

# **RULES & REGULATIONS**

( 2008 onward )

<b>A. Regulations For The Under-Graduate Programmes</b>	<b>1 - 12</b>
<b>B. Regulations For The Post-Graduate Programmes</b>	<b>13 - 23</b>
<b>C. General Rules For Observance By Hostel Residents</b>	<b>24 - 26</b>



**BIRLA INSTITUTE OF TECHNOLOGY**  
**(A DEEMED UNIVERSITY)**  
**MESRA, RANCHI, JHARKHAND**  
**INDIA**

## **REGULATIONS FOR THE UNDER-GRADUATE PROGRAMMES**

### **1. PREAMBLE:**

- 1.1 The regulation herein specified apply to both FULL-TIME, PART-TIME, Collaborative and Sponsored Under-Graduate Programmes, offered by the Birla Institute Of Technology, hereinafter, referred to as the institute. Department, Centre, Collaborative Institute wherever mentioned refers to a Department / Extension Centre of Institute/Collaborating Institute with whom MOU/ Agreement has been signed by the Institute. The Extension center(s), Collaborating Institute may be located anywhere in India or outside the Country.
- 1.2 The regulations herein specified apply to undergraduate programmes offered by the Birla Institute of Technology, hereinafter referred to as the Institute. Department, whenever mentioned refers to a Department of the Institute.
- 1.3 The undergraduate programmes covered by these Regulations are correlated courses of study, the successful completion of which would enable the participants of the programmes to qualify for the award of a B.E./ B.Arc/ B.Pharm/ BHMCT/ B.Tech/ BCA/ BBA/ BBM/ B.Com/ B.Sc Degree.
- 1.4 A participant of the programme is a student who is duly admitted to the institute and who has registered himself/herself for a course of study and attends the same.

### **2. TIME SCALE FOR ACADEMIC ACTIVITY:**

- 2.1 The basic unit of time for academic activity for the undergraduates programmes shall be a Semester which would normally be of 16 weeks durations. There shall be two normal semesters in an academic year (Monsoon Semester – July to December and Spring Semester – January to June). A basic contact period is one in which a teacher engages the students for a minimum durations of 45 to 50 minutes, depending on the season of the year.
- 2.2 If circumstances warrant, the Institute may schedule a summer programme during long vacation of the Institute. There will be no formal classes in the summer programme. The eligibility to register in the summer programme shall be restricted to Clause 18 of these regulations. The examination / evaluations in the summer programme will be conducted as per clause 20 and appendix 'A'.

### **3. OFFERING OF COURSES OF STUDY:**

- 3.1 The institute shall offer courses of study during a semester indicated mainly from considerations of minimum enrollment and facilities available. The Institute shall have the right to cancel any or all the courses of study if the above requirements are not satisfied.

### **4. ELIGIBILITY FOR PARTICIPATION IN THE UNDERGRADUATE PROGRAMMES:**

- 4.1 The minimum qualification which the students should possess for participation in the undergraduate programme shall be as laid down under the appropriate courses of study specified hereinafter.

## **5. REGISTRATION FOR COURSES OF STUDY:**

5.1 Every participant of the undergraduate programme, shall first register himself/herself for the Courses of study he/she intends to pursue provided that he/she possesses the minimum qualifications as laid down and his/her plan is approved by the Adviser as provided in Clause 6 and consistent with the Academic loading as stipulated in Clauses 20.1, 20.2 and 20.3 hereinafter.

5.2 Participant of the under-graduate programme shall be permitted to make change in his/her registration for the courses of study in a semester, if he/she so desires, and subject to the approval of his/her Adviser, **within 15 days** of the commencement of the semester. In all these cases, the academic loading shall be in conformity with clauses 20.1 to 20.3 specified hereinafter.

5.3 Fees payable by the participants, including fees payable for examinations shall be as laid down in the Administrative instructions issued from time to time by the Institute for the purpose.

## **6. ORIENTATION OF PROGRAMMES:**

6.1 The undergraduate programmes detailed in these Regulations aim to provide the participants with a course of studies based on individual needs, and flexible curriculum requirements. However, to ensure that the chosen plan of studies is a correlated under-graduate programme, it shall be subject to the scrutiny and approval of faculty member, who will be designated as an Adviser to the participant. There shall be an Adviser for each participant of the under-graduate programmes.

## **7. AUDITING OF COURSES:**

7.1 All the courses offered in the undergraduate programme will be open for audit in the spirit of offering an opportunity for continuing education for the participants who wish to refresh or update their knowledge. Audited courses shall not count for academic credit, nor shall there be any examination requirements. Those with a minimum qualifications of I.Sc or equivalent in-any subject, shall be eligible for the course offered on payment of prescribed fees.

## **8. MEASURE OF ACADEMIC ACHIEVEMENT:**

8.1 The academic achievement of the participants in the undergraduate programmes shall be measured in terms of units earned and grades obtained. Norms for the evaluation of units earned shall be as specified hereinafter under the appropriate academic activity. The overall performance of the student in a semester examination shall be measured in terms of grade point average as specified later.

## **9. SCHEME OF INSTRUCTION:**

9.1 The scheme of instruction in the under-graduate programme shall be of the following forms of academic activity.

- (a) Theory
- (b) Sessionals

## **10. THEORY**

10.1 A theory type of academic activity shall involve concepts, fundamental ideas, and techniques well laid out in text books or open literature and which can be grasped through lectures, tutorials and home-work.

10.2 A theory type of course with about 45 contact periods in a semester shall enable participating student to earn one unit of academic credit provided that he/she fulfils the attendance and grade requirements as specified hereinafter.

### 11. SESSIONALS:

11.1 The following types of academic work will be covered:

a) Laboratory Experiments, b) Design Exercise, c) Project, d) Any other academic work, the purpose of which would be to train the student by practice, repeated use, hands on experience.

11.2 A sessional course of 3-4 contact periods during a week and 45-60 contact periods during a semester shall enable a participating student to earn half a unit of academic credit-provided that he/she fulfils the attendance and grade requirements as specified hereinafter.

### 12. ATTENDANCE REQUIREMENT:

12.1 It is expected that a student should have 100% attendance in all the courses registered in a semester. However relaxation in the attendance up to a maximum of 25% may be granted in special circumstances after examining the reason for the absence provided he/ she has applied in advance/ to the appropriate authority through head of the concerned department. Students having more than 25% absence in a course under any circumstances, would be awarded F\* in that course.

12.2 The credit for the attendance in Theory type courses will be calculated as follows:

$$\% \text{ attendance} = \frac{\text{Number of classes attended in a course}}{\text{Total number of classes taken in that course}} \times 100$$

and the weightage of attendance would be as:

<u>Attendance %</u>	<u>Weightage</u>
80 – 84 %	01
85 – 89 %	02
90 – 94 %	03
95 – 99 %	04
100 %	05

12.3 Attendance will be counted from the date of commencement of the classes notified by the Institute in each semester.

12.4 If a passing out student having maximum of 4 units backlog which include F\* / with or without registered back papers for which his/ her completion of degree programme get delayed, the Institute may arrange the classes for these courses during the long vacation of the Institute i.e. in between June & July. This semester will be treated as a regular semester, and hence all rules & regulation of normal semester will be applicable. However, such students will not be allowed to participate in summer programme if running during this period.

### 13. EXAMINATION ASSESSMENT:

13.1 Each theory type course will be evaluated for a maximum of 100 marks per unit through an **Assignment, Mid Semester examination** and an **End Semester examination** in the normal semester. All laboratory or sessional type courses will have a progressive evaluation and an End Semester Examination. However, in the summer programme, each course will be

evaluated for a maximum of 100 marks per unit through a single examination. The mode of examination and the method of evaluation is given in Appendix 'A' and may be modified by Technical Council as and when required.

13.2 If a student does not appear in end semester examination in theory/ sessional, he/ she will be awarded maximum of grade D, irrespective of actual performance of the student in such course(s).

**14. GRADING OF PERFORMANCE IN EXAMINATION:**

14.1 Based on the result of the examinations, the performance of the student shall be graded as under

Grade	Grade Point
Ex	10
A+	9
A	8
B+	7
B	6
C	5
D	4
F	0

The method of converting the percentage of marks to letter grade will be, for the present, as given in appendix B and may be modified by the technical council from time to time.

14.2 To earn academic credit in a subject, a student should get a grading of 'C' or above.

14.3 Where prerequisite is specified for a course, a grading 'D' or above shall be deemed as satisfying the prerequisite requirement.

14.4 If a student gets a grade point average of less than 4.5 he/ she be placed under 'PROBATION' as provided in Clause 16 below. Grade Point Average (GPA) shall be calculated as under:

$$\text{GPA} = \frac{\text{Total No of Grade Points Secured in a Semester Exam.}}{\text{Total No of Unit Registered in the Semester}}$$

**15. RECORD OF ACADEMIC PROGRESS:**

15.1 The academic progress of the students in each semester shall be maintained in a Grade Card or Transcript, wherein the grades awarded to students as well as the points secured by the students in the examinations, shall be entered. The transcript given to the students at the end of their complete under-graduate shall indicate the Cumulative Grade Point Average (CGPA). Which shall be calculated as follows

$$\text{CGPA} = \frac{\text{Total Points Earned in Required No. of Units}}{\text{Total Units Required to Complete the Programme}}$$

The CGPA shall be rounded off to 2<sup>nd</sup> place of decimal. While calculating CGPA, the grades 'D' and 'F' shall be replaced by the better grade earned in these course in the subsequent Semester/Summer Programme. Further, any unit in excess of 66 for BE, B. Pharm. &

BHMCT, 82 units for B. Arch., and 42 units for BBA, BBM, BCA, B.Com. and B.Sc. shall not be counted for calculating CGPA. The excess units dropped shall be those having minimum score by maintaining the criteria given in Appendix C.

#### **16. PLACING OF STUDENT ON PROBATION:**

16.1 (a) If a student gets a grade point average of less than 4.5 in a semester examination, he/she shall be placed on probation and allowed to register for the course offered in the next semester. The academic loading of the student on probation shall, however, be reduced to 6 to 7 units for B.E., B.Pharm., BHMCT, B.Arch., and 5 to 6 units for BCA, BBA, BBM, B.Com. and B.Sc. etc.

#### **17. DROPPING THE STUDENT FROM THE PROGRAMME:**

17.1 If a student is placed on PROBATION because of his/her performance in 1<sup>st</sup> two semesters, he/she will be permitted to appear for a maximum of 4 units of his/her backlog in the summer programme. His improved GPA substituting the grades as obtained in the summer programme for the appeared courses will be calculated. If his/her GPA remains less than 4.5 or 5 in the first and second semester respectively he/she shall be DROPPED from the programme.

#### **18. FACILITIES FOR FAILED STUDENTS:**

18.1 If a student fails in a course he/she may be allowed to register for that course in subsequent semesters or summer programme, provided that course is offered in the subsequent semester or summer programme. The summer programme will be scheduled during the long Institute vacations after the completion of regular semester. A student is permitted to register for courses scheduled in the summer programme, only if he/she had registered for these courses earlier in the semesters and wishes to repeat them because of failure in the courses (obtained D or F grade) except the student with F\*. The number of units a candidate will be allowed to register in a summer programme will not exceed **four** and will be as decided by his/her adviser and approved by the Head of the Department.

18.2

- a) Students who have been duly registered and exposed to required number of 66 units for B.E./B.H.M.C.T./B.Pharm, 82 units for B.Arch.,and 42 units of BBA,BBM,BCA,B.Com. B.Sc Degree course respectively but have not completed successfully all the courses after the 8<sup>th</sup> semester for BE/B.Pharm/BHMCT, 10<sup>th</sup> semester for B.Arch and 6<sup>th</sup> semester of BBA, BBM, BCA, B.Com, B.Sc Programme may be permitted to appear at special (Non Collegiate) examination in the courses in which they have got 'D' or 'F' grade in the regular semester programme **provided that such number of courses is equal to or less than a regular semester load.** The academic loading in special examination shall be as that of the regular semester.
- b) The special examination may be arranged after two weeks of the declaration of result of the examination of 66 units for B.E./B/Pharm/ & BHMCT,82 units for B.Arch. and 42 units for BBA,BBM,BCA,B.Com, B.Sc.
- c) **Students having backlog maximum of 9.0 units for B.E.,B.Phram,B.Arch and BHMCT and backlog maximum of 8.0 units for BBA,BBM,BCA,B.Com, and B.Sc programme are eligible for registration in special (Non-Collegiate) examination only.**

- d) **Students having more than 9.0 units of registered backlog for BE,B.Pharm,B.Arch and B.Sc programme and more than 8.0 units of registered backlog for BBA, BBM, BCA, B.Com, and B.Sc programme are required to register in a regular semester only.**
- e) The Special examination will be for maximum marks prescribed for the course.
- f) In the special examination the successful candidates will be entitled for the award of 'C' grade only.
- g) If a student again gets 'D' or 'F' Grade in the special examination in any course, he/she can clear it by registering the course in a regular semester (Provided he/she has not completed 14 semester for B.E./B.Pharm/BHMCT or 16 Semester of B.Arch or 11 semesters for BBA,BBM,BCA,B.Com., and B.Sc)/ Summer Programme/next special examination as a non-collegiate and non residential candidate.
- h) Students registered for special examination will be considered as non collegiate and non residential.
- i) Registration fee and examination fee for the Non Collegiate students will be same as that for regular students.

### **18.3 PROVISION FOR SPECIAL SEMESTER**

If a Undergraduate students is left with maximum of 4.0 units back log including subjects in which he/she was awarded F\* /unregistered registered subjects, if any, which may cause him / her a delay in completing the degree programme or eligibility to appear in a special (Non Collegiate) examination (Ref. Clause 18.2 (a) of Rules & Regulations) the Institute may arrange classes for such courses during the long vacations of the institute normally during June / July. The classes held during the long vacations will constitute a Special Semester which will be governed by the rules and regulations of any normal semester.

The student, registering for this Special Semester, would not be eligible to register in the concurrent Summer Programme

### **19. GRADUATION REQUIREMENTS:**

- 19.1 a) In order to qualify for B.E. or B.Pharm. degree a student must earn a minimum of 66 units respectively (grade C or better), including 2 units for NCC / NSS /PT & Games/ Creative Arts. For B. Arch. Degree a student must earn a minimum of 82units (Grade C or better) including 2 units for NCC/ NSS/PT & Games. For BBA, BBM, BCA, B.Com. and B.Sc. Degree, student must earn a minimum of 42 units (Grade C or better).

1) Credit earned in NCC/NSS/PT & Games / Creative Arts will be added in the GPA of the Ist, IInd, IIIrd and IVth semester respectively and also be taken into account for the purpose of placing a student on probation vide Clause 26 and 31 of the Regulations.

2) The students who obtained D and F grades in NCC/NSS/PT & Games/ Creative Arts will have to repeat the course.

- b) The units earned by a engineering student must confirm to the minimum numbers specified by the Courses of Study in Engineering with reference to the following
- i) Theory type units
  - ii) Sessional type units
  - iii) Project sessional type of unit
  - iv) Core courses for engineering
  - v) Departmental core
  - vi) Sciences
  - vii) Language, Humanities, Social Sciences and Management

The courses of study in Pharmacy/Architecture will also specify such minima, except in the core of item (iv). The regulation regarding this is given in Appendix C.

- c) i) At the time of registration to Vth semester (Before registration of Vth semester) further review of performance of all the undergraduate students who have not cleared all the prescribed courses upto 4<sup>th</sup> semester i.e. 34 units including 2 units for NCC/ NSS/ PT & Games / Creative Arts for B.E., B. Pharm., B.Arch., and 28 units for BBA, BBM, BCA, B.Com., B.Sc. would be made by the Semester Programme Committee.
- ii) The students having a back-log of more than **8 units** including sessional type of courses at the time of registration to V Semester shall not be permitted to register in the courses of V or higher semester until they have cleared the said back-log and/or reduced the arrears to 8 units.
- (d) The student must complete all the non-credit requirement as specified by the Technical Council from time to time.
- (e) The student must complete the requirements within the maximum time allowed as specified in clause 33.
- (f) For the purpose of awarding class, the CGPA shall be converted to percentage marks using the following formula,  
Percentage marks= CGPA x 10.

The class shall be awarded on the, basis of following score of CGPA:

- i) 1<sup>st</sup> Class with Distn. = CGPA of. 7.00 and above
- ii) 1<sup>st</sup> Class = CGPA of 6.00 to 6.99
- iii) IInd Class = CGPA of 5.00 to 5.99

## **20. ACADEMIC LOADING OF STUDENTS:**

- 20.1 The academic loading of under graduate programme shall be as (a) minimum of 6 units and maximum of 9 units per semester for B.E., B.Pharm and B.Arch., (b) minimum 5 units and maximum 8 units per semester for BBA, BBM, BCA, B.Com. and B.Sc.
- 20.2 The academic loading of student on 'PROBATION' shall be governed by Clause 16 above.
- 20.3 The academic loading of a student during a summer programme shall be as in Clause 18.



20.4 a) The maximum duration for completing the programme shall be 14 semesters for B.E., B.Pharm. & B.Tech. 16 semesters for B.Arch., and 11 semesters for BBA, BBM, BCA, B.Com., B.Sc. excluding summer programmes. A student in whose case it is apparent, from his/her academic record that he/she will not be able to qualify for the degree within the limits of time specified above, will be dropped from the programme.

b) A student registered in a semester may be permitted to withdraw from the academic programme for a semester for reason of illness for a long period or other valid grounds. Normally a student will be permitted to discontinue temporarily from the degree programme only for a continuous period of two consecutive semesters or for a maximum of three regular semesters during his entire academic programme. However, such withdrawals will be subject to prior approval of the Vice Chancellor.

**21. PROGRAMME OFFERED:**

21.1 Subject to the approval of the Technical Council of the Institute, the courses of study enumerated here under shall be offered by the Institute, as per the regulations detailed above. New / specific programmes may lead to incorporation of additional requirements.

**22. STUDENT DISCIPLINE:**

22.1 The Institute reserves the right to suspend/ debar/ expel a student temporarily or permanently on violation of the prescribed rules.

**23. LEGAL JURISDICTION:**

23.1 Any dispute will be subject to the legal jurisdiction of the Courts at Ranchi.

**APPENDIX -A**  
( *Reference clause 2.2 & 12.2* )

**MODE AND METHOD OF EVALUATION.**

**A. REGULAR SEMESTER EXAMINATION:**

*Theory type of course:*

Mid semester Examination-- 25% marks and 90 minutes duration examination.

End semester examination -- 60% marks and two/three hours duration examination.

The mid semester examination would be held after approximately 8- weeks from the beginning of the semester and course syllabus shall be first half of the total syllabus.

The 15% marks be allocated to assignment and Attendance with a break up of 10% and 5% respectively.

**B. ATTENDANCE:**

The weightage of attendance should be as follows:

80	-	84%	1
85	-	89%	2
90	-	94%	3
95	-	99%	4
		100%	5

Guide lines for Assignment:

See Appendix- 'D'

Sessional type course:

Progressive evaluation based on day-to-day performance – 60% marks

End semester practical examination/viva/written test – 40% marks

**C. SUMMER PROGRAMME EXAMINATION:**

*Theory type of course:*

There would be a single examination of 100 marks for one unit course and the duration of the examination should be 3/ 3.5 hours. The question paper will be in two parts. Part 'A' will be of 30% marks. The questions in this part will be from the first half of the syllabus and latest question bank/ tutorials sheet supplied to the students in the preceding regular semester. Part 'B' will be 70% marks and questions will be uniformly distributed throughout the total syllabus.

*Sessional types of courses:*

The sessional type of courses would be evaluated for 100% marks by the respective Departments through practical examination, viva-voce and or written test covering the total syllabus.

**There will be no concessions on any ground including medical one.  
Distribution of marks for NCC/NSS/PT & Games/ Creative Art:**

**N.C.C.:**

i) Discipline	20%
ii) Performance in	
a) Military Training	20%
b) Range Classification	10%
c) Technical Training	30%
d) Other activities such as Social Services Blood donation, Adventure trip etc.	20%

**N.S.S.:**

i) Discipline	20%
ii) Performance in	
a) Health & Hygiene Services	20%
b) Educational Services	20%
c) Shramdan	20%
d) Social Integration (i.e. educating people about Social evils such as untouchability, drinking etc)	20%

**PT & GAMES:**

i) Discipline	20%
ii) Performance in	
a) P.T. (Callasthenics)	20%
b) Gymnastics & weight training	20%
c) Athletics (Track & Field)	20%
d) Games	20%

**CREATIVE ART:**

i) Discipline	20%
ii) Stage performance	20%
iii) Continuous evaluation	20%
iv) End Semester Exam.	40%

**APPENDIX – B**  
*( Reference Clause 14.1 )*

**Methods of converting percentage marks to grades  
The absolute grading system will be used as under**

<b>% of Marks Obtained</b>	<b>Letter Grade</b>
90% /above	Ex
80% to 89%	A+
70% to 79%	A
60% to 69%	B+
50% to 59%	B
40% to 49%	C
20% to 39%	D
0% to 19%	F

**APPENDIX – C**  
**( Reference Clause 19.1 )**

The distribution of units offered in different courses of BE/B.Pharm. shall be according to the following criteria which shall be the minimum requirement for the Degree programme.

**CRITERION – I:**

Classification according to Theory/ Sessional/ Practicals/ Projects etc.

a) Theory subject	44 Units
b) Sessional/ Practicals	15 ``
c) Project	1 ``
d) Free choice	4 ``
e) NCC/NSS/PT & Games/ Creative Arts	2 ``

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66 Units

**CRITERION – II:**

Classification according to Eng./Sciences , Core and Department subject, etc.

(i) For Faculty of Engineering	
a) Sciences	10 Units
b) Languages & Social Science	3 ``
c) Engineering (core subjects)	20 ``
d) Departmental subjects	27 ``
e) Free choice	4 ``
f) NCC/NSS/PT & Games / Creative Arts	2 ``

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66 Units

(ii) For Faculty of Pharmaceutical Sciences:	
a) Sciences	4.5 Units
b) Language & Social Sciences	2 ``
c) Engineering Subjects	1.5 ``
d) Departmental Subjects	52 ``
e) Free choice	4 ``
f) NCC/ NSS/ PT & Games	2 ``

The distribution of units offered in different courses of B. Arch. Shall be according to the following criteria, which shall be the minimum requirement for the degree programme.

(iii) For Faculty of Bachelor of Architecture

**CRITERIA I:**

Classification according to Theory/ Sessional / Practical/ Projects etc.

a) Theory Subjects	40 Units
b) Sessional/ Practical	24 ``
c) Project/ Thesis	6 ``
d) Free Choice	2 ``
e) Field Training	8 ``
f) NCC/ NSS/ PT & Games/ Creative Art	2 ``

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82 Units

## CRITERIA II:

*Classification according to Engg./Science, Core and Development Subjects*

a) Science	4	Units
b) Languages & Social Science	2	``
c) Engineering	16.5	``
d) Departmental Subjects	47.5	``
e) Free choice	2	``
f) Field Training	8	``
g) NCC/ NSS/ PT & Games/ Creative Arts	2	``
	<hr/>	
	82	Units

## Appendix- D

*( Reference Clouse- 13.1)*

### GUIDE LINES FOR ASSIGNMENT

A specific assignment shall be given to each student in every theory course immediately after registration. This may comprise new problems in emerging areas in the subjects/ design methodology/ modelling / software development / collection of new results and discussion / analysis etc. The main objective of the assignment is to improve self learning process and exposure to current literature on the subject. The assignment should be an extension of the prescribed syllabus and **in no case the repetition of the class work or problems.** The assignment should be submitted by the students in hand written form to the Coordinator of the course after the 12<sup>th</sup> week of the commencement of the semester. The date for submission will be notified in the Academic Calendar. The evaluation of the assignment will be done by a three member committee duly constituted by HOD for each course periodically. The grade/marks may be awarded as per the following norms.

9 or above	- upto maximum of 20 % of the total number of students
8	- upto maximum of 30 % of the total number of students
7	- upto maximum of 40 % of the total number of students
6	- upto maximum of 30 % of the total number of students
5	- upto maximum of 20 % of the total number of students
less than 5	- upto maximum of 10 % of the total number of students

# **REGULATIONS FOR THE POST- GRADUATE PROGRAMME**

## **1. PREAMBLE:**

1.1 The regulation herein specified apply to both FULL-TIME, PART-TIME, Collaborative and Sponsored Post-Graduate Programmes, offered by the Birla Institute Of Technology, hereinafter, referred to as the Institute. Department, Centre, Collaborative Institute, wherever mentioned refers to a Department / Extension Centre of Institute/Collaborating Institute with whom MOU/ Agreement has been signed by the Institute. The Extension center(s), Collaborating Institute may be located anywhere in India or outside the Country.

1.2 At present, the Institute is offering the following Post Graduate Programmes: M.E., M.Pharm., M.Tech., M.C.A., M.Sc. and M.B.A.

1.3 These programmes are correlated courses of study, the successful completion of which enable the participants of the programmes to qualify for the award of a Post-Graduate Certificate/ a Post-Graduate Diploma/ a Master's Degree in the appropriate branch depending on the academic achievement of the participants. In the case of Collaborative Exchange Programme, if any, the participant may qualify for the award of appropriate Degrees of both the Institute, if so agreed upon by the Institute.

1.4 A participant of the programme is a student who registered himself/herself with the Institute for a course of study and attends the same.

1.5 Full-time programmes are those programmes where the participants devote their entire available time for the studies and research work as per schedule and are not employed, except in the case of sponsored candidates.

1.6 Part-time programmes are those programmes where the participants are employed and where they devote only Part of time for the Post- graduate studies.

1.7 Collaborative programmes/ collaborative Exchange programmes are those programmes where the participants pursue any programme of studies, approved by the Technical Council/ Board of Governor of the Institute either fully or partly in other Indian/Foreign Institute with whom an appropriate MOU/ similar agreement have been signed by the Institute. The Collaborating Institute where the participant(s) pursue partly/fully any programme of studies, will be known as the Host Institute(s).

1.8 Sponsored Programmes are those Programmes which are specific Postgraduate Programmes tailored to the needs of the Sponsoring Agency for a certain defined period and group of participants.

## **2. TIME SCALE FOR ACADEMIC ACTIVITY**

2.1 The basic units for academic activity for the Post-Graduate Programme shall be a semester which would normally be of 16 weeks duration. There shall be two normal semesters in an academic year. A basic contact period is one in which a teacher engages the students for a minimum duration of 45/50 minutes, depending on season of the year. However, MBA programme will run on trimester basis. The duration of trimester would normally be of 10 weeks.

2.2 All academic activities such as date of registration, commencement of classes, last date of classes, date of quizzes and end semester examination schedule shall be announced by the Institute prior to the commencement of semester/ trimester programme.

### **3. SHORT SEMESTER OR SUMMER PROGRAMME**

3.1 The Institute may schedule a short Semester Programme of 4 weeks duration during long vacations after completion of running regular semester(s) programme once in an academic calendar. There will be no formal classes under this Programme. The Quizzes and the End-Semester Examinations will be conducted by the Department and the Examination Department respectively. The academic loading of the Short Semester Programme shall be restricted as laid down in Clause 25.5 of these Regulations. In short semester the students shall be eligible to register only those courses which he/she has under taken in the regular semester and could not secure qualifying grade.

3.2 A student with shortage of attendance ( F\* ) in a subject is not eligible to register for Summer Programme in that subject.

### **4. OFFERING OF COURSES OF STUDY**

4.1 The institute shall offer courses of study during a semester from consideration of minimum enrollment and facilities available. The institute shall have the right to cancel or skip offering any or all the courses of study if the above requirements are not satisfied.

### **5. ELIGIBILITY FOR PARTICIPATION IN THE POST-GRADUATE PROGRAMMES**

5.1 The minimum qualifications which the student should possess for participation in the Post-Graduate Programmes shall be as laid down by the Institute keeping in view the recommendations of appropriate statutory authority /agency like UGC, AICTE, etc.

### **6. REGISTRATION FOR COURSES OF STUDY**

6.1 Every participant of the Post-Graduate Programme shall first register himself/herself for the courses of study he/she intends pursuing, provided that he/she possesses the minimum qualifications as laid down by the Institute and his/her plan is approved by the adviser as provided in Clause 7 and consistent with the academic loading as stipulated in Clauses 26, hereinafter.

6.2 Participant of the Post-Graduate Programme shall be permitted to make change in his/her registration for the courses of study in a semester, if he/she so desires, subject to the approval by the Adviser, within **15 days** of the commencement of the Semester/ Trimester. However, the participant (s) should desist pursuing more than one programme either of this Institute or of any other institute at a time except in case as permitted under Clause 31 on Collaborative Programme.

6.3 In all these cases, the academic loading shall be in CONFORMITY with Clause 25, specified, hereinafter.

6.4 Fees payable by the participants including fees payable for examination shall be as laid down in the Administrative Instructions issued from time to time by the Institute for this purpose. Fees payable for Collaborative/Collaborating Exchange Programme will be decided by the host Institution in consultation with the Institute.

## **7. ORIENTATION OF PROGRAMME**

7.1 The Post-Graduate Programmes detailed in these Regulation aim to provide the participants with a courses of studies based on individual needs and flexible curriculum requirements. However, to ensure that the chosen plan of studies is a correlated Post-Graduate Programme, it shall be subject to scrutiny and approval of the concerned Head of the Department or his nominee, who will be designated as Advisor.

7.2 However, in collaborative programmes the advisor (s) would be the Head of the Collaborating Institute or his nominee (if the programme is pursued at the Collaborative Institute).

## **8. AUDITING OF COURSES**

8.1 All the courses offered in the Post-Graduate Programme will be open for audit in the spirit of an opportunity for continuing education for the participants who wish to refresh or update their knowledge. Audited courses shall not count for academic credit, nor shall there be any examination requirements. Those with minimum qualification of a Bachelor's Degree or equivalent in any subject shall be eligible to enroll for audit course.

## **9. MEASURE OF ACADEMIC ACHIEVEMENT**

9.1 The academic achievement of the participating students in the Post-Graduate Programme shall be measured in terms of units or credits earned and grades obtained. Norms for the evaluation of credit shall be as specified hereinafter under the appropriate academic activity. The overall performance of the student in a semester/ trimester examination shall be measured in terms of grade point average as specified later.

## **10. SCHEME OF INSTRUCTION**

10.1 The scheme of instruction in Post-Graduate Programme shall be of the following forms of academic activity:

a) Theory b) Sessionals c) Thesis d) Directed Studies e) Seminar.

## **11. THEORY**

11.1 A theory type of academic activity shall involve concepts, fundamental ideas, and techniques, as laid down in text books or literature and which can be grasped through lectures and assignments.

11.2 A theory type of course with about 45 contact periods in a semester and 30 contact period in trimester shall enable participating student to earn one unit of academic credit provided that he/ she fulfils the attendance, and grade requirements as specified hereinafter.

## **12. SESSIONALS**

12.1 The following type of academic work will be covered in sessional:

- a) Laboratory Experiment
- b) Design Exercise
- c) Project
- d) Term paper or any other academic work, the purpose of which would be to train the student by practice, repeated use and hands on experience.



12.2 A sessionals course of 4 contact periods a week and about 40/ 50 contact period during a semester shall enable a participating student to earn half a unit to one unit of academic credit provided that he/she fulfils the attendance and grade requirements as specified hereinafter.

### **13. THESIS**

13.1 A thesis is essentially the student's P.G. Research work on any selected topic, which may be undertaken under the guidance of a member of the teaching staff of the Institute. In case the thesis work is being carried out at an organization approved by the Institute, there shall be an Internal guide from the Institute and an external guide from the organization where the thesis work is being carried out. In case of Collaborative Institute, there shall be a guide from the institute where thesis work is being carried out and a Co-guide from the other collaborative Institute. Before the final submission, the draft must be approved by guide(s). The student must be in constant touch with the guide(s). The thesis work may involve analytical studies/ computational work/experimental findings fabrication/ testing of hardware and their combination or any other forms as directed by the guide(s). The final submission of thesis shall be on an approved format as given in Appendix- II. However, for a Collaborative Exchange Programme, the Thesis/Project work and evaluation shall confirm to the norms/regulation of the host institute.

13.2 The academic credit for thesis shall be as specified in Clause 16 of the Regulation.

### **14. DIRECTED STUDIES**

14.1 The Department/Centre/Collaborative Institute may offer a course of Directed Studies in their Branch/Centre/Collaborative Institute. The purpose of the course is to permit the student to study a topic tailored to his/her individual requirements. Under the Directed Studies the student will study largely on his/her own under the guidance of a faculty member of the concerned Department/Centre/ Collaborative Institute. No formal lectures will be delivered. The syllabus of the course and mode of examinations must be approved by the Technical Council of the Institute.

14.2 Only one unit of academic credit through out the programme will be allowed in this category.

### **15. EXAMINATION AND ASSESSMENT**

15.1 Each Theory course shall be evaluated for maximum of 100 marks per unit though progressive internal assessment in the form of Quizes, Assignment and End-Semester examinations. The weightage of Quizes & Assignment and End-Semester marks shall be 30%, 10% and 60% respectively.

15.2 There shall be 3 written Quizzes at specified intervals, each shall be of 40 minutes duration. The progressive internal assessment shall be based on best two out of three Quizes. The End-Semester questions in theory papers shall have enough choice for the candidates. The duration of examination for the theory courses shall be three hours and shall carry 60 marks. The procedure and assessment of assignment is given in Appendix- III.

15.3 Each Sessional unit will be evaluated for either 50 or 100 marks depending on 0.5 unit or 1 unit assigned to it. From this, 60% marks will be allocated for Progressive

internal assessment during the conduct of course through written Quizzes (20%)/Experiments (20%) and viva-voce (20%) at specified interval of time. The remaining 40% will be allotted for End-Semester Examination, which will include practical experiments/viva-voce etc.

15.4 If a student does not appear in end Semester in Theory/ Sessional, he/ she will be given maximum of grade 'C'.

15.5 On satisfactory completion of the prescribed component of the course, students will normally proceed to thesis, which will start at the beginning of III semester and will continue in the IV semester. This should be a substantial piece of research work, which both reinforces the skills learned in the prescribed component of the course and provides a genuine opportunity to undertake valuable research. Each student is required to present his/her progress of thesis work time to time (to be decided by the department).

- Each student is required to submit a synopsis of his/her research under the guidance of a supervisor, approved by the department. The subject of thesis will be related to his/her field of study which may be conceptual, analytical or related to application, planning and development, and will be approved by the department.
- The thesis evaluation during III semester (**Full time**) and IV semester (**Part time**) (for 3.00 units) will entirely be assessed internally by the departmental committee consisting of head and two senior faculty members of the department along with the guide and one professor of other department of the Institute/ external subject expert. The evaluation basis will be as per the guidelines mentioned below,
  - i) Synopsis consisting of relevance of the problem to be studied, its aim and objectives, methodology adopted to study such problem.
  - ii) Review of literature
  - iii) Preliminary base work carried out.
  - iv) Presentation.

During IV semester (**Full time**) and V & VI semester (**Part time**), the candidate will proceed further with his research work (for 5.0 units) and will submit the final thesis after approval from the concerned department. The progress during the IV semester should be judged from time to time by the department committee constituted by the head of the concerned department. The final evaluation of the thesis shall be done by a board consisting of:

- a) The Guide (s) for the Thesis.
- b) An External Examiner appointed by the Examination Committee on the basis of panel provided by Head of Department / the Head of the Host/ Collaborating Institute in consultation with the Guide.
- c) Head of the concerned Department /Centre/Head of Host/Collaborative Institute or his/her nominee.

However, in Collaborative Exchange Programme, the thesis examination shall conform to the norms/regulation of the Host Institute. **The result for the III & IV semester for the full time students and IV, V & VI semester for the part time students would be declared after completion of requisite number of academic credits allotted for the thesis (8 unit).**

**d) PG Short Semester Examination Assessment.**

**(i) PG Short Semester- Three quizzes of 20 marks each would be conducted at specified interval and best two would be considered and the End Semester Semester Examination would carry 60 marks w.e.f 2006 batch.**

15.6 Thesis submission will be carried out twice a year, that is, in the month of November & May every Year. Thesis through respective Head of the Department / Centre/ Collaborative Institute forwarded by Dean (P.G.) shall be submitted in accordance with the notified academic calendar of the semester.

**16. CREDIT FOR THEIS/PROJECT WORK**

16.1 The thesis evaluation will be carried out as per credit specified by the Department/ Centre/ Collaborative Institute which shall not in any case exceed 8 units for M.E./M. Pharm./ and M.Tech./ other Postgraduate Degree Programmes.

**17. AWARDING GRADES**

17.1 Based on the result of the examination, the performance of the students shall be graded on the 10-point scale as under:

<b>Grade</b>	<b>Grade Point</b>	<b>Percentage of Marks obtained</b>
Ex	10	90% and above
A+	09	80% to 89%
A	08	70% to 79%
B+	07	60% to 69%
B	06	50% to 59%
C	05	40% to 49%
D	04	20% to 39%
F	00	Less than 20%

**18. ACADEMIC CREDIT**

18.1 To earn academic credit in a subject, a student should get a grading of 'B' or above.

**19. PRE-REQUISITE**

19.1 Where a prerequisite is specified for a course, the grading of 'C' shall be deemed as satisfying the prerequisite requirement, although such a grading shall not enable the student to earn academic credit in the subject.

**20. RECORD OF ACADEMIC POGRESS**

20.1 The academic progress of the students shall be maintained in a Grade Card/ Transcript, wherein the grades awarded, grade point and the G.P.A. earned by the student in the examination shall be entered.

20.2 On completion of the academic requirements as prescribed by Regulation, the successful students shall be awarded cumulative grade point average (CGPA), class/division and aggregate % of marks as under:

$$\text{C.G.P.A} = \frac{\text{Total points earned in required no. of units}}{\text{Total unit required to complete the Programme}}$$

i) First class with Distn. = C.G.P.A of 8.00 or more

ii) First Class = C.G.P.A. of 7.00 or more

iii) Second Class = C.G.P.A. of 6.00 to 6.99

iv) Aggregate% of marks = C.G.P.A. x 10

## 21. PROBATION

21.1 A student getting a grade point average below 5.50 in a semester examination shall be placed on probation and the academic loading shall be provided in Clause 22. The G.P.A. is calculated as under:

$$\text{G.P.A} = \frac{\text{Total No. of grade point earned in a semester Exam.}}{\text{Total No. of unit registered in the semester}}$$

## 22. ACADEMIC LOADING DURING PROBATION

22.1 If a student gets a G.P.A. below 5.5 in a semester/trimester examination, he/she be placed on probation and allowed to register for the courses offered in the next semester/trimester. The academic loading of the student on probation shall not exceed:

- a) For Full-Time programme 5.0 units.
- b) For Part-Time programme 3.0 units.

22.2 If a student is placed on PROBATION because of his/her performance in the first semester and does not get a grade point average equal to or greater than 5.5 in the next semester examination he/she shall be dropped from the programme.

22.3 If a student is placed on PROBATION because of his/her performance in the first or second trimester and does not get a grade point average equal to or greater than 5.5 in the next trimester examination he/she shall be dropped from the programme.

## 23. FACILITIES FOR FAILED STUDENT

23.1 **DIRECTED STUDIES** : If a student fails in a course and if for any reason, the Institute is not offering the course in the subsequent semester and if this abnormally delays his/her degree the student may be permitted by the Institute to register for a course of **DIRECTED STUDIES** as in clause 14 of the Registration, only once during his/her postgraduate Degree Programme. The progressive internal assessment and mode of examination will be the same as in any theory unit. Only one course in the entire degree programme shall be allowed in this category. A student who has already taken **DIRECTED STUDIES** earlier under Clause 14 is, however, is not allowed to avail this facility.

## 23.2 PROVISION FOR SPECIAL SEMESTER

If a Postgraduate student is left with maximum of 3.0 units back log including subjects in which he/she was awarded F\*/ un-registered / registered subjects, if any, which may cause him/her a delay in completing the degree programme or acquiring the eligibility to appear in a special examination the institute may arrange classes for such courses during the long vacations of the institute normally during the months of June/July. The classes held during the long vacations will constitute a Special Semester which will be governed by the rules and regulations of any normal semester. The student, who will be registering for this Special Semester, would not be eligible to register in the concurrent Summer Programme

## 24. AWARD OF POST-GRADUATE CERTIFICATE/ DIPLOMA/ DEGREE

24.1 A student who has successfully completed the specific Post-Graduate Programme and has passed the stipulated End-Semester examination(s) and has secured requisite number of academic credits, may be awarded Post-Graduate Certificate/Diploma/Master's Degree as specified hereunder:

- a) **POST-GRADUATE CERTIFICATE** The minimum requirement for a Post-Graduate Certificate shall be 6 units of academic credit in M.E./M.Pharm/M.Tech programme and 10 units in other Post-Graduate degree programmes and 14 units for Management Programme. The requirements in these respects shall be specified under courses of study.
- b) **POST-GRADUATE DIPLOMA** The minimum requirement for a Post-Graduate Diploma shall be 12 units of which a minimum of 5 units shall be from the discipline of the courses undertaken for M.E/M.Pharm./M.Tech. programmes, and 28 units for Management Programme. For the MCA/ M.Sc. Programmes, the Post-Graduate Diploma in appropriate discipline shall be awarded on completion of 18/16 units respectively. The Post-Graduate Diploma with specialization other than MBA may be awarded, if 4 units credit has been earned by the student in the area of specialization in a discipline.
- c) **DEGREE IN M.E./M.PHARM./M.TECH./M.SC./MBA/MCA (FT/PT)** Master's Degree in the appropriate branch may be awarded to the student if he/she has earned a minimum of
  - a) 20 academic credit in ME/M.Pharm/M.Tech.(FT/PT),
  - b) 42 academic credit in MBA (FT/PT).
  - c) 30 academic credit in case of MCA (FT/PT)
  - d) 24 academic credit in case of M.Sc. courses, (FT/PT)

For the Post-Graduate Degree with specialization in a discipline, a minimum of 14 units of credit shall be earned by the student in his/her area of specialization inclusive of credits earned on thesis, if any. For the discipline of the Management, however, the minimum credit requirement for the same shall be 6 units for sectorial specialization. Thesis, however, shall be in the area of specialization.

**However, if a student discontinues the programme for any reason and desires a post graduate certificate/ diploma after earning the requisite number of academic credit, he/she must apply for the same within 2 years of declaration of his/her result of the last semester. No such claim will be entertained after the expiry of the stipulated period.**

## 25. ACADEMIC LOADING

25.1 A student of full-time post-graduate programme except MBA shall normally register for minimum of 5.0 units and a maximum of 6.0 units in a semester. For Master of Business Administration programme, the minimum and maximum units registration shall be 5 and 7 respectively per trimester. **Academic loading for M.E. / M.Pharm. / M.Tech. (Part time) programmes shall be as follows:**

**I, II & III Semester: 4 units each.**

**IV, V & VI Semester: 3, 2 and 3 units respectively.**

25.2 A student of part-time Post-Graduate Programme shall normally register for a maximum of 4 units **and a minimum of 2 units** for M.E./M.Pharm/M.Tech. and other Post-Graduate Programmes, except M.B.A. Programme. In M.B.A. (PT), a student is permitted to register **for a maximum of 4 units** in first three trimesters and 5 units in subsequent trimesters, **with a minimum academic loading of 3 units.**

25.3 However, in programmes where the restriction of maximum registration leaves no scope to clear a backlog unit to complete the programme in the stipulated time period he/she shall be permitted to register one additional unit in a semester/trimester to clear the backlogs.

25.4 The academic loading of student on 'PROBATION' shall be governed by clause 22 above.

25.5 The academic loading of a student in a SHORT SEMESTER shall be as laid down by the Head of the concerned Department (s)/ Centre/Collaborative Institute in consultant with Dean, P.G. Studies. However, the maximum academic loading for FT/PT students other than MBA shall not exceeds 3/2 units respectively, for MBA Programme the maximum loading shall be 4/3 units for these FT/PT students respectively from the registered units of the student in which he/she has earned less than 'B' Grade and is not short of attendance in the regular semester/ trimester in the subject(s).

## **26. MAXIMUM DURATION FOR COMPLETION OF PROGRAMMES**

26.1 The maximum duration for the completion of the various programmes shall be as under:

<b>Programme</b>	<b>Normal time</b>	<b><u>F.T.</u></b>		<b><u>P.T.</u></b>	
		<b>Normal time</b>	<b>Maximum time</b>	<b>Normal time</b>	<b>Maximum time</b>
1. M.E/M.Pharm/M.Tech.	4 Semesters	4 Years	6 Semesters	6 Years	
2. M.B.A.	6 Trimesters	4 Years	9 Trimesters	6 Years	
3. M. Sc.	4 Semesters	4 Years	6 Semesters	6 Years	
4. M.C.A.	6 Semesters	6 Years	9 Trimesters	9 Years	

## **27. TEMPORARY WITHDRAWAL FROM THE SEMESTER PROGRAMME**

27.1 If the Institute is satisfied with the bonafides of the reason(s), temporary withdrawal from the semester/ trimester programme may be permitted. The period of temporary withdrawal shall not be counted in the maximum time limit of a Post Graduate (Full-time/Part-time) programme. However, prior approval for such withdrawal should be obtained from the Vice Chancellor for continuing in the programme later. Normally a student will be permitted to discontinue temporarily from the programme only for consecutive two semesters/ trimesters or for a maximum of three semesters/ trimester during the entire span of the programme.

## **28. INDUCTION OF STUDENTS FROM OTHER INSTITUTIONS**

28.1 In the event, the Post-Graduate student from other Institutions wish to be admitted into the Institute's programmes, they shall, in the first instance, submit their syllabi of course undergone and the marks and grades obtained in these courses. These shall be evaluated by the competent Authority of the Institute who will decide the credits to be given to the applicant. On the basis of the recommendation made by the competent authority, the institute may admit the applicant to the Post-Graduate programme of the Institute.

28.2 However, such students shall earn a minimum of 50% of the total units required to qualify for the Postgraduate Degree of the Institute. In case of collaborative programme as laid down in Clause 31 of the Regulation, the participant shall earn a minimum of 8 units at this Institute or as approved by the Technical council.

28.3 Notwithstanding the provision in the Clause of the Regulation, a Post Graduate certificate/Post Graduate Diploma holder may be eligible to take fresh admission in his/her chosen area in the Post Graduate Degree Programme and may be entitled to credits his/her Certificate/Diploma as recommended by the Equivalence Committee of the Institute.

## **29. FELLOWSHIP/SCHOLARSHIP**

29.1 In case where the participants of Post-Graduate Programme are eligible for the award of Fellowship/Scholarship, such cases shall be governed by separate Administrative Instruction which shall be issued by the Institute from time to time.

### **30. ATTENDANCE REQUIREMENTS**

30.1 All Post-Graduate students must fulfill a minimum attendance requirement of 75%. In each course a minimum attendance of 75 percent is required. Those who do not fulfill the requirement in any course shall be automatically awarded F\* grade for the course. Any further step or action to be taken will be decided after examining the reasons for the absence.

### **31. COLLABORATIVE PROGRAMME**

31.1 The Institute may scheduled/ approve collaborative Academic Programme(s) with Indian/Foreign Universities/Institution for Degree(s)/Double Degree(s) of participant or any other programme as deemed to be appropriate by the Institute from time to time. Under this programme, the participant will pursue any programme of study, partly/fully in the collaborative Institute, or as approved by the Technical Council.

### **32. FULL-TIME/ PART-TIME CONVERSION**

32.1 A student of a Full-time programme shall normally not be permitted to switch over to a Part-time programme and vice versa. However, a participant of PT/FT Programme may register for the course(s) of the FT/PT, if not offered by his/her programme(s).

### **33. CHANGE OF CENTRE/PLACE OF STUDIES**

33.1 The Centre or place of studies shall normally remain unchanged for both Full-time/ Part-time Programme, except in the case of thesis / project work which may be permissible to be carried out in other Organization(s)/Institute(s) under Clause 13 of the Regulation.

### **34. SPONSORED PROGRAMME**

34.1 The Technical Council may restructure the sponsored programme(s), if any, and shall revise the course contents as deemed to be appropriate from time to time. Normally, such revision should be carried out within 2 years of the commencement of any such programme.

### **35. DISCIPLINE**

35.1 Students are expected to observe discipline behavior/manners inside the Institute/ Centre so as to enhance the image of the Institute/ Centre. Any act which may be considered derogatory shall not be acceptable.

35.2 Notwithstanding the Clause of the Regulation, the Institute may terminate the admission of participant(s) to the Post Graduate Programme, if it is so satisfied.



## APPENDIX – I

### *Rules Regarding Admission of Sponsored Candidates to Postgraduate Courses*

1. The Institute may admit persons, who are in gainful employment as ‘Sponsored Students’ to any of the courses covered by this regulation subject to the conditions laid down in following paragraphs.
2. An applicant seeking admission as a sponsored candidate must have obtained at the qualifying degree examination.
  - i. At least 55% marks or equivalent CGPA in the case of Bachelor’s degree examination in Engineering, Technology, Pharmaceutical Science, Architecture and Master’s degree examination in Sciences/ Arts.
- 3.. Candidates who possess the minimum prescribed qualification and are in service in any of the following establishments shall be eligible for admission to the courses as sponsored students-
  - i. Defence or other ministries of the Govt. of India or any other Government Organization.
  - ii. Established Research and Development Organizations
  - iii. Autonomous Public Undertakings
  - iv. QIP Scheme of the Govt. of India
  - v. Universities and recognized technical institutions which are not covered by the QIP Scheme.
  - vi. Such Industries as may be recognized by the Dept./Centre concerned for the purpose.
4. Candidates seeking admission as sponsored students must have at least 2 years full-time services while applying and shall have to produce evidence to the effect that their services in the establishment concerned will be retained.
5. Intending candidates must submit their application on prescribed form through their employers, who will forward the same to the Institute with suitable endorsements as required, so as to reach the Institute by the stipulated date.
6. All sponsored candidates shall satisfy the purpose of their selection for the admission in interview/test/both as stipulated by the concerned Dept./Centre. These provisions are not applicable to candidates selected for admission under the scheme of QIP or Defence sponsorship programme of Government of India.

## **APPENDIX – II**

### ***Guidelines for Arrangement of Certificates and Text in Thesis***

(For M.E., M.Tech., M.Pharm., MBA, MCA, M.Sc.)

1. Cover Page (In prescribed colour and format)
2. Inside Cover Page (Identical to Cover Page)
3. Declaration Certificate of Guide(s)
4. Certificate of Approval
5. Acknowledgments
6. Abstract
7. Nomenclature (if any)
8. Contents

Main text of thesis should be typed on A4 size paper in Font Times New Roman (Size 12) with margin : Left 1.5”, Right : 1”, Top : 1”, Bottom : 1” and arranged in suitable sections like introduction, Problem Definition, Literature Review, Computational / Design/ Experimental work/Case study, Results and Discussion, Conclusion, Future Scope of Work, References, Appendix (if any). The Thesis must be hard cover bound.

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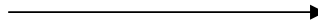
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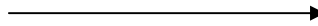


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*A Thesis  
Submitted in partial fulfillment of the  
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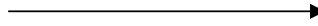


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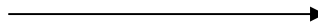


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IN  
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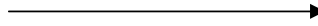


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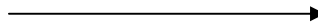
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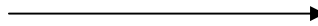


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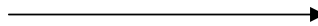
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**DEPARTMENT OF SPACE ENGINEERING & ROCKETRY  
BIRLA INSTITUTE OF TECHNOLOGY  
MESRA-835215, RANCHI**

**2008**

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" **Experimental Investigation of the Effect of Height on the Flow Field  
around Protrusions at Supersonic Speed**" in partial fulfillment of the  
requirement for the award of Degree of **Master of Engineering in Space  
Engineering and Rocketry** of Birla Institute of Technology Mesra, Ranchi  
is an authentic work carried out under my supervision and guidance.  
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form a basis for the award of any previous Degree to any one else..

Date : (Guide's Name & Signature)

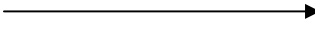
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Mesra, Ranchi

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Dean  
(Post Graduate Studies)  
Birla Institute of Technology  
Mesra, Ranchi - 835215

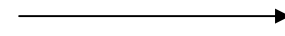
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## **CERTIFICATE OF APPROVAL**

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The foregoing thesis entitled "**Experimental Investigation of the Effect of Height on the Flow Field around Protrusions at Supersonic Speed**", is hereby approved as a creditable study of research topic and has been presented in satisfactory manner to warrant its acceptance as prerequisite to the degree for which it has been submitted.

It is understood that by this approval, the undersigned do not necessarily endorse any conclusion drawn or opinion expressed therein, but approve the thesis for the purpose for which it is submitted.

**(Internal Examiner)**

**(External Examiner)**

**(Chairman)**

**Head of the Department**

## **COLOUR SCHEME FOR COVER PAGE OF POST GRADUATE THESIS/PROJECT**

<b>M.E.</b>	-	<b>Light Blue</b>
<b>M.Tech</b>	-	<b>Light Green</b>
<b>M.Pharm.</b>	-	<b>Yellow</b>
<b>MBA</b>	-	<b>Pink</b>
<b>MCA</b>	-	<b>Peach</b>
<b>M.Sc</b>	-	<b>Black</b>

### **APPENDIX – III**

A specific assignment shall be given to each student in every theory course immediately after registration by the Course Coordinator for concerned theory paper. This may comprise new problems in emerging areas in the subject/design methodology/discussion/ analysis etc. The main objective of the assignment is to improve self learning process and exposure to current literature on the subject. The assignment should be an extension of the prescribed syllabus and in no way repetition of the class work or problems. The assignment should be submitted by the students in hand written or to the Coordinator of the course after 12<sup>th</sup> week of commencement of the semester. The date for submission will be notified in the Academic Calendar. The evaluation of the assignment will be done by a three member Committee duly constituted by HOD, for each course periodically. The Grade/marks may be awarded as per the following norms.

9 or above	Upto maximum of 20% of the total number of students
8	Upto maximum of 30% of the total number of students
7	Upto maximum of 40% of the total number of students
6	Upto maximum of 30% of the total number of students
5	Upto maximum of 20% of the total number of students
<5	Upto maximum of 10% of the total number of students

## GENERAL RULES FOR OBSERVANCE BY HOSTAL RESIDENTS

1. Allotment of hostel rooms is made at the beginning of Monsoon Semester every year for two academic sessions excluding special Examination / Summer Programme if any. For PG Courses, the allotment is upto valid upto four semester or two years or May 31 of the second year. For Research scholar the allotment is upto the tenure of the fellowship to be decided by Guide, H.O.D./ Dean (Collaborative Research Programme). At the expiry of the allotment period, the allotment stands cancelled automatically. In the case the room is not handed over after expiry date or if a student is absent for 10 days or more without prior permission from the hostel Superintendent/Assistant Superintendent/Warden, the hostel authority will take possession of the room and hostel admission will not be responsible for loss or damage of personal belongings if any.
2. Under special Circumstances, the Vice-Chancellor /Dean may permit a student to reside with his Parent/ Guardians in the Institute campus or within a reasonable distance from the Institute. Such a student shall, however, be attached to a hostel and will be required to pay seat rent according to rules and hostel establishment charges fixed by the Institute. However this permission may be withdrawn at the discretion of the Institute at any time considered appropriate by it without assigning any reason.
3. Student should submit their mess bills by 10<sup>th</sup> of each month. In case the student fails to his/her mess dues for 3 months continuously, their allotment will be cancelled and they will have to vacate the hostel immediately. The fresh allotment in such circumstances will be done only after clearing all the remaining dues and by the permission of Dean/Associate Dean Student Welfare (Boy's/ Girl's) with an allotment charge of Rs. 100/- (non refundable).
4. The mess of each hostel shall function as a single integrated unit and shall not under any circumstances be subdivided into any kind of groups. Mess timings will be as follows:

Break fast (Morning)	—	7.15 AM – 8.30 AM
Lunch	—	11.30AM – 1.00 PM
Snack with tea (evening)	—	4.30 AM – 5.30 PM
Dinner	—	8.00 PM – 9.30 PM

5. No married accommodation shall be provided to any students of PG/UG Courses/Research scholar.
6. No student shall come into or leave the allotted room in any hostel, without the permission of hostel authorities.
7. A student shall reside in a room allotted to his/her and may change to other room only by the permission of the hostel authorities.
8. Student shall be required to make their rooms available when ever required for repairs, maintenance, disinfections and shall be required to vacate the rooms when leaving for vacations/Holidays.
9. It is responsibility of student to safeguard all properties including furniture, fittings and different gadgets of the hostel. They should generally assist the hostel superintendent/ warden in ensuring proper use of facilities. For damage or loss any Institute property from room, the occupant (s) will be directly responsible and elsewhere will be collective responsibility of hostel occupants. The authorities will recover the loss individually or collectively as the case may be. In this respect, the action of hostel Superintendent will be final.
10. Students will be responsible for the safe keeping of their own belongings. In the event of loss of the personal property of a student due to theft, fire or any other cause, the Institute shall accept no responsibility and shall not be liable for payment of any compensation.

11. Engaging personal attendants and keeping pets by a student in the hostel are debarred.
12. Use of electric appliance like heaters/ high electric power consuming gadgets, and cooking inside the room are strictly prohibited.
13. Students should wear proper dresses in the hostel. They must keep their identity cards with them. In the rooms, the students should keep only such items as required for beddings, clothing dress and study purposes.
14. The student must not be involved directly or indirectly in fighting, gambling, anti-social activities, ragging, strike, picketing, gheraos, fast, arousing of the sentiments of the students body and the public. Use of outside agency for redressal of grievance, possession or consumption of alcoholic drink, intoxicating drugs will be a viewed as serious offence.
15. Screening of films/video shows in the hostel strictly prohibited.
16. Students should not display obscene poster or calendars, wall writing etc. in the room or anywhere in the hostel.
17. Students should not transfer articles, fittings, furniture
18. Students should take their meals only in the dining space provided in their respective hostels, taking meals to the rooms are not allowed except when a student is sick. In this case only meals (as prescribed by Doctor) will be served to the room.
19. No inmates of the hostel are allowed to take meals in other hostel as guests of their friends. The inmates find taking meals from other hostels be charged 5 times extra of the actual charges from both hostels.
20. On extra charges student may arrange the meals for their guests (Parents/relatives) from the hostel with a written permission from the Hostel Superintendent.
21. Canteen services are not allowed inside hostels except few occasions like birthday etc. with a prior permission from Dean Students Welfare.
22. Common Room/TV Room/Reading Room timing will be 6 PM to 10 PM only. TV Room can be opened under the special circumstances for the students only when prior permission has been taken from the hostel authorities.
23. Guests/visitors are not allowed to enter/ stay inside the rooms.
24. In the Boy's Hostel, parents and visitors can meet the students in the Common Room/Visitor Room Hostel Superintendent office from 4.30 PM to 9.00 PM only.
25. In the Girl's Hostel, male visitors are not allowed. However, parents are permitted to meet their daughters in the visitor room from 4.30 PM to 6.00 PM only.
26. Student must take written permission from Hostel Superintendent/warden in a prescribed Performa before leaving the station stating reason, period, destination and contact numbers and address for the days of absence.
27. All students must be present in their respective rooms from 7.00 PM to 6.00 AM.
28. The Hostel in the time for girls is 6 PM/5.30 PM in summer/winter respectively. The gate of the girl's hostel will be closed at 6.00 PM/ 5.30 PM respectively in summer and winter. The main gate of the girl's hostel will remain locked from 6.30 PM/6.00 PM to 6.00 AM. No student will be allowed to leave/enter the hostel during this time.
29. Meeting, Party is to be organized with prior written permission from the Hostel authorities.
30. Mess-party is to be organized with written permission from the hostel authorities. However such parties should not cause any discomfort to other students.
31. Students should not indulge in acts which disrupt the running of the hostel or Institute or environment conducive to the pursuit of knowledge or harmonious relationship among different people living in the campus.
32. Students should not indulge in any act which brings the Institute and members of faculty, officials or authority into disrepute.



33. Other rules to notified time to time should be followed for smooth functioning of the hostel administration.
34. All students must abide by the rules and regulations of the hostel as may be framed from time to time.
35. Violation of any of the above rules will attract disciplinary action.
36. All students are required to follow a good and orderly behavior, failing will attract disciplinary action.
37. Students should not found in possession of any power driven vehicles (scooters/ motorcycles/ cars etc.) and driving of such vehicles in the campus in strictly prohibited.

\* \* \*

BIRLA INSTITUTE OF TECHNOLOGY  
MESRA : RANCHI

A meeting of the Academic Regulation Committee was held on 14<sup>th</sup> July, 2009 at 3.00 p.m. to review the Regulations of U.G. & P.G. Vide Notification from the Registrar, Ref.GO/TC/09-10/2801 dated 11<sup>th</sup> July, 2009. The Committee recommends the following :

(A) **Merging of Special Semester and Summer Programme.**

1. Committee opines that Special Semester and Summer Programme can be merged and renamed as Short Semester.
2. Students can register maximum of 4.0 units for the Short Semester programme (F/D/F\*/ unregistered courses).
3. Classes will be arranged from 1<sup>st</sup> week of May for a period of 6 weeks for the courses registered during Short Semester.
4. The courses in which students have secured F/F\*/D/unregistered paper(s) excluding preceding Spring Semester result, will be permitted to register in Short Semester Programme. But out going students will be permitted to register for the subjects including that of preceding Spring Semester.
5. Short semester registration will be done in between 1<sup>st</sup> March and 15<sup>th</sup> March for all except outgoing batch whose registration will be done immediately after publication of spring semester result.
6. Registration fees for proposed Short Semester Programme : The Committee recommends that Rs.2000/- (Rupees Two Thousand) only per unit be charged for registration during the 2010 short semester.
7. Examination system for Special Semester will be like that of regular semesters except Mid Semester which is to be replaced by two Quizes of 12.5 marks each.
8. No extra unit will be permitted for registration in Regular Semester.
9. Once a student opts for registration in Non-Collegiate (NC) examination, he/she will continue to register only for NC Examination till he/she completes the program.

(B) **Abolition of Probation and 4G with effect from MO/2009.**

(i) At present, if any student gets G.P.A. less than 4.5 in U.G. or 5.5 in P.G. he/she is placed under probation. Members of the Regulation Committee recommend that the provision of Probation be dropped from the present Regulation.

(ii) The Committee recommends that the following provision i.e., “The students having a back-log of more than 8.0 units including sessional type of courses at the time of registration to V semester shall not be permitted to register in the courses of V or higher semester until they have cleared the said back-log and/or reduced the arrears to 8 units” may be deleted from the regulation.

Dr. Mohan Varma  
Dean P.G.  
Member

Prof. C. M. Prasad  
Dean U.G. & Dean Examination  
Member

Dr Ashok Mishra  
Head of Mechanical Dept  
Member

Dr.N.C.Mohanti  
Head of Applied Maths Dept  
Member

Dr. D. Sasmal  
Dean Academic Coordination  
&  
Chairman of the Regulation Committee

**BIRLA INSTITUTE OF TECHNOLOGY  
MESRA : RANCHI**

A meeting of the Examination Reform Committee was held on 17<sup>th</sup> July, 2009 at 3.00 p.m. to review the possibilities of prepoedment of Spring Semester Vide Notification from Registrar, Ref.GO/TC/09-10/2801 dated 11<sup>th</sup> July, 2009. The Committee recommends the following :

1. Preponement of Academic Calendar by one month achieved in a way to get six week Short Semester during Summer beginning on 1<sup>st</sup> May.
2. Monsoon Semester may begin on 1<sup>st</sup> July ending on 31<sup>st</sup> October. The month of November will be used for Examination, Preparation leave and for semester break.
3. Spring semester will begin on 1<sup>st</sup> December and will end in the third week of March. One week of March and full April month will be used for preparation leave, end semester examination and Project Viva etc.

Hence the Proposed Academic Calendar :

**MONSOON SEMESTER :**

Commencement of classes (except the newly admitted batch)	:	1 <sup>st</sup> week of July
End Semester Examination	:	1 <sup>st</sup> week of November

**SHORT SEMESTER BREAK** : Last week of November

**SPRING SEMESTER :**

Commencement of classes	:	1 <sup>st</sup> week of December
End Semester Examination	:	3 <sup>rd</sup> week of March

SHORT SEMESTER during long Vacation.

Commencement of Classes : 1<sup>st</sup> week of May

End Semester Examination : 2<sup>nd</sup> week of June

Prof C.M.Prasad  
Dean Examination  
Member

Dr Nisha Gupta  
Head of ECE Dept  
Member

Dr Ajay Khare  
Head of Architecture Dept  
Member

Dr. D. Sasmal  
Dean Academic Coordination  
&  
Chairman of the Regulation Committee

BIRLA INSTITUTE OF TECHNOLOGY  
MESRA : RANCHI

A meeting was held on 30<sup>th</sup> October, 2009 at 10.30 a.m. in the office of Dean Academic Coordination to discuss the modalities for conducting the Part-Time Post-Graduate (ME/ M.Pharm/M.Tech) Programme for Teachers of Extension Centres of the Institute Vide V.C Memo Notice 2009/10/P-137,dt 27<sup>th</sup> October 2009.

The Committee recommends the following :

1. Admission may be granted during Spring session to those staff members of the Institute who are eligible and want to pursue the M.E./M.Pharm./M.Tech. Part-Time programme of the Institute.
2. Classes will commence for them from 3<sup>rd</sup> week of April (around 20<sup>th</sup> April).
3. Spring semester will continue upto 2<sup>nd</sup> week of July including Quizzes and End Semester Examination.
4. Next (even semester) will start from 3<sup>rd</sup> week of July.
5. Distribution of Units in six semesters are as follows:

1 <sup>st</sup> semester (SP) -	4 units (Theory & Labs)
2 <sup>nd</sup> semester (MO)-	2 units (Project)
3 <sup>rd</sup> semester (SP) -	4 units (Theory & Lab.)
4 <sup>th</sup> semester (MO) -	2 units (Project)
5 <sup>th</sup> semester (SP) -	4 units (Theory & Lab.)
6 <sup>th</sup> semester (MO) -	4 units (Project)
6. Academic schedule for the above programmes are as follows:

**SPRING SEMESTER:**

Commencement of classes	:	20 <sup>th</sup> April
Classes End	:	20 <sup>th</sup> June
End Semester Exam.	:	24 <sup>th</sup> June

**MONSOON SEMESTER :**

Commencement of Project	:	20 <sup>th</sup> July
Seminar on Project	:	20 <sup>th</sup> December
7. Interested faculty members must apply to the Registrar through concern Head of Department/Director Extension Centres. Registrar will screen and forward the application with No objection Certificate to the Dean Admission for further processing.

8. Registrar may notify the scheme to all Heads of Departments / Directors Extension Centres by 15<sup>th</sup> November, with application form. Completed application form should be sent to Registrar through respective HOD/Director by 30<sup>th</sup> November.
  
9. Faculty members who engage classes for these Part-Time students during Summer Vacation may be suitably compensated as per the rules of the Institute.

Prof C.M.Prasad  
Dean (Examination)  
(Member)

Dr.D.Jairath  
Dean (Admission)  
(Member)

Dr Suresh Kumar  
Head Computer Sc & Engg  
(Member)

Dr (Mrs) Nisha Gupta  
Head of ECE Dept  
(Member)

Dr. D.Sasmal  
Dean(Academic Coordination)  
(Chairman)

BIRLA INSTITUTE OF TECHNOLOGY  
MESRA : RANCHI

DATE : 02. 12. 2009

A meeting was held in the office of the Dean (Academic Coordination) on 02.12.2009 at 11.30 AM to discuss the following anomalies in Registration in M.E. Ist Semester, Civil Engineering (MO/09 session).

1.Course code of the Registered subjects are not in accordance with the new norms effective from MO/09 session.

2. Wrong course code and subject name were forwarded by the department to information cell at the time of registration.

3. The classes in the registered subjects have not been held instead the department conducted classes in other subjects which were not duly registered till the commencement of M.E. examinations.

4. The above changes done at the departmental level was not communicated to the concerned Deans/Coordinator, Semester Programme.

5. Following members were present to discuss the issues:

- (i) Dr. D. Sasmal, Dean, Academic Coordination --- Chairman
- (ii) Dr. Mohan Varma, Dean, P.G. Studies --- Member
- (iii) Dr. C. M. Prasad, Dean Examinations --- Member
- (iv) Dr. K. V. Krishnamurthy , HOD Civil Engg.---Member
- (v) Dr. B.K.Singh, Coordinator, Semester Programme

6. The committee discussed the matter and took the following decision:

- (i) The HOD Civil Engg. has been advised that lapses of the above kind may cause difficulties in the smooth conduction of the examination and hence this should not be repeated in future.
- (ii) The necessary rectification in the registration has to be done immediately and the concerned students be advised by him to take necessary action in this regard latest by 2<sup>nd</sup> Dec.'09 afternoon.

(Dr. D. Sasmal )  
Dean  
Academic Coordination

(Dr. Mohan Varma)  
Dean  
P. G. Studies

(Dr. C. M. Prasad)  
Dean  
Examinations

(Dr. K.V.Krishnamurthy)  
HOD Civil Engg.

(Dr. B. K. Singh)  
Coordinator, Semester Programme



BIRLA INSTITUTE OF TECHNOLOGY  
MESRA : RANCHI

Date : 21/01/2010

A meeting of the Academic Regulation Committee was held on 19<sup>th</sup> January, 2010 at 3.00 p.m. to discuss the modalities of short semester for P.G. students from 2010 session onwards as approved in the 77<sup>th</sup> T.C meeting of the Institute. The Committee recommends the following :

1. Special Semester and Summer Programme may be merged and renamed as Short Semester
2. Students can register for a maximum of 4.0 units in a short semester for courses for which the result have been declared and they have already secured F/D/F\* grades. Further unregistered courses of the preceding semesters may also be registered during the short semester.
3. Classes will start from 2<sup>nd</sup> week of May normally for a period of 6 (Six) weeks for the courses registered during short semester. Atleast 32 (Thirty Two) lectures per unit of theory type course to be taken during short semester to cover the entire syllabus.
4. Short semester registration will be done during 1<sup>st</sup> March to 15<sup>th</sup> March for all batches except outgoing batch whose registration will be done immediately after publication of Spring semester result.
5. Examination system for short semester will be like that of regular semester [ Clause No : 15.1, 15.2, 15.3 &, 15.4 of P.G regulation.] .
6. No extra unit will be permitted in Regular Semester with effect from 2009 batch.
7. Once a student opts for registration in Non-Collegiate (N.C.) examination he/she will continue to register only for NC examination till he/she completes the programme.

Dr Mohan Varma  
(Dean, P.G)  
Member

Prof. C.M.Prasad  
(Dean ,U.G. & Dean Examination)  
Member

Dr. Ashok Mishra  
(Head, Dept of Mechanical Engg Dept)  
Member

Dr N.C. Mohanti  
(Head, Dept of Applied Maths Dept )  
Member

Dr D. Sasmal  
(Dean, Academic Coordination)  
&  
Chairman Regulation Committe

