ACADEMIC REGULATIONS

FOR

B.TECH/ B.ARCH/ MCA (3 Years) PROGRAMMES UNDER AUTONOMY 2018-19

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG

ACADEMIC REGULATIONS FOR B.TECH/ B.ARCH/ MCA (3yrs) PROGRAMMES UNDER AUTONOMY 2018-19

1.0 Duration of Curriculum and Calendar

1.1 Each year shall be divided into two Semesters - Autumn Semester (July to December) and Spring Semester (January to June). The Autumn semester shall ordinarily begin in July for students already on rolls and the Spring semester shall ordinarily begin in January. However, the first semester (Autumn, for newly admitted students) may begin a little later depending on completion of admission process and formalities. The number of teaching weeks in each semester shall be fifteen to eighteen with a minimum of 90 teaching days excluding the period of examination.

1.2 Each year the Institute shall draw out a calendar of academic and associated activities, which shall be adhered to. The same is non-negotiable. Details of curricula and syllabi shall be as decided by the Academic Council with provision for modification from time to time as per the needs of the specializations concerned.

1.3 **Duration**: The duration of the programme shall be governed by the regulations of AICTE that may change from time to time. As per the prevailing regulations, the duration of B.Tech programme is four years (eight semesters) for regular students and three years (six semesters) for Lateral Entry students, the duration of B.Arch programme is five years (ten semesters), the duration of MCA programme is of three years (six semesters) for regular students and two years (four semesters) for Lateral Entry students. A weaker student can complete a four year programme in not more than seven years, a five years programme in not more than eight years, a three years programme in not more than six years and a two years programme in not more than five years.

2.0 Eligibility for Admission:

2.1 Admissions to different courses of the Institute shall be based on criteria decided by the Academic Council of the Institute/ Affiliating University in accordance with the stipulations of AICTE/ UGC, modified as necessary or any other procedure decided by the Government of Odisha from time to time.

2.2 Physically handicapped Candidates shall be required to satisfy the prescribed medical fitness norms.

2.3 Admissions shall ordinarily close on a specified date before commencement of the first semester instruction, through a notification / academic calendar.

2.4 • Candidates shall have to register as bonafide students with the Affiliating University as per University regulations before commencement of instruction in First Semester and for Lateral entry students in Third Semester.
     • A student is allowed to attend classes only for those subjects that he / she has registered in a semester.
     • A student who has been promoted with a backlog(s), has to first register for the backlog subject(s) if the same is being offered in the corresponding odd/even semester.

2.5 Any student pursuing B. Tech programme, may be allowed a change of branch in the institution after completion of course requirements for the first (autumn) and second (spring) semesters of the first year programme, subject to availability of seats in a programme. The selection shall be on the basis of merit, assessed through the combined results of the first and second semester examinations declared in the form of Cumulative Grade Point Average (CGPA) at the end of the first year which should be 8.00 or more. This is an incentive to meritorious students.

Only such students who have cleared all examination items of both the semesters **in first attempt**, in examinations held during academic session of his / her first admission to the course shall be qualified to apply for a change of branch. Change of branch may be accorded subject to the condition that the consequent total student strength in the 'gainer' programme shall not exceed by 10% of the approved seats and the net student strength in the loser programme shall not deplete by more than 10% of the actual student strength existing on the rolls prior to the change during the process.

To award benefit of branch change the Institute shall constitute a committee (Branch Change Committee) with the Director as its Chairman. The committee shall invite options from the students after publication of the 2nd semester result. The committee will prepare a merit list based on CGPA and allot change of branch in order of their preferences. Institutional decision on the matter shall be final.

2.6   The change of branch facility shall not be available to students of B.Arch and MCA courses.

2.7   Inter College Transfer

No student shall be allowed to transfer from this institute to another institute or vice versa unless it is a rarest of the rare case and in accordance with the regulations of the affiliating university.

3.0   Subject-wise Registration and Eligibility to Appear at Examinations.

3.1   All Registered Students of the Institute have to register for each of the subjects they are required to study before commencement of a semester. Except in the first semester, where a student is automatically registered for all subjects of the semester, a student has to apply to the Institute in a specified format for subject-wise registration for the term with prescribed fees.

3.2   A student who has been promoted with backlog (XP) has to register first for the backlog subjects being offered in the semester. During the course of study the students may register in any number of (2nd semester onwards) backlog (failed) subjects of their lower semesters; preference being given to lowest possible semester in addition to the prescribed subjects of that semester. During normal course of study a student may register the backlog (failed) subjects of his / her branch of study of lower semester. After completing the final semester (B.Tech / B.Arch / MCA), a student may register in any number of backlog (failed) subjects or subjects (having requisite attendance) and attempt to clear them during appropriate semester examinations. The student once registered for a set of backlog subjects cannot change them during the semester. If a student does not secure a pass grade in Laboratory/Sessional subject, he/she has to clear the same as prescribed above.

Important Note: If minimum 10 students opt for a particular elective paper (in any semester), then this paper should be offered and those students would be allowed for registration of the same. For offering of open elective subject the minimum number of students in the subject will be 30.

3.3   A student shall be eligible to appear in an End- Semester Examination provided he / she pursues a regular course of study in respective department and attends at least 75% of classes in each theory, practical and sessional subjects held during the semester.

A student shall not be allowed to appear in the End - Semester Examination in those particular theory subjects where he / she has shortage in attendance. He / She will be allowed to appear at the theory examinations in other subjects where he / she has no shortage in attendance.

The attendance shall be considered from the date of commencement of classes as per academic calendar of the Institute. The schedule of classes shall be notified through a Time Table before the beginning of the classes in the Semester. Attendance record must be compiled at the time of each class test and the students with poor attendance must be informed through notification. The matter will be placed in a committee formed at the concerned subject department. The committee will sit at least twice in a semester- before each class test. The guardian must also be informed through a letter. Letters must be issued to the student and the guardian before he/ she is debarred for appearing semester examination due to shortage of attendance. The Director has to be informed about percentage of attendance before starting of the End - Semester Examination. With due approval, the student will be debarred from appearing the final semester examination.

3.4   Concessions: A student who has been absent for short periods on health ground or due to participation in cultural, sports, other academic / official assignments in the interest of the Institute / Affiliating University / Government with prior written permission of the Head of the Institution shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% of attendance in a semester. No student shall be allowed to appear at End - Semester Examination/ Special Examination with shortage of attendance below 65% in any of the registered subjects.

3.5   A student shall be admitted to any examination in a subject only if he / she has registered for that subject and paid necessary registration and examination fees in the beginning of the semester.

3.6 A candidate shall be allowed in an End - Semester examination only after he / she is issued an Admit Card for the relevant examination by the Institute.

3.7 A student who is promoted to the next higher year with backlogs in the previous year shall be permitted to appear at an examination for the backlog subjects, provided he/she fulfills the conditions 3.3 to 3.6 above.

3.8 A student who has been absent on medical ground may be allowed to appear at an examination provided (i) he/she has attended at least 65% of classes and (ii) recommended for such relaxation by a Medical Board and (iii) approved by the Director.

4.0 Rules for examinations

4.1. Each discipline consists of the following types of items:
- Theory
- Practical
- Sessional
- Project
- Seminar
- Grand/ Comprehensive Viva - Voce
- Internship
- Mandatory/ Audit Courses

The schedule of these items along with their credit points for each semester shall be as per rules formulated by the Academic Council from time to time.

4.2. At the end of each semester, there shall be an examination (here in after called end-semester examination) conducted by the Institute as per programme announced at the beginning of each academic year.

4.3. Back paper examinations, if any, shall be held with the normal end semester examination.

4.4. Students with backlogs shall clear their backlog subjects along with regular students of lower semester(s) in the corresponding odd/even semester; if he/she had taken the subject.

5.0   Declaration of Result and Promotions

5.1   In order to pass a programme / course a candidate must secure at least Pass Grade in each of the Theory, Practical, Project, Seminar, Sessional, Internship and Viva Voce items; satisfactory performance in Mandatory/Audit Courses; and maintain a minimum level of overall performance as specified in the Clause 7.2.

5.2   The promotional status between two consecutive semesters and / or two consecutive levels / years shall be indicated on the Semester Results as detailed below:

A.   Passed and Promoted (denoted by P) indicating that

- The candidate has cleared every registered course item of both odd and even semester of the academic year.
- He / She has no backlog from lower levels.
- He / She has secured CGPA of 6.0 or more.

B.   Eligible for Promotion with backlogs (denoted by XP) indicating that

The candidate is eligible for promotion with backlog (XP) in the following situation:

- For promotion from 1st year to 2ndyear:
A student at the end of the first year (inclusive of first and second semesters) having a minimum of CGPA of 4.50 is eligible for promotion to the Second year, regardless of the number of failed subjects except candidates under Clause - D.

A student securing CGPA of less than 4.50 at the end of first year may opt for appearing an Improvement Examination for the failed subjects only of the first year after registration for the same within a week of publication of 2nd semester result.

A student after the publication of improvement examination result having a minimum of CGPA of 4.50 is eligible for promotion to the Second year, regardless of the number of failed subjects except candidates under Clause - D.

A student (at the end of first year) with a CGPA of less than 4.50 after the publication of improvement examination result may choose to quit; or pursue studies after registering as a fresh student in the First year. If such a student in the new 1st

year once again fails to secure a CGPA of at least 4.50 at the end of the new First Year, he/she has to quit the Institute.

- **For promotion from 2nd year to 3rd year**: All students of second year (after 4th semester) are eligible for promotion to 3rd year except candidates under Clause - D.

- **For promotion from 3rd year to 4th year**: All students of third year (after 6th semester) are eligible for promotion to 4th year except candidates under Clause - D.

- **For promotion from 4th year to 5th year**
  (**Only for B. Arch Programme**): All students of fourth year (after 8th semester) are eligible for promotion to 5th year except candidatesunder Clause - D.

Important Note: **The SGPA of the lower semester(s) of XP category students after clearing their backlog subjects would be updated. This updated SGPA would be considered for their promotion in the 1st year.**

C. The candidate is eligible for promotion to next higher level (year / semester) if (i) he / she has registered for all the subjects for any semester AND (ii) he /she has appeared in the semester examination in at least 3 (three) theory subjects of the regular semester AND (iii) he/she has attended at least 2 (two) lab / practical / sessional classes.

  N.B.: All the above three conditions have to be satisfied for promotion to the next higher semester / year.

D. Not Eligible for Promotion (denoted by X) indicating that

  The student is NOT eligible for promotion to the next higher level as he / she has not fulfilled the stipulated requirements defined under the provisions, stated above under Clause 'A', 'B' and 'C' for promotion.

Important Note : **The 'X' category students as well as those who do not want to be promoted and who are otherwise eligible to continue in the Institute, are required to re-register for that year. They are required to register in all the backlogs (failed / not appeared) subjects of both the semesters of that year except 1st year.**

E.   Registration for students under Clause – C

The students, who are NOT eligible for promotion, are to register and appear at the back paper subjects except 1styear. If he/she does not have 75% attendance in a subject, he/she has to attend the classes in those subjects and to fulfil Clause - 3.3 to become eligible for appearing the examination.

This regulation is applicable to all programmes of duration three years and more.

5.3   A candidate shall be eligible for promotion to the next higher level / year if he / she satisfies the conditions laid down under the rules formulated by the Academic Council.

5.4   Candidates declared eligible for promotion to the next level without clearing all course items of earlier semesters individually shall have to apply for permission for admission to the higher level and obtain the same from the Director before registration.

5.5   The Institute shall publish a list of all successful candidates of each of the semester examinations within the date prescribed in academic calendar.

5.6   The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned programme.

5.7   A student's level of competence shall be categorized in accordance with the Cumulative Grade Point Average.

6.0   Grading System

6.1   A letter grading system shall be followed in the Institute. The uniform Grading System to be followed for all Academic Programmes (except Ph.D. and D.Sc) shall be as described below:

A Seven Point grading system on base of 10 shall be followed in the Institute. Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	'O'	90 & above upto 100	10
Excellent	'E'	80 & above but less than 90	9
Very Good	'A'	70 & above but less than 80	8
Good	'B'	60 & above but less than 70	7
Fair	'C'	50 & above but less than 60	6
Below Average	'D'	37 & above but less than 50	5
Failed	'F'	Below 37	2
Malpractice	'M'	-	0
Absent	'S'	-	0

* M and S grades are transitory grades.

Grade-sheet would be issued semester wise to students who have cleared all the subjects as per syllabus of the lower semesters.

N.B. Grade 'C' shall be considered as average, Grade 'D' shall be Pass Grade for theory and Grade 'C' shall be Pass Grade for Practical / Sessional / Project / Seminar / Viva– Voce and Internship items. Satisfactory performance is required for pass in Mandatory/Audit Courses.

6.2 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as :

SGPA - Semester Grade Point Average
CGPA - Cumulative Grade Point Average

It shall be the basis of judging his/her overall competence in the course.

6.3 Definitions of terms:

a) POINT = Integer equivalent each letter grade.
b) CREDIT = Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.
c) CREDIT POINT = (b) x (a) for each course item.
d) CREDIT INDEX = Σ CREDIT POINT of course items in a Semester

e)   GRADE POINT AVERAGE $= \dfrac{CREDIT\ INDEX}{\Sigma\,CREDIT}$

SEMESTER GRADE POINT AVERAGE (SGPA)

$$SGPA = \dfrac{CREDIT\ INDEX}{\Sigma\,CREDITS\ for\ a\ Semester}$$

CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$CGPA = \dfrac{\Sigma\,CREDIT\ INDEX\ of\ all\ Previous\ Semester(s)}{\Sigma\,CREDIT\ of\ all\ Previous\ Semester(s)}\ upto\ a\ Semester$$

7.0   Requirements for Award of Degree:

There shall be no class / division awarded to a student either at Semester or degree level.

7.1. Eligibility for Award of Degree

A candidate will be eligible for award of B.Tech/ B.Arch/ MCA degree if he/she satisfies all the following conditions:

(a)   Has cleared (minimum pass grade) in all subjects and obtained requisite number of credit points prescribed for his/her branch of study (see # 7.2 below).

(b)   Has secured a minimum Cumulative Grade Point Average (CGPA) of 6.0 (see # 6.3 for calculation of CGPA).

7.2 Subject Categories and Range of Credits to be obtained

(a)   B.Tech Degree Programme –
Award of B.Tech Degree:
(i) Regular B. Tech Degree: The total credit points for award of bachelor degree will be 160 credits (117 credits for Lateral Entry students) after successfully fulfilling the criteria as per academic regulations. For e.g. the student will be awarded **Bachelor of Technology** in **MECHANICAL ENGINEERING.**

.

Credit Distribution for 4 Year B.Tech Programmes

Sl. No.	Subject Category	Required Credit(s)
1.	**Humanities and Social Sciences** (*Including Management Courses*)	13
2.	**Basic Science Courses**	19
3.	**Engineering Science Courses** (*Including Work Shop, Drawing, Basics of Civil/Electrical/Electronics/Mechanical/Computer etc.*)	26
4.	**Programme Core Courses**	54-56
5.	**Programme Elective Courses** (*Relevant to Chosen Specialization/Branch*)	12-20
6.	**Open Subjects-Electives** (*From Other Technical and/or Emerging Subjects*)	12
7.	**Project Work, Seminar, Viva-Voce and Internship in Industry or Elsewhere**	16-22
8.	**Mandatory Courses (Only Audit Course)** (*Induction Programme, Constitution of India, Essence of Indian Traditional Knowledge, Environmental Sciences, Universal Human Values etc.*)	0
	Total Credits for Degree	**160**

*Pass grade is 'D' in Theory and 'C' in all other credit courses. Satisfactory performance is required for Pass in Mandatory/Audit Courses.

(ii) B. Tech Degree (Honours): In addition to regular 160 credit points additional 20 credit points in 5 subjects in the same discipline to be earned. From 3rd to 7th semester the student has to read one additional subject in each semester and clear these 5 (Five) subjects for award of Honours degree after fulfilling the criteria. For e.g. Institute may offer B. Tech. (Honours) which is purely optional in nature. The student will be awarded for e.g. **Bachelor of Technology** in **CIVIL ENGINEERING WITH HONOURS**. Students have to earn 20 additional credits to get B. Tech (Honours). Those who opted for B. Tech (Honours) but unable to earn the required additional credits

within 8th semester shall automatically fall back to the B. Tech. programme only. However, additional course credits and the grades thus far earned by them will be shown in the grade card. These 5 (Five) subjects cannot be exchanged for 160 Credits for award of degree. These 5 (Five) subjects leading to 20 Credits are beyond 160 Credits.

(iii) B. Tech Degree with Major and Minor Specialization: This course is also optional in nature. Students can pursue their studies in the discipline in which they have been admitted (as major) for subjects of 160 credit points and minor in other discipline (except the admitted discipline) with subjects of 20 credit points of 5 subjects. For example: an Electrical Engineering student will read the subjects for B. Tech in Electrical Engineering course and he can read subjects of additional 20 credit points of 5 subjects in other discipline as minor (except Electrical Engineering) and say Civil Engineering. Then the student will be awarded degree in B. Tech in Electrical Engineering as major and Civil Engineering as Minor for e.g. **Bachelor of Technology** in **ELECTRICAL ENGINEERING WITH MINOR IN CIVIL ENGINEERING**. These 5 subjects will be taught from 3rd to 7th semester with one subject in each semester. To earn minor specialization, the candidate must earn 160 credits in the admitted discipline (major) and 20 Credits in allied or chosen discipline (minor). Those who opted for B. Tech Degree with Major and Minor Specialization but unable to earn the required additional credits within 8th semester shall automatically fall back to the B. Tech. programme only. However, additional course credits and the grades thus far earned by them will be shown in the grade card. These 5 (Five) subjects cannot be exchanged for 160 Credits for award of degree. These 5 (Five) subjects leading to 20 Credits are beyond 160 Credits.

The MOOCS courses as per the curriculum successfully completed by a student shall be reflected in the grade sheet.

(b)   B. Arch Programme - Total required Course Credits for award of **BACHELOR of ARCHITECTURE** Degree is 256.

(c)   MCA Programme - Total required Course Credits for award of **Master in Computer Application** Degree (three years programme) is 155 (103 credits for Lateral Entry students).

7.3. Disqualification for Award of Degree
Students who have been convicted by any cognizable offence(s) shall be debarred from receiving degrees.

7.4. Criteria for Award of Gold Medals

    (a) The best graduate of the Institute gold medal winner will be selected based on the highest Cumulative Grade Point Average secured by the graduate passing out in the academic year of the Institute.

    (b) For award of gold medal / scholarships etc, more than one candidate may be declared Joint Winner if they have same CGPA.

    (c) Candidate securing less than 8.50 CGPA will not be considered for award of Gold Medal.

    (d) Student appearing for Special Examination shall not be considered for award of Gold Medal.

8.0 Examinations:

The Institute shall have continuous evaluation system for each theory, practical, sessional, design and project papers.

8.1 Theory Papers

(a) A theory paper will have 100 percentage points. The weightage for internal assessment and the end semester examinations will be as follows:

		Maximum Marks	Pass Marks
Internal Assessment	1) Class Test – I of one hour duration	15	-
	2) Class Test – II of one hour duration	15	-
	3) Quiz/ Surprise Test	05	-
	4) Assignments/ Attendance	05	-
	Total	40	-
	End Semester Examination of three hours duration	60	21
	TOTAL (Internal Assessment + End Semester Examination)	100	37

Pass grade is D in Theory i.e. 37 percentage points and C i.e. 50 percentage points in all other items.

(b) The syllabus for each theory paper will have 3(4) modules. The two class tests will be nearly equi-spaced in Academic Calendar. The end semester examination is comprehensive and will cover all modules. The academic calendar will specify the examination period for all Class tests and the end semester examination.

(c)   The Class Tests will be conducted in the Scheduled week and the corrected papers have to be shown to the students within seven calendar days. Before the end semester examination the final consolidated Internal Assessment marks as in item 8.1(a) will be sent to the Controller of Examination. The concerned teacher shall maintain all records for inspection by the Institute/ University for at least one year.

(d)   There is no compensatory Class Test. However, if a candidate misses a Class Test due to medical reasons, the candidate will make an application to the Head of the Department. The Departmental committee may recommend to conduct repeat class test for valid medical reasons at the department level. The secured mark will be sent to the Controller of Examination.

(e)   A candidate is deemed to clear (Pass) a theory paper if he / she secures: A minimum of 21 marks out of 60 (i.e. 35%) in the End Semester examination, and 37 marks out of 100 (i.e. 37%) overall (i.e. in the End Semester examination and Internal Assessment taken together).

8.2   Practical Papers

(a)   The syllabus of a practical paper shall specify the number of practical / experiments (works) to be done in a semester.

(b)   A practical paper shall have 100 percentage points.

(c)   Each practical / experiment (work) shall have equal percentage point as its weightage.

(d)   A practical paper shall have 3 contact hours / week for 1 or 2 credit papers respectively. Time Table must provide for such contact hours.

(e)   A practical experiment (work) and its evaluation shall be completed in all respects within the allotted hours. A practical experiment (work) will be evaluated based on the following components. The relative weightage of the components are also given below in percentage.
- Experiment (work) planning and execution   20 %
- Results and interpretation   30 %
- Report   30 %
- Understanding on the theory related to experiment   20 %
                                                          Total   100 %

(f)   A candidate has to be informed about the score at the end of a Practical class.

(g)   The teacher concerned with a practical class shall maintain the reports of the candidates together with the score on each experiment giving the reasons for awarding either very high score (90 percent or above) and low score (30 percent and less).

(h)   A candidate shall clear a Practical Paper if his / her score in the paper is minimum of 50 percentage points.

(i)   Institute can arrange a compensatory practical class for a student who misses an experiment only on medical ground. Such a compensatory experiment has to be arranged within two weeks of his / her missing a practical class.

(j)   Any student securing less than 50 marks ('F' grade) in practical may be allowed to repeat the practical in the corresponding semester of the subsequent year.

8.3   Sessional Papers

(a)   Sessional paper will carry 100 percentage points.

(b)   The syllabus shall prescribe the number of jobs and specific tasks to be performed in each job. All jobs in a sessional shall have more or less or same allotted contact hours and equal weightage.

(c)   A sessional job has to be evaluated based on the following considerations.
   i.   Quality of job   50 points
  ii.   Understanding of the job and related theory   30 points
 iii.   Quality of report and Viva - Voce   20 points

(d)   Each sessional work is to be completed during allotted hours in the class itself.

(e)   No sessional works can be done at home / hostel.

(f)   At the end of each sessional work, the evaluation will be done. The student is to be shown the score and told about weaknesses (if any).

(g)   If a student misses up to 35 percent of allotted sessional hours for a job on health ground, he / she may make an application to the Director along with a medical certificate. The student may be allowed compensatory classes to complete the sessional work beyond the regular allotted hours as per item 3.8 of the regulation.

(h)   The teacher concerned shall maintain all records of the sessional work at least for a year for inspection by the Institution.

(i)   A candidate shall clear (Pass) a Sessional Paper if he / she scores minimum of 50 percentage points.
        Any student securing less than 50 marks ('F' grade) in sessional may be allowed to repeat the sessional in the corresponding semester of the subsequent year.

8.4   Project Item

(a)   A Project Item shall carry 100 percentage points.

(b)   Each candidate shall do a project under the supervision of a Supervisor. There could be a Co - Supervisor if the project is interdisciplinary in nature. For an Industry based project, the Co - Supervisor could be from concerned Industry. Project could be Theoretical / Practical / Design oriented.

(c)   Evaluation of the Project

        (i)   Evaluation of a major / minor project will be done on following points.
              • Understanding the relevance scope and dimension of the project,   10 points
              • Relation to literature / application   10 points
              • Methodology   10 points
              • Quality of Analysis and Results   10 points
              • Interpretations and Conclusions   20 points
              • Report   20 points
              • Defence   20 points
                                        Total   100 points

        (ii) The evaluation shall be done by a Committee of teachers where the Project Supervisor shall be a member. His evaluation shall carry 50 percent weightage. The other members shall have 50 percentage weightage. For major project, an external expert shall be involved.

(iii) Minimum score for a Pass in Project item is 50 percentage points.

(iv) The Chairman of the Committee shall forward the score before the end semester examination to the Controller of Examination through the HOD. He / She shall also maintain all records for inspection for at least one year.

8.4.1 For the major project students have to finalise the project title/ group and supervisor with in 15 days of starting of the semester. There shall be two assessments /reviews by the committee before the final viva-voce/ assessment. The final project viva-voce will be conducted in presence of external expert. Distribution of marks shall be as per the tables given below.

ASSESSMENT – I

Sl. No.	Registration number	Full Marks (20)					
		Literature Review (5)	Understanding (3)	Methodology (3)	Report (4)	Presentation (5)	Total (20)
1							

ASSESSMENT – II

Sl. No.	Registration number	Full Marks (30)						
		Literature Review (3)	Understanding (5)	Methodology (5)	Analysis / Results (8)	Report (4)	Presentation (5)	Total (30)
1								

FINAL ASSESSMENT

Sl. No.	Registration number	Full Marks (50)						
		Literature Review (6)	Understanding (6)	Methodology (6)	Analysis / Results (12)	Report (10)	Presentation (10)	Total (50)
1								

CONSOLIDATED MARKS

Sl. No.	Name	Registration number	Full Marks (100)			
			Assessment-I (20)	Assessment-II (30)	Final Assessment (50)	Total (100)
1						

8.5 Seminar Item

Seminar performance will be evaluated by a committee of Teachers. It will have the following components.

(a)	Quality of Material	30 points
(b)	Quality of Presentation	30 points
(c)	Quality and extent of response from other students	20 points
(d)	Participation in other Presentations	20 points
	Total	**100 points**

(i) A candidate has to not only give his / her seminar, but also must attend at least 75 percent of seminars given by other students.

(ii) The Chairman of the Committee shall forward the score before the end semester examination to the Controller of Examination through the Head of the Department. He / She shall also maintain all records for inspection for at least one year.

(iii) A Seminar item shall carry 100 percentage points.

(iv) Minimum score for a Pass in Seminar item shall be 50 percentage points.

(v) Any student securing less than 50% marks ('F' grade) in seminar may be allowed to repeat the seminar in the corresponding semester of the subsequent year.

8.6 Grand/ Comprehensive Viva - Voce Item

(a) This shall be done by a Committee of Teachers with participation of an External Expert from an Institution / Industry of repute.

(b) The Chairman of the Committee shall forward the score before the end semester examination to the Controller of Examination through the HOD. He / She shall also maintain all records for inspection for at least one year.

(c) The Grand/ Comprehensive Viva - Voce Item shall carry 100 percentage points.

(d) Minimum score for a Pass in Viva - Voce is 50 percentage points.

8.7 Internship Item (for B.Tech programmes)
The evaluation shall be done by a committee of teachers. The Internship Item shall carry 100 percentage points. Minimum score for a Pass in Internship is 50 percentage points. A student has to complete 08 weeks of internship. If required 04 weeks of internship may be carried out in the institute.

8.8 Mandatory/ Audit Courses
Minimum attendance and satisfactory performance is necessary to clear/Pass the Mandatory or Audit courses. No grades are awarded in these courses.

8.9 Evaluation Responsibility

(a) The teacher imparting instruction is solely responsible for evaluation of Class Tests, Practical and Sessional works. He / She is also responsible for maintaining all records to justify his / her evaluation scheme and score thereof.

(b) No one shall have the right to change the score assigned by a teacher. However, if the Director is convinced that the scores assigned by a teacher are biased, he / she shall appoint a committee where the teacher concerned will be a member for review. The decision of the committee shall be final and binding.

(c) A copy of the score assigned for each Class Test, Practical and Sessional work shall be submitted to the Controller of Examination through the Head of the Department. HOD may keep a copy of the scores submitted by the teacher for record.

8.10 Disciplinary Actions (Examinations)

(1) A student found resorting to malpractice (copying etc.) in the examination hall during End Semester Examination as reported by the Invigilator / Supervisor / Squad Member will be awarded "M" grade having 0 (zero) Grade Point in that paper and he / she will be warned by the Institute with a copy to the parents / guardians or a notice in the official website of the Institute.

(2) A student adopting malpractice and showing an indiscipline behaviour in the examination hall will be awarded "M" grade having 0 (zero) Grade Point in that paper and he/she will be warned by the Institute with a copy to the parents / guardians or a notice in the official website of the Institute.

(3) A student found adopting malpractice in more than one paper in a Semester / Improvement/ Special examination
   - Will be awarded "M" Grade with 0 (zero) Grade Point in all the papers of that Semester / Improvement examination;
   - he / she will be warned by the Institute with a copy to the parents / guardians or a notice in the official website of the Institute.

(4) A student adopting malpractice (as defined in earlier clauses) once again in the subsequent semester examinations in spite of the warning issued previously
   - Will be awarded "M" grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the Institute for one year.

(5) A student found violating the Examination Code of Conduct which includes :
   - ➢ Use of programmable calculators, mobile phones (even in switch off mode), document or any electronic devices having memory chips.
   - ➢ Leaving the Examination Hall within the first hour from the commencement of the examination.
   - ➢ Talking to other examinees in the Examination Hall.
   - ➢ Trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall.

   - Will be expelled from the Examination in that paper and will be awarded "M" grade having 0 (zero) Grade Point in that paper;
   - He/she will be warned by the Institute with a copy to the

parents / guardians or a notice in the official website of the Institute.

A student found repeating the "Violation of Code of Conduct"
- Will be awarded "M" grade with 0 (zero) Grade Point in all the papers of that semester and will not be permitted to appear at the subsequent examinations of that semester.

(6) A student indulging in the misconduct in the Examination hall which includes:

   ➢ Using question papers and / or answer scripts for communicating with fellow examinee.
   ➢ Exchange of question papers and answer scripts (with other examinees / outsiders).
   ➢ Writing answers in question papers.
   ➢ Writing obscene or filthy languages in answer scripts
   ➢ Writing derogatory remarks
   ➢ Any remarks, requests or irrelevant issues in answer scripts.

- Will be awarded "M" grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the Institute for one year.

(7) Any student found man-handling / threatening the officers / staff connected with the examinations (Invigilator, Centre Superintendent, Controller of Examination, Director, Members of flying squad, etc.)
- Will be awarded "M" grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the Institute for one year.
- Other disciplinary actions as deemed fit (including FIR to police) would be initiated by the Institute.

(8) Any student found damaging the property of the staff / officers / institution connected with the examinations
- Will be awarded "M" grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the Institute for one year.
- Will be obliged to provide compensation for the damage as assessed by the Institute or individual as the case may be.

9.0 Time Table for Instructions.
The time table committee of the Institute has to prepare Time table for the subjects (Theory, Practical and Sessional) being offered in a

semester at least 15 calendar days before the course wise registration of students to that semester. The time table must also mention the name of the teacher who is handling a subject. If the subject is handled in more than one section, the names of the teachers handling all the sections should be given.

10.0 Registration of Teachers

(a) Each regular faculty engaged in teaching of a theory paper, supervision of Practical, Sessional and Project work shall be registered teacher of the Institute/ affiliating university.

(b) A teacher has to get himself / herself registered in the affiliating University/ Institute before he / she handles the formal instruction.

(c) Only a registered teacher of the Institute / affiliating University shall be permitted to get involved in teaching, invigilation, examination and evaluation processes.

11.0 Academic Rules

(1) Rules for Change of Name/ Surname

    i. The application in the prescribed format for change of name/ surname shall be considered provided that proposed change in name or surname is:

    (a) Notified in the Government Gazette.

    (b) Published in the newspapers after swearing before 1st class Magistrate and original High School certificate and Council Certificate are corrected accordingly.

    ii. The application in prescribed format shall have to be forwarded to the affiliating University through the Director of the Institute along with following documents.

    (a) Original Certificate / Original Mark sheet along with certified copies of the said original certificate as mentioned in the application form duly corrected.

    (b) Original clipping of the Gazette publication.

    (c) Original clipping of the News Papers of Odisha State in which name / change of surname so published.

    (d) Original affidavit swearing before the 1st class Magistrate, wherein change in surname has been made.

    (e) Prescribed fee through SBI collect of the affiliating University.

(2) Rules for Correction of Name in Degree Certificate

    (a) Application shall be forwarded by the Director of the Institute to the affiliating University specifying the Corrected name and name that has appeared in the final Certificate/ grade sheet.

    (b) The application shall be enclosed with the attested copies of the HSC and CHSC certificate/ mark sheet.

(c) Prescribed fee through SBI collect of the affiliating University shall be deposited with the application form.

(3) Rules for Lost/ Damaged of Degree certificate/ Transcripts
    (a) Application shall be forwarded by the Director of the Institute to the affiliating University specifying the reason for loss / damage of degree Certificate/ transcripts.
    (b) The application shall be accompanied by the Original FIR of Police Station where the degree certificate has lost/ damaged.
    (c) Original affidavit swearing before the 1st class Magistrate.
    (d) Original clipping of the News Papers (at least in 2) of Odisha State in which Loss/ damage so published.
    (e) Prescribed fee through SBI collect of the affiliating University shall be deposited with the application.

(4) Rules for Migration Certificate
    (a) Application shall be forwarded by the Director of the Institute to the affiliating University specifying the reason for issuance of Migration Certificate.
    (b) The application shall be accompanied by the Original Registration Card issued by the affiliating University (if any) and no objection certificate by the Institute.
    (c) Prescribed fee through SBI collect of the affiliating University is to be deposited with the application form.

12.0 (a) **Photocopy of Answer Scripts**:
A student may apply for photocopy of Answer Scripts within 15 calendar days from the date of publication of the results in each Semester. The Re-Checking is a pre-condition for supply of photocopy.
Prescribed fee is Rs.200 for rechecking per paper +Rs. 60/- For photocopy per paper.

(b) **Grade Sheet**
At the end of each semester, a Grade sheet shall be made available to each student as per Clause 6.1. Provided s/he clears all papers in that academic year/ semester and clears all course requirements of earlier semesters. However, if a student requires additional copies, he / she should apply with prescribed fee of Rs. 100 per sheet.

(c) **Duplicate University Registration Card**
A Student is issued University Registration Card before the 1st end semester examination. University Registration number

continues to be his / her Registration number for all examinations during his / her tenure of study. This is an IMPORTANT document and the student must possess it throughout his / her course at the Institute. In the event of a student losing his / her University Registration Card, he / she should immediately lodge a FIR in the nearest Police Station. He / She should apply through the Institute for issue of duplicate Registration Card with a prescribed fee. The application in plain paper must accompany a copy of FIR and prescribed fee.

(d)   A Student Grievance Redressal Cell consisting of Dean A&E for UG programmes / Dean PGS&R for PG programmes, Controller of Examination, Head of the Department (both Department and Subject), OIC A&E and the faculty member from the concerned subject will address the issues related to Examination, Evaluation and Result. The students having problems will have to report to the HOD within 15 days of publication of the result. The problem will be addressed within one month of publication of result.

PERSCRIBED FEES

Sl.No.	Description of Items	Fee
1	Duplicate Registration Card	*
2	Migration Certificate	*
3	Correction / Change of Name in Degree Certificate	*
4	Duplicate Degree Certificate	*

* prescribed fees as per affiliating university

Sd/

**Director, IGIT, Sarang
and Chairman, Academic Council**

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG

APPLICATION FOR ADDITIONAL GRADE SHEETS / TRANSCRIPTS

Instructions: *(i) Application shall be submitted specifying the reason / purpose for Additional Grade Sheets / Transcripts.*

(ii) Grade sheets / Additional Grade Sheets / Transcripts are issued year - wise.

(iii) Fees of Rs.100/- per year per each grade sheet.

(iv) Purpose of Additional Grade Sheet / Transcript has to be enclosed with the application form.

A.   Name of Student: ....

B.   Registration Number: ....

C.   Discipline: ....

D.   No. of Additional Grade Sheet /: ....
Transcripts required

   Tick (√) the appropriate Box 1ˢᵗ Year ☐ 2ⁿᵈ Year ☐ 3ʳᵈ Year ☐ 4ᵗʰ Year ☐ 5ᵗʰ Year ☐

E.   **Demand Draft/ Payment Details**

(a)   Amount: .... (in words...).

(b)   DD. No. : .... (c) DD. Date: ....

(d)   Bank: ....

Date: ....   **Student's Signature**

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG

APPLICATION FOR BRANCH CHANGE

Instructions: Refer to Clause No.2.5 of Academic Regulation for B.Tech.

A. Name of Student: ....

        Mob No _____

        Email ID_____

B. Registration Number: ....

C. Branch at the Time of Admission: ....

D. 1st semester SGPA _____ , 2nd semester SGPA _____, CGPA _____ (attach 1st and 2nd semester Grade Sheets)

E. New Branch opted: 1..

                    2……………………………………………….

                    3……………………………………………….

I hereby undertake to accept the allotted branch as per the given option and final selection.

Date: ……………………….   **Student's Signature**

For office use

Allowed/ Not Allowed-_____ (specific reason if any)

New Branch allotted (if allowed): ....

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG

APPLICATION FOR DUPLICATE GRADE SHEETS

Instructions: (i)   *Application shall be submitted specifying the reason for Duplicate Grade Sheets.*
(ii) *Grade sheets are issued year - wise.*
(iii) *Fees of Rs.100/- per year per each grade sheet.*

A.   Name of Student: ....

B.   Registration Number: ....

C.   Discipline: ....

Tick ($\sqrt{}$) the appropriate Box 1st Year ☐ 2nd Year ☐ 3rd Year ☐ 4th Year ☐ 5th Year ☐

F.   **Demand Draft/Payment Details**

(a)   Amount: .... (in words..)

(b)   DD. No. : .... (c) DD. Date: ....

(d)   Bank: ....

Date: ....   **Student's Signature**

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG

APPLICATION FOR RE-CHECKING / RE-ADDITION

Instructions: Fees of Rs.200/- for each subject in shape of DD / Cash/ S.B. Collect is to be deposited in the College.

A. Name of Student: ....

B. Registration Number: ....

C. Discipline & Branch: ....

D. Semester: ....

Sl.No.	Subject Code Subject

E. Mode of Payment:

(i) Cash: .... (in Rupees)

(ii) Demand Draft: DD No. ....Date.............................

Date: ....   **Student's Signature**

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG

APPLICATION FOR PHOTOCOPY OF ANSWER SCRIPT(S)

Instructions: *Fees of Rs.260/- for each subject in shape of DD / Cash/ S.B. Collect is to be deposited.*

A.   Name of the Student: ....

B.   Registration Number: ....

C.   Semester: ....

D.   Date of Publication of Results: ....

E.   Postal Address of the Student: ....

.............................Phone: ....

Sl.No.	Subject Code	Subject

Date: ....   **Student's Signature**

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG

APPLICATION FOR SEMESTER REGISTRATION / SUBJECT REGISTRATION

Instruction: *Fees as per Fee Structure for B.Tech / B.Arch / MCA / M.Tech /M.Sc.*

A. Name of Student   : ....

B. Registration Number   : ....

C. Discipline & Branch   : ....

D. Semester   : ....

Sl.No.	Subject Name	Subject Code	Theory/ practical/ sessional

E.   Mode of Payment:

     (i) Cash: .... (in Rupees)

     (ii) Demand Draft: DD No. .... Date: ....

Date: ....   **Student's Signature**