

B.Tech. Regulations



Dr. B R Ambedkar
National Institute of Technology Jalandhar – 144011
(An Institute of National Importance)

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Definitions

- NITJ/Institute: Dr. B R Ambedkar National Institute of Technology, Jalandhar
- Academic Calendar: The exact dates for the important academic events scheduled during the Academic Session shall be specified in the Academic Calendar.
- Academic year: Institutes academic year begins from July, 1 and ends on June, 30 every year.
- Candidate: Aspirant desirous to take admission in B. Tech. Programme.
- JoSAA- Joint Seat Allocation Authority
- SGPA- Semester Grade Point Average
- CGPA- Cumulative Grade Point Average (SGPA)
- BoS- Board of Studies
- Course Work: Mandatory requirement for Registration where a student has to write examinations and deliver state of art seminar to earn minimum required credit and CGPA.
- SBPC: Senate Bachelor Programme Committee
- HoD: Head of the Department
- DASA: Direct Admission for Students Abroad
- ICCR: Indian Council for Cultural Relations
- Registration: Enrolment for the courses/research that a student wants to pursue during a semester as required by the Program.
- SENATE: Senate of the Institute

Rules and Regulations for B.Tech. Programmes

1. Admission Process

Admission to any undergraduate B.Tech requires that the applicant be eligible, go through the laid-down admission procedure, and pay the prescribed fees.

Admission through JoSAA:

Admission to the B.Tech. programmes of the Institute are carried out each year on the basis of performance of the students in the Joint Entrance Examination (JEE-Main) by common counselling through Joint Seat Allocation Authority (JoSAA). For admission to the B. Tech. and B. Arch. Programmes, the Institute shall follow the reservation policy as notified by MHRD, Govt. of India from time to time.

Admission under DASA programme:

Direct Admission Student who are Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to UG programme under the Direct Admission Students Abroad (DASA) scheme according to the policy guidelines laid down by the MHRD Govt. of India from time to time. A few admissions are also given through the Ministry of External Affairs based on self- financing scheme as decided by the MHRD Govt. of India from time to time.

Admission under Cultural Exchange Programme:

A few admissions are offered under the Cultural Exchange Fellowship Programme of the Government of India, administered by the Indian Council of Cultural Relations (ICCR), New Delhi through the Ministry of External Affairs as decided by the MHRD Govt. of India from time to time. For these admissions, the candidates are required to apply through the Indian High Commission/Embassy in their respective countries.

Admission under Study in India Programme:

A few admissions are offered under the Study in India Programme for the foreign students under Government of India Scheme to Study in India.

2. Eligibility Criteria for Admission

For getting admission to the B.Tech. programmes at NITs, eligibility criteria are defined by the concerned agencies as mentioned in 1.1 to 1.4. Candidates are requested to go through their respective website and the Institute website for further details. Admissions made under the above schemes in a particular branch are not inter-changeable.

3. ACADEMIC SYSTEM

The academic system at NIT, Jalandhar is framed on a credit-based semester examination system. The credit system envisages a continuous evaluation of student's performance, and provides flexibility for academic progress at an optimum pace based on individual ability and convenience, subject to the constraint of the minimum requirements for continuation in the academic programme.

The student is awarded a letter grade from the prescribed grading system in each course registered by him. For each pass grade, the student accumulates the course credits as earned credits. The academic performance of the student is indicated in terms of the number of credits that he/she earns and the weighted grade point average. A specified minimum number of credits should be acquired on semester or session basis in order to qualify for continuation in the academic programme and the award of degree.

4. Credits

- (i) Each lecture/tutorial hour per week per semester is assigned one credit.
- (ii) Each laboratory hour per week per semester is assigned half credit. However, some courses are preparatory in nature and have half the credit weightage of a normal course. The courses without credit are termed as noncredit (NC) courses.

5. Registration

Registration is an important procedural part of the academic system which ensure the willingness of the student to continue in the course of the study in the institute. No credit is given to the student who attends a course without a formal registration. The name of the registered student only appears on the roll list of the courses registered.

- (i) The registration shall start one week before the start of classes to be notified in the Academic Calendar. No late fee shall be charged from students registering up to the day of starting of classes. A late fee of 500/- be charged for upto 04 days after the start of classes.
- (ii) HOD's shall make the students aware that payment of fee merely is not sufficient for registration. The students need to be physically present at the campus for registration.
- (iii) Even for those students who are unable to pay the fee for various reasons in time, the registration (without semester fee) and attending the classes in mandatory from the due date as per academic calendar. No attendance

NITJ B.Tech. Regulations relaxation will be accorded for such cases. No registration will be allowed after one week of start of classes. After the last date with late fee, the name of the student shall be discontinued from Institute rolls.

The following credits are required to be earned for the registration in the next semester for B.Tech. Batches:

S. No.	Promotion to the next year from the previous year	2018 onwards	2012 to 2017
i	1 st to 2 nd year (3 rd Semester)	23	25
ii	2 nd to 3 rd year (5 th Semester)	45	50
iii	3 rd to 4 th year (7 th Semester)	68	75

6. Advice of Courses

At the time of completing the registration Form, each student should consult his/her HOD concerned to finalize the academic programme, keeping in view minimum/maximum numbers of total and lecture credits, past performance, backlog of courses, SGPA/CGPA, workload and student's interest. Special provisions exist for academically weak students.

7. Credit requirements for Registration

A student must register for a minimum of 15 credits and a maximum of 30 credits in a semester wherein theory credits registered by a student should not be less than 9 credits. There is a minimum number of student registration to run an elective course and will be decided by the department concerned from time to time.

8. Late Registration:

- (i) For those students who were not on campus during the period of registration in the previous semester, registration procedure will be completed on a later date with permission of the Dean, Academic.
- (ii) For reasons beyond his/her control, if a student is not able to register or send an authorized representative with a medical certificate, he/she may apply to the Dean (Academic) for late registration. The Dean will consider and may approve late registration in genuine cases on payment of an extra fee of Rs

NITJ B.Tech. Regulations
500/-. Late registration is allowed until one week after the start of the semester. The attendance requirements of 75 % will not be relaxed in late registration cases and same will be counted from the date of start of the class.

9. Addition, Deletion, Audit and Withdrawal from Courses:

- (i) Add and Drop: A student has the option to add or delete courses from his/her registration during the first week of the semester.
- (ii) Audit: a student may also apply for changing a credit course to an audit one within one week of the end of the first class test.
- (iii) Withdrawal: A student who wants to withdraw from a course should apply on a prescribed form within one week of the end of the first class test. A withdrawal grade (W) will be awarded in such cases.

10. Attendance Criteria Requirement:

- (i) All students must attend every lecture, tutorial and practical class. The Institute desires 100% attendance with a provision for consideration for absence on account of late registration, sickness or other such contingencies. The attendance requirement of 75% of the scheduled classes in course is needed for appearing in the examination.
- (ii) A student with less than 75% attendance in a course during a semester will be awarded 'W' grade in that course irrespective of his/her performance in the tests. The Course Coordinator, while awarding the grades, will take into account the consolidated attendance record for the whole semester.
- (iii) In order to maintain the attendance record of a particular course, a roll call will be taken in every scheduled lecture, tutorial and practical class.
- (iv) For the purpose of attendance, every scheduled practical class will count as one unit irrespective of the number of contact hours.
- (v) The Course Coordinator will consolidate the attendance record for the course from the beginning of the semester till the end of the semester. The teacher offering the course shall notify the students having less than 75% attendance with an intimation of the same to the concerned Head of the Department and Dean (Academic) / Deputy/Assistant Registrar (Academics).
- (vi) Every faculty offering a course will take attendance till three calendar days before the last instruction day in the semester. The percentage of attendance, calculated up to this instruction day, will be indicated in a code number/letter as follows:

Attendance rounded to	Code No/letter
95% and above	H
85% to less than 95%	9
75% to less than 85%	8
Below 75%	L

A student who has attendance code letter L will not be allowed to sit for end semester examination in the course in which the shortfall exists.

The Chairman Senate on the recommendations of the Head of the Department concerned and Dean (Academic) can further condone relaxation of attendance to the tune of 10% only in exceptional circumstances.

11. Absence during the Semester

- (i) A student must inform the Dean (Academics) immediately of any instance of continuous absence from classes.
- (ii) A student who is absent due to illness or any other emergency, upto a maximum of two weeks, should approach the Course Coordinator for make-up in quizzes, assignments and laboratory work.
- (iii) It is compulsory for every student to appear in the End Semester Examination of each course. A student who does not appear in the End Semester Examination shall be awarded a U Grade. In case of absence on Medical grounds or other special circumstances, before or during the end semester examination, the student can apply for I-grade. 75% attendance in a course is necessary for being eligible for request of I-grade in that course. An application requesting an I-Grade should be made at the earliest, but not later than the last day of the end semester examination. This application should be made to the concerned head of department, depending on the merits of the case in discussions with concerned course coordinator, will refer the matter Dean (Academic). The student should, subsequently, complete all course requirements according to prescribed schedule.
- (iv) It is compulsory for every student to appear in the End Semester Examination of each course. A student who does not appear in the End Semester Examination shall be normally awarded a U Grade if no approval for Grant of

I-Grade is accorded. An “I” grade denotes incomplete performance in any course due to absence at the end of semester. Upon completion of all course requirement, the “I” grade is replaced by a regular grade.

- (v) In special situations arising due to student’s inability to be present at the institute during the stipulated period, the period for convocation I grade can be extended to the beginning of the next semester. Approval for this extension is granted by Dean (Academic), on the recommendations of the concerned Head of department of the student, the Course Coordinator(s), and the Chief Warden in case of a boarder. A request to this effect should be included in the application for I-grade.
- (vi) In case the period of absence on Medical grounds is more than 20 working days during the semester, a student may apply for withdrawal from the semester i.e. withdrawal from all courses registered in that semester. Such applications must be made as early as possible and latest before the start of the end semester examinations. No application for semester withdrawal will be considered after the end semester exams have commenced. Each application for semester withdrawal will be examined by the Dean (Academic) and depending on the merit of the case, an appropriate recommendation will be made. Partial withdrawal from courses registered in a semester is not allowed.
- (vii) If a student is continuously absent from the institute for more than four weeks without notifying the Dean (Academic), his/her name will be removed from the Institute rolls.

12. Academic Performance Monitoring

The academic performance of students is monitored at the end of each semester by the Dean (Academic) and students failing short of prescribed minimum requirements will be informed accordingly and subsequent monitoring will be followed. The termination of the registration of the students with unsatisfactory performance will be referred to the Senate. The Senate would then appropriately make the final decisions on merit of each case.

13. Measures for helping SC/ST students (as per Senate decision in its 9th meeting)

A number of measures exist for helping students belonging to SC/ST categories. A senior staff member is appointed as Advisor to SC/ST students to advise them on academic and non-academic matters may be approached for obtaining assistance.

14. Change of Branch (Degree Programme)

- (i) A student admitted to a particular discipline of B.Tech. will normally continue in that discipline till completion of the degree.
- (ii) The provision of change of discipline of study of a student should be made after the completion of first two semesters (1st year) provided vacancies/vacancy exist(s) in discipline(s).
- (iii) The filling of vacancies for change of discipline should be done category wise (General, SC, ST or any other category notified by the Ministry of Human Resource Development, Govt. of India, New Delhi).
- (iv) A student is eligible to apply for change of discipline at the end of first year (after 2nd semester) only, provided he/she satisfies the following criteria:
 - a. CGPA for General/OBC/EWS category students: greater than or equal to 7.50 in first attempt
 - b. CGPA for SC/ST/PwD category students: greater than or equal to 6.50 in first attempt
 - c. Earned credits at the end of 1st year must be equal to the credits prescribed in the scheme of first and second semester (1st year) of their studies.
 - d. Any credits earned through contact course, shall not be considered for discipline change.
- (v) The change of discipline will be permitted strictly in order of merit as determined by the CGPA at the end of the first year subject to the limitation that (a) the actual number of students in the 3rd semester in the branch to which transfer is to be made, should not exceed the sanctioned strength and (b) maximum 10% registered students in 3rd semester of the discipline from which transfer is sought, will be allowed the change of discipline.
- (vi) Application for a change of discipline must be made by intending eligible students in the prescribed form for this purpose. The Deputy Registrar (Academics) will call for application and the completed application forms must be submitted to him by the last date specified in the notification.
- (vii) The alteration of choices will not be permitted after the last date.
- (viii) Change of discipline shall be made strictly on the basis of inter-se-merit of the applicants, based on CGPA. Ties will be broken by JEE (Main) rank of applicants.

15. Special Requirement for Degree:

- (1) The students entering in the Institute are required to undergo the following non-credit mandatory requirements towards completion of their degree: -
- (i) NSO (National Sports Organization)
 - (ii) NCC (National Cadets Corps)
 - (iii) NSS (National Service Scheme)
- All students are required to enroll for either one of NCC, NSO or NSS activity in their first year.
 - On completion of 100 hours, student is awarded “Satisfactory” grade.
 - Further, these 100 hours requirement over a period of one year is broken into 50 hours requirement per semester.
 - The student is registered in NCC-1/NSO-1/NSS-1 level in the 1st Semester and on obtaining “Satisfactory” grades he/ she is allowed to registered in NCC-2/NSO-2/NSS-2 in the 2nd Semester.
 - Unless a student obtains “Satisfactory” grade in both 1st and 2nd semesters he/she does not complete the non-credit (NC) requirement of NCC, NSO, NSS.
 - This requirement should be completed in one year. If, however, a student is not able to complete this requirement in the first year, he/she must complete it by the end of the 2nd year (4th semester), otherwise he/she will not be allowed to register for any course until he/she completes this mandatory requirement.

(2) Provision for audit course from the MOOCs courses.

As per the requirements of TEQUIP-III, there is now a provision for audit courses. A minimum of 02 courses can be studied in the entire B. Tech. course by the students. The scheme shall be applicable for the admission batch 2020-2021 batch onwards.

16. Discipline

Every B. Tech. Student is required to observe proper discipline and decorous behavior both inside and outside the campus. He/she should not indulge in any activity, which will tend to lower the prestige of the Institute.

Any act of indiscipline on the part of B. Tech. student, which is reported to Dean (Academic) will be referred to the Discipline Committee of the Senate from time to time. The committee will investigate the charges. If the charges are substantiated, it will recommend suitable punishment for the same to the Director. The decision of the Director will be final in this regard.

17. Requirements to be fulfilled for award of B.Tech. Degree

A student would be eligible to obtain B Tech (Four Year) Degree, if he/she

- (i) Earns prescribed number of credits in all as per the Scheme of the Batch
- (ii) Obtains a minimum Cumulative Grade Point Average (CGPA) of 5.0
- (iii) Fulfills the requirements of all courses under different categories as prescribed in the syllabi
- (iv) Completes the prescribed practical training satisfactorily
- (v) Fulfills the requirement of attending NCC/NSS/NSO activities in their first year or at best by the end of second year (fourth semester) satisfactorily
- (vi) Must have Earned pass grade in the discipline courses.
- (vii) Maximum duration of degree course is 08 years.

Degree with Honours:

“All such B.Tech. students who have cleared their B.Tech. programme within minimum duration of programme and be securing 8.0 CGPA without any backlog in the entire duration of the programme, shall be provided B.Tech. degree with Honours.”

This scheme of Honours Degree shall be applicable from B.Tech. 2016 batch onwards.

Provision for improvement for students whose CGPA is below 6.5:

Those students of B.Tech. programme of the Institute whose CGPA is below 6.5 can apply for improvement in their CGPA. However, such students can apply for a maximum of 6 subjects with course fee of Rs. 5,000/- per subject. Only two such chance can be availed by a student. This Scheme shall be applicable from B.Tech. 2016 batch onwards.

18. Provision for Overseas Internship in one semester during the Final Year

The Institute shall facilitate the students for Overseas Internship and provide relaxation for one semester overseas internship to the final year students. The application of any student for such internship shall be routed through the Department concerned to the office of Dean (Academic) and will be put for approval before the Chairman Senate.

The Institute will provide relaxation from the Major Project to such students as their Major Project marks shall be awarded on the basis of their training programme. Such students can complete their credit requirements by attending 3 courses during Winter Break and 3 Courses during Summer Break as a special case. Actual grade earned by the candidate shall be awarded during Summer Classes.

The candidates can be given option to study their equivalent courses through MOOC/SWAYAM etc. portals and authorised the Department to waive off the requirement to attend the classes for such courses. There will be one Mentor/Project Supervisor from the Department Faculty to monitor the internship, taken abroad and to award the Project Grades.

Any students who undergo Overseas Internship can complete at most 4 courses during the Summer Course and 2 courses during Winter Course. The Summer/Winter Course will start immediately after the end-semester examination.

19. Foreign Internship of 3 months duration for the B.Tech. Students

Some students of B.Tech. programme get opportunity for 03 months internship in foreign, they may be allowed to attend the internship programme by the Chairman, Senate on the recommendations of the concerned Head of the Department. Such students can appear in the end semester examination/final practical examination after their return and this will have no effect on their degree.

20. Summer Contact Course and Additional Carry Course Pattern

For students having U/W Grade: A student having U/W grade in a subject can opt for:

- (a) A student with W grade can carry his/her backlogs as an additional carry subject with the regular semester examinations subject to the condition that he/she will not take more than 30 credits in a regular semester. There will be no limit of credits for additional carry subject for a student having U grade in his/her subjects. Evaluation pattern shall be the same and there will be no change in the Grade obtained by the student if appeared in regular semester examinations.
- (b) A student can apply for a maximum of 3 courses as Summer Course as a special chance. Only one paper of 100 marks with a time duration of 3 hours shall be conducted by the course coordinator. The students with U grade will not be required to attend any classes. The students with W grade will be required to attend the classes during the Summer Course. The candidates during Summer Course shall be awarded one grade less than the actual grade obtained and the maximum Grade awarded shall be B.

(c) Summer Course guidelines to the faculty:

A faculty member can take maximum of 2 summer courses (for W Grade) during summer vacations. Lab courses (maximum 03 Labs) can be conducted during the summer vacations as a special case.

21. Examination Pattern of B.Tech. 1st year after change of the B.Tech. Scheme from 2018-19 Session onwards.

The students who have backlogs in 1st year can apply for re-appear only for the examination which have been studied by them in the respective semester i.e. reappear for subjects of even semester in even semester and vice versa.

22. Guidelines for Make-Up examination:

All such students who are not able to appear in their class test-I/II can appear for the Make-Up examination. The Make-Up examination shall be held after the “End Semester Examination” and the test shall cover full syllabus of the subject. A fee of Rs. 500/- shall be charged for the conduct of Make-Up Test. Following are the guidelines for Make-Up examination:

- (i) A student can apply for make-up examination only on grounds of medical emergency or any other special circumstances.
- (ii) The students residing in the Hostels shall first report to the Institute Dispensary in case of any medical problem.
- (iii) The Medical Officer of the Institute should clearly specify the rest period permitted.
- (iv) Referral to other Hospitals shall be made by the Medical Officer of the Institute.
- (v) The medical certificate to be produced for make-up application shall have to be issued either from the Institute Dispensary or from a Government Hospital only, clearly mentioning the rest period. The application shall have to be submitted preferably within 7 days of the end of class tests.
- (vi) In case of any Competitive Examination/Interview/participation in any event, the student has to obtain prior approval before the commencement of the Minor Examinations from Dean (Academic) on the application duly recommended by the concerned HoD.
- (vii) In case of any emergency conditions other than the above, permission may be sought for make-up examination from Dean (Academic) within 7 days after the end of class tests on the application duly recommended by the concerned HoD. No application shall be entertained afterwards in any case.

In case(s) of any ambiguity other than the above-mentioned guidelines, the matter shall be referred to Director by Dean (Academic) and the decision of the Director shall be final and binding.

23. Continuation fee to be submitted by pass out students (regular batch passed out) who are carrying backlogs.

A continuation fee of Rs.1500/- to be submitted by pass out students (whose regular batch is passed out) who are carrying backlogs subjects in addition to the fee for Additional Carry Course.

24. Senate Bachelor Programme Committee (SBPC)

The proposed Senate Bachelor Programme Committee (SBPC) shall have the following constitution:

- | | | |
|----|--|------------------|
| 1. | Dean Academic | Chairman |
| 2. | Associate Dean – Academic (UG) | Member Secretary |
| 3. | HoD/UG Coordinator from four Academic Departments
(one from Sciences and and three from allied Engineering Departments,
to be nominated by Chairman, Senate) | Member |
| 4. | Four Additional Members | |
| | i. Immediate former Chairman, SUPC* | Member |
| | (if not otherwise a member, *first time, to be nominated by Chairman, Senate) | |
| | ii. Associate Dean -Academic (PG) | Member |
| | iii. Two Students (one girl and one boy),
(to be nominated by the Dean Academic from 3 rd year and 4 th year students) | Member |

Jurisdiction of SBPC

The proposed Senate Bachelor Programme Committee (SBPC) shall have jurisdiction in the following matters concerning the undergraduate programme of the Institute:

1. recommendation of new Bachelor programmes
2. recommendation of new courses
3. restructuring, renaming of existing Degree Programme
4. formal approval of the new course
5. recommendation of new course curriculum
6. Modification of courses already approved
7. credit value of courses
8. periodic evaluation of academic performance of programmes and recommendation to continue or discontinue any programme
9. recommendations for award of degrees
10. other related matters as may be referred to it by the Senate

The tenure of committee and the Chairperson, SBPC shall normally be of two years.

GENERAL

Notwithstanding anything contained in these Regulations, all categories shall be governed by the rules and procedures framed by the Senate, and in force from time to time. Any doubt or dispute about the interpretation of these Regulations shall be referred to the Director whose decision shall be final. Eligibility for admission to B. Tech. programmes in different disciplines may, from time to time, be reviewed, approved by the Senate, and implemented.

All exceptions and issues not covered above may be referred by the Director to the Senate Bachelor Programme Committee (SBPC). Recommendations of the SBPC are to be put up to the Director for consideration and to be implemented only if approved.