

Assam Energy Institute, Sivasagar

A Centre of

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi

(An Institution of National Importance)

Diploma for Industry Professionals (DIP) via Lateral Entry

2021-22 Academic Year

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1. ABOUT THE PROGRAM

Rajiv Gandhi Institute of Petroleum Technology (RGIPT) being the premier domain specific Institution of National Importance in the country prioritizes the capacity development in domain industries as one of the important objectives. In line of the above, the Institute has designed a Diploma programme for the professionals employed in various domain Industries, which will be offered from 2021-22 academic year onwards at Assam Energy Institute, Sivasagar; a centre of RGIPT established to offer various Diploma, PG Diploma and related training programmes in domain areas of petroleum and energy. The professionals having ITI as the basic qualification and working in public sector units and private industries shall be admitted to the said programme via Lateral Entry in the III semester of the regular Diploma programmes. The program will enable professionals to develop the requisite technical skills and competence for an upgraded role in their respective industry. The program comprises theory & laboratory classes and project work that is spread over two years.

2. PROGRAM STRUCTURE

The DIP programme will be offered at AEI, Sivasagar in the following branches-

- Chemical Engineering
- Petroleum Engineering
- Mechanical (specialization in pipeline) Engineering
- Fire & Safety Engineering
- Electronics & Instrumentation Engineering

2.1 Academic Session

The academic session normally begins in the last week of July or first week of August every year and ends in the middle of July in the subsequent year. It is divided into three parts roughly as follows:

Odd Semester	From the last week of July or first week of August to the last week of November or first week of December
Even Semester	From the First week of January to the First week of May
Summer Term	From the middle of May to the middle of July

Each of the two semesters consists of about eighteen (18) weeks which includes one Mid Term and one end semester examinations and also one week of intra-semester recess. The summer

term is a normal semester run at faster pace which consists of about nine (9) working weeks, including the seven days taken up for one Mid Term and one end-term examinations.

2.2 Academic Calendar

The dates of all important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, Institute festivals and functions, examinations, submission of grades, vacation, mid-semester recess, etc., during the Academic Session are specified in the Academic Calendar of the Institute, approved by the Senate every year.

2.3 Number of seats

The number of seats for the DIP programme in each discipline is 10% of total allotted seats.

2.4 Duration of course

The minimum duration and maximum limit of residence for completion of various undergraduate programmes are:

Programme	Minimum Duration in Semesters	Maximum Duration in Semesters
DIP	Four	Eight

2.5 Extra credit courses need to be done

Candidates taking admission through lateral entry needs to undergo the following extra credit courses apart from the regular course grid from 3rd semester onwards. The candidate is offered the flexibility to select the semester in which he/she will opt to register for the following additional courses.

Subject	L	T	P	Credits
Fundamentals of Computer Engineering	2	0	2	8
Fluid Mechanics & Fluid Flow Operations	3	1	0	11
Engineering Thermodynamics	3	1	0	11
Engineering Drawing	0	0	2	2
TOTAL				32

2.6 Credit requirement

A student is required to complete successfully all the courses of the curriculum prescribed for the DIP programme with no Failed grades and acquire a credit in the range mentioned below;

Programme	Credit to be earned to qualify for the programme
DIP	260 – 290*

*The credit includes the extra 32 credits mentioned in Clause 2.5.

3. ELIGIBILITY FOR ADMISSION

The admission to the DIP programme via lateral entry shall be made once a year in July. A candidate who is sponsored by an industry is eligible for admission to DIP programme, provided that the applicant meets the following Educational qualification laid down for the programme. He/She must have been in service of the sponsoring industry for at least two years at the time of admission. The sponsoring industry should be engaged in the broad area of DIP programme applied.

3.1 Educational Qualifications

- The candidate shall be employed and possess a relevant* I.T.I certificate {Fitter/Mechanist/Turner/ Maintenance Mechanic Chemical Plant/ Pump Operator Cum Mechanic/ Instrument Mech/ Plastic Processing Sector/ Fabrication/ Laboratory Assistant (Chemical Plant)}

*The relevance will be drawn by the admission committee and approved by the Chairman, Senate.

- The candidate shall possess a minimum two years of work experience in relevant domain.

3.2 Age Limit

There is no age limit for candidates seeking admission to DIP programme at AEI, Sivasagar.

4. ADMISSION PROCESS

Candidates will be required to fill up the online application form on the website of RGIPT. When filling up the online application, the candidate will be required to upload soft copies of the required documents (**Annexure I**). The application fee of Rs. 1000/- has to be paid online

at the time of application. The candidate may collect the hard copy of admission brochure and application form from the Assam Energy Institute, Sivasagar and submit a duly filled form at AEI, Sivasagar along with the documents and a demand draft of Rs. 1000/- in favor of Rajiv Gandhi Institute of Petroleum Technology (RGIPT) payable at Bank of Baroda, RGIPT Jais Campus Branch, UP.

The shortlisted candidates possessing the basic eligibility criteria shall appear for a personal interview for possible selection into the programme. Subsequently, based on the performance of candidates in personal interview and educational qualification a merit list shall be prepared and the seats will be filled in the order of merit from the merit list. No reservation policy shall be followed for the admission in this category.

5. PROGRAM FEES

5.1 Fee structure

FEES STRUCTURE for DIP Programme

(For Students admitted in 2021-2022)

A. ONE TIME PAYMENT AT THE TIME OF ADMISSION (NON-REFUNDABLE)		
S.No.	Particulars	Heads
1	Admission Fee	1000.00
2	Students' Welfare Fund	500.00
	Total	1500.00

B. Deposits payable at the time of admission (refundable)		
1	Caution Money	4000.00
	Total	4000.00

C. Semester fee (each semester) non refundable		
1	Tuition Fee	50000.00
2	Examination	1000.00
3	Registration/ Enrollment	200.00
4	Amenities	1000.00

	Total	52200.00
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Amount payable as institute's dues at the time of admission (first semester)		
1	TOTAL OF 'A', 'B' & 'C'	57700.00

The following fees towards hostel establishment, rent and mess advances shall be payable at the time of occupying the hostel:

D. Amount payable as hostel establishment per semester		
1	Hostel Establishment	1000.00
2	Hostel Seat Rent	5000.00
3	Conveyance**	4000.00
4	Medical Fee	300.00

**For the students, who will avail the facility

E. Amount payable as institute's mess advance in each semester*		
1	MESS ADVANCE	10000.00

Total amount payable at the time of occupying the hostel		
1	TOTAL OF 'E', & 'D'	20300.00

* The mess advance of Rs. 10000.00 per semester will be adjustment towards actual bills at the end of each semester.

6. Registration

All students are required to register at the beginning of each semester on the dates specified in the Academic Calendar for the courses to be pursued by them, as per the programme. A student must ensure that he/she has completed the pre-requisites, if any, for each course to be registered. ***The sole responsibility for registration rests with the student concerned.***

A list of courses to be offered during the semester is made available by the DUGC and is put up on the notice boards/ website

The registration procedure involves:

a) filling of the registration form, mentioning the courses to be credited in the semester

- b) payment of fees and clearance of outstanding dues (mess, library and others if any), and
- c) signing of the registration roll in the office of the Dean, Academic Affairs as notified.

6.1 Registration of a deficient student

The programme of a deficient student must be framed by DUGC in such a manner that as many backlog courses as are available (in that semester) are included but taking care that the credit load of the student does not exceed the average semester load of the academic programme. Further, backlog courses must be arranged as far as possible in the sequence of their accumulation.

A deficient student due to academic performance may be advised not to register for the progressive courses if any of the following holds:

- (i) His/her earned credits up to that particular academic year is less than 60% of the cumulative required credits.
- (ii) He/she has a total backlog of seven or more courses of the curriculum.

6.2 Late Registration

Students must report in person on the registration date to complete the registration procedure. No proxy shall be allowed to complete the registration related formalities. Under extraordinary circumstances, if a student is unable to register on the specified registration date for any compelling reason like illness, internship etc., he/she may be permitted for late registration within next three working days on payment of the late registration fee. For this, the student has to submit an application to the Dean (Academic Affairs) through the Convener, DUGC citing the reason of absence with valid supporting documents. Dean (Academic affairs) on recommendation from the Convener DUGC may approve the late registration after assessment. Late registration due to prolonged summer internship is not permitted beyond the specified late registration date. However, if a student seeks prior permission to register late on valid grounds, Dean (Academic Affairs) may allow and exempt him/her from payment of late registration fee. Any request for late registration beyond three days of the specified registration date is subjected to suitable recommendations from the Convener, Head of the department & Dean (Academic Affairs) and approval from the Chairman Senate of the Institute.

In case of student failing to report and register on or before the date of late registration due to some medical emergency then he/she may apply for special permission (with medical certificate and other medical records) but within two weeks of the date of late registration to Dean (Academic Affairs) through the respective HOD/DUGC convener. Dean (Academic Affairs) may recommend the same to Chairman Senate as an extraordinary case for permission of registration. If not permitted, then the student will be required to drop the semester.

6.3 Adding & dropping a course

A student may add or drop course(s) on or before the date specified in the Academic Calendar with the permission of the Dean (Academic Affairs). For this, he/she must fill the appropriate form, get the endorsement of the convener of the course and the Convener, DUGC and submit the form to the Office of Dean (Academic Affairs) for approval.

A student may be permitted to withdraw course(s) till four weeks after the commencement of semester with the following conditions.

- i. Withdrawing from course(s) should not result in a net registration of less than 50% of credits of that semester.
- ii. The request to withdraw course(s) must be endorsed by the convener of the course, DUGC and Dean (Academic Affairs).

A student may be required to drop a course at any stage if it is found that he/she does not meet the pre-requisites of the course, or if there is a clash in the student's time table preventing him/her from attending the course, or if he/she is found not entitled to register for that course for any other reason.

6.4 Academic Load

A student will normally register for around 50-60 credits in a semester as per the respective programme. Each course carries a weightage in terms of credits depending upon the number of contact hours (lectures, tutorials, practical and self-study).

A student may, however, be permitted by DUGC to take an overload of extra 25% or under load of 25% less (one course more or one course less) of the prescribed load to enrich his/her knowledge or due to his/her inability to do so from the third semester onwards. Extra academic over load are normally be permitted to only those students whose CPI is > 8.5.

An overload of one course from III semester onwards is also permitted to clear the backlog of courses with the permission of DUGC and Dean (Academic Affairs).

6.5 Summer Term Registration

Courses of V and VI Semesters only may be offered during Summer Term. A list of courses offered is brought out normally before March 30 every year. However, a few courses may be added by Dean (Academic Affairs) in the beginning of the summer term depending on the requirement of the deficient students. Students register for these courses at the beginning of the Summer Term on the recommendation of the DUGC and approval of Dean (Academic Affairs). The student will be allowed to register for only a maximum of half of the regular semester load or 3 Courses whichever is lower, in consultation with the DUGC considering the inputs of the

Counselling Service, Instructors, etc. Late registration in Summer Term will be permitted with fine up to three days (including the Day of Registration) from the announced Date of Registration.

6.6 Cancellation of Registration

Absence for a period of four or more weeks during a semester shall result in automatic cancellation of the registration of a student from all the courses in that semester.

7. TEACHING

7.1 Medium

The medium of instruction is **ENGLISH**. However, teaching of courses on literature, if any, may be in other languages. Whenever needed, possible help may be provided to groups of students in tutorials or otherwise in a language, in which they are comfortable

7.2 Approval of Courses

Each course along with credits, is approved by the Senate of RGIPT. The courses offered in each semester shall be as per the approved course structure.

7.3 List of Courses

The list of courses to be offered by a Department is finalized before the beginning of the semester/ summer term by the concerned DUGC, taking into consideration all the requirements and the recommendations of the standing committees of the Senate.

7.4 Conduct of Courses

Each course is conducted by the course coordinator with the assistance of the required number of teachers and/or tutors and teaching assistants (TAs). The course coordinator and other teachers are responsible for conducting the course, holding the examinations, evaluating the performance of the students, awarding grades at the end of the semester/summer term and transmitting the grades to the undergraduate office within the prescribed time limit.

7.5 Attendance

Attendance of students in lectures, tutorials, practical and project work is important for learning process. Participation of students in different class room, curricular, co-curricular and other activities facilitates interactive process of learning making the attendance a very important component of Academic Programme. It also helps to bring discipline in the student's life thus enhances the overall personal development of the students.

The student is expected to be present in all the classes i.e. 100% attendance. However, it is noted that a student may miss few classes due to several exigencies. A grace of 25% in attendance is allowed for minor illness and urgencies, for which no application will be required to be submitted. Further, relaxation of seven days in form of Permitted Leave of Absence (PLA) will be provided to a student who has obtained prior approval of the Dean (Academic Affairs) through Dean of Student Affairs, Dean of Research & Development or the concerned Head of Department to represent the institute in various activities and for presenting a research paper. This relaxation may also be granted by the Dean (Academic Affairs) for prolonged illness for the period exceeding 2 weeks on recommendation of DUGC. Any illness of duration less than 2 weeks shall not be considered for the above mentioned relaxation. The course convener will calculate the attendance %age on the basis of the actual number of classes held in a course for each student by considering all the permitted leaves by the competent authority. The calculated %age attendance will be converted to the nearest higher whole number (i.e. $74.4 \approx 75$) for consideration. If the effective attendance falls below 75%, he/she shall be deregistered from the course and awarded “Z” grade although he/she might have appeared in the End-semester examination and secured a pass grade. The course will be considered while calculating the SPI/CPI. The student is responsible to keep a record of his/her attendance in each course. However, the course convener may inform the student, if the attendance of any student falls below 60% at point during the semester. Two successive absences in a class should be reported to the Head of the Department by the course convener.

7.6 Evaluation

A student shall be continuously evaluated for his/her academic performance in a course through tutorials, practicals, home assignments, term papers, field work, seminars, quizzes, Periodical Tests, Mid Term Examination, the End-Semester Examination, as applicable.

7.6a Distribution of components

The distribution of weightage for each component shall be as follows:

(a)	Theory Courses with Laboratory:
(i) End Semester Examination	50
(ii) Mid Semester Examination	20
(iii) Laboratory Work	20
(iv) Quizzes/short tests, tutorials, assignments	10
Total	100

(b)	Theory Courses without Laboratory:
(i) End Semester Examination	60
(ii) Mid Semester Examination	30
(iii) Quizzes/short tests, tutorials, assignments	10
Total	100
(c)	Laboratory Courses:
(i) Sessional work, quizzes and regularity	50
(ii) Practical examination	50
Total	100

7.7 Project

For each type of project a Project Coordination Committee (PCC) shall be constituted by DUGC in consultation with the respective Head of the Department. Such committees will be formed towards the end of the semester previous to the semester in which the project has to commence. Committee once constituted shall ordinarily remain unchanged till the completion of the project.

The Coordination Committee will invite titles of projects from the faculty towards the end of the semester previous to the semester in which the project has to commence. The list of projects will be communicated to students and a tentative assignment of projects will be completed by the committee before the end of the previous semester. In assigning projects interest of students for working in chosen areas should also be considered. Students may also submit project proposals to the coordination committee with the consent of faculty.

Before assigning supervisor(s), students will be given time to interact with faculty. The maximum number of students permitted with a faculty may be reasonably fixed by the departments/ schools. Normally not more than two supervisors (Supervisor and Co Supervisor) be assigned to a student. One of the supervisors may be from other departments/ schools.

The final assignment of projects and supervisor(s) be completed by the Department by the First Week of the semester in which the project has to commence.

The Coordination Committee must ensure that once projects are assigned, students in consultation with their supervisors submit synopses/ work plans for the entire duration of projects within **THREE WEEKS** from the beginning of the semester.

After receipt of synopses/ work plans, the Coordination Committee will form Evaluation Panel(s) for all Projects or Group of Projects, as decided by the Committee. The Evaluation Panel once formed will do monitoring and evaluation of projects for the whole duration of

projects based on the synopses and work plan.

The projects shall be evaluated twice in a semester (Mid Term and End Semester Examination). Supervisor(s) will award marks out of 30 based on performance. The Evaluation Panel(s) will conduct viva - voce/ seminar on specified dates and evaluate in 70 marks on the performance in the mid semester and the end semester examination and the regular monitoring during the semester. Concerned supervisor of student (if not already a member) shall be invited in the evaluation meeting of the student when he/ she is examined.

7.8 Coordination Committee

(a) For each course of a semester, a Coordination Committee shall be constituted by the DUGC shall also nominate one faculty from amongst the members of the committee to act as the Convener of the committee. For subjects requiring class room instructions the Coordination Committee shall consist of all the teachers involved in teaching and conducting classes for that course (lectures, tutorials, field works, drawing/design work, practical laboratories, workshop classes, seminars, etc.). The committee shall have at least two members. If only one teacher is involved in teaching, the DUGC will include one additional faculty of the area related to the course as member in the committee. In no case a tutor or teaching assistant is permitted to conduct theory courses. They may be engaged for tutorial classes and for laboratory classes under the guidance of course convener.

(b) The Coordination Committee* shall have the following functions during the semester.

- i) Planning and coordination of teaching theory as well as practical subjects.
- ii) Scheduling home assignments, quizzes, tutorials, etc.
- iii) Conducting and assessing the Periodical Tests, etc.
- iv) Setting of question papers for Mid Term and End Semester Examinations. The following should be observed by the Coordination Committee:

- i) Planning and coordination of teaching theory as well as practical subjects.
- ii) Scheduling home assignments, quizzes, tutorials, etc.
- iii) Conducting and assessing short Tests, etc.
- iv) Setting of question papers for Mid Term and End Semester Examinations. The following should be observed by the Coordination Committee:

a) Question paper should be designed in such a manner that it covers the complete syllabus as per course structure and content given in course booklet/Academic Portal and announced to the student by the concerned teacher at the beginning of the semester.

b) Question paper should be designed in a manner that it contains the questions of varying difficulty levels.

For example: Paper should have the fair balance of questions containing direct question/ logical reasoning/ analytical ability/ mathematical ability/ case studies and questions of applied nature depending upon the subject.

c) The question paper should be designed in a manner that students should complete the paper in the prescribed duration of the examinations. The question paper should not be short or long duration i.e. time distribution should be fair.

d) Marks assigned to the questions should be fairly distributed over all units of the course content of the concerned subject.

v) Evaluation of Answer books and preparation of final marks list and submission of grades to the Examination Section, Office of Dean (Academic Affairs).

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* If only one teacher is involved in teaching, all the functions except setting of question papers for Mid Term and End Semester Examination shall be carried out by the convener only.

7.9 Make-up Examinations

If a student, for cogent reasons such as illness, etc., fails to appear in the mid-semester or end-semester examination in one or more course(s), he/she may make a request personally or through someone to Dean (Academic Affairs) through DUGC for a make-up examination within two days of the date of the scheduled examination. Such a request must, however, be made on a prescribed form, available in the Academic Office, giving reasons for the failure to appear in the end-semester examination with a certificate from a Medical Officer designated by the Institute, in case the failure was due to illness.

8. GRADING SYSTEM

8.1 Grades and Grade Points

At the end of the semester, a student is awarded a letter grade in each of his/her courses by the concerned course coordinator taking into account his/her level of learning based on performance in the various examinations, quizzes, assignments, laboratory/project work (if any), etc. as per the weightage declared in the beginning of the course. The grading should reflect the level of learning by the student, for such a purpose, a relative grading system will be used. In **Relative Grading system**, the grade of a student is awarded based on the student's performance compared to the others in the class.

If a student does not complete all the requirements for a course for a genuine reason, the instructor may award the grade **I** (Incomplete). An **I** grade may also be awarded if the student has not appeared in the end semester examination for cogent reasons. If the reason for missing the end semester examination is not accepted as a cogent reason by the competent authority, **I** grade shall be converted to fail grade **F**; otherwise, a make-up end semester examination shall be conducted and the grade **I** shall be replaced by the grade obtained by the student. An **I** grade must be converted by the instructor to a regular letter grade by the last date for such conversion specified. In case the student is permitted not to take the make-up exam on the dates specified in the Academic Calendar due to reasons of continuing illness (beyond the end semester exam), the make-up exam for such participants may be conducted later but no later than the date of registration of the beginning of next semester. Failing this, the 'I' grade will automatically be converted to an **F** grade by the examination cell.

A student getting **F** or **X** grade in a course must repeat it or replace it (if it is an elective). If the course happens to be an Elective, he/she can substitute the same by another Elective with the permission of the DUGC.

The grading systems rules shall be applicable to all participants of Diploma., programme of Assam Energy Institute as given below.

Grade	Grade Point	Description
A*	10	Outstanding (Extraordinarily high level of learning)
A+	10	Excellent
A	9	Very Good
B+	8	Good
B	7	Very Fair
C+	6	Fair
C	5	Average
F	0	Fail (Extremely low level of learning)
S	---	Satisfactory*
X	---	Unsatisfactory*
I	---	Incomplete
Z	0	Deregistered from the Course

*Only for non-graded courses

The absolute grading system is followed in case of the projects also. The details of Marks secured and the corresponding grade to be awarded is as given below:

<u>Grade</u>		<u>Marks</u>
A+	≥	90
B+	≥	70 and less than 90
C+	≥	50 and less than 70
F	<	50

(No A, B, C and D grades to be awarded)

8.2 Change of Grade Already Awarded

A letter grade once awarded shall not be changed unless the request is made by the course convener and is approved by the Chairman, Senate. Any such request for change of grade must, however, be made within six weeks of the start of the next semester in the prescribed form available in RGIPT website with all relevant records and justification.

8.3 Grade Report

Provisional Semester Grade Report is issued to each student at the end of the semester, having a record of cumulative performance also. Final Grade Report is issued on completion of all requirements of the diploma. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

8.4 Academic Probation

A student is placed on Academic probation if his/her earned credits at the end of a regular semester are as follows:

- a) Cumulative earned credits are in the range 40 - 60% of the normal cumulative credits at the end of summer term of the given academic year.
- b) Earned semester credits < 30% of the total semester credits at the end of the given semester. Such a student is required to sign an undertaking before the registration incorporating the following terms and conditions:
 - i) He/She shall register for courses (if available) in which she/he failed to earn the pass credits as per section 6.1.
 - ii) He/She shall not hold any office in the Hostel, Students Councils or any other organization/body during academic probation.
 - iii) Any other term/condition laid down by Senate.

The parents/guardian will be informed about the academic performance of such students.

8.5 Appeal against termination

A student, whose programme is terminated on account of inadequate academic performance or otherwise, has the right to appeal for reconsideration. While making the appeal against termination, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. An appeal committee appointed by the senate under the chairmanship of Dean (Academic Affairs) may be formed to take a final decision after considering all the available inputs. However, no further appeal for review will be entertained unless substantial additional information is brought to its notice.

9. REQUIREMENTS FOR DIPLOMA

9.1 Normal and Maximum Duration

Participants are expected to complete the programme in a period of two years. But if there is a break in the coursework a student can take a break and repeat the unfinished term in the next year. However, the student has to complete the curriculum within a maximum period of 4 academic years from the date of original admission to the program as mentioned in Clause 2.2.

9.2 Academic

A student is required to complete successfully all the courses of the curriculum prescribed for his/her diploma programme and earn a minimum level of, professional knowledge, i.e., obtain a **minimum** value of CPI 5.0 and accumulated credits.

9.3 Graduation

A student is deemed to have completed the requirements -

- a) Met the normal and maximum duration, academic requirements outlined in Sections 9.1 and 9.2
- b) Satisfied additional requirements, if any, of the concerned department
- c) Paid all the fees of Institute

9.4 Relaxation Provisions

RGIPT senate may grant relaxation in the prescribed normal residence and/or academic requirements to a student in view of the work done by him/her in the Institute or elsewhere, to the extent considered appropriate according to the merit of the case. A student failing to complete the programme even within the maximum duration specified may be allowed by the

Senate to continue depending on the merits of the case.

10. DIPLOMA

10.1 Award of Diploma

A student who completes all the requirements specified in Section 8.3 is recommended to the Senate of RGIPT, for award of the appropriate diploma in the ensuing convocation.

10.2 Withdrawal of the Diploma

Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the withdrawal of a diploma already awarded.

11. Conduct & Discipline

11.1 Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she is expected not to indulge in any activity which is likely to bring down the prestige of the Centre/Institution. He/She should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighbourly behavior to fellow students. Due attention and courtesy is to be paid to visitors to the Institute and residents of the Campus. Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), wilful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and is considered a serious cognizable offence.

11.2 Disciplinary Actions and Related Matter

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

Rules to handle use of Unfair practices during Examination

If a student is found to have adopted or suspected of adopting unfair means during or after the

examination that provides him/her undue advantage in matter of performance over fellow students, the following action shall be taken by the Institute to uphold the sanctity and integrity of the examination system and credibility of the Institute.

□ All cases of use of unfair practices during examination may be reported by the invigilator/course convener or any person to the Dean (Academic Affairs) for consideration.

□ In the event of detection of use of unfair mean by any student during examination, the invigilator shall report the matter to the Examination incharge in the prescribed form clearly stating the mode of use of unfair mean and attaching the written/printed material along with the form if found in possession of the student during the examination. The other invigilators present in the examination hall shall witness the reported use of unfair mean.

□ The invigilator shall take the answer book provided to the student and store the same for record purposes and provide another answer book to write the remaining answers

□ The Examination incharge shall submit the (1) report by the invigilators on alleged use of unfair mean, (2) documentary evidence such as printed or handwritten matters found in possession of the concerned student, (3) answer book of the student and (4) the written declaration from the student in a sealed envelope to the Dean (Academic Affairs) for further action

□ The Dean (Academic Affairs) being the Chairman of the Unfair Means Committee (UMC) will deliberate with the members of the UMC in a meeting preferably to be held within two working days from the day of report received and propose suitable punishment to the student as elaborated in Table below.

Nature of Unfair Mean	End Semester Examination		Mid Semester Examination
	Theory	Practical	
Smuggling of answer book or pages thereof, use of abusive language, manhandling, assault or tearing of answer book	Fail grade (F) in all the theory subjects of the semester	Fail grade (F) in that subject	Zero marks in all subjects of the examination
Found copying by invigilators	<ul style="list-style-type: none"> • Fail grade (F) in that theory subjects • Any subsequent act on same examination or further 	Fail grade (F) in that subject	<ul style="list-style-type: none"> • Zero marks in that subjects of the examination • for repeated offence in the

	examinations; fail grade in all theory subjects		same or subsequent examinations zero marks in all subjects of the examination
Found in possession of written materials related to the examination.	<ul style="list-style-type: none"> • Warning • for repeated offence in the same or subsequent examinations “F” grade in all theory subjects 	Fail grade (F) in that subject	<ul style="list-style-type: none"> • Warning • for repeated offence in the same or subsequent examinations zero marks in all subjects of the examination
Talking and Consultation	Fail grade (F) in the subject for repeated consultation even after warning by invigilator	Fail grade (F) in the subject for repeated consultation even after warning by invigilator	Zero marks in that subject for repeated consultation even after warning
Impersonation	Fail grade (F) in all theory subjects of the examination and disciplinary action against the impersonating person	“F” grade in that subject and disciplinary action against the impersonating person	Zero marks in all subjects of examination and disciplinary action against the impersonating person
Found in possession of electronic items	The particular examination will be cancelled and “F” grade will be awarded in the subject.		Zero marks in that subjects of the examination

Any other reported matter of unfair means and plagiarism in an examination shall be brought to the notice of the Unfair Means Committee for examination and recommendation of suitable punishment.

The recommendation of the UMC shall be presented before the Director for approval. The Director on his/her wisdom or discretion may reduce or pardon the student. In such cases, the decision of the Director shall be final.

The student punished for use of unfair mean in a semester however will be eligible for registration in the higher semester if otherwise qualified for the same.

The Senate Student Affairs Committee (S-SAC) investigates alleged misdemeanors, complaints, etc. and recommends a suitable course of action. Violation of the Code of Conduct by an individual or of a group of students can be referred to this committee by a student, teacher or other functionary of the Institute. Further, in very exceptional circumstances, the Chairman, Senate may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Senate for its final decision.

A student who feels aggrieved with the punishment awarded may, however, appeal to the Chairman, Senate stating clearly the case and explaining his/her position, and seeking reconsideration of the decision.

The Senate may not recommend a student, who is found guilty of some major offence, a degree/diploma/certificate even if he/she has satisfactorily completed all the academic requirements.

Credit Assignment to each component of the course:

The subject in each lecture hour be covered in such a way that student is required to study two extra hours with books and other reading material or do assignment or prepare term paper. Problem solving in tutorials also be such that one hour/ tutorial hour home work is to be done by the student. Practical hours are such that the student do not require any extra hour. Writing observations, making reports and evaluation are to be completed in the assigned hours. For each hour of study/ week by a student he/she earns a credit.

The students are supposed to devote 50-60 hours per week in a semester to earn 5 credits.

Credits for a course $C = L$ (lecture hrs) + T (Tutorial hr.) + P (Practical Hrs.) + SS (self study hrs.)

$$SS = 2L + T + A$$

Where, A is additional work and it is normally 'Zero 0' for UG courses.

Thus $C = L + T + P + SS (2L + T) = 3L + 2T + P$

Nature of Courses:

1. Courses with lecture component only; no need of extra contact for solutions of problems based on the subject taught. Contact hours 2-3 lectures / week;
Credits $C = 3L$
2. Courses with lecture and tutorial component; Contact hours 2-3 lectures, and 1 tutorial / week; **Credits $C = 3L + 2T$**
3. Courses with lecture and Practical components; no need for tutorials; 2-3 lectures and 2-3 practical contact hours / week;
Credits $C = 3L + P$.
4. Courses with lecture, tutorial and Practical components; 2-3 lectures, 1 tutorial and 2-3 practical contact hours / week
Credits $C = 3L + 2T + P$.
5. Courses with Practical component only;
Credits $C = P$.
6. Projects, Training will also earn credits as practical. However, the credits may be assigned considering the magnitude of work not with the hour spent.

Annexure I

The documents to be enclosed along with the application form

- 10th Mark sheet
- Date of Birth Certificate
- 12th Mark sheet, if available
- ITI Certificate
- Experience Certificate from employer
- No Objection Certificate from employer
- Medical certificate