



NOTICE

Some important dates for the Spring Semester – 2019-20

Events	2 nd semester B.TECH M.TECH MBA MSC, Ph. D	4 th Semester B.TECH M.TECH MBA M. Sc, Ph. D	6 th Semester B.TECH	8 th Semester B.TECH
Starting date of instruction	06.01.2020	06.01.2020	06.01.2020	06.01.2020
Technical Events	24.01.2020 – 25.01.2020			
Professional Training (T & P)	NA	NA	07.01.2020 – 19.01.2020	NA
Registration- First Phase	15.01.2020- 20.01.2020	13.01.2020 – 17.01.2020	09.01.2020- 13.01.2020	06.01.2020– 08.01.2020
Registration- Second Phase (with a fine of Rs. 200/-)	21.01.2020 - 15.02.2020	22.01.2020- 17.02.2020	14.01.2020- 10.02.2020	09.01.2020-01.02.2020
Registration- Third Phase (with a fine of Rs. 500)	18.02.2020 – 16.03.2020	19.02.2020 – 21.03.2020	11.02.2020 – 23.03.2020	03.02.2020 – 24.03.2020
Registration- Fourth Phase (with a fine of Rs. 1000)	17.03.2020 – 06.04.2020	24.03.2020 – 10.04.2020	25.03.2020 – 10.04.2020	26.03.2020 – 15.04.2020
Registration- Final Phase (with a fine of Rs. 2000)	07.04.2020 – 24.04.2020	13.04.2020 – 23.04.2020	16.04.2020 – 22.04.2020	18.04.2020 – 20.04.2020
1st Phase Registration for Backlog subjects (only for final year students)	10.02.2020 – 29.02.2020			
Final Phase Registration for Backlog subjects with a fine of Rs. 500 (only for final year students)	02.03.2020 – 01.04.2020			
Class Test –I/Teachers' Assessment	17.02.2020 – 22.02.2020			
Cultural Events & Film Festival	28.02.2020 – 29.02.2020			
Farewell to Final Year Students	26.03.2020-31.03.2020 [one day for each branch]			
Class Test –II/Mid-Term Exams	23.03.2020 – 28.03.2020			
Closing date of classroom activities	16.04.2020			
Period for Other Academic Activities (End Semester Evaluation/Assessment of Laboratory/Sessional/Project /Comprehensive Viva Voce/Seminar/Dissertation etc.)	For UG [BTECH]		17.04.2020 – 22.04.2020	
	FOR PG [MBA, M. Sc, M. Tech, Ph. D]		18.05.2020-23.05.2020	
Repeat Class Test/Mid Term Examinations	For UG [BTech.]		23.04.2020 – 27.04.2020	
	For PG MBA, MSc, MTech, Ph.D		23.04.2020 – 27.04.2020	23.04.2020 – 27.04.2020
On line entry of Internal Marks	Theory Subjects	UG [BTech.]	27.04.2020-10.05.2020	
		PG [M. Tech./MSc./MBA/Ph.D]	29.04.2020-10.05.2020	
	Sessional/Project/Seminar/Dissertation/Internship marks	UG (BTECH)	29.04.2020-10.05.2020	
		PG (MTECH, MBA, MSc, Ph.D)	18.05.2020-25.05.2020	
End Semester Examinations	UG [BTech.]		29.04.2020 – 15.05.2020	
	PG [MTech./MSc./MBA]		29.04.2020 – 15.05.2020	29.04.2020 – 15.05.2020

Publication of Results of Regular Examinations	10.06.2020			
Application for Rechecking Results of Even Regular End Semester Examinations, 2019-20	11.06.2020 – 16.06.2020			
Date of Declaration of rechecking results of Even regular end semester examinations, 2018-2019	26.6.2020			
Semester Break/Summer (Industrial) Training/Internship/Pre-Placement Training Course	16.05.2020 – 25.07.2020			
Summer Vacation For faculty members	Slot 1: 16.05.2020 – 30.05.2020 Slot 2: 31.05.2020 – 14.06.2020 Slot 3: 15.06.2020 – 29.06.2020			
SUMMER QUARTER SLOT				
Events	1st Year	2nd Year	3rd Year	4th Year
Registration/Enrollment for Summer Quarter Classes	15.05.2020 – 30.05.2020			
Summer Quarter Classes	08.06.2020 – 23.06.2020	08.06.2020 – 23.06.2020	21.05.2020 – 07.06.2020	21.05.2020 – 07.06.2020
Registration for Summer Quarter Examinations, 2020	27.06.2020 – 31.06.2020			
Summer Quarter Internal Examinations, 2020	28.06.2020 – 02.07.2020	24.06.2020 – 27.06.2020	12.06.2020 – 17.06.2020	12.06.2020 – 17.06.2020
Date of Conduct of Classes and Evaluation of Laboratory/Sessional/Project/GP subjects in Summer Quarter, 2020	03.07.2020 – 07.07.2020	03.07.2020 – 07.07.2020	29.06.2020 – 07.07.2020	29.06.2020 – 07.07.2020
Summer Quarter Examinations	08.07.2020 – 29.07.2020			
Publication of Results of Summer Quarter Examinations, 2020	19.08.2020			
Application for Rechecking of results and photocopy of Answer Books of Summer Quarter Examinations, 2020	20.08.2020 – 24.08.2020			
Publication of Rechecking Results of Summer Quarter Examinations, 2020	31.08.2020			
Starting date of classes of Odd Semester – 2019-20	1 st : 01.08.2020 [As Per Admission]	3 rd : 01.08.2020	5 th : 01.08.2020	7 th : 01.08.2020
JANUARY	21	21	21	21
FEBRUARY	25	25	25	25
MARCH	24	24	24	24
APRIL	20	20	20	20
MAY	00	00	00	00
TOTAL	90	90	90	90

Students must note and strictly adhere to the following instructions.

1. **Strictly follow the Academic Calendar for all Academic and Exam Activities.**

2. **Attendance Requirements:**

The students may note the following points with respect to the attendance requirement.

Each student must note that he/she needs to attend **at least 75%** of the classes held in a subject to be eligible to appear in the **Class Test/Midterm/Semester Examinations**. A maximum of 10% attendance can be condoned under the following conditions.

i) **Medical case/Illness:** In this case the student needs to submit the **Original medical certificate** from a Government Hospital, reputed Private Hospital or Clinic, or a reputed Private Doctor. The prescription must be attached with the certificate. In the medical certificate there must be a recommendation for rest/leave/hospitalization for **at least seven days**. The student must submit the certificate in a duly filled in prescribed format (**Form F-4**) within **seven working days of resuming classes** in the office of **Dean Academics**.

Medical representation violating any one of the above norms shall be rejected.

ii) **Institute Representation:** If a student intends to attend any institutional/national/regional/state/Institutional (reputed institutes such as IITs, NITs etc.) level sports/athletic/cultural/technical events then he/she needs to apply in the prescribed format and obtain final permission from the **Principal** duly forwarded by **HOD/Dean First Year**. In this case the student needs to submit the **certificate of participation or any other document substantiating his/her claim of participation in an event**. The student must submit the certificate in a duly filled in prescribed format Form (F-1) with **seven working days of resuming classes** in the office of **Dean Academics**.

Representation of the students involving participation violating any one of the above norms shall be rejected.

• A maximum of **10%** attendance can be condoned for a student on the two clauses taken together (i & ii) i.e. **Medical case/Illness, Institute Representation, Genuine Compassionate Ground**. Under any circumstances a student is not eligible to appear in a subject in a Class Test/Semester Examination if his/her attendance up to the last day of calculation for that test/examination is less than 65%.

iii) **Representation of Genuine Compassionate Ground:** If a student missed some classes due some genuine problems such as any domestic/family issues, unfortunate loss of parents etc. then he/she must represent his/her problem **within seven working days of resuming the college**. In this case the student needs to submit his/her grievance in the Office of the Principal in a plain paper as per the guidelines/instructions of Principal.

iv) For compilation of attendance each class taken between the date of commencement of classes and the closing date of instruction as per the formal time table shall be taken into consideration. Any class taken after the closing date of instruction without prior permission of Principal shall not be considered for computation of attendance percentage.

v) Additionally the B. Tech students (irrespective of the year) aspiring to participate in the industrial training or internship during the semester for upgrading their industry oriented skill may be sponsored by the institute. Number of such sponsored students shall not exceed 5% of the admitted strength for each branch. Such students shall apply to the office of the Dean Academics in the prescribed form (**Institution Sponsored Academic Activity Form-F6**) in advance for availing concession in their attendance on pro-rata basis.

vi) Concession in attendance for the above case shall be limited to 25%. After availing concession in attendance, student's attendance should not fall below 50%. Supplementary classes as per a prescribed time table to be arranged for students of above category who are having less than 50% attendance to cover the course and to make them eligible for examination.

3. Each student must register on the dates mentioned above. Clearance of all college dues and registration is mandatory for appearing End Semester Examinations.

4. **From the Academic Session 2019 – 20 the examinations for backlog subjects shall not be conducted during the Regular Semester. But examinations of all backlog subjects shall be conducted during the Summer Quarter Examinations (Likely to be held during the month of June).**

5. Final Semester Course for a Section of Students:

For a (meritorious) section of students a credit transfer system shall be implemented while allowing them to take Component of the 8th semester program in association with Industry as per the following:

i) Credit transfer to *Industry based Training and project* in exchange of Elective (theory and labs), Lab (core), Major Project (stage-3). The regulations involving evaluation and credit transfer shall be developed in accordance with the *Grade Equivalence Policy* of the institution.

ii) For the section of students mentioned above, the curriculum for core subjects of 8th Semester be devised from NPTEL, SAWYAM, Institutional e - Learning Resources etc. The students can learn the subjects by their own and they will be exempted from attending classes. This is to facilitate the students to carry out the industrial training and project course effectively without hindrance. Same Course Content shall be followed for remaining section of in-campus students.

iii) Final year B. Tech students may be sponsored for one year/ Semester out of campus for full time industrial training assignments/projects with reputed organizations during 7th and 8th semesters. Such students shall be allowed to skip in-campus 7th /8th semesters or both courses/classes in lieu of industrial training. The full year industrial training shall be consider as equivalent to total credits of 7th / 8th semester or both courses. However, such students have to comply with the following requirements for the purpose of their assessment/evaluation to be carried out by the institute;

- a. In 7th / 8th semesters or both, each student has to submit four (4) interim/periodic written reports to the institute/department about their outputs and learning in their assignments/projects. Such periodic reports shall be required for their continuous evaluations.
- b. After completion of each semester of the industrial training, such students have to submit the comprehensive written report to the institute/department for End semester performance Evaluation.
- c. As a part of the above evaluation process, the students have to give presentation to the institution/department or appear in the comprehensive viva voce conducted by the institute/department.

6. Formative assessment for each theory subject shall be done as per the following.

FORMATIVE ASSESSMENT		
Parameters	Duration & Type	Maximum Marks
Teachers' Assessment :	1hour –30 MCQ type questions	30 which shall be scaled down to 10
	To be scaled down to	10
Three Assignments based on Self Study Components (of all units of the syllabus):	-----	05
Attendance	-----	05
Mid Term Examinations	90 minutes subjective/conventional	60 which shall be scaled down to 20
Total	-----	40 Marks

Parameter	Marks	Pass Mark
Formative Assessment	40	-----
End Semester Examination (of 3 hours duration)	60	21
TOTAL	100	37

Attendance Carries 5 marks and marks are awarded as per the guidelines.

Percentage of attendance	Marks to be awarded
< 75%	0
≥ 75% but < 80%	1
≥ 80% but < 85%	2
≥ 85% but < 90%	3
≥ 90% but < 95%	4
≥ 95%	5

7. Summer term facility for students

For all students an additional make-up semester facility, known as summer quarter, is tentatively conducted during May-June. Makeup classes are conducted for all subjects of both even and odd semesters.

Students opting for such makeup classes shall have to pay Rs.3000/- only per Semester towards such classes (irrespective of the no. of subjects) over and above the registration fees.

Eligibility Criterion:

- I) *The students falling short of attendance in the preceding semesters (i.e. less than 75%)*
- II) *The students who failed in the end term examinations of the preceding semesters.*
- III) *The students who failed to appear at the examinations of the preceding semesters on Medical ground with submission of valid medical certificates (with regards to serious illness of himself or a calamity in the family).*
- IV) *The students who fall short of attendance in the preceding semesters must compensate by attending makeup classes conducted during the summer quarter and maintain attendance criteria as applicable for regular classes to be able to appear at the examinations of the summer quarter.*

Attendance defaulter in Summer Quarter will attend classes either during regular semester exams/ Summer Quarter exams next year.

The grade secured by a student in a subject in the examinations of the summer quarter who has been debarred/found not eligible to appear in the Regular Examination in that subject shall be downgraded/degraded by one grade except the case when the secured grade is D (Which will remain as it is in the final calculation of SPI and CPI).

8. During Summer Quarter, one internal Examination of Maximum 40 Marks and of duration 2hrs shall be conducted for each subject. The question shall be from the entire syllabus and there will be **40 objective type** questions. A student shall be awarded a maximum of **16 marks** in this exam. Any student who had secured **failed grade** in a subject and obtained **less than 16** in the **formative assessment component** in any theory subject can appear in the test. Information on Internal marks may be obtained from the **Examination Cell**.

9. Students are advised to read the Academic Regulations, Academic Calendar, and all Notices of the College displayed in the College Website.

10. Some Important Forms:

F1: Application for Applying For Leave for Representing Institute

F2: Application for Institute Representation Certificate Submission [For Shortage of Attendance]

F3: Compensatory Lab arrangement

F4: Application for Submission of Medical Certificate [For Shortage of Attendance]

F5: Application for Submission of Medical Certificate [For Non Appearance in Teachers' Assessment/ Mid – Term Examinations/Semester Examinations]

F6: Application for concession in attendance (Uunder Institute Sponsored Category)


DEAN ACADEMICS