

ACADEMIC RULES & REGULATIONS
FOR
B. TECH PROGRAM
2015- 16

ACADEMIC REGULATIONS FOR B.TECH. PROGRAM

(2015 – 16)

This document supplements the University's rules and regulations to provide assistance to all B.Tech students. It is required that every individual has to abide by these regulations.

1.0 TERMINOLOGY

Academic Council: The Academic Council is the highest academic body of the University and is responsible for the maintenance of standards of instruction, education and examination within the University. Academic Council is an authority as per UGC regulations and it has the right to take decisions on all academic matters including academic research.

Academic Year: It is the period necessary to complete an actual course of study within a year. It comprises of two consecutive semesters i.e., Even and Odd semester.

Audited Course: It is a course of study which neither has evaluation component nor a grade.

Backlog Course: A course is considered to be a backlog course if the student has obtained a failure grade (F).

Basic Sciences : The courses of foundational nature in the areas of Mathematics, Physics, Chemistry, Biology etc., are offered in this category.

Betterment : Betterment is a way that contributes towards improving the students' grade in any course(s). It can be done by either (a) re-appearing or (b) re-registering for the course.

Board of Studies : Board of Studies (BOS) is an authority as defined in UGC regulations, constituted by Vice Chancellor for each of the department separately. They are responsible for curriculum design and update in respect of all the programs offered by a department.

Branch of Study: It is a branch of knowledge, an area of study or a specific program (like Civil Engineering, Mechanical Engineering, Electrical and Electronics Engineering etc.)

Certificate course : It is a course that makes a student gain hands-on expertise and skills required for holistic development. It is a mandatory, non-credited course for the award of degree.

Change of Branch : Change of branch means transfer from one's branch of study to other.

Compulsory course : Course required to be undertaken for the award of the degree as per the program.

Course : A course is a subject offered by the University for learning in a particular semester.

Course Handout : Course Handout is a document, which gives complete plan of the course. It contains the details of the course viz. Course title, Course code, Pre-requisite, Credit structure, team of instructors, Course objectives, Course rationale, Course Outcomes and the relevant syllabus, textbook(s) and reference books, Course delivery plan and session plan, evaluation method, chamber consultation hour, course notices and other course related aspects. In essence, course handout is an agreement between students (learners) and the instructor.

Course Outcomes : The essential skills that need to be acquired by every student through a course.

Credit : A credit is a unit that gives weight to the value, level or time requirements of an academic course. The number of 'Contact Hours' in a week of a particular course determines its credit value. One credit is equivalent to one lecture hour per week or two hours per week of tutorials/ self-learning/ practical/ field work during a semester.

Credit point : It is the product of grade point and number of credits for a course.

Credit Transfer : The procedure of granting credit(s) to a student for course(s) undertaken at another institution.

Cumulative Grade Point Average (CGPA) : It is a measure of cumulative performance of a student over all the completed semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

Curriculum : Curriculum incorporates the planned interaction of students with instructional content, materials, resources, and processes for evaluating the attainment of Program Educational Objectives.

Degree : A student who fulfills all the Program requirements is eligible to receive a degree.

Degree with Specialization : A student who fulfills all the Program requirements of her/his discipline and successfully completes a specified set of Professional elective courses in a specialized area is eligible to receive a degree with specialization.

Department : An academic entity that conducts relevant curricular and co-curricular activities, involving both teaching and non-teaching staff and other resources.

Detention in a course : Student who does not obtain minimum prescribed marks in continuous in-semester evaluation and /or minimum prescribed attendance in a course shall be detained in that particular course.

Dropping from the Semester : A student who doesn't want to register for the semester should do so in writing in a prescribed format before commencement of the semester.

Elective Course : A course that can be chosen from a set of courses. An elective can be Professional Elective, Open Elective, Management Elective and Humanities Elective.

Engineering Sciences : The courses belonging to basic evolutionary aspects of engineering from Mechanical Sciences, Electrical Sciences and Computing like Engineering Mechanics, Data structures, Network Theory, Signal Analysis etc...

Evaluation : Evaluation is the process of judging the academic work done by the student in her/his courses. It is done through a combination of continuous in-semester assessment and semester end examinations.

Grade : It is an index of the performance of the students in a said course. Grades are denoted by alphabets.

Grade Point : It is a numerical weight allotted to each letter grade on a 10 - point scale.

Honors Degree

A student who fulfills all the Program requirements of her/his discipline and successfully completes a specified set of additional courses within the same program is eligible to receive an Honors degree.

Humanities Elective : A course offered in the area of Liberal Arts.

Industrial Training : Training program undergone by the student as per the academic requirement in any company/firm. It is a credited course.

Industrial Visit : Visit to a company/firm as per the academic requirement.

In-Semester Evaluation : Summative assessments used to evaluate student learning, acquired skills, and academic attainment during a course.

Make-up Test : An additional test scheduled on a date other than the originally scheduled date.

Management elective: A course that develops managerial skills and inculcates entrepreneurial skills.

Mini project : Mini Project is a credit-based course that a student has to undergo during his/her academic term, which involves the student to explore in a discipline belonging to their research interest within their program area.

Minor Degree : A student who fulfills all the Program requirements of her/his discipline and successfully completes a specified set of courses from another discipline is eligible to receive a minor degree in that discipline.

Multi- Section Course : Course taught for more than one section.

Open Elective : This is a course of interdisciplinary nature. It is offered across the University for all programs.

Over loading : Registering for more number of credits than normally prescribed by the Program in a semester.

Practice School : It is a part of the total program and takes one full semester in a professional location, where the students and the faculty get involved in finding solutions to real-world problems. A student can choose Project/Practice School during his/her 7th or 8th semester of his/her Academic Year to meet the final requirements for a degree.

Pre-requisite : A course, the knowledge of which is required for registration into higher level course.

Professional Core : The courses that are essential constituents of each engineering discipline are categorized as Professional Core courses for that discipline.

Professional Elective : A course that is discipline centric. An appropriate choice of minimum number of such electives as specified in the program will lead to a degree with specialization.

Program : A set of courses offered by the Department. A student can opt and complete the stipulated minimum credits to qualify for the award of a degree in that Program.

Program Educational Objectives : The broad career, professional, personal goals that every student will achieve through a strategic and sequential action plan.

Project : Course that a student has to undergo during his/her final year which involves the student to undertake a research or design, which is carefully planned to achieve a particular aim. It is a credit based course.

Project based laboratory : Project Based Laboratory is a student-centric learning methodology that involve students in design, problem-solving, decision making, and investigative activities; gives students the opportunity to work in teams, over extended periods of time; and culminate in realistic products or presentations

Re-Appearing : A student can reappear only in the semester end examination for the Theory component of a course, subject to the regulations contained herein.

Registration : Process of enrolling into a set of courses in a semester/ term of the Program.

Re-Registering : A student desiring to repeat a course is permitted to do so, subject to the regulations contained herein.

Semester : It is a period of study consisting of 15 to 18 weeks of academic work equivalent to normally 90 working days including examination and preparation holidays. The odd Semester starts normally in July and even semester in December.

Semester End Examinations : It is an examination conducted at the end of a course of study.

Single Section Course : Course taught for a single section.

Social Service : An activity designed to promote *social* awareness and generate well-being; to improve the life and living conditions of the society.

Student Outcomes : The essential skill sets that need to be acquired by every student during her/his program of study. These skill sets are in the areas of employability, entrepreneurial, social and behavioral.

Substitution of Elective course : Replacing an elective course with another elective course as opted by the student.

Summer term : The term during which courses are offered from May to July. Summer term is not a student right and will be offered at the discretion of the University.

Term Paper : A 'term paper' is a research report written by students that evolves their course based knowledge, accounting for a grade. Term paper is a written original research work discussing a topic in detail. It is a credit based course.

Under-loading : Registering for lesser number of credits than normally prescribed by the Program in a semester.

Withdraw from a Course : Withdrawing from a Course means that a student can drop from a course within the first two weeks of the odd or even Semester (deadlines are different for summer sessions). However s/he can choose a substitute course in place of it by exercising the option within 5 working days from the date of withdrawal.

2.0 B.Tech. ENGINEERING PROGRAMS ON OFFER

2.1 B. Tech Programs

The students are admitted into 4- year full time B. Tech Programs as enlisted in this section. However these academic regulations provide various flexibilities in earning a) Honors b) Specialization and c) Minor Degrees listed out in the succeeding sections.

The student is awarded a B.Tech. degree provided s/he

- a) Must successfully earn minimum of 157-170 credits, as stipulated in the program structure.
- b) Must successfully complete a minimum of five (5) Professional Elective Courses, out of which three (3) must be from 3 different specialization areas offered by the program. However, in case of the program offering less than 3 specialization areas, s/he can complete more than one professional elective course from each of the specialization area but must ensure that s/he has completed a minimum of one course from each specialization area offered by the program.
- c) Must successfully complete two (2) open electives courses
- d) Must successfully undertake specific trainings in focused areas that enable students to be successful in their chosen career tracks. The focused areas are : (a) Employment in MNCs, (b) Civil Services (c) Higher Studies (d) Research and (e) Entrepreneurship.
- e) Must successfully complete three (3) certificate courses (four (4) in case of CSE students) in discipline domain areas, in addition to one from yoga / sports & games / fine arts.
- f) Must successfully complete the term paper and Minor Project.
- g) Must successfully complete the industrial training (internship) of four weeks duration.
- h) Must successfully complete Major project or practice school.
- i) Must have successfully taken social service activities for a minimum duration of 30 hours starting from 3rd semester onwards
- j) Must have successfully obtained a minimum CGPA of 4.5 at the end of the program.
- k) Must have finished all the above-mentioned requirements in less than twice the period mentioned in the Academic structure for each program, which includes deceleration period chosen by the student, deceleration imposed by University or debarred from the University.

The following B.Tech. Degrees are offered by the University.

1. Bachelor of Technology in Biotechnology (BT)
2. Bachelor of Technology in Civil Engineering (CE)
3. Bachelor of Technology in Computer Science & Engineering (CSE)
4. Bachelor of Technology in Electronics and Communication Engineering (ECE)
5. Bachelor of Technology in Electrical and Electronics Engineering (EEE)
6. Bachelor of Technology in Electronics and Computer Engineering (ECM)
7. Bachelor of Technology in Mechanical Engineering (ME)
8. Bachelor of Technology in Petroleum Engineering (PE)

2.2 B.Tech Degree with Honors

A student is eligible for B. Tech Degree with honors subject to the following.

- a) S/he should have a CGPA of 8.5 or higher at the end of semester - 4.
- b) S/he must pursue 5 additional courses, (covering not less than 20 credits) other than the courses required as per program, by separately registering for those courses.
- c) S/he must pursue the additional courses by overloading during a semester or summer term.
- d) S/he is eligible for the degree with honors only if CGPA of 8.5 or higher is maintained in each subsequent semester/term without attempting betterment after registering for Degree with Honors.
- e) In case a student fails to meet the CGPA requirement for Degree with Honors at any point after registration, s/he will be dropped from the list of students eligible for Degree with Honors and they will receive B.Tech Degree only. However such students will receive a separate grade sheet mentioning the additional courses completed by them.

The following are the list of B.Tech(Honors) programs offered by the University

1. Bachelor of Technology (Honors) in Biotechnology (BT)
2. Bachelor of Technology (Honors) in Civil Engineering (CE)
3. Bachelor of Technology (Honors) in Computer Science & Engineering (CSE)
4. Bachelor of Technology (Honors) in Electronics and Communication Engineering (ECE)
5. Bachelor of Technology (Honors) in Electrical and Electronics Engineering (EEE)
6. Bachelor of Technology (Honors) in Electronics and Computer Engineering (ECM)
7. Bachelor of Technology (Honors) in Mechanical Engineering (ME)

8. Bachelor of Technology (Honors) in Petroleum Engineering (PE)

2.3 B.Tech Degree with specialization

A student is eligible to receive B. Tech Degree with specialization subject to the following:

- a) S/he must successfully complete five (5) professional electives courses from a single specialized area and six (6) credits are earned by the student in addition to B. Tech Degree requirements,.
- b) Must have completed term paper and Minor project in the same area of specialization; but this is to be done as part of the B. Tech Degree program requirement only
- c) Attain a minimum CGPA of 6.75 at the end of the Program.

Degree with specialization is offered in the following areas:

Area of Specialization	Eligible Departments
1) Bioinformatics	BT
2) Genetic Engineering	BT
3) Industrial and Food Bio Technology	BT
4) Medical Bio Technology	BT
5) Environmental and Water Resources Engineering	CE
6) Geotechnical Engineering	CE
7) Structural Engineering	CE
8) Transportation Engineering	CE
9) Software Engineering	CSE, ECM
10) Networking & Communication	CSE, ECE, ECM
11) Computational Intelligence	CSE, ECM
12) Data Analytics	CSE, ECM
13) Distributed & Cloud Computing	CSE, ECM
14) e-Commerce	CSE, ECM
15) Information Assurance & Security	CSE, ECM
16) Internet of Things	CSE, ECM
17) Platform- based Development	CSE, ECM

18)	Communication Systems	ECE, ECM
19)	Signal Processing	ECE, ECM, EEE
20)	VLSI	ECE, ECM, EEE
21)	Web Technologies	ECM, CSE
22)	Wireless Sensor Networks	ECM, CSE
23)	Embedded Systems	ECM, ECE, CSE, EEE
24)	Control Systems	EEE, ECE, ECM
25)	Energy Systems	EEE, ME
26)	Power Electronics	EEE
27)	Power Systems	EEE
28)	Automobile Engineering	ME
29)	Design & Manufacturing	ME
30)	Robotics & Mechatronics	ME, ECE, ECM, EEE
31)	Up-stream Engineering	PE
32)	Down-stream Engineering	PE

2.4 B.Tech Degree with a Minor

A student who fulfills the B. Tech program requirements of a discipline in which s/he was admitted, is awarded a B.Tech degree in that discipline. The University also offers flexibility for a student to successfully complete five (5) additional courses (necessarily comprising of professional core courses category) from another discipline, which collectively accounts to 20 credits. Having done so s/he gets eligibility for the award of a minor degree in that discipline.

3.0 ELIGIBILITY CRITERIA FOR ADMISSION INTO B.Tech. PROGRAMS

Candidates should have passed Intermediate or equivalent (10+2) Examination, from recognized school leaving certificate examination boards; with minimum of 60% marks or equivalent CGPA in Mathematics, Physics, and Chemistry in the case of all Engineering programs. In case of Bio Technology, the candidates who have passed with minimum of 60% or equivalent CGPA in Biology, Physics, and Chemistry are also eligible.

Apart from the above, the candidates should have secured a qualifying rank in the engineering admission eligibility test i.e., KLUEEE (Entrance Examination conducted by K L University) (or) EAMCET (or) JEE (Mains).

For foreign students who wish to study at the University, please refer to the “Foreign Student Admission Procedures” stated separately and comply with the study requirements of the Ministry of Human Resource Development, Govt.of India.

4.0 B.Tech PROGRAM CURRICULUM

For an academic program the curriculum is the basic framework that will stipulate the credits, category, course code, course title, course delivery (Lectures / Tutorials / Practice / Project/ Self Study / Capstone Design etc.), in the Choice Based Credit System. However all such are essentially designed, implemented and assessed on Outcome Based Education Framework.

4.1 Program Structure

- a) B.Tech program is spread over a span of 8 semesters.
- b) Each semester is of, approximately 18 weeks duration and each semester is classified as:
 - Odd Semester (July – December)
 - Even Semester (December/January – April/May).
- c) In addition to the above mentioned semesters, the university may offer summer term during May and June.
- d) All courses are offered under three categories vis-à-vis. even, odd and dual semester courses.
- e) Subject to the maximum permissible limit in each course, as specified by the University from time to time, students have independence to choose courses of their own choice prescribed by the University.
- f) From 3rd Semester, onwards a student can register for a maximum of 7 credited courses or 26 credits (whichever is less), this however is other than audited and certificate courses per semester. This is not applicable when student exercises the overloading option (while doing project work/practice school/Minor degree/Honors degree program/specialization).
- g) A student can choose Major Project/Practice school only during 7th or 8th semester.

4.2 Course Structure

- a) Every course has a Lecture-Tutorial-Practice (L-T-P) component attached to it.
- b) Based upon the LTP structure the credits are allotted to a course using the following criteria.
 - i. Every lecture hour is equivalent to one credit.
 - ii. Every Tutorial/Practice hour is equivalent to half credit.
 - iii. If the calculated value of credit is a fraction, it is rounded to the lower number.

4.3 Course Classification

Any course offered under B.Tech program is classified as:

a) *Compulsory Courses*

- i. Basic Sciences
- ii. Engineering Sciences
- iii. Humanities
- iv. Professional core

b) *Elective courses:*

- i. Professional Elective
- ii. Open elective
- iii. Management elective
- iv. Humanities and Social science Elective
- v. Science elective.

4.4 Course Precedence:

- a) Every course can have one or more of its preceding course(s) as prerequisite(s).
- b) To register for a course, the student must successfully complete the course(s) earmarked as pre-requisite(s) for that course.
- c) In any course if a student appears for semester end exam or is declared eligible for the same, s/he is deemed to have met the prerequisite.
- d) The Dean Academics after consulting with Department concerned has the prerogative to waive the prerequisite (if it is satisfied through a test) if the student has gained sufficient proficiency to take up the course.
- e) Professional electives and compulsory core courses can be chosen by the students of the respective disciplines only. However, the students of a particular discipline can register for

specialization/ discipline / interdisciplinary minor / compulsory discipline courses of other disciplines provided they have met the pre-requisite or when pre requisite is waived by Dean Academics.

- f) A student is not permitted to choose an open elective, if it covers more than 30% of content already done by him in any other course that s/he registered/ completed.
- g) An elective course may be offered, only if a minimum of 20 students register for the course.

4.5 Summer Term Courses

The University may offer summer term courses, as per the necessity from time to time.

- a) A student may register for course/s in each summer term by paying the stipulated fee. Students registering for more than one (1) summer course have to ensure that there is no clash in the time table. In any case, a student can register only for a maximum of 14 credits during summer term.
- b) Summer course is not a right of the student and will be offered based on availability of faculty and other institute resources.

5.0 Evaluation process

A student's academic progress is examined through one or more of the following methods as decided by the Course Coordinator and duly approved by the Dean, Academic.

- Assignment
- Quiz
- Sessional
- Project Report
- Review
- Seminar
- Group Discussion
- In Class Participation / Active Learning
- Case Study Report
- Capstone Design Project
- Simulation
- Comprehensive Exam

- a) The Sessional tests and the Semester-End Examinations will be conducted as per the Academic Calendar.
- b) As per the necessity, the Supplementary examinations will be conducted at the discretion of Vice Chancellor.
- c) Students may have to take more than one examination in a day either during Semester End Examinations /Supplementary examination.

5.1 In-Semester Evaluation

- a) The process of evaluation should be continuous throughout the semester and involves components as listed in section 5.0.
- b) The maximum distribution of marks for In-Semester evaluation must not exceed 50% of aggregate marks of the course.
- c) The distribution of weightage for various evaluation components will be decided and notified by the course coordinator through the course handout after approval by the Dean Academic, at the beginning of the semester.
- d) In order to maintain transparency in evaluation, answer scripts will be shown to the students for verification, within one week of conduct of exam. If there is any discrepancy in evaluation, the student can request the course coordinator to re-evaluate.
- e) The solution key and scheme of evaluation for all examinations will be displayed in the appropriate web portal of the course, within 2 days after the conduct of examination, by the course coordinator.
- f) No correction is permitted once the course coordinator submits the marks/grades to the Controller of Examination.
- g) In case the student is unable to appear for any such examination owing to medical grounds, participation in extra/ co curricular activities representing University/ state/ country; make up examination may be conducted as per the discretion of the Director / Principal of concerned College/ school.

5.1.1 Attendance Policy:

In every course, student has to maintain a minimum of 75% attendance to be eligible for appearing in Semester end examination of the course, for cases of medical issues and other unavoidable circumstances the students will be condoned if their attendance is between 65% to

75% in every course, subjected to submission of medical certificates, medical case file and other needful documents to the concerned departments. However in case of a student having less than 65% attendance in any course, S/He shall be detained in the course and in no case such process will be relaxed.

There are no specific marks attached to attendance as such, however if the course coordinator of a course desires to award certain marks, for attendance in a course She/He can do so based on following guidelines, which thereby must be clearly reflected in respective course handouts, well before the commencement of the course work for such courses, which must be duly approved by the Dean Academic: For any course, not more than 5% marks can be allotted for attendance.

The distribution of marks is as follows:

95 to 100%	:	5 marks
90 to 95%	:	4 marks
85 to 90%	:	3 marks
80 to 85%	:	2 marks
75 to 80%	:	1 marks

Below 75% (even in case of condonation "0" marks)

The marks, if allotted for attendance will have to be considered for all L-T-P components of a course cumulatively but not specifically for theory component for any course, however if the course is an elective, then the marks are for only theory owing to the L-T-P structure for such course being "X"-0-0.

5.2 Detention policy

- a) In any course, a student has to maintain a minimum of 75% attendance and must secure a minimum of 40% marks in In-Semester Examinations to be eligible for appearing to the Semester End Examination, failing to fulfill these conditions will deem such student to have been detained in that course.
- b) However the following are the special cases where the lack of attendance can be condoned:
 - i. Up to a maximum of 10% on medical grounds, in which case the student must submit the medical certificate from any recognized medical practitioner.

- ii. Up to a maximum of 10% if the student represents the University / State / Country in any Extra / Co-curricular activities.
- iii. The maximum extent to which a student can be condoned is 10%, and any student with less than 65% is deemed to be detained.

5.3 Semester end examination

- a) The minimum weightage for Semester End Examination is 50% of the aggregate marks in the ratio of credits allotted for Lecture (L) +Tutorial (T) to Practical (P).
- b) The pattern and duration of such examination will be decided and notified by the Course Coordinator through the Course handout, after approval from the Dean Academic.
- c) In order to maintain transparency in evaluation, answer scripts will be shown to the students for verification upon request. If there is any discrepancy in evaluation, the student can request the course coordinator to re-evaluate.

5.4 Reports/Grades

5.4.1. Grading Process

- a) At the end of all evaluation components based on the performance of the student, each student is awarded based on *absolute grading system*. The list of absolute grades and its connotation are given below:

GRADE	GRADE POINTS	RANGE	
O (Outstanding)	10	85	100
A+(Excellent)	9	80	<85
A(Very Good)	8	65	<80
B+(Good)	7	60	<65
B(Above Average)	6	50	<60
C(Average)	5	45	<50
P (Pass)	4	40	<45
F(Fail)	0	<40	-
Ab (Absent)	0	-	-

- b) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses and the sum of the number of credits of all the courses undergone by a student, in a semester.

$$\text{i.e. SGPA } (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where ' C_i ' is the number of credits of the i^{th} course and ' G_i ' is the grade point scored by the student in the i^{th} course.

- c) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program,

$$\text{i.e. CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where ' S_i ' is the SGPA of the i^{th} semester and ' C_i ' is the total number of credits in that semester.

- d) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- e) CGPA can be converted to percentage of marks : $10 \times \text{CGPA} - 7.5$
- f) A student get in less than 40% of overall score and 40% in the semester end examination will be considered to have earned "F" grade. Combined Theory and Lab courses the student should get independently 40% in both theory and lab components else treated as failed in both. A student who obtains 'F' grade has to reappear for all the components of Semester End examination.
- g) Audit/Certificate courses are graded as satisfactory or non-satisfactory only.
- h) At the end of each semester, the University issues grade sheet indicating the SGPA and CGPA of the student. However, grade sheet will not be issued to the student if he/she has any outstanding dues.

5.5 Betterment

- a) A student may reappear for semester end examination only in the theory part of the course for improving the grade, subject to the condition that, her/his CGPA is ≤ 6.75 . In the case of reappearing, the grade obtained in reappearance or the earlier grade whichever is better will be considered.
- b) A Student can re-register in any course at any time before the completion of his/her program provided the University permits.

- c) A student cannot reappear for semester end examination in courses like Industrial Training, courses with their L-T-P Structure 0-0-X, Minor Project, Major Project, Practice School and Term Paper.
- d) The student ceases to be eligible for award of B.Tech. degree with Honors, B.Tech degree with First class and distinction, in case s/he takes up the betterment option.

6.0 REGISTRATION PROCESS

For every course, the student has to undertake the registration process prior to commencement of the course-work, based on the following conditions;

- a) Registration into a course will be permitted only for such courses, which are offered by the program in that particular semester.
- b) In case a course has pre-requisites, all of them must be fulfilled.
- c) The University has the right to refuse registration process if a student does not turn up on the day of registration.
- d) Registration shall not be permitted after the fifth working day from the scheduled date of commencement of classes.
- e) Students can register for a maximum of 26 credits in a semester of their choice to meet their program requirements.
- f) In case of students, who wish to register for more credits through Overloading or less credits through Under-loading, have to seek prior permission from Dean-Academic.
- g) Students, who have opted for minor degree, Honors program or degree with specialisation, can register for more number of credits in a Semester through Overloading.
- h) The University reserves the right to withdraw any elective course offered within one week of the commencement of the semester if sufficient numbers of students have not registered or for any other reasons. In such cases, the students are permitted to register for any other elective course of their choice provided they have fulfilled the eligibility conditions.
- i) The University reserves the right to cancel the registration of a student from a course or a semester or debar from the degree on disciplinary grounds.
- j) Within one week of the commencement of the semester, a student is permitted to substitute an elective course subject to availability with prior approval from Dean-Academic. However,

a student is not permitted to withdraw from compulsory course and substitute the same with an elective course.

- k) A student is solely responsible to ensure that all conditions for proper registration are satisfied, and there are no timetable clashes. The registration may be cancelled for a course or the entire semester either by the student or by the University if any irregularity is found at a later stage.

7.0 CHANGE OF BRANCH

A student admitted to a particular Branch of the B.Tech program will normally continue studying in that branch until the completion of the program. However, in special cases the University may permit a student to change from one branch to another after the second semester, provided s/he has fulfilled admission requirement for the branch into which the change is requested.

The rules governing change of branch are as listed below:

- a) Top 1% (based on CGPA until 2nd semester) students will be permitted to change to any branch of their choice.
- b) Apart from students mentioned in clause (a) above, those who have successfully completed all the first and second semester courses and with $CGPA \geq 8$ are also eligible to apply, but the change of Branch in such case is purely at the discretion of the University.
- c) All changes of Branch will be effective from third semester. Change of branch shall not be permitted thereafter.
- d) Change of branch once made will be final and binding on the student. No student will be permitted, under any circumstances, to refuse the change of branch offered.

8.0 CREDIT TRANSFER

- a) Credit transfer from other University to K L University or vice versa is permitted only for under graduate program.
- b) Credit transfer from K L University to other University: Student studying in K L University can take transfer to another University under the following conditions:
 - i. K L University has signed MOU with the University.

- ii. However, a student, after seeking transfer from K L University can return to K L University after a semester or year. Based on courses done in the other University, equivalent credits shall be awarded to such students.
- c) Credit transfer from another University to KL University: A student studying in another University can take transfer to K L University under the following conditions:
 - i. When a student seeks transfer, equivalent credits will be assigned to the student based on the courses studied by the student.
 - ii. The student, when transferred from other Universities, has to stick to the rules and regulations of K L University.
 - iii. To graduate from K L University, a student must study at least half of the minimum duration prescribed for a program at KLU.

9.0 ACADEMIC COUNSELING BOARD (ACB)

Academic Counseling Board is constituted by the Dean, Academic, for each program separately. This board shall comprise of the Chairman, Board of Studies, of the relevant program, two (2) Professors and two (2) Associate Professors.

A student will be put under Academic Counseling Board in the following circumstances:

- (i) Has CGPA of less than 6.00.
- (ii) Has 'F' grade in multiple courses.

The students under Academic Counseling Board may not be allowed to register for all regular courses in the semester, based on the recommendation of Academic Counseling Board and decision of Dean, Academic.

10.0 BACKLOG COURSES

A course is considered to be a backlog if the student has obtained 'F' grade in the course; the student has to re-appear for all components of semester end examinations in that course. However, student must successfully complete such a course in a maximum of four (4) consecutive attempts, failing which s/he must re-register for that course or a substitute course. The decision for substitute course shall be obtained from the Dean, Academic, based on the recommendations of the Board of Studies.

11.0 RUSTICATION

A student may be rusticated from the University on disciplinary grounds, based on the recommendations of any committee or examination committee, by the Vice Chancellor.

12.0 AWARD OF DEGREES

A student having cleared all the courses and met all the requirements for the award of degree with

- 1) CGPA between 4.5 to 5.5 will be awarded Pass class
- 2) $CGPA < 6.75$ will be awarded second class
- 3) $CGPA \geq 6.75$ will be awarded first class
- 4) $CGPA \geq 7.5$ will be awarded first class with distinction provided the student has cleared all the courses in first attempt, and must have fulfilled all the program requirements in four (4) years duration.

13.0 AWARD OF MEDALS

University awards Gold and silver medals to the top two (2) students based on CGPA. However,

1. the grade obtained by betterment, will not be considered for this award.
2. s/he must have obtained first class with distinction for the award of Gold or silver medal.

Any of the above rules can be altered at the discretion of the Vice Chancellor in special situations.