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No. 231/ACAD/2025   Date: July 22, 2025

ORDER

The undersigned is directed to convey that the Board of Governors of the Institute in its 31st meeting held on May 15, 2025 has approved the UG, PG and Ph.D. Ordinances 2025 duly recommended by the Senate.

The above mentioned Ordinances are enclosed for ready reference for all concerned.

This is issued with the approval of the competent authority.

Sd/-

Dr.Nirmalya Kumar Bhattacharyya
Joint Registrar (Academic)

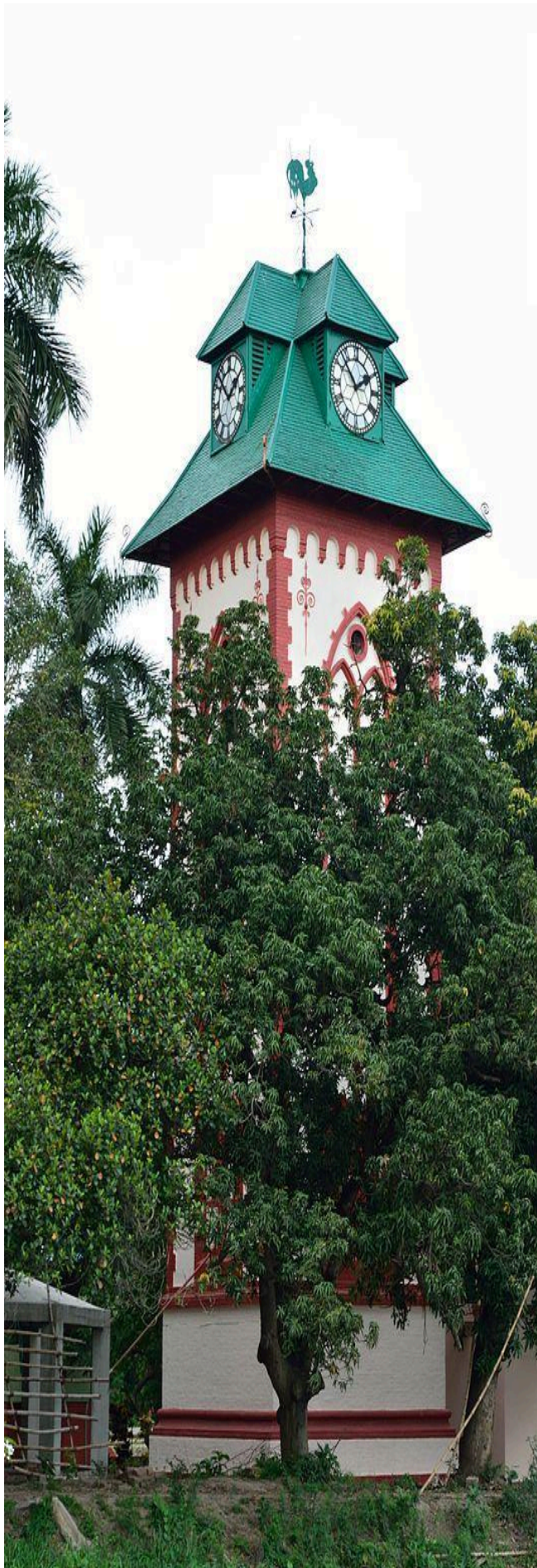No. 231/ACAD/1(07)/2025   Date: July 22, 2025

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans/Associate Deans/Heads of the Departments/Schools /Centers/Officers
3. The Chairman-SUGC & SPGC
4. The PIC(Admission)
5. The PIC(Examination)
6. The Academic Section-File
7. Institute Website

Joint Registrar (Academic)
IIEST, Shibpur

The Ordinances for Undergraduate Programmes

(Effective from 2025-26 admitting batch onwards)

(Recommended in the 38th Senate Meeting held on 24.03.2025 and Approved in the 31st BoG Meeting held on 15.05.2025)

B.Tech., B.Arch. and Dual Degree B.Tech.-M.Tech. Programmes

Indian Institute of Engineering Science and Technology (IIEST), Shibpur

Botanic Garden, Howrah

Contents

The Ordinances of Undergraduate Programmes
(B.Tech., B.Arch. and Dual Degree B.Tech.-M.Tech. Programmes)

1 Introduction

Whereas Section 27 of the National Institutes of Technology, Science Education and Research Act, 2007 (29 of 2007) enumerates the matters for which the Ordinances can be made.

And whereas Section 28 of the said Act stipulates that the Ordinances shall be made by the Senate.

And whereas the Senate of the Institute has framed the Ordinances for Undergraduate Programmes, 2025.

The Senate frames the regulations for undergraduate programmes as follows: -

1.1 Title and Commencement

1) These Ordinances may be called the Ordinances for Undergraduate Programmes, 2025.

2) These shall come into force on such date as the Chairperson, Senate, may appoint and different dates may be appointed for different provisions of these Ordinances and for different programmes.

1.2 Application

These regulations shall apply to all undergraduate programmes of the Institute.

1.3 Definitions

1) In these Ordinances, unless the context otherwise requires: -

Academic Session means academic session of the Institute Referred to in section 8 of these Ordinances;

Act means the National Institutes of Technology, Science Education and Research Act, 2007;

Authorities, **Officers** and **Faculty Members**, in relation to the Institute, respectively mean, the authorities, officers and faculty members of the Institute;

Board means the Board of Governors of the Institute;

Central Government means the Government of India;
Department or School or Centre means an Academic Department or School or Centre, as the case may be, established to impart instruction or for carrying out or facilitating the academic and research activities relating to any particular area or discipline or areas of interdisciplinary nature;

Director means the Director of the Institute referred to under Statute 17 of the Statutes;

Head or **Chair** in relation to a Department or School or Centre, as the case may be, means the Head thereof;

Institute means the Indian Institute of Engineering Science and Technology, Shibpur;

Notification means any notification published under the authority of the Senate and includes all such notifications published under these Ordinances;

Ordinances means These Ordinances, i.e., The Ordinances for Undergraduate Programmes, 2025

Programme means an academic programme of the Institute;

Regulations and **bye-laws** means respectively regulations and bye-laws made under these Ordinances.

Rules means the rules made under the Act;

Senate means the Senate of the Institute referred to under Statute 7 of the Statutes;

Statutes means the Statutes of the Indian Institute of Engineering Science and Technology, Shibpur, 2017 and shall include all the amendments made thereto;

Student means a student of the Institute pursuing any of the programmes to which these Ordinances apply.

2) Unless repugnant to the context, all other terms used in these Ordinances shall have the same meaning as defined in the Act and/ or Statutes.

1.4 Abbreviations and Acronyms

In these Ordinances the following abbreviations and acronyms have been used to mean the expression mentioned against each of them:

BArch	Bachelor of Architecture
BoAc	Board of Academics
BTech	Bachelor of Technology
DD	Dual Degree (BTech + MTech)
DUGC	Department Undergraduate Committee
MTech	Master of Technology
SUGC	Senate Undergraduate Committee
UG	Undergraduate
MoE	Ministry of Education
DFC	Departmental Faculty Committee

1.5 Committees and Officials

The academic programmes of the Institute shall be governed by Rules and Regulations approved by the Senate from time to time. The Senate is the highest statutory and the supreme academic body of the institute that governs all academic matters of the Institute, and the rulings of Senate Chairman (Director of the Institute) are final in regard to all academic issues. A definite time schedule is set by the Senate for various academic activities, through an Academic Calendar issued at the beginning of each academic year. The Senate continuously assesses the academic programmes and makes appropriate revisions/ modifications/ improvements as and when required through different Standing Committees of the Senate.

1.5.1 Senate Undergraduate Committee (SUGC)

The Senate Undergraduate Committee (SUGC) shall be a standing committee constituted by the Senate to look after all issues regarding all UG and DD programmes of the Institute. The SUGC shall make such recommendations on academic matters, including policy matters, for conduct of the programmes listed in Sub- section (1.2) of the Ordinances, as it may deem necessary or expedient, to the Senate, provided that no recommendation on policy matters shall be made without consulting Dean (Academic).

In particular, the SUGC shall have jurisdiction in recommending the Senate on following matters relating and concerning the undergraduate programmes of the institute:

a) formal approval of new courses of instruction,
b) desirable minor modifications of courses already approved,
c) credit valuation of courses,
d) formal approval of admission of the first-year students,
e) supervise conducting of examinations,
f) evaluation of academic performance, and

g) such other matters as may be referred to it by the Senate.

While the final authority shall vest with the Senate, the functions of the SUGC shall be primarily of general policy determination, coordination and review. The SUGC shall take views on such matters relating to academics and academic discipline as may be referred to it by the Senate or by the Academic Section. While discharging its duties and responsibilities, the SUGC shall make full use of the appraisals and recommendations of the various academic departments/ schools/centres/ sections.

The composition of the SUGC is given in **Annexure I.**

1.5.2 Departmental Undergraduate Committee (DUGC)

The Departmental Undergraduate Committee (DUGC) shall be a department level committee that shall, in general:

a) Advise the students about their curriculum and resolve any problem relating to conduct of an undergraduate programme run under the aegis of the department.
b) Advises them about academic opportunities
c) Monitors the progress of academically weak students
d) Assists the Head of the Department in all UG/DD activities

The DUGC shall comprise members to be nominated by the DFC concerned.

The DUGC shall report and make recommendations to the SUGC as and when required. The SUGC, while making any recommendations may, in its own discretion, seek/receive opinions/recommendations from DUGC.

The composition of the DUGC is given in **Annexure I**.

1.5.3 Departmental Faculty Committee (DFC)

Departmental Faculty Committee (DFC) shall comprise all permanent faculty members of the Department and shall be chaired by the Head of the Department. DFC will nominate members of the DUGC.

1.5.4 Board of Academics (BoAc)

Each Department will have a Board of Academics (BoAc) consisting of all regular faculty members of the Department and Experts from Industries and Premier Academic Institutes. Course curriculum and syllabi of the courses of any program offered by the Department will be examined and duly recommended by the BoAc for subsequent approval by the Senate. Any new course or program to be offered by the Department should also be examined and recommended by the BoAc before submission through SUGC to the Senate for approval.

1.5.5 Academic Counsellor / Mentor

A student is assigned to an Academic Counsellor from his/her Department. Students are expected to consult the Academic Counsellor on any matter relating to selection of their courses and their academic performances in various semesters/ summer terms. The Academic Counsellor advises the students to complete their courses of study for the required degree in a smooth and satisfactory manner. The Academic Counsellor guides the students about the rules and regulations governing the courses of study for a particular degree.

The academic counsellor is the person whom the parents/ guardians should contact for performance related issues of their ward. The DUGC allots Academic Counsellors for the students after joining the Institute. A student remains under the guidance of the same Academic Counsellor throughout the duration of his/her programme of study.

All academic issues connected with the UG and DD programmes are handled by DUGC and SUGC. If, on any academic matter, a student would like to approach this administrative structure, it is always through the

DUGC with advice and recommendations from his/her Academic Counsellor.

1.5.6 Semester Course Convener

Courses in a semester are conducted by the Semester Course Convener with the assistance of the required number of faculty members, instructors, and teaching assistants. The Semester Course Convener, as nominated by the DUGC, will be responsible for conducting the courses with the assistance of the respective teachers including preparation of question papers, evaluations of the answer scripts of mid-semester and end-semester examinations, evaluation of internal assessments, online marks entry and sending the award lists to the Academic Section within the prescribed time limit.

1.5.7 Academic Section

The office of the Dean (Academic), hereinafter called the **Academic Section**, is responsible for the implementation of the decisions taken on academic matters by the Senate and the SUGC.

2 The Undergraduate Programmes

The undergraduate programmes of the Institute shall be offered under the aegis of the different Departments as mentioned below.

2.1 Bachelor of Technology (BTech)

Sl. No.	Name of the Department/School/Center	Undergraduate Degree with Branch name
1	Aerospace Engineering & Applied Mechanics	B.Tech. in Aerospace Engineering
2	Civil Engineering	B.Tech. in Civil Engineering
3	Computer Science and Technology	B.Tech. in Computer Science and Technology
4	Electrical Engineering	B.Tech. in Electrical Engineering
5	Electronics and Telecommunication Engineering	B.Tech. in Electronics and Telecommunication Engineering
6	Information Technology	B.Tech. in Information Technology
7	Mechanical Engineering	B.Tech. in Mechanical Engineering
8	Metallurgy and Materials Engineering	B.Tech. in Metallurgy and Materials Engineering
9	Mining Engineering	B.Tech. in Mining Engineering

2.2 Bachelor of Architecture (BArch)

This programme is offered by the Department of Architecture and Planning.

2.3 Dual Degree (BTech - MTech)

SI No.	Dept. / Center / School	PG Degree with Specialization	UG Degree with Branch Name
1.	Aerospace Engineering & Applied Mechanics	M.Tech in Aerospace Engineering	B.Tech. in Aerospace Engineering
		M.Tech in Hydraulic Engineering	
2.	Civil Engineering	M.Tech in Structural Engineering	B.Tech. in Civil Engineering
		M.Tech in Geotechnical Engineering	
		M.Tech in Transportation Engineering	
		M.Tech in Water Resources Engineering and Geoinformatics	
		M.Tech in Environmental Engineering and Management	
3.	Computer Science and Technology	M.Tech. in Computer Science and Engineering	B.Tech. in Computer Science and Technology
4.	Electrical Engineering	M.Tech in Control and Industrial Automation	B.Tech. in Electrical Engineering
		M.Tech in Power Electronics, Machine and Drives	
		M.Tech in Power and Energy Systems	
5.	Electronics and Telecommunication Engineering	M.Tech in Microelectronics and VLSI Design	B.Tech. in Electronics and Telecommunication Engineering
		M.Tech in RF and Photonics	
		M.Tech in Communication Engineering & Signal Processing	
6.	Information Technology	M.Tech. in Information Technology	B.Tech. in Information Technology
7.	Mechanical Engineering	M.Tech in Advanced Manufacturing Technology	B.Tech in Mechanical Engineering
		M.Tech in Thermal Science and Energy Technology	
		M.Tech in Machine Design	

8.	Metallurgy and Materials Engineering	M.Tech in Materials Science and Engineering	B.Tech. in Metallurgy and Materials Engineering
		M.Tech in Machine Learning in Materials Engineering	
9.	Mining Engineering	M.Tech in Mining and Mineral Engineering	B.Tech. in Mining Engineering

2.4 Duration of Programmes

Unless otherwise decided by the Senate, every BTech programme shall be of four-year duration while the BArch and the Dual Degree programmes shall be of five-year duration.

3 Admission

3.1 Admission Office

The institute shall have an Undergraduate Admission Office (under the Dean-Academic) that will look after the entire admission procedure for the B Tech, B Arch and Dual Degree programmes.

3.2 Eligibility for Admission

The eligibility of a candidate and the admission criteria would be guided by the MoE and the respective Councils for admission. Admissions to all Undergraduate Programmes will be at the First Semester level only. There will be no direct admission to higher semesters of the course.

3.2.1 Indian Students

In general, the admission of Indian nationals to the programmes mentioned in Sections (2.1 to 2.2) is through a national level selection test held once or more than once in a year. Presently, the performance in the **JEE-Main** is considered to be the basis for admission to these programmes. Students will get admission to a particular branch depending on their performance in the selection test and availability of seats in that particular branch.

3.2.2 Foreign Students

Admission of foreign students to the **BTech /DD courses,** are offered under the Cultural Exchange Fellowship Programme of the Government of India, administered by Indian Council of Cultural Relations (ICCR), New Delhi and other such Government of India approved programmes. The candidates are required to apply through the Indian High Commission/Embassy in their respective countries. For admission through Direct Admissions of Students Abroad / Study in India (DASA / SII) programme, prospective candidates may check the respective website. Each admitted student must submit authenticated copies of certificates/ mark-sheets/ transcripts of their qualifying degree and such other documents to the Academic Section before the Admission/ Registration date for the course.

3.3 Availability of Seats

The number of admissions (seats) that can be made to any approved programme of the Institute shall be as decided by the Senate from time to time. Reservation of seats for various reserved categories shall be as prescribed by the MoE. Each year, before admission to the first semester level, the actual number of seats available in each of the programmes mentioned in Sections (2.1 to 2.2) will be decided by the SUGC following the MoE instructions, and will be subsequently approved by the Senate.

The candidates who are selected for admission to a particular programme should remit admission and other fees to the Institute.

3.4 Cancellation of Admission

1) All students admitted provisionally or otherwise to any programme shall submit prescribed documents by the last date specified for the purpose by the Academic Section. If any student fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s), his/her admission shall be cancelled.

2) The admission will also be cancelled at any later time if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

3) All admissions and cancellation of admissions to the programmes shall be reported by the SUGC to the Senate for approval.

4 Dual Degree (BTech - MTech) (DD) Programme

A student admitted to the department through the process described in section 3, may opt for Dual Degree (B. Tech. - M. Tech.) Programme.

5 In the Dual Degree (BTech MTech) D programme, a student will obtain both BTech and MTech degrees in the same discipline after successful completion of the programme.

6 An academically good student, having a CGPA of at least 7.0 till the end of sixth semester and without any backlog at the time of application, may exercise the option for entering a DD programme, at the end of 6th semester by filling up a prescribed form and their selection would be decided by the DUGC and SUGC.

7 The selection for a DD programme is based on merit of the applicant and subject to availability of seats in the specialisation selected by the student.

8 The duration of the DD programme is 10 (Ten) semesters.

9 The course structure of a DD Programme up to the Sixth semester is common with that of the BTech programme of the branch. A student will be allowed to pursue the DD programme from Seventh Semester onwards.

5 Academic Session

5.1 Duration

The academic session normally runs from mid-July in one year to mid-July in the next year. It is divided into three parts:

a) Odd semester   Middle of July to middle of December
b) Even semester   End of December/beginning of January to middle of May
c) Summer term   Middle of May to middle of July

5.2 Semester Weeks

Each of the two semesters (Odd and Even) consists of about **eighteen weeks** including i) class-weeks (13 weeks) devoted to teaching and continuous evaluation of theory and practical subjects, ii) examination (2 weeks), iii) publication of results (2 weeks) and iv) Fests, Sports and Holidays (1 week). All such activities throughout the semester will be displayed in the **Academic Calendar**.

5.3 Summer Term

A Summer-Term is a condensed version of a regular semester, where, like a regular semester, classes and exams for courses will be held for academically weak students, for making up their deficiencies and improving their performances.

5.3.1 Duration

The duration of the Summer Term shall be **eight weeks** from the middle of May till the middle of July. The exact dates for holding the Summer Term in a year shall be decided by the Senate and will be mentioned in the Academic Calendar.

5.3.2 Class Loads

The total contact hours for the courses taken in the summer term will be same as that of the regular semester. The credits allotted to these courses shall remain the same.

5.3.3 Attendance

The attendance requirement for the Summer Term shall be the same as for a regular semester. A student who does not satisfy the norms will not be allowed to appear at the examination.

5.3.4 Eligibility

a) A student will be eligible to register in a subject if he/she actually appeared at the last end-semester examination in that subject and obtained the grade **'F'**.

b) A student who is de-registered in one or more courses has to register for those courses in Summer-term only.

5.3.5 Registration

All students intending to join a Summer Term must register themselves for the courses concerned on the day fixed for the purpose. No late registration shall be permitted on any ground. The intending students have to pay a Summer Term registration fee.

The list of courses to be offered during Summer Term will be finalized before the registration and will be displayed on the Institute website.

5.3.6 Assessment

The examinations and continuous evaluation for internal assessment will be similar as that of regular semesters.

5.3.7 Modalities for offering courses in summer term

a) Student must approach the HOD stating his/her willingness to attend summer term course.

b) On the basis of the application of students, the concerned HOD in consultation with the faculty members and DUGC of the department, will provide the list of the courses to be offered during summer semester to the academic section.

c) The academic section will place the feasibility of conducting the course to the competent authority.

d) The summer term will constitute of class tests, assignments, mid semester examination and end semester exam.

e) The students attending the summer course will forego their existing internal assessment and will be getting a new internal assessment on the basis of class test, assignment and Mid Semester Examination.

f) The end semester examinations for summer term will be conducted by the Academic section in the usual centralized manner.

5.4 Academic Calendar

The dates of all academic activities including semester registration, the first and the last days of classes, mid- term break, mid-term examination, end semester examination, supplementary examination, Fest days, holidays and vacations, are published in the Academic Calendar every year by the Academic Section as approved by the Senate. The Academic calendar will be available on the Institute website.

The dates for the important academic events scheduled during the Academic Session shall be specified in the Academic Calendar. In particular, the dates for the following events shall be specified: Orientation, Registration, Late Registration, Commencement of Classes, Examinations, Supplementary Examinations, Submission, Conversion and Authentication of Marks/Grades, and Vacations.

The Academic Calendar, or any change therein during the session, shall require prior approval of the Senate.

6 Curriculum

Every Department has a prescribed course structure which, in general terms is known as the Curriculum. It prescribes all the Theory courses/Laboratory courses/Projects and other requirements for the degree. It also gives the syllabus and a list of text/ reference books for each course. These courses/syllabi are updated regularly and are made available at the Institute Website.

Any faculty member can offer a new course by submitting a new course proposal to the concerned DUGC chairman. The course is to be recommended by the BoAc for approval by the Senate.

The Teachers and Instructors for all the courses to be offered by a Department, during any semester/summer-term shall be assigned by the concerned DFC.

6.1 Courses

The courses in a discipline are broadly classified as Theory Courses and Laboratory Courses. Theory courses consist of lecture (L) and tutorial (T) hours and may have attached practical (P) hours in special cases while Laboratory courses have only practical (P) class hours.

The entire curriculum is divided into various set of courses:

a) **Basic Science Courses (BSC):** Compulsory set of courses for all B Tech /B. Arch students which include basic courses in Basic Science (Physics, Chemistry, and Mathematics),

b) **Engineering Science Courses (ESC):** Compulsory set of courses for all B Tech /B. Arch students which include Engineering Science (Computing, Electrical, Electronics, Engineering Graphics, and Engineering Mechanics), Workshop.

c) **Humanities and Social Sciences Courses (HSC):** Compulsory courses for all B Tech /B. Arch students which include Humanities and Social Science, Communication Skills and Physical Education.

d) **Value Added Courses (VAC):** Value added courses are compulsory for all B Tech/B. Arch students which include course such as Well-being and Happiness, Energy Environment and Climate Change, etc.

e) **Program Core Courses (PC):** Compulsory set of courses for Bachelor's students in their parent discipline.

f) **Program Specific Elective Courses (PSE):** These are elective courses that students have to take from within their parent discipline.

g) **Open Electives (OE):** Courses offered by departments that students can take from outside their parent discipline. The students can also take the PG level open electives offered by other departments.

h) **Laboratory:** The laboratory papers are based on some of the theory papers for which experimental, design or other field support is required.

i) **Projects (P):** Students are to take some projects as sessional work in different stages of their curriculum:

   1) **B. Tech. Project:** In a B. Tech project, a student is required to do some innovative/practical work individually or in a group, under the guidance of a faculty member. This is done during the eighth semester of the B. Tech. programme.

   2) **Architectural Thesis:** BArch students will undertake architectural thesis in ninth and tenth semesters. Students shall not be permitted to undertake registration in the B. Arch. ninth semester unless they have successfully completed Professional Training in their eighth Semester.

3) **DD Project** is a mandatory requirement in the Dual Degree (BTech-MTech) Program. The project consists of three stages, spread over three semester duration, starting from the eighth semester and finishes in the tenth semester. These are research and development projects of an individual student, where the student trains himself/herself under the guidance of the supervisor(s).

j) **Comprehensive Viva-Voce:** This will be held at the end of eighth semester for B. Tech. students and at the end of ninth semester for B. Arch. Students, to assess their overall domain knowledge. The students will appear before the board of examiners composed of the teachers of the theory and laboratory courses the student has taken till that semester.

k) **Internship/Industrial Training (I):** A student has to undergo one or more mandatory internship/training in the 8-semester B. Tech. programme as a part of his/her graduation requirement. This internship/training may be taken in an industry, in a research organization or in an Institute of national repute or even in this Institute. The total duration of internship/training in the 8-semester programme must be of **minimum 4 weeks**. BArch students will undertake the internship/professional training for a duration of **24 weeks in the eighth semester**. If a student fails to submit the Internship/training certificate and report, his/her marksheet will be withheld till the submission of Internship certificate and report. In addition to the compulsory internship, optional **one-semester internship** with suitable credit equivalent to B. Tech Project in the eighth semester can be assigned to the students. The internship policy as approved by the institute will be followed.

l) **Other Courses (O):** Such as seminar, viva-voce etc.

m) **Educational Tour:** BArch students will undertake **two outstation tours** in two semesters to learn about and gain exposure to architecture and/or town planning.

n) **Non-Credit Courses:** A student must satisfactorily complete the prescribed non-credit courses on NCC/NSO/NSS/PT/Yoga/Physical education, etc. within first year (02 semesters) from the date of his/her joining. If any student is unable to complete this course within stipulated time, then he/she has to take necessary permission with supporting documents stating the reason of delay from the competent authority, to complete it within second year (04 semesters) of his/her course of study.

o) **Additional Courses:** A student may take additional courses over and above the curriculum requirement, either available as Institute/Departmental courses or online courses (NPTEL/MOOCS, etc.).

p) The MOOCs courses like NPTEL as approved by the Senate or from any other Institute with which MOU has been signed for credit transfer, may be assigned to the students. Such a course shall be for a minimum duration of **12 weeks**. The percentage marks obtained in NPTEL courses will be considered for awarding letter grades and CGPA calculation as per the undergraduate regulation at IIEST Shibpur. The student has to submit the grade card/mark sheet/certificate of the completed course to the DUGC, which will be sent to the Examination Section for inclusion in the mark sheet. In the mark sheet, the name of the course along with the NPTEL course identification code will be mentioned.

The list of courses (as detailed in section 6.1) to be offered by a department will be finalized by the Academic Section in consultation with the respective DUGC well before the date of registration. Details of various courses for undergraduate programmes being offered by various departments will be made available on the Institute website.

The course structure may be changed from time to time as per the NEP 2020 requirements and industry requirements. The Senate may approve the changes made in the course structure. In addition to these for B.Arch., the guidelines of the Council of Architecture (CoA) will be considered to finalize the course structure.

7 Registration for Courses

7.1 Registration during Admission

All admitted students must register for all the specified courses on payment of requisite fees within the scheduled date as mentioned in the admission brochure/ notified on the Institute website.

7.2 Semester Registration

a) For every student, registration for the courses before the beginning of each semester is mandatory till he/she completes his/her entire course of study.

b) The registration is done on remittance of the requisite fees within the prescribed dates announced in the Academic Calendar/Institute website.

c) The subjects to be pursued will be suggested by the Academic Counsellors from the respective departments.

d) If a student does not register in a particular semester without prior permission of the SUGC, his/her studentship is liable to be cancelled.

e) Without registration, a student will be debarred from all academic activities (courses/ seminars /projects etc.) in a semester and the student will be declared failed in all the courses of that semester and he/she has to repeat the semester.

7.3 Registration for Summer Term Courses

A student must register for Summer Term courses to make-up for any of his/her de-registered course(s)/failed course(s) including laboratory within the scheduled dates and must remit the requisite fees.

7.4 Registration for Supplementary Examinations

A student who obtained 'F' or 'I' grade in a course may appear in the Supplementary Examination which will be held after publication of results of the even and odd semester. Students willing to appear in the supplementary examinations for such courses, should also register for those courses remitting the requisite fees within the scheduled dates.

7.5 Registration for Internship

Any internal or external student may register for an Internship programme on any desired course/project in any Department during the summer term, which will be announced in the institute website. No late registration shall be permitted on any ground.

7.6 Procedure for Registration

The registration schedule will be mentioned in the Academic Calendar. The registration process generally starts before the commencement of each semester. However, registration after the last date may be allowed with a '**Late Fee'**. In all circumstances, semester registration must be completed on or before the prescribed last date for registration.

The registration process is to be followed as per the existing practice of the Institute either online or manual. The student has to fill a Course Registration Form (CRF) for the courses that the student is required to pursue in that semester.

7.7 Late Registration

In special cases, on the ground of severe illness or some exigencies in the family of the student, if a student fails to contact the academic counsellor and/or avail the online facility/ institute portal in due time, the student may apply to the Chairman, DUGC through his/her academic counsellor with supporting documents/ medical certificates for late registration. The application will be processed through the Academic Section and sent to the SUGC for approval. In such cases, the student may be allowed by the SUGC to register late even after the commencement of semester classes (latest by one month) with payment of a late registration fee.

8 Teaching

8.1 Medium of Instruction

The medium of instruction and examination is English. All students admitted to the B. Tech./ B. Arch. curriculum are required to take English as a part of their mandatory curriculum requirement.

8.2 Class Timings

The Institute follows a 5 days per week schedule. Regular classes are held from Monday through Friday from 9 am to 4:35 pm. No classes are scheduled beyond this time period on a regular basis. Lecture/Tutorial classes are usually scheduled in 55-minute slots and lab classes are usually scheduled in 3 class-hours (165 minutes) slots. No classes are usually held on Saturdays and Sundays, unless announced by the Institute on recommendation of the Senate to make up for some holidays due to exigent conditions.

8.3 Extra Classes

Extra classes may be scheduled by the teacher of a course, in case he/she cannot complete the allotted number of lecture-hours for the course, if he/she misses the scheduled classes due to repeated holidays on class-days or due to his/her leave or any other exigencies. Extra classes should be scheduled in consultation with the students registered in the course at a time mutually convenient to everyone.

8.4 Attendance

a) The respective teacher(s) shall inform all students about the status of their attendance in the subject after the mid semester examination with a copy to the convener DUGC.

b) After receiving the above attendance of all students, the DUGC will interact with the students, particularly those who are having attendance less than 75%. DUGC may like to find the reasons for their less attendance and advise the students as necessary. The students shall be duly informed about the provision of Ordinance that **if a student's attendance becomes less than 75% at the end of the semester in a course, the student will be de-registered for that course in that semester.** DUGC shall monitor the performance of the students having poor attendance.

c) The teacher shall send the updated final list of students having attendance less than 75% to the Jt. Registrar (Academic), through the chairman DUGC within one week before the commencement of the end semester examination. The last date will be duly notified.

d) When a subject is taught by more than one teacher for a class or a section of a class, the attendance of a student shall be calculated by combining the attendance report of all the teachers of the subject.

e) SUGC shall immediately review the recommendation of DUGC and the final list of students to be declared deregistered shall be forwarded to the Director through Dean (Academic) by the Chairman SUGC for approval and direction.

f) If no list is forwarded within the stipulated date for any subject by the Chairman DUGC it will be presumed that all students in that subject had the attendance of 75% or more.

g) Above steps will be followed for all subjects including theory as well as practical/project paper.

h) A student de-registered for a course may again register for that course in the next Summer Term.

i) Attendance requirement for the Summer Term courses shall be the same as for a regular semester.

8.5 Leave of Absence

1. Students will be permitted to take leave as per the leave rules of the Institute.

2. Without prejudice to the provision made for leave of absence in the Ordinances, unauthorized absence (i.e., absence without due permission) for a period of **four or more weeks at a stretch**, during a semester, shall result in automatic cancellation of the registration of students from the course(s) in that semester.

3. Undergraduate students shall be entitled to avail the vacations as provided in the Academic Calendar. In addition, the Undergraduate students may be allowed leave of absence during a semester, as per rules and procedures laid down by the Senate.

8.6 Students Feedback

1. Student should submit the feedback for all the subjects taught to them in the **semester before the end semester examination.**
2. Students having 75% and above attendance in a particular subject are eligible for providing feedback in that subject.

9 Evaluation System

9.1 Evaluation for Theory Courses

The evaluation of students' performance in a theory course is a continuous process. A Student's performance in theory papers will be evaluated through Internal Assessment and an End-Semester Examination.

9.1.1 Examinations

a) In any semester, for theory courses there will be mid-semester examinations and end-semester examinations, conducted centrally by the Academic Section. Mid-semester examinations will be held in the middle of a semester, generally after completion of the first six to seven weeks of study. End-semester examinations will be held after the completion of the course. The dates of such examinations will be displayed in the Academic calendar.

b) There will be supplementary examinations for the theory courses in which students have failed. The supplementary examinations will be held preferably one month after the publication of semester results. Supplementary examinations are equivalent to the end-semester examinations and the students **can retain their internal assessment**.

c) In the Summer Term also, for theory papers there will be mid-term examinations and end-term examinations, similar to mid-semester and end-semester examinations.

d) The dates of all examinations will be displayed in the Academic calendar.

e) When the department announces a summer course in a subject, where there are students who have obtained F grade in semester examination, they can attend the summer course without retaining the internal marks obtained by them.

f) If a student fails in a laboratory subject irrespective of semester in UG course, he/she shall have to go through mandatory summer term course for the failed lab subject and accordingly shall be allowed to get a chance to clear the backlog subject.

g) **If reports of any unfair means adopted during the mid-semester and/or end-semester examination of a course is submitted by the course instructor/invigilator in a prescribed format, 'F' Grade will be awarded in the relevant course of the particular semester for the first offence, subject to verification by SUGC. On the subsequent offence(s) during the entire period of her/his academic program, the student will be declared as failed in any additional two courses (of his/her choice) for which he/she has registered in that particular semester.**

h) The examination process shall be guided by the examination rules of the Institute

9.1.2 Internal Assessment

a) The Internal Assessment has two components - i) performance in mid-semester examination and Teacher's assessment

b) The Teacher's assessment may have the following components – class tests, quizzes, home assignments, group assignments, viva-voce etc. as per the teacher's discretion.

9.1.3 Weightages

A typical distribution of relative weightage for the various modes of assessments is mentioned below. The course teacher **will inform the students about these weightages at the start of the semester**.

Internal Assessment

Mid-semester examination	30%
Class Test/ Quiz/ Viva-voce/ Assignments/	20%
Presentation etc. as per Teacher's discretion	
End-semester Assessment	50%

For any student, appearing in the end-semester examination is mandatory.

To ensure the principle of continuous evaluation, it is recommended that the **Teacher will conduct at least two quizzes/ class tests, one before the mid-term examination and other between the mid-term and the – end semester examination**. If a student fails to appear in a mid-semester examination or class test or quiz, or submit an assignment etc., it is entirely up to the Teacher to judge about validity of the reason and decide whether or not to provide a make-up opportunity.

9.2 Evaluation for Laboratory Courses

The assessment in a laboratory course will be based on continuous evaluation of the student's weekly performance in laboratory experiments/ work, quality of their reports and a final performance in a semester-end test that contains experiment/quiz/test/viva-voce. The semester-end test on laboratory sessional will normally be held a week before the end-semester theory examinations. For any student, appearing in the end- semester test is mandatory.

9.2.1 Weightages

A typical distribution of the relative weightage for these modes of assessments may be as follows.

a) Regular performance in laboratory works	30%
b) Quality of laboratory reports	30%
c) Semester-end test	20%
d) Viva-voce/Teacher's Assessment	20%

The course teacher will inform the students **about these weightages at the start of the semester**.

9.2.2 Evaluation for Laboratory / Studio Courses for B. Arch Program

The assessment in a laboratory / studio course for B. Arch program will be based on continuous evaluation of the student's performance through jury / review of the laboratory / studio work, which will include deliverables as approved in the syllabus. A student shall not be permitted to register in a semester unless s/he has successfully completed all the laboratory / studio courses, bearing credit hours, in the previous semester.

9.3 Evaluation of Projects and Seminars

Projects will be evaluated based on the performance of a student throughout the semester. These projects are performed by the students and need regular interaction (at least once a week) with the supervisor. At the end of the semester the student should submit a project report duly approved by the supervisor, and present the same through a seminar cum viva-voce before a board duly constituted by the department.

Departments may evolve rubrics for evaluation of Project work, which may include components like selection of topic, problem statement, literature review, methodology, oral and written presentation of the work done and performance in viva-voce examination.

9.3.1 Weightages

A typical distribution of relative weightage may be as follows.

a) Supervisor's Assessment (Project work + Report + Seminar)	60%
b) Board of Examination's Assessment (Report + Seminar)	40%

In case of an irregularity of interactions, or if the performance of a student is not satisfactory, the student may be awarded a 'F' grade. Such a student will be given **a maximum time of two months** to improve his/her performance. If the performance of such a student is not satisfactory even after the extended time period, he/she will have to repeat the project work in the next academic year. The board may award an 'I' grade if the student misses the presentation. If the basis for absence is valid, the student may be granted a

second chance for presentation and 'I' grade may be converted to suitable grade that the student deserves.

9.4 Evaluation of Comprehensive Viva-voce

The comprehensive viva voce will be conducted for the students at the end of eighth semester to assess the comprehensive knowledge of the student in all the courses he/she has pursued till that semester. A viva voce board consisting of subject-teachers covering most of the courses is formed by the DUGC to conduct such viva voce examination. If the performance of a student is not satisfactory, the student may be awarded a 'F' grade.

9.5 Display of In-Semester Performance

In-semester performances in Mid-semester exam, quiz/ class test/viva etc. of all students must be displayed/communicated by the course teacher to the students before the commencement of the end-semester examination.

9.6 Disclosing the Evaluated Answer Scripts

The evaluated answer scripts of the end-semester examination of a subject have to be displayed to the students within the date, as mentioned in the Academic Calendar.

9.7 Retention of Answer Scripts

Evaluated answer scripts are to be preserved by the Teacher/ Departmental Office **at least for one year**.

9.8 Grade Card

a) At the end of a semester examination, supplementary examination or summer-term examination, the teacher of a theory course will evaluate the end-semester answer-scripts and make online entry of the internal assessment marks and end-semester marks. For laboratory and other courses also, the concerned teacher will make online entry of marks obtained by the students in such courses.

b) The Academic Section will compile the marks and a letter grade will be awarded to the student for each course. A Grade Card will be prepared for each student showing the grades obtained by the student in each course and corresponding credit for the course. The Grade Card will also show the semester grade point average (SGPA) value and cumulative grade point average (CGPA) value obtained by the student.

9.8.1 Letter Grade

a) As a measure of students' performance, a 10-scale grading system using the following letter grades and corresponding grade points per credit will be followed.

	Marks Obtained (%)	Letter Grade	Grade Point Credit
Excellent	90 to 100	A+	10
Very Good	80 to 89	A	**9**
Good	70 to 79	B	8
Fair	60 to 69	C	7
Average	50 to 59	D	6
Pass	40 to 49	P	5
Incomplete	_	I	_
De-registered	_	DR	_

b) For practical courses including laboratory courses, projects, seminars, viva-voce, training etc., the 'P' grade is at 50%. Students who obtained marks less than 50% will be awarded 'F' grade. Definition of all other grades remains the same.

c) The course in which a student obtains 'F' grade will be a 'Backlog' for the student. A backlog can be

cleared by appearing in a supplementary examination. **The internal assessment marks obtained by the student for the course will be retained.** The student may also register in the Summer-term for the course (if available), without retaining the internal assessment marks obtained for the course.

d) A student may be awarded the grade 'I' (Incomplete) in a theory course if she/he fails to attend the end-semester examination. The candidate has to appear in supplementary examination for converting it into quantifiable letter grade.

e) Students having attendance below 75% in a course will be de-registered and will be awarded a 'DR' grade. The student will not be eligible for supplementary examination and has to register for the course in the Summer-Term, without retaining the internal assessment marks obtained for the course.

f) A student with CGPA ≥ 6.5 will be considered to pass in 1st class and else in 2nd class and that will be mentioned in the degree certificate.

9.8.3 Change of an Already Awarded Grade

The marks and the letter grades once awarded shall not be changed unless a request for change of marks is made by the teacher of the course, and is accepted by the Chairman-SUGC. Any such request for a change of grade must be made **within two weeks from the publication of results**.

9.8.3 Semester/Summer term Grade Point Average (SGPA)

A Semester Grade Point Average (SGPA) will indicate the performance of the student in a semester and the summer term to which it refers. It will be computed as follows.

$$SGPA = \frac{\sum_{i-1}^{n} c_i.g_i}{\sum_{i-1}^{n} c_i}$$

where n is the number of courses the students registered in the semester/summer term, c_i is the number of credits allotted to the ith course and g_i is the grade points awarded to the student for the ith course. The calculated SGPA will be rounded off to the second place of decimal and recorded as such.

9.8.4 Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) would indicate the cumulative performance of the student from the first semester up to the semester/summer term to which it refers and will be computed as follows.

$$CGPA = \frac{\sum_{i-1}^{m} c_i.g_i}{\sum_{i-1}^{m} c_i}$$

where m is the number of courses the students registered from first semester up to and including the semester/summer term concerned, c_i is the number of credits allotted to the ith course and g_i is the grade points awarded to the student for the course.

The calculated CGPA will be rounded off to the second place of decimal and recorded as such. The CGPA, SGPA and the grades obtained in all the subjects in a semester will be shown in the Grade Card to be delivered to every student at the end of every semester/summer term.

9.8.5 Conversion of CGPA into Percentage Marks

In case of a specific query by a student/employer/any other Institute regarding conversion of CGPA into percentage marks, the following formula may be adopted for notional conversion of CGPA into percentage marks.

$$\% \, Marks = (CGPA - 0.5) \times 10$$

9.9 Declaration of the Result

a) The Academic Section will place the results of the examinations in a meeting of SUGC to decide about declaration. The grades earned by a student in a semester/summer term shall be communicated to him/her in the form of a printed copy of Grade Card. The rank of a student will be decided based on CGPA obtained by him/her.

b) **Grade Card of a student may be withheld if he/she has not paid his/her dues, or if there is a pending disciplinary action against her/him, or for any other appropriate reason as per the directives of the Senate.**

9.10 Backlogs and Supplementary Examinations

a) The course in which a student obtains 'F' grade will be a 'Backlog' for the student. A backlog can be cleared by appearing in a supplementary examination. The internal assessment marks obtained by the student for the course will be retained. The student may also register in the Summer-term for the course (if available), without retaining the internal assessment marks obtained for the course.

b) Supplementary examinations will be conducted after both odd and even semesters.

c) **In the supplementary examinations conducted after each odd/even semester, a student will be allowed to appear for supplementary examination in a maximum of five (05) backlog papers.**

d) **If any student has more than five (05) backlog papers after the even semester supplementary examinations, s/he will not be promoted to the next year and will have to repeat the current year.**

e) A student may opt for repeating only those courses in which she/he obtained 'F' grade. He/she may also selectively choose to repeat for any/all subjects he/she graded higher than 'F', and apply to the SUGC through DPGC and academic counsellor.

9.11 Provisional Certificate

The Academic Section will duly issue a certificate to declare that the student is provisionally admitted to the degree of BTech/BArch with effect from the date of the publication of result for the final examination provided the rest of the official procedure is completed by the student.

9.12 Degree Certificate

The name of the student admitted to the Degree of the BTech/ BArch is to be recommended by the Senate to the Board of Governors for final approval for conferring the formal degree in the next convocation of the Institute. A degree certificate duly signed by the competent authority will be awarded to the student. The Senate shall approve the format of each Degree Certificate.

9.13 Transcripts

Students may apply for the transcripts for the courses pursued in different semesters, if required by other Institutes. The transcript will show the final grades and credits obtained in all courses semester-wise and also for the summer term(s) **showing the date on which the credit was actually credited**.

10 Graduation Requirements

10.1 BTech and BArch Degree

In order to qualify for a BTech or BArch Degree of the Institute covered under these Regulations a student must:

a) Complete all the credit requirements for the degree as laid down in the prescribed curriculum of the discipline.

b) Obtain a CGPA of 5.00 or higher at the end of the semester in which he/she completes all the requirements for the degree.

c) **Have cleared all dues to the Institute, the Halls of Residence, the Library, other facilities and the Department.**

10.2 Award of the Degree

The name of the student admitted to the Degree of the BTech/BArch is to be approved by the Chairman, Senate for conferring the formal degree in the next convocation of the Institute.

A student who has completed all the graduation requirements shall be recommended by the Senate to the Board of Governors for the award of appropriate Degree in the ensuing Convocation. **A Degree can be awarded only after the Board has approved the award of the Degree.**

Under exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Board of Governors may, on the recommendation of the Senate, cancel the Degree already awarded.

10.3 Course Completion Time

Normally a student should complete all the requirements i) in eight consecutive semesters for a BTech Degree, ii) in ten consecutive semesters for a BArch Degree and iii) in ten consecutive semesters for a Dual Degree (BTech-MTech). **However, academically deficient students may complete their requirements within a maximum period of (i) Eight years for B. Tech. Degree, (ii) Nine years for B. Arch. Degree and iii) Ten years for Dual Degree (BTech - MTech).**

10.4 Inadequate Academic Performance

A student is expected to maintain at least a minimum level of performance at all times. The academic performance of academically deficient students is reviewed by the DUGC/SUGC/academic counsellor at the end of each semester.

10.4.1 Academically Weak Student

A student having two or more backlogs in a semester will be identified as an academically weak student. The student will be placed on warning, and his/her parents/guardian will be informed. She/he shall not hold any office in the Hall of Residence, Students Senate/Hobby Clubs or any other organization/body.

10.4.2 Promotion to the Next Year

A student may be promoted to the next academic year, if the student does not have more than five (05) backlogs to his credit after the even semester supplementary examinations. **If any student has more than five (05) backlog papers after the even semester supplementary examinations, he will not be promoted to the next semester/year and will have to repeat the current year.**

10.5 Discontinuation of Study

a) If a student does not register and defaults in paying the dues for a semester, without the approval of the SUGC or any other competent authority, he/she shall have to discontinue studies and leave the Institute.

b) A student, whose cumulative academic records at the end of any semester clearly indicate that he/she will not be able to qualify for the degree for which he/she had been admitted within the specified maximum time limits, may be asked to discontinue studies and leave the Institute.

c) A student having faced a disciplinary action for some of his/her act(s), which is detrimental to the student life and may pollute the academic environment in the Institute, the Institute may cancel his/her admission and the student may be asked to leave the Institute at any time at the discretion of the SUGC/Senate.

d) The Academic Section will issue a termination letter to the respective student. This information will also be sent to the Head of the Department and other concerned offices. The student will have to vacate his/her hostel accommodation and shall not be entitled to enjoy any other facility of the Institute.

10.6 Appeal against Discontinuation

a) A student whose program is terminated may appeal to the Chairperson, Senate, for re-reinstatement in the program.

b) In cases of termination due to inadequate academic performance, the student should clearly explain causes for the poor performance, including how those causes will not adversely affect her/his performance in the future. The Senate shall take a final decision after considering all available inputs.

c) A student may re-appeal even after a previous appeal has been rejected. However, the Senate may not entertain any re-appeal for review unless substantial additional information is brought to its notice.

10.7 Relaxation

Under exceptional circumstances, if a student has a severe deficiency in any of the requirements stated in these Regulations due to psychological or other medical conditions, the SUGC/Senate may relax the relevant provisions of these Regulations based on the merit of the case. The grounds on which such relaxation is granted shall invariably be recorded and cannot be cited as precedence.

10.8 Temporary Withdrawal from the Course of Study

Students are expected to complete their Course of Study without any break. However, for bonafide reasons like prolonged illness or acute problems or exigencies happening in his/her family, Senate may grant leave of absence (temporary withdrawal) from the Course of Study. **But such absence(s) shall ordinarily not exceed two semesters with or without break.**

The student should apply to the DUGC within 15 days of the commencement of the semester or the incident or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parent/guardian.

The Institute has to be satisfied that, inclusive of the period of withdrawal, the student is likely to complete his requirements for the degree within the time limits specified in Section 11.3, and that there are no outstanding dues or demands on him/her.

A student who has been granted temporary withdrawal from the Institute will be required to pay the tuition fee and other essential fees/late fees/ other charges for the intervening (withdrawal) period while joining for the course later. A student will be granted **only one such temporary withdrawal** during his/her entire tenure as a student of the Institute. **A student who has been granted a temporary withdrawal on**

medical grounds will be allowed to re-join and resume his/her studies only after being declared medically fit by the Institute Hospital. The grounds on which such withdrawal is granted shall invariably be recorded and cannot be cited as precedence.

10.9 Conduct and Discipline

a) Each student shall conduct himself/ herself, both within and outside the campus of the Institute, in a manner befitting a student of an Institute of National importance. No student is expected to indulge in any activity which tends to bring down the prestige of the Institute. Each student shall show due respect and courtesy to the teachers, administrators, officers and employees of the Institute; and, good neighbourly behaviour to fellow students. They should also pay due attention and courtesy to the visitors and residents of the campus.

b) Without prejudice to the general requirements of conduct and discipline stipulated in subsection (a) above, every student shall conduct herself/ himself within and outside the precincts of the Institute in a manner befitting the students of the institute and shall abode by the '**code of conduct for students**' framed by the Senate.

c) Violation of the '**code of conduct for students'** (Annexure-II) by any student, shall invite disciplinary action and may merit punishment, such as reprimand, disciplinary probation, fine, being debarred from examination, debarring the use of placement services, withholding of grades, withholding of degree, cancellation of registration, rustication and expulsion from the Institute.

11 Scholarships, Medals, Awards and Prizes

11.1 Institute Scholarships, Medals and Prizes

The Institute awards a number of medals and prizes (Annexure-III) to students with excellent academic records, from the Institute fund. List of such medals and prizes are available on the Institute website.

Basic Eligibility Criteria for all Institute Medals, Awards and Prizes: A student is eligible for the award of any medals or prize if

a) He/she has passed in all the prescribed subjects in the programme and cleared all other requirements, if any, obtaining a CGPA not lower than 8.0 in the semester after which the Medal or Prize is to be awarded.

b) He/she has not failed in any subject at any stage during his/her academic career till the time of the award.

c) No disciplinary action has been taken against him/her for any offence at any time prior to the award.

d) He/she has not been punished under examination malpractice and involved in violation of code of conduct for students at any stage of the course in the Institute.

Specific rules that govern any particular medal/award/prize, are mentioned against each such award in the List. In case of a tie between two or more students, the prize will be awarded jointly, the value of prize shall be equally shared amongst the awardees and the award certificate will mention 'jointly awarded'.

11.2 Endowment Medals, Prizes and Scholarship

A number of medals and prizes are awarded through endowment fund. Lists and the rules that govern such awards are mentioned in the list of Endowment Awards, available on the Institute website. The Institute awards endowment medals, scholarships, awards and prizes to the students on the basis of merit or means as specified in each case separately. The following basic rules govern the conditions for such awards.

All Endowment Scholarships will be awarded from the income of endowments received by the Institute from Industries, Institutions, R & D Organizations, Alumni and other individuals for this purpose.

The students i) who have failed in any subject at any stage during his/her academic career till the time of the award, ii) undergone disciplinary action for any offence at any time prior to the award, iii) punished under examination malpractice and involved in violation of code of conduct for students at any stage of the course in the Institute; **are not eligible for such award**.

The Institute may decide to discontinue the award of any endowment medal, prize or merit certificate at any moment of time, if it so desires and feels fit. The same be communicated in writing, citing the reasons to the donor/society granting such funds or endowments.

The conferment of award, medals, prizes & merit certificate shall be made during the Annual Convocation of the Institute/or on any other occasion decided by the Senate, following the announcement of the results on which the prize is based.

11.3 Conduct of an Awardee

An awardee of a medal, award or prize under these rules is expected to maintain, besides satisfactory academic progress, regularity in attendance and good conduct, behaviour and discipline in the Department and in the Institute/Halls of Residence. In the event of an awardee being found to be involved in any act of misconduct, misbehaviour, indiscipline or adopting unfair means at an examination, the award or prize is liable to be cancelled with immediate effect, before its disbursement.

12 End Note

These ordinances, on approval by the Board of Governors, are applicable from 2025 onwards. The Ordinances have been modified during 2024-25 and have been placed in the 36th, 37th and 38th Senate, for subsequent approval by the Chairperson, Senate.

The provisions contained in these ordinances govern the policies and procedures on the admission of students, imparting instructions of courses, conducting of examinations and evaluation and certification of student's performance.

For students admitted in earlier years, these ordinances are also applicable wherever eligible. But such applications shall be dealt with appropriately and carefully, so as to ensure that these students are not subjected to any unfair situation whatsoever. In case of any conflict with the present regulations and earlier regulations, rules those in favour of these students shall be applicable.

Annexure-I

A. Senate Under-Graduate Committee (SUGC)

The Senate Undergraduate Committee (SUGC) will have the following members:
1) Chairperson
2) Members −
   a) Conveners of various DUGCs
   b) Last SUGC Chairperson (Ex-officio)
   c) One Senate Nominee
   d) Four Students Representatives from the Students Senate

The Chairperson shall be nominated by the Senate from amongst the members of the Senate. The tenure of the Chairman and the Senate nominee **shall be normally of two years**. Student representatives as nominated by the undergraduate students will change every year. One member will be nominated by the Chairman to act as convener.

The SUGC must meet as frequently as essential, but at least **two times in every Semester**.

B. Departmental Under-Graduate Committee (DUGC)

Each academic department constitutes this committee which consists of the following:

Chairperson : Head of the Department

Convener : A faculty member of the department, nominated by the DFC

Members : At least four faculty members of the Department

Student Representatives : Two undergraduate students (one preferably a female student) of the department one each from second year and third year.

The members and the convener will have a rotational term of two years. Student representatives as nominated by the undergraduate students will change every year.

C. Departmental Faculty Committee (DFC)

The Departmental Faculty Committee will have the following structure

Chairperson : Head of the Department

Convener : A faculty member of the department, nominated by the Head

Members : All faculty members of the Department

Tenure of the Convener will be normally of two years.

D. Board of Academics (BoAc)

Each Department should have a Board of Academics comprising the following members

Chairperson : Dean Academic

Convener : Head of the Department

Members : All regular faculty members of the Department

External Members : Eminent experts from Industry and Premier Academic/Research Institutes

Names of the External Members will be nominated by the DFC through the Head to the Senate for approval. Tenure of the External Members will normally be of two years.

Annexure-II

Code of Conduct for Students/Hostel Residents

S.No.	Conduct Rule
1	a. All residents of halls/ hostels should maintain decent standard of behavior as expected from the students of a prestigious institution. b. Behavior of students outside of hostel and inside of campus including various common places such as streets, shops, canteens, institute, etc, should be decent and acceptable to all.
2	All residents should carry valid institute photo all. ID card
3	Lobbies and common areas should be kept neat and clean, sticking bills/posters on walls is not allowed
4	a. All students shall remain present in their allotted hostels between 11 p.m. to 6 a.m, barring visits to the library (until midnight) and/or exigencies. Any such stay outside the halls/hostels beyond 11 PM and before 6AM has to follow the security protocols in place at the time. b. Station leaving by any resident is permitted with proper intimation and approval by the warden of the respective hall/ hostel. c. Signatures of students during final entry and first exit of a day to the competent authority as specified by the warden of the hostel are necessary. d. Staying out of hostel beyond the specified deadline can be permitted by the warden; with signed letter by the concerned faculty member for carrying out specific activity. e. Residents are responsible for the safekeeping of their own belongings in the room; they should use good quality lock to keep their valuables safe.
5	Calling any vendors / any unauthorized person to a resident's room is strictly prohibited
6	a. Rooms are allotted to a student on his/ her personal responsibility. He/she should see to the upkeep of his / her room in hostel and its environment. b. The resident of a room is responsible for any damage to the hostel property in the room during his / her occupancy of that room. c. The resident shall not move any furniture from its allotted place in the hostel room/hostel and also not damage them in anyway. d. The resident shall not remove any fittings from any other room and get them fitted in his/her room.
7	Employing unauthorized persons for personal work such as washing clothes, etc. is not allowed.
8	Residents should not participate in any anti-national, anti-social, racist or undesirable activity in or outside the campus or engage in any activity that will disturb the peace of the campus and its residents.
9	The students must not be involved directly or indirectly in fighting, gambling, anti-social activities, ragging, or use of outside agencies for redressal of grievance, etc.
10	a. Students should not display obscene poster or calendars, wall grafiti etc. in the room or anywhere in the hostel. b. Using unparliamentary language / vulgar expressions, and making obscene gestures to anybody is prohibited.
11	a. The use of electrical appliances such as coolers, immersion heaters, electric stove, heaters, electric iron, refrigerators and any such storage device are forbidden in any of the rooms allotted for residence.

	b.	Private cooking in the hostels / student's room is strictly forbidden.
12	a.	Using audio system causing inconvenience to others is not allowed and using at high volume is an offence.
	b.	No Boy students are permitted to enter any Girl's hall/ hostel at any point of time. No Girl students shall enter a Boy's hall/ hostel at any point of time. All the visitors other than students of any hostel / hall shall wait in the Common room to meet the respective boarder they intend to visit.
13		General damage to the hostel property is the collective responsibility of all students residing in that hostel if the students actually responsible for the damage cannot be identified.
14		Residents of hostels are duty bound to report to the Warden, Assistant Warden, and Dean (SW) in case of any undesirable incidents or activities within the campus.
15	a.	Students are not allowed to arrange any function / program or meeting within the Hostel/ Campus and outside without permission from the competent authority.
	b.	Students should not arrange for any picnic/parties outside without specific permission of the Dean (SW).
	c.	Going out in large groups, which may cause loss of control should be avoided as this can affect the individuals as well and may tarnish the reputation of the institute.
	d.	Swimming and bathing are prohibited in the river Hooghly, Ponds and Jheels inside and around the campus.
16	a.	Smoking and consumption of alcoholic drinks as well as narcotic drugs anywhere of the hostel/ campus/academic areas is strictly prohibited and possession of such materials is also strictly prohibited.
	b.	Students are strictly prohibited from entering the campus premises in intoxicated state,
	c.	All matters related to this point 16 are likely to attract the highest penalties.
17		Ragging in any form to any student admitted to this institute is prohibited and a punishable offence.
18		Any case of accident / theft / foot / abuse / hitting/ ragging / fighting / molestation,

- The President of India Gold Medal Awarded to 1ˢᵗ in Under Graduate Examination

- Silver Medals Awarded to Students who Secured First Position in their Respective Branches

Endowment prizes and scholarships by Global Alumni Association of Indian Institute of Engineering Science and Technology, Shibpur (GAABESU):

- Research Fellowship Awards

- Alumni Fellowship for Excellence

- GAABESU Memorial Scholarships