Gandhi Institute For Technology (GIFT)

| An Autonomous Institution |

ACADEMIC REGULATIONS

Gandhi Institute For Technology (GIFT)
Gramadiha, Gangapada, Bhubaneswar-752054
Odisha,India
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Effective from Academic Year 2022-23

Approval History

ACM #	Date	Resolutions / Revisions
AC-01	07-01-2023	The proposed academic regulation is provisionally approved by the Academic Council.

Contents

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, Odisha.

iii.   "**Program**" means an educational course leading to the award of a Degree or certificate like B. Tech., M. Tech., MCA, MBA or M. Sc.

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 X.

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.   "**Teacher's Assessment (TA)**" means the faculty member should assess the students in the concerned subject.

xviii.   "**Mid-Semester Examination (MSE)**" means the written examination held in the mid of the semester.

xix.   "**End-Semester Examination (ESE)**" means the written examination held in the end of the semester.

1.1   Curricular Programs

1. 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.),
    – Masters in Computer Applications (MCA),
    – Masters of Business Administration (MBA),
    – Masters of Business Administration (General Management),
    – Masters of Technology (M. Tech.), and
    – Master of Science (M. Sc.).

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

2. 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:

    (i) Bachelor of Technology (B. Tech.) in:

        1. Agriculture Engineering;
        2. Civil Engineering;
        3. Computer Science & Engineering;

4. Computer Science & Engineering (Artificial Intelligence);

5. Computer Science & Engineering (Internet of Things);

6. Electronics & Communication Engineering;

7. Electrical & Electronics Engineering;

8. Mechanical Engineering

Post Graduate (PG) Programs:

1. Masters in Computer Application (MCA)
2. Masters of Business Administration (MBA)
3. Masters of Business Administration (General Management)
4. Masters of Technology (M. Tech.) in:

    i. Computer Science & Engineering;
    ii. Construction Technology & management;
    iii. Environmental Engineering;
    iv. Industrial Safety Engineering
    v. Computer Science & Engineering (AI & ML)

5. Master of Science (M.Sc.) in:

    i. Applied Physics
    ii. Applied Chemistry
    iii. Applied Mathematics
    iv. Integrated Applied Physics
    v. Integrated Applied Chemistry
    vi. Integrated Applied Mathematics

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 recommended by the Academic Council.

1.2 Program Duration and Calendar

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, and

    – M.Sc. Program is of 2 (Two) years, i.e., 4 (Four) Semesters.

2. Each year shall be divided into two Semesters, namely, (i) Autumn Semester (July to December), and (ii) Spring Semester (January to June).The autumn semester shall ordinarily begin in July for students already on rolls and the Spring semester shall ordinarily begin in January. However, the 1st semester (Autumn, for newly admitted students) may begin a little later depending on completion of admission formalities.

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.

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 Board of Studies and duly approved by Academic Council with provision for modification from time to time as per the needs of the specializations concerned.

5. The maximum period which a student can take to complete a full time academic program shall be 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 and
   – 5 (Five) years for M.Sc.

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.

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. Academic Council may condone delay beyond one month if satisfied with the situation.

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

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

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. 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).

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.

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.

    – A student, who has been promoted with a backlog, has to first register for the backlog subject(s) if the same is being offered in a semester.

2.1 Branch Change:

(i) Any student pursuing B. Tech. program, may be allowed a change of branch in the institution after completion of course requirements for the first (autumn) and second (spring) 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 8.50 or more. This is an incentive to meritorious students.

(ii) 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.

(iii) 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.

(iv) There shall be a committee comprising of Dean Academics, Controller of Examinations, concerned HOD and Principal as its Chairman to decide on the branch changes. The committee shall invite options from the 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.

(v) 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.

(vi) There shall be no opportunity of a change of branch mid-way during the any program.

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 Academic Council, take break for a year and join the Institute along with the next batch of students.

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

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 TA, MSE and ESE. Further, Choice Based Credit System (CBCS) to be helpful in customizing the course delivery for a student, through Core and Electives;

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:

   – One hour/week/Semester for Theory/Lecture (L) Courses,
   – One hour/week/Semester for Tutorials (T), and
   – Two hours/week/Semester for Laboratory/Practical (P) Courses.

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

Lectures (hrs/wk/Sem)	Tutorials (hrs/wk/Sem)	Practical Work (hrs/wk/Sem)	Credits (L:T:P)	Total Credits
4	0	0	4:0:0	4
3	1	0	3:1:0	4
3	0	0	3:0:0	3
2	1	0	2:1:0	3
2	0	0	2:0:0	2
0	0	6	0:0:3	3
0	0	4	0:0:2	2
0	0	2	0:0:1	1

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:

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	O	90 & above up to 100	10
Excellent	E	80 & above but less than 90	9
Very Good	A	70 & above but less than 80	8
Good	B	60 & above but less than 70	7
Average	C	50 & above but less than 60	6
Poor	D	40 & above but less than 50	5
Failed	F	Less than 40	0
Absent	S	May be permitted to appear in the Supplementary Examination	0
Debarred	X	Shortage of Attendance (SA) / Disciplinary Action (DA) / Malpractice (MP)	0

Note: F/S/X grades are considered as backlog grades wherever mentioned.

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.

7. **Passing Standards**: The following passing standards shall be followed:

   – To pass a credit theory course a student has to secure a minimum of "D" grade with at least 40 marks out of 100 in the End-Semester examination.
   – To pass a non-credit/mandatory course, a student has to secure a minimum of "C" grade with at least 50 marks out of 100 in the End-Semester examination.
   – For other courses (practical, seminar, viva, project and other sessional) 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 6.00 with none of the Courses registered in for the Degree Award counting F/S/X Grade.

- There should not be any pending disciplinary proceedings against the student.

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:

$$Equivalent\ \%\ of\ Marks\ = (CGPA - 0.50) \times 10$$

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

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

1. The UG & PG programs in which Gold Medals shall be awarded in an Academic Year shall be decided by the Academic Council.

2. The Gold Medal winners in UG & PG programs approved by the Academic Council for the Academic Year will be selected based on the highest CGPA secured by the students passing out in that academic year.

3. A CGPA of less than **9.00** will not be considered for award of Gold Medal.

4. For branches in which the syllabi are same shall be considered jointly.

5. For award of the Gold Medals, more than one candidate may be declared as Joint Winner if they have the same CGPA.

4.2   Best Engineering Graduate Award

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:

1. 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.

2. A CGPA of less than **8.00** will not be considered for this award.

3. 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 behaviour, attitude, professional ethics, leadership quality and organizational skills.
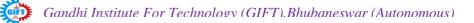
5.0 Curriculum Structure

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:

   (a) Research experience as part of undergraduate curriculum: Courses will emphasize projects and research experience.

   (b) Opportunity for students to do guide self-study of subjects by the help of Massive Open Online Courses (MOOC) shall be suitably provisioned in the curriculum.

   (c) A set of domain courses in science and engineering which will provide extensiveness to the students.

   (d) 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.

   (e) 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.

2. The curriculum will contain the following subjects:

   (a) **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.

    (i)   Basic Sciences (BS) shall include subjects like Applied Chemistry, Elements of Engineering Physics, Introduction to Mathematics, .

    (ii) Humanities and Social Sciences (HS) shall include subjects like Communicative & Technical English, Engineering Economics & Costing, Fundamentals of Management

    (iii) 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, Thermodynamics.

(b) **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.

(c) **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.

(d) **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.

(e) **Massive Open Online Courses (OO)**: 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.

(f) **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.

(g) **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 technical seminars, summer internships, etc., as appropriate to achieve the desired outcomes.

(h) **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:

    a) it is offered by a recruiter of the student, preferably with a stipend;

    b) the offer is made through the institute & approved by Dean Academics; and

    c) the student undergoes the internship at the recruiter's venue for the specified duration, duly following their rules & regulations.

(i) **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.

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

4. **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:

Semester	Subject Area Coverage
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. **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.

Course Delivery/Subject Area	Range of Total Credits Min – Max	Suggested Breakdown of Credits
Humanities and Social Sciences (HS)	5% – 10%	11
Basic Sciences(BS)	10% – 15%	18
Engineering Sciences (ES)	12% – 18%	24
Professional Core (PC), relevant to the chosen specialization/branch	25% – 35%	56
Professional Electives (PE), relevant to the chosen	10% – 15%	24
Open Electives (OE), from other technical and/or emerging	5% – 10%	12
Employability Enhancement Course (EEC)	10% – 15%	19

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 Credits
	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	4		57
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
TOTAL	**20**	**20**	**24**	**20.5**	**25**	**23.5**	**17**	**15**	**165**

7. **Supplementary Examination**: The supplementary examinations will be conducted every year in the month of July and results shall be declared before the commencement of the next academic session. The candidates, who have completed the attendance requirements for that course, appeared in the End-Semester Examination and have been awarded "F" Grade can register for the examination.

The weightage of supplementary examination will remain same as the weightage of the regular end-semester examination in which the student was awarded "F" Grade. A student can register for a maximum of 06 (six) courses in which the student was awarded "F" Grade for appearing in the supplementary examination.

A student who could not appear for the End-Semester Examination due to medical reasons or other unavoidable circumstances and was awarded "S" grade, may apply to the college level Medical Board with necessary documents in support of absence. The Medical Board headed by Principal with Dean Academics, CoE, Concerned HoD, and Doctor as members will consider the applications for registration.

Students with "X" grade (debarred) in a subject are not permitted to register for the supplementary examination for that subject.

6.0 Registration

The medium of instruction for all the program is English.

1. All Students have to register for each of the subjects they are required to study before commencement of a semester. Except in the first semester, where a student is automatically registered for all subjects of the semester as per the house / section.

2. Every student is required to be physically present and register at the commencement of each semester on the date notified (usually within 15 working days from the commencement of instructions) and in line with Academic Calendar.

3. The registration process has four components:

(a) Pre-Registration for the said semester, to be done during the previous semester. The student shall identify the elective / optional subjects for the semester during this process.

(b) Physical presence of the student in campus is mandatory for registration. This may not be applicable to students permitted officially to go out. Their cases will be dealt with on case to case basis depending on the nature of permission granted.

(c) Payment of Institute fees including any unpaid dues of past semester(s), and

(d) Selection of courses to be studied during the semester.

4. Institute fees including hostel dues are to be paid during the period as decided by the Institute. In deserving cases, particularly students receiving 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, his result for the semester will remain withheld and he will not be in a position of registering for the next semester, unless specifically approved by the competent authority.

5. A student who does not register on the day announced for the purpose can register within next 10 working days on payment of an additional fee as prescribed by the Institute. However, under no circumstances, even with approved leave, late registration after 45 calendar days from the scheduled date of registration is allowed. A student must repeat the semester in the following year. In case of late registration, all classes up to the actual date of registration will be considered as absence.

6. Registration of only those students will be approved who have:

(i) Completed their pre-registration.

(ii) Cleared all Institute fees,

(iii) Paid any other unpaid dues during the period notified (unless otherwise permitted).

(iv) Satisfied the academic requirements.

(v) Not been debarred from registering for a specified period on disciplinary or any other ground.

(vi) Not been struck off the rolls of the Institute.

7. To be able to register in the 2nd year (3rd semester) and continue his/her study in the Institute at the end of 1st year, a student must have secured a pass grade in all subjects of 1st year except a maximum up to 4 (four). In no case a student with F/S/X grades in more than 4 (four) subjects (excluding the Induction Program for undergraduate engineering programs and Summer Internship) shall be permitted to register for the 3rd semester.

8. While registering for 3, 5 or 7 semesters, a student has to register for backlog papers of 1, 3 or 5 semester respectively and while registering for 4, 6 or 8 semester, s/he has to register for backlog papers of 2, 4 or 6 semester respectively. A student need not attend classes in papers registered as "backlog papers". The student must appear the End-Semester examination and the marks awarded in the latest examination shall be considered. The registration for backlog papers must be done at the time of semester registration.

9. A student will be promoted to the Spring semester if in the Autumn Semester s/he appears the End-Semester examination in at least half of the theory subjects and passes in at least half of the practical subjects (excluding Summer Internship & Induction Program). This requirement of

"Appearing at least half of the theory subjects and passing at least half of the practical subjects" in Autumn semester is not applicable to year-back students who got the semester promotion in the previous year.

10. In case a student is unable to appear in the End-Semester examination in at least half of the theory subjects in the Autumn semester due to compelling reasons like participation in a national/international event with due approval of the Institute, serious illness or a calamity in the family, etc., s/he may appeal to the Principal with all supporting valid documents within 7 (seven) working days of completion of the End-Semester examination for grant of promotion to the Spring semester. However, the requirement of passing in at least half of the practical subjects must be fulfilled to be eligible to appeal for grant of promotion to spring semester under this rule.

11. A student will be promoted to next higher year if the number of backlogs (i.e., F/S/X grades) after the supplementary examination is less than or equal to 4 (four) excluding Induction Program for undergraduate engineering and Summer Internship. In addition, to be promoted to 3rd year a student must have cleared all the subjects of 1st year, and to be promoted to 4th year a student must have cleared all subjects of 2nd year.

12. Ordinarily a student is not permitted to re-register in a course when s/he has secured a "D" or higher grade. But it is allowed for students who have secured a CGPA below 6.00 after the completion of last semester and need to improve their score for the award of degree.

13. Those who have been awarded grade "X" ("debarred") because of poor attendance, examination malpractice or disciplinary measure or for any other reason are not permitted to register in those subjects for supplementary examination. They need to register for the course during the next odd/even semester as applicable.

7.0 Eligibility to appear the Examination

1. A student who has been promoted with backlog (XP) has to register first for the backlog subjects being offered in the semester. During the course of study, the students may register in any number of (2nd semester onwards) backlog (failed) subjects of their lower semesters; preference being given to lowest possible semester in addition to the prescribed subjects of that semester. During normal course of study, a student may register the backlog (failed) subjects of his / her branch of study of lower semester. After completing the final semester (B.Tech / M.Tech / MCA / MBA), a student may register in any number of backlog (failed) subjects or subjects (having requisite attendance of minimum 75%) and attempt to clear them during appropriate semester examinations. The student once registered for a set of backlog subjects cannot change them during the semester. If a student does not secure a pass grade in Laboratory / Sessional subject, he/she has to clear the same as prescribed above.
   Important Note: If minimum 15 students opt for a particular elective paper offered by the department (in any semester), then those students would be allowed for registration of the same.

2. Concessions: A student who has been absent for short periods on health ground or due to participation in cultural, sports, other academic / official assignments in the interest of the institution / college / University / government with prior written permission of the Principal shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% of attendance in a semester.

A student who has been absent on medical ground may be allowed to appear at an examination provided he/she has attended at least 65% of classes and the recommendation of medical board for such relaxation.

3. No student shall be allowed to appear at end Semester examination with shortage of attendance below **75% / 65%** (as the case may be) in any of the registered subjects.

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

5. A candidate shall be allowed in an End-Semester examination only after he / she is issued a Admit Card/Hall Ticket for the relevant examination by the Principal / HOD after showing the proof of all due clearance certificates.

6. A student who is promoted to the next higher year with backlogs in the previous year shall be permitted to appear at an examination for the backlog subjects, provided he/she fulfills the conditions 1 to 3 above.

8.0   Rules for Examination

1. Each discipline consists of the following five types of items:
   • Theory Items
   • Practical Items
   • Sessional Items
   • Project Items
   • Mandatory courses (non-credit)
   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.

2. At the end of each semester, there shall be an examination (herein after called end semester examination) conducted by the College as per programme announced at the beginning of each academic year.

3. Back paper examinations, if any, shall be held with the normal end semester examination.

4. Students with backlogs shall clear their backlog subjects along with regular students of lower semester(s) in subsequent year or in the same year if a subject is offered in both semesters.

5. There shall be supplementary examinations every year during summer vacation for those students who have got back paper(s) in any subject in that particular year so as to enable them to concentrate on studying the subjects meant for the next semester and results shall be declared before the commencement of the next academic session

   - The candidates, who have completed the attendance requirements for a course, appeared in the End-Semester Examination and have been awarded "F" Grade, can register for the Supplementary Examination. The weightage of Supplementary Examination will remain same as that of the regular End-Semester Examination.
   - A student can register for a maximum of 06 (six) courses in which s/he was awarded "F" Grade in the End-Semester Examination for appearing in supplementary examination.

6. The college may arrange special classes, tutorials etc. for such failed students to make up their deficiencies at least for 2 to 4 weeks during May and June.

9.0 Assessment of Performance

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.

2. The assessment of performance will have different components as given below.

   (a) For theory subjects, the sub components and the respective weights assigned to these are given below.

Sub-Component	Marks	Weight
Teacher's Assessment (TA)	30	20%
Mid-Semester Examination (MSE)	20	13%
End-Semester Examination (ESE)	100	67%
Total	**150**	**100%**

   (b) For assigning marks in Teacher's Assessment (TA), the weights of different subcomponents of TA may be announced to the students by the teacher at the beginning of the Semester as follows:

Sub-Component of TA	Marks	Weight
Attendance	5	17%
Assignment	5	17%
Quiz Test	5	17%
Surprise Test	5	17%
Mini Project	10	32%
Total	**30**	**100%**

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

Sub-Component	Marks	Weight
Attendance	10	10%
Daily Performance and viva voce	40	40%
Lab Record	20	20%
End-Semester Lab Test	30	30%
Total	**100**	**100%**

3. The laboratory courses will put emphasis 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.

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.

5. Wherever some student(s) have failed to secure the minimum pass mark 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.

10.0 Promotion Policy

From Semester	To Semester	General Rules
I	II	(i) Must have appeared for the End-Semester Examination in at least half of the theory subjects, (ii) Must have passed at least half of the practical/sessional subjects.
II	III	The number of subjects with F/S/X grade must less than or equal to 4 (four) at the end of 2nd semester supplementary examination.
III	IV	(i) Must have appeared for the End-Semester Examination in at least half of the theory subjects, (ii) Must have passed at least half of the practical/sessional subjects in 3rd semester.
IV	V	All the subjects of 1st year must be cleared and not more than 4 (four) subjects with F/S/X grade at the end of 4th semester supplementary examination.
V	VI	(i) Must have appeared for the End-Semester Examination in at least half of the theory subjects, (ii) Must have passed at least half of the practical/sessional subjects in 5th semester.
VI	VII	All the subjects of 2nd year must be cleared and not more than 4 (four) subjects with F/S/X grade at the end of 6th semester supplementary examination.
VII	VIII	(i) Must have appeared for the End-Semester Examination in at least half of the theory subjects, (ii) Must have passed at least half of the practical/sessional subjects in 7th semester.
VIII	Award of Degree	(i) Passed in all subjects of all semesters (including mandatory subjects) with a final CGPA of 6.0 or more, (ii) All institute fees including any pending dues paid and no disciplinary proceeding(s) pending against the student.

Note:

1. The Induction Program and Summer Internship(s), wherever included in the approved curriculum, shall not be counted for deciding semester/year promotion. However, non-credit/mandatory courses shall be counted like credit courses for the same.

2. For a year-back student who has been promoted to even semester (Spring Semester) in the previous year, the promotion criteria of "Appearing at least half of the theory subjects and passing in at least half of the practical subjects" shall not be applicable.

3. For 2-year Post-Graduate Programs, the last row of the table above shall be treated as from "Semester IV" to "Award of Degree."

11.0 Rules for Year-Back Students

A student, who does not get promotion from odd semester to even semester or from one year to the next year (even to odd), due to non-fulfillment of the promotion criteria as specified above, is termed as a year-back student and will get delayed by at least one year to complete the degree. The rules governing the year-back students are given below.

1. In general, such students need not seek readmission, but shall have to register for the back papers of previous semesters in the subsequent odd/even semesters as applicable, as per the curriculum that was in effect when they attended the classes, and appear the examinations to clear the papers. After fulfilling the promotion criteria, they shall be promoted to the next semester/year (as applicable) and continue the studies with the batch of students of a later academic year.

2. However, a year-back student must seek readmission to a semester if s/he could not fulfill the semester/year promotion criteria if s/he:

   i) was debarred from appearing in the examinations in some/all subjects due to shortage of attendance in a semester of previous academic year,

   ii) was debarred from appearing in the examinations because of not paying the Institute fees including any unpaid dues by the specified date,

   iii) was compelled to discontinue his/her studies in a semester of previous academic year due to genuine reasons like prolonged illness, critical operation, calamity in family, natural disaster, or other unavoidable exigencies.

   iv) was rusticated for some definite period in a semester of previous academic year on disciplinary grounds, provided that the period of punishment is over by the time of seeking readmission.

3. When a student is readmitted to a semester (other than 1st semester) at a later academic year, s/he has to prosecute the study according to the new curriculum in effect (if any) from that semester onwards. However, they shall appear the examinations of back papers of the previous semesters (if any) according to the old curriculum that was in effect when they attended the classes.

4. If one/more subject(s) that the student has already passed is/are repeated in the new curriculum in the semester/year in which the student is readmitted, the student need not register for that subject to appear examinations, and the grade awarded earlier in that subject shall remain.

5. In the process of dropping off from the admitted batch due to year back, and rejoining with a new batch in a later academic year, there is a possibility that the total credits earned by the student may fall short from the total credits required for completion of the program due to revisions in the curriculum.

6. In case the total credits earned by the student fall short of the specified total credits of the program as per the new curriculum applicable to the batch with which the student shall complete the program, then s/he shall have to study and appear examinations in one/more additional subjects to fulfill the credit requirements of the degree. Such additional subject(s), if any, shall be recommended by the concerned HoD and shall be allocated in the final year only. These subjects shall be of self-study nature, however necessary mentoring facility may be provided by the institute for this purpose.

7. On the other hand, if the total credits earned by the student exceed the specified total credits of the program as per the new curriculum applicable to the batch with which the student shall complete the program, there shall be no provision to skip any subject in the final year.

8. Wherever any conflicting or ambiguous condition arises due to readmission of a year- back student in a later academic year, then the appropriate authorities including, but not limited to, the Dean (Academics), Controller of Examinations, Principal/Director will address such issues on a case-by-case basis. If necessary, such matters may also be referred to the Academic Council for decision and/or approval.

12.0   Examinations

1. The Examination Cell will centrally conduct the Mid-Semester and End-Semester Examinations in respect of 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.

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.

3. For UG engineering programs at most one subject per semester from last 4 semesters and for PG programs at most one subject per semester from any 2 semesters excluding the 1st semester may be identified by the Board of Studies for which an open-book examination may be conducted. During an open-book examination a student shall be permitted to carry a limited number of books as specified by the Board of Studies.

4. Question papers for Mid-Semester 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 the 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.

5. After the completion of examination (Mid-Semester or End-Semester) 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.

6. In order to provide an additional opportunity to the students who failed (obtained an "F" grade) in one or more subjects in the Autumn and/or the Spring Semester in a year, Supplementary Examinations equivalent to the End-Semester Examination arranged centrally by the Examination Cell, will be conducted before commencement of the next session every year. Supplementary examination will be offered only if there are at least 10 students have failed in a particular subject or if there is some other compelling reason.

7. A student will be permitted to appear for an examination, only if s/he has:
    (a) Formally registered for the subjects at the beginning of the semester.
    (b) Attendance record as prescribed in these regulations in theory and laboratory classes and has completed the assignment works given.

    (c) Paid all Institute dues including any other unpaid dues.

    (d) Not been debarred from appearing for the examination as a result of disciplinary proceedings.

8. 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) 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.

(b) Appearing for both the Mid-Semester and End-Semester Examinations of theory subjects is required. Normally, if a student fails to appear for the Mid-Semester Examination without any valid reason s/he should get zero for that component. However, if a student misses the Mid-Semester Examination due to compelling reasons like participation in a national/international event with due approval of the Institute, serious illness or a calamity in the family, s/he may appeal to the Dean Academics, through Head of the Department for permitting him/her to appear for a Repeat Mid-Semester examination. If permitted, the student will appear the Repeat Mid-Semester examination within 4 weeks but before the End Term examination. However, the marks obtained in the Repeat Mid-Semester examination shall be reduced by 10% for computation of final grade in that subject.

(c) If a student misses the End-Semester Examination due to compelling reasons like participation in a national / international event with due approval of the Institute, serious illness or a calamity in the family, s/he may appeal to the Dean Academics, through Head of the Department for permitting him/her to appear for the Supplementary Examination, if conducted, subject to fulfilling the attendance requirements.

9. A student will be given an "S" grade (Absent) till the supplementary examinations are conducted. The "S" grades will be converted to a valid grade as per the results of supplementary examinations.

In case of prolonged illness or other reasons, if a student misses both the End-Semester Examination and the Supplementary examinations in any course, the student must register for the courses as a backlog paper. In that case the student shall continue to have an "S" grade till s/he clears the paper.

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

11. For the benefit of and as a process of learning by the students, the scripts after correction of Mid-Semester Examination, Quiz tests, Surprise tests and Assignments etc., will be shown to the students within 3 weeks from the date of Tests/Examinations. If a student is dissatisfied then s/he may inform to the concerned subject teacher for re-evaluation.

12. **Re-totaling / Re-evaluation of Answer Scripts:** A student may apply to the CoE for Re-totaling / Re-evaluation of a paper within 7 working days from the date of publication of the results in each Semester. However, evaluation will be done for un-evaluated questions, if any. This facility is, however, not available for supplementary examinations.

13. **Photocopy of Answer Scripts:** A student may apply for photocopy of Answer Scripts to the CoE within 7 working days from the date of publication of the results in each Semester. The Re-evaluation is a pre-condition for supply of photocopy. The student is to deposit a requisite fee (Rs.500/- for Re-Checking and Rs.60/- for photocopy) within 7 working days from the date of publication of the results in each Semester. The Photocopy of re-checked answer scripts will be sent to the candidate within a minimum period of 3 (Three) months from the last date of receipt of application for distribution among the respective students.

14. **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.

15. **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.

12. If a student is dissatisfied with her/his marks in End-Semester examination, s/he may apply to Controller of Examinations in a prescribed format for re-evaluation. This has to be done within one week of declaration of Marks/Result. The Controller of Examinations shall initiate the reevaluation of the script with some selected faculty member and may update the marks/results accordingly. If no complaint is filed within in the time limit the student is deemed to have accepted the results and no further change is permitted.

13. 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.

13.0 Project Work

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.

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 6th 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.

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.

4. In general, the evaluation of Project Work in the final year of UG/PG programs shall consist of the following assessment components:

  i)   Evaluation by Guide/Supervisor   :   20%

  ii)   Interim Presentation & Viva-voce   : 20%

  iii) Project Report/Thesis/Publications: 20%

  iv) Final Presentation & Viva-voce
       a) Presentation   :   10%
       b) Quality of Work   :   20%
       c) Viva-voce/Defense   :   10%

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.

14.0 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 Controller of Examinations or Dean (Academics).

15.0 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), 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.

Sd/-

Principal

Chairman, Academic Council

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 Mid-Semester examination on medical ground	No fee
5	GIFTA-5 RM	Repeat Mid-Semester examination	Fee of Rs.100/-to be deposited through online to the GIFT account
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

GANDHI INSTITUTE FOR TECHNOLGY (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 2nd sem:
   (copy of 1st 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 TECHNOLGY (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
Theory Subjects			
1			
2			
3			
4			
5			
6			
Lab./Sessional/Practical/Seminar etc.			
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 TECHNOLGY (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 TECHNOLGY (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 TECHNOLGY (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 .

Sl 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 TECHNOLGY (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/- is to be deposited in the BPUT account through SB Collect.*

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.   Fee Details: Amount: Rs. ………….   Transaction 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 TECHNOLGY (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 1st 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 TECHNOLGY (GIFT), Autonomous

APPLICATION FOR MIGRATION CERTIFICATE

Instructions : *(i) Fees of Rs.100/- is to be deposited in BPUT account online through SB Collect and transaction slip 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) T ransaction 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 TECHNOLGY (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 TECHNOLGY (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 TECHNOLGY (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   ☐   ☐   ☐   ☐

1st Year   2nd Year   3rd Year   4th 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 TECHNOLGY (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 TECHNOLGY (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 TECHNOLGY (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 transaction slip 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   ☐   ☐   ☐   ☐

                                                  1st Year   2nd Year   3rd Year   4th Year

Fees Details

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

Date : …………………….   **Student's Signature**

Student's Mentor   **Head of the Department**
                    Approved/Not Approved.

Memo No. _____ Dt._____   **Principal**

Controller of Examinations

            Issue/ Do not Issue

                                               Principal