

REGULATIONS

2020-2021

Core Values

Core values of NITTE Meenakshi Institute of Technology are based on pivotal aspects such as contributing to the global technical needs, fostering competency to address the challenges among students, inducing value system among stakeholders of NMIT, and usage of contemporary and state of the art technologies in day to day operations.

The core values are our pillars that strengthen the institutional culture, identity, and work ethics. It defines the characteristic traits of each and every stakeholder of NMIT and it acts as a guide for us.

- **Knowledge:** Knowledge is proven; gaining knowledge on day to day basis is the need of the hour.
- **Character:** One's character with others and self is of at most important for lasting human relationships, values and healthy work culture.
- **Unity:** Unity is at the heart of NMIT. We are honest, fair, consistent, accountable, open and transparent in our day-to-day activities and we are committed to building trust and mutual respect.
- **Excellence:** We believe excellence in academics and research is our standard and not a goal. We are always committed to uplift ourselves to stand at par with reputed institutions of India and abroad.
- **Commitment:** We are committed to being the best to the fullest of our ability. In order to achieve this, we consider the stakeholders of NMIT at the focal point of every activity. We fully commit to deliver consistently delivering on expectations of the stakeholders of NMIT. We constantly look to improve ourselves and our abilities to achieve excellence.
- **Teamwork:** Working constantly and helping each other while advancing towards betterment of the institution
- **Entrepreneurship:** We truly value and implement entrepreneurial environment for students and faculty. We want some of our students to be job providers instead of job seekers.
- **Contributing to National Development:** We are committed to inculcate the culture of research and innovation for technically solving national level societal problems by participating in hackathon.
- **Fostering Global Competencies among Students:** Committed to offer comprehensive educational programs and the culture of research and innovation making our students globally competent.
- **Inculcating a Value System in Students:** Committed towards building strong professional ethics and human values among students by offering courses/ learning activities related to professional ethics and values.
- **Promoting the Use of Technology:** Committed to create, select and apply appropriate techniques, resources, and modern engineering tools to solve complex engineering problems.
- **Transparency:** As we are an autonomous institution, each academic/ non-academic activity is being carried out with full transparency. Changes in the curriculum / Teaching Learning / Assessment / Student-Faculty orientation / Meetings

/Accreditation details etc., will be notified to all the stake holders through Institution website/ student management system.

- **Accountability:** The administrative staff and faculty of the institution are made accountable for every academic/non-academic activity and monitored by the principal / Management.

VISION & MISSION

Vision

To provide India and the World, technical manpower of the highest academic excellence and World class by shaping our youth through holistic and integrated education of the highest quality.

Mission

To develop Nitte Meenakshi Institute of Technology through Quality, Innovative and State-of-art educational initiatives into a centre of academic excellence that will turn out youth with well-balanced personality & commitment to rich cultural heritage of India and who will successfully face the Scientific and Technological challenges in the fast-evolving Global scenario with a high degree of credibility, integrity and ethical standards.

Quality Policy

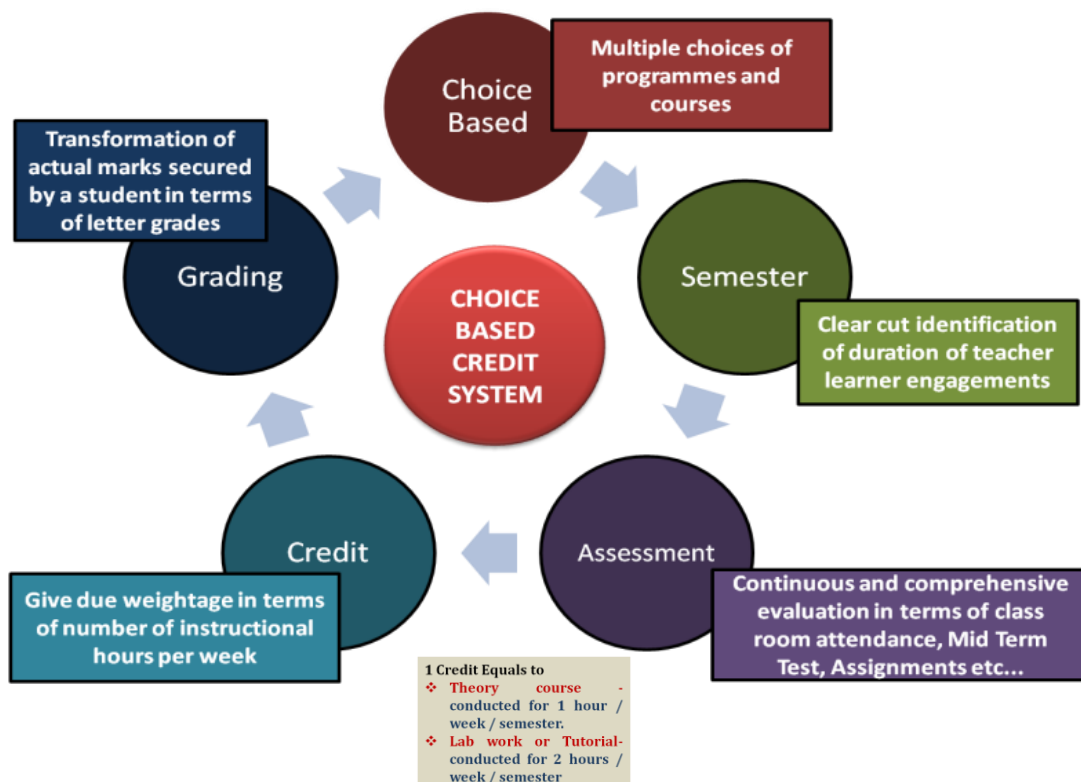
To bring about constant and Continuous Improvement in the Quality of Education Imparted and Turning out High Quality Professionals with Balanced and Globally Competitive Personality through Regular Monitoring of the Academic/ Administrative Activities of the Institution and Implementing Corrective Actions in the Best Ethical and Transparent Traditions.

ACADEMIC REGULATIONS – AUTONOMOUS PROGRAMMES

(Following Regulations are subjected to changes as and when the changes are made by the University. Students are informed to check the NMIT website and notice boards for updated regulations frequently.)

Following the VTU guidelines, NMIT has formulated the following guidelines in the interest of the students which has the approval of its GC and AC in addition to VTU.

1. As NMIT is free to make changes in the existing Curriculum and Scheme of Evaluation, the BOS/AC of NMIT has incorporated suitable changes to upgrade the curriculum to maintain the academic standards in par with premier autonomous of the country. NMIT follows credit system, with letter grades and numerical grade points average, for achievement testing in the examination.
2. **As suggested in the VTU guidelines NMIT** academic year is divided into 3 segments:
 - a. Two Main semesters.
 - b. One supplementary semester.
3. Duration of each Main Semester will be 19 weeks and that of a Supplementary Semester will be 8 weeks;
4. In each semester, students shall make registrations of courses in the first week of the semester, dropping the courses in the middle and withdrawal from courses towards the end, all being under the advice of Faculty Advisors /Mentors. These facilities are expected to ensure proper monitoring of students by faculty advisors, leading to their improved learning capabilities and minimizing their chances of failure in the courses registered;
5. In credit system, each subject is assigned with credits. A student can take courses of credit weightage, for meeting the requirements of the degree program, such courses together with their grades and the credits earned will be included in the grade card issued by the college at the end of each semester and they form the basis for determining the students' academic performance in that semester;



6. Course load

A student can register for the course work, with a minimum course load being 16 credits and a maximum course load 28 credits per semester, the average course load for a semester being 22 credits.

- This facility will enable the student to suitably plan his/her course load in each semester to follow, by choosing it to be between ≥ 16 and ≤ 28 credit limits, based on faculty advice and his/her academic performance in the previous semester.
- This helps fast learners (or outstanding students) to accelerate their programme by registering and maintaining up to the maximum (28 credits) course load in each succeeding semester, based on their academic performance in the preceding and also in the current semesters; **such students are to be able to complete the total requirements of the programme (175 credits) in a shorter time period i.e. 7 semesters in all.**
- Similarly, slow learners (or weak students) are to register only for the minimum (16 credits) number of credits in each succeeding semester and strive to maintain good performance in all the courses registered and **complete the total requirements for the programme (175 credits) at a slower pace, say 9-10 semesters in all.**

7. 175 credits have to be earned by a student to obtain the B E degree and lateral entry student (diploma) have to earn 135 credits.

In credit system, students are assessed in two parts

- Continuous Internal Evaluation (CIE).
- Semester End Examination (SEE).

8. CIE will be conducted by the subject teacher all through the semester; which includes mid-term tests, weekly/ fortnightly class tests, assignments, quiz, seminar, projects etc.

The breakup of CIE and SEE is as follows:

THEORY	
Continuous Internal Evaluation (CIE)	50 Marks
A. Mid Semester Examination	30 Marks
Mid Semester Examination (MSE) 1	15 Marks
Mid Semester Examination (MSE) 2	15 Marks
B. Learning Activities	
Assignment, Test Based on assignment, Mini Projects, Experimental work/ Tutorials (Submission of Drawing Sheets in case of CAED / CMD / Electrical Machine Drawing)	10 Marks
Surprise Test, Quiz, Seminar, Mini Projects, Experimental work	10 Marks
Semester End Examination (SEE)	50 Marks
Grand Total	100 Marks
PRACTICALS	
Continuous Internal Evaluation (CIE)	50 Marks
Mid Semester Exam	15 Marks
Records and Continuous Assessment	30 Marks
Viva-Voce, Surprise Test, Quiz (Objective Type)	05 Marks
Semester End Exam (SEE)	50 Marks
Grand Total	100 Marks

SEE will be conducted at the end of the semester, on dates to be fixed at the college level.

A grade is basically a qualitative measure (alphabet) giving the performance of a student in a Subject such as Outstanding (S), Excellent (A), Very Good (B), Good (C), Average (D), Poor (E), and Fail/Unsatisfactory (F), based on the raw marks obtained by the student (includes both CIE & SEE).

9. Grade Point Scale:

Grade	S	A	B	C	D	E	F
Grade Point	10	9	8	7	06	04	00
Marks Obtained out of 100	≥ 90	89-80	79-70	69-60	59-50	49-40	< 40

There will be no re-examination for any course in the credit system, to take care of student who has failed, Student would require to re-register for the course when it is offered again (either in a main or supplementary semester) and fulfill the Passing Standards laid down to earn the specified credits.

10. Mandatory (Non-Credit) Learning Courses:

The performance of the student in these courses (Constitution of India and Professional Ethics, Environmental Studies, Communicative English, or any other course prescribed by the university) is based on his Continuous Internal Assessment only and there is NO Semester End Exam for these courses.

The attendance requirement in these courses is 85% just like any other credited course.

For a pass in these courses the requirement is that he/she should score $\geq 40\%$ in the internal marks (CIE marks). Depending on his score in CIE, 'PP' or 'NP' grade will be awarded.

The performance of the student in these courses will not be considered for the vertical progression.

If the student fails to secure minimum attendance and/or minimum prescribed marks in CIE, he/she will be awarded NE grade/ F grade such students have to re-register for such courses again in the subsequent main semester/supplementary semester and put in the minimum prescribed attendance and earn the pass grade in CIE.

Without passing these courses the student will not be eligible for the award of the degree.

11. Add/ Drop / Audit / Withdrawal options

- A student has the option to ADD courses for registration till the date specified for late registration, subject to the registration clause 6.
- A student has the option to DROP courses from registration until one week after the mid-semester examination without being mentioned in the Grade Card. Such course to be taken up for study and re-registered by these students at a later time. He can drop up to the minimum credits specified for the semester, in registration clause 6.
- A student can withdraw from a course at the end of the semester (before CIE finalization/13th week of the semester) with a mention in the Grade Card (Grade 'W'); such courses to be taken up for study and reregistered later. He can withdraw up to the minimum credits specified for the semester.

12. The Transitional Grades 'I', 'W' and 'X' would be awarded in the following cases. These would be converted into one or the other of the letter grades (S to F) based on the performance of the after the student.

Grade 'I': Awarded to a student having satisfactory attendance at classes and meeting the passing standard at CIE, but remained absent from SEE for valid & convincing reasons acceptable to the College, like Illness or accident, which disabled him/her from attending SEE, A calamity in the family at the time of SEE, which required the student to be away from the College; In addition to the norms the following procedure has to be followed to avail the benefit of I Grade:

- The Student / Parent / Guardian has to inform the Principal / Dean Academic / Controller of Examination / HOD, prior or on the day of examination about the inability of the student to attend the examination.
- After informing the authorities, should furnish the supporting documents within two days of the concerned examination.

The decision of assigning 'I' grade for such candidate will be at the discretion of the Principal / Controller of Examination based on the validity of the initial information provided and the supporting documents. Under no circumstances 'I' Grade will be awarded if initial information / supporting documents are not furnished within specified time.

Grade 'W': Awarded to a student having satisfactory attendance at classes, but withdrawing from that course before the prescribed date in a semester under Faculty advice.

Grade 'X': Awarded to a student having **attendance $\geq 85\%$** and **CIE rating $\geq 90\%$** in a course, but SEE performance observed to be poor, which could result in an overall F Grade in the Course..

The temporary grades cannot be carried to the next academic year.

- A student having 'X' Grade in a subject and failing to pass the subject in the immediate next exam will be the automatically awarded an 'F' grade / not appearing for the immediate exam will automatically converted to 'F' grade.
- In the supplementary semesters, there is no provision to award 'X' grade, irrespective of the percentage of attendance and the CIE marks.
- A student having 'I' grade in a subject failing to pass in the immediate next exam will be automatically awarded an 'F' grade/not appearing for the immediate exam will be automatically converted into 'F' grade.
- Once a subject has been awarded 'F' grade, it cannot be again awarded any temporary grade in the subsequent exams, it can only be converted into one of the eligible pass grades (S, A, B, C, D, E) based on the performance of the student in the subject in the subsequent exam, else it continues to be in 'F' Grade.
- In the supplementary Semester, there is no provision for the award of 'I' grade.

<p>By the end of an academic year, during the supplementary semester all the temporary grades will have to be converted into one of the regular grades (S, A, B, C, D, E or F).</p>

13. Passing Standards

CIE	50 Marks	≥ 40% (i.e.20 Marks)
SEE	50 Marks	≥ 40% (i.e.20 Marks)

- A student will not be allowed to take up the SEE, if the CIE is less than 40 %.
- A student will be categorized in Not Eligible (NE) status which will amount to F grade in the course in the following cases:
 - a. Not allowed to take SEE for not fulfilling minimum attendance requirement.
 - b. Not allowed to take SEE for not fulfilling the minimum CIE requirement
 - c. Absent for SEE.
- There shall be no re-examination for any course in the credit system to take care of such students:
 - a. Who have absented themselves from attending CIE or SEE without valid reasons; or
 - b. Who have failed (secured 'F' grade) to meet the minimum passing standards prescribed for CIE and/or SEE; or
 - c. Who have been detained for want of attendance; or
 - d. Who have withdrawn ('W' grade)

Such students shall be required to re-register for the course(s) for study and go through CIE and SEE again and obtain a grade equal to or better than 'E'.

14. Grade Point Average

Grade point average is a credit index used for calculating Semester Grade Points Average (SGPA) and the Cumulative Grade Point Average (CGPA), both of which are important performance indices. SGPA & CGPA are calculated as below:

$$\text{SGPA} = \frac{\Sigma (\text{Course Credit X Grade Point}) \text{ for all the Courses registered in the current semester (excluding transitional grades)}}{\Sigma (\text{Course Credit}) \text{ for all the Courses registered in the current semester (excluding transitional grades)}}$$

$$\text{CGPA} = \frac{\Sigma (\text{Course Credit X Grade Point}) \text{ for all the Courses registered up to the end of the current semester (excluding F and transitional grades)}}{\Sigma (\text{Course Credits}) \text{ for all the Courses registered up to the end of the current semester (excluding F and transitional grades)}}$$

15. Grade Card

A separate grade card will be issued after every Odd semester exam / Even semester exam/ makeup exam / supplementary exam that he/she has appeared.

16. Makeup Examination

- Makeup examination facility is available to the students who may have missed to attend the SEE of one or more course in a semester for valid reason and given the "I" grade by the competent authority after every Odd/Even Semester End Exam.

- Students having the “X” grade shall also be eligible to take advantage of this facility.
- The makeup examination will be held after the announcement of main (Odd/Even Semester) examination results.
- The protocols of the makeup examination is same as that of the main examination.
- After the makeup examination all the temporary grades (I/X grades) will be converted into a regular grade like S, A, B, C, D, E, F.
- Students having temporary grades (I/X) who do not make use of the makeup examination, their temporary grades shall automatically convert into F grade.
- After each makeup exam all the pending temporary grades will be converted to F grades.
- Separate grade card is issued for the makeup exam.

17. Vertical Progression

The uniform minimum standards are applicable for vertical progression of students from the current academic year to the next academic year (even to odd semester). The prescribed standards for vertical progression are,

- Students should not have more than Four Fail (F) Grades (F Grades pertaining to theory as well as Practical courses) at any point of time for admission to any higher Odd semester
- For admission to 7th semester BE program, the students should have completed all the courses of First Year.
- Non-Credit mandatory courses shall not be considered for Vertical Progression. However, they are to be completed for the award of the Degree.
- In case, CGPA is less than 5.00 at the end of the BE program, students are permitted to appear again for SEE in full or part of the corresponding previous semester theory course/s by rejecting the performance of them (other than internship, technical seminar, project and laboratories) for any number of times subject to the provision of maximum duration of the program, to make up the CGPA greater or equal to 5.00 for the award of degree.
- **A Minimum standard for CGPA \geq 5.0 is to be maintained at the end of each academic year.**

18. Award of Class

Sometimes, it would be necessary to provide equivalence of these averages, viz., SGPA and CGPA with the percentages and/or Class awarded as in the conventional system of declaring the results of University examinations. This can be seen from Table below which reproduces the approach of the Council for this purpose:

Percentage Equivalence of Grade Points (For a 10-Point Scale)

Grade Point	Equivalent Percentage of Marks	Class
≥ 5 and < 6.75	≥ 42.5 and < 60	Second class
≥ 6.75 and < 7.75	≥ 60 and < 70	First class
≥ 7.75	≥ 70	First Class with Distinction

Conversion of grade point average (SGPA /CGPA) into a percentage is given by

$$\% \text{ Marks} = (\text{Grade point average} - 0.75) \times 10$$

19. Supplementary Semester

- Supplementary Semester is primarily to assist weak and /or failed students. In the Autonomous scheme, students having F grade in any of the subjects cannot directly write the supplementary exams. They have to re-register for such subjects and earn the required CIE and attendance, then take the supplementary SEE.
- A student shall be allowed to register for a maximum of 20 credits in a supplementary semester.
- The supplementary semester shall be utilized primarily to facilitate the failed students to attend the courses in which they have failed and not for launching any new courses for *credit*. However, a Department shall be free to arrange any 'Add-On' courses for its students during this semester.
- The academic activity in the supplementary semester shall be at double the rate as compared to a normal semester; e.g., 1 credit of course work shall require two hours/week in the class room, such that the contact hours are maintained the same as in a normal semester. It shall also be necessary to fulfill the requirements of CIE and SEE for all the courses like in a normal semester.
- Students intending to avail this facility shall have to register for the courses offered by paying the prescribed fees within the stipulated time.
- Temporary grades such as I/W/X will not be awarded during supplementary semesters.

20. Attendance

- It is mandatory for students to have 100% attendance. However, the student has to have a minimum 85% attendance in each subject/course with a provision of condoning 10% of the attendance by Principal for reasons such as medical grounds, participation in University level sports, cultural activities, seminars, workshops and paper presentation, etc.
- A candidate having shortage of attendance in one or more subject shall have to repeat those courses.
- Students desirous of leave of absence for less than two weeks during a semester shall apply for it in advance to the Head of the Department giving reasons & supporting documents, if any, and get approval prior to leaving the campus.

21. Termination from the Programme

A student shall be required to leave the College without the award of the Degree, under the following circumstances:

- Failure (getting F Grade) and not passing a course/subject to earn credit for the same, in spite of five successive attempts;
- Absence from attending classes for more than six weeks continuously in a semester, without the prior approval from the competent authorities.
- Failing to secure CGPA ≥ 5.0 at the end of any semester for the first time, to attract a warning before approval to continue in the following semester. However, a student failing to secure CGPA ≥ 5.0 on three consecutive occasions would be asked to discontinue the programme and leave the college.
- Failure to complete a full time 4 year BE programme in 8 years and in 6 years for lateral entry students.

22. Degree Requirements

- Minimum Earned Credit Requirement for B E Degree is 175 and 135 for lateral entry students.
- Completed all the prescribed credit requirements for the award of Degree in each of the courses, like Theory, Laboratory, Studio, Workshop, Seminar and Project Work;
- Satisfactory completion of all Mandatory Learning courses.
- Obtained a CGPA of ≥ 5.00 at the end of the semester in which he/she completes all the requirements for the award of Degree;
- Paid all the dues to the College including the Department, Hostels, Library and other units;
- No case or disciplinary action pending against him/her.
- The maximum duration for a student for complying to the Degree Requirement is EIGHT years from the date of first registration for his first semester and SIX years for lateral entry students.

23. Award of Ranks

a. Declaration of Ranks

Ranks are awarded in each branch of Engineering based on the CGPA secured by the candidates (considering I to VIII semester subjects for students admitted to I semester of Engineering and III to VIII semester subjects for Lateral Entry students admitted directly to III semester).

Provided the candidate

- Has completed the entire course in the college itself.
 - Has passed all the subjects in first attempt only, including the mandatory subjects with a CGPA of at least 7.75(FCD) or more.
 - Has not repeated/rejected/withdrawn/secured I, F, W, X, NE, NP grades in any of the subjects in the entire course.
 - Has not discontinued the program for any period during the course of study.
 - Has not been awarded any punishment for being involved in malpractice or indiscipline during the course of study in the college.
- b. A minimum of 10 candidates should have appeared for the 8th semester examination in that branch of Engineering.
- c. Total no. of ranks shall be 10% of total no. of candidates appeared in the 8th semester examination in that branch of Engineering subject to a maximum of 5 ranks if the sanctioned intake of the branch is 60 and a maximum of 10 ranks if the sanctioned intake of the branch is 120 or more in the considered batch at admission.

24. Conduct during Examination

- Only one main answer book will be issued, and no additional Books are permitted.
- The candidate should write his/her seat number and give other information like examination, semester, subject, subject code etc., against the space provided on the title page of the answer book.
- The candidate shall not write his/her name/USN or put any identification mark inside any part of the answer book, which may disclose his/her identity which will be treated as malpractice and liable for penalization.

- d. The question numbers should be mentioned in the margin only.
- e. The candidate shall write answers on both the sides of sheets of the answer book. All rough work must be done in the space provided at the end of the answer book. Answers must be written using blue ink (ball pen or ink pen). If there is a change in ink, the same shall be attested by the Room Superintendent on the facing sheet of the answer script at the top.
- f. Answer book should be handed over personally to Room Superintendent before leaving the examination hall.
- g. No candidate shall be permitted to go to toilet during the period of examination.
- h. The candidate should not take any books/notes, log table, scribbling pads, Cell phones, programmable calculators, Pen Drive, or any kind of reference material into the examination hall. The candidate should make sure that he/she has no unauthorized book or paper in the examination hall with him/her or in his/ her desk. He/she should have only articles permitted like Identity Card, Hall Ticket /Admission Ticket. The candidate should not write anything on the Admission Ticket or Identity Card or Calculator should not have any writings other than officially printed.
- i. A warning bell will be given 10 minutes before the commencement of the examination when all the candidates should take possession of their seats, another bell will be given at the beginning of the examination when question papers will be distributed and the students should start writing the answers. No candidates shall be admitted 30 minutes after the commencement of the examination and also shall be allowed to leave the examination hall before 45 minutes of since the commencement of the examination. No candidate should leave his/her seat during last 10 minutes. Warning bell will be given 10 minutes before the closing time and final bell is given at the end of the examination. Then all the candidates should stop writing or revising the answers and should handover the answer book to the Room Superintendent.
- j. The candidates should see that, the Room Superintendent has appended his/her signature at the specified space on the answer book as and when he/she received the answer book.
- k. Smoking and taking tea or coffee or cold drink in the examination hall is strictly prohibited. However, drinking water will be supplied on request.
- l. Any candidate appearing for the examination is liable to be charged with committing malpractice in the following cases:
 - Bringing to the examination hall or being found in possession of portions of a book, manuscript, Cell phones, Programmable Calculator Pen Drive, digital watch or any other material or matter.
 - Having any written matter on scribbling pad, Question Paper, Admission Ticket,
 - Calculator, Palm, Hand, Leg, Hand Kerchief, Clothes, Socks, Instrument Box, Identity Card, Scales etc.
 - Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering.
 - Copying from the material or matter or answer of another candidate or similar aid or assistance is rendered to another candidate within the Examination Hall.
 - Communicating with any candidate or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination.
 - Making any request of representation or offers any threat for inducement or inducing to bribery to Room Superintendent or and any other official or officer of the college for favors in the examination hall or to the Examiner in the answer script.

- Smuggling out or smuggling in or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book or running away along with the answer script from the examination hall or premises.
- Impersonating or allowing any other person to impersonate to answer in his / her place in the examination hall.
- Supply of copying material inside or from outside the examination hall.
- Bringing mobile phone to the examination hall. Unruly behavior inside or near the examination hall.

25. Penalties and punishments to the students involved in malpractice during the examination

Nature of Malpractice	The Penalty to be Imposed
1.Revealing the identity of the candidate	A fine not less than Rs.2500/- and/or to deny the benefit of the performance of that subject in which the candidate has revealed his/her identity.
2. Possession of Manuscript / printed or typed matter, books or notes and written matter on the calculator, instrument box, etc., or having any other written matter on the person (For Example, palm, hand , leg clothes, socks etc.,)	To deny the benefit of performance of the examinations of all subjects for which the candidate has appeared (both attended and to be attended)
3. Detection of identical answers scripts of different candidates or allowing a candidate to copy from his/her answer scripts.	To deny the benefit of performance of the examination of all subjects for which the candidates have appeared.
4. Appeal to the examiner with money as enclosures to the answer book / use of abusive / abusive language or threatening remarks in the answer book	To deny the benefit of performance of all subjects of the semester examination for which the candidates have appeared (both attended and to be of the particular examination conducted including arrear examinations)
5. Found giving or receiving assistance at the examination, passing the question paper with written answers / formulae / answer script / additional sheet / graph sheet / drawing sheet for the purpose of copying.	To deny the benefit of performance of the examination of all subjects for which the candidates have appeared (both attended and to be, of the particular examination conducted, including arrear examinations) debar them for a further number of chances extending up to three more examinations
6. Destroying the documentary evidence.	To deny the benefit of performance of the examination of all subjects for which the candidates have appeared (both attended and to be of the particular examination conducted, including arrear examinations) and/or debar them from taking any examination for one year. Such candidates shall re-join after one year.
7. The insertion of additional sheets / graph sheets / drawing sheets, use of answer book which are not issued at	To deny the benefit of performance of the examination of all subjects for which the candidates have appeared (both attended

the examination hall	and to be of the particular examination conducted, including arrear examinations) debar them for taking any examination for one year. Such candidates shall re-join after one year.
7. In case of Impersonation or found guilty of deliberate prior arrangements to cheat in the examination.	To deny the benefit of performance of the examination of all subjects for which the candidates have appeared (both attended and to be, of the particular examination conducted, including arrear examinations) debar them for a further number of chances extending up to six more examinations. (For the person who has impersonated shall be handed over to the police under the IPC 419)
8. Abusing, threatening, manhandling the examination authorities at the examination hall or in the premises of the examination center, as well as misconduct of a very serious nature.	To deny the benefit of performance of the examination of all subjects for which the candidates have appeared (both attended and to be of the particular examination conducted, including arrear examinations) debar them for a further number of chances extending up to five more examinations depending of the degree of misconduct.
9. Any other malpractices connected with the Examination	The committee can recommend suitable penalties and punishment.

26. Examination Result and Appeal on Grades

- a. The results will be announced within ten days from the last examination.
- b. The facility of re-totaling, revaluation and photocopy of the answer scripts is only for theory examination where answer scripts are valued only once (valued by single examiner). The candidate can apply for any number of papers of theory examination.
- c. A candidate shall submit an application to the Examination section in the prescribed format for re-totaling, revaluation and photocopy of the answer scripts by paying the prescribed fee within three days from the announcement of the results.

27. Grace Marks Policy

Grace marks shall be awarded to specified limits only in the cases where such grace marks would enable a candidate to pass either in a subject/ theory/practical or the whole examination.

- a. Grace Marks shall be awarded to a subject (Theory/Practical) of 1 (One) mark if, after the grace marks added, the candidate gets minimum prescribed marks in the theory/practical and passes in that subject.
- b. Candidate shall be eligible to a maximum of 2 (Two) grace marks, provided
 - He/She has failed in only one subject of the examination.
 - Passes the whole examination by such grace marks.
 - Gets minimum prescribed grade in the paper / practical and satisfies aggregate for
 - Passing by such grace marks provided not graced as per (a).

28. Internship/Minor Projects/Self study

Internship/Minor Projects/Self-study are 2 credit student centric activity within the requirement of 175 credits for the degree program.

Internship

- a) Internship has to be carried out by the student during summer vacation in an industry / R&D organization / in- house.
- b) Duration of internship preferably is to be six weeks but not less than four weeks.
- c) Before commencement of the internship, student should submit a detailed report to the department on the work to be taken during the internship, permission letter from the organization where the internship to be carried out indicating the scope of the internship.
- d) Student should submit attendance certificate indicating the actual percentage of attendance duly signed by respective authorities.
- e) An internship completion certificate duly signed by the respective authorities along with the detailed report indicating salient learning outcome of the internship by the student has to be submitted to the department.
- f) The student should be assessed by the committee formulated at the departmental level for CIE.
- g) SEE should be conducted jointly by an internal and an external examiner through viva voce and power point presentations.

Minor Projects

- a) The minor project to be identified by the students (should not be repetition of any mini project or final semester project undertaken by the students) and approved by the DUGC.
- b) The project selected should be such that the student has to put in minimum requisite hours of work equivalent to 2 credits.
- c) Maximum number of students in the minor project could be 4.
- d) Student should submit the project proposal with expected learning outcomes and get approval from the DUGC.
- e) Student has to submit the detailed project report along with the learning outcomes from the minor project.
- f) The department will arrange for internal evaluation for CIE.
- g) SEE should be conducted jointly by an internal and an external examiner through viva voce and power point presentations.

Self - study

- a) The value-added course should be selected such that, the topic is not covered in any of the courses studied for the award of degree.
- b) The value-added course should be approved by the DUGC.
- c) The topic selected should be such that the student has to put in at least 96 hours of work equivalent to 2 credits.
- d) The department has to formulate a scheme for evaluation for CIE component.
- e) Each candidate must submit a detailed report of the self-study along with the learning outcomes from the course.
- f) Candidate will be evaluated for SEE jointly by an internal and an external examiner through viva voce and power point presentations.

29. Massive Open Online Courses (MOOC)

Massive Open Online Courses (MOOC) are the part of the curriculum and students have to register for a maximum of two courses on the NPTEL/ SWAYAM/ Coursera platform. Students can choose and register from the list of subjects identified and approved by DUGC

from 5th semester onwards. Course registered shall be of 12 – 16 week duration (approximately 40 hour; 1 credit = 13 hours) is considered equivalent to 3 credits. However, DUGC in consultation with Dean-Academic can establish credit equivalents as per the credit plan of the program.

On receipt of MOOCs completion certificate from Host Institution, a copy of MOOC completion certificate attested by the Course Coordinator/facilitator and College Coordinator for MOOC shall be submitted to the DUGC. An equivalent Grade corresponding to grade/ marks awarded by MOOC agency shall be determined (if required) by a committee consisting of Dean-Academic and DUGC. The grade awarded by Host Institution or equivalent Grade (as the case may be) shall be shown in the grade card, transcript and accounted in the SGPA and CGPA calculations.

Students' failing to appear for the final examinations conducted by the Host Institution and not being awarded MOOC course complete certificate shall re-register for MOOC in the next subsequent session (s) and earn the credits to fulfil requirements for the completion of the degree. The student can opt for change of MOOC elective in case of the same MOOC being not offered in consultation with mentor and HoD through DUGC. The same is applicable to the student obtaining 'F' grade in the final examination conducted by the Host Institution.

30. Fast Learner/ Slow Learner

NMIT is empowered to grace the academic program for students who are excellent in academics and also who are slow learners. In case of excellence in academics or slow in managing with the peers, the following can be adopted to complete the course:

1. A student can register for the course work, with a minimum course load being 16 credits and a maximum course load of 28 credits per semester, the average course load for a semester being 22 credits.
2. This facility will enable the student to plan his/her course load in each semester to follow, by choosing it to be between ≥ 16 and ≤ 28 credit limits, based on faculty advice and his/her academic performance in the previous semester.
3. This helps fast learners (or outstanding students) to accelerate their programme by registering and maintaining up to a maximum (28 credits) course load in each succeeding semester, based on their academic performance in the preceding and also in the current semesters; **such students who are able to complete the total requirements of the programme (175 credits) in a shorter time period i.e., 7 semesters in all.**
4. Similarly, slow learners (or weak students) are to register only for the minimum (16 credits) number of credits in each succeeding semester and strive to maintain good performance in all the courses registered and **complete the total requirements for the programme (175 credits) with a maximum of 10 semesters.**

31. Bridge courses for lateral entry students

Five additional courses are offered for lateral entry students during the 3rd, 4th and 5th semester. The following are the courses offered:

- Bridge Mathematics – I, Environmental Studies/ Constitution of India and Professional Ethics is offered in the 3rd semester
- Bridge Mathematics–II, Constitution of India and Professional Ethics/ Environmental Studies is offered in the 4th Semester
- Communicative English is offered in the 5th Semester

32. Resolution of Disagreements

The Principal will have the final say in the event of any disagreement in the interpretation of text in this handbook.

Academic process to be followed by the students during the semester

