

# ACADEMIC REGULATIONS



**GIFT Autonomous, Bhubaneswar**

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Odisha, India

[www.gift.edu.in](http://www.gift.edu.in)

## Approval History

ACM#	Date	Resolutions / Revisions
AC-01	07-01-2023	The proposed Academic Regulation is provisionally approved by the Academic Council
AC-03	10-08-2024	The proposed Academic Regulation is provisionally approved by the Academic Council

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## FORM DETAILS

Sl. No.	Form No.	Description of Forms	Fees Details
1	GIFTA-1 BC	Application for Branch change	No fee
2	GIFTA-2 RN	Form for Registration of subjects in the semester	No fee
3	GIFTA-3 CA	Condonation of Attendance for semester examination	No fee
4	GIFTA-4 MT	Appearing Modular Test examination on medical ground	No fee
5	GIFTA-5 RM	Repeat Modular Test examination	Online payment of Rs.200/-
6	GIFTA-6 ND	Name correction in Degree certificate	Online payment of Rs.200/- to BPUT through SB Collect
7	GIFTA-7 LC	Issue of duplicate certificate for Lost / Damaged certificate	Online payment of Rs.200/- to BPUT through SB Collect
8	GIFTA-8 MC	Issue of Migration certificate	Online payment of Rs.100/- to BPUT through SB Collect
9	GIFTA-9 RC	Re-totaling/Re-evaluation of End Semester Examination evaluated answer scripts	Fee to be deposited through online in the GIFT account
10	GIFTA-10 RT	Issue of photocopy of answer scripts under RTI Act	Fee to be deposited through online in the GIFT account
11	GIFTA-11 DG	Issue of Duplicate Grade sheet	Online payment of Rs.200/- to BPUT through SB Collect
12	GIFTA-12 DI	Issue of Duplicate I-card	Fee of Rs.100/- to be deposited through online to the GIFT account
13	GIFTA-13 CL	Issue of CLC & Conduct certificate	Fee of Rs.50/- to be deposited through online in the GIFT account
14	GIFTA-14 TG	Issue of transcripts	Online payment to BPUT through SB Collect

## 1.0 Preliminary Definitions and Nomenclature

In these regulations, unless the context otherwise specifies-

- i. **“Academic Year”** means academic activities of the in a Year (Odd Semester followed by Even Semester).
- ii. **“University”** means the Parent University, i.e., BPUT, Raurkela, Odisha.
- iii. **“Program”** means an educational course leading to the award of a Degree or certificate like B. Tech., M. Tech., MCA, MBA, M. Sc., Ph.D.
- iv. **“Branch”** means a discipline of study like ‘Computer Science and Engineering’, ‘Electronics and Communication Engineering’ etc.
- v. **“Subject”** means a component of a program, usually referred to as “course” like Mathematics, Physics, etc. All subjects need not carry the same weight. The subjects should define Course outcome, Learning objectives and Evaluation Scheme. A subject may be designed to comprise solely or a combination of lectures, tutorials, laboratory work, field work, outreach activities, project work, viva, seminars, term papers, assignments, presentations, guided self-study, etc.
- vi. **“Credit”** means a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work per week.
- vii. **“Choice Based Credit system (CBCS)”** means a system that provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses.
- viii. **“Credit Based Semester System (CBSS)”**- Under the CBSS, the requirement for awarding a degree or certificate is prescribed in terms of number of credits to be completed by the students. Number of Credits to be earned by a student for award of degree shall be as per the respective curriculum approved by the Academic Council. The number of credits required for award of

degree shall be reduced by the total credits of 1st Year (i.e., credits of 1st and 2nd semesters) and the credit of Summer Internship after 1st Year (if any) for the programs where admission into 2nd Year through Lateral Entry is permitted.

- ix. **“Grade”** means an index of the performance of students in a said subject. Grades are denoted by letters O, E, A, B, C, D, F, S, and M.
- x. **“Grade Point”** means a numerical value (0 to 10) allocated based on the grade assigned to each course.
- xi. **“Credit Point”** means the product of Grade Point and number of Credits for a subject.
- xii. **“Semester Grade Point Average (SGPA)”** is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various subjects registered in a semester and the total credits during that semester. It is computed by the following formula and expressed up to two decimal places.
- xiii. **“Cumulative Grade Point Average (CGPA)”** is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various subjects in all semesters and the sum of the total credits of all subjects in all the semesters. It is computed by the following formula and expressed up to two decimal places.
- xiv. **“Controller of Examinations (CoE)”** means the authority of the Institution who is responsible for all the activities of the Examinations of this Institute.
- xv. **“Head of the Institution”** means the **Principal** of the Institute who is responsible for all the academic activities and for implementation of relevant rules and regulations.
- xvi. **“Head of the Department (HoD)”** means the faculty member of a department who is assigned to perform all administrative activities within the department.
- xvii. **“Continuous Internal Evaluation (CIE)”** means the faculty member should assess the students in the concerned subject during the semester.
- xviii. **“Modular Test (MT)”** means the written examination held thrice in a semester.

- xix. **“End Semester Examination (ESE)”** means the written examination held in the end of the semester. It refers to the examination conducted by the institute covering the entire course syllabus. For this purpose syllabi are to be modularized and ESE questions to be set from each module with a choice confined to the concern module only.

## **1.1. Curricular Programs**

The provisions contained in these regulations govern the conditions for imparting courses of instruction, conducting examinations and evaluation of students' performance leading to the Degree of-

- Bachelor of Technology (B. Tech.)
- Master in Computer Applications (MCA)
- Master in Business Administration (MBA)
- Master in Business Administration (General Management)
- Master of Technology (M. Tech.)
- Master of Science (M. Sc.)
- Integrated Master of Science (I M. Sc.)

The Governing Body of the Institute may, on the recommendation of the Executive Council, take decision on addition or removal of any program at any time.

The nomenclatures shall continue to be used for the Degree programs under the Parent University, as required by AICTE and UGC-

### **Under Graduate (UG) Programs-**

Bachelor of Technology (B. Tech.) in-

- Agriculture Engineering
- Civil Engineering
- Computer Science & Engineering
- Computer Science & Engineering (Artificial Intelligence)
- Computer Science & Engineering (Internet of Things)
- Computer Engineering

- Electronics & Communication Engineering
- Electrical & Electronics Engineering
- Mechanical Engineering

### **Post Graduate (PG) Programs-**

- Master in Computer Application (MCA)
- Master of Business Administration (MBA)
- Master in Business Administration (General Management)
- Master of Technology (M. Tech.) in-
  - Computer Science & Engineering
  - Computer Science & Engineering (AIML)
  - Construction Technology & management
  - Environmental Engineering
  - Industrial Safety Engineering
  - Turbo Machinery
- Master of Science (M.Sc.) in-
  - Applied Physics
  - Applied Chemistry
  - Applied Mathematics
  - Aviation
- Integrated Master of Science (I M.Sc.) in-
  - Applied Physics
  - Applied Chemistry
  - Applied Mathematics and Computing

New programs or branches may be added or modified in future with approval of the Governing Body. The provisions of these regulations shall also be applicable to any new discipline(s) that is (are) introduced from time to time. Other regulations including those for supplementary or summer courses, whenever necessary, may be framed and implemented by the Academic Council.

## **1.2. Program Duration and Calendar**



**1.2.1.** The duration of the programs shall be governed by the regulations of AICTE that may change from time to time. As per the prevailing regulations, the duration of various programs shall be as under-

- B. Tech Program is of 4 (Four) years, i.e., 8 (Eight) Semesters
- MBA Program is of 2 (Two) years, i.e., 4 (Four) Semesters
- MBA (General Management) Program is of 2 (Two) years, i.e., 4 (Four) Semesters
- MCA Program is of 2 (Two) years, i.e., 4 (Four) Semesters
- M.Tech. Program is of 2 (Two) years, i.e., 4 (Four) Semesters
- M.Sc. Program is of 2 (Two) years, i.e., 4 (Four) Semesters
- I M. Sc. Program is of 5 (Five) years, i.e., 10 (Ten) Semesters

**1.2.2.** Each year shall be divided into two Semesters, namely, (i) Odd Semester (July to December), and (ii) Even Semester (January to June).

The Odd semester shall ordinarily begin in July for students already on rolls and the Even semester shall ordinarily begin in January. However, the 1st semester (Odd, for newly admitted students) may begin a little later depending on completion of admission formalities

**1.2.3.** Each semester shall have 12 teaching weeks with a minimum of 6 teaching days/week and a minimum of 72 teaching days excluding the period of examination, holidays and days when classes are suspended.

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

**1.2.5.** The maximum period which a student can take to complete a full time academic program as per regular tenure of study as follows, i.e.,

- 7 (Seven) years for B. Tech.
- 5 (Five) years for MCA

- 5 (Five) years for MBA
- 5 (Five) years for MBA (General Management)
- 5 (Five) years for M. Tech
- 5 (Five) years for M.Sc.
- 8 (Eight) years for I M.Sc.

**1.2.6.** The program of studies leading to a degree consists of prescribed subjects sequentially distributed over the required number of semesters. Whenever summer months are used, either for academic or for administrative purposes, recourse is always to be taken through what is known as Summer Term.

**1.2.7.** The newly admitted students in the 1st or 3rd Semester have to take admission at the institute on the dates as per the Academic Calendar. Under special circumstances, e.g., foreign students nominated by the Government of India or a student with serious medical illness, the Principal may condone delay up to one month from the starting of classes. Executive Council may condone delay beyond one month if satisfied with the situation.

**1.2.8.** The Academic Council will approve the academic calendar consisting of schedule of activities for a session inclusive of dates for registration, Modular Test and End Semester Examination; inter-semester breaks etc., well in advance of start of a semester.

**1.2.9.** The academic calendar will also reflect the scheduled holidays. In addition to holidays, the Principal, may announce suspension of classes when the situation so demands. Such suspended classes may or may not be compensated on a weekend/holiday as per decision of the Principal.

## **2.0 Eligibility for Admissions**

**2.1.** The admission of students to various programs shall be governed by the State Government and/or Parent University Policies/Practices in this regard.

**2.2.** The candidates with a Polytechnic Diploma or any other qualification approved by the State Government/AICTE are eligible to join UG Degree

programs at the beginning of the second year(3rd semester), as per the prevailing practice in the Parent University (Lateral Entry).

**2.3.** A student admitted directly to the 3rd semester in undergraduate engineering programs under the lateral entry scheme shall complete all the courses within a period of 6 academic years from the date of first admission, failing which the student has to discontinue the program.

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

- Candidates shall have to register as bonafide students with the Institution as per the regulations before commencement of instruction in the First Semester and for Lateral Entry students in the Third Semester.
- A student is allowed to attend classes only for those subjects that s/he has registered in a semester.

## **2.5. Branch Change**

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

**2.5.2** The change of branch shall be accorded to only such students who have cleared all examination subjects of both the semesters (including the mandatory courses except the Induction Program) in first attempt, in examinations held during academic session of his/her first admission to the program.

**2.5.3** Change of branch may be accorded subject to the condition that the consequent total student strength in a branch shall not increase or decrease by 10% of the approved intake of seats and

the net student strength in the loser programme shall not deplete by more than 10% of the actual student strength existing on the rolls prior to the change during the process. However, change of branch is not allowed in the first year of admission.

**2.5.4** There shall be a committee comprising of Dean Academics, Dean Examinations, Controller of Examinations, concerned HOD and Principal as its Chairman to decide on the branch changes. The Controller of Examinations shall invite application accorded by parents or guardian from the eligible students. The committee will prepare a merit list based on CGPA and allot change of branch in order of their preferences. The committee shall announce the decision on branch change before the commencement of the 3rd semester.

**2.5.5** The change of branch facility shall not be applicable to students of PG programs, such as, MBA, MBA (General Management), M. Tech., MCA, and M. Sc. courses.

**2.5.6** There shall be no opportunity of a change of branch mid-way during the any program.

**2.6.** If a student fails to join the Institute and attend classes within a week of starting of classes without any information, s/he will be deemed to have abandoned the program. In case of serious illness or a family calamity, s/he may be granted leave by the Principal. In serious cases, a student may, with approval of the Executive Council, take break for a year and join the Institute along with the next batch of students.

**2.7.** The Institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes, repeated attempt of malpractice in the examinations, willful violation of the rules & regulations of the Institute, or any other activity attributed as indiscipline.

### **3.0 Approaches to Curriculum**

**3.1 Credit System-** A system enabling quantification of course delivery, with one credit being assigned to each unit after a student completes its teaching-learning process, followed by passing in CIE, MT and ESE. Further, Choice Based Credit System (CBCS) to be helpful in customizing the course delivery for a student, through Core and Electives.

**3.2 Credit Courses-** All Courses registered by a student in a Semester to earn credits; in a widely accepted definition, students to earn One Credit Point by registering and passing-

- 1 hour Lecture(L) per week per Semester = 1 Credit
- 1 hour Tutorial(T) per week per Semester = 1 Credit
- 2 hours Practical/Lab/Drawing (P) per week per Semester = 1 Credit.

Note- Other student activities not demanding intellectual work or enabling proper assessment like, mandatory courses, extra-curricular activities, induction program, practical training, study tour and guest lecture etc., shall not carry any credits.

**3.3 Course Load-** Every student to register for a set of Courses in each Semester, with the total number of their Credits being limited by considering the permissible weekly Contact Hours (typically 28 Hours/Week). For this, an average Course Load of 20–21 Credits/ Semester (e.g., 4 to 6 theory and 2 to 4 practical courses) is generally acceptable.

**3.4 Credit Representation-** Credit values for different academic activities to be represented by following the well accepted practice, as per the example given below-

Sl. No	Lectures	Tutorials	Practical Work	Credits	Total Credits	Total Hours
	(hrs/wk/Sem)	(hrs/wk/Sem)	(hrs/wk/Sem)	(L-T-P)		

i	4	0	0	4-0-0	4	50
ii	3	1	0	3-1-0	4	50
iii	3	0	0	3-0-0	3	40
iv	2	1	0	2-1-0	3	40
v	2	0	0	2-0-0	2	30
vi	0	0	6	0-0-3	3	60
vii	0	0	4	0-0-2	2	45
viii	0	0	2	0-0-1	1	30

**3.5 Grading & Grade Points-** Irrespective of the credit, a course will be evaluated out of 100 marks and the uniform absolute Grading System to be followed for all Academic Programs shall be as described below-

Sl. No	Qualification	Grade	Score on 100 Percentage Points	Point
i	Outstanding	O	90 & above up to 100	10
ii	Excellent	E	80 & above but less than 90	9
iii	Very Good	A	70 & above but less than 80	8
iv	Good	B	60 & above but less than 70	7
v	Average	C	50 & above but less than 60	6
vi	Poor	D	40 & above but less than 50	5
vii	Failed	F	Less than 40	2
viii	Absent	S	Absent in ESE	0
ix	Debarred	M	Malpractice (MP)	0

\* The student may be permitted to appear in the Improvement, Re-Improvement Examinations.

\*\* The student will not be permitted to appear in the Improvement, but will be allowed in Re-Improvement Examinations.

**Note-** F/S/M grades are considered as backlog grades wherever mentioned.

– Point- Integer equivalent each letter grade.

- Credit- Integer assigned to each subject in a semester as per the syllabus.
- Credit Point - (b) X (a) for each course item.
- Credit Index= $\sum$ Credit point of course items in a semester
- i.  $Grade\ Point = \frac{Credit\ Index}{\sum\ Credits}$
- ii.  $SGPA = \frac{Credit\ Index}{\sum\ Credits\ for\ a\ Semester}$
- iii.  $CGPA = \frac{\sum\ Credit\ index\ of\ all\ previous\ Semesters}{\sum\ Credits\ of\ all\ previous\ Semesters}$  upto a Semester

**3.6 Mandatory Courses-** Course work on peripheral subjects in a program is included as Non-Credit/Mandatory Courses. A student must secure a minimum of 50% marks (i.e., “C” Grade) in order to pass such non-credit/mandatory courses. Failing with an “F” grade in such courses shall be counted for semester/year promotion.

**3.7 Passing Criteria -** The following passing criteria shall be followed-

- To pass a credit theory course a student has to secure a minimum of “D” grade with at least 35% in the ESE & 45% in the Internal Examination (CIE and MT)
- To pass a non-credit/mandatory course, a student has to secure a minimum of “C” grade with at least 50% marks in CIE and MT.
- For other courses (practical, seminar, viva, project and Internship) Grade “C” is the minimum pass grade.

Both SGPA and CGPA serve as useful performance measures in the Semester System. A student can be declared successful at the end of the Program only when-

- Number of Credits to be completed for award of degree for all students (including lateral entry) shall be as per the norms as approved by the Academic Council.

- The CGPA earned at the end of the program is greater than or equal to 5.50 with none of the Courses registered in for the Degree Award counting F/S/M Grade.
- There should not be any pending disciplinary proceedings against the student.

**3.8 Equivalent Percentage of CGPA-** The following formula shall be used obtain the equivalent percentage of marks for the CGPA earned by a student at the completion of the program.

<b>Equivalent % of Marks = (CGPA – 0.50) × 10</b>
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#### **4.0 Awards of Merit**

The Institute shall give away the following awards of merit to the best performers of the passing out batch of various programs as a token of recognition of their achievements.

**4.1** Award of Gold Medals shall be based on academic achievements only. The criteria for award of Gold Medals shall be as under-

- The UG & PG programs in which Gold Medals shall be awarded in an Academic Year shall be decided by the Executive Council.
- The Gold Medal winners in UG & PG programs approved by the Executive Council for the Academic Year will be selected based on the highest CGPA secured by the students passing out in that academic year.
- A CGPA of less than 9.00 will not be considered for award of Gold Medal. For branches in which the syllabi are same shall be considered jointly.
- For award of the Gold Medals, more than one candidate may be declared as Joint Winner if they have the same CGPA.



**4.2** The award for Best Engineering Graduate will be based on academic as well as other achievements of the students. The criteria for this award shall be as under-

- The winner for the “Best Engineering Graduate” will be selected based on the overall achievements of the student passing out in the academic year across all branches.
- A CGPA of less than 8.00 will not be considered for this award.
- A committee constituted by the Principal shall select the winner by considering achievements in various fields such as, co-curricular, extra-curricular, research, publications, National/International competitions, hackathons, innovations, social work, etc., as well as the behavior, attitude, professional ethics, leadership quality and organizational skills.

## **5.0 Curriculum Structure**

**5.1** The curriculum shall meet the basic requirements with a focus on research and development. A key area of focus for the curriculum will be the emphasis on problem solving through case based teaching pedagogy and the development of “soft skills” including effective communication, presentation skills etc. The curriculum for undergraduate courses shall include subjects in various domains for IT applications. Besides these courses electives humanities subjects such as economics, organizational behavior, communication skills, etc. The curriculum will be designed to meet the student aspirations and the industry requirement and shall take into consideration the following points-

- Research experience as part of undergraduate curriculum- Courses will emphasize projects and research experience.

- Opportunity for students to do guided self-study of subjects by the help of Massive Open Online Courses (MOOC) shall be suitably provisioned in the curriculum.
- A set of domain courses in science and engineering which will provide extensiveness to the students.
- Special attention would be paid to human values, as these are essential in contemporary society. Specially designed courses on human values would be made a regular part of the curriculum.
- Introduction of induction program in the curriculum to equip the students with communication skills, and get them acquainted with the culture of institution and human values. A student has to undergo this induction program after joining the institute and before the commencement of classes. Normal classes of the UG engineering programs shall begin after the newly admitted students have undergone a minimum two weeks induction program. In case the admissions are delayed due to any reason beyond control of the Institute, the Principal may curtail the duration of the induction program to accommodate the minimum number of teaching days of the 1st semester.

## **5.2** The curriculum will contain the following subjects –

**5.2.1 Institute Core-** The Institute core will consist of semester specific compulsory courses like Basic Sciences (BS), Engineering Sciences (ES) and Humanities and Social Sciences (HS). All undergraduate students should satisfy the institute core requirement.

- Basic Sciences (BS) shall include subjects like Applied Chemistry, Elements of Engineering Physics, Introduction to Mathematics,
- Humanities and Social Sciences (HS) shall include subjects like Communicative & Technical English, Engineering Economics & Costing, Fundamentals of Management
- Engineering Sciences (ES) shall include subjects like Basic Electrical Engineering, Basic Electronics Engineering, Computer Programming,

Data Structures & Algorithms, Engineering Graphics, Engineering Mechanics, Manufacturing Practices, OOP Using Java, and Thermodynamics.

**5.2.2 Professional Core (PC)**- These courses are the core of the branch of study and are compulsory for the students of the respective branch. These courses provide the basics and mandatory knowledge and skill required for a professional of the respective branch.

**5.2.3 Professional Electives (PE)**- These are elective courses within the discipline and will be offered in each semester, starting second/third year. Elective courses will provide the students with in-depth knowledge, and therefore students are advised to choose elective courses according to the field of their interest.

**5.2.4 Open Electives (OE)**- Open Electives are courses outside the discipline. There will be a minimum number of open electives that all students will have to complete. These are advanced courses from the broad areas of Engineering, Science, and Mathematics etc. The first two years provide the foundation required for taking these courses.

**5.2.5 Massive Open Online Courses (MOOC)**- These are guided self-study courses offered in approved MOOC platforms, such as NPTEL/SWAYAM etc., which a student can choose based on his/her domain of interest. MOOC courses are helpful to inculcate self-learning abilities in the students for achieving global competency.

**5.2.6 Mandatory Courses (MC)**- These shall include subjects like Constitution of India, Environmental Science & Engineering,

Professional Ethics & Values, Yoga and shall be non-credit subjects but the actual grade received shall be reflected in the grade sheet.

**5.2.7 Projects (PJ)**- Project is an integral part of the curriculum, and many courses feature a “practice” component, which requires programming, working on various systems and equipment, or using other computational tools to understand the concepts studied during the program. Additionally, the curriculum will provide opportunity for project work through subject-specific projects, technical seminars, summer internships, etc., as appropriate to achieve the desired outcomes.

**5.2.8 Industry Internship (II)**- The curriculum will provide students the opportunity to take up full-time internships in industry. This is aimed at exposing them to the world of work and giving a firsthand experience of working on projects in industrial environment. Full-time industry internship for one semester (i.e., 6 months) during the final year shall be considered equivalent to Practice School, provided that-

- it is offered by a recruiter of the student, preferably with a stipend;
- the offer is made through the institute & approved by Dean Academics; and
- the student undergoes the internship at the recruiter’s venue for the specified duration, duly following their rules & regulations

**5.2.9 Viva Voce (VV)**- Regular viva-voce shall be an integral part of all practical or sessional subjects as a mechanism for continuous evaluation. In addition, provision for a comprehensive viva-voce in the final semester of undergraduate engineering programs shall be kept in the curriculum

**5.3** The suggested Course Work for undergraduate engineering programs as specified in the approved curriculum needs to be completed successfully by a student.

**5.4** The Sequencing Plan for Courses- The curriculum for various programs consisting of a proper mix of courses shall be properly sequenced so as to enable the students begin with the broad areas of basic & engineering sciences and smoothly transition into professional & branch specific subjects. The sequencing plan for undergraduate engineering programs shall be as given below-

<b>Semester</b>	<b>Subject Area Coverage</b>
I - II	All HS, BS, ES, and MC courses shall be common for all branches to facilitate branch change.
III – IV	HS Courses common for all Branches; some BS and ES courses branch specified); PC (Hard/Soft) Courses in two/three groups (like Electrical, Non-Electrical); Area wise Orientation; Add-On Courses.
V – VI	HS Courses common for all Branches; some BS and ES courses branch specified; PC (Hard/Soft), PE and OE Courses; Branch-wise Orientation; Add-On Courses; Seminar
VII-VIII	HS Courses common for all Branches; some BS and ES courses branch specified; PE and OE Courses; Project work and Dissertation, Seminar- Add-On Courses; Final wrap-up of Program.

**5.5** Model Curriculum for Undergraduate Engineering- The model curriculum for undergraduate engineering programs shall have a proper mix of various subjects so as to fulfill the desired outcomes of each program. The suggested model given below based on the guidelines issued by the AICTE is generally acceptable.

Sl. No.	Course Delivery/Subject Area	Range of Total Credits (Min – Max)	Suggested Breakdown of Credits
i	Humanities and Social Sciences (HS)	5% – 10%	11
ii	Basic Sciences (BS)	10% – 15%	18
iii	Engineering Sciences (ES)	12% – 18%	24
iv	Professional Core (PC), relevant to the chosen specialization/branch	25% – 35%	56
v	Professional Electives (PE), relevant to the chosen specialization/branch	10% – 15%	24
vi	Open Electives (OE), from other technical and/or emerging subject areas	5% – 10%	12
vii	Employability Enhancement Course (EEC)	10% – 15%	19

**5.6** Indicative Structure for Undergraduate Engineering- The course load in the curriculum for various courses in different semesters shall be kept in accordance to the sequencing plan and range of credits in the model given above. The indicative structure of an undergraduate engineering program is given below. There may be some variations between different branches with total credits remaining the same.

Course work/ Subject Area	Credits/Semester								Total Credit
	I	II	III	IV	V	VI	VII	VIII	
Humanities & Social Sciences (HS)	2.5	2.5	3	3					11
Basic Sciences (BS)	6	6	3			3			18
Engineering Sciences (ES)	10.5	10.5	3						24
Mandatory Courses (MC)	0	0		0					0

Professional Core (PC)			13	13.5	17	9.5	3		56
Professional Electives (PE)				3	3	6	6	6	24
Open Electives (OE)					3	3	3	3	12
Employability Enhancement Course (EEC)	1	1	2	1	2	2	4	6	19
<b>TOTAL</b>	<b>20</b>	<b>20</b>	<b>24</b>	<b>20.5</b>	<b>25</b>	<b>23.5</b>	<b>16</b>	<b>15</b>	<b>164</b>
Contact hours/week	24	24	28	25	30	28	20	20	199

## 6.0 Assessment of Performance

**6.1** There will be continuous assessment of a student's performance throughout the semester and grades will be awarded based on assessment by the subject teacher and performance in different examinations.

**6.2** The assessment of performance will have different components as given below.—

**6.2.1** The For theory subjects, the sub components and the respective weights assigned to these are given below.

Sl. No	Sub-Component	Weight
1	Continuous Internal Evaluation (CIE)	25%
2	Modular Test (MT)	25%
3	End Semester Examination (ESE)	50%

**6.2.2** For assigning marks in Continuous Internal Evaluation (CIE) the weights of different subcomponents of CIE may be announced to the students by the teacher at the beginning of the Semester as follows.

SI No.	Sub-Component of CIE	Weight
1	Attendance	30%
2	Assignment	20%
3	Quiz Test	20%
4	Subject Specific Project	30%

**6.2.3** For assignment of marks in laboratory component (P - component) the relevant sub- components that are to be considered are-

SI No.	Sub-Component	Weight
1	Attendance	10%
2	Daily Performance and viva voce	40%
3	Lab Record	20%
4	Semester End Lab Test	30%

**6.3** The laboratory courses will emphasize on day to day work as well as final lab test & viva. To the extent possible, laboratory work should be completed & evaluated every class thus ensuring continuous assessment. A lab test will be conducted before End Semester Examination as per the notification by examination cell. The evaluation of all laboratory courses shall be done by the concerned teacher as per the evaluation scheme specified in the approved syllabus.

**6.4** After completion of evaluation of a laboratory course, the concerned faculty member shall submit the total computed marks to the HOD for verification. The HOD shall ensure that proper and fair evaluation has been done for each laboratory course. If required, the HOD may constitute sub-committee(s) to assist in moderation of the laboratory marks. After the approval of the HOD, the final marks shall be forwarded to the Controller of Examinations.

**6.5** Wherever some student(s) have failed to secure the minimum pass mark (Refer- clause- 3.7 Passing criteria) in a laboratory course, a



departmental committee consisting of the concerned teacher (Examiner), two other senior faculty members of the department, and the HOD (as Chairman) shall examine such cases to assess/validate the reason(s) of failure. The committee may suggest remedial actions, such as, additional/make-up lab classes to complete/redo missed experiments, additional lab assignments, re-submission of revised/improved lab records, re-conduction of final lab test & viva etc., and the same shall be promptly executed by the concerned teacher. The revised marks (if any) shall be submitted to the HOD for forwarding to the Controller of Examinations.

## **7.0 Project work**

**7.1** The project is an important component of the Institute's undergraduate and postgraduate programs. It gives an opportunity to the student to express his/her creative talents and prepare for his future career.

**7.2** The HoD will invite research topics for UG and PG projects from its own faculty (including adjunct faculty) and from other departments across the Institute at the beginning of the semester. One member of the faculty may be designated to coordinate this activity. Faculty members may propose project topics, singly or in collaboration with a colleague from the same or another department. A co-supervisor from other departments, industry or other institutions may also be accepted

**7.3** Projects may be analytical, computational, experimental or developmental or combinations thereof. The department will make the necessary resources available to the students, including access to laboratory and computing facilities outside normal working hours. It will be the moral and legal responsibility of the supervisor(s) to arrange the facilities. Students are encouraged to discuss such matters with their supervisors, and if not satisfied, with the HoD and higher authorities.

**7.4** In general, the evaluation of Project Work of UG/PG programs shall consist of the following assessment components.

- Evaluation by Guide/Supervisor- 20%
- Interim Presentation & Viva-voce- 20%
- Project Report/Thesis/Publications- 20%
- Final Presentation & Viva-voce(by External Examiner) 40%
  - Presentation- 10%
  - Quality of Work- 20%
  - Viva-voce/Defense- 10%

**7.5** Notwithstanding with the above and depending on the specific requirements of a program and/or the nature of project work to achieve the desired outcomes, the Head of the Department may adopt different components & weightages for assessment with the approval of the Dean Academics.

**7.6** If a student fails to comply with the above-mentioned guidelines, se/she can appear the project viva-voce exam during the supplementary examination. If he still fails to appear the exam during the supplementary, he/she will be given a final chance to appear the above exam on demand.

## **8.0 Examinations**

**8.1.1** The Examination Cell will centrally conduct the Modular Test and End Semester Examinations regarding theory subjects unless otherwise arranged. The Institute shall provide sick room facility within the Institute or in a nearby hospital as deemed convenient by the Institute to assist students who may fall sick during the examinations.

**8.1.2** The examinations will normally be “closed book type”, where the students are not permitted to bring any material from home or

hostel. The examinations may be online or offline. All necessary charts and tables will be provided by the Institute. It is the questions setters' responsibility to recommend the material to be provided, and to check with the Examination unit that the arrangement has indeed been done. While normal scientific calculators are permitted, other electronic devices such as programmable calculators, calculators containing communication devices, smart watches, mobile phones, wired/wireless headphones/headsets, and any other electronic devices are forbidden. Any exception to these provisions must be specially approved by the Academic Council.

**8.1.3** Question papers for Modular Test and End Semester Examinations shall be prepared primarily electronically as per the process defined in the ERP system. All teachers teaching the subject and/or having expertise in the subject shall contribute in the question bank for the subject created inside the ERP system. The paper setter may choose one of the formats suggested and set the question paper accordingly by using the question bank. The paper setter shall be nominated by the Board of Studies and may be one of the teachers teaching the subject or a faculty member of the Institute having expertise on the subject. The Board of Studies shall nominate external paper setters in 20% of the courses and the same needs the approval of the Principal.

All question papers submitted by the teachers will be treated as "confidential documents" till the end of the examination of the subject concerned. It is an open document after the examination is over. The institute will archive question papers in physical and electronic form, and make them available to future students.

**8.1.4** After the completion of examination (Modular Test or Semester End) for a subject the answer scripts shall be available to the appointed examiners in the designated evaluation room inside the

institute for evaluation/ scanned and uploaded with necessary processing to be available to the appointed examiners. Examiners are appointed by CoE as per the recommendations of the Board of Studies. The evaluation of answer scripts must be completed within one or two weeks of its availability. The CoE shall take steps to publish the results within three to four weeks after the examinations.

**8.1.5**A student will be permitted to appear for an examination, only if s/he has-

- Formally registered for the subjects at the beginning of the semester.
- Attendance record as prescribed in these regulations in theory and laboratory classes and has completed the assignment works given.
- Paid all Institute dues including any other unpaid rules.
- Not been debarred from appearing for the examination as a result of disciplinary proceedings.

**8.1.6**A student will be permitted to appear for the examinations in only those subjects for which s/he has registered at the beginning of the semester and has not been debarred.

A student must fulfill all the requirements of continuous assessment prescribed by the teacher of the subject. If due to any compelling reason (such as participation in national / international events with due approval of the institute, his/her illness, calamity in the family, etc.,) a student fails to meet any of the requirements within/on the scheduled date and time, the teacher/coordination Committee may take such steps (including conduction of compensatory tests) as deemed fit.

**8.1.7** Display of grades by a teacher is for the benefit of students and cannot be cited for legal purposes.

**8.1.8** For the benefit of and as a process of learning by the students, the scripts after correction of Modular Test Examination, Quiz tests, and Assignments etc., will be shown to the students within 5 days from the date of Tests/Examinations. If a student is dissatisfied then s/he may inform to the concerned subject teacher for re-evaluation/rechecking.

**8.1.9** Re-totaling / Re-evaluation of Answer Scripts- All students, irrespective of their results, can request a "Recheck" in one or more subjects on payment of requisite fees. The rechecked answer scripts will be made available online (through CMS portal) within 10 days of application and shall be available for viewing by candidate for 7 days.

**8.1.10** The rechecking takes time and if the student is not satisfied with the marks obtained should apply for improvement as per procedure mentioned in subsequent clauses. In case there is an increase in the marks obtained after rechecking, the exam registration fees paid by the student against improvement test, will be refunded irrespective of whether the student has already appeared in the test or not.

**8.1.11** Photocopy of Answer Scripts- Students not satisfied with the results after rechecking, can appeal against the results by submitting the photo copy of the answer scripts to the respective HoD, along with a receipt of the security deposit of Rs. 1,000. The HOD will assign a subject faculty to re-evaluate the same script(s) other than the faculty who originally evaluated the answer scripts and furnish it to the Dean examinations within 10 days of receipt of the printed answer script.

**8.1.12** Grade Sheet /Duplicate Grade Sheet / Transcript- After successfully completion of the course, all the grade sheets (year wise) will be made available to student. However, if a student requires

duplicate grade sheet, he / she should apply in the prescribed format available with the Examination cell with the prescribed fees and for transcript he/she should apply to the CoE with the prescribed fees.

**8.1.13** Award of Degrees through parent University- The parent University (BPUT) will award degrees on behalf of the college after the students have been evaluated and recommended by the autonomous college. The name of the college will be mentioned on the degree certificate. The photograph of the student along with unique ID number will appear on the certificate.

**8.1.14** No claims regarding the examinations and results, such as providing photocopy of answer scripts/ assignments/ lab records etc., shall be entertained after a period of 15 (fifteen) days from the date of publication of results of an examination or 7 (seven) days of commencement of the next semester whichever is later. All answer scripts/ assignments/ lab records etc., submitted by the students shall be preserved for a period of 1 (one) year from the date of examination/ submission as the case may be, after which the institute shall have the right to destroy these permanently.

## **8.2 Rules for Examination**

**8.2.1** Each discipline consists of the following five types of items-

- Theory
- Practical
- Sessional
- Project
- Mandatory Courses
- MOOCs

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

**8.2.2** The college shall conduct Modular Tests and Semester-End Tests according to the programme announced at the beginning of each academic year, and as amended from time to time

### **8.3 Registration for Regular ESE**

**8.3.1** All students have to register for each subject as approved in the curriculum, before the commencement of a semester. However, in the first semester, the student is automatically registered for all subjects of the semester as per the house/section.

**8.3.2** Every student must be physically present and register at the commencement of each semester within 7 working days from the commencement of instructions. After that a fine will be imposed for late registration as per the rules time to time. In case of late registration, all classes up to the actual date of registration will be considered as absent. If a student fails to register, he/she has to repeat the semester in the following year.

**8.3.3** Payment of Institute fees, including any unpaid dues of the past semester(s) and hostel dues, if applicable, must be cleared at the time of semester registration along with the semester registration fee.

**8.3.4** In cases where a student expects an external scholarship or a bank loan, the Institute may permit deferment of payment of fees beyond the date notified with a late fee. If a student fails to pay the fees on the promised date, the result for the semester for the students will remain withheld and will not be allowed to register for the next semester.

**8.3.5** The student has to satisfy all necessary academic requirements as prescribed from time to time.

## **8.4 Eligibility to appear in the Modular Tests**

**8.4.1** Attending Modular Test, a minimum percentage of classes as follows is mandatory-

- No student shall be allowed to appear any examination with shortage of attendance below 75% in any of the subjects.
- Students having attendance between 75% and 65% will be asked to provide an undertaking to improve their attendance in the next module, which needs to be signed and recommended by the Mentor and the HOD.
- Students with attendance less than 65% shall be asked to obtain an undertaking from their parents and deposit a fine to be decided by the principal from.

## **8.5 Eligibility to appear in the End Semester Examination**

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

**8.5.2** The student has to obtain the Admit Card/Hall Ticket for the relevant examination from the Examination Section / HOD after showing the proof of all due clearance certificates and produce it to the invigilator or the gate.

**8.5.3** Attending ESE, a minimum percentage of classes as follows is mandatory:

- No student shall be allowed to appear any examination with shortage of attendance below 75% in any of the registered subjects.
- Students having attendance between 75% to 65% will be asked to provide an undertaking to improve the attendance in the next



semester which needs to be signed and recommended by the Mentor and the HOD.

- Students having attendance less than 65% shall be asked to obtain the undertaking from the parents and deposit a fine to be decided by the principal from time to time.

## **9.0 Publication of Results**

The results of the End Semester Examinations shall be published within seven days of the last date of examination. The results shall be published in the CMS, and information to that effect will be sent to all the concerned students through an email. Students are requested to check the mail at appropriate intervals.

## **10.0 Improvement and Re- Improvement Examinations for Modular Test/ Labs etc.**

The students are required to apply for taking up improvement test for the Modular Test/Lab Test/Quiz Test/Assignment Test in CMS. On receipt of the request from the student, the examination section shall authorise the HoD to conduct it and the final marks shall be forwarded to the Controller of Examinations. If the student fails in the improvement test, he may apply for re-improvement test. If he/she fails in the re-improvement, then he/she have to wait for the completion of course, and the examination can only be conducted along with the supplementary examinations.

## **11.0 Eligibility for Improvement Examination**

**11.1** Students with backlogs or who wants to improve the marks obtained in the End Semester Examinations may appear Improvements Examinations, which shall be held within 30 days of the publication of

results of the concerned examinations, on payment of requisite fees and application in CMS through the link provided.

- 11.2** Students with E & O grade are not permitted to appear in Improvement Tests.
- 11.3** The Improvement Tests and Rechecking Registration Portal will be open in the CMS on the day of the result declaration. Students can register for their intended improvement papers in the CMS by visiting the university/ End Semester marks tab.
- 11.4** Immediate payment of fees is not mandatory, but students are encouraged to pay the requisite fees and keep their records clean.
- 11.5** The Improvement Tests shall usually be scheduled within 5 to 15 days of the last date of application, which shall be published sufficiently in advance. If the marks obtained in the Recheck or 1st improvement tests are higher, the same shall be replaced in the student's academic records.
- 11.6** The students who have been awarded grade "M" ("debarred") examination malpractice will not be permitted to register in those subjects for improvement examination.

## **12.0 Eligibility for Re-Improvement Examination**

- 12.1** Students who could not clear the backlogs even after appearing the Improvement Tests may appear Re-improvements tests, which shall normally be held within 20 days of the publication of improvement results on payment of requisite fees and application in CMS through the link provided.
- 12.2** The students who failed to register/ appear for the improvement examinations are also eligible for Re-improvement tests.
- 12.3** Students, who were awarded a grade "M" ("debarred") in the End Semester Examinations because of malpractice in examination, will be permitted to register in those subjects in the Re-improvement exam with the requisite fine.

**12.4** All other rules are similar to improvement tests.

## **13.0 Supplementary Examination**

- 13.1** For the students who could not pass in some of the papers in the previous 3 opportunities (End Semester Examinations, Improvement Examinations and Re-Improvement Examinations), Supplementary Examinations will be arranged after 2 months of completion of the total course to provide them sufficient time for better and more thorough preparation.
- 13.2** A student can appear in Examinations for papers / Labs/ Internships, etc, whose total Credit points do not exceed 16. Students whose total credit points (in back papers) exceed 16 credit points shall appear on the balance paper in the 2nd Supplementary Examinations, which will be held after 6 months of the original End Semester Examinations, along with the students who could not clear papers in the previous supplementary examinations.
- 13.3** The Students who are not able to clear all subjects, even in the above two supplementary examinations, have to wait for the next year's Supplementary Examination.
- 13.4** The results of the Supplementary examinations shall be published within 7 days of their completion.
- 13.5** A student willing and eligible for Supplementary Examinations but for some reason do not want to wait for the normal supplementary examinations, may request for Examinations on Demand, on payment of requisite fees. The Examinations will be conducted as per the convenience of the student within 7 days of application and the result will be published, within seven days of completion of the examinations.

## 14.0 Promotion Policy

### For All Courses

From Year	To Year	General Rules
I	II	Credit Points of all back papers in the first semester shall not be more than 60% of the total credit.
II	III	Credit Points of all back papers from 1 <sup>st</sup> to 3 <sup>rd</sup> semester shall not exceed 60% of the total credit up to 3 <sup>rd</sup> semester.
III	IV	Credit Points of all back papers from 1 <sup>st</sup> to 5 <sup>th</sup> semester shall not exceed 60% of the total credit up to 5 <sup>th</sup> semester.

## 15.0 Revisions of Regulations & Processes

The Institute may, from time-to-time revise, amend and change the regulations and/or processes, if found necessary. Any such change shall be communicated through circulars from the Principal's Office through Dean Examinations, Registrar, Dean IQAC, Controller of Examinations and Dean Academics.

## 16.0 Interpretations

In case conflicting arguments arise due to the interpretation of statements contained in the document, the appropriate authorities including, but not limited to, the Dean Academics, Dean Examinations, Registrar, Controller of Examinations, Principal/Director will address such issues on a case-by-case basis. If required the same may be referred to the Academic Council for necessary review.

**GANDHI INSTITUTE FOR TECHNOLOGY (GIFT), Autonomous**

**APPLICATION FOR BRANCH CHANGE**

A. Name of Student : .....

B. Contact details : Mobile no. E-mail:

C. Student's Registration No. : .....

D. Branch at the time of admission: .....

E. CGPA secured after completion of 2<sup>nd</sup> sem:  
(copy of 1<sup>st</sup> year grade sheet to be enclosed)

F. New Branch applied: 1.....  
2.....  
3.....  
4.....

**Date:**

**Signature of Student**

**Verified by Student's Mentor**

**Forwarded by Head of the Department**

**Principal**

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

Copy to Dean, Academics: Necessary consideration for change of branch

**Principal**

**For Official Use**

## GANDHI INSTITUTE FOR TECHNOLOGY (GIFT), Autonomous

### APPLICATION FOR REGISTRATION OF SUBJECTS

- (i) *Registration of subjects will be made as per syllabi structure of the branch concerned*  
 (ii) *Registration Fees to be deposited ONLINE in the GIFT account.*

- A. Name of the Department :  
 B. Name of the Discipline :  
 C. Name of the Student : E-mail:  
 D. Contact details : Mobile no.  
 E. Student's Registration Number :  
 F. CGPA Secured in the previous end-semester examination:  
 G. Semester : **Regular / Back (tick one)**

Sl. No.	Subject Code	Name of Subjects	Credit
<b>Theory Subjects</b>			
1			
2			
3			
4			
5			
6			
<b>Lab./Sessional/Practical/Seminar etc.</b>			
7			
8			
9			
10			
11			

**Payment details:** Rs. (ONLINE deposit) date:.

(Original receipt of fees deposited is to be enclosed along with application form)

Date:

**Signature of Student**

Verified by Student's Advisor

Forwarded.

**Head of the Department**

Memo No. date

The PIC , Academics (UG/PG) for considerations of registration of subjects.

**Head of the Department**

## GANDHI INSTITUTE FOR TECHNOLOGY (GIFT), Autonomous

### APPLICATION FOR CONDONATION OF ATTENDANCE

A. Name of Department : .....

B. Name of Discipline : .....

C. Name of Student : .....

D. Contact details : Mobile no. E-mail:

E. Registration No. : .....

F. Nature of Absence (Write details):

Sl. No.	Nature of Absence	Absent		No. of days	Remarks
		From	To		

N.B: (i) For Medical reason, attach copy of Medical record details.

(ii) Attach the letter of approval of Principal for above academic/official leave of absence.

Date: .....

Signature of the Student

Verified by Student's Advisor

Forwarded for consideration of condonation of attendance up to 10% / Not considered

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

Head of the Department

Copy to Dean Academics: For necessary consideration for condonation of attendance up to 10% on Medical/Academic/Official purposes.

Head of the Department

## GANDHI INSTITUTE FOR TECHNOLOGY (GIFT), Autonomous

### APPLICATION FOR COMPENSATORY MID-SEMESTER EXAMINATION

- A. Name of Department : .....
- B. Name of Discipline : .....
- C. Name of Student : .....
- D. Contact details : Mobile no. \_\_\_\_\_ E-mail: \_\_\_\_\_
- E. Registration No. : .....
- F. Nature of Absence: Compensatory Mid-Sem Examination: **Academic / Official**

Sl. No.	Nature of Absence	Absent		No. of days	Remarks
		From	To		
1					
2					
3					
4					

N.B: (i) Attach the letter of approval of Principal for above academic/official leave of absence.

Date: .....

Signature of Student

**Verified by Student's Mentor**

Forwarded for consideration of Compensatory Mid-term Examination.

**Head of the Department**

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

Copy to the Controller of Examinations: For necessary consideration for inclusion of compensatory Mid-Semester Examination mark.

**Head of the Department**



## GANDHI INSTITUTE FOR TECHNOLOGY (GIFT), Autonomous

### APPLICATION FOR REPEAT MID-SEMESTER EXAMINATION

*Repeat mid-semester examination: Only if the student secured 'F' grade in the subject in the End-Semester Examination and secure <08 marks in Mid-Semester Examination together.*

A. Name of Department:.....

B. Name of Discipline :.....

C. Name of Student :.....

D. Contact details : Mobile no. E-mail:

E. Registration No. :.....

F. Repeat mid-sem examination: Only if the student secured 'F' grade in the subject in the end semester examination due to securing < 8 marks in the mid-sem examination .

SI No.	Subject Code	Subject name	Credit secured	Remarks
1				
2				
3				
4				

Date: .....

Signature of Student

**Verified by Student's Mentor**

Forwarded for consideration of Repeat Mid-term Examination.

**Head of the Department**

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

Copy to the Controller of Examinations: For necessary consideration for inclusion of repeat Mid-sem examination mark.

**Head of the Department**

**GANDHI INSTITUTE FOR TECHNOLOGY (GIFT), Autonomous**

**APPLICATION FOR CORRECTION OF NAME IN DEGREE CERTIFICATE**

- Instructions :** (i) *Application shall be forwarded by the HoD to Principal for onward transmission to BPUT, Odisha specifying the corrected name.*  
(ii) *The application shall be enclosed with the attested copies of the 10th and 12th Certificate.*  
(iii) *Original Degree Certificate with Wrong Name to enclosed with this application.*  
(iv) *Fees of Rs.200/-*

A. Name of the College : .....

B. Name of Student : .....

C. Contact details                      Mobile no.                                      E-mail:

D. Registration Number / Roll No. : .....

E. Discipline : .....

F. Wrong Name of student as Printed : .....

G. Correct Name to be Printed : .....

H. DD Details:                      Amount: Rs.                                      DD No:                                      Date:

**Date :** .....

**Student's Signature**

**Verified by Student's Advisor and HOD**

**Principal**

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

Copy to Registrar, BPUT, Odisha to issue the corrected Degree Certificate as above.

**Principal**

# GANDHI INSTITUTE FOR TECHNOLOGY (GIFT), Autonomous

## APPLICATION FOR DUPLICATE DEGREE CERTIFICATE FOR LOST/DAMAGED CERTIFICATE

- Instructions :**
- (i) Application shall be forwarded by the HoD to the Principal for onward transmission to BPUT, Odisha specifying the reason for Duplicate Degree Certificate..
  - (ii) The application shall be accompanied by the Original FIR of Police Station where the degree certificate has lost / damaged.
  - (iii) Original Affidavit swearing before 1<sup>st</sup> Class Magistrate.
  - (iv) Original clipping of the newspaper (at least in 2) of Orissa State in which loss / damage so published.
  - (iv) Fees of Rs.500/- in shape of Demand draft in favour of Biju Patnaik University of Technology payable at Bhubaneswar is to be attached.

A. Name of the College : .....

B. Registration Number / Roll No. : .....

B. Name of Student : .....

C. Contact details                  Mobile no.    E-mail:

C. Discipline : .....

D. Branch : .....

E. Issuance Date of Degree : .....

Fees Details:                  Amount: Rs.    DD No.    Date

   Issuing Bank:

Date : .....

Student's Signature

**Verified by Student's Mentor**

**Forwarded by HOD**

**Principal**

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

Copy to Registrar, BPUT, Odisha with a request to issue Duplicate Degree Certificate as per above details.

**Principal**

**GANDHI INSTITUTE FOR TECHNOLOGY (GIFT), Autonomous**

**APPLICATION FOR MIGRATION CERTIFICATE**

*Instructions : (i) Fees of Rs.100/- in shape of Demand draft in favour of Biju Patnaik University of Technology payable at Bhubaneswar is to be attached.  
(ii) Application shall be forwarded by the HOD to the Principal specifying the reason / purpose for issuance of the Certificate.*

A.	Name of the College	: .....
B.	Registration Number	: .....
C.	Name of Student	: .....
D.	Contact details Mobile no.	Mobile No: .....
		Email : .....
E.	Discipline	
F.	Reason / Purpose	

**F. Demand Draft Details**

(a) Amount : .....(In words).....  
(b) Transaction ID :.....  
(c) Transaction Date : .....

G. Contact Details of Student:                      Mobile No.                      E-Mail:

**Date : .....**

**Student's Signature**

**Forwarded by Student's Mentor**

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

Copy to Registrar, BPUT, Odisha to issue the MC as above.

**Principal**

## GANDHI INSTITUTE FOR TECHNOLOGY (GIFT), Autonomous

### APPLICATION FOR RE-EVALUATION/RE-TOTALING

- Instructions :**
- (i) Application shall be forwarded by the HoD to the Controller of Examinations, GIFT, Bhubaneswar.
  - (ii) Fees of Rs.500/- for each subject is to be deposited vide transaction slip in the College Account.

A. Name of Department

B. Discipline & Branch

C. Semester

D. Registration Number

E. Name of the Student

F. Contact Details:

Mobile No.

E-mail:

Sl. No.	Subject Code	Subject Name	Original Grade	Office use (Grade after event)

Payment Details (One copy of the original challan to be attached with this form)  
 payment Amount: Rs..... Date : .....

**Date :** .....

**Student's Signature**

Verified by-

**Signature of Student's Mentor**

**Head of the Department**

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

Copy to Controller of Examinations for re-evaluation / re-totaling.

**Head of the Department**

## GANDHI INSTITUTE FOR TECHNOLOGY (GIFT), Autonomous

### APPLICATION FOR PHOTOCOPY OF ANSWER SCRIPT(S)

- Instructions :** (i) Application shall be forwarded by the HoD to the Controller of Examinations, GIFT, Bhubaneswar as per clause no.11(13) of the Academic Regulations.  
(ii) Fees of Rs.560/- for each subject is to be deposited online in the College.

- A. Name of the Department : .....
- B. Registration Number : .....
- C. Name of the Student : .....
- D. Semester : .....
- E. Date of Publication of Results : .....
- F. Contact Details of the Student Mobile.....E-mail.....

Sl.No.	Subject Code	Subject

**Date :** .....

**Student's Signature**

The above information has been examined and found correct. The same is forwarded to supply the photocopy of the answer scripts as per clause no.11(13) of the Academic Regulations. The required amount is deposited through online in the college account.

Amount Rs.

Transaction ID:

Date:

**Student's Mentor**

**Head of the Department**

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

Copy to Controller of Examinations to supply the photocopy as above.

**Head of the Department**

**GANDHI INSTITUTE FOR TECHNOLOGY (GIFT), Autonomous**

**APPLICATION FOR DUPLICATE GRADE SHEETS / TRANSCRIPTS**

- Instructions :** (i) *Application shall be forwarded by the HoD of the respective department to the Principal specifying the reason for Duplicate Grade Sheets, which are issued to the student year - wise.*
- (ii) *Fees of Rs.100/- per year per each grade sheet is to be deposited in the BPUT account through SB Collect.*
- (iii) *The application shall be accompanied by the Original FIR of Police Station where the Original Grade sheet has lost / damaged.*

- A. Name of the Department : .....
- B. Registration Number :
- C. Name of Student :
- D. Contact Details : Mobile:.....E-mail :.....
- E. Discipline : .....
- F. Duplicate Grade Sheet (Original FIR to be enclosed)

*Tick (√) the appropriate Box*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year

- G. Fees Details (one copy of transaction slip to be attached)

Amount: Rs..... Transaction ID :.....Date:.....

Date: .....

**Signature of the Student**

**Student's Mentor**

**Head of the Department**

Approved / Not Approved.

**Principal**

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

**Controller of Examinations**

Issue/ Do not Issue

**Principal**

**GANDHI INSTITUTE FOR TECHNOLOGY (GIFT), Autonomous**

**APPLICATION FOR DUPLICATE COLLEGE I-CARD**

- Instructions :** (i) Application shall be forwarded by the HoD of the respective department to the Principal specifying the reason for Duplicate College I- Card..
- (ii) The application shall be accompanied by the Original FIR of Police Station where the I- Card has lost / damaged.
- (iii) Fees of Rs.100/- is to be deposited in the college account through online mode. One copy of transaction slip is to be attached with this application.

A. Name of the Department : .....

B. Registration Number : .....

C. Discipline : .....

D. Name of the Student : .....

Contact Details:

Mobile No.

E-mail Id:

**Date :**.....

**Signature of Student**

**Verified by Student's Mentor**

**Forwarded by HoD**

Approved / Not approved

**Principal**

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

**Registrar**

Issue please.

**Principal**



**GANDHI INSTITUTE FOR TECHNOLOGY (GIFT), Autonomous**

**APPLICATION FOR COLLEGE LEAVING CERTIFICATE & CONDUCT CERTIFICATE**

- Instructions :**
- (i) Fees of Rs.50/- is to be deposited online in the GIFT account; copy of the transaction slip is to be enclosed with this application form.
  - (ii) Application shall be forwarded by the HOD to the Principal for issuance of the Certificate.
  - (iii) Clearance Certificate from the authority is to be enclosed.

A. Name of Department :.....

B. Name of Discipline :.....

C. Name of Student :.....

D. Contact Details : Mobile No.....E-mail.....

E. Passed / Discontinued the course:

F. Passed / Discontinued in year :.....

G. CGPA Secured : .....

H. Reason of Leaving the Institute:.....

H. Fee Details: Amount: Rs.....Transaction ID.....Dt.:.....

**Verified by**

**Forwarded by**

(Approved / Not approved)

**Head of the Department**

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

Copy to Dean, Academics, CLC & Conduct Certificate may be issued.

**Dean, Academics**

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

CLC & Conduct Certificate be issued.

**Principal**

# GANDHI INSTITUTE FOR TECHNOLOGY (GIFT), Autonomous

## APPLICATION FOR TRANSCRIPTS

- Instructions:**
- (i) Application shall be forwarded by the HoD of the respective department to the Principal specifying the reason for Transcripts.
  - (ii) Grade sheets are issued year - wise.
  - (iii) Fees of Rs.100/- per year per each grade sheet. Accordingly, the student has to deposit the fess to the BPUT account through SB Collect and original challan in this regard is to be attached.
  - (iv) Purpose of transcripts has be enclosed with the application form; the detail address where the transcripts are to be sent.

- A. Name of the Department : .....
- B. Registration Number : .....
- C. Name of Student : .....
- D. Contact Details : Mobile .....E-mail.....
- E. Discipline : .....
- F. Transcript required: (purpose to be enclosed)

Tick (√) the appropriate Box

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year

### Fees Details

Amount : Rs .....Transaction ID:.....Date: .....

Date : .....

Student's Signature

Student's Mentor

Approved/Not Approved.

Head of the Department

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

Principal

Controller of Examinations

Issue/ Do not Issue

Principal