EXAMINATION REGULATION

1. Subject-wise Registration & Eligibility to appear at Examination

The medium of instruction for all the program is English

1.1 All Registered Students of the college 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 first semester, a student has to apply to the College in a specified format for subject-wise registration for the term with prescribed fees through his/her HOD of concerned department. The same will be forwarded to Examination section for scrutinization and confirmation of registration for the semester. A student has to register the mandatory non-credit courses like Environmental Sciences, Induction Training, Indian Constitution, Essence of Indian Traditional Knowledge as decided by the AICTE/UGC/Academic Council

1.2 For B. Tech program,

o A student will be eligible to get undergraduate degree in engineering if he/she completes 171 credits.

o A student will be eligible to get undergraduate degree in engineering with honours if he/she completes additional 20 credits through MOOCS.

o A student will be eligible to get undergraduate degree in engineering with minor degree (minimum 1, maximum 2).

- o Artificial Intelligence & Machine Learning
- o Autodesk CAD_CAM_CAE
- o Business Analytics
- o Cloud & Data Applications
- o Cyber security
- o Data Science & Analytics
- o Deep Learning and Natural Language Processing
- o Design and Manufacturing
- o Digital Marketing
- o Electrical Engineering and Power Systems
- o Electronics and Semiconductors
- o Embedded Systems
- o Generative AI
- o Information Systems & Management
- o Internet of Things
- o Power Electronics

- o Robotics
- o Smart City & Infrastructural Planning
- o Web and Application Development

Registration of subjects for Honours or Minor Engineering is optional in nature.

A student will register subjects in his/her regular branch of study.

From 3rd semester onwards, a student may register additional subject(s) under Honours in the same branch of study (preferably with higher level from MOOCS) or Minor Engineering (specified above) in a branch other than his/her regular branch of study.

However, a student is not eligible to register subjects both under Honours AND Minor Engineering at the same time.

Once a student opts for Honours or Minor Engineering, it is considered as final i.e. this can't be changed afterwards. But he/she may exit from Honours or Minor Engineering during his/her study at any time on exercising his/her option to the Principal through HOD.

For M. Tech

A student will be eligible to get Master Degree in engineering if he/she completes 68 credits.

For MCA

A student will be eligible to get Master in Computer Application Degree if he/she completes 90 credits.

For MBA

A student will be eligible to get Master of Business Administration Degree if he/she completes 104 credits.

1.3 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**

1.4 A student shall not be allowed to appear in the end Semester Examination of that session in those particular theory subjects where he / she has shortage in attendance. He / She will be allowed to appear at the theory examinations in other subjects where he / she has no shortage in attendance. The attendance shall be considered from the date of commencement of classes as per academic calendar of the college. The schedule of classes

shall be notified through a Time Table before the beginning of the classes in the Semester. Attendance record must be compiled at the time of mid-term examination and before closing of instruction and the students with poor attendance must be informed through notification both in the notice board of the department and college website.

1.5   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 (i) a medical board and (ii) the Principal, recommended for such relaxation

1.6   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.

1.7   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.

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

1.9   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 fulfils the conditions 3.3 to 3.6 above.

2.0 Rules for Examinations

2.1 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.

2.2   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.

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

2.4 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.

2.5 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

o The candidates, who have completed the attendance requirements for a course, appeared in the End-Term 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-Term Examination.

o A student can register for a maximum of 06 (six) courses in which s/he was awarded "F" Grade in the End-Term Examination for appearing in supplementary examination.

o A student who could not appear for the End-Term Examination due to genuine medical reasons or other unavoidable emergencies and was awarded "S" grade, may apply to the Dean (Academics) for permission to register for the Supplementary Examination with necessary documents in support of absence. The Dean (Academics) may allow him/her to register for Supplementary Examination in some/all subjects depending on the reason and documents provided.

2.6 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.

3.0 Declaration of Result and Promotions

3.1 In order to pass a programme / course a candidate must secure at least Pass Grade in each of the Theory (Including mandatory non-credit courses), Practical, Project, Seminar, Sessional and Viva Voce items and maintain a minimum level of overall performance.

The results of subject(s) under Honours or Minor Engineering will be reflected separately and it will not considered for promotion or added with the results of subjects under regular branch of study.

3.2 The promotional status between two consecutive semesters and / or two consecutive years shall be indicated on the Semester Results as described below:

A. Passed and Promoted (denoted by P) indicating that

The candidate has cleared every registered course item of both odd and even semester of the academic year.

He / She has no backlog from lower levels.

He / She has secured CGPA of 6.0 or more.

B. Eligible for Promotion with backlogs (denoted by XP) indicating that

The candidate is eligible for promotion with backlog (XP) in the following situation:

For promotion from 1st year to 2nd year :

A student at the end of the first year (inclusive of first and second Semesters) having a minimum of CGPA of 5.0 is eligible for promotion to the Second year, regardless of the number of failed subjects except candidates under Clause - D.

A student (at the end of first year) with a CGPA of less than 5.0 may choose to quit; or pursue studies after registering as a fresh student in the First year. If such a student in the new first year once again fails to se cure a CGPA of at least 5.0 at the end of the new First Year, he/she has to quit the College.

For promotion from 2nd year to 3rd year :

All students of second year (after 4th Semester) securing a minimum of CGPA of
5.0 (after 4th semester result) or higher are eligible for promotion to 3rd year except candidates under Clause - D.

For promotion from 3rd year to 4th year :

All students of third year (after 6th Semester) securing a minimum of CGPA of 5.0 (after 6th semester result) or higher are eligible for promotion to 3rd year except candidates under Clause - D.

Students securing less than CGPA 5.0 at the end of 2nd / 3rd / 4th year may repeat his/her study for that year without promotion.

If such a student in the repeat year once again fails to secure a CGPA of at least 5.0 at the end of that Year, he/she has to quit the College.

Important Note: The SGPA of the lower semester(s) of XP category students after clearing their backlog subjects would be updated. This updated SGPA would be considered for their promotion in the 1st year.
C. The candidate is eligible for promotion to next higher semester if (i) he / she has registered for all the subjects for any regular (lower) semester AND (ii) he /she has appeared in the semester examination in at least 3 (three) theory subjects of the regular semester AND (iii) he/she has attended two lab / practical / sessional subjects.
N.B.: All the above three conditions have to be satisfied for promotion to the next higher semester.
D.Not Eligible for Promotion (denoted by X) indicating that The student is NOT eligible for promotion to the next higher level as he / she has not fulfilled the stipulated requirements defined under the provisions, stated above under Clause 'A', 'B' and 'C' for promotion.

Important Note: The 'X' category students as well as those who do not want to be promoted and who are otherwise eligible to continue in the College, are required to re-register for that year. They are required to register in all the backlogs (failed / not appeared) subjects of both the semesters of that year except 1st year.
E. Registration for students under Clause – C

The students, who are NOT eligible for promotion are to register and appear at the back paper subjects except 1st year. If he/she does not have 75% attendance in a subject, he/ she has to

attend the classes in those subjects and to fulfill Clause - 3.3 to become eligible for appearing the examination. This regulation is applicable to all programmes of duration three years and more.

3.3 The College shall publish a list of all successful candidates of each of the semester examinations within the date prescribed in academic calendar.

3.4 The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned programme.

3.5 A student's level of competence shall be categorized in accordance with the Cumulative Grade Point Average.

4.0 Grading System

A letter grading system shall be followed in the college. The uniform Grading System to be followed for all Academic Programmes (except Ph. D. and D.Sc) shall be as described below. A Nine Point grading system on base of 10 shall be followed in the college. Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 percentage points	Point
Outstanding	'O'	90 & above upto 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
Fair	'C'	50 & above but less than 60	6
Below Average	'D'	40 & above but less than 50	5
Failed	'F'	Below 40	2
Malpractice	'M'	-	0
Absent	'S'	-	0

Grade-sheet would be issued year-wise to students who have cleared all the subjects as per syllabus of the lower semesters.

4.1   Passing Standards: The following passing standards shall be followed:

- To pass a theory course a student has to secure a minimum of "D" grade with at least 24 marks out of 60 in the End-Term examination and 16 marks out of 40 in the mid-term examination.
- For other courses (practical, seminar, viva, project and other sessionals) Grade "C" is the minimum pass grade.

5.0 Requirements for Award of Degree:

There shall be no class / division awarded to a student either at Semester or degree level.

5.1 Eligibility for Award of Degree

A candidate will be eligible for award of B. Tech / M. Tech / MCA / MBA degree if

he/she satisfies all the following conditions:

(a) Has cleared (minimum pass grade) in all subjects and obtained requisite number of credit points prescribed for his/her branch of study.

(b) For B. Tech program, a student may be awarded degree as follows:

    (i) Bachelor of Technology in his/her branch of study or

    (ii) Bachelor of Technology with Honours in his/her branch of study if he/she clears subjects of minimum 20 credit points prescribed under Honours or

    (iii) Bachelor of Technology in his/her branch of study with Minor Engineering in a branch other than his/her regular branch of study if he/she clears subjects of minimum 20 credit points prescribed under Minor Engineering.

5.2 Disqualification for Award of Degree

Students who have been convicted by any cognizable offence(s) shall be debarred from receiving degrees.

6.0 Examinations:

There shall be a continuous evaluation system for each theory, lab./practical, sessional, design and project papers.

6.1 Theory Papers

(a) A theory paper will have 100 percentage points. The weightage for one mid-term examination, quiz, assignments and surprise test and the end semester examinations shall be as follows:

- Mid-term examination of 2 hrs. minutes duration = 25 percentage points.

- Quiz, Surprise test & Assignment = 15 percentage points.

- End Semester Examination of three hours duration = 60 percentage points.

           Total = 100 percentage points.

(b) The syllabus for each theory paper shall have 4(5) modules. The mid-term examination schedule will be nearly mid-semester schedule in Academic Calendar. The end semester examination is comprehensive and will cover all modules. The

academic calendar will specify the examination period for all mid-term examination and the end semester examination.

(c) The mid-term examination will be conducted at the college level in the Scheduled week. It should be conducted preferably after completion of one and one-half module completion of the syllabi. The corrected papers have to be

shown to the students within seven calendar days. The score out of 25 percentage points shall be informed to the students.

(d) The quiz, assignments & surprise test shall be conducted by the concerned subject teacher under supervision of the HOD. The concerned subject teacher shall maintain records for at least a year.

(e) There is no compensatory mid-term examination. If a student misses a mid-term examination due to medical reasons, the student will make an application through HOD to Principal. The college will then constitute a medical board under the Chairmanship of Dean Academics (UG or PG) with a doctor to examine if the illness was serious enough to compel him / her to abstain from appearing at the test. Medical board report with the recommendation of the Principal shall be sent to the Examination section for consideration of compensatory mid-term examination and it will be conducted for such students only.

Similarly, if a student misses a mid-term examination due to Family Calamity or academic / official assignments of the college, the candidate will make an application through HOD to Principal. The college shall constitute a committee to recommend the action for each case. The report of this committee with the recommendation of the Principal shall be sent to the Examination section for consideration of compensatory mid-term examination / award of percentage points. If the committee recommends compensatory mid-term examination, it will be conducted for such students only.

(f) Any student securing less than 16 (internal) marks in the mid-term examination, quiz, assignments and surprise test taken together and secured overall 'F' grade in the subject may be allowed to repeat the mid-term examination as per schedule time during the corresponding semester of the subsequent year. The revised marks from the department would replace the old mid-term examination marks. However, his total internal marks will be restricted to 16 out of 40 in the repeat mid-term examination or actual mark if his / her total mark is less than 16. For this repeat mid- term examination only one chance would be given. The revised marks shall be considered for publication of results.

(g) A candidate is deemed to clear (Pass) a theory paper if he / she secures

  1) A minimum of 24 marks out of 60 in the End Semester examination and

  2) A minimum of 40 marks in the End Semester examination, mid-term examination and quiz, surprise test & assignments, taken together (i.e out of 100).

(h) Question Paper Setting :

  1) Moderator nominated by academic council based on experience / expertise in the course will select / scrutinize the question paper from the question paper bank or generate a question per from the question bank built-up by the external / internal subject expert for each theory course.

2) chief Examiners and examiners / evaluators for the subject will be nominated by chairman – BOS. The chief examiner of the subject will provide scheme of evaluation and model answer

(i) **Question paper pattern**

1. **Mid-term examination**

- o Duration 2 hrs. Question paper contains 3 Parts
- o Part 1 contains 10 short answer question (answer any eight) of 1 marks each for both UG & PG programme
- o Part 2 contains 5 focused short answer type question (answer any three) of 3 marks each for both UG & PG programme
- o Part 3 contains 2 Long answer type question (answer any two) of 4 marks or both UG & PG programme

2. **End-Semester term examination**

- o Duration 3 hrs. , Total Mark-100, Question paper contains 3 Parts
- o Part 1 contains 12 short answer question (answer any ten) of 2 marks each for both UG & PG programme covering entire syllabus.
- o Part 2 contains 10 focused short answer type question (answer any eight) of 5 marks each for both UG & PG programme covering entire syllabus.
- o Part 3 contains 4 Long answer type question (answer any two) of 20 marks of both UG & PG programme covering entire syllabus.

6.2 Practical Papers

a) The syllabus of a practical paper shall specify the number of practical / experiments (works) to be done in a semester.

b) A practical paper shall have 100 percentage points.

c) Each practical / experiment (work) shall have equal percentage point as its weightage.

d) A practical paper shall have 2, 3 and 6 contact hours / week for 1, 2 and 4 credit papers respectively. Time Table must provide for such contact hours.

e) A practical experiment (work) and its evaluation shall be completed in all respects within the allotted hours. A practical experiment (work) will be evaluated based on the following components. The relative weightage of the components are also given below.

- • Experiment (work) planning and execution = 20 points
- • Results and interpretation = 30 points
- • Report = 30 points
- • Understanding on the theory related viva-voce to experiment = 20 points

Total =100 points

f) A candidate has to be informed about the score at the end of every Practical class. The Score shall be used for publication of results.

g) The teacher concerned with a practical class shall maintain the reports of the candidates together with the score on each experiment giving the reasons for awarding either very high score (90 percent or above) and low score (30 percent and less).

h) A candidate shall pass a Practical Paper if his / her score in the paper is minimum of 50 percentage points.

i) College can arrange a compensatory practical class for a student who misses an experiment only on medical ground Such a compensatory experiment has to be arranged at the department level within two weeks of his / her missing a practical class.

j) Any student securing less than 50 marks ('F' grade) in practical may be allowed to repeat the practical in the corresponding semester of the subsequent year. This will be limited to only one chance.

The score for the compensatory test shall be sent to the Examination Section giving reference to the original practical date that the student has missed.

6.3 Sessional Papers

a) Sessional paper will carry 100 percentage points.

b) The syllabus shall prescribe the number of jobs and specific tasks to be performed in each job. All jobs in a sessional shall have more or less or same allotted contact hours and equal weightage.

c) A sessional job has to be evaluated based on the following considerations.

- Quality of job 50 points
- Understanding of the job and related theory 30 points
- Quality of report and Viva – Voce 20 points

d) Each sessional work is to be completed during allotted hours in the class itself.

e) No sessional works can be done at home / hostel.

f) At the end of each sessional work, the evaluation will be done. The student is to be shown the score and told about weaknesses (if any).

g) At the end of each sessional the marks are recorded for publication of results.

h) If a student misses up to 35 percent of allotted sessional hours for a job on health ground he / she may make an application to the Principal along with a medical certificate. A committee constituted by the Principal may consider the application and

the student may be allowed compensatory classes to complete the sessional work beyond the regular allotted hours.

i) The teacher concerned shall maintain all records of the sessional work at least for a year for inspection.

j) A candidate shall clear (Pass) a Sessional Paper if he / she scores minimum of 50 percentage points.

k) Any student securing less than 50 marks ('F' grade) in sessional may be allowed to repeat the sessional in the corresponding semester of the subsequent year. This will be limited to only one chance.

6.4 Project Item

a) A Project Item shall carry 100 percentage points.

b) Each candidate shall do a project under the supervision of a Supervisor (of GITA). There could be a Co-Supervisor (inside or outside GITA) if the project is interdisciplinary in nature. For an Industry based project, the Co - Supervisor could be from concerned Industry. Project could be Theoretical / Practical / Design oriented.

c) Evaluation of the Project

i) Evaluation of a major / minor project will be done on following points.

• Understanding the relevance, scope and dimension of the project	10 points
• Relation to literature / application	10 points
• Methodology	10 points
• Quality of Analysis and Results	10 points
• Interpretations and Conclusions	20 points
• Report	20 points
• Defence	20 points
	100 points

ii) The evaluation shall be done by a Committee of teachers where the Project Supervisor shall be a member. His evaluation shall carry 50 percent weightage. The other members shall have 50 percentage weightages. For major project, an external expert shall be involved.

iii) Minimum score for a Pass in Project item is 50 percentage points.

iv) The HOD will be the Chairman of the Evaluation Committee and he/she shall forward the score within the prescribed date to the Controller of examinations. He / She shall also maintain all records for at least a year.

6.5 Seminar Item

Seminar performance will be evaluated by a committee of Teachers. It will have the following components.

a)	Quality of Seminar Report	= 30 points
b)	Quality of Presentation	= 30 points
c)	Quality and extent of response from other students	= 20 points
d)	Participation in other Presentations	= 20 points
		= 100 points

A student has to not only give his / her seminar, but also must attend at least 75 percent of seminars given by other students. The HOD will be the Chairman and he/she shall forward the score within the prescribed date to the Controller of Examinations of the College. He / She shall also preserve all records for at least a year.

Minimum score for a Pass in Seminar item shall be 50 percentage points.

Any student securing less than 50 marks ('F' grade) in seminar may be allowed to repeat the seminar in the corresponding semester of the subsequent year. This will be limited to only one chance.

6.6 Internship:

Students must complete an internship as per AICTE/UGC guidelines. Internships can be undertaken in industries, startups, research organizations, or government institutions.

Program	Internship Duration	Recommended Semester	Mode
B. Tech. (Engineering)	Minimum 6-8 weeks	After 2nd , 4th & 6th Semester (Minimum 2)	In-person / Virtual
MBA	Minimum 6-8 weeks	After 2nd Semester	In-person / Virtual
MCA	Minimum 6-8 weeks	After 2nd Semester	In-person / Virtual3.

Evaluation Criteria

o The evaluation of the internship will be based on:

o Internship Report (40%) – Detailed documentation of learning outcomes.

o Industry Supervisor Feedback (30%) – Assessment from the hosting organization.

o Presentation/Viva (20%) – Final presentation to faculty panel.

o Faculty Mentor Assessment (10%) – Review of progress and performance.

6.7 Comprehensive Viva - Voce Item

a) This shall be done by a Committee of Teachers with participation of an External Expert from an Institution outside GITA / Industry of repute.

b) The HOD is the Chairman of the Committee and s/he shall forward the score within the prescribed date to the Controller of the Examination of the College. He

/ She shall also maintain all records for at least a semester.

c) Minimum score for a Pass in Viva - Voce is 50 percentage points.

6.8 Evaluation Responsibility

a) The teacher imparting instruction is solely responsible for evaluation of mid-term examination, Practical and Sessional works, quiz, assignment & surprise test. He / She is also responsible for maintaining all records for a year to justify his / her evaluation scheme and score thereof.

b) The Principal shall have right to change the score assigned by a teacher. However, if the Principal is convinced that the scores assigned by a teacher are biased, he / she shall appoint a committee where the teacher concerned will be a member for review. The decision of the committee shall be final and binding. The decision with the revised score shall be sent to the Controller of Examination within a week for necessary action.

c) A copy of the score assigned for each mid-term examination, Practical and Sessional work, quiz & assignments shall be submitted (both hard and soft copy) to the Examination Section.

6.9 Disciplinary Actions (Examinations)

1) A student found resorting to malpractice (copying etc.) in the examination hall during the Examination as reported by the Invigilator / Supervisor / Squad Member

   • will be awarded "M" grade having 0 (zero) Grade Point in that paper and he / she will be warned by the College with a copy to the parents / guardians or a notice in the official website of the college.

2) A student adopting malpractice and showing an indiscipline behavior in the examination hall

   • will be awarded "M" grade having 0 (zero) Grade Point in that paper and he/she will be warned by the College with a copy to the parents / guardians or a notice in the official website of the College.

   • Shall have to bear a fine of Rs. 2000.00.

3) A student found adopting malpractice in more than one papers in a Semester / supplementary examination

   • Will be awarded "M" Grade with 0 (zero) Grade Point in all the papers of that Semester / supplementary Examination; he / she will be warned by the college with a copy to the parents / guardians or a notice in the official website of the College.

4) A student adopting malpractice (as defined in earlier clauses) once again in the subsequent semester examinations in spite of the warning issued previously

   • Will be awarded "M" grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.

5) A student found violating the Examination Code of
   Conduct which includes:
   - Use of programmable calculators, mobile phones (even in switch off mode), document or any electronic devices having memory chips.
   - Leaving the Examination Hall within the first hour from the commencement of the examination.
   - Talking to other examinees in the Examination Hall.
   - Trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall.]
     - ❖ Will be expelled from the Examination in that paper and will be awarded "M" grade having 0 (zero) Grade Point in that paper; he/she will be warned by the College with a copy to the parents / guardians or a notice in the official website of the College.
     - ❖ A student found repeating the "Violation of Code of Conduct" will be awarded "M" grade with 0 (zero) Grade Point in all the papers of that semester and will not be permitted to appear at the subsequent examinations of that semester.

6) A student indulging in the misconduct in the Examination
   hall [which includes :
   - Using question papers and / or answer scripts for communicating with fellow examinee.
   - Exchange of question papers and answer scripts (with other examinees /outsiders).
   - Writing answers in question papers.
   - Writing obscene or filthy languages in answer scripts.
   - Writing derogatory remarks.
   - Any remarks, requests or irrelevant issues in answer scripts.]
     - ❖ Will be awarded "M" grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.

7) Any student found man-handling / threatening the officers / staff connected with the examinations (Invigilator, Center Superintendent, Supervisors, Principal, Members of flying squad, etc.)
   - Will be awarded "M" grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.
   - Other disciplinary actions as deemed fit (including FIR to police) would be initiated by the college.

8) Any student found damaging the property of the staff / officers / institution connected with the examinations

- Will be awarded "M" grade having 0 (zero) Grade Point in all the paper of that Examination and will be expelled from the College for one year.

- Will be obliged to provide compensation for the damage as assessed by the college or individual as the case may be.

9.0   Time Table for Instructions:

The college has to prepare Time table for the subjects (Theory, Practical and Sessional) being offered in a semester at least 15 calendar days before the course-wise registration of students to that semester. The time table must also mention the teacher who is handling a subject. If the subject is handled in more than one sections, the names of the teachers handling all the sections should be given. The Time Table should be notified at least 10 calendar days before registration.

11.0 Rechecking / Retotaling

a) Re-Totalling / Re-Checking :

A student may apply to the college for Re-totaling / Rechecking of a paper within 7 calendar 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.

b) Photocopy of Answer Scripts:

A student may apply for photocopy of Answer Scripts to the college within 15 calendar days from the date of publication of the results in each Semester. The Re-Checking is a pre-condition for supply of photocopy.

The student is to deposit a requisite fee (Rs.200/- for Re-Checking and Rs.60/- for photocopy) within 30 calendar days from the date of publication of the results in each Semester. The Photocopy of re-checked answer scripts will be sent to him/her within

a minimum period of 1 (One) month from the last date of receipt of application for distribution among the respective students.

c) Grade Sheet /Duplicate Grade Sheet / Transcript

At the end of each year, a Grade sheet shall be made available to each student as per Clause 6.1. However, if a student requires duplicate grade sheet, transcript he / she should apply to the college with the prescribed fees.

d) 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/Aadhaar number will appear on the certificate.