

**RULES AND REGULATIONS**

**FOR**

**UNDERGRADUATE PROGRAMS**

**(B.Tech.)**

**JUNE 2019**



**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**

## Amendments

### **RULES AND REGULATIONS FOR UNDERGRADUATE PROGRAMS**

Sl. No.	Section No.	Amendment (Modification/ Addition/ Deletion)	Senate and Date	Remarks
1	8	8.1.4	23 <sup>rd</sup> Senate 18.02.2023	
2	8	8.3 (iv)		
3	9	9		
4	9	Table: 9.1	24 <sup>th</sup> Senate 27.05.2023	
5	9	Table: 9.1	25 <sup>th</sup> Senate 18.07.2023	
6	8	8.1.4		

## CONTENT INDEX

1. Introduction .....	1
1.1 Vision.....	1
1.2 Mission.....	1
1.3 Objectives.....	1
1.4 About the Manual .....	2
2. Organizational Structure for Academic Administration .....	2
2.1 The Senate .....	2
2.2 Office of the Dean Academic .....	2
2.3 The Senate Undergraduate Board (SUGB) .....	3
2.4 The Senate Post Graduate Board (SPGB).....	4
2.5 The Senate Standing Committee (SSC).....	4
2.6 Academic Departments.....	4
2.7 Undergraduate Programs of Study .....	5
2.8 Academic Performance Evaluation Committee (APEC) .....	5
2.9 Departmental Faculty Board (DFB) .....	5
2.10 Departmental Undergraduate Committee (DUGC).....	6
3. Academic Year/Session and Academic Calendar .....	6
4. Course Structure and Credit System .....	7
4.1 Course Structure .....	7
4.2 Credit System .....	7
4.3 Conduct of Courses .....	8
4.4 Audit Course .....	8
4.5 Faculty Advisor.....	9
4.6 First Year Coordinator.....	9
4.7 First Year Advisory Committee .....	9
5. Admission.....	9
6. Registration .....	10
6.1 Registration Procedure .....	10
6.2 Credit Registration.....	11
6.3 Adding/Dropping of Courses.....	12
6.4 Cancellation of Registration.....	12
6.5 Semester Withdrawal .....	12
6.6 Summer Courseand Supplementary Examination.....	13
7. Residential Requirement .....	14
8. Evaluation System .....	14
8.1 Examination and Evaluation.....	14
8.2 Evaluation Procedure .....	15

8.3	Students Internship Program for Full Semester.....	16
8.4	Display and Submission of Grades .....	18
8.5	Answer Script Retention Period.....	18
8.6	Promotion Rules .....	18
8.7	Change of Grade/Re-evaluation .....	19
9.	Grades and Grade Points.....	19
10.	Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) .....	21
10.1	Calculation of Semester Grade Point Average (SGPA) .....	21
10.2	Calculation of Cumulative Grade Point Average (CGPA).....	22
11.	Attendance, Absence and Leave.....	22
11.1	Attendance Requirement .....	22
11.2	Absence in End-Term/Mid-Term Examination .....	23
12.	Exchange Program (Non-Degree Student) .....	23
13.	Academic Performance Requirement.....	24
13.1	Minimum Requirement for Award of the Degree .....	24
13.2	Minimum and Maximum Duration.....	25
13.3	Academic Probation .....	25
14.	Change of Branch .....	26
15.	Termination of Registration/ Enrolment from the Program.....	27
15.1	Appeal against Termination.....	27
16.	Degrees and Transcripts .....	27
16.1	Award of Degrees .....	27
16.2	Withdrawal of the Degree.....	28
16.3	Transcripts, Degrees and Other Certificates .....	28
17.	Medals.....	28
17.1	Award of Medals .....	28
18.	Student Conduct, Discipline, Academic Malpractices and Disciplinary Procedure .....	29
19.	Miscellaneous .....	29
19.1	Course Fee Structure.....	29
19.2	Hostel Fee .....	29
19.3	Mess Charges.....	29
19.4	Caution Money Deposit.....	29
19.5	Tuition Fee Remission.....	29
19.6	Refund Policy .....	29
20.	General.....	30
21.	Interpretation .....	30



## GLOSSARY/ABBREVIATION

<b>APEC</b>	Academic Performance Evaluation Committee
<b>BOG</b>	Board of Governors
<b>B.Tech.</b>	Bachelor of Technology
<b>CGPA</b>	Cumulative Grade Point Average
<b>COs</b>	Course Outcomes
<b>CSAB</b>	Central Seat Allocation Board
<b>DASA</b>	Direct Admission Students Abroad
<b>Dean SW</b>	Dean Student Welfare
<b>DFB</b>	Departmental Faculty Board
<b>DPGC</b>	Department Postgraduate Committee
<b>DUGC</b>	Department Undergraduate Committee
<b>ETE</b>	End - Term Examination
<b>EWS</b>	Economically Weaker Section
<b>FIC</b>	Faculty In-charge
<b>GATE</b>	Graduate Aptitude Test in Engineering
<b>HOD</b>	Head of the Department
<b>IIT</b>	Indian Institute of Technology
<b>IIIT</b>	Indian Institute of Information Technology
<b>JEE Main</b>	Joint Entrance Examination Main
<b>JoSAA</b>	Joint Seat Allocation Authority
<b>MoE</b>	Ministry of Education, Govt. of India
<b>MTE</b>	Mid -Term Examination
<b>M.Tech.</b>	Master of Technology
<b>M.Sc.</b>	Master of Science
<b>NBA</b>	National Board of Accreditation
<b>NIT</b>	National Institute of Technology
<b>NRI</b>	Non-Resident Indian
<b>OBE</b>	Outcome Based Education
<b>OBC (NCL)</b>	Other Backward Class (Non-Creamy Layer)
<b>PEOs</b>	Program Educational Objective
<b>PG</b>	Post Graduate
<b>Ph.D.</b>	Doctor of Philosophy
<b>POs</b>	Program Outcomes
<b>PRSE</b>	Practical Sessional End - Term Examination
<b>PWD</b>	Persons with Disabilities
<b>SPGB</b>	Senate Postgraduate Board
<b>SUGB</b>	Senate Undergraduate Board
<b>SSC</b>	Senate Standing Committee
<b>SGPA</b>	Semester Grade Point Average
<b>UG</b>	Undergraduate
<b>SC</b>	Scheduled Caste
<b>ST</b>	Scheduled Tribe
<b>Applicant</b>	An individual who applies for admission to any Undergraduate (UG) Program of the Institute.
<b>Council</b>	NIT Council
<b>Course</b>	A Curricular component identified by a designated code number and a title.
<b>Course Coordinator</b>	The faculty member who shall have full responsibility for the course, coordinating work of other Course Instructors/faculty member(s) involved in that course, including examinations and the award of grades.

<b>Course Instructor</b>	The faculty member(s) who shall be conducting the course, and assisting the Course Coordinator in conducting examinations and the compilation of grades.
<b>Degree</b>	Bachelor of Technology Degree (B.Tech.)
<b>Exchange Student</b>	A student who is registered for a degree in a recognized Institution/University in India or abroad and is officially sponsored/permitted by her/his parent Institute to undertake academic programs and avail facilities.
<b>Institute</b>	Institute shall mean the National Institute of Technology Sikkim.
<b>Faculty Advisor</b>	A faculty member nominated by the Department to advise the students on the courses to be taken by them and other matters related to the academic program.
<b>Senate</b>	Senate is the apex body of the Institute for all academic matters and policies.
<b>Student</b>	A person register for any program of study offered by the Institute.

## 1. Introduction

National Institute of Technology Sikkim is one of the 31 National Institutes of Technology, set up by the Government of India in August 2010 with the objective of imparting quality technical education, fostering innovation, creativity, research and development, training in various fields of Science and Technology. It has been declared as an Institution of National Importance by the Government of India. It is an autonomous Institute and is functioning under the aegis of Ministry of Education (MoE), Government of India. National Institute of Technology Sikkim is hereinafter referred to as NIT Sikkim.

The Institute primarily focuses on imparting outcome-based education (OBE) as well as equipping the students with good practical knowledge. OBE is an educational theory that bases each part of an educational system around goals. The Institute creates an ambiance in which new ideas, research and scholarship flourish and from which the leaders and innovators of tomorrow emerge. The Institute is striving to harness resources for industry and society through pursuit of excellence in Education, Research, Innovation and Entrepreneurship, thereby paving its way towards globalisation. This is a student-oriented place and our endeavor is always to ensure that our students are offered the best opportunities that are needed to create outstanding scientists and engineers. Quality teaching is what it aims at so as to stimulate intellectual curiosity, creativity and innovativeness. Our experienced faculty has a passion for teaching and an avowed commitment to Research & Development. The global perspective of the faculty makes this Institute a premiere institute of learning in India.

### 1.1 Vision

India has the capability and the responsibility to offer the World Science & Technology essentially with sustainability, through philosophy, conscience, and value system. NIT Sikkim will play its role.

### 1.2 Mission

To develop the students as 'Thinking Engineers' by nurturing them in attaining and enjoying the technical and scientific excellence, global exposure and at the same time in beholding the philosophy and the values for India and the world as a whole.

### 1.3 Objectives

1. To provide quality education to students enabling them to meet global demands and enrichment of their inner-self with consciousness;
2. To inculcate scientific and technological skills, courage, integrity and sensitivity to the needs and aspirations of the society;
3. To promote a spirit of free and objective inquiry, creativity and innovation;
4. To provide a conducive atmosphere to undertake research in areas that will best serve the nation and the world;
5. To develop leadership qualities in the young minds with sensitivity to sustain social development and environment;
6. To create technical manpower for meeting the current and future demands through close interactions with industry;
7. To grow into an internationally renowned Institute with a strong ethical foundation.



## 1.4 About the Manual

This manual sets out the procedures, rules and regulations for the Undergraduate (B.Tech.) programs. The UG programs are designed to achieve Institute vision, mission and objectives. The program emphasizes self-learning, creative thinking, critical evaluation, spirit of inquiry and imbibing the culture of lifelong learning.

The rules and regulations including procedures given in this manual shall be binding on all the stakeholders – students/research scholars, faculty, staff, parents and those directly or indirectly associated with the Institute and the programs of study.

The provisions of these rules and regulations shall also be applicable to any new discipline that will be introduced from time to time. Notwithstanding all that has been stated in this manual, the Senate has the right to review, amend/modify, add, delete and clarify any or all the rules and regulations from time to time. The decision of the Senate in all academic matters shall be final and binding on all the stakeholders.

## 2. Organizational Structure for Academic Administration

### 2.1 The Senate

The Senate is the statutory and supreme body that governs all academic matters of the Institute, and its rulings are final and binding on all the stakeholders in all academic matters. All academic programs and activities of the Institute shall be governed by the rules and regulations approved by the Senate from time to time. The Senate of the Institute holds its meeting regularly to monitor and guide the academics of the Institute and take necessary decisions/make/amend rules and regulations as per the need. A time schedule is set by the Senate for various academic activities, through an Academic Calendar issued at the beginning of each academic semester/year. The Senate continuously assesses and monitors the academic programs and makes appropriate revisions/modifications/amendments/ improvements as and when required through its Institute level committees/subcommittees constituted from time to time.

### 2.2 Office of the Dean Academic

The office of the Dean Academic called Academic Section, is responsible for the implementation of the rules and regulations/decisions taken by the Senate/Chairperson Senate. Its major functions and responsibilities are as follows:

- Timely initiation and completion of all the activities.
- Responsible for all students' academic matters starting from admission process to award of the degree and later hand hold the graduating students in their needs.
- Receives, prepares and maintains all records related to all the programs including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees, scholarships and prizes, etc.
- Disseminates information pertaining to all academic matters
- Issues necessary memoranda/orders/notices/circulars, etc.
- Acts as an interface between the students, faculty member, departments/centres, any academic entity, committees etc.as per the need or as directed by the Chairperson Senate.
- Coordinate and execute all the academic related activities.
- Ensure academic discipline, conducive atmosphere, values, ethics and integrity while imparting education.

- Comply with all the instructions of the Senate/Chairperson Senate as issued from time to time.

### 2.3 The Senate Undergraduate Board (SUGB)

The Senate Undergraduate Board (SUGB) shall be the regular subcommittee of the Senate and shall consider all the academic matters for the undergraduate programs. The SUGB shall consider all departmental matters on the recommendations of the Departmental Undergraduate Committee (DUGC) and forwarded by the concerned Head of the Department. There shall be a 1<sup>st</sup> year Faculty Advisor in each Department and shall be the invited member of the DUGC. It may also consider the matters as deemed necessary or directed by the Senate/Chairperson Senate/Dean Academic.

#### 2.3.1 Composition of SUGB

Dean Academic	Member
Associate Dean Academic (UG)	Member
Associate Dean Academic (PG)	Member
Convener DUGC(s) from all Departments	Member
Two nominees of Chairperson Senate	Member
Previous Convener, SUGB, if not a member	Member
Convener Senate Post Graduate Board (SPGB)	Member
Two undergraduate students** nominated to the SUGB	Members

**\*\*Note:** Preferably, student who is the overall topper at the end of third year among all the branches of UG Programs and Student who is the overall topper at the end of second year among all the branches of UG Programs except the branch of third year overall topper.

The Dean Academic may invite any other faculty member, if necessary.

The Convener of SUGB will be nominated by the Chairperson Senate from amongst the Senate members or Dean Academic may be the Convener. The tenure of all the members normally shall be TWO years. However, same can be extended by the Chairperson Senate for additional ONE year. If circumstances arise, the tenure of any member can be reduced with the approval of the Chairperson Senate. The tenure of the student members shall be for ONE Academic year.

#### 2.3.2 Jurisdiction and Function of SUGB

The Jurisdiction of the SUGB shall be restricted to all matters related to UG programs. The functions of the SUGB shall be to consider the broad framework of all policies related to the undergraduate programs - coordinate, review and recommend them to the Senate/Chairperson Senate. The following matters pertaining to the undergraduate programs of the Institute are regular functions of the SUGB:

- Recommends for the approval of new course(s)/curricula and program(s) to the Senate.
- Recommends modifications/updating of course(s)/curricula and program(s) already approved.
- To take measures to ensure quality of education and OBE.
- Evaluation/Audit of academic program(s).
- Any other matter as referred by the Senate/Chairperson Senate from time to time.
- To take care of unforeseen exigencies and any other matter assigned by the Senate/Chairperson Senate.

However, the decision of the Senate/Chairperson Senate shall be final and binding in all matters. In discharging its responsibilities, the SUGB shall make full use of the appraisals and recommendations of the various academic Departments/DUGC/Faculty Advisors concerned. The SUGB shall meet at least TWO times during a semester.

## 2.4 The Senate Post Graduate Board (SPGB)

The Senate Postgraduate Board (SPGB) shall be the regular subcommittee of the Senate, which shall consider all the academic matters for the postgraduate programs. The academic matters related to postgraduate programs shall be dealt by the SPGB. The SPGB shall consider all departmental matters on the recommendations of the Departmental Postgraduate Committee (DPGC) and forwarded by the concerned Head of the Department. It may also consider the matters as deemed necessary or directed by the Senate/Chairperson Senate/Dean Academic. *(Details elaboration is given in the PG rules and regulations of the Institute)*

## 2.5 The Senate Standing Committee (SSC)

Dean Academic	Convener
Dean Student Welfare	Member
Dean Research and Consultancy	Member
Associate Dean Academic (UG)	Member
Associate Dean Academic (PG)	Member
Associate Dean Student Welfare	Member
One HOD nominated by the Dean Academic	Member

The Dean Academic may invite any other faculty member, if necessary.

The SSC shall take care of unforeseen exigencies and any other matter assigned by the Chairperson Senate.

## 2.6 Academic Departments

An Academic Department refers to an academic unit offering various courses and programs. Generally, the Department shall offer respective undergraduate (B.Tech.), postgraduate (M.Tech. & M.Sc.) and Ph.D. programs. The Department may offer or conduct any academic activity with the permission of the Senate/Chairperson Senate. The Institute shall award the B.Tech. degree in the programs/disciplines run by engineering Departments. At present the Institute has the following Departments:

### Engineering Departments

- (i) Civil Engineering
- (ii) Computer Science and Engineering
- (iii) Electrical and Electronics Engineering
- (iv) Electronics and Communication Engineering
- (v) Mechanical Engineering

### Basic Sciences and Humanities Departments

- (vi) Chemistry
- (vii) Humanities and Social Sciences
- (viii) Mathematics
- (ix) Physics

The respective departments shall be responsible to manage all departmental academic and administrative activities or as assigned by the Institute authorities. Each Department shall be headed by the Head of the Department (HOD) and s/he shall be responsible for smooth conduct of all the programs and activities. The HOD may constitute department level committees to discharge various functions and responsibilities.

## 2.7 Undergraduate Programs of Study

The Institute offers undergraduate programs in engineering and technology as decided by the Institute with the approval of the Senate and the BoG. The undergraduate program in engineering and technology is termed as Bachelor of Technology (B.Tech.). The minimum duration of each B.Tech. program shall be *4 years (8 Semesters)*. The Institute currently offers B.Tech. programs in the following disciplines:

S.No.	Name of the Program
01	B.Tech. in Civil Engineering
02	B.Tech. in Computer Science and Engineering
03	B.Tech. in Electrical and Electronics Engineering
04	B.Tech. in Electronics and Communication Engineering
05	B.Tech. in Mechanical Engineering

The addition or deletion of programs of study can be proposed by the SUGB. The same shall be implemented on the approval of the Senate and the BOG. The student intake capacity may vary for respective program of study in particular academic session as decided by the Senate and approved by the BOG.

## 2.8 Academic Performance Evaluation Committee (APEC)

A department level Academic Performance Evaluation Committee (APEC) shall be constituted by the HOD to monitor and analyze the performance of the students in various programs of studies in the Department and advise the Department/Institute for necessary actions. The main function of APEC is to take appropriate measures for academically weak students in their program of study depending upon their performance. The committee should develop guidelines/action plan for such students. The constitution of the committee shall be as follows:

- |       |   |          |
|-------|---|----------|
| (i)   | HOD of the concerned Department   | Convener |
| (ii)  | Convener DUGC   | Member   |
| (iii) | Faculty Advisor of the concerned student(s)                                     | Member   |
| (iv)  | One faculty member of the concerned Department nominated by the HOD             | Member   |
| (v)   | One faculty member from the allied Department as nominated by the Dean Academic | Member   |

However, it is desirable that the APEC should develop guidelines/action plan for all the students of the Department to ensure their holistic academic development.

## 2.9 Departmental Faculty Board (DFB)

Each Department shall have the Departmental Faculty Board (DFB) consisting of all the faculty members of the Department. It is desirable that DFB should meet **at least once in a month** to discuss various issues and ensure the proper discharge of all duties and responsibilities at

department level to ensure holistic development of the students. The DFB may also help the HOD in constitution of various department level committees.

## 2.10 Departmental Undergraduate Committee (DUGC)

The Departmental Undergraduate Committee (DUGC) shall be constituted by the DFB to look after all academic matters pertaining to the undergraduate program(s) offered by the Department. The DUGC shall make recommendation to SUGB as and when required.

The constitution of the committee shall be as follows:

- (i) Convener DUGC
- (ii) Head of the Department
- (iii) Convener DPGC
- (iv) Two faculty members of the Department (other than the above)

The DUGC Convener shall be nominated by the DFB for a term of TWO years. The duration of the committee shall be TWO years. The constitution of the aforesaid committee shall be communicated to the office of the Dean Academic by the HOD. The convener DUGC in consultation with the HOD may invite some student(s) as invited member(s), if deemed necessary.

The responsibilities of the DUGC are:

- (i) Supervision and conduct of lectures, tutorials, practical classes, etc.
- (ii) Supervision and conduct of examination and performance evaluation related activities.
- (iii) Monitoring quality of instructions to students.
- (iv) To coordinate the student feedback and analysis of the same. Suggest corrective measures based on the analysis of the feedback. The summary of the same may be sent to the Dean Academic, if required.
- (v) To coordinate design and development of curricula/proposing new courses/programs/revision of the existing curricula etc.
- (vi) To monitor and guide the activities of APEC.
- (vii) Attending to problems of students and counselling them.
- (viii) **Grade Moderation:** To maintain the uniformity in awarding the letter grade in a semester, the DUGC has to carry out grade moderation. In the grade moderation meeting apart from the regular members of DUGC, all the Course Instructors/Coordinators shall be invited and the Course Instructors are required to finalise the grades as decided unanimously. The grade moderation work must be completed by all the Departments as per the academic calendar.

The DUGC may also constitute the various departmental committees to discharge the above responsibilities. The DFB may change the non-functional convener(s)/member(s) of DUGC before the expiry of their term.

## 3. Academic Year/Session and Academic Calendar

**3.1** An academic year is divided into two semesters: ODD (July to December) and EVEN (January to June) and each semester will normally be of 18-20 weeks.

**3.2** The academic activities of the Institute will be regulated by the academic calendar approved by the Senate/Chairperson Senate and published on the Institute website in the beginning of each semester. The dates of all the important events, such as registration, orientation/induction program, commencement of classes, submission of documents, examinations, submission of

grades, vacation, semester break, showing the answer scripts to the students etc. during the academic session shall be specified in the academic calendar of the Institute. The faculty member and students are required to adhere to the academic calendar. The office of the Dean Academic is responsible for timely preparation and approval of the same from the Competent Authority and also to disseminate adequately. If required, the same can be modified during the semester by the Dean Academic with the approval of the Chairperson Senate.

## 4. Course Structure and Credit System

The academic programs of the Institute are based on the credit system and it is desirable to adhere to outcome-based education (OBE) policy. The concerned Department is responsible to design and develop the curriculum of the undergraduate programs and have to submit the same to the SUGB through its DUGC to be recommended to the Senate for the approval. It is desirable that the concerned Department should publish the same on the Institute website after necessary approval from the Senate/Chairperson Senate.

### 4.1 Course Structure

4.1.1. The curriculum of the program shall consist of the following:

- (i) Core courses comprising of basic sciences, mathematics, engineering & technology, humanities, language, arts and culture, etc.
- (ii) Engineering core courses of the respective discipline.
- (iii) Elective courses of the respective discipline/other disciplines/Departments.
- (iv) Practical/Sessional/Project/Seminar/Training etc. as deemed fit by the concerned Department/DUGC/SUGB/Senate.

Some of the core/elective courses may be interdisciplinary in nature. The above structure may change from time to time depending on dynamics of the Industry, Academia and the Society.

4.1.2. Every discipline of the B.Tech. program shall have a curriculum and syllabi for the courses approved by the Senate/Chairperson Senate. The curriculum and syllabi may be revised for any semester by the concerned Department as and when required. Any change in the curriculum and syllabi must be approved by the Senate/Chairperson Senate. The approved curriculum with syllabi shall be disseminated to the students and published on the Institute website.

### 4.2 Credit System

A student shall be evaluated for her/his academic performance in a course through class work assignment, tutorials, practical/sessional, home assignments, term papers, field work, seminars, quizzes, Mid-Term Examinations (MTE), End-Term Examination (ETE), etc. It is expected that each Department must prepare the guidelines for the performance evaluation of the students as per the directions of the SUGB/Senate/Chairperson Senate.

4.2.1 Courses are broadly classified as Theory Courses and Laboratory Courses. Theory courses consist of lecture (L) and/or tutorial (T) hours, but may have attached practical (P) hours in special cases. Laboratory courses consist of practical hours, but may have attached lecture/tutorial hours in special cases. The credit assignment to various courses, laboratories etc. shall be as follows:

- (i) One credit for each lecture hour per week per semester for theory courses.
- (ii) One credit for two hours laboratory/design/drawing classes per week per semester and two credits for three/four hours laboratory/design/drawing classes.
- (iii) The tutorial classes shall be given equal credit at par with lecture classes.

- (iv) Design, seminar, thesis, project courses, etc. will be assigned credits appropriately.
- (v) In addition to above, there may be audit courses of pass/fail nature.

All the decisions/directions of the Senate/Chairperson Senate shall be final and binding in this regard.

- 4.2.2 The curriculum of any discipline of the B.Tech. program shall carry total credits in the range of **160-180 credits**. Student has to earn requisite/minimum credits in the program/discipline of her/his study to be eligible to obtain the degree.
- 4.2.3 No semester shall have more than **six theory courses** and **four laboratory/drawing/seminar/project etc.** courses as prescribed in the curriculum. However, there may be some additional audit courses as recommended by the Department/Dean Academic and approved by the Senate/Chairperson Senate.
- 4.2.4 The medium of instruction of all the programs/courses in the Institute shall be English. All examinations, project/seminar reports, presentations, etc. shall also be in English.
- 4.2.5 The minimum credit requirement does not include audit courses, which are pass/fail courses and shall not be considered in CGPA/SGPA calculations.

The decision of the Department in all academic matters like offering elective courses etc. shall be final and binding on the students. However, the Department has to take the approval of the Senate/Chairperson Senate wherever necessary as per these rules and regulations.

### 4.3 Conduct of Courses

Each course offered by a Department shall be taught by a faculty member called Course Instructor/ Coordinator. A course can be taught by one or more faculty members. In case, the course is being taught by one faculty member, the Course Instructor will be designated as Course Coordinator.

In case, the course is being taught by more than one faculty member (Course Instructor), one of them will have to act as Course Coordinator. The Course Coordinator shall be appointed by the Department and will be assisted by the Course Instructors. The Course Coordinator shall have full responsibility for the course taught by each Instructor. S/he shall coordinate the work of other Course Instructors involved in that course in respect to their participation in various activities related to the course including conducting the course, continuous evaluation of the students through tests, quizzes, assignments, Mid-Term and End-Term examinations and the award of the grades, etc. The Course Instructors apart from their duties have to assist the Course Coordinator in all the activities related to the course.

The courses can also be conducted through online platforms such as MOOCs, SWAYAM, NPTEL, etc. as decided by the Department/DUGC/SUGB/Senate. The evaluation of such courses shall be done as per the guidelines issued by the DUGC/SUGB and approved by the Senate/Chairperson Senate.

### 4.4 Audit Course

The audit course may be mandatory or optional within the structure of the curriculum. There shall be no grade assigned to an audit course. The audit course will have only pass or fail grade. They shall not be counted towards the computation of the CGPA and towards the credits of the final degree requirements. The students may take any elective as an audit course during her/his degree with the permission of the DUGC/HOD on the recommendation of the Faculty Advisor. If an audit course belongs to any other Department, the consent of HOD/Convener DUGC of that Department shall be necessary. Parent Department of the student shall be responsible to coordinate all requirements of such courses. However, such courses shall be mentioned in the

marksheet/grade-card of the student, if s/he passes the same. The student is permitted to drop an optional audit course at any time after registration in the course, however, s/he has to submit the application to the convener DUGC of the concerned Department through Faculty Advisor. These courses may be chosen from the courses available on online platform as mentioned above, however the approval of the Department is necessary and evaluation of such courses also shall be done as per the rules and regulations of the Institute.

#### **4.5 Faculty Advisor**

There shall be a Faculty Advisor for each semester/year in the Department. The Faculty Advisor for each year (2<sup>nd</sup> year onwards) shall be appointed by the HOD/DUGC/DFB of the concerned Department. It is expected that the advisor(s) appointed for the 2<sup>nd</sup> year should continue till end of the 4<sup>th</sup> year of that batch. The Faculty Advisor shall coordinate all the academic activities of the students and shall perform such other duties as assigned by the DUGC/HOD. The Faculty Advisor(s) shall guide/permit the students for registration of courses in each semester depending upon her/his performance; monitor their progress; analyze the performance of that batch and may recommend to the APEC for appropriate actions/seek advice, if required.

##### **Role of the Faculty Advisor**

Group of students are assigned to a Faculty Advisor. The students are expected to consult the Faculty Advisor on any matter relating to their academic performance and the courses they may take in various semesters. The Faculty Advisor will guide the students to complete their courses of study for the required degree. For effective utilization of the opportunities for additional academic accomplishments, planning of the individual's academic journey needs careful consideration, and constant consultation with the Faculty Advisor is imperative. Thus, the role of the Faculty Advisor is of immense importance. *The Faculty Advisor is the person whom the parents/ guardians should contact for performance related issues of their ward. The Department/DUGC will assign Faculty Advisor to the students and it is desirable that s/he should continue as her/his advisor for the duration of stay at the Institute.* The students are expected to meet their Faculty Advisor regularly to take guidance and resolve their grievance, if any.

#### **4.6 First Year Coordinator**

There shall be a First Year Coordinator appointed by the Dean Academic from the Course Instructors of the first year. The First Year Coordinator shall coordinate all the academic activities for the first-year classes and shall perform such other duties as assigned by the Dean Academic from time to time. S/he is required to meet the Dean Academic on regular basis to apprise her/him about the progress/problems and to take necessary steps in time. S/he should also monitor the quality of instructions imparted to first year students.

#### **4.7 First Year Advisory Committee**

First Year Advisory Committee shall be constituted by the Dean Academic. The committee will consist of one Faculty Advisor from each Department preferably teaching the first-year course. They will serve as a counselor and mentor to the students and shall proactively monitor their academic progress. The first-year coordinator shall be the convener of the first-year advisory committee.

## **5. Admission**

5.1 Admission will be made in accordance with the instructions/guidelines received from the Ministry of Education (MoE), Government of India from time to time. Seats are reserved for



- candidates belonging to Scheduled Castes, Schedules Tribes, Other Backward Classes, Persons with Disability (PWD), Economically Weaker Section (EWS) and other categories as per the directions/guidelines issued by the MoE, Government of India from time to time.
- 5.2 Admission to all courses will only be made in the odd semester (1<sup>st</sup> Year 1<sup>st</sup> Semester) starting from July/August of each academic session at the first-year level as per the guidelines issued by the MoE, Govt. of India from time to time.
- 5.3 The selected/allotted candidates by the admission authority/ board for B.Tech. programs have to take admission in the Institute as per the directions of Admission authority/ Board and academic calendar of the Institute.
- 5.4 Admission to Foreign Nationals and Non-Resident Indians (NRIs) shall be given as per the directions/guidelines issued by the MoE, Government of India from time to time. Admission to any student in this category is given as per the directions/guidelines/rules of **Direct Admission of Students Abroad (DASA)**.
- 5.5 At any time during or after admission, if it is found that a candidate had not fulfilled all the requirements of the admission in any form, whatsoever or had furnished wrong/misleading/ forged information/documents, etc. her/his admission stands cancelled immediately and shall be liable for disciplinary/legal action as deemed fit by the Institute. The matter shall be reported to the Senate/Chairperson Senate.
- 5.6 All the students must register in the applicable semester within the stipulated time given in the academic calendar or as notified by the office of the Dean Academic. The registration process shall be carried out/governed as given in the section 6.0.
- 5.7 Candidates must fulfill the medical standards required for the admission as prescribed by the competent authority during the admission/registration process.
- 5.8 Every undergraduate student of the Institute shall be associated with parent Department offering the degree program that the student undergoes, throughout her/his study period.
- 5.9 The Institute reserves the right to cancel the admission of any student at any stage on the grounds of in disciplinary activities or misconduct.

## 6. Registration

### 6.1 Registration Procedure

- 6.1.1 NIT Sikkim follows a credit-based semester system, therefore registration by every student at the beginning of each semester is mandatory till s/he completes her/his program of study. The registration must be completed within the prescribed dates as given in the academic calendar or notified by the office of the Dean Academic.
- 6.1.2 If a student does not register in a particular semester without prior permission of the Dean Academic, her/his admission is liable to be cancelled.
- 6.1.3 Students are not permitted to re-register for course(s), which they have already passed.
- 6.1.4 Without registration, any academic activity (course, seminar, project etc.) undergone by a student will not be counted towards the fulfillment of credit/other requirements of her/his degree.
- 6.1.5 ***The sole responsibility for registration rests with the student concerned.*** A student is required to register in person in each semester for the courses that s/he intends to pursue in that semester.
- The registration process involves:

- (i) Payment of fees for that semester and clearance of all outstanding dues of the previous semester.
  - (ii) Submitting duly approved courses to be taken in the semester in the prescribed registration form. The courses to be registered shall be approved by the Faculty Advisor and the Convener DUGC.
  - (iii) A registration register may be maintained in the Department/academic office which is to be signed by the student within THIRTY (30) days, from the last date of registration.
  - (iv) The registration process will be deemed completed only after completing the above three steps.
- 6.1.6 Percentage of attendance for all students will be calculated from the date of commencement of classes of the semester, irrespective of her/his date of registration, unless supported by a valid reason for late-registration. However, in case of first semester, attendance will be counted from date of admission into the Institute or date of commencement of classes, whichever is later.
- 6.1.7 After registration in each semester, each student should verify/collect the registration acknowledgement document, which indicates the courses registered by her/him in that semester, signed by the Convener DUGC/HOD of the concerned Department. The course registration is subject to confirmation by the academic section.
- 6.1.8 It shall be the responsibility of the student to communicate to the office of Dean Academic in case of any discrepancy in her/his registration including list of courses registered within the notified time.
- 6.1.9 Only those students will be permitted to register in the next semester who:
- (i) Can be promoted according to promotion rules.
  - (ii) Cleared all the Institute and Hostel dues of the previous semester(s).
  - (iii) Paid all requisite fees/fine/penalties for the current semester, and
  - (iv) Has not been debarred from registering on disciplinary or any other ground.
- 6.1.10 If a student fails to get promoted to the next semester, s/he can register for the backlog courses, if any. The debarred students under the clause 6.1.9 (iv), shall not be allowed to register.
- 6.1.11 **Late Registration:** If for any compelling reason like illness, a student is unable to register on the date(s) of registration, s/he will be allowed to register till the last date of registration. Any student registering late will be required to pay a late fee as decided by the Senate/Chairperson Senate/SUGB from time to time. Normally, no late registration shall be permitted after ONE week from the scheduled dates. However, in case of extraordinary circumstances this rule may be relaxed by the Senate/Chairperson Senate/Dean Academic on the recommendation of the DUGC and Convener SUGB.
- 6.1.12 In case, a student fails in course(s) due to performance, s/he may register in supplementary examination as given in these rules and regulations. Students who gets a backlog/year back will be promoted as per the promotion rules and shall be allowed to register in the semester of study as per the procedure/rules and regulations.

## 6.2 Credit Registration

A student shall be able to register for **a minimum of TWELVE (12) credits and maximum of THIRTY (30) credits** in a semester. However, the academically weak students can register maximum of **TWENTY-ONE (21) credits in a semester** as decided by the Faculty Advisor/DUGC/APEC. However, s/he has to complete the degree within the stipulated time as given in this rules and regulations. The rule of minimum credit shall not apply to student(s),

whose backlog courses having credit requirements less than the minimum requirement of credits for a semester.

### **6.3 Adding/Dropping of Courses**

A student shall have an option to add or drop (delete) courses from her/his registered course(s) till last date of registration with the approval of the Faculty Advisor and DUGC as per the academic calendar. The dropping of course(s) shall be permitted till FIFTEEN (15) days before the start of End-Term Examination or as specified in the academic calendar of the Institute. The course(s) dropped by any student shall not be counted as backlog and s/he will be allowed to register in that course whenever offered by the concerned Department. No special class or academic arrangement shall be made for such courses.

### **6.4 Cancellation of Registration**

Unauthorized absence for a period of **four or more weeks** at a stretch during a semester may result in automatic cancellation of the registration of a student from all the courses in that semester. The names of such students shall be communicated to the Dean Academic by the HOD. However, such students may be permitted to re-register in the program on the recommendations of the Faculty Advisor and the DUGC and approved by the SUGB/Chairperson Senate/Senate. Such students are required to pay the re-registration fee as decided by the Institute. All such cases shall be timely processed by the Dean Academic. All such students have to comply the attendance requirement along with other students in that course and the period of absence will not be excluded.

### **6.5 Semester Withdrawal**

- 6.5.1 A student may opt/be advised to withdraw an entire semester, with prior approval of the Dean Academic and with the consent of her/his parent(s). The withdrawal of the semester has to be processed by the concerned Department.
- 6.5.2 A student registered for a semester can apply for semester withdrawal till FIFTEEN (15) days before the start of End-Term Examination. In such cases, no fee or any other charges shall be refunded.
- 6.5.3 The student who has taken the semester withdrawal before the last date of registration has to pay the Institute fee other than the tuition fee for the entire period of the withdrawal for continuation of her/his study in the Institute. S/he will not be given hostel accommodation for the period of semester withdrawal. The decision of the Senate in this regard shall be final and binding on all.
- 6.5.4 The student has to complete the degree in the stipulated time as mentioned in these rules and regulations and in no circumstance the relaxation shall be given in the maximum duration of completion of the degree given under these rules. However, the decision of the Senate in this regard shall be final and binding on all.
- 6.5.5 A student not registered for any semester before the last date for registration without prior approval of the DUGC/Dean Academic may result in her/his termination from the program.
- 6.5.6 It is desirable that the student should not take a continuous semester withdrawal of more than TWO semesters.
- 6.5.7 For the duration of withdrawal, the student shall be treated on academic probation and it is desirable that the continuous counseling should be done by the concerned Department/DUGC/APEC and the recommendations may be communicated to the Dean Academic. A proper record of such students shall be maintained by the concerned Department.

## 6.6 Summer Course and Supplementary Examination

A student may be permitted to take summer course and supplementary examination as per the following rules and regulations given here. However, the decisions/directions issued by the SUGB/Senate/Chairperson Senate shall be final and binding on all.

- 6.6.1 Students with **“FP”** (Failed due to poor Performance/absence in End-Term Examination/academic malpractice) and **“FA”** (Failed due to insufficient Attendance) grade are eligible to appear in supplementary examination. The supplementary examination may be offered at the end of each semester/year as decided by the DUGC/SUGB/Dean Academic/Senate. For any course passed through supplementary examination, the achievable grade will be one less than the grade obtained for that course. However, if the grade obtained is the minimum passing grade it will remain the same.
- 6.6.2 The students complying with the attendance requirements in a course and having backlog in that course (securing **“FP”** grade) can be permitted to undertake the supplementary examination without attending the summer course, if conducted.
- 6.6.3 However, the students not complying with the attendance requirements (securing **“FA”** grade) have to undergo the summer course (offline/online) as per the following guidelines/rules and regulations and can be permitted to appear in the supplementary examination only during summer vacations/end of the summer vacations as decided by the office of the Dean Academic.
- 6.6.4 The office of the Dean Academic has to declare the schedule of summer course(s) as well as supplementary examination well in advance in consultation with the concerned Department.
- 6.6.5 The summer course is not a regular course; it is an optional special arrangement made by the Senate to enable the students to clear their backlog course(s). During summer vacations, Department may offer a summer course subject to strict adherence to the following guidelines:
- (i) The Department/course coordinator(s)/ faculty member should be willing to offer a summer course. The Department has to communicate about the summer courses to the office of the Dean Academic well in advance. However, any directions issued by the office of the Dean Academic have to be complied by the Departments.
  - (ii) Course(s) must be offered with same rigor and in the same manner as a regular semester course(s). It shall be the responsibility of the concerned Department to make necessary arrangements for conduct of regular classes and course evaluation. The examination and evaluation/grading shall be conducted/done by the course coordinator(s) assigned by the Head of the concerned Department for that course.
  - (iii) The duration of each course shall be 30-40 hours not exceeding two hours per day per subject. The registration, examination, assessment and grading etc. are done in the same way as it is done for regular semester courses.
  - (iv) The student appearing for summer course and supplementary examination has to pay the requisite fee as notified by the office of the Dean Academic from time to time depending on the number of courses s/he is registering in summer course and/or appearing in supplementary examination.
  - (v) The dropping of a summer course is permitted within FIFTEEN (15) days from the first lecture of the course. The fee charged for conducting the summer course shall not be refundable in any case once the student has registered for the summer course.
  - (vi) The time table for the summer course and the examination shall be prepared by the office of the Dean Academic in case of first year, and for others it may be prepared by the concerned Department/office of the Dean Academic.

- (vii) Minimum 75% attendance is mandatory in each subject registered by the student during the summer course to be eligible to appear in supplementary examination of that course.
- (viii) The maximum number of courses which can be registered by a student for summer course should not exceed FOUR (04). The DUGC of the Department shall decide the number of courses a student can register depending on her/his past performance and capability.
- (ix) For any course passed through supplementary examination, the achievable maximum grade will be one less than the grade obtained for that course. However, if the grade obtained is the minimum passing grade, it will remain the same.
- (x) The student opted for semester withdrawal shall not be permitted for summer course as well as supplementary examination.
- (xi) For student who opt only for appearing in supplementary examination the internal evaluation and mid-term marks shall be carried forward from their regular semester.
- (xii) The students opting for summer course may be allowed to re-appear/appear to improve their internal evaluation and mid-term marks as decided by the DUGC/SUGB/Senate/Chairperson Senate on the recommendation of the Dean Academic.
- (xiii) At the end of the sixth semester all the students have to proceed for the practical training/internship for a period as specified in the rules and regulations. Such students can opt for the summer course or for practical training/internship. In case, student opt for summer course in place of summer training/internship s/he shall be awarded incomplete grade in the practical training/internship and may complete the same in the next summer vacations. The degree shall be awarded only after completion of all the requirements.

## 7. Residential Requirement

The Institute is residential and unless otherwise exempted/permitted or if there is a shortage of accommodation, every student shall be required to reside in and be a boarder of one of the Halls of Residence (Hostels) and mess to which s/he is assigned. Any alteration to the arrangement will be subjected to the discretion of the Dean Student Welfare/Chairperson Senate/Senate. However, any student can be debarred from hostel/residential facilities on the ground of indisciplinary activities or misconduct as decided by the concerned committee/board.

## 8. Evaluation System

### 8.1 Examination and Evaluation

- 8.1.1 The evaluation of any students in a course is a continuous process and is based on their performance in Internal Assessment (IA), Mid-Term Examinations (MTE), and End-Term Examination (ETE), etc. The IA may include quizzes (declared/undeclared), assignments, term papers, seminars, surprise tests/class tests/ MCQ tests/ open book tests/ group activities etc. and will be conducted by the Course Instructor/ Coordinator during the semester as per her/his course plan. The regularity of the student in the course(s) shall also be considered as part of IA. The marks distribution for IA shall be decided by the Course Coordinator as per the directions issued by the office of the Dean Academic/HOD/DUGC. Laboratory/Practical courses will have Practical and Sessional (PRS) and will be evaluated as decided by the Course Instructor/

Coordinator. The distribution of weightage of marks for each component shall be as in table 8.1.3 and will be announced by the Course Instructor/Coordinator at the beginning of the course. Apart from these, there may be other nature of courses/examinations/evaluation procedures as decided by the Department/Course Coordinator. The instructions/procedures issued by the Departments shall be binding on all the students.

- 8.1.2 There shall be TWO Mid-Term Examinations (MTE) and the duration of the examination shall be ONE hour. The duration of the End-Term Examination (ETE) and the Practical/Sessional End-Term Examination (PRSE) shall be for THREE hours and it is mandatory for every student to appear in all examinations. The schedule of the examinations will be as notified in the academic calendar or by the office of the Dean Academic/the concerned Department. The responsibility for the examination time table for first year lies with the office of the Dean Academic and for second year onwards with the concerned Department as per the directions of the office of the Dean Academic. The Departments shall be responsible for conduct of examination, evaluation, award of final grades, timely communication of grades to students and Dean Academic, etc.
- 8.1.3 **A typical distribution of weightage given for each component of continuous assessment and examination is given below (Table - 1 and Table – 2):**

**Table - 1: Theory subjects**

S.No.	Components of Assessment	% Weightage
1	IA (Quizzes, assignments, term papers, seminars, surprise tests/ class tests/ MCQ tests/ open book tests/ group activities etc. as decided by the Course Instructor)	20%
2	Two Mid - Term Examinations (MTE)	30%
3	End - Term Examination (ETE)	50%

**Table – 2: Practical and Sessional**

S.No.	Components of Assessment	% Weightage
1	Continuous assessment (PRS) of Laboratories/Training/Field work etc. considering regularity and timely submission of laboratory records, etc. – as decided by the Course Instructor/Department	60%
2	Practical Sessional End - Term Examination (PRSE) for Laboratories/Training/Field work etc. The evaluation scheme as decided by the Course Instructor/Department	40%

The above weightage distribution can be modified or amended by the SUGB/Senate. It is expected that the mode of assessment and component should be deliberated at the departmental level and efforts should be made to maintain the uniformity in the scheme of evaluation for various courses at departmental level.

- 8.1.4 **A student must score a minimum of 35% marks in theory subjects and 50% marks in practicals/sessionals in the End-Term Examination (ETE) to pass the subject.**

## 8.2 Evaluation Procedure

- 8.2.1 The Course Instructor/Coordinator is responsible for overall evaluation and grading including setting of the question paper, maintaining its secrecy, conducting examinations, evaluating and awarding the grades of her/his course, timely submission of the grades etc. to the DUGC/HOD. Complete transparency in the evaluation system should be maintained.
- 8.2.2 The Course Instructor/Coordinator has to ensure complete coverage of all the contents of the course (syllabi) taught during the semester. The question paper of each course must cover all the sections/modules of the syllabi. The teaching and evaluation scheme must address the

requirements of outcome-based education/NBA graduate attributes/Bloom's taxonomy and attainment of Course Outcomes (COs), Program Outcomes (POs) and Program Educational Objectives (PEOs).

- 8.2.3 The Course Instructor has to prepare the course file as per the requirement of National Board of Accreditation (NBA) such as Program Outcome, Course Outcome, Mapping of COs/POs/PEOs, Lecture plan, Attendance record, Tutorial sheets/Assignment sheets (with model answer sheet), Question papers of Mid-Term/End-Term Examinations/Practical's/Projects, Quizzes, Complete details of marks with final grades, the analysis of attainment of COs/POs/PEOs, etc.

It is mandatory for a Course Instructor/Coordinator to submit the complete course file to the HOD at the end of each semester before proceeding for winter/summer vacations. It is the responsibility of the HODs to ensure the compliance of the above requirements. **Non-compliance by any faculty member should be reported to the Dean Academic/Director.**

- 8.2.4 The checked answer sheets of quizzes, surprise tests, periodical tests, etc. will be shown to the students within ONE week. The answer books of Mid-Term as well as End-Term Examinations will also be shown to the students after evaluation as per the academic calendar. The discrepancy/query, if any, as pointed by the student will be attended and rectified by the Course Instructor/Coordinator amicably and thereafter the result will be finalized.

- 8.2.5 It shall be the sole responsibility of the student to be present and see her/his answer books as per the schedule announced by the Course Coordinator within the time stipulated in the academic calendar. No requests in this regard shall be entertained by the Course Coordinator after the last date.

- 8.2.6 The Industrial/Field/Practical training/Project, etc. shall be evaluated through the quality of work carried out, the report submitted and presentation(s) in the particular semester. The evaluation and award of grades for Industrial/Field/Practical Training and Minor Project shall be done by the committee consisting of:

- Two faculty members nominated by the HOD
- Instructor(s) or Supervisor(s) of the Minor Projects/Training, etc.

- 8.2.7 The major project shall be evaluated through seminars/presentations, quality of work carried out, project report and the viva-voce examinations. The evaluation and award of final grades for major project/thesis shall be done by the committee consisting of:

- Head of the Department or his nominee(s)
- Project Coordinator
- External Examiner nominated by the Chairperson Senate
- Supervisor(s)

The above committee is for End-Term Examination of B.Tech. project. There shall be minimum **TWO** Mid-Term Evaluation of B.Tech. project which shall be conducted by the above committee except the external examiner or as decided by the DUGC. For evaluation purposes, it will be treated as per the PRSE.

### 8.3 Students Internship Program for Full Semester

- (i) Student can be permitted to take internship assignment for full semester in any industry/IITs/NITs/IIITs/Research Laboratories of repute, only after completion of **THIRD** year of study.
- (ii) The student having backlog in more than **TWO** subjects/courses shall not be allowed for full semester internship. However, the students having backlog in maximum **TWO** subjects/courses may be permitted for full semester internship with the special

permission from the DUGC/SUGB. Such students are free to undertake the internship/training during winter/summer vacations with the permission of the concerned Department.

- (iii) The mentor faculty member shall be assigned by the concerned Department to mentor and monitor the progress of the student(s). The attendance in the industry is mandatory and the same will be taken into account for allowing appearing in the examinations. The concerned Department is required to maintain a register to keep the record of all such students.
- (iv) S/he has to appear in End-Term Examination as per the academic calendar of the Institute or as directed by the office of the Dean Academic. The distribution of weightage given for each component of continuous assessment and examination is given in the table below. This arrangement is made to avoid the unnecessary travel of students to the campus for Mid-Term Examinations.

S. No.	Components of Assessment	% Weightage
1	IA (Quizzes, assignments, term papers, seminars, surprise tests/ class tests/ MCQ tests/ open book tests/ group activities etc. as decided by the Course Instructor)	20%
2	End - Term Examination (ETE)	80%

- (v) For internal assessment (IA) component of the continuous evaluation, s/he will be given assignments, etc. by the respective mentor faculty member and it is mandatory to submit the same in time for evaluation by the faculty member. The mode of submission will be online as directed by the faculty member/Department.
- (vi) There shall be no course waiver for such student. S/he has to complete the requisite theory course of that semester through any **online platform** with the permission of the concerned faculty mentor and DUGC. The evaluation of the courses shall be done by the Department/DUGC.
- (vii) The laboratory courses of that semester shall be carried out by the Department as decided by the DFB/DUGC and the same should be communicated to the office of the Dean Academic. However, to maintain the uniformity, the office of the Dean Academic may issue the guidelines to all the Departments from time to time and Departments are required to follow the same.
- (viii) The work carried out during the internship can be considered against the major project. After completing the project, s/he will have to submit a report duly signed by the concerned mentor and the supervisor from the organization/industry. The examination of the project shall be done along with other students as defined within these rules. However, in exceptional cases, it is the responsibility of the DUGC to amicably resolve such issues and inform the same to the Dean Academic. If need arises, the DUGC of the concerned Department may take the advice of the convener SUGB/Dean Academic.
- (ix) In no case, the work carried out by the student during the internship shall be considered against the laboratory courses.

The DUGC of the Department may decide the evaluation method on case to case basis depending on the conditions specified/imposed by the company/organization where the student has undertaken her/his internship.



#### 8.4 Display and Submission of Grades

In-semester performance of students will be communicated by the instructors from time to time to the students. The final grades must be displayed timely by the Course Coordinator after completion of grade moderation by the Grade Moderation Committee of the Department. It shall be the responsibility of the Course Coordinator and the DUGC/HOD to submit the final grades to the office of the Dean Academic/examination section only after resolving all queries/grievances of the students within the stipulated time.

#### 8.5 Answer Script Retention Period

Evaluated answer scripts of all examinations and laboratory records will be preserved by the Course Instructors/Departments for ONE semester only (excluding the semester in which the examinations are conducted). However, the Department shall retain few answer scripts and laboratory records of each course of students scoring highest, lowest and average marks in the class for at least FOUR (04) years for NBA.

#### 8.6 Promotion Rules

- (i) There is no restriction for promotion from ODD semester to EVEN semester.
- (ii) Minimum requirements for continuation of registration, termination/year-back, probation.

A student is expected to earn a minimum number of credits as specified in **Table 8.1** below at the end of the first year in order to continue her/his registration and study in the program. If a student does not meet this criterion, her/his performance is classified as “**Academically Poor**”, and s/he gets a **year-back** or else her/his registration/admission will be terminated and have to leave the Institute. The option of the year-back is available **only once** at the end of the first year.

**Table 8.1 Criteria for continuation of registration at the end of the first year**

Check Point	Earned Credits (including supplementary examination)	Decision	Remarks
At the end of first year including summer course	$\geq 33$	Allowed to register in the next semester (3 <sup>rd</sup> semester)	-
	$< 33$	<b>Year back,</b> has to re-register in the 1 <sup>st</sup> year (One re-registration chance only)	Academically Poor Year-Back student

- (iii) If a student chooses year-back option (year-back student) after the first year, then her/his credits earned will be carried over. The year-back option will be permitted only once in the first year.
- (iv) After re-registration in first year as year-back student, if the earned credits by the student are again less than **THIRTY-THREE (33)** at the end of the academic year, then the admission of such student will be terminated and the student will have to leave the Institute.
- (v) Each student is expected to earn at least **FIFTEEN (15)** credits in each registered semester. If the performance of a student at the end of any registered semester is below this minimum acceptable level, then s/he shall be placed **on probation**, a **written warning** shall be given to her/him and written intimation will be sent to the **parents** by the office of the Dean Academic/concerned Department.

- (vi) A student placed on **probation** shall be monitored, including mandatory attendance in class, special/remedial tutorials/classes. The academic performance of each academically weak/poor student is monitored by the Mentor Faculty/Faculty Advisor. An academically weak student can register for a **maximum of TWENTY-ONE (21) credits in a semester**. S/he shall first register for the backlog courses (if being offered) and then the courses from the current semester subject to the ceiling of maximum TWENTY-ONE (21) credits. If s/he improves performance and earn more than FORTY (40) credits in a year, s/he shall be treated as a normal student for the subsequent year(s).
- (vii) From the second year and onwards if the performance of a student on probation does not meet the criteria given at point (iii), then the student may face termination/year back, and will be permitted to register by the Dean Academic only if the DUGC makes favorable recommendations. The recommendation shall be prepared after consultation with the student/parents, and should include:
  - (a) Feasibility of completing the program requirements, and
  - (b) Identification of remedial measures for the problems leading to poor performance. Remedial measures include counseling, attending extra remedial classes in summer/evening hours during the semester (The extra classes can be engaged by Ph.D. scholars/faculty members) or any other remedial measure(s) deemed fit by the DUGC.
- (viii) The APEC of the concerned Department shall be responsible to keep semester wise record of all academically weak/poor students and also have to record the remedial measures taken for each student. It is desirable that **APEC should maintain the record in a register**. The HOD/DUGC shall monitor the working of APEC and maintenance of record.

### 8.7 Change of Grade/Re-evaluation

Once grades are published, changes if any shall be allowed in case of totaling and tabulation errors or otherwise. Grade change will be done only after approval of the Chairperson Senate on the recommendation of the SSC/Dean Academic. A request for re-totaling/re-evaluation must be made by the student within ONE month from the date of publication of the result to the HOD/Dean Academic using the **prescribed form** along with the **requisite fee**. The re-totaling/re-evaluation should be completed within FIFTEEN (15) days of submission of application by the student(s). **This clause is applicable only if a student has not seen his answer scripts** due to valid reasons. If the grade change is required due to typos at institution level, the same shall be corrected but needs permission from the Chairperson Senate and the reason for typos should be recorded on file by the Dean Academic before recommending for correction. The office of the Dean Academic shall carry out necessary corrections and issue a fresh grade sheet to the concerned student. In case of correction, the fee charged shall be refunded to the student.

## 9. Grades and Grade Points

The academic performance of a student shall be graded on a **10-point scale**. At the end of the semester a student is awarded a letter grade in each registered course based on her/his performance as per the evaluation criteria/system. The Department/Course Coordinators will follow absolute or relative/statistical grading according to the number of students or otherwise. The awarded grades should be submitted to the office of the Dean Academic within the prescribed time limit as announced in the academic calendar after the End-Term Examination (ETE). The timely preparation and display of final grades shall be the sole responsibility of the Course

Instructors/Coordinators in all respects. A meeting of grade moderation committee should be held by the concerned HOD before finalization of the grades by the Course Coordinators. Timely submission of the grades to the office of the Dean Academic/Examination Cell shall be the sole responsibility of the concerned DUGC and HOD.

The letter grades are as given in the table below with values distributed on a 10-point scale.

(Table-9.1: Grades and Grade Points)

Academic Performance	Range of % Marks Score	Grades	Grade Points	Remarks
<i>Outstanding</i>	<i>90 and above</i>	SA	10	
<i>Excellent</i>	<i>85 and above</i>	AA	9.0	
<i>Very Good</i>	<i>80 and above</i>	AB	8.5	
<i>Very Good</i>	<i>75 and above</i>	BB	8.0	
<i>Good</i>	<i>70 and above</i>	BC	7.5	
<i>Good</i>	<i>65 and above</i>	BD	7.0	
<i>Above Average</i>	<i>60 and above</i>	CC	6.5	
<i>Above Average</i>	<i>55 and above</i>	CD	6.0	
<i>Average</i>	<i>50 and above</i>	DD	5.5	
<i>Below Average</i>	<i>40 and above</i>	DE	5.0	
<i>Marginal</i>	<i>35 and above</i>	EE	4.0	
Failed due to absence in End-Term Examination/ poor performance/ academic malpractice/ poor performance in End-Term Examination	Below 35 (Theory) & Below 50 (Practical/ Sessional) (Overall or End-Term Examination)	FP	0	
Insufficient Attendance (failed because of low attendance)	---	FA	0	
Course Incomplete	---	IW	---	Incomplete work
Course Withdrawal	---	CW	---	
Audit Course Pass	---	AP		
Audit Course Fail	---	AF		
Semester Withdrawal	---	SW		

The course(s) in which a student has earned FP/FA grade will be termed as Backlog Course(s). "FP" grade will be awarded for failed due to absence in End-Term Examination/poor performance/academic malpractice/indisciplinary activities or as defined by the Senate from time to time. The procedure and penalties for dealing with academic malpractices/indisciplinary activities shall be decided by the Senate/Chairperson Senate and will be the part of these rules and regulations.

**'FA' grade will be awarded to a student not fulfilling the mandatory requirement of minimum 75% attendance in any course. S/he shall not be eligible to appear in the Mid/End -Term Examination(s) in that particular course. Such students have to register/repeat the course in which s/he has shortage of attendance, as and when the course will be offered in subsequent semester/summer course or as decided by the Senate/Chairperson Senate on the recommendations of the SUGB.**

When a student gets 'FA'/'FP' grade in any course during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated by taking 'ZERO grade

point' for that course. Once a student passes such course(s), the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the grade obtained.

**'IW' grade** refers to an 'incomplete work', which is required to be converted into a regular letter grade. A student may be awarded the 'IW' grade in a course if s/he has missed the End-Term Examination, for a genuine reason which is in the knowledge of the DUGC/SUGB and the concerned student has done satisfactorily in all other parts. An 'IW' grade is not awarded simply because a student has failed to appear in examination(s). The IW grade will not be awarded in a theory course in any case.

If an 'IW' grade is awarded in a course, the student may be permitted to take the examination in that subject as and when the next examination will be conducted by the office of the Dean Academic and the Department. The 'IW' grade will be converted by the Course Instructor into an appropriate letter grade and communicated to the office of the Dean Academic by the last date specified in the academic calendar. Any 'IW' grade exists after the last scheduled date, shall be automatically converted into 'FP' grade.

An 'IW' grade may be given for major project/seminar/presentation or similar courses on medical grounds/unsatisfactory performance. 'IW' Grade awarded for incomplete work will be converted to a regular grade on the completion of the work and its evaluation. In case of project, the student concerned shall present her/his work to the Evaluation Committee for the project latest by EIGHT (08) weeks or before the beginning of the next semester. If the Department feels that a student has to complete her/his project in another semester, the DUGC shall advise the student to get formally registered in the subsequent semester. However, the DUGC of the concerned Departments can decide the evaluation process for such courses or may take the directions from the Dean Academic if necessary.

**'CW'** grade refers to withdrawal from the course. If any student chooses to withdrawal a course as per the rules and regulations given here, the student has to register such course(s) in the next semester as and when offered by the concerned Department.

In case of relative/statistical grading, the student must score minimum of 90% for 'SA' grade and minimum 35% for 'EE' grade in a course of study. In case of absolute grading, **Table 9.1** will be followed for the award of grades. The decision of the DFB/DUGC of the Department shall be final and binding on the students. The Department has to minute the recommendation in this regard.

## 10. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The letter Grades awarded to a student in the courses (except audit courses) shall be counted towards the calculation of semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) respectively.

The SGPA is an indicator of the overall academic performance of a student in all the courses s/he has registered during a given semester. Similarly, the CGPA indicates the overall academic performance of a student in all the courses registered and successfully earned credits up to and including the latest completed semester/summer term. The formulas and method for calculation of SGPA and CGPA are given below:

### 10.1 Calculation of Semester Grade Point Average (SGPA)

$$SGPA = \left( \sum_{i=1}^n C_i G_i \right) / \left( \sum_{i=1}^n C_i \right)$$

Where,

$C_i$	Credits of the $i^{\text{th}}$ course.
$G_i$	Grade point earned in the $i^{\text{th}}$ course.
$i$	1, ………, $n$ represent the number of courses in which a student has registered in the concerned semester.

## 10.2 Calculation of Cumulative Grade Point Average (CGPA)

$$CGPA = \left( \sum_{j=1}^m C_j G_j \right) / \left( \sum_{j=1}^m C_j \right)$$

Where,

$C_j$	Credits of the $j^{\text{th}}$ course.
$G_j$	Grade point earned in $j^{\text{th}}$ course.
$j$	1, ………, $m$ , represents the number of courses in which a student was registered and has successfully earned credits up to the semester for which CGPA is to be calculated.

### 10.2.1 Conversion Formula from CGPA to % Marks

Overall equivalent % marks = CGPA x 10

### 10.2.2 General Guidelines for the Award of Grades

The CGPA, SGPA and the grades obtained in all the subjects/courses in a semester will be communicated to every student at the end of every semester. A grade sheet (with total credits) will be issued to every student at the end of the semester.

Both SGPA and CGPA will be rounded off to the SECOND place of decimal and recorded as such. Whenever these grade point averages are to be used for the purpose of determining the inter-semester merit ranking of a group of students, only the rounded off values will be used. At the end of the program, student rank-list may be published by office of the Dean Academic.

## 11. Attendance, Absence and Leave

### 11.1 Attendance Requirement

Attendance in the class in every course is compulsory and shall be maintained by the Course Coordinator/Instructor. The Institute expects 100% attendance in every course. However, due to ill health or other emergency situations, absence up to 25% is permissible. A student not having 75% attendance will be debarred from appearing in the Mid-Term/End-Term Examination and will be given a “FA” grade. Such a student is required to register for the course(s) as and when offered. The same attendance requirement is applicable to summer course (if conducted) too. Attendance of the students shall be monitored and communicated to the student by the Course Coordinator/Instructor during the semester as per the guidelines issued by the SUGB/office of the Dean Academic. In case of exigencies due to illness, the Chairperson Senate may relax the attendance requirement up to 10% on the recommendation of the DUGC and Dean Academic/SUGB/SSC. The medical certificate must be submitted within THREE (03) days of the joining the Institute after illness. ***It shall be the sole responsibility of the student to enquire about the attendance in each and every course from the concerned Course Instructor/Course Coordinator every month and make sure that the compliance of the attendance requirements in every course is made.***

## 11.2 Absence in End-Term/Mid-Term Examination

If a student is absent during End-Term Examination in any theory course due to medical reasons or other circumstances, s/he will be awarded “FP”/ “FA” grade. Such students shall be considered for supplementary examinations/summer course as per the rules given here. For any course other than theory such as laboratory/ practical/sessional/project etc., the students may be awarded ‘IW’ grade by the Course Coordinator/Instructor. The DUGC of the concerned Department is required to monitor such cases and may advise the Course Coordinator/Instructor. The Convener DUGC is also required to communicate such cases to the office of the Dean Academic and s/he can appear in the next examination as per the rules.

A student, who fails to appear in the Mid-Term Examination due to sudden illness or mishap/ accident and is supported by valid medical certificate, may be allowed to take another examination preferably within TWO weeks of the Mid- Term Examination with the permission of the concerned Course Coordinator/Instructor with the intimation to the concerned HOD/ Convener DUGC. If the course coordinator/HOD/DUGC Convener is not convinced with the reason for absence from the Mid-Term Examination, they may deny to conduct a separate examination for such student(s) and student has to abide with the decision of the Department.

The application for re-examination on medical grounds should be supported by a Medical Certificate of the Medical Officer of the Institute. If, however, a student is outside the campus at the time of illness or a mishap/accident, her/his application should be supported by a Medical Certificate issued by a Medical Officer of the rank of the Deputy Chief Medical Officer or above. In case of private hospital, the certificate must be verified by the Institute medical officer. However, the decision of the concerned DUGC will be final and binding on the student.

The SUGB/office of Dean Academic may issue the guidelines/rules in this regard from time to time as deemed necessary and same shall become the part of these rules and regulation and shall be binding on the students.

## 12. Exchange Program (Non-Degree Student)

For holistic development of students, provision to proceed to other academic and research institutions in India or abroad as non-degree students is available. Such Exchange Programs shall preferably be executed through specific academic MoUs with other institutions or as decided by the Senate/ Chairperson Senate on the recommendation of the SUGB. The rules and procedure to be followed for availing this provision are as follows:

- (i) Any UG student who satisfies the following minimum eligibility conditions may proceed to another institution in India or abroad with prior permission of the Senate/ Chairperson Senate on the recommendation of the SUGB:
  - (a) Successful completion of SIX semesters of UG course,
  - (b) NO backlog in any course up to sixth semester,
  - (c) Permission and undertaking from the parents.
- (ii) For permission to spend time as a non-degree student elsewhere, an eligible student will make an application to the SUGB through HOD/DUGC, duly supported by a statement of purpose to undertake the proposed study/project work and sufficient information about the department/institution for the purposes. The students will be selected by the SUGB as per the guidelines notified by the office of the Dean Academic/Senate.
- (iii) The selected students may be allowed to go to another academic/R&D institution/industry for (i) short duration during vacation for project work or (ii) entire semester. For case (ii), the DUGC of the Department will determine the courses to be

taken by the student in the host institution or through online platform during that semester and also carry out the evaluation of the courses assigned as per the guidelines/rules issued by the SUGB/Office of the Dean Academic.

- (iv) The DUGC/ Project Evaluation Committee will evaluate the project work done by the student and will make recommendations/award grades.
- (v) Course credits and grades earned will be determined by the DUGC/SUGB based on the grade report received from the host Institution. Such credit points earned/ subjects studied will be included in the grade sheets of the student subject to the approval of the Senate/Chairperson Senate.
- (vi) Permission to proceed to an institution as a non-degree student does not imply that the student will automatically get any waiver from the academic requirements of the Institute.
- (vii) Exchange Student ordinarily will not be allowed to spend more than two semesters/one year in the exchange program. However, in special cases, s/he may be allowed extended stay at the host institution subject to approval of the Senate/Chairperson Senate.
- (viii) Exchange Student will also be subjected to the rules and regulations of the host institution, in addition to specific rules and regulations of the host country, if any. The host institution will inform the parent Institute (NIT Sikkim) about any academic or other problems that may arise during the period of stay in the host institution. The host institution will take appropriate action under its established policy and procedures, in consultation with the parent Institute to deal with such problems.
- (ix) An exchange student will continue to be treated as full-time student of the Institute. S/he shall be considered as full/part-time “exchange” student at the host institution. The exchange student will continue to pay tuition and other academic fees of the parent Institute. In addition, s/he may have to pay course specific fees that may be levied by the host institution. Any costs like living costs, travel, hostel and mess etc. shall be borne by the concerned student. NIT Sikkim shall not reimburse/bear any expense/cost in this regard.
- (x) It shall be the sole responsibility of the student concerned to abide with the rules and regulations of the host institution where s/he is undergoing for exchange program and has to fulfill the requirements of indemnity to NIT Sikkim as decided by the Senate or SUGB.

All matters related to the exchange student have to be reported to the Senate by the SUGB.

## **13. Academic Performance Requirement**

### **13.1 Minimum Requirement for Award of the Degree**

A student is required to earn the requisite credits prescribed for a program to be eligible for the award of the degree. The credits for the courses in which a student has obtained minimum passing grade or higher grade shall be counted towards the credits earned by her/him.

For conferment of degree, student has to fulfill the following requirements:

- (i) The student should have registered and passed all the courses prescribed for the degree under the general institutional and departmental requirements.
- (ii) The student should have satisfactorily fulfilled other academic requirements like practical training, seminar, projects etc., as specified for the discipline.
- (iii) The student should have paid all the Institute dues.
- (iv) The student should have no indisciplinary pending case against her/him.

- (v) The student should have completed minimum requirements of credits.
- (vi) Any other requirement specified by the SUGB/Senate from time to time.

### 13.2 Minimum and Maximum Duration

**13.2.1** The minimum and maximum permitted duration of each academic program will be determined in terms of number of registered regular semesters, hereafter called registered semester. Any semester in which a student has registered for the course will be called a registered semester subject to the following:

- (i) Each academic year shall consist of two semesters and only the first and second semesters of an academic year can be the registered semester.
- (ii) A semester when a student has been granted semester withdrawal/semester leave will not be considered as a registered semester.
- (iii) The Semester when the student is suspended from the Institute on disciplinary ground or otherwise will not be counted towards the number of registered semesters.
- (iv) A semester in which a student is allowed by the Institute to undergo full semester internship/exchange program will be counted as a registered semester.

**13.2.2** The minimum and the maximum permissible registered semester for completing all degree requirements are defined below:

Academic program	Minimum number of registered semesters	Maximum number of registered semesters
B.Tech.	8	14

The Maximum duration for a student for complying with the Degree Requirement is **EIGHT years** (including semester withdrawal/semester leave/suspension period) from the date of first registration for her/his first semester. A student failing to complete the program within the specified maximum duration may be allowed by the Senate to continue depending on the merits of the case.

### 13.3 Academic Probation

- (i) The students on probation will be mentored by a faculty member, identified by the Department, who is expected to monitor the students in a personalized manner. Normally, no more than 2-3 students shall be assigned to a mentor. The Head of Department and DUGC/APEC shall appoint mentor(s) at the beginning of an academic session.
- (ii) A meeting of the mentors and HODs shall be convened by the Dean Academic at the beginning of each semester to coordinate and ensure effective implementation.
- (iii) A student on probation is expected to be in close contact with the mentor by meeting her/him at least twice every week or as advised by the mentor for the entire period of her/his probation.
- (iv) The mentor in consultation with the parents and student, will make specific academic plan for her/him. The mentor is expected to:
  - (a) Closely interact with the poor/weak students and her/his parents.
  - (b) Formulate individualized academic plan.
  - (c) Manage and track counseling process of the student, if any, in coordination with the Convener DUGC/APEC.
  - (d) Approve course registration in a semester in consultation with DUGC.



- (e) Coordinate and process the recommendation/appeal for termination/continuation in the program in consultation with the Head of the Department/ Dean Academic.
- (f) Periodically report to DUGC/APEC about the progress etc. of such students.
- (v) At the time of registration for a semester, the student meets her/his mentor (if possible with parents) to:
  - (a) Identify specific problems and ways to mitigate the same.
  - (b) Formulate an academic plan and target(s) for the semester.
  - (c) Assist HOD in the processing of the student's appeal against termination, if applicable.
  - (d) Approve the course registration of the student in a semester in consultation with DUGC.
- (vi) While considering any appeal from an academically poor/weak student for continuation of her/his registration, the Dean Academic will consider the following:
  - (a) Whether s/he met her/his Mentor Faculty as per the schedule on regular basis.
  - (b) Recommendation of the concerned DUGC/APEC.
  - (c) Registration of a student under probation will not be approved for the next semester if, s/he does not comply with the process of meeting the mentor. S/he will then be required to withdraw from the semester or may be given a year back.

A Summary of the poor/weak student's performance will be maintained by the Departments and DUGC/HOD shall be responsible to maintain the report of such students in a register and same will be made available to course coordinators/instructors of the courses in which the student is currently registered. The course coordinators/instructors should take the cognizance of their report during their teaching plan. The APEC will monitor all academically poor/weak students and keep their records.

## 14. Change of Branch

As an incentive for excellent academic performance in the first two semesters (1<sup>st</sup> year), a limited number of students may be allowed for change of branch of their choice.

- 14.1** All students who have successfully completed the first two semesters (1<sup>st</sup> year) of the programs in the first attempt with CGPA of not less than **7.0** shall be eligible for consideration for change of branch. The office of the Dean Academic has to issue the notification for change of branch. Eligible students shall apply to the office of the Dean Academic within the stipulated time in the prescribed application form and as per the directions/guidelines given in the notification. Late applications shall not be considered on any ground.
- 14.2** In no case, the maximum number of students in any branch can exceed the sanctioned strength.
- 14.3** In no case, the minimum number of students in any branch should be reduced to less than 80% of the sanctioned strength where intake strength is 30 or less and 70% of the sanctioned strength where intake strength is more than 30. If the actual number of students is less than 80% or 70% of the sanctioned strength in a branch, change of branch will not be allowed for that batch. However, in special cases if the CGPA of a student is equal or more than 9.0, s/he can be permitted to change the branch of her/his choice as per the merit.
- 14.4** If a student with a higher CGPA is not offered a particular branch because of other constraints, this may be offered to eligible students as per the merit list, who have applied.

- 14.5** Final list of the branch/discipline wise students after branch change will be published by the office of the Dean Academic with copies to the Departments.
- 14.6** Once the branch is changed, a student shall be permitted to return to her/his original branch within FIFTEEN (15) days with the permission of the Dean Academic provided the number of students in that branch will not exceed the sanctioned strength. The intimation of the same shall be communicated to the concerned Department(s). In such cases, the student is required to pay requisite re-registration fee as decided by the Dean Academic/SUGB.
- 14.7** A committee shall be constituted by the Chairman Senate under the convenorship of the Dean Academic. The office of the Dean Academic shall be responsible to complete the process in all respect.
- 14.8** Any issue arises out of change of branch may be communicated to the SSC and the recommendations of the SSC may be approved by the Senate/Chairperson Senate and same shall be applicable.

## **15. Termination of Registration/ Enrolment from the Program**

The registration/enrolment of a student from the undergraduate program (B.Tech.) may be terminated by the Senate, if s/he is:

- (i) A first-year student, who is continuously absent from the classes for more than EIGHT (08) weeks without authorized leave,
- (ii) Absent without authorized leave of absence for a major part of the semester and does not appear in the End-Term Examination of the courses in which s/he has registered,
- (iii) Fails to report or register,
- (iv) Involved in indisciplinary activities/ violation of the code of conduct such as ragging, etc.

The Faculty Advisor/Course Instructor/Course Coordinator shall bring it to the notice of the concerned HOD/First Year Coordinator as the case may be. It is desirable that the concerned Department should send the absence report with warning to the students and parents after FOUR (04) weeks. The concerned Department should send the report of all such cases to the Dean Academic in time. The Dean Academic has to prepare the case and will convene the meeting of the SUGB/Senate at the earliest possible to take the decision in this regard. The communication regarding termination of the enrolment/admission of student shall be issued by the office of the Dean Academic on the recommendation of SUGB and copy of the same will be sent to the parents.

### **15.1 Appeal against Termination**

A student, whose enrolment has been terminated, may appeal to the Dean Academic giving appropriate reasons for reconsideration within FIFTEEN (15) days from the date of issuance of the termination letter. The appeal will be disposed off by the office of the Dean Academic within FIFTEEN (15) days. If the appeal is considered in the favor of the student, her/his registration and enrolment shall be restored with fine as decided by the Dean Academic/SUGB and has to pay the requisite fee of the Institute.

## **16. Degrees and Transcripts**

### **16.1 Award of Degrees**

A student who completes all the requirements of the degree shall be recommended by the Senate to the BOG for the award of the degree in the ensuing convocation. The degree can be awarded only after the BOG accords its approval.

## 16.2 Withdrawal of the Degree

Under extremely exceptional circumstances, where gross violation of the requirements of the degree/misuse of degree is found at any stage, the Senate may recommend to the BOG for withdrawal of the degree already awarded. The notification for the same shall be issued by the office of the Dean Academic appropriately.

## 16.3 Transcripts, Degrees and Other Certificates

Each student shall be given transcripts/grade cards and degree. The Institute will charge nominal amount for issuances of additional transcripts, duplicate degree/grade cards, various certificates, documents/document verification, etc. on request of the student. The amount to be charged for each shall be decided by the Dean Academic/SUGB/Senate from time to time.

# 17. Medals

## 17.1 Award of Medals

### (i) The Director's Gold Medal

The student(s) with excellent academic as well as non-academic (co-curricular and extra-curricular) record during her/his course of study shall be considered for the award of the Director's Gold Medal. The students should have no irregularities during the program (completed degree in stipulated time, should have passed each course in first attempt and has no disciplinary action against her/him, and so on). The decision of the committee constituted by the Chairperson Senate for this purpose shall be final and binding on the students. The committee shall decide the eligibility criteria and thereafter finalize the name of the medalist and recommend the same to the SUGB. The SUGB shall review the recommendation and place the same to the Senate/Chairperson Senate for the approval.

### (ii) The Institute Gold Medal

The student(s) with the highest CGPA score amongst all undergraduate programs and with no irregularities during the program (completed degree in minimum stipulated time, should have passed each course in the first attempt and has no disciplinary action against her/him, and so on) shall be considered for the award of the Institute Gold Medal. The final nomination shall be on the recommendation of the SUGB and to be approved by the Senate/Chairperson Senate.

### (iii) The Departmental Gold Medal

Branch/discipline wise Gold Medal will be awarded to a student in each branch/discipline, irrespective of the recipient of the Institute Gold Medal/Director's Gold Medal. The student(s) with the highest CGPA score in the Department and have no irregularities during the program (completed degree in minimum stipulated time, should have passed each course in the first attempt and has no disciplinary action against her/him, and so on) will be considered. The final nomination shall be on the recommendations of the SUGB and to be approved by the Senate/Chairperson Senate.

Any other medal sponsored from any organization, industry or individual will also be awarded. The categories, rules etc. will be as per the decision of the Institute based on the approval of the Senate/Chairperson Senate.

## **18. Student Conduct, Discipline, Academic Malpractices and Disciplinary Procedure**

There is a separate manual for the above and shall be considered as part of these rules and regulations.

## **19. Miscellaneous**

### **19.1 Course Fee Structure**

The course fee structure contains components of fees as applicable at the time of admission and subsequent registrations. The fee structure may change as per the directives of MoE, Govt. of India/Institute from time to time as decided by the Senate and approved by the BOG. The fees charged in each semester shall be referred as the Institute fee.

### **19.2 Hostel Fee**

The hostel fee is charged for accommodation and other facilities in the hostel and shall be decided by the Senate.

### **19.3 Mess Charges**

The mess fee will be collected to meet the cost of food and miscellaneous mess charges from boarders. The mess facilities will be managed by the students' mess committee under the supervision of the Dean Student Welfare/Associate Dean Student Welfare/Chief Wardens/Wardens.

The detailed rules and regulation related to the hostel/mess matters shall be available with the office of the Dean Student Welfare and may change/update from time to time.

### **19.4 Caution Money Deposit**

An amount shall be collected from the students at the time of admission as caution money deposit. The caution money shall be charged as part of the Institute fee, Hostel fee and Mess charges separately. This deposit or its part thereof shall be refunded without interest after completion of course of study or as the case may be. In case of course withdrawal by a student, the same shall be refunded fully or partially after submission of clearance/No-dues form. In case of any financial penalty/fine is imposed on the student during her/his period of study and if s/he has not deposited the same in time, the due amount shall be deducted from the caution money deposit or both as the case may be. The students exempted from hostel and/or mess shall not be required to pay the caution money, however, the same shall be charged as and when the students become the boarder of the hostel and/or avail mess facilities. The decision of the Dean Student Welfare shall be final and binding in this respect.

### **19.5 Tuition Fee Remission**

The tuition fee waiver/remission shall be applicable as per the notifications/directions of the MoE, Govt. of India, issued from time to time.

### **19.6 Refund Policy**

For newly admitted students, the guidelines of the Admission authority/ Board shall apply for refund of any amount and NIT Sikkim shall not be responsible for any delay or non-refund of the same. Beyond that, the rules of NIT Sikkim are as follows:

- (i) If a student chooses to withdraw from the program of study in which s/he is enrolled, NIT Sikkim will follow the following steps for the refund of the fees paid by the student:
  - (a) If a student withdraws from the Institute after the Registration/Reporting at NIT Sikkim, s/he needs to submit a withdrawal request through a completely filled-in application form as prescribed by the Institute along with the 'No-Dues' (form available with the office) from all the concerned offices/Departments/Sections, etc. Only after compliance of above and the approval of the Dean Academic, the following deposits may be refunded after deduction of dues, if any:
    - Institute Caution Money.
    - Hostel Caution and Mess Caution Money (if applicable).
    - Any other admissible refund.
- (ii) If student deposits excess amount, s/he has to submit a request in writing to the concern office for refund within one month of such deposits. The concerned office will process the request and the excess amount will be refunded as per the rules of the Institute.

**Note:**

- *The refund, if any will be made after the completion of the entire admission process and after the receipt of the admission fees from the admission authority/board (i.e. fees submitted directly to the admission authority/ board by the student).*
- *Also, the Institute will follow the refund rules for fees as per the MoE, Government of India guidelines notified from time to time.*
- *In case of natural or accidental death and major causalities of the student, the refund rules/clauses shall be applicable to the extent as given above.*
- *In any case, no interest shall be paid on any amount to be refunded.*

## 20. General

Notwithstanding anything contained in this manual of rules and regulations, the Senate of the National Institute of Technology Sikkim, reserves the right to modify/amend any rule and regulation without notice. The amended rules and regulations shall be applicable as decided by the Senate. All categories of the students/candidates shall be governed by the rules and regulations, procedures laid down by the Senate from time to time.

## 21. Interpretation

Any doubt or dispute arising out of interpretation of any rule and regulation shall be referred to the Chairperson Senate/Senate whose decision shall be final and binding. Notwithstanding all that has been stated above, the Senate reserves the rights to modify/clarify any of the rule, regulation and procedure laid down from time to time.