the	

	<p>examination hall (whether used or not) For Example: written or printed materials, bits, writings on scale, calculator, hand kerchief, dress, part of the body and hall ticket etc.,</p> <p>Possession of cell phones, programmable calculator, recording apparatus or any unauthorized electronic equipment.</p> <p>Copying from neighbouring students.</p> <p>Exchange of question papers and other materials with some answers.</p>	Examination may cancelled
3	<p>Possession of answer book of another candidate.</p> <p>Giving answer book to another candidate.</p>	
4	<p>Verbal or oral communication with neighbouring students after one warning.</p>	Copy may be Withdrawn at the discretion of invigilators.

*Notwithstanding all that has been stated above, the Senate, has the right to modify any of the above rules and regulations from time to time.*

## 14. Definitions

In these regulations, unless there is anything repugnant in the subject or context a.

“**HOD**” shall mean, Head of the Department

b. “**FIC**” shall mean, Faculty In-charge of the Department

c. “**FA**” shall mean, Faculty Advisor of the Department

d. “**SGPA**” shall mean, Semester Grade Point Average

e. “**CGPA**” shall mean, Cummulative Grade Point Average

f. “**NFTE**” shall mean, Not Fit for Technical Education

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