

# **SECTION-B**

**B. TECH.**

**Ordinance & Regulations  
(ORDINANCE 1-A)**



## B.Tech Ordinance (1A) (For batches 2015-16 and onwards) Preamble

There are 12 Academic Departments in the University. The University offers 15 B. Tech. programmes of four years duration, 4 B. Tech. (Evening) programs of four years duration. 22 M. Tech. programs of two years durations, 1 Master of Business Management program of two year duration, 1 Master of Business Management (Executive) and Ph.D. programs in various Engineering, Science and Management disciplines.

### Academic Departments

S. No.	Name of Department	Code	S. No.	Name of Department	Code
1	Applied Physics	AP	7	Electrical Engineering	EE
2	Applied Chemistry	AC	8	Electronics and Communication Engineering	EC
3	Applied Mathematics	MA	9	Environmental Engineering	EN
4	Biotechnology	BT	10	Humanities and Social Science	HU
5	Civil Engineering	CE	11	Mechanical Engineering	ME
6	Computer Science & Engineering	CO	12	Delhi School of Management	MG

The Academic Departments offer courses to the students of various disciplines. Academic curricula are so devised that a student of one discipline can take some courses of other disciplines offering choice based credit system. Such flexibility helps a student to develop his core competence together with the interdisciplinary skills in the area of his / her interest.

### Programs

The main aim of education at DTU is to enable students to face the wide-ranging changes taking place in the fields of technology, environment and management with confidence. This includes undertaking design, development, construction, production, managerial and entrepreneurial activities, and higher studies in their chosen or allied interdisciplinary fields of study.

The University lays great emphasis on assisting students in the development of character on self-confidence with management traits. To achieve these goals the curriculum lays more emphasis on learning and teaching. Efforts are made to encourage self-learning, creative thinking, critical evaluation, spirit of inquiry and imbibing the culture of lifelong learning.

The University offers following under graduate programs (Table-1) leading to Bachelor of Technology degree in different disciplines:

**Table-1 UG Programs**

S.No.	Academic Program	Code	Duration (in Years)	Department
1.	B. Tech. (Biotechnology)	BT	4	Biotechnology
2.	B. Tech. (Civil Engineering)	CE	4	Civil Engineering
3.	B. Tech. (Computer Science and Engineering)	CO	4	Computer Science and Engineering
4.	B. Tech. (Electrical Engineering)	EE	4	Electrical Engineering
5.	B. Tech. (Electrical and Electronics Engineering)	EL	4	Electrical Engineering
6.	B. Tech. (Electronics & Communication Engineering)	EC	4	Electronics and Communication Engineering
7.	B. Tech. (Environmental Engineering)	EN	4	Environmental Engineering
8.	B. Tech. (Engineering Physics)	EP	4	Applied Physics
9.	B. Tech. (Information Technology)	IT	4	Computer Science and Engineering
10.	B. Tech. (Mechanical Engineering)	ME	4	Mechanical Engineering
11.	B. Tech. (Mechanical Engineering with Specialization in Automotive Engineering)	AE	4	Mechanical Engineering
12.	B. Tech. (Mathematics and Computing)	MC	4	Applied Mathematics
13.	B. Tech. (Production and Industrial Engineering)	PE	4	Mechanical Engineering
14.	B. Tech. (Polymer Science and Technology)	PT	4	Applied Chemistry
15.	B. Tech. (Software Engineering)	SE	4	Computer Science and Engineering

## Structure of Undergraduate programs

The four year B. Tech. program compromise of courses divided in six distinct areas, namely: Departmental Core (DCC), Departmental Elective (DEC), Allied Engineering (AEC), Applied Sciences and Mathematics (ASC), Humanities, Social Sciences and Management (HMC) and University Electives (UEC). All the courses offered in First year B. Tech programs are categorized as 'Common Courses' for all the academic programs.

Credits assigned to various components of the B. Tech curriculum are given in Table-2. Credit and curricular components for common courses and University Elective courses are given in the Table-3 and Table-4 respectively.

### Common Courses

The courses offered to the First Year B. Tech. programs are grouped under this category. All the students need to complete these common courses in First year. These courses have been divided into two groups namely Group A and Group B. Different departments have participated in design of these courses so as to cater to the requirement of their program(s) with the parent departments. These courses are planned to give the students a firm base in the areas of Applied Science, Applied Mathematics, Humanities and Allied Engineering disciplines. These courses are presented in Table-3.

### University Elective Courses

The University Electives are the courses offered by different academic Departments to the students of other disciplines. These courses are offered in either V or VI semester. A student must opt for a University elective course which is offered by any academic department other than his own. The University elective courses are shown in Table-4.

### Departmental Core Courses (DCC)

The departmental core courses consists of (15-16 numbers) courses considered essential for a chosen engineering / science discipline including, engineering design, seminar, industrial training and projects.

### Departmental Elective Courses (DEC)

The students are required to complete a number of Departmental Elective courses (7-8 numbers) offered by his / her parent Department. Every Department offers a wide variety of elective courses under this category.

### Humanities, Social Sciences and Management Courses (HMC)

The Humanities, Social Sciences and Management Courses consists of a 5 courses considered essential for a B. Tech. program to inculcate the essence of technical report writing, communication skills, engineering economics, management and professional ethics & human values.

### Applied Sciences and Mathematics Courses (ASC)

The Applied Sciences and Mathematics Courses consists of a 5 courses considered essential for a B. Tech. program to build the background for learning of engineering core courses.

### Allied Engineering Courses (AEC)

The students are required to complete at least 7-8 number of Allied engineering courses (majority of them taught as common courses) offered by engineering departments. These courses introduce to student a wide spectrum of knowledge in allied engineering domain connected to the main engineering stream of the course of study of the students of concerned departments.

**Table-2 Credits of different curricular components**

	<b>CURRICULAR COMPONENTS</b>	<b>Credits</b>
<b>(a)</b>	<b>Common Courses (First Year)</b>	
i.	Humanities, Social Sciences and Management (HMC)	03
ii.	Applied Sciences and Mathematics (ASC)	20
iii.	Allied Engineering (AEC)	19
	Total	42
<b>(b)</b>	<b>Departmental Core Courses (DCC)</b>	
i.	Core Courses	60-64
ii.	Engineering Analysis and Design	04
iii.	B. Tech. Project	12
iv.	Industrial Training	02
	Total	78-82
<b>(c)</b>	<b>Humanities, Social Sciences and Management Courses (HMC) (other than Common Courses)</b>	
i.	Humanities and Social Sciences	05
ii.	Management Studies	03
iii.	Professional Ethics and Human Values	02
	Total	10
<b>(d)</b>	<b>Allied Engineering Courses (AEC)</b>	<b>08</b>
<b>(d)</b>	<b>University Elective Course (UEC)</b>	<b>03</b>
<b>(e)</b>	<b>Departmental Elective Courses (DEC)</b>	<b>32-28</b>
	Grand Total	173

**Table-3 Common Courses for B. Tech. Programs**

**First Year**

**1st Semester**

S. No.	Course Title	Subject Area	Credit	Contact Hrs/Week			
				L	T	P	Total
Group A							
1	Mathematics – I	ASC	4	3	1	0	4
2	Physics – I	ASC	4	3	0	2	5
3	Chemistry	ASC	4	3	0	2	5
4	Basic Mechanical Engineering	AEC	4	4	0	0	4
5	Workshop Practice	AEC	2	0	0	3	3
6	Communication Skills	HMC	3	3	0	0	3
	Total		21	16	1	7	24
Group B							
1	Mathematics – I	ASC	4	3	1	0	4
2	Physics – I	ASC	4	3	0	2	5
3	Basic Electrical Engineering	AEC	4	3	0	2	5
4	Programming Fundamentals	AEC	4	3	0	2	5
5	Engineering Graphics	AEC	2	0	0	3	3
6	Introduction to Environmental Science	AEC	3	3	0	0	3
	Total		21	16	1	9	25

**First Year**

**2nd Semester**

S. No.	Course Title	Subject Area	Credit	Contact Hours/Week			
				L	T	P	Total
Group A							
1	Mathematics -II	ASC	4	3	1	0	4
2	Physics – II	ASC	4	3	0	2	5
3	Basic Electrical Engineering	AEC	4	3	0	2	5
4	Programming Fundamentals	AEC	4	3	0	2	5
5	Engineering Graphics	AEC	2	0	0	3	3
6	Introduction to Environmental Science	AEC	3	3	0	0	3
	Total		21	16	1	9	25
Group B							
1	Mathematics -II	ASC	4	3	1	0	4
2	Physics – II	ASC	4	3	0	2	5
3	Chemistry	ASC	4	3	0	2	5
4	Basic Mechanical Engineering	AEC	4	4	0	0	4
5	Workshop Practice	AEC	2	0	0	3	3
6	Communication Skills	HMC	3	3	0	0	3
	Total		21	16	1	7	24

**Table-4 University Elective Courses**

S.No.	SUBJECT CODE	SUBJECTS
1.	CO351	Enterprise & Java Programming
2.	CO353	E-commerce & ERP
3.	CO355	Cryptography & Information Security
4.	CO357	Operating System
5.	CO359	Intellectual Property Rights & Cyber Laws
6.	EC351	Mechatronics
7.	EC353	Computer Vision
8.	EC355	Embedded System
9.	EC357	Digital Image Processing
10.	EC359	VLSI Design
11.	EE351	Power Electronics Systems
12.	EE353	Electrical Machines and Power Systems

13.	EE355	Instrumentation Systems
14.	EE357	Utilization of Electrical Energy
15.	EE359	Non-conventional Energy Systems
16.	EE361	Embedded Systems
17.	EN351	Environmental Pollution & E- Waste Management
18.	EN353	Occupational Health & Safety Management
19.	EN355	GIS & Remote Sensing
20.	EP351	Physics of Engineering Materials
21.	EP353	Nuclear Security
22.	HU351	Econometrics
23.	MA351	History Culture & Excitement of Mathematics
24.	ME351	Power Plant Engineering
25.	ME353	Renewable Sources of Energy
26.	ME355	Combustion Generated Pollution
27.	ME357	Thermal System
28.	ME359	Refrigeration & Air Conditioning
29.	ME361	Industrial Engineering
30.	ME363	Product Design & Simulation
31.	ME365	Computational fluid dynamics
32.	ME367	Finite Element Methods
33.	ME369	Total Life Cycle Management
34.	ME371	Value Engineering
35.	MG351	Fundamentals of Financial Accounting and Analysis
36.	MG353	Fundamentals of Marketing
37.	MG355	Human Resource Management
38.	MG357	Knowledge and Technology Management
39.	PE351	Advance Machining Process
40.	PE 353	Supply Chain Management
41.	PE355	Work Study Design
42.	PE357	Product Design & Simulation
43.	PE359	Total Life Cycle Management
44.	PE361	Total Quality Management
45.	PT361	High Performance Polymers
46.	PT363	Separation Technology
47.	PT365	Non-Conventional Energy
48.	PT367	Polymer Waste Management
49.	PT369	Nanotechnology in Polymers
50.	PT371	Applications of Polymer Blends and Composite

### Course Coding

A course is identified by a course code designated by a string of alpha-numeric characters and a course title. In a Course Code, first two letters of the string indicate the Academic Department / Program code offering the course and the last three numbers designate particular course.

### Course Number

For all the courses, the first digit corresponds to the level (year) at which a course is normally offered. The last two digits denote the number of the course, which will usually be odd for courses offered in the Odd Semester and even for courses in the Even Semester. For example, the course, "Network Analysis and Synthesis, offered to B.Tech Electrical Engineering students in second year Odd Semester' is numbered as EE201.

### Abbreviations and Notations

**Credits: Cr**

### Teaching Engagements

Every course maintains a teaching schedule for which weekly contact hours are decided for delivering lectures (L), engaging tutorials (T) and / or performing practicals(P) to make learning in a course more effective. In the syllabi, the information regarding number of course credits and contact hours per week is denoted as: Credits (L – T – P); 4 (3 – 1 – 0)

### Weights for Course Evaluation

Evaluation in every course is based on the weights assigned to various components of the course curriculum. These components are designated as under :

CWS	Class Work Sessional
MTE	Mid Term Examination
PRE	Practical Examination
PRS	Practical Sessional
ETE	End Term Examination

In general, the relative weights assigned to different components of the entire course are as given in the table below:

S.NO.	Course Type			Examination		Relative Weights				
	L	T	P	TH	PR	CWS	PRS	MTE	ETE	PRE
1.	2	0	0	Yes	--	25	--	25	50	--
2.	3	0	0	Yes	--	25	--	25	50	--
3.	4	0	0	Yes	--	25	--	25	50	--
4.	3	1	0	Yes	--	25	--	25	50	--
5.	3	0	2	Yes	No	15	25	20	40	--
6.	3	0	2	Yes	No	15	15	30	40	--
7.	2	1	2	Yes	No	15	25	20	40	--
8.	2	1	2	Yes	No	15	15	30	40	--
9.	0	0	3	--	Yes	--	50	--	--	50
10.	0	0	6	--	Yes	--	50	--	--	50

Some examples are given below 'MA-101: Mathematics-I refers to a course offered by the Department of Applied Mathematics to the students of first year of the B. Tech. programs and is offered in the Odd semester and AP-102: Physics-II refers to a course offered by the Department of Applied Physics to the students of first year of the B. Tech. programs and is offered in the even semester

S.No.	Teaching Scheme				Contact Hours/ Week			Exam Duration (HR)		Relative Weights				
	Subject Code	Course Title	Subject Area	Credits	L	T	P	TH	P	CWS	PRS	MTE	ETE	PRE
1.	MA101	Mathematics-I	ASC	4	3	1	0	3	0	25	--	25	50	--
2.	AP102	Physics-II	ASC	4	3	0	2	3	--	15	15	30	40	--

### Credit System

The University follows a modern methods of continuous evaluation, which is prevalent in most of the professional institutions nationally and internationally, through a credit system in all its / programs. The system offers flexibility to progress at a pace commensurate with the capabilities of a student to minimum credit requirements. The award system follows letter grades on a 10-point scale, where the performance is measured in terms of weighted grade point averages (SGPA and CGPA). A student has to satisfy minimum CGPA and earned credit requirements to be eligible for the award of degree (Table-2).

## ORDINANCE FOR BACHELOR OF TECHNOLOGY PROGRAMS

Short Title & Commencement	1	(i)	This Ordinance shall be called the Ordinance 1A meant for the four-year Undergraduate Program of the Delhi Technological University for batches 2015-16 and onwards.
		(ii)	This Ordinance shall come into force with effect from such date as they are notified.
	2	(i)	"Applicant" shall mean an individual who applies for admission to any undergraduate (UG) program of the University;
		(ii)	"Academic Centre" means center established in the university for running the academic and research activities;
		(iii)	"AC" and "Council" shall mean the Academic Council of the Delhi Technological University;
Definitions (Unless the Context requires otherwise)		(iv)	"Academic Program" includes a program of courses or any other component leading to a Bachelors degree;

	(v)	“BoM” shall mean the Board of Management of the University;
	(vi)	“BoS” means Board of Studies of the concerned Department;
	(vii)	“CGPA” shall mean the Cumulative Grade Point Average;
	(viii)	“Coordination Committee” shall mean the Committee of the faculty members involved in a course;
	(ix)	“COE” means Controller of Examination of the University;
	(x)	“Course” shall mean a curriculum component of the academic program identified by a designated code number, a title and specific credit assigned to it;
	(xi)	“Course Coordinator” shall mean a faculty member who shall have full responsibility for the course; coordinating the work of faculty member(s) involved in that course, including examinations and the award of grades;
	(xii)	“DA-UG” shall mean the Dean, Academics (UG);
	(xiii)	“Degree” shall mean the Bachelor of Technology degree viz. B. Tech. degree of the University as may be approved by the BoM from time to time;
	(xiv)	“DOSW” shall mean the Dean of Students Welfare.
	(xv)	“Faculty Advisor” shall mean a teacher nominated by the Department to advise a student on the courses to be taken by him and other matters related to the academic program;
	(xvi)	“Grade Moderation Committee” shall mean the committee appointed by the BoS to moderate grades awarded by the Course Coordinators in different courses in a semester at a given level of a curriculum;
	(xvii)	“JEE” shall mean the Joint Entrance Examination (Main) for admission to undergraduate (B. Tech.) program of the Delhi Technological University;
	(xviii)	“NRI Student” shall mean the student who is admitted against NRI / PIO / FN category;
	(xix)	“OBC” shall mean the other backward classes as notified by the Government of India / Govt. of NCT of Delhi from time to time;
	(xx)	“PD” shall mean the persons with disability as specified by the Government of India from time to time;
	(xxi)	“Registration” means registration for course or semester at the start of the semester of any program of the University;
	(xxii)	“SC / ST” shall mean the scheduled castes and scheduled tribes as notified by the Government of India / Govt. of NCT of Delhi from time to time;
	(xxiii)	“Scheme of Teaching and Examination” shall mean the scheme of teaching and examination for a branch of study as approved by the BoM;
	(xxiv)	“SGPA” shall mean the Semester Grade Point Average;
	(xxv)	“Student” shall mean a student registered for an undergraduate program for full-time study leading to the B. Tech. degree;
	(xxvi)	“UG” shall mean the Under Graduate;
	(xxvii)	“UG Program” shall mean a program of courses and / or any other component leading to the Bachelor of Technology degree in a specified discipline / branch;
	(xxviii)	“University” shall mean the Delhi Technological University;
	(xix)	“UTTC” shall mean University Time Table Committee; Note: ‘He’ and ‘His’ imply ‘he / she’ and his / her’, respectively.
<b>Ordinance</b>	(3) (1)	The University shall offer such UG Program and of such minimum duration as the BoM may approve on the recommendation of the AC either on its own or on the initiative of a Department / Academic Centre, and / or on the direction of the BoM.
	(2)	The procedure for starting a new program, temporarily suspending a program or phasing out a program shall be such, as may be laid down in the Regulations.
	(3)	The minimum entry qualifications and the policy and procedure of admission to UG program shall be such as may be approved by the AC and BoM.
	(4)	AUG student shall be required to earn a minimum number of credits through various curricular components like teaching / laboratory courses, seminar, industrial training, project etc. at the University or at such other institutions as have been approved by the University.
	(5)	A UG student shall be required to complete all the requirements for the award of the Bachelors Degree within such period as may be specified in the Regulations.



	(6)	The date of initial registration for the UG program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
	(7)	A student shall be required normally to attend every lecture, tutorial and laboratory class. However, for late registration, sickness or other such exigencies, absence may be allowed as provided in the Regulations.
	(8)	A UG student may be granted such scholarship / Studentship / assistantship / stipend, etc. and awarded such prizes and medals as may be specified in the Regulations in accordance with the directions of the Government of India Govt. of NCT Delhi and / or the decision of the AC / BoM.
	(9)	The procedure for the withdrawal from a UG program rejoining the program, the award of grades and the SGPA / CGPA, the examination and all such matters as may be connected with the running of a program shall be such as may be specified in the Regulations.
	(10)	The award of the UG degree to an eligible candidate shall be made in accordance with the procedure laid down in the Regulations.
	(11)	Notwithstanding anything contained in the above Ordinance, no Regulations shall be made in contravention of the decision of the BoM / AC in regard to the duration of the program and the number of studentships and the procedure of admission and the percentage of students of various categories, viz. reserved (SC, ST, OBC, PD, NRI, FN, PIO) and unreserved categories. The Regulations for the UG program shall be approved by the AC and the BoM.
	(12)	In special circumstances, the Chairman of the BoM may, on behalf of the BoM, approve amendment, modification, insertion or deletion of an Ordinance(s), which in his opinion is necessary or expedient for the smooth running of a program: Provided that all such changes shall be reported to the BoM in its next meeting for approval.

### REGULATIONS TO ORDINANCE 1 (A)

<b>Short Title &amp; Commencement</b>	<b>1</b>	(1)	These Regulations shall be called the Regulations 2015 for the four-year Undergraduate Program of the Delhi Technological University.
		(2)	These Regulations shall come into force with effect from such date as they are notified.
<b>Undergraduate Programs</b>	<b>2</b>	(1)	The University may offer such undergraduate programs leading to Bachelor of Technology i.e B. Tech degree (s) as may be approved by the AC and the BoM.
		(2)	The list of currently offered UG programs and the broad course structure are given in Table-1. The structure and program may be amended / modified in accordance with the decision of the AC / BoM. (as per Annexure-A)
		(3)	The duration of UG programs leading to degrees of B. Tech. is normally four years. However, the maximum duration for the UG program for the degree of B. Tech. is seven years from the date of initial registration. The maximum duration of the program include the period of withdrawal, absence and different kinds of leaves permissible to a student, but it shall exclude the period of rustication. The duration for the UG program may be altered in accordance with the decision of the AC / BoM.
<b>Board of Studies (BoS)</b>	<b>3</b>		The Board of Studies (BoS) shall be a sub-committee of the AC, which shall consider all the academic matters related with the Department. It shall also consider and recommend to the AC the broad framework and policies related to the UG programs offered by the University. The composition of BoS of the Department shall consist of the following members, namely: - Head of the Department (Chairman), All professors of the Department (Members), Two experts appointed by Vice Chancellor (Members) and Two Associate Professors of the Department by rotation (Members) for a period of two years.
<b>Phasing out of a Program</b>	<b>4</b>		The phasing out of any UG program may be considered by the AC on the recommendation of the BoS. Also, a program may be phased out by the AC if, consecutively for three years, the number of students registering for the program is less than 40% of the sanctioned intake of the students.

<b>Starting a New Program</b>	<b>5</b>	(1)	The BoM may approve the starting of a new program or a modified program in lieu of the old phased-out program on the recommendation of the BoS and the AC.
		(2)	A new program may be considered and recommended by the AC to the BoM for its consideration and approval. Such a proposal will be initiated by a Department through its BoS.
<b>Semester System</b>	<b>6</b>	(1)	The academic programs in the University shall be based on semester system; Odd and even semesters in a year with winter and summer vacations. A number of courses shall be offered in each semester.
		(2)	Each course shall have a certain number of credits assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, assignments or field study or self study and projects.
		(3)	The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student.
<b>Admissions</b>	<b>7</b>	(1)	Admission to all Under Graduate programs shall be made through the JEE (Main). The policy of admissions, the eligibility thereof and other issues pertaining to JEE shall be such as may be approved by AC / BoM.
		(2)	NRI / PIO / Foreign national either residing in India or abroad may be admitted to any UG program in accordance with the policy guidelines laid down by the AC / BoM.
<b>Allotment of Branch/Program and its change</b>	<b>8</b>	(1)	The allotment of branch to a student shall be made at the time of counseling on the basis of merit in JEE (Mains) and according to the preference of the student and the availability of seats.
		(2)	Final up-gradation of branches at the end of First year will be done on the basis of choices filled at the time of counseling.
<b>Academic registration</b>	<b>9</b>	(1)	Every student shall be required to register in each semester on the scheduled date as per academic calendar of the University till the completion of the degree. If the student does not register on scheduled date he / she has to pay late registration fee notified from time to time upto a maximum of 10 working days. Registration in absentia may be permitted by the Dean Academic (UG). In absentia registration may be allowed only in rare cases such as illness or any other contingencies, at the discretion of the Dean Academics (UG).
		(2)	In case, a student is proceeding on industrial training / internship, late registration may be allowed only up to a maximum of 10 working days after the scheduled registration date without late registration fee by the Dean Academic (UG).
<b>Chairman, UTTC</b>	<b>10</b>	(1)	All the Time Table related work of First year courses shall be looked after by the Chairman, University Time Table Committee.
		(2)	The Chairman University Time Table Committee shall assign the time slots for the I Year courses and will allot lecture halls / tutorial rooms for 1st year students. The Chairman, UTTC shall be required to seek the details of subject teachers from the concerned academic Departments and prepare the 1st year time table accordingly. The time table will also be displayed on the student's notice board / DTU website for the information of students. This task shall be completed at least one week before the commencement of semester.
<b>Subject Registration</b>	<b>11</b>	(1)	Every student shall be required to register for the courses that he / she wants to study for earning credits and his / her name will appear in the roll list of each of these courses. No credit shall be given if a student attended a course of which he or she has not registered. The performance of a student in all the courses, for which he / she has registered, shall be included in his / her grade card (s).
		(2)	Student should first register for the courses in which he / she has been declared failed in the previous year / semester and then register for the remaining courses of the semester to make up the total required credits for that semester. However, a student shall not be allowed to register for the courses offered to students of third year, if he / she has not cleared all the courses of first year and a

			student shall not be allowed to register for the courses offered to students of fourth year, if he / she has not cleared all the courses of second year.
		(3)	Those students who are joining the first year of the UG program shall complete the registration procedure on a specified registration date as per academic calendar / schedule notified from time to time.
		(4)	A student may normally register for a minimum of 16 credits and a maximum of 32 credits. In case the student is not allowed to register the courses of current semester due to backlog of course(s) of previous year(s), he / she may register for credits less than 16 depending on number of backlog of course(s) of previous year (s).
		(5)	A student shall have the option to add or delete courses from his / her registration during the first ten days of the semester as per Academic Calendar.
<b>Program Advisor</b>	<b>12</b>		A program Advisor shall be appointed by the Head of the Department for each program who will advise the students for registration.
<b>Course Coordinator</b>	<b>13</b>		Every course / subject offered by a Department shall be coordinated by a Course Coordinator appointed by the Head of the Department. The Course Coordinator shall have full responsibility for the course. He / she shall coordinate the work of other faculty members involved in that course in respect of their participation in various activities related to the course including continuous evaluation of the students through tests, quizzes, assignments, mid-term and end term examination and the award of the grades.
<b>Minimum Number of Students required for an elective Course</b>	<b>14</b>		An elective course in a Department shall run only if a minimum of 20 numbers of students register for it in a semester. However, the minimum number of student may be 15 in case the strength of the batch of student in the particular Department depletes below 40. Similarly a University Elective shall run only for a minimum number of 60 students.
<b>Course Code</b>	<b>15</b>		Each course offered by the University shall be identified by a course code, normally consisting of a string of five-alpha-numeric characters followed by a course title. The first two characters in a course code shall be capital letters identifying the responsible Academic Department offering the course. The next three characters are numerical digits: the first one normally specified the year of study and the last two digits specify the course number and the semester in which the course shall be offered. Normally odd number in the course code will indicate that the course will be offered in the odd semester and the even number will indicate that the course will be offered in the even semester of the year. For all the UG programs normally, 100 series shall be for the courses in first year 200 for the courses in the second year and so on.
<b>Course Credits</b>	<b>16</b>		Each course shall have an integer number of Credits, which reflects its weight. The number of credits of a course in a semester shall ordinarily be calculated as under:
		(1)	Lectures / Tutorial: One lecture hour per week shall normally be assigned one credit. One hour of tutorial per week shall be assigned one credit. However, the credits may be adjusted further by taking into consideration the quantum of work required to be put in by a student for learning the course having two / three hours of contact every alternate week shall have one credit only.
		(2)	Practicals: One laboratory hour per week shall normally be assigned half a credit. Not more than three credits may be assigned to a practical course having only laboratory component. The courses having two / three hours of contact every alternate week shall have one credit only.
<b>Course Evaluation</b>	<b>17</b>	(1)	A student shall be evaluated for his / her academic performance in a course through tutorials, practicals, home work assignments, term papers, field work / industrial training, seminars, quizzes as class work Sessionals (CWS) and Practical Sessional (PRS) Mid Term Examination (MTE), End Term Examination (ETE) and Practical Examination (PRE) as applicable according to the guidelines formulated by the AC.

		(2)	The distribution of weights for each component shall be announced by the Course Coordinator at the beginning of the Course, subject to such stipulations as are given in the Scheme of Teaching and Examination for a given program.
		(3)	The criteria for continuous evaluation of any subject be declared in the very first week of commencement of the classes.
		(4)	Answer sheets of the test (s) and examination (s) cannot be written in Pencil.
		(5)	Evaluation of Answer sheets (s) should not be in pencil.
		(6)	A student can go through his / her answer sheets (s) of MTE and the ETE and point out any discrepancy in its evaluation on a day fixed by the Course Coordinator / Chairman, Grade Moderation Committee. Objections will be entertained right then, and not even on the next day.
		(7)	Head of Departments will ensure that End Term Examination answer sheets are shown to the students before the day of moderation, on a date to be specified and prominently displayed by the respective teachers. Further, the answer sheets be preserved by the concerned teacher for six months, before handing over to Departmental stock for disposal.
		(8)	The answer sheets of the End Term Examination shall not be shown to a student after finalization of the grades by the Grade Moderation Committee.
		(9)	The industrial / field training shall normally be evaluated through the quality of work carried out, the report submission and presentation(s) but the project shall be evaluated normally by Mid Term seminar(s), quality of work carried out, project report submitted and the viva-voce examination.
<b>Conduction of Examination</b>	<b>18</b>	(1)	Each Course Coordinator (s) shall prepare and type his / her question paper, set for Mid-Term and End-Term Examination. In case the course is taught by many faculty members papers shall be set in consultation with all the faculty members teaching the course to avoid confusion arising due to coverage of course by each faculty member. The question paper may be got photocopied in his / her presence to maintain confidentiality and should be kept under his / her custody till it is delivered to Superintendent of Examination in sealed envelope 45 minutes prior to conduct of the particular End Term Examination.
		(2)	Mid-Term Examination will be conducted by course coordinator and the faculty members concern during the slot notified by the Controller of Examination.
		(3)	While the question paper is set, the Mid Term Examination papers will not have any alternative, however 20-30% alternatives may be admissible in the End Term Examination paper.
		(4)	The End Term Examination will be conducted through Superintendent of Examination, appointed by Vice Chancellor, DTU from time to time.
		(5)	The evaluation of Mid and End Term answer sheets of 1st year students may be carried out either by checking one question by one group of examiners and similarly other questions checked by other groups extending the procedure to whole lot of answer sheets. [Centralized checking]  OR The examiner for one batch shall be other than the instructor of that batch (An / Bn). The examiner of one batch (An / Bn) will check the answer sheets of other batch and this process is rotated for all batches. [Batch based checking].  The same be decided by the coordinating examiner on recommendations by BoS of the concerned Department.
		(6)	The evaluation of answer sheets for Mid and End Term Examination of 2nd-4thyr B. Tech. students shall be done in a de-centralized manner by the concerned examiners.

		(7)	Evaluation process should be concluded within specified days from the end of the schedule of Examination: Mid Term Examination – One week End Term Examination-Two weeks
		(8)	A notification of slot / date / venue be issued by concerned faculty member under intimation to Controller of Examination for showing answer sheets to the students. Both Mid Term & End Term Answer sheets should be shown to the students by the concerned faculty members.
		(9)	Policy adopted by individual faculty member for evaluation of answer sheets should be uniform and consistent, and in case any moderation is done for the marks the same should uniformly be applied under intimation to Controller of Examination.
<b>Grading System</b>	<b>19</b>	(1)	The academic performance of a student shall be graded on a 10-point scale as per the guidelines given in Annexure-B. The letter grades and their equivalent grade points are listed in Table-5.
		(2)	The letter Grades awarded to a student in all the courses shall be converted into a semester and cumulative performance index called the semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), to be calculated by the procedures given in Annexure-B of these Regulations.
		(3)	At the end of the program, a student with CGPA of 8.5 and above shall be awarded 'First Division with Distinction' and a student with CGPA between 6.75 and 8.5 shall be awarded "First Division".
		(4)	All the passing out students of a class shall be given ranks as "Rank XXX in a class of YYY Students".
<b>Grade Moderation Committee</b>	<b>20</b>	(1)	The BoS of Academic Department (s) will constitute the Grade Moderation Committee for all the Academic Courses under its purview. The Head of the Department shall be the Chairman of the Committee, and other members shall consists of 2- Professors of the Department, 2 Associate Professors of the Department and 2 Assistant professors of the Department. This committee shall the responsible for adherence to the guidelines for the award of grades and shall include all the concerned Course Coordinators. The Chairman, Grade Moderation Committee shall be responsible for the display of grades in the Department and for forwarding the final grades to the Controller of Examination. The Chairman, Grade Moderation Committees shall also retain the record-copies of the marks and the grades along with the statistical parameters for all the courses moderated. The general guidelines for the moderation of grades are given in Annexure-C. One copy of distribution of marks and the question paper will be sent to the Controller of Examination along with grades by the Department.
		(2)	The Grade Moderation Committee for the common courses offered to first year shall consist of all the course Coordinators of the courses offered to the first year students in a semester with the Dean Academic (UG) as the Chairman. The Chairman, Grade Moderation Committee shall be responsible for the display of grades and for forwarding the final grades to the Controller of Examination. The Chairman Grade Moderation Committee shall also retain the record copy of marks and grades along with the statistical parameters for all the courses moderated by the Committee.
<b>Scrutiny of Grades, Tabulation and declaration of Results</b>	<b>21</b>	(1)	A student may apply for scrutiny of grades to the Chairman BoS, within three days from the scheduled date of display of grades. A committee consisting of the Dean Academic (UG), the concerned Chairman of the Grade Moderation Committee and the course Coordinator may check the entry of the weights from different components of evaluation and their addition. The results of scrutiny may lead to either a change in Grade due to mistake(s) in any of the aspects scrutinized by the committee or the Grade may remain unchanged. The results will be intimated to the Controller of Examination within three days from the date of receiving the application in the Department as per Academic Calendar. For the first year common course, the Chairman of the Grade Moderation Committee and the Course Coordinator shall constitute the Scrutiny Committee.



		(2)	In exceptional circumstances the grade(s) of a student or a number of students may be scrutinized by a Committee constituted by the VC.
		(3)	The Controller of Examination shall organize the tabulation of grades and declaration of results. CoE shall be the custodian of records related to examination and results.
<b>Unfair Means</b>	<b>22</b>		In case a student is found adopting or suspected of adopting unfair means before, during or after the examination, or lifting or copying of work (s) of someone else and inserting it in his class work submissions, Project, Dissertation etc. without proper acknowledgement, credit and reference, such penal action shall be taken by the University against the student as may be necessary and adequate to uphold the sanctity and integrity of the examination system and the credibility of the University. The general instruction for penal action for use of unfair means are given in Annexure - D.
		(1)	All the cases regarding use of unfair means practices in the examinations shall be reported and placed before the 'Unfair Means Scrutiny Committee'. The Controller of Examinations shall convene the Unfair Means Scrutiny Committee from time to time as per the requirements.
		(2)	The Unfair Means Scrutiny Committee shall be constituted as under: 1. Dean Academic (UG)- Chairman 2. Dean Academic (PG)-Member 3. Dean of Students Welfare-Member 4. Head of the concerned Department-Member 5. Controller of Examinations-Member 6. AR Academic-(UG)-Member 7. Asstt. Controller of Examination-Convener
		(3)	For Project, Class Work Submission, Mid Term Examination etc., the Course coordination committee may report the matter to the BoS. The BoS may after considering the matter reported to it and after giving an opportunity to the concerned student(s) to explain his / her conduct impose appropriate penalty, including the award of grade in the concerned course (s) on the concerned students(s).
<b>Attendance, Absence, Leave and Withdrawals</b>	<b>23</b>	(1)	All the students of UG program are expected to attend every lecture, tutorial, practical or drawing class scheduled for them.
		(2)	The students of UG must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and practicals, held in a subject in order to be eligible to appear at the End Term Examination for that subject.
		(3)	The Dean Academic (UG), authorized by the Vice Chancellor for this purpose may relax the minimum attendance upto 10% for reasons to be recorded. This relaxation may be granted on production of documents showing that the student was either busy in the authorized activities or suffering from any disease. The student should submit these documents to the course coordinator and Chairman BoS within seven days of resuming the studies.
		(4)	Under exceptional circumstances, the Vice Chancellor may further relax the minimum attendance upto 5%.
		(5)	Attendance of the students shall be monitored and displayed during a semester as per the guidelines approved by the AC / BoM. The guidelines for monitoring the attendance of the students are given in Annexure-E.
		(6)	The names of the students whose attendance is less than 75% {subject to the relaxation mentioned in 23 (3) and / or 23 (4)} in the classes held in a course will be intimated by the Course Coordinator on the last teaching day, to the Chairman, BoS, who will consolidate the list for all such students for all the courses of a given yearly level of a program and display it on the notice board of the Department. The list of such students shall also be forwarded to the COE. These students shall not be allowed to appear in the end term examination of that course and shall be awarded the grade 'F' irrespective of their

			performance in Class Work Sessional (CWS) / Mid Term Examination (MTE), etc.
<b>Make-up Examination on Medical / Extra Ordinary Ground</b>	<b>24</b>	(1)	Students who have missed the Mid-term Examination for valid reasons (Annexure F) may become eligible for a make-up examination subject to the permission given by the Dean Academic (UG) on the clear cut recommendations of Chairman BoS considering the merit of the case. It may be given to the deserving students. The student should make an application to the Dean, Academic UG, through Chairman BoS, within ten working days from the date of the examination missed, explaining the reasons for their absence. Applications received after this period will not be entertained. Further, there will be no makeup of the makeup examination.
		(2)	If a student is absent during End Term Examination of a course due to medical reasons or other special circumstance (Annexure - F), he / she may apply for the award of 'I' grade to the Chairman BoS of the concerned Department offering the course, through the Course Coordinator, make-up-examination will be allowed only if a student has not been disqualified earlier, due to shortage of attendance. The Chairman BoS may forward this request to Dean Academic (UG) and COE. Make-up examination shall be normally held along with the Supplementary Examination of End Term Examination to convert 'I' grade to proper letter grade.
<b>Supplementary Examination</b>	<b>25</b>	(1)	Supplementary examination in any course (s) shall be permissible only in the semester (s) in which the course (s) is / are run, Supplementary examination will be held during vacations or latest by one month of the commencement of the next semester, which will be announced by Dean Academic (UG).
		(2)	A student will carry the marks obtained by him / her in the Mid Term Examination, Practical examination and Sessional.
		(3)	The highest grade that can be awarded in the Supplementary Examination shall be 'D'.
		(4)	Supplementary-Examination will be allowed only if a student has not been disqualified earlier, either due to shortage of attendance or use of unfair means.
<b>Withdrawal from Course</b>	<b>26a</b>		A student who wants to withdraw from a course shall apply through the Chairman BoS to the Dean Academic (UG), on a prescribed form within one week from the end of the Mid Term examination under the advice of his / her program Advisor. If his / her request for withdrawal is granted, it will be recorded in the registration record of the student and the concerned Course Coordinator will be informed about it. The student will be awarded a withdrawal grade at the end of the semester.
<b>Semester Withdrawal</b>	<b>26b</b>		In case a student is unable to attend classes for more than four weeks in a semester he / she may apply to the Dean Academic (UG) through Chairman BoS, for withdrawal from the semester, which shall mean withdrawal from all the registered courses in the semester. However, such application shall be made under the advice of the Program Advisor, as early as possible and latest before the start of the End Term Examination. Partial withdrawal from the semester shall not be allowed.
<b>Semester Withdrawal on Medical Grounds</b>	<b>26c</b>	(i)	In case the period of absence on medical grounds is more than twenty working days during the semester, a student may apply for withdrawal from the semester, if he / she so desires. But as per provisions of Section 26b application must be made to the Dean Academic (UG) through Chairman BoS under the advice of the program advisor, as early as possible and latest before the beginning of end term examination.
		(ii)	Any application on medical grounds shall be accompanied with a medical certificate from University Doctor / Medical Officer. A certificate from a registered medical practitioner containing the registration number may also be accepted in those cases where a study is normally residing off-campus or becomes ill while away from the University.

<b>Rustication / Suspension / Withdrawal from a Semester / year</b>	<b>26d</b>		A student rusticated from the University or suspended or debarred the classes due to any reason whatsoever or having withdrawn from a semester / year on medical grounds, shall have to meet the requirement of 75% attendance in each course in a semester and shall have to complete the program within its maximum time limit of seven years for Four Year UG program as specified in Regulations excluding the period of rustication if any.
<b>Termination of enrolment</b>	<b>27</b>		<p><b>Due to Absence</b></p> <p>If a student registered in the first year of the program is continuously absent from the classes for more than four weeks without informing the Course Coordinators, the Coordinator shall immediately bring it to the notice of Chairman, BoS, of the concerned Department for informing the Dean Academic (UG). The names of such students shall be removed from the University rolls and such absence during first year will render the student ineligible for re-admission.</p>
		(a)	<p><b>On Academic Grounds</b></p> <p>The student who has earned not more than 10 credits at the end of first semester shall be given a warning for his / her poor performance by Dean Academic (UG). The enrolment of a student in a program shall stand terminated if he / she fails to earn 18 credits at the end of first year. The communication regarding termination of enrolment shall be issued by the Dean Academic (UG) within fifteen days from the date of declaration of results.</p>
		(b)	The duration of the B. Tech. program is 4 years i.e. 8 semesters. The enrolment of a student will stand cancelled at the end of 7 years from the date of initial registration in the first semester.
		(c)	A student whose enrolment has been terminated may appeal to the VC for reconsideration within fifteen days from the date of issuance of the communication of termination and the appeal will be disposed off within fifteen days. If the appeal is allowed, his / her registration and enrolment shall be restored.
<b>Earned Minimum Credits and Minimum CGPA for the Degree</b>	<b>28</b>	(1)	The credits for the courses in which a student has obtained 'D' (minimum passing grade for a course) grade or higher shall be counted as Credit earned by him / her. A student who has a minimum CGPA of 5.0 and earned the required number of credits as specified in the UG curriculum he / she is registered for, is eligible for the award of the respective degree.
		(2)	A student who has earned the minimum credits required for a degree but fails to obtain the minimum specified CGPA for this purpose, shall be allowed to register in course (s) till the minimum CGPA is attained within the maximum time limit for different programs.
<b>Scholarship, Prizes, Medals and Merit Certificate</b>	<b>29</b>	(1)	The University shall award the merit-cum-means (MCM) scholarships, University free studentship, SC / ST category University scholarship and other scholarships, award and prizes to the student of UG programs as may be approved by the AC / BoM. Other scholarships may be awarded by the University from the grant from individuals, trusts organizations and the Governments with a view to provide financial assistance to needy students under the terms and conditions specified by the University. Announcements on these scholarships stating eligibility and the value of scholarships etc. shall be made by the University while inviting applications from time to time.
		(2)	Those students, who have been punished for unfair means during Mid Term Examination (MTE) or End Term Examination (ETE) or in Seminars / project / etc. or for serious act of indiscipline shall not be awarded Merit-cum-Means Scholarship and other trust scholarship or Medals, Prizes and awards for that academic session only.
		(3)	Student may draw scholarships from outside sources only if permitted by Dean Academic (UG).
<b>Interpretation of Regulations</b>	<b>30</b>		In case of any dispute, difference of opinion in interpretation of these Regulations or any other matter not covered in these Regulations, the decision of the Chairman, AC shall be final and binding.



<b>Emergent Cases</b>	<b>31</b>		Not with standing anything contained in the above Regulations, the Chairman of the AC may, in emergent situation, take such action including insertion, suspension or modification of any Regulation(s) on behalf of the AC as he deems appropriate and report it to the next meeting of the AC for its approval.
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**COURSE STRUCTURE FOR B. TECH. PROGRAM**  
First Year

**ANNEXURE: A**

<b>1<sup>st</sup> Semester</b>			
<b>S.No.</b>	<b>Subject</b>	<b>Credits</b>	<b>Category</b>
1.	Mathematics-I	4	ASC
2.	Physics-I	4	ASC
3.	Chemistry / Basic Electrical Engineering	4	ASC / AEC
4.	Basic Mechanical Engineering / Programming Fundamentals	4	AEC
5.	Workshop Practice / Engineering Graphics	2	AEC
6.	Communication Skills / Environmental sciences	3	HMC/AEC
	Total	21	
<b>2<sup>nd</sup> Semester</b>			
<b>S.No.</b>	<b>Subject</b>	<b>Credits</b>	<b>Category</b>
1.	Mathematics-II	4	ASC
2.	Physics-II	4	ASC
3.	Basic Electrical Engineering / Chemistry	4	AEC / ASC
4.	Programming Fundamentals / Basic Mechanical Engineering	4	AEC
5.	Engineering Graphics / Workshop Practice	2	AEC
6.	Environmental sciences / Communication Skills	3	AEC / HMC
	Total	21	

**Second Year**

<b>3<sup>rd</sup> Semester</b>			
<b>S.No.</b>	<b>Subject</b>	<b>Credits</b>	<b>Category</b>
1.	Allied Engineering Course-1	4	AEC
2.	Department Core Course-1	4	DCC
3.	Department Core Course-2	4	DCC
4.	Department Core Course-3	4	DCC
5.	Engineering Analysis and Design	4	DCC
6.	Humanities / Management Course	3	HMC
	Total	23	
<b>4<sup>th</sup> Semester</b>			
<b>S.No.</b>	<b>Subject</b>	<b>Credits</b>	<b>Category</b>
1.	Allied Engineering Course-2	4	AEC
2.	Department Core Course-4	4	DCC
3.	Department Core Course-5	4	DCC
4.	Department Core Course-6	4	DCC
5.	Department Core Course-7	4	DCC
6.	Humanities / Management course	3	HMC
	Total	23	

### Third Year

5 <sup>th</sup> Semester			
S.No.	Subject	Credits	Category
1.	Department Core Course-8	4	DCC
2.	Department Core Course-9	4	DCC
3.	Departmental Elective Course-1	4	DCC/DEC
4.	Department Elective Course-2	4	DCC/DEC
5.	University Elective Course	3	UEC
6	Professional Ethics and Human Values/ Technical Communications	2	HMC
	Total	21	
6 <sup>th</sup> Semester			
S.No.	Subject	Credits	Category
1.	Department Core Course-10	4	DCC
2.	Department Core Course-11	4	DCC
3.	Department Core Course-12	4	DCC
4.	Department Elective Course-3	4	DEC
5.	Department Elective Course-4	4	DEC
6.	Technical Communications /Professional Ethics and Human Values	2	HMC
	Total	22	

\* Individual departments may swap DCC courses in V / VI semester with DEC courses and vice-versa subject to the condition that the total credits at the end of Third year remain the same.

### Fourth Year\*\*

7 <sup>th</sup> Semester			
S.No.	Subject	Credits	Category
1.	B. Tech. project	4	DCC
2.	Training Seminar	2	DCC
3.	Department Core Course-13	4	DCC
4.	Department Core Course-14	4	DCC
5.	Department Elective Course-5	4	DEC
6.	Department Elective Course-6	4	DEC
	Total	22	
8 <sup>th</sup> Semester			
S.No.	Subject	Credits	
1.	B. Tech. Project (Contd. From VII semester)	8	DCC
2.	Department Core Course-15	4	DCC
3.	Department Elective Course-7	4	DEC
4.	Department Elective Course-8	4	DEC
	Total	20	

\*\* Individual departments may swap DCC courses in VII/VIII semester with DEC courses and vice-versa (excluding the Project) subject to the condition that the total credits at the end of Fourth year remain the same.

Table-5 STRUCTURE FOR GRADING OF ACADEMIC PERFORMANCE

Academic Performance	Grades	Grade Points
Outstanding	A <sup>+</sup>	10
Excellent	A	9
Very Good	B <sup>+</sup>	8
Good	B	7
Average	C <sup>+</sup>	6
Below Average	C	5
Marginal	D	4
Poor	F	0
Incomplete	I	--

**Explanation:****'F' Grade**

The 'F' grades denote poor performance, i.e. failing course. 'F' grade is also awarded in case of poor attendance (see attendance Rules)

For the other (elective) course in which 'F' grade has been awarded, the student may take the same course or any other course from the same category. Further, 'F' grade secured in any course stays permanently on the grade card. The weight of 'F' grade is not counted in the calculation of the CGPA however, it is counted in the calculation of the SGPA.

In case a student is awarded a failing grade in the major project, he/she shall have to repeat the course in the form of a new project. Such a student will have to work full time on the project for a minimum period of four months and maximum 'B' grade can be awarded to the student.

**'I' grade**

This refers to an 'incomplete' grade which is required to be converted into a regular letter grade as provided in section 24(2) of Regulations for the B. Tech programs. The guidelines for the award of 'I' grade are given in Annexure-B 3.

**Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)**

$$\text{S.G.P.A.} = \frac{\sum_{i=1}^n C_i \times P_i}{\sum_{i=1}^n C_i}$$

Where,

C<sub>i</sub>= Number of Credits of the i<sup>th</sup> course of a semester for which SGPA is to be calculated

P<sub>i</sub>= Grade Point obtained in i<sup>th</sup> course

i=1,.....m, represent the number of course in which a student is registered in the concerned semester.

$$\text{C.G.P.A.} = \frac{\sum_{i=1}^m C_i \times P_i}{\sum_{i=1}^m C_i}$$

Where,

C<sub>i</sub>= Number of Credits of the i<sup>th</sup> course of a semester.

P<sub>i</sub>= Grade Point obtained in i<sup>th</sup> course. A grade lower than 'D' (i.e. grade point < 4) in a course shall not be taken into account.

i=1,.....m, represent the number of courses in which a student was registered and obtained a grade not lower than 'D' upto that semester for which CGPA is to be calculated.

**General Guidelines for the Award of Grades**

The following are the general guidelines for the award of grades:

- All evaluations of different components of a course shall be done in marks for each student.
- The marks of various components shall be reduced to approved weights as indicated in the scheme of Teaching and Examination and added to get total marks secured on a 100-Point scale. The rounding off shall be done only once and on the higher side.
- The method suggested in Annexure-B1 shall be used for the award of grades with or without marginal adjustment for natural cut-offs.
- In case of any difficulty the method suggested in Annexure-B2 can be used.
- It is suggested that there will not be more than 10% (rounded off to near integer value) A+ grade.
- The provisional grades shall be awarded by the Coordination Committee of the course consisting of all the teachers

involved in that course. The course coordinator shall have full responsibility for this purpose.

- (vii) The grades so awarded shall be moderated by Moderation Committee of a Department.
- (viii) For a student to get passing grade, he/she will have to appear in End Term Examination.
- (ix) The procedures for evaluation and award of grades for major project and industrial training seminar shall be as given in the Annexure B4-B5 of Regulations for the B. Tech programs.

#### ANNEXURE-B1

##### Statistical Method for the Award of Grades (For Courses in which number of students is more than 30)

For the award of grades in a course, all component-wise evaluation shall be done in marks. The marks of different components viz. Mid Term Examination (MTE), End Term Examination (ETE), Course Work Sessionals (CWS) and Practical Sessionals (PRS) would be reduced to relative weights of each components as approved by the AC and added. Marks so obtained shall be out of 100 and the same would be converted to grades following the guidelines given below:

The statistical method shall invariably be used, with marginal adjustment for natural cut-off. The mean and the standard deviation of marks obtained of all the students in a course shall be calculated and used to convert the marks into normal variate (Z). The normalized marks (Z) shall be arranged in decreasing order to work out ranges for different letter grades.

$$Z = \frac{X - \bar{X}}{\sigma}$$

Where X = Actual Marks obtained,  $\bar{X}$  = Mean of marks and  $\sigma$  = Standard deviation.

The grade boundaries are left to the discretion of Moderation Committee. However, a minimum of 'D' grade will be awarded if the student scores more than 35 marks in aggregate in a course. The set of boundaries for Z variate is mentioned in the Table-6 below:

Table-6 : Set of Boundaries for Z variate

Lower Range of Z	Grade	Upper Range of Z
>1.5	A <sup>+</sup>	--
>1.0	A	≤ 1.5
>0.5	B <sup>+</sup>	≤ 1.0
>0.0	B	≤ 0.5
>-0.5	C <sup>+</sup>	≤ 0.0
>-1.0	C	≤ -0.5
>-1.5	D	≤ -1.0
--	F	≤ -1.5

#### ANNEXURE-B2

##### Awards of Grades Based on Absolute Marks System (For Courses in which number of students is less than or equal to 30)

The award of grades based on absolute marks out of 100 shall be made as given in Table-7 below:

Table-7: Marks Boundaries for Grades in Absolute Marks System

Marks	Grade	Marks
91 ≤	A <sup>+</sup>	≤ 100
82 ≤	A	≤ 90
73 ≤	B <sup>+</sup>	≤ 81
64 ≤	B	≤ 72
55 ≤	C <sup>+</sup>	≤ 63
46 ≤	C	≤ 54
35 ≤	D	≤ 45
-	F	≤ 34

### Award of 'I' Grade

- a) If a student is absent during End Term Examination of a course due to medical reasons or other special circumstances, he/she may apply for the award of 'I' grade to the Chairman, BoS through the Course Coordinator, provided that he/she has not been disqualified due to shortage of attendance. The concerned course coordinator shall have to be convinced about the extraordinary circumstances and shall have to certify the attendance record before this rarely used option to award 'I' grade is recommended. The Chairman BoS may award 'I' grade.
- b) The 'I' grade so awarded shall be notified by the Department to which the student belongs and a copy of the notification will be endorsed to the COE and to the concerned Course Coordinator (e.g. the notification for 'I' grade of a Mechanical Engineering student will be notified by the Department of Mechanical Engineering on the recommendation of the concerned Course Coordinator, even if the course pertains to another Department.
- c) The 'I' grade shall be converted into a proper letter grade as per the provisions in Regulations 24(2) after make up examination is over and the requirements of the course are completed by the student and shall be sent to the COE.
- d) In extra ordinary circumstances, the period of conversion of 'I' grade may be extended to the next semester, with the approval of the Dean, Academics (UG) on his own or on the recommendation of the Course Coordinator and the Head of the Departments.
- e) In extra-ordinary circumstances, on the recommendation of the Dean, Academic (UG), the Vice-Chancellor may order the award of 'I' grade to a student/class or a batch of students taking a particular course. The conversion of 'I' grade into a regular grade or any other action shall be as per the directive of the Vice-Chancellor.

### Evaluation Industrial/Field Training

- a) Every student will submit a written report to the Training and Placement Department on the work carried out during the training period along with a certificate from the Organization where training was undertaken. The HoD of Training and Placement will forward all these reports to respective departments for evaluation.
- b) A time slot of 2 hour/week/batch will be assigned in the student time table and the students will be asked to present their work in the form of a seminar of about 30-minutes duration, before a committee appointed by the BoS and other students of that batch.
- c) The performance of the students will be evaluated by the committee in marks on the basis of (i) the training report, (ii) presentation, (iii) viva-voce.
- d) Although normal attendance will not apply to this course component, 10-20% marks will be awarded on the basis of attendance in seminars to encourage participation of the entire class.
- e) The grades will be computed on the basis of the established procedure as for other courses.
- f) The grade moderation committee for the course will be the same as that for the other courses of the class.
- g) If a student is awarded a "F" grade in this course, he/she shall have to repeat the course by undergoing 6-10 week training either at the University or at an organization outside the University during the summer vacation following the eighth semester.

### Procedure for Conduct and Evaluation of B. Tech. Project

- a) This course will be offered in the final year of the B. Tech. program and its total duration will be two semesters.
- b) The Head of the department shall appoint a project coordinator on the advice of BoS from amongst the faculty members of the department who will act as the course coordinator.
- c) The project can be carried out by the student either individually or in a group. However the number of students in a group will generally not exceed four.
- d) The project coordinator will invite proposals from the faculty members and students and finalize the project problems allotted to various groups by August 31, in the 7th semester.
- e) An L-T-P loading of 0-0-4 and 0-0-8 will be shown in the time table of students in the seventh and eighth semesters, respectively and the students would be required to work on their projects during these periods. However, no teacher will be assigned for these periods and the progress of students will be monitored by their respective supervisors.
- f) The evaluation will be based upon mid –term examinations (MTE) and an end term examination (ETE) with a weightage of 40% and 60% respectively.

- g) Mid Term Examination will be held in each of the 7th and 8th semesters. The mid-term examination will involve report submission, presentation and oral viva-voce. For this purpose, suitable committees will be constituted by the BoS for evaluation of report, presentation and oral viva-voce. The project examination committees will award marks to individual students and forward them to the project coordinator who will maintain these record.
- h) The end term project examination will be carried out at the end of 7th (for 4 credits) and 8th (for 8 credits) semester respectively, within 10 days from the last theory paper. For this purpose, suitable examination committees will be appointed by the BoS in consultation with the project coordinator, with at least one external examiner. In case an examiner from outside the University is not available, faculty member of the University from outside the Department may be appointed as an external examiner after taking his/her consents.
- i) The students will be required to submit a final project report to the project coordinator, at least 3 days before the date of final project examination.
- j) The final examination may be in the form of demonstration in the laboratory and viva-voce or only viva-voce depending upon the nature of the project.
- k) The examination committee will award marks to individual students and forward them to project coordinator who will compute grades in accordance with the prescribed procedures.
- l) The Grade Moderation Committee for the course will be the same as that for other courses of the class.
- m) In case a student is awarded a failing grade in the major project, he/she shall have to repeat the course in the form of a new project. Such a student will have to work full time on the project for a minimum period of 4 months.
- n) Normal attendance regulations will not apply to this course.

#### ANNEXURE-C

##### Guidelines for Moderation of Grades

- a) The date of moderation should be made a part of the Academic Calendar of the University.
- b) Two-tier moderation be adopted, both for the subject and for the Semester (SGPA, CGPA), Minor adjustment should be possible during moderation, particularly in the marginal cases. Chairman, BOS should invariably retain a copy of the grades sent to Academic Section so that CGPAs may be calculated without having to make a reference to the Academic Section for this purpose.
- c) All concerned faculty members should invariably be present for the moderation committee meeting in case a faculty member anybody is going out on University duty, he/she will hand over his/her inputs for moderation with a colleague, who should present it, in the meeting.

#### ANNEXURE-D

##### Instruction for Penalty for Use of Unfair Means

1. The main instruction for the conduct of a student in the examination hall shall be printed on the cover page of the answer sheets. Any contravention of these instructions and the use any unfair means will render the student liable for punishment.
2. As soon as student is suspected by the invigilator having resorted to unfair means, his/her answer-book shall be seized. The paper etc. duly signed by the invigilator found in possession of the student shall be attached with answer-book in his/her present. The student shall then be asked to complete part II of the prescribed form and sign it. This form shall be endorsed by the Invigilator.
3. After completing all the above formalities, a fresh answer-book shall be given to the student for completing the examination.
4. After a particular examination is over, these answer-books (duly marked I, II) shall or delivered separately to the COE together with the report form duly completed in all respects.
5. All the cases reported in the category of unfair means shall be forwarded to the unfair means scrutiny committee which will inquire into them and submit its recommendation after laying down clearly the nature of the offence listed below to the Vice-Chancellor for consideration and necessary orders.
6. The action as given in table may be taken for different categories of offense under these Regulations.

## Penalty for use of Unfair Means

S.No.	Nature of Offence	Action to be Taken
A	<p>(a) A student found talking to another student during the examination hours.</p> <p>(b) If during the examination hours i.e. after receipt of the question- paper and before handing over the Answer book a student is found to be talking to a person outside the examination hall while going to the urinal etc.</p> <p>(c) Changing seat in the examination - hall without permission.</p> <p>(d) Committing any breach of any direction given to the student.</p>	The first answer -book to be withdrawn and cancelled and the second answer book to be provided and evaluated.
B	<p>(a) Attempt to influence the examiner by an appeal in the answer-book.</p> <p>(b) Writing either the questions set in the paper or solutions thereof on paper/electronic device etc. while during the examination.</p> <p>(c) Possession of cell phone or any other item of such type of communication in examination hall.</p> <p>(d) Intentionally tearing off the Answer Book/a part thereof or a continuation sheet.</p> <p>(e) Using abusive or obscene language in the answer book.</p> <p>(f) Misbehaving with the Superintendent/Invigilator/staff on duty or with any other candidate in or around the Examination Centre before, during or after the examination.</p> <p>(g) Leaving the examination room without the permission of the Superintendent of the Examination or without handing over the answer book to the Invigilator /In -charge or without signing the attendance sheet.</p>	The examination of the concerned paper to be cancelled.
C	To be found in possession of any written or cyclostyled notes or any printed materials or notes written on any part of the body/clothing or instruments such as set square, electronic device etc. or having notes written on chair, table, desk or drawing board or cover of the calculator etc which could be helpful to him/her in answering the paper or could be helpful to another candidate in that Examination Hall during the examination.	All the examinations (Theory + Practical) including back papers and the marks awarded in quizzes, marks for continued evaluation and mid -term examination and end term examination for that semester to be cancelled. This implies that registration of the student for that Semester stands cancelled.
D	<p>(a) If during the examination hours i.e. after receipt of the question paper and before handing - over the answer book a student is found:</p> <p>(i) To be copying or to have copied from any paper, book or note written on any part of his/her clothing or body or table or desk or instruments like setsquare, etc.</p> <p>(ii) To be consulting notes or books while being outside the examination hall during examination hours.</p> <p>(iii) Passing on a copy of question(s) set in paper or solution thereof to any one.</p> <p>(iv) To have received help from or given help to another candidate through some written material/ electronic device pertaining to the questions set in the paper concerned.</p> <p>(v) To have allowed any other candidate to copy from his/her answer-book.</p>	All the examinations (Theory + Practical) including back papers and the marks awarded in quizzes, marks for continued evaluation and mid -term examination and end term examination for that semester to be cancelled. This implies that registration of the student for that Semester stands cancelled, and the student to be debarred from registering the courses offered for next semester except for back papers (for which attendance is not required and the student has acquired marks for continued evaluation and mid semester examination). The University Campus thus remains debarred for such student



	<p>(vi) Communicating or attempting to communicate directly or through someone else with the examiner or anybody connected with the University examination for influencing them in the award of marks.</p> <p>(b) The candidate on being challenged/searched during the course of examination by the Superintendent, Invigilator or a staff on duty, swallows a note/ paper or runs with it or is guilty of causing disappearance or destroying any such material with the intention of obliterating the evidence of the material possessed by him/her.</p> <p>(c) Gross misbehavior i.e. threatening with physical force in connection with the examination with the Superintendent, the Invigilator/ staff on duty working at the Examination Centre with any other candidate in or around the Examination Centre, before, during or after the Examination.</p> <p>(d) When the candidate disturbs the examination or attempts to do so.</p>	<p>for next semester, except that he/she is allowed to sit in back paper examination. However, for continuation of registration in the degree program. The student has to pay the fees as applicable to a UG/PG student even for the period of his/her deparment.</p>
E	<p>(a) Found in possession of a solution of a question set in the paper through the help of any student, supervisory or ministerial staff or some other agency.</p> <p>(b) Found guilty of having made previous arrangement to obtain help in connection with the question paper in cases not covered by the above provision.</p> <p>(c) Smuggling in an answer -book or part of it, taking out or arranging to send out an answer-book or part of it.</p> <p>(d) When the candidate replaces or gets replaced during the course of the examination his / her answer book or any page or continuation sheet with any other unauthorized book, page or continuation sheet.</p> <p>(e) When the candidate replaces or gets replaced an answer book or its any page or continuation sheet after the examination or manages to write or gets written an answer book including the continuation sheet, if an answer to any of the questions which he had not written earlier during the examination.</p>	<p>All the examinations (Theory+Practical) including back papers and the marks awarded in quizzes, marks for continued evaluation and mid -term examination and end term examination for that semester to be cancelled. This implies that registration of the student for that Semester stands cancelled, and the student to be debarred from registering the courses offered for the next semester including back papers. The University Campus thus remains debarred for such student for next semester and he/she will only be able to register for courses in the University for next to next semester. However, for continuation of the registration in the program he/she has to pay the fee as applicable to UG/PG student even for the period debarment.</p>
F	<p>Found guilty of:</p> <p>(a) Writing deliberately another students' roll no. in his/her answer book or found in possession of an answer --- his/her own or impersonating another candidates in any examinations.</p> <p>(b) Guilty of serious misconduct in the examination hall or non - compliance with the instructions of the superintendent or any of the invigilators in the examination hall.</p>	<p>All the examinations (Theory+Practical) including back papers and the marks awarded in quizzes, marks for continued evaluation and mid -term examination and end term examination for that semester to be cancelled. This implies that registration of the student for that Semester stands cancelled, and the student to be debarred from registering the courses offered for the next semester including back papers. The University Campus thus remains debarred for such student for next two semesters or expulsion from the University depending on the gravity of the offence, and he/she will only be able to register for courses in the University after the expiry of two semesters. However, for continuation of the registration in the program he/she has to pay the fee as applicable to UG/PG student even for the period debarment.</p>



G	<p>Found guilty of:</p> <p>(a) Inciting other students to leave the examination room or disrupt the examination or attempts to do so.</p> <p>(b) Gross misbehavior in connection with the examination with the Invigilator on duty or the other staff working at the examination and is also guilty of assault or inflicting any injury on such person.</p>	<p>All the examinations (Theory+Practical) including back papers and the marks awarded in quizzes, marks for continued evaluation and mid-term examination and end term examination for that semester to be cancelled. This implies that registration of the student for that Semester stands cancelled, and the student to be debarred from registering the courses offered for the next semester including back papers. The University Campus thus remains debarred for such student for next three semesters or expulsion from the University depending on the gravity of the offence and he/she will only be able to register for courses in the University after the expiry of three semesters. However, for continuation of the registration in the program he/she has to pay the fee as applicable to UG/PG student even for the period debarment.</p>
H	<p>(a) Any person who is not a candidate for any examination found committing or abetting in committal of any of the offences mentioned above.</p>	<p>To be dealt with by the Vice Chancellor in an appropriate manner.</p>
I	<p>CASES NOT COVERED BY THESE REGULATIONS.</p>	<p>To be decided by the Vice Chancellor.</p>

**Note:**

- (a) In these Regulations the year means the academic year.
- (b) Having once made use of dishonest or unfair means or having once indulged in disorderly conduct in the examination, if the candidate again makes use of dishonest or unfair means or indulges in disorderly conduct in the same examination, he/she shall be awarded punishment prescribed in that sub-clause which is next to the once in which his/her case falls or any higher punishment.
- (c) In case of extenuating circumstances, the above punishment may be reduced by the Vice Chancellor depending upon the merits of the case.

## FORM FOR REPORTING CASES OF USE OF OR ATTEMPT TO USE UNFAIR MEANS AT THE UNIVERSITY EXAMINATION

Note: One sheet should be used for one candidate only, if printed forms run short, the form should be photocopied and used.

Name of Examination .....

Name of Student ..... Roll No....., Email:

Complete Postal Address (Including Phone/Mobile No.).....

.....

Subject in which the candidate is reported to have used or intended to use unfair means Subject Code :..... Title :.....

Day ..... Date ..... Time .....

1. Particular of book, papers, electronic gadgets etc found in possession of the student and submitted along with the answer sheet (all these materials should be signed by the Invigilator of examination and the student).

Name of book (if any) (a) .....

(b) .....

(c) .....

Number of leaves of books .....

Number of (a) Manuscript slips: ..... Sheets .....

Any other articles such as electronic gadget etc.

(a) .....

(b) .....

(c) .....

2. Statement of the student to be obtained at once in his/her own handwriting.

Were the above articles recovered from your possession? .....

Why did you keep them with you inspite of clear instructions? .....

Did you make any use of them? .....

Have you anything else to state? .....

Date ..... Time .....

(Signature of Student)

Certified that this statement was made in my presence.

Certified that the candidate declined to give any statement. (Certificate not applicable should be crossed by the invigilator)

Date ..... Time .....

Date ..... Time .....

(Signature of Invigilators)

(Signature of Exam Superintendent)

### ANNEXURE-E

#### GUIDELINES FOR ATTENDANCE RECORDS AND PREPARATION OF LIST OF STUDENTS NOT ELEGIBLE TO APPEAR IN THE END TERM EXAMINATION

Step	Action	Performa to be filled	Target Dates
First	Communication form Chairman, BoS / HoD to course coordinator requesting to submit the list of students having short attendance on specified format up to prescribed date	ATT.1/7	One week before the last date of display as per academic calendar
Second	Consolidation of the list of such students by Chairman BOS and Notice from, Chairman, BoS / HoD for short attendance	ATT.2/7	
Third	Communication from AR(ACAD- UG) to parent/guardian of student having short attendance.	ATT.3/7	
Fourth	Communication from Chairman BoS to Course Coordinator requesting to submit the final list of students having short attendance on specified format up to prescribed date.	ATT.4/7	
Fifth	Preparation of list of detained students by BoS and recommendation to this effect.	ATT.5/7	
Sixth	Notices form Chairman, BoS to Students Notice Board.	ATT.6/7	

### From Chairman, BoS / HoD to Course Coordinators

DEPARTMENT OF .....

LIST OF STUDENTS HAVING SHORT ATTENDANCE (&lt;75%)

Academic Year .....

Class ..... Discipline/Branch .....

Semester ..... Odd/Even

Course Code ..... Course Title .....

All Course Coordinators,

Please inform the names of UG students having less than 75% attendance (L+T+P) upto ..... (as per academic calendar) in the course of which you are the coordinator in Odd /Even Semester ..... The information may please be sent to undersigned latest by ..... In the proforma given below along with a photocopy of attendance record of entire class. If there is no short attendance case in your course, please write NIL in the proforma.

S.No.	Student enrolment Number	Name of Student	Branch	Attendance Record (L+T+P)		
				Classes Held	Classes Attended	Percentage Attendance

Signature

Name of the Course Coordinator .....

### From Chairman, BoS / HoD to Notice Boards

DEPARTMENT OF .....

NOTICE

LIST OF STUDENTS HAVING SHORT ATTENDANCE (&lt;75%)

Academic Year ..... Class ..... Semester ..... Odd /Even

As per attendance Regulations in force, a student is required to have attended at least 75% of the total classes held in a subject, in order to be eligible to appear in the end-term examination of that subject. Upto ..... (as per academic calendar), the following students are having short-attendance in the courses indicated against their names. These students are advised to be extra careful and make up for the short attendance; otherwise they may be debarred from appearing in the end term examination.

S.No.	Student Enrolment No.	Name of Student	Branch	Course		Percentage Attendance
				Code	Title	

Chairman, BOS / HoD

**Copy to:**

1. AR, Academic (UG) to inform Student's parent/guardian
2. Students Notice Board
3. Respective program Advisors with the request to call the students and counsel them.

**NOTICE****UNDER CERTIFICATE OF POSTING****From Assistant Registrar (Academic-UG) to student's parent / guardian****LIST OF STUDENTS HAVING SHORT ATTENDANCE (<75%)**

No:

Dated .....

Dear Guardian /Parent,

Your ward is studying B. Tech.. ( ..... Year ) degree course at this University.

I have to inform you that as per Regulations of the University governing the attendance of the students a student is required to have at least 75% attendance in a course in a semester to be eligible to appear in the End Term Examination of that course. But your ward is not attending the classes regularly and his/her attendance has fallen below the required level in following course. (s)

S.No.	Course		S.No.	Course	
	Code	title		Code	Title

This is for your kind information. You may also kindly advise your ward to be regular in attending the classes and bring his/her attendance to the required level failing which he/she will not be allowed to appear in the term end examinations.

Yours truly,

ARAcademic-UG

ATT.4/7

**From Chairman, BoS / HoD to Notice Boards****LIST OF STUDENTS HAVING SHORT ATTENDANCE (<75%)**

DEPARTMENT OF .....

Academic Year .....

Semester ..... Odd/Even

Course Code ..... Course Title .....

All Course Coordinators,

Please inform the names of UG students having less than 75% attendance (L+T+P) upto ..... (as per academic calendar) in the course of which you are the coordinator in Odd /Even Semester ..... The information may please be sent to undersigned latest by ..... In the proforma given below along with a photocopy of attendance record of entire class. If there is no short attendance case in your course, please write NIL in the proforma.

S.No.	Student Enroll No.	Name of Student	Branch	Attendance Record (L+T+P)		
				Classes Held	Classes Attended	Percentage Attendance

Name of the Course Coordinator .....

Signature

## From Chairman BOS / HoD

DEPARTMENT OF .....

## LIST OF STUDENTS NOT ELIGIBLE TO APPEAR IN END TERM EXAMINATION AS PER REGULATIONS

Academic Year ..... Class .....

Semester ..... Odd/Even

Course Code ..... Course Title .....

S.No.	Enrolment No.	Name of Student	Course		Percentage attendance
			Title	Code	

- Dates on which the names of the students were placed on the Notice Boards of the Department .....
  - If the names of the students were not placed on the Notice Boards, specify the reasons for the same.
- As per the information given by all teachers of this subject, there are no other cases of shortage of attendance in this subject.
- The students as listed above are detained from appearing in the end term examination in the subject noted above as per the attendance record given above.

Signature of Chairman BoS / HoD

## From Chairman, BOS / HoD

DEPARTMENT OF .....

## NOTICE

## LIST OF STUDENTS HAVING SHORT ATTENDANCE (&lt;75%)

Academic Year ..... Class .....

Semester ..... Odd/Even

On the recommendation of department /centre academic committee meeting held on ..... Following students are hereby detained from appearing in the end term examination in subjects listed against their names.

S.No.	Student enrolment No.	Name of Student	Branch	Course		Percentage Attendance
				Title	Code	

Date:

(Chairman, BOS/HoD)

## Copy to:

- AR, Academic (UG) to inform Student's parent/guardian
- Students Notice Board
- Respective program Advisors with the request to call the students and counsel them.

**LIST OF STUDENTS HAVING SHORT ATTENDANCE (<75%)**

Academic Year .....

Class .....

Semester ..... Odd/Even

As per attendance Regulations ..... and recommendation made by the competent authority, following students are not found eligible to appear in End Term Examination of Odd/Even semester in the courses mentioned before their name, Invigilators are requested not to allow these students to appear in the concerned examinations.

S.No.	Student Enrolment No.	Name of Student	Branch	Course		Percentage Attendance
				Title	Code	

Date :

Assistant Registrar-UG

**ANNEXURE-F**

**Academic Section (UG)**  
**Delhi Technological University**

**FORM OF APPLICATION**  
**for**

**Make-up Examination for Mid/End Term (Odd/Even) Examination 201.....-201.....****(Month.....)**

The form when completed should be submitted to: The Assistant Registrar, Academic Section(U.G.), Delhi Technological University	(For use by the Academic Section {UG}) Permitted by Dean Acad.(UG) / NOT Permitted by Dean Acad.(UG)
<b>To be filled in by the applicant</b>	
Name:.....  Roll No: .....  Mobile No.....  Email: .....	Address for Communication:  .....  .....  .....

A.Courses requested for Make-up Examination:

S.No	Course Code	Name of the Course	Credits	Date & time slot of the as per Exam date sheet	Reason for missing the Exam
1					
2					
3					
4					
5					
6					

B.Supported Mandatory Documents for the claim:(Please tick the annexed documents below)

	Recommendation of concerned Warden ( <b><i>if the student resides in University Hostel</i></b> )
	Medical Certificate issued by the Medical Officer of the Hospital the student was admitted duly endorsed by Medical Officer of University Health Centre
	Proof of admission in Hospital and discharge slip etc
	Proof of medical tests conducted
	Fitness certificate of the hospital
	Endorsement by parent/guardian on the certificate of treatment ( <b><i>if the student is a Day Scholar</i></b> )
	Medical certificate from hospital where Parents/real brother or sister/spouse was admitted in ICU duly endorsed by Medical Officer of University Health Centre
	Prior Approval of Dean Acad(UG) for any authorized work in the academic interests

## DECLARATION

I hereby solemnly declare that the foregoing facts are true and correct and nothing is false therein and nothing material has been concealed there from. I also agree that in case any information given by me herein before is found false at later date, the result for the requested courses for make-up examination be cancelled.

Signature of the Parents/Guardian

Name (in Capital Letters)

Date :

Place :

Signature of Student

Name (in Capital Letters)

Date :

Place :

