

**UNIVERSITY RULES AND REGULATIONS GOVERNING UG & PG DEGREE
(B.TECH, BHMCT, MBA & M.TECH)**

NSHM Knowledge Campus , Durgapur

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UNIVERSITY RULES AND REGULATIONS GOVERNING UG & PG DEGREE (B.TECH, BHMCT, MBA & M.TECH)

1.0 Introduction:

NSHM Knowledge Campus, Durgapur, Group of Institutions are presently running B.TECH (ME,CE,CSE,ECE,EEE,EE),BHMCT,MBA&M.TECH courses under the rules and regulations of the affiliated University Maulana Abul Kalam Azad University of Technology, West Bengal (formerly known as West Bengal University of Technology)

1.1 Provisions of these rules shall be applicable to all UG & PG courses leading to the degrees of B.TECH. BHMCT, MBA & M.TECH.

1.2 The Departments/Schools/Affiliated Institutes shall offer the Under Graduate and Master's degree programs under these rules in such areas or specializations in full-time and part-time basis as the Academic Council of the university may decide from time-to-time.

2.0 Admission to B.TECH, BHMCT, MBA & M.TECH:

The eligibility criteria and the procedure of admission for each program shall be notified by the affiliated university separately at the beginning of admission procedure .

2.1 B.Tech. course shall be made on the basis of WBJEE, AIEEE, JELET & Direct Admission as notified by the Govt.

2.2 BHMCT course shall be made on the basis of JHOME & Direct Admission as notified by the Govt.

2.3 MBA course shall be made on the basis of MAT/CAT/JEMAT rank

2.4 M.Tech. course shall be made on the basis of the result of GATE & Admission Test conducted by the University/Institution.

3.0 Duration of courses

3.1 The full-time postgraduate programs (MBA and M-Tech) shall be of duration of 24 months spread over four semesters mentioned and the schedule of events in the semesters, i.e., the date of commencement, slot test, end-semester examinations etc., have been laid down in the Academic Calendar published by the University.

3.2. The full-time undergraduate programs (B-Tech) shall be of duration of 48 months spread over eight semesters mentioned in clause 5, and the schedule of events in the semesters, i.e., the date of commencement, slot test, end-semester examinations etc., shall be as laid down in the Academic calendar published by the University.

3.3 A student admitted to the program will be required to complete successfully within in the stipulated time (i.e., double of the duration of the course) as per the rules of the affiliating university.

4.0 Conduct and Discipline

Students shall conduct themselves within and outside the precincts of the Institute/University in a manner befitting the students of an institution of higher learning.

5.0 Examinations:

5.1 At the end of each semester, there shall be an examination (here-in-after called end semester examination) conducted by the University as per the Academic Calendar. As per university norms a academic year is divided into Odd semester and Even semester of the duration of six months each.

5.2 Backlog examinations, if any, can be appeared in succeeding odd/even semester.

5.3 Teacher (s) associated with the teaching of the subject or course item will be responsible for all aspects of teaching and evaluation of the course in addition to setting of questions for the end-semester examinations.

5.4 There is a provision for Post Publication Review (PPR) and Post Publication Scrutiny (PPS) after declaration of end semester result. The controller of Examinations used to serve a notice regarding PPR/PPS

6.0 Eligibility to appear in the end semester examinations

6.1 Student who has registered for the particular semester

6.2 Student who has less than 25% unauthorized absenteeism in the classes of the semester.

6.3 Student who has cleared all dues before the start of the examination.

7.0 Evaluation

7.1 The evaluation of course items shall be done as per the following guidelines:

(A) Theory Items: each item under this classification shall be evaluated on the basis of 100 percentage points, subdivided into the following four categories:

(i) End-semester examination (Theory): 70 points

(ii) Course test/ class test/ Assignment: 20 points

(iii) Attendance: 10 points

(B) Laboratory Items: each item under this classification shall be evaluated on the basis of 100 percentage points on the basis of a continuous evaluation.

(C) Seminar/sessional Items: each item under this classification shall be evaluated on the basis of 100 percentage points on the basis of a continuous evaluation.

7.2. Comprehensive viva-voce:

A comprehensive viva-voce for MBA will ordinarily be held immediately after the end of second semester examination. The oral examination will carry the credit point of 8 and cover the entire course of study during the first and the second semesters for full-time program. The viva voce will be conducted by a Board consisting of members from the faculty of the Departments/Schools/Affiliated Institutes and at least two external examiners selected by the university from a list of ten names proposed by Department/School/Affiliated Institute.

7.3 Thesis/Project work:

A MBA student will carry out project work during the semester break after Second semester. A student shall carry out the project work under the supervision of a member of the teaching staff and/or a Scientific Officer of the Department/School/Affiliated Institute. A student may undertake to execute the project in collaboration with an Industry, Research and Development Organization or another academic institution/University where sufficient facilities exist to carry out the project work. In addition to the Supervisor from the Department/School/Affiliated Institute, a Joint Supervisor may be appointed from the Industry, a Research Laboratory or another University with the approval of the Department/School/Affiliated Institute. The Joint Supervisor will be associated with the guidance and may also be associated with evaluation of the performance of the student. The internal Supervisor may, if felt necessary, visit the Industry, or the Research Laboratory or the University in connection with the project of a student. The evaluation of Project work shall be done through Paper code MB 303 (Project work & Viva voce) with a subject credit point of 8.

7.4 Qualifying marks :

7.4.1 Minimum qualifying marks for theory or practical paper will be 40%

7.4.2 In case of a practical paper one has to score at least 40% in the practical along with overall 40% in the paper to qualify in the end semester examination of a particular semester.

8.0 Promotional Criteria :

The promotional status shall be indicated on the even semester grade card/sheet as per details below:

(A) Passed and Promoted (denoted by 'P') and indicating that

- i) The student has cleared ALL course items of both odd and even semesters of the academic year individually.
- ii) The student has no backlogs below the present level from which the promotion is sought.

(B) Eligible for promotion with backlog (denoted by 'XP') and indicating that

- i) The student has not been able to clear up all Paper /(s) in that particular semester or backlog paper existing in previous semester

(C) Ineligible for promotion (denoted by 'X') and indicating that

The student is not eligible for promotion to the next higher level due to non fulfillment of stipulations for governing promotion. Normally it will be applicable for final semester. This is as per the High court's verdict regarding promotion

9.0 Withdrawals from course:

9.1 A student who has been admitted to M.Tech. or M.Pharm. program may be permitted by the Academic Council of the university to withdraw temporarily for a period of one semester or more from the Department/School/Affiliated Institute on account of prolonged illness/acute problem in the family, provided that:

- (a) The student applies to the University within one month of commencement of the semester or the date of last attended classes, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the Department/School/Affiliated Institute,
- (b) The Department/School/Affiliated Institute is satisfied that, inclusive of the period of withdrawal, the student is likely to complete all the requirements for the degree within 5 years of admission to the program,
- (c) There are no outstanding dues or demands from the Department/School/Affiliated Institute.

9.2 A student who has been granted temporary withdrawal under provisions of the above clause will be required to pay tuition fee and other fees only for the current semester when s/he rejoins the program.

9.3 A student shall be granted only one such temporary withdrawal during the program.

9.4 A student who has been granted temporary withdrawal under provisions of the clause 10.1 shall not be eligible either for award of assistantship during the extension period or any medal or prize.

10.0 Relaxation

The Academic Council may, under exceptional circumstances, consider any case of a student having a minor deficiency in respect of any of the requirements stated in these rules and relax the relevant provision of these rules 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.

11.0 Grade System

11.1 For each paper the grades will be awarded as follows :-

Classification	Letter Grade	Score on Percentage Points	Points
Outstanding	O	100 to 90	10
Excellent	E	89 to 80	9
Very Good	A	79 to 70	8
Good	B	69 to 60	7
Fair	C	59 to 50	6
Below Average	D	49 to 40	5
Failed	F	Below 40	2
Incomplete	I	-	2

11.2. The method of calculation of Grade Point Average (As per MAKAUT)

Semester Grade point average (SGPA) This is the final score obtained by any student in a particular semester .It is calculated by dividing the sum of the credit grade of each and every course by semester credit point for the particular semester

$$\text{SGPA (Semester Grade point average)} = \frac{\text{Credit Index}}{\sum \text{Credit}}$$

$$\text{YGPA (Yearly Grade point average)} = \frac{\text{Credit Index Odd Sem} + \text{Credit Index Even Sem}}{\sum \text{Credits Odd Sem} + \sum \text{Credits Even Sem}}$$

$$\text{DGPA (Degree Grade point average)} = \frac{\text{YGPA1} + \text{YGPA2} + 1.5 * \text{YGPA3} + 1.5 * \text{YGPA4}}{5}$$

(For B-Tech course)

$$\text{DGPA (Degree Grade point average)} = \frac{\text{YGPA2} + 1.5 * \text{YGPA3} + 1.5 * \text{YGPA4}}{4}$$

(For B-Tech Lateral Entry students)

$$\text{DGPA (Degree Grade point average)} = \frac{\text{YGPA1} + \text{YGPA2}}{2}$$

(For MBA & M-Tech)

12.0 Code of conduct during the examinations

12.1. Late comers in the exam hall (late by more than 30 minutes) will not be entertained within the exam hall.

12.2 Students resorting to unfair means in the exam hall will be expelled without any warning and he/she will have to appear for re-examination to clear the concerned paper.

12.3 Students should carry their own pencil/pen/rubber admit card for examination

13.0 Re evaluation

13.1 One can apply for re evaluation for a particular paper/s after declaration of results and duly notified by the Controller of Examinations, MAKAUT, Kolkata

14.0 Special Supplementary examinations

14.1 The students having backlog paper may appear for the ‘Special Supplementary examinations’ conducted by the university likely to be held in August-September of every year

14.1 Eligibility criterion :

a) 4 year UG courses : B/L paper/(s) in 7th /8th sem (not more than 4 papers)

b) 2 year PG courses : B/L paper/(s) in 2nd /4th sem (not more than 4 papers)

15.0 Transcription

Transcription sheet after passing out the course will be made available by the university to the student only on request in a prescribed format along with transcription fees as applicable.

16.0 Limit of Service

The maximum limit of service offered to a student by the school is twice the length of the service required to complete the course. For example under two year program, one will be allowed to continue with the institute maximum for 4 years on paying of applicable fees. After 4 years of time the registration of the student stands cancelled.

17.0 Certification

17.1 Certificate for the course will be awarded to a student who has successfully completed the course and had cleared all the papers during the stipulated time offered to him/her as mentioned in the article 10.1 of the exam manual.

17.2 Certificate will be handed over to the student, who secures the position in the university examinations. The position will be judged on the basis of DGPA (Degree Grade Point Average) Other students have to collect the Certificate from the affiliated colleges.

18.0 Migration

18.1 One can apply for Migration after result been declared by the University . He /she may apply for Migration by paying the requisite fees